

## Grant Application Staff Report

**Date:** December 30, 2025

**To:** Douglas County Board of County Commissioners

**Through:** Douglas J. DeBord, County Manager

**From:** Jennifer L. Eby, AICP, Director of Community Services

**CC:** Ryan J. Arthur, Community Programs Coordinator  
Allison E. Cutting, Community Services Supervisor  
Rand M. Clark, CCAP, NCRT, Assistant Director of Community Services

**Subject:** **2026 – 2027 Denver Regional Council of Governments Federal Transit Administration 5310 Grant Application in the Amount of \$256,173 with a Required Local Match of \$64,044 for a Project Total of \$320,217.**

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Board of County Commissioners' Business Meeting

January 13, 2026 @ 1:30 p.m.

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### **I. EXECUTIVE SUMMARY**

The request is for approval of the 2026 – 2027 Federal Transit Administration (FTA) 5310 grant application to the Denver Regional Council of Governments (DRCOG) in the amount of \$256,173 to enhance the mobility of seniors and individuals with disabilities. A local contribution of \$64,044 is required for a project total of \$320,217. The application is due on January 16, 2026.

### **II. REQUEST**

Approval of the 2026 – 2027 DRCOG FTA 5310 application in the amount of \$256,173 with a required local contribution of \$64,044 for a project total of \$320,217.

### **III. BACKGROUND**

On November 10, 2025, DRCOG issued a Request for Proposal for FTA 5310 grant funds to provide mobility services for older adults and people with disabilities. DRCOG FTA 5310 can be utilized to serve residents in the northern portions of the County within the Denver-Aurora Urbanized Area (UZA).

### **IV. DISCUSSION**

The County does not provide transit services directly. Instead, subgrantee agreements will be executed with local area transportation providers to provide approximately 5,400 one-way trips to enhance the mobility of older adults and people with disabilities in the Denver-Aurora UZA region of the county. Douglas County transportation providers utilize multiple funding sources and volunteer drivers to leverage grant funds and keep trip costs low.

The Douglas County First Call call center, operated by Aging Resources of Douglas County (ARDC), is utilized to provide transit coordination for residents. ARDC currently supports an average of 265 First Call requests per month.

The requested funds will be allocated in the following manner:

<b>Transportation – Trips</b>		
Assisted Transportation	5,400	\$ 199,800
<b>Mobility Management</b>		
First Call Call Center		\$ 16,120
Mobility Management		\$ 40,253
	<b>Sub-Total of Requested Funds</b>	<b>\$ 256,173</b>
<b>Required Local Contribution</b>		
DRCOG OAA Transportation Funds		\$ 57,639
Cash Match		\$ 6,405
	<b>Sub-Total of Local Contributions</b>	<b>\$ 64,044</b>
	<b>Project Total</b>	<b>\$ 320,217</b>

The required local contribution will be met through a combination of DRCOG Older Americans Act (OAA) funded trips and a recommended 10% of matching funds through local cash match.

## **V. RECOMMENDED ACTION**

Staff recommends approval of the 2026 – 2027 DRCOG FTA 5310 grant application in the amount of \$256,173 with a required local contribution of \$64,044 for a project total of \$320,217 as it complies with all federal, state, and county approval standards and policies.

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# 2026-2027 DRCOG FTA 5310 Grant Application

## Program Proposal Description

### Proposal Description

*Provide a high-level overview of your proposal including the services proposed and the total amount requested for each service. This section should be an executive summary of your request.*

Working with community-based organizations, stakeholders, businesses, and local government agencies, Douglas County uses a multifaceted approach to increase transportation options for older adults and individuals with disabilities through a strategic and collaborative program. Douglas County transportation includes a broad range of service options designed to meet the needs of older adults and people with disabilities who require various transportation services to ensure quality of life and access to employment. This program supports transportation services to meet the special needs of older adults and disabled populations in the regions of Douglas County within the Denver-Aurora UZA.

Douglas County partners with local, community-based providers with experience and expertise in providing residents with quality and reliable transportation services. Mobility Management collaborates with service providers, supports overall grant coordination, and identifies strategies to deliver services and ensure inclusivity, efficiency, and sustainability.

