



~ Agenda ~
For a Regular Meeting of the
SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS

PO Box 963
Durango, CO 81302
<http://co.laplata.co.us>

Friday, January 10, 2014

1:30 PM

Board Room

[The Board reserves the right to hold Executive Session per CRS 24-6-402(4)]
[To participate via teleconference, please call 661-673-8600 and enter participant code 850589#]

I. Call to Order and Introductions

II. Consent Agenda

1. November Minutes
2. December Minutes
3. November Financials

III. Decision

1. Purchasing Policies
2. Signer for Fort Lyons Grant
3. Katherine Therapy Associates Ft Lyons MOU
Approve the MOU with Katherine Therapy Associates.
4. Anthony Casale SWCCOG MOU
5. SWConnect Discussion
6. Contract with The Payroll Department
7. Recycling Resources Economic Opportunities Grant
8. SB 05-152 Letter of Support

IV. Discussion

V. Reports

1. Director's Report
2. Housing Coordinator Report
3. Responsible Administrator Report
4. Telecom General Manager Report
5. Transit Coordinator Report

ITEM NO. (ID # 1548)

DATE: 01/10/2014

AGENDA REQUEST

*

MEETING GROUP: Southwest Colorado Council of Governments

STAFF RESOURCE: Miriam Gillow-Wiles, Director

REQUESTING DEPT: Southwest Colorado Council of
Governments

TYPE: SWCCOG Minutes

SUBJECT: November Minutes

BACKGROUND:

FISCAL IMPACT:

RECOMMENDED ACTION:

ITEM NO. (ID # 1549)

DATE: 01/10/2014

AGENDA REQUEST

*

MEETING GROUP: Southwest Colorado Council of Governments

STAFF RESOURCE: Miriam Gillow-Wiles, Director

REQUESTING DEPT: Southwest Colorado Council of
Governments

TYPE: SWCCOG Minutes

SUBJECT: December Minutes

BACKGROUND:

FISCAL IMPACT:

RECOMMENDED ACTION:

ATTACHMENTS:

- 06 December 2013 SWCCOG Minutes DRAFT (DOC)

Southwest Colorado Council of Governments
December Board Meeting 06 December 2013
La Plata County Court House

Board in attendance:

Bryce Capron – Town of Dove Creek
Michael Whiting – Archuleta County
Dick White – City of Durango
Alison deKay – Town of Ignacio
Andrea Philips – Town of Mancos
Lee San Miguel – Town of Ignacio
Chris Lemay – Town of Bayfield
William Tookey – San Juan County
Chris Tookey – Town of Silverton
Lana Hancock – Town of Dolores
Shane Hale – City of Cortez
Bobby Lieb – La Plata County
Todd Starr – Archuleta County

Staff in attendance:

Miriam Gillow-Wiles – Executive Director
Tony Casale – Regional Housing Coordinator
Dr. Rick Smith – Telecom General Manager

Guests in attendance:

Darlene Marcus – Congressman Tipton’s Office
John Whitney – Senator Bennet’s Office
Scott Brandstetter – Region 9 / SWCCOG Bookkeeper
Cathy Calderwood – Rural Philanthropy Days
Beth Lamberson – Rural Philanthropy Days
Teresa Malone – Rural Philanthropy Days
Chuck Slothower – Durango Herald
Ed Morlan – Region 9
Laura Lewis Marchino – Region 9
Sherri Dugdale – City of Durango
Drew Peterson – City of Durango

I. Call to Order

II. Agenda Approval:

Motion to Approve the Agenda: Chris Lemay, Second: Bobby Lieb. Passed by a unanimous voice vote.

III. Presentation by Beth Lamberson and Cathy Calderwood on 2014 Rural Philanthropy Days (RPD) which will be held in Pagosa Springs.

