

EXHIBIT A: SCOPE OF WORK AND CONDITIONS

Denver Regional Council of Governments

Title of Project	Lakewood Rides- 2021		
Recipient	City of Lakewood	DUNS #	076468305
Contact Name	Dawn Sluder	Phone #	303-987-4832
Address	480 South Allison Parkway Lakewood, CO 80226	Email:	dawslu@lakewood.org
Project Budget			
	Total Project Budget (SVT and Match)		\$20,000
		SVT	\$20,000
		Local Match Funds	\$0

A. Agency Overview

Governmental agency- municipality

B. Project Description

Funding will be used as matching dollars on grants awarded to the City of Lakewood for its Lakewood Rides program. The City of Lakewood – Lakewood Rides program is a specialized demand response human service transportation program, providing door-through-door services. It serves residents of Lakewood who are 60 and older and those with disabilities of any age. The destination boundaries include East to University Avenue, West into Golden, North to 49th Avenue, and South to Quincy Avenue. Trip purposes include medical, grocery, nutrition trips to meal site programs, personal, wellness, Adult Day Care, employment, and volunteerism placements Trips can be scheduled as a one-time appointment on a first-come-first-served basis or standing subscription trip as space comes available. In addition, group trips are provided to the older adult living facilities within Lakewood for special outings, as part of the normal organization and scheduling of trips where possible. Lakewood Rides office hours are Monday through Friday 7:00am to 5:00pm.

Transportation pick-up and return operations run from 7:40 am to 4:15 pm. The primary users of the service are residents that have significant mobility challenges and are not able to transport themselves, may not have family available or ability to assist them for various reasons, do not have the resources or ability to secure other forms of transportation, or do not meet the criteria set forth within the RTD Access-a-Ride system. Clients register with the Lakewood Rides program and then can begin requesting rides. If the person is under 60, a brief statement from the rider's physician verifying that the person meets criteria under the Americans with Disabilities Act, following definitions set forth in Title 42 U.S.C.12102..

C. Performance Standards

1. Performance will be reviewed throughout the grant agreement. Contractor will need to report to the DRCOG Project Manager whenever one or more of the following occurs.
 - a. Budget changes in excess of 10% of the total budget or project schedule changes.
 - b. Project outcomes were not met.

- c. Identification of problem areas and how the problems will be solved.
- d. Expected impacts and the efforts to recover from delays.

2. Project Timeline:

Milestone	Est Date of Completion	Description
Submit Monthly Expense Report	07/15/2021	Final Monthly expense report due in OAA-SYS
Submit Progress Reports	04/15/2021, 07/15/2021	Progress report is due in OAA-SYS
IMPORTANT NOTE: All funds must be spent no later than the contract expiration date of 06/30/2021.		

D. Project Budget

1. The Total Project Budget Amount is \$20,000.00 and is comprised of the following components: \$20,000.00 from SVT funds, with a local match of \$0. For DRCOG accounting purposes, the SVT funds of \$20,000.00 will be encumbered for this Grant Agreement.
2. DRCOG will pay no more than the Total Project Amount Encumbered via this Grant Agreement up to the maximum amount of \$20,000.00. In the event the final cost of the Project is less than the Total Project Budget Amount, DRCOG is not obligated to provide any more than 100% of the total cost and shall retain any remaining balance of the federal share. Contractor shall be solely responsible for all costs incurred with the Project in excess of the amount paid by DRCOG from SVT Funds for the federal share of eligible, actual costs.
3. No refund or reduction of the amount of Contractor's share to be provided will be allowed unless there is at the same time a refund or reduction of the federal share of a proportionate amount.
4. Contractor may use federal funds for the local share, but those funds cannot be from other federal Department of Transportation (DOT) programs. Contractor share, together with the federal share, must be enough to ensure payment of Total Project Budget. Local matching funds used to match this grant may not be used to match any other grant.
5. DRCOG shall have no obligation to provide federal funds for use on this Project. DRCOG will administer SVT funds for this Project under the terms of this Grant, provided that the SVT funds to be administered by DRCOG are made available and remain available. In no event shall DRCOG have any obligation to provide State funds or provide federal FTA funds for Contractor's share of the Project. Contractor shall initiate and prosecute to completion all actions necessary to enable Contractor to provide its share of the total project budget at or prior to the time that such funds are needed to meet the total project budget.

6. Upon execution of the grant, DRCOG will request from CDOT advance payment for the full budget. Upon receipt of the payment from CDOT DRCOG will pay contractor within 10 business days for the full project budget.

E. Contract Expiration

This Grant will expire according to the terms and conditions of the Grant. The expiration date for this Grant is 06/30/2021.

F. Expense Reports

Contractor must submit monthly expense reports in OAA-SYS. These reports will detail the expenses incurred under the grant funds and will be reviewed to ensure that the costs incurred and allowable under the grant. Reports are due on the 15th of the month following the month expenses were incurred. If the 15th falls on a weekend or holiday, then reports are due the business day before. For example, for expenses incurred in January, reports should be submitted by February 15.

G. Training

In an effort to enhance transit safety, Denver Regional Council of Governments shall make a good faith effort to ensure that appropriate training of agency and contracted personnel is occurring and that personnel are up to date in appropriate certifications. DRCOG will hold mandatory trainings, as deemed appropriate by DRCOG staff.

H. Special Conditions

1. Contractor's sub-grantees must maintain safety records, if applicable. These records must be submitted to DRCOG, if DRCOG requests them. The records may include the number of vehicle accidents within certain time frames as requested by the State, the number and extent of passenger injuries and claims, and the number and extent of employee accidents, injuries, and incidents.
2. Contractor must obtain DRCOG approval if funds are intended to be used for payment of a lease or for third-party contracts.
3. Contractor's sub-grantees must demonstrate a good faith effort to provide, and certify as applicable, safety-related training for drivers and other appropriate personnel.
4. Contractor shall advertise its fixed route and/or rural based service as available to the general public and service will not be explicitly limited by trip purpose or client type.
5. Contractor will provide comparable transportation services to persons with disabilities according to the Americans with Disabilities Act.
6. Meal delivery for homebound individuals must not conflict with providing public transportation service or reduce service to public transportation passengers.
7. Contractor will work cooperatively with DRCOG to market and/or publicize this project as requested by DRCOG. Such efforts may include ribbon cuttings, news articles, photos,

and/or other media to be supplied by Contractor as appropriate.