Douglas County requests \$256,173 to provide mobility management for the portions of Douglas County within the Denver Metro Urbanized Area, support for a transportation call center, and 5,400 one-way trips for older adults and people with disabilities. The proposed program aligns with DRCOG's Metro Vision Regional Transportation, Coordinated Transit Plans, and the Area Agency on Aging in building resilient and inclusive communities.

## Budget

### Requested Funds

<i>Proposed Service</i>	<i>Requested State/Federal Funds</i>	<i>Required Matching Funds</i>
Contractual Services – 5,400 one-way trips	\$199,800	\$49,950
Contractual Services – First Call	\$16,120	\$4,030
Personnel – Mobility Manager	\$37,753	\$9,439
Other Expenses – Mobility Management	\$2,500	\$625
<b>Total</b>	<b>\$256,173</b>	<b>\$64,044</b>

### Match Revenue and Program Income

<i>Proposal Service</i>	<i>Local Cash Amount</i>	<i>Local Cash Source</i>	<i>Local In-Kind</i>	<i>In-Kind Source</i>	<i>Program Income</i>
Contractual Services – 5,400 one-way trips	\$4,995	Douglas County General Fund	\$44,955	DRCOG OAA Transportation Funds	
Contractual Services – First Call	\$403	Douglas County General Fund	\$3,627	DRCOG OAA Transportation Funds	
Mobility Management –	\$944	Douglas County	\$8,495	DRCOG OAA	

Mobility Manager		General Fund		Transportation Funds	
Other Expenses – Mobility Management	\$63	General Fund	\$562		
<b>Total</b>	<b>\$6,405</b>		<b>\$57,639</b>		

## Budget Details

Proposed Service	Expense	Description	Requested Amount	Local Cash	Local In-Kind	Total Project
Mobility Management	Contractual Services	5,400 one-way trips	\$199,800	\$4,995	\$44,955	\$249,750
Mobility Management	Contractual Services	First Call center	\$16,120	\$403	\$3,627	\$20,150
Mobility Management	Personnel	Mobility Manager	\$37,753	\$944	\$8,495	\$47,192
Mobility Management	Other Expenses	Mobility Manager Administration	\$2,500	\$63	\$562	\$3,125
<b>Total</b>			<b>\$256,173</b>	<b>\$6,405</b>	<b>\$57,639</b>	<b>\$320,217</b>

## Budget Narrative

### Personnel Details

*Please provide details on all personnel who will work on this grant. You can add as many records as needed to this table. Please be sure to identify that staff time and expenses by service as allocated in the budget. Personnel should also include volunteer time, if applicable. This section does not need to be completed if you are not planning to charge personnel costs to the award.*

Service	Position Title	Position Description	Hourly or Salary?	Hourly Rate	Total Yearly Hours Charged to Grant	Annual Salary	Percent Time Charged to Grant	Total Cost
Personnel – Mobility Manager	Community Programs Coordinator	Responsible for providing collaborative leadership to coordinate, enhance, and expand the local and regional system of care specific to human service transportation that seeks to support services for low-income families, homeless, older residents, and those with disabilities. Administer Federal, State, and local grants in support of providing needed transit services to vulnerable county residents. Engages in all activities related to mobility management, to	Salary	\$34.57		\$75,506	50%	\$37,753

		include planning for sustainable transit programs, embrace community feedback for locally delivered transportation services, and collaborating with local transit stakeholders through the local coordinating council.						
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### Indirect Cost Calculation

*Please provide further details on indirect costs by service in the budget for this application. The system will calculate the indirect based on your inputs here. This section does not need to be completed if you are not planning to charge indirect costs to the award*

### Other Budgeted Costs Narrative by Service

*Please provide a narrative details all cost items identified in your budget for each individual service. Please include how you arrived at those budgeted numbers, details on anything included in the Other Budget category, and explanation as to why the costs are necessary and relevant for providing the service.*