There was a brief history of RPD and recognizing a need for funds in non-metro communities. The Intent of RPD is to build capacity and increase knowledge around grant opportunities for rural non-profits. Major funders are in attendance and guests leave with knowledge of who is

appropriate to contact for specific grant opportunities. Representative from each jurisdiction represented by the SWCCOG could benefit from attending RPD. The importance of elected / appointed officials participating is to show support for local non-profit organizations. Demonstrated knowledge of non-profit capacity by Government Officials can eliminate potential doubt from funders and non-locals. Funders will be in the area February 5-7 to tour Ignacio, Montezuma County, La Plata County, and San Juan County. The purpose of this visit is to hear from officials and community members about priorities for funding opportunities. RPD will take place in Pagosa Springs June 11-13, 2014. Event will include social events with an estimated 400 attendees. There were no questions discussed from Board or audience

IV. Consent agenda:

November Minutes Approval:

There were no minutes to approve from November. They will be in January Board Packet

Financial Report:

Bobby Lieb expressed concerns regarding page 3, Telecom P&L Budget vs Actual. Mr. Lieb was concerned the telecom appears \$600K under spent – are we going to spend this out. Ms. Gillow-Wiles referred to the 90 day extension requested and approved from DOLA. She also stated there have been some drawdowns since numbers presented in packet, as these were October's numbers, and it should not be an issue spending out remaining funds once all invoices are submitted / paid out. The unforeseen event of death in one of the telecom companies due to plane crash has delayed finish of project in Cortez and Durango. Mr. Lieb also had questions regarding page 4, SCAN P & L. He asked if the negative \$8000 was going to increase and if there was going to be a greater loss from picking up the dark fiber. Ms. Gillow-Wiles replied that the loss is not expected to when communities begin purchasing internet from the COG. Mr. Brandstetter said the total fund for 2013 is under \$590,000 and that the telecom expenses should be right around expected numbers. Ms. Lewis Marchino reminded the Board that the DOLA sustainability grant will reimburse for Dr. Rick's time. Mr. Lieb ended the conversation with caution regarding the SCAN being a continuous drain and it would be better to deal with it sooner rather than later.

Motion to Approve Financial Report: Dick White; Second: Michael Whiting. Passed by a unanimous voice vote.

V. Public Hearing on 2014 Budget: Statement of Public Hearing by COG Chair

There were no questions from the audience regarding the 2014 Budget.

VI. Decision Agenda:

2014 Budget Approval

DOLA sustainability grant under admin for \$25K is in the process of being amended and potential extension from DOLA. The TPR budget line is for 6 months. Mr. Hale asked when the TPR would come in front of the COG Board as a potential component of the COG. It was stated that it would be important for COG members/representatives attending TPR meetings to communicate benefit of COG and TPR joining. Mr. Lieb asked if the TPR has to be formally released from Region 9, and Mr. Morlan said probably not as long as someone else is ready to take on the contract. Mr. Hale asked Mr. Morlan if Region 9 felt strongly either way. Mr. Morlan answered no, Region 9 expected this transition years ago. Similar concerns with AAA and TPR regarding perceived value from entities not represented in COG and potential impact on services. This lead to discussion about communities in/out of COG: Ernie Williams (Dolores

County) – on the fence, Dove Creek has not committed yet, and everyone else is committed. Staff answered other questions.

Motion to Approve 2014 Budget: Michael Whiting; Second: Shane Hale. Passed by a unanimous voice vote

Personnel Policy:

The Executive Director suggested to remove Grievance Board from COG Board roles. Board Members asked questions regarding if personnel were laid off if that should go to the board. Shane Hale said if appealed up to Director, and they do not like Director's opinion it may be time for Court review not Board review; Bobby Lieb, Chris LeMay, & Dick White agreed. The Board went through and added some clarity and some corrected typos, including things such as part time hours, role of the Executive Director without staff, and the interaction of staff and elections/becoming an elected official. Bobby Lieb asked if it had been vetted by admin committee? Ms. Gillow-Wiles answered yes.

Motion to Approve with suggested changes made: Dick White; Second: Shane Hale. Passed by a unanimous voice vote

MOU with Region 9:

Board Members asked questions regarding the MOU. Discussions centered around an audit on the Telecom Grant, if the three month extension of the Telecom Grant was actually long enough, and details of Region 9 MOU including a bookkeeper and grant reporting. Dick White – No expense noted on cost of audit

Motion to Approve MOU with Region 9: Shane Hale; Second: Bobby Lieb. Passed by a unanimous voice vote.