Service	Budget Narrative
Contractual Service – 5,400 one-way trips	<p>Douglas County requests \$199,800 in FTA 5310 to provide a minimum of 5,400 transportation trips for older adults and people with disabilities. Douglas County's sub-grantee provides transportation trip services that are contracted at a rate of \$37 per trip.</p> <p>No program income is included in the formal budget because it is variable and not guaranteed; however, any program income collected is used to provide additional trips. This is why the budget projects a minimum of 5,400 trips, with program income allowing the total number of trips to increase.</p> <p>All costs are necessary to ensure older adults and people with disabilities receive safe, reliable, and accessible transportation services throughout the grant period.</p>
Contractual Services – First Call	Douglas County requests \$16,120 in FTA 5310 to assist in funding the Douglas County "First Call" call center. First Call, operated by Aging Resources of Douglas County (ARDC), provides transit options for potential clients seeking information and current clients who may need additional resources. First Call is critical for residents to provide clear and accessible information about transportation services.
Mobility Management – Other Expenses	Douglas County requests \$2,500 in FTA 5310 to cover costs associated with the administration of the Mobility Manager. These costs include professional development, membership in professional organizations, entry fees for conferences, and covering mileage for travel. These expenses are necessary to facilitate the continued skill development of Douglas County's Mobility Manager and to network with other professionals in exchange best practices in the field.

# Service Narrative

## General Service Eligibility Questions

### **Operating a transportation brokerage to coordinate service providers.**

Douglas County actively facilitates regular meetings to facilitate effective and efficient delivery of coordinated transportation services. The Provider Network meets quarterly to discuss issues relevant to the delivery of coordinated services for our older adult and disabled residents. Providers utilize this time to discuss opportunities or concerns with their capacity to strengthen coordination amongst providers and provide the best trip option for residents. Douglas County's leading and coordination of grant funds emphasize our integrated approach to transportation services.

All coordinated services are tracked through the County's secure data system. Providers enter client demographic data, deliver service information and request monthly reimbursements through this system. The data system assists providers in managing multiple funding sources. Providers can efficiently allocate funds with the ability to charge one leg of a trip to one source and the second leg to another. The system provides reporting tools that summarize total trips provided, types of trips and where the trips originate and end.

### **Providing information and referral services and/or resources.**

Douglas County's call center and website are available for clients seeking information about transportation programs. The First Call center tracks all calls received to assess the utilization of the resource line. First Call provides responses to telephone requests for information and transportation, verifies client service eligibility, and schedules trips when services are qualified and available. On average, the call center logs 265 calls monthly in the Denver-Aurora UZA area of Douglas County. Call information is tracked in the coordinated data system. The annual customer satisfaction survey provides direct feedback from clients and gives them an opportunity to comment on providers and services directly.

### **Operating one call click systems and/or call centers.**

The Douglas County call center "First Call", operated by Aging Resources of Douglas County (ARDC), provides transit options to potential clients seeking information and current clients who may need additional resources. First Call is critical for residents to provide clear and accessible information about transportation services.

ARDC has expanded their efforts to provide resource navigation to connect county residents to the quality resources and information they need. Potential clients receive an assessment to identify providers who can best meet their needs.

### **Supporting local partnerships that coordinate transportation services, such as a Regional Coordinating Council (RCC)/ Local Coordinating Council (LCC).**

Douglas County Transit Solutions (DCTS) serves as the County's Local Coordinating Council. DCTS comprises local transportation service providers, planners from local jurisdictions, regional transportation partners, and residents who utilize services. Douglas County provides leadership to DCTS through mobility management by providing staff support, planning, data collection, and grant and financial administration. County staff work with local municipal partners to provide feedback and review of transportation studies and plans.

County staff actively participate in the Denver Mobility and Access Council (DRMAC). Staff attend DRMAC's regular monthly and quarterly Regional Coordinating Council meetings to stay informed of transportation services and the activities of LCCs throughout the region.

Staff from Douglas County also participate in regional and state-wide partnerships, including the Colorado Department of Transportation provider calls, Colorado Association of Transit Agencies' Colorado Mobility and Action Coalition, Regional Transportation District Subregional Service Councils (Southwest SSC and Southeast SSC), DRCOG's Advisory Committee on Aging, Regional Transportation Committee, and Transportation Advisory Committee. In addition, staff

regularly attend the Denver Regional Transportation District Local Government meetings and the Denver South Economic Development Partnership's Transportation Management Association meetings.

### **Staffing for the development and implementation of coordination plans.**

Douglas County employs a Mobility Manager on staff to take charge of the development and implementation of coordination plans. A recent example was the execution of the Douglas County Integrated Transit & Multimodal Feasibility Study, which was completed in July 2025. The Study was designed to expand on previous planning efforts, identify gaps in the transit and multi-modal transportation network, recommend physical and operational improvements, identify pilot projects for implementation, and provide a framework to enhance, sustain, and expand transit and multimodal transportation in the County.

Some strategy areas that have been identified include:

- Maintain and enhance transit access.
- Connect vulnerable populations to critical services.
- Promote collaboration between transportation providers, partner agencies, the call center, and the County to meet changing demands.
- Improve access to transit by exploring new funding opportunities to increase services and purchase vehicles to expand partner capacity.
- Promote regional connectivity by connecting local services to regional transit options to expand access to the Denver Metro Area.

The success of effective coordination is demonstrated through the increase in the number of trips provided and the ease of navigating services to clients. Through the collaborative application process and combining various funding sources, providers can be more flexible in their services. The support and use of First Call provide the navigation necessary to connect clients to the resource that best fits their unique needs.

### **Providing travel training and trip planning activities.**

Travel training and assistance with trip planning were identified as a need in Douglas County's 2020 Implementation Plan as well as through outreach to citizens in the Older Adult Initiative. Through the call center and its website, ARDC makes "How To" training documents and web-based training available. In addition, the Seniors' Council of Douglas County regularly provides educational opportunities to support travel training for older residents. The call center works one-on-one with riders to provide travel training and assist with trip planning.

### **Compatibility with the Coordinated Transit Plan**

*Please describe how the proposed service or project will improve the condition of the transit system, improve reliability of the transit service for its riders, or enhance access and mobility within the proposed service area*

The proposed project will ensure that coordinated transit services continue in Douglas County. In 2024, Douglas County was awarded funding to increase the number of trips provided, expand services to low-income residents and ensure that services were available throughout the county. Activities funded through mobility management ensure the ongoing evaluation of current projects meet the transportation needs of the community, identify system improvements and enhance mobility within Denver-Aurora UZA. Douglas County's Mobility Manager continues to improve the reliability of transit services for riders, by performing outreach to residents for available transportation services, supporting the Local Coordinating Council, and providing transit program management to continuously produce enhancements to access and mobility over time. Douglas County continues to promote the call center and grant-funded transportation services to residents, increase the service hours of operation and number of weekend trips provided, increase the number of

unduplicated individuals served, and target those most in need in our community.

The proposed projects will improve the efficiency, accessibility, and availability of transportation in the Denver-Aurora UZA portions of Douglas County by connecting residents to mobility options through expanded services, investments in community-based transportation, and accessibility. Enabling transportation options to bring individuals to places of employment, education, housing, community centers, and other essential resources strengthens the community and builds a vibrant economy.

*Please describe how the proposed service or project meets the service needs, gaps, and strategies related to human service transportation identified in the DRCOG Coordinated Transit Plan, or Area Plan on Aging.*

For many, the County's transportation program is the only transportation available. For seniors who can no longer drive, or those who are unable to drive, lack of transportation can lead to isolation and health issues by foregoing essential trips to the doctor and grocery store. Continuing the County's transportation program, is a sustained effort to address improving access to health care for non-emergent visits, and the services are important to meet the demand for transportation as the population continues to increase and age. The transportation services provided by these funds help maintain health, well-being, and social connections for many older adults and other vulnerable populations.