Committee Selection:

Executive Committee: Shane Hale state that there has been a 'ladder system' of rotating positions. Andrea Phillips, Town of Mancos, was nominated to become Treasurer for 2014. It was suggested to change the Telecom Committee title IT Committee, members include Ernie Williams, Dolores County, David Mitchem, Pagosa Springs, Willy Tookey, and San Juan County. Proposed Housing Committee: Andrea Phillips, Town of Mancos, Chris La May, Town of Bayfield, Lee San Miguel, Town of Ignacio; the formation is on hold until SWCCOG revisits priorities regarding housing. Staff and Board members asked if the COG needs a Transit Committee and an Aging Committee. Bobby Lieb asked if the SWCCOG needs an Administrative and Executive Committee. It was discussed that they could be combined. There was discussion about a Shared Services Committed. Vice Chair Michael Whiting emphasized the importance of vetting the processes and figuring out where the COG wants to go during the first quarter. Treasurer Dick White suggested to defer committee until priorities are revisited. Ed Morlan of Region 9 would like to be added to the Aging Committee. The Executive Director will be the CARO representative.

Motion to appoint Andrea Phillips as Treasurer, Mayor Dick White as Vice Chair, and Commissioner Michael Whiting as Chair: Shane Hale; Second: Bobby Lieb. Passed by a unanimous voice vote.

Motion to abolish Telecom & Administration Committees: Bobby Lieb; Second: Shane Hale Passed by a unanimous voice vote.

Motion to add Michael Whiting to the Legislative/Policy Committee: Bobby Lieb, Second: Andrea Phillips. Passed by a unanimous voice vote.

Resolution 2013-05: Check Signers:

Check signers to include: Executive Director Miriam Gillow-Wiles, 2014 Chair Michael Whiting, 2014 Vice Chair Dick White, and 2014 Treasurer Andrea Phillips.

Motion to approve Check Signers listed above: Bobby Lieb, Second: Dick White. Passed by a unanimous voice vote

Bylaws/IGA update to include DOLA Language:

It was discussed that this still seemed a bit ambiguous to need to revisit with all the jurisdictions and the concern about potential losing membership if the SWCCOG changes the IGA, though it would be easier to change the Bylaws. Laura Lewis Marchino reminded the Board that technically DOLA will not accept audit without language included. Other questions regarding DOLA grant eligibility, being considered a governmental entity were brought up, and if legal has reviewed the requested change.

Continued until next meeting

VII. Discussion:

SWIMT Bank Account

Sherri Dugdale was present to give an update on the needs of the SWIMT and answer questions from the Board regarding a separate bank account. Dick White asked since the SWMIT is already part of the budget, does anything need to be done. Staff stated that it just needed a separate line item, not a separate bank account. It was also discussed that trainings are pre-approved for related expenses and that they would like all the expenditures to run through the COG rather than individual agencies.

VIII. Reports:

Director Report:

January COG meeting, 3rd or 10th. The meeting will be moved to 10 January 2014. The Executive Director requested a Board Retreat. It was decided the 7 February 2014 Meeting will be the Retreat.

Housing Coordinator Report:

The Board was interested in more information on housing gaps that the COG could most effectively fill regarding housing in the region.

Telecom General Manager Report:

Dr. Rick Smith stated that the biggest difficulties are related to the death of a contractor who has been doing work for the Cities of Durango and Cortez. He also stated that Pagosa Springs, Mancos, Dolores should be all set, and the conduit in Dove Creek / Dolores County is in. Finally, he reminded the Board to get their bills in for reimbursement asap.

William Tookie thanked Bryce Capron for serving as SWCCOG Chair.