The partnerships Douglas County has to provide transportation services collaboratively strive to improve mobility for older adults and individuals with disabilities. Partners operate vehicles that are easy to board, accessible, and safe. The operation of the County's call center connects those looking for transportation with County partners that are best suited to assist the rider's circumstances, increasing coordination and the efficient use of the funding for transportation services provided. Douglas County's Mobility Manager actively works on planning and coordinating among stakeholders for the provision of transportation services through the Local Coordinating Council. Staff are also engaged in education and outreach to residents in the Denver-Aurora UZA about transit and transportation to individuals and institutions, increasing the awareness of transportation programs available.

### **Innovation and Transferability**

*Is the service or project you are proposing a new or unique approach to service delivery? If so, please describe how.*  
Douglas County has invested in Link On Demand, a zero-fare microtransit service for Highlands Ranch residents. This service covers the Highlands Ranch Metropolitan District and the City of Lone Tree, providing public transit to all within these areas. The County's Mobility Manager oversees the project, coordinating with local partners to enhance, not replace, existing services for transit-dependent populations. Link On Demand helps residents go shopping, attend doctor's appointments, get to school, and connect to other transit systems. It also reduces the workload on local transit partners, allowing them to focus on clients with greater mobility needs. With plans to expand into northern Douglas County, the Mobility Manager will continue collaborating with local partners to extend transit services to more residents.

## Milestones

Service	Milestone	Estimated Completion Date
Mobility Management – Contractual Services	Douglas County anticipates providing 5,400 one-way trips to older adults and individuals with disabilities within the Denver-Aurora UZA area of Douglas County, staff and support of the First Call call line, and coordination and management for transportation partners by June 30, 2027.	6/30/2027
Mobility Management	Service start date on July 1, 2026	6/30/2027

## Organization Overview

*Briefly describe your agency's mission, current programs and activities.*

Enhancing mobility, especially for individuals who face barriers in transportation, such as older adults, people with disabilities, or those with limited access to vehicles, remains an objective of Douglas County. As residents aged 65 and older are expected to grow 185% between 2020 and 2050, according to the Colorado State Demographer Office, Douglas County is focused on providing access to resources, places, and events that fulfill daily needs and quality of life. Residents aged 65 and over are expected to increase by 5.6% from 2024 to 2025 alone, the greatest percent during this period of any county in Colorado. According to the American Community Survey, in 2024, 8.6% of the adult population in Douglas County has a disability. Our diverse systems of support include partnering with community-based organizations to provide transportation that is more than just a means to get people to their destinations. Transportation is vital in all health, human service, and economic activities and is a key social health determinant.

The Douglas County Integrated Transit & Multimodal Feasibility Study finished in mid-2025, and expanded on previous planning efforts, identified gaps in the transit and multi-modal transportation network, recommended physical and operational improvements, identified pilot projects for implementation, and provided a framework to enhance, sustain, and expand transit and multimodal transportation in the County. Activities funded through mobility management ensure the ongoing evaluation of current projects to meet the community's transportation needs, identify system improvements, and enhance mobility within the region. The study engaged a broad spectrum of stakeholders, including local government, community-based organizations, businesses, and community members, to ensure an inclusive approach to mobility management. It identified that key travel markets in Douglas County include older adults, individuals and families with lower incomes, and people with limited mobility or mobility assistance devices, all important demographics that benefit from continued transit services. This study also implemented a phased approach to expand transit services throughout Douglas County through complimentary microtransit services, which the recent expansion of the Link On Demand public microtransit service into Highlands Ranch has been the first step. With future expansion of microtransit planned, community partners in Douglas County recognize the benefits they gain from a complimentary service. Link On Demand can facilitate trips for key transit demographics while allowing for services funded through this application to focus on trips for residents requiring greater individual care.

The Older Adult Initiative (OAI) began in March 2023 with the Aging Well in Douglas County Town Hall and continued with a series of listening tour events. These community conversations were designed to help determine the strengths and needs of older adults within Douglas County. The OAI Executive Committee analyzed the data collected in 2023 and

identified transportation, housing, at-home services, and access to information and resources as priorities to address. Each priority included action items to achieve the goals of that area. An Aging Well Town Hall with participation from over 3,600 community members, was held in February 2024 to report these priorities.

During the summer of 2024, OAI roadshow events were held in 13 locations throughout Douglas County to gather input from residents and refine proposed priorities and action items. More than 800 residents participated in the OAI roadshow event series. The OAI executive committee used this feedback to refine action items and recommend future programming in each of the four priority areas for the Board of County Commissioners consideration that will strengthen and promote well-being and independence for Douglas County older adult residents. In 2025, OAI shifted from planning to action, awarding \$1.5 million to expand transportation, meal delivery, home assistance, training, care coordination, and accessibility programs to advance the goal of helping older adults live safely and independently. OAI funds granted to provide transportation for senior adults in Douglas County included \$320,000 given to Douglas County partners to provide trips to older adults, \$45,000 to resource the First Call call center, \$180,000 for the purchase of three additional vehicles to facilitate the growing population of seniors in the Town of Castle Rock, and \$159,249 was granted to run a shuttle within Castle Rock with stops to senior residential living facilities and local community centers so that older adults can complete their chores, visit clinics, and improve their overall wellbeing.

Douglas County aims to work with community stakeholders and service providers to create a more integrated and seamless transportation network. Funding for mobility management will allow Douglas County staff to collaboratively implement innovative projects that improve transit service within the Denver-Aurora UZA of Douglas County. With the newly formed Castle Rock UZA, future coordination of services between designated regions within Douglas County will be critical to ensure no resident is left behind.

Douglas County has identified the following goals in 2026:

- Promote grant-funded transportation services to residents within the Denver-Aurora UZA area
- Increase the number of trips provided to those with the greatest social and economic need
- Explore technology solutions to integrate service options for residents

Funding will allow Douglas County partners to provide an estimated 5,400 one-way trips, support Douglas County First Call, and support the mobility management program to identify effective transportation solutions.

Douglas County aims to promote a healthy, inclusive, and livable community with a strong economy through a comprehensive and efficient transportation system that addresses the diverse needs of our residents.

*Is your total application less than \$75,000?*

No.

*Read NOFO*

Yes

*How did you learn about this DRCOG funding opportunity?*

Current DRCOG Subrecipient.

## Risk Assessment

*Is your entity new to operating or managing federal funds (has not done so within the past three years)?*

No

*Is this funding program new for your entity (managed for less than three years)?*

No

*Has your entity had any significant changes in key personnel or accounting system(s) in the last year? (e.g., Controller, Exec Director, Program Mgr, Accounting Mgr, etc.) If Yes, please identify the accounting system(s), and / or list personnel positions and identify any that are vacant.*

No.

*For this upcoming federal award or in the immediate future, does your entity have any potential conflicts of interest\* in accordance with applicable Federal awarding agency policy? \* A conflict of interest is defined as, any practices, activities or relationships that reasonably appear to be in conflict with the full performance of the Subrecipient's obligations to the State.*

Douglas County does not have any potential conflicts of interest in the immediate future.

*Does your organization have any violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the award that must be reported to DRCOG?*

Douglas County does not have violations.

*Does your entity have a written procurement policies approved by your governing board in compliance with federal regulations? Yes, please submit this document.*

Yes.

Attachment: Douglas County Purchasing Policy

*Does your entity have written procurement policies or certification statement for consultant selection approved by your governing board in compliance with federal regulations? If Yes, please submit this document.*

Yes.

Attachment: Douglas County Purchasing Policy.

*If you plan to subaward, or subcontract any or all of your award, does your entity have a written process to ensure that contractor's work will be completed in compliance with federal and state regulations governing this funding source?*

Yes.

Attachment: Douglas County Purchasing Policy.

*For 5310/HST capital contracts, does your entity have a written policy or certification statement approved by your governing board assuring that only US manufactured steel will be incorporated into the project (Buy America requirements)?*

N/A

*How long has your organization held an account at its current banking institution? Has your organization closed any bank accounts in the last 5 years? If so, for what purpose?*

Douglas County issues an RFP every five years and can change banks at that time based on a selection committee. The County changed banks in January 2020 to Wells Fargo because of the most recent RFP.