IX. Meeting Adjourned

ITEM NO. (ID # 1582)

DATE: 01/10/2014

AGENDA REQUEST

*

MEETING GROUP: Southwest Colorado Council of Governments

STAFF RESOURCE: Miriam Gillow-Wiles, Director

REQUESTING DEPT: Southwest Colorado Council of
Governments

TYPE: SWCCOG Item

SUBJECT: November Financials

BACKGROUND:

FISCAL IMPACT:

RECOMMENDED ACTION:

ATTACHMENTS:

- Agenda Form Nov 2013 Financials - Meeting 1-10- 2014 (PDF)
- Bank Recon and bank Statemrnt- Nov (PDF)
- Budget to Actual- Nov 13 (PDF)
- Combined Balance Sheet- Nov13 (PDF)
- Income Statement Nov 13 (PDF)
- Profit-Loss Detail Nov 13 (PDF)

- Announcement/Proclamation
- Special Presentation
- Report

- Consent
- Decision

AGENDA SUBMISSION FORM
Southwest Colorado Council of Governments

Date of Board Meeting: Jan 10, 2014		<input type="checkbox"/>
Staff: Region 9 EDD	Presentation Time: 2 minutes	<input type="checkbox"/>
Subject: November 2014 Financials	Discussion Time: 5 minutes	

Reviewed by Attorney? Yes Attorney: _____ N/A No fiscal impact

Committee Approval _____ Yes N/A

Background:

In your packet are the November financial reports produced through Quick books for the SWCCOG. The first page is the Combined Balance Sheet by Class through November shows \$96,504.01 in total assets and net income of \$60,105.22 across the funds.

The second sheet is the Profit/Loss by Class from November 1 through November 30th followed by the Profit/Loss Budget vs. Actual. The final sheet is the SWCCOG bank statement for November 30th 2013, showing \$117,411.71 in the account as of November 30, 2013.

Other Financial updates:

- Community Project Budgets and Statements for Admin match- (Telecom) were sent out the week of Dec. 16th for Admin match through 11/30/13
- Budget was approved for 2014 and will sent to State in January 2014
- SWIMT class was added to financials

Fiscal Impact:

As presented

Recommended Action:

The recommended action is to approve the November 2013 Financial Statements.

Accompanying Documents:

- Combined Balance Sheet by Class through November 2013
- Combined Profit/Loss by Class for November 013
- Profit/Loss Budget vs Actual through November 2013
- November 2013 bank statement

Attachment: Agenda Form Nov 2013 Financials - Meeting 1-10-2014 (1582 : November Financials)

11:35 AM

12/12/13

**Southwest Colorado Council of Governments
Reconciliation Detail
1001 - 1st Southwest Bank, Period Ending 11/30/2013**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						269,808.22
Cleared Transactions						
Checks and Payments - 25 items						
Bill Pmt -Check	8/20/2013	1327	Town of Pagosa Spr...	X	-27,000.00	-27,000.00
Bill Pmt -Check	8/26/2013	1328	Town of Bayfield.	X	-115,828.55	-142,828.55
Bill Pmt -Check	8/31/2013	1338	Town of Pagosa Spr...	X	-13,500.00	-156,328.55
Bill Pmt -Check	9/24/2013	1344	City of Cortez	X	-9,518.01	-165,846.56
Bill Pmt -Check	9/27/2013	1347	Town of Pagosa Spr...	X	-11,617.69	-177,464.25
Bill Pmt -Check	9/30/2013	1351	Town of Bayfield.	X	-36,708.43	-214,172.68
Bill Pmt -Check	9/30/2013	1350	Region 9 EDD of S...	X	-6,720.94	-220,893.62
Bill Pmt -Check	10/22/2013	1355	Uni-staff Services	X	-744.80	-221,638.42
Bill Pmt -Check	10/22/2013	1354	Mid-State Consultants	X	-700.00	-222,338.42
Bill Pmt -Check	10/28/2013	1358	J&B Trailer World	X	-4,348.00	-226,686.42
Bill Pmt -Check	10/28/2013	1359	Lori Johnson	X	-1,001.78	-227,688.20
General Journal	10/31/2013	10-13-3		X	-107,212.69	-334,900.89
Bill Pmt -Check	10/31/2013	1360	Arona Enterprises	X	-5,000.00	-339,900.89
Bill Pmt -Check	10/31/2013	1370	Law Office of David ...	X	-428.55	-340,329.44
Bill Pmt -Check	10/31/2013	1366	Mobile Radio Comm...	X	-425.00	-340,754.44
Bill Pmt -Check	10/31/2013	1367	Pixel Right	X	-120.00	-340,874.44
Bill Pmt -Check	11/11/2013	1373	Fast Track	X	-1,250.00	-342,124.44
Bill Pmt -Check	11/11/2013	1372	Office Depot	X	-632.53	-342,756.97
Bill Pmt -Check	11/11/2013	1371	CASH	X	-250.00	-343,006.97
Bill Pmt -Check	11/12/2013	1374	Law Office of David ...	X	-129.60	-343,136.57
Bill Pmt -Check	11/18/2013	1375	Lori Johnson	X	-1,184.72	-344,321.29
Bill Pmt -Check	11/19/2013	1377	Uni-staff Services	X	-705.60	-345,026.89
Bill Pmt -Check	11/19/2013	1376	Mid-State Consultants	X	-700.00	-345,726.89
Bill Pmt -Check	11/19/2013	1378	Erica Keter	X	-250.00	-345,976.89
General Journal	11/27/2013	11-13-2		X	-3,184.68	-349,161.57
Total Checks and Payments					-349,161.57	-349,161.57
Deposits and Credits - 9 items						
General Journal	10/31/2013	10-13-3		X	107,212.69	107,212.69
Deposit	11/5/2013			X	216.75	107,429.44
Deposit	11/13/2013			X	78,817.10	186,246.54
Deposit	11/18/2013			X	7,987.16	194,233.70
Deposit	11/19/2013			X	313.75	194,547.45
Deposit	11/22/2013			X	25.00	194,572.45
Deposit	11/22/2013			X	863.20	195,435.65
Deposit	11/26/2013			X	1,329.41	196,765.06
Check	12/9/2013	1384	Durango Herald	X	0.00	196,765.06
Total Deposits and Credits					196,765.06	196,765.06
Total Cleared Transactions					-152,396.51	-152,396.51
Cleared Balance					-152,396.51	117,411.71
Uncleared Transactions						
Checks and Payments - 13 items						
Bill Pmt -Check	9/24/2013	1346	Dolores County.		-14,673.97	-14,673.97
Bill Pmt -Check	10/24/2013	1356	Town of Pagosa Spr...		-61,747.85	-76,421.82
Bill Pmt -Check	10/31/2013	1362	Region 9 EDD of S...		-13,415.82	-89,837.64
Bill Pmt -Check	10/31/2013	1365	City of Cortez		-10,547.82	-100,385.46
Bill Pmt -Check	10/31/2013	1369	Town of Dolores.		-8,625.00	-109,010.46
Bill Pmt -Check	10/31/2013	1368	City of Durango		-7,470.00	-116,480.46
Bill Pmt -Check	10/31/2013	1361	Region 9 EDD of S...		-6,256.10	-122,736.56
Bill Pmt -Check	10/31/2013	1363	Town of Ignacio		-580.32	-123,316.88
Bill Pmt -Check	11/30/2013	1381	City of Durango		-72,925.37	-196,242.25
Bill Pmt -Check	11/30/2013	1383	Region 9 EDD of S...		-7,262.24	-203,504.49
Bill Pmt -Check	11/30/2013	1379	Arona Enterprises		-5,000.00	-208,504.49
Bill Pmt -Check	11/30/2013	1380	Erica Keter		-750.00	-209,254.49
Bill Pmt -Check	11/30/2013	1382	City of Durango		-45.00	-209,299.49
Total Checks and Payments					-209,299.49	-209,299.49
Total Uncleared Transactions					-209,299.49	-209,299.49
Register Balance as of 11/30/2013					-361,696.00	-91,887.78

cd [unclear] [unclear] reconciled this report on 12/12/13.

Attachment: Bank Recon and bank Statement- Nov (1582 : November Financials)

11:35 AM

12/12/13

Southwest Colorado Council of Governments
Reconciliation Detail
 1001 - 1st Southwest Bank, Period Ending 11/30/2013