*Does the organization educate staff on both external and internal fraud awareness and prevention? If so, how often?*

Douglas County requires annual fraud awareness and prevention training for all staff.

*Does the organization have an avenue for employees to report suspected fraud and abuse? If so, please provide detail on the process.*

Yes. Douglas County mandates annual ethics training for its employees which reviews the various avenues to report fraud and/or abuse. Douglas County has an anonymous fraud hotline where employees and the public can report suspected misuse. Employees may also speak with a supervisor, or human resources representative directly.

*Has anyone in the organization been suspected or accused of fraudulent practices? If so, what was the result?*

No one in the organization has been suspected or accused of fraudulent practices in relation to these state and federal funds.

*Has your entity had an on-site project or grant review from an external entity (e.g., DRCOG, CDOT) within the last three years? Were there non-compliance issues in this prior review? What were the number and extent of issues in prior review?*

Yes, DROCG performed on-site grant reviews for OAA services and desk review for 5310 grant funds in 2024. Douglas County was determined to be in compliance. Douglas County also underwent a Subrecipient Informational Review with CDOT in 2025 and it was recommended that the County consolidate its complaint procedure for ADA and Title VI in one location on the County's Department of Community Services webpage.

*Has your entity returned or not spent any grant funding provided by DRCOG or any other grant making organization in the last 3 years?*

Yes. Last year, Douglas County had \$2,386 in unused Homemaker services funds and \$23 in unused Personal Care services funds. These amounts represented less than 1% of the total allocated funds and were mainly due to the timing of the amended contract funding and the strategic management of funds to prevent the expansion of services in the last two months of the performance period, when they could not be sustained long-term.

Additionally, Douglas County had \$27,112 remaining for 2024 – 2025 DRCOG FTA 5310 funds, primarily due to a vacancy in the mobility manager position and the loss of eligible trips due to the creation of the Castle Rock Small Urbanized Area. However, through careful fund management, this amount also accounted for less than 11% of the total allocated funds.

*Does your entity have a time and effort reporting system in place to account for 100% of all employees' time, that can provide a breakdown of the actual time spent on each funded project?*

Douglas County has a time and effort reporting system in place for employees' time on funded projects.

*Does your entity have financial procedures and controls in place to accommodate a federal award? Please describe your controls, or upload supporting documentation to the attachments.*

Yes

*Can your accounting system identify the expenditures of program funds separately for each service in the application?*

Yes.

*Will your accounting system provide for the recording of expenditures for each award by the budget cost categories shown in an approved budget? And allow for recording keeping in accordance with all applicable rules and regulations, and GAAP?*

Yes

*Does your agency have a review process for all expenditures that will ensure that all costs are reasonable, allowable and allocated correctly to each funding source? If Yes, please explain your current process for reviewing costs.*

Yes. All service provider reimbursement requests are entered as vouchers into JD Edwards by County Staff. The voucher requests include a county-generated invoice and any relevant backup documentation. The reimbursement requests go through multiple reviews levels before being approved for payment by the Board of County Commissioners.

*How many total FTE perform accounting functions within your organization?*

There are currently 15 FTE's in the Finance and Budget Department.

*Is this grant/award 10% or more of your entity's overall funding?*

No

*Has your entity had difficulty meeting local match requirements in the last three years?*

No

*What is the total federal funding your entity has been awarded for the last federal fiscal year?*

Total federal grants awarded in 2024 equals \$ 64,063,182.41 (12/31/2024)

*Have you had an independent audit done in the last fiscal year? If so, please describe any issues found during that audit, and steps the agency is taking to resolve them.*

Douglas County has an annual A-133 audit conducted by an independent auditor and a Comprehensive Annual Financial Report (CAFR). The 2024 audit results showed an “unmodified” opinion on both our Financial Statements Audit as well as on each of our Major Federal Programs.

## Documents

- Certificate of Good Standing
- Certificate of Insurance
- Indirect Cost Agreement/Allocation Plan
- Letters of Support