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Checks and Payments - 7 items						
Bill Pmt -Check	12/9/2013	1388	Town of Ignacio		-3,391.22	-3,391.22
Bill Pmt -Check	12/9/2013	1385	Fast Track		-1,250.00	-4,641.22
Bill Pmt -Check	12/9/2013	1387	Region 9 EDD of S...		-1,081.62	-5,722.84
Bill Pmt -Check	12/9/2013	1386	Pagosa Springs SU...		-19.80	-5,742.64
Bill Pmt -Check	12/10/2013	1389	CEBT		-634.35	-6,376.99
Bill Pmt -Check	12/11/2013	1390	City of Durango		-3,131.89	-9,508.88
Bill Pmt -Check	12/12/2013	1391	CASH		-231.84	-9,740.72
Total Checks and Payments					-9,740.72	-9,740.72
Deposits and Credits - 5 items						
Deposit	12/2/2013				526.84	526.84
Deposit	12/5/2013				94,442.34	94,969.18
Deposit	12/10/2013				130.00	95,099.18
Deposit	12/11/2013				12.00	95,111.18
Deposit	12/11/2013				1,918.26	97,029.44
Total Deposits and Credits					97,029.44	97,029.44
Total New Transactions					87,288.72	87,288.72
Ending Balance					-274,407.28	-4,599.06

Attachment: Bank Recon and bank Statement- Nov (1582 : November Financials)

1st SouthWest Bank

Alamosa • Center • Cortez • Durango
Saguache • Pagosa Springs

720 Main St., PO Box 1139 • Alamosa, Colorado 81101
719-587-4200 or 866-641-FSWB (3792)

071 00065 01
ACCOUNT:
DOCUMENTS:

XXXXXX2610
30

PAGE: 1
11/29/2013

2.3.b

SW CO COUNCIL OF GOVERNMENTS	
WILLIAM TOOKEY	
LAURA LEWIS MARCHINO	30
295 A GIRARD ST	7
DURANGO CO 81303	23

=====

FSB Non-Profit Checking ACCOUNT XXXXXX2610

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AVG AVAILABLE BALANCE	133,365.05	LAST STATEMENT 10/31/13	269,808.22
AVERAGE BALANCE	133,365.05	7 CREDITS	89,552.37
		26 DEBITS	241,948.88
		THIS STATEMENT 11/29/13	117,411.71

DEPOSITS			
REF #	DATE	AMOUNT	REF #
	11/06	216.75	
	11/13	78,817.10	
	11/18	7,987.16	
	11/19	313.75	
	11/22	25.00	
	11/22	863.20	
	11/26	1,329.41	

CHECKS					
CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
1327	11/04	27,000.00	1355*	11/04	744.80
1328*	11/01	115,828.55	1358	11/01	4,348.00
1338*	11/04	13,500.00	1359	11/08	1,001.78
1344*	11/18	9,518.01	1360*	11/06	5,000.00
1347*	11/21	11,617.69	1366	11/15	425.00
1350	11/18	6,720.94	1367*	11/25	120.00
1351*	11/21	36,708.43	1370	11/20	428.55
1354	11/04	700.00	1371	11/12	250.00
			1372	11/13	632.53
			1373	11/19	1,250.00
			1374	11/20	129.60
			1375	11/25	1,184.72
			1376	11/26	700.00
			1377	11/27	705.60
			1378	11/26	250.00

(*) INDICATES A GAP IN CHECK NUMBER SEQUENCE

OTHER DEBITS			
DESCRIPTION		DATE	AMOUNT
SOUTHWEST COLORA IMPOUND		11/26	168.71
SOUTHWEST COLORA IMPOUND		11/26	872.24
SOUTHWEST COLORA NET=PAY		11/26	2,143.73

* * * C O N T I N U E D * * *

Attachment: Bank Recon and bank Statement- Nov (1582 : November Financials)



Alamosa • Center • Cortez • Durango
Saguache • Pagosa Springs

720 Main St., PO Box 1139 • Alamosa, Colorado 81101
719-587-4200 or 866-641-FSWB (3792)

071 00065 01
ACCOUNT:
DOCUMENTS:

XXXXXX2610
30

PAGE: 2
11/29/2013

2.3.b

SW CO COUNCIL OF GOVERNMENTS
WILLIAM TOOKEY
LAURA LEWIS MARCHINO

=====

FSB Non-Profit Checking ACCOUNT XXXXXX2610

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- - - ITEMIZATION OF OVERDRAFT AND RETURNED ITEM FEES - - -

*		TOTAL FOR	TOTAL	*
*		THIS PERIOD	YEAR TO DATE	*

*	TOTAL OVERDRAFT FEES:	\$.00	\$.00	*

*	TOTAL RETURNED ITEM FEES:	\$.00	\$.00	*

- - - DAILY BALANCE - - -

DATE.....	BALANCE	DATE.....	BALANCE	DATE.....	BALANCE
11/01	149,631.67	11/13	179,836.41	11/21	121,339.10
11/04	107,686.87	11/15	179,411.41	11/22	122,227.30
11/06	102,903.62	11/18	171,159.62	11/25	120,922.58
11/08	101,901.84	11/19	170,223.37	11/26	118,117.31
11/12	101,651.84	11/20	169,665.22	11/27	117,411.71

- END OF STATEMENT -

Attachment: Bank Recon and bank Statement- Nov (1582 : November Financials)

DEPOSIT TICKET	
TOTAL DOLLARS	
APPROVED BY: [Signature]	
DATE: 11/22/13	
SOUTHWEST COLORADO OF GOVERNMENTS	
254 S GRAND ST DUNSMO CO 81303	
DEPOSITED TO: [Signature]	
AMOUNT: \$ 25.00	
MICR: ⑆102107034⑆56102610⑆ 009	

DEPOSIT TICKET	
TOTAL DOLLARS	
APPROVED BY: [Signature]	
DATE: 11/13/13	
SOUTHWEST COLORADO OF GOVERNMENTS	
254 S GRAND ST DUNSMO CO 81303	
DEPOSITED TO: [Signature]	
AMOUNT: \$ 78,817.10	
MICR: ⑆102107034⑆56102610⑆ 009	

\$25.00 11/22/2013

\$78,817.10 11/13/2013

DEPOSIT TICKET	
TOTAL DOLLARS	
APPROVED BY: [Signature]	
DATE: 11-5-13	
SOUTHWEST COLORADO OF GOVERNMENTS	
254 S GRAND ST DUNSMO CO 81303	
DEPOSITED TO: [Signature]	
AMOUNT: \$ 216.75	
MICR: ⑆102107034⑆56102610⑆ 009	

DEPOSIT TICKET	
TOTAL DOLLARS	
APPROVED BY: [Signature]	
DATE: 11/13/2013	
SOUTHWEST COLORADO COUNCIL	
OF GOVERNMENTS	
254 S GRAND STREET DUNSMO, CO 81303	
PAY TO THE ORDER OF: Town of Pagosa Springs	
AMOUNT: \$ **27,000.00	
MEMO: reimbursed telecom expenses	
MICR: ⑆001327⑆ ⑆102107034⑆56102610⑆	

\$216.75 11/06/2013

1327 \$27,000.00 11/04/2013

DEPOSIT TICKET	
TOTAL DOLLARS	
APPROVED BY: [Signature]	
DATE: 11-15-13	
SOUTHWEST COLORADO OF GOVERNMENTS	
254 S GRAND ST DUNSMO CO 81303	
DEPOSITED TO: [Signature]	
AMOUNT: \$ 313.75	
MICR: ⑆102107034⑆56102610⑆ 009	

DEPOSIT TICKET	
TOTAL DOLLARS	
APPROVED BY: [Signature]	
DATE: 11/04/2013	
SOUTHWEST COLORADO COUNCIL	
OF GOVERNMENTS	
254 S GRAND STREET DUNSMO, CO 81303	
PAY TO THE ORDER OF: Town of Bayfield	
AMOUNT: \$ **115,828.55	
MEMO: Telecom 75% reimbursement (2013) #3	
MICR: ⑆001328⑆ ⑆102107034⑆56102610⑆	

\$313.75 11/19/2013

1328 \$115,828.55 11/01/2013

DEPOSIT TICKET	
TOTAL DOLLARS	
APPROVED BY: [Signature]	
DATE: 11/22/13	
SOUTHWEST COLORADO OF GOVERNMENTS	
254 S GRAND ST DUNSMO CO 81303	
DEPOSITED TO: [Signature]	
AMOUNT: \$ 843.20	
MICR: ⑆102107034⑆56102610⑆ 009	

DEPOSIT TICKET	
TOTAL DOLLARS	
APPROVED BY: [Signature]	
DATE: 11/01/2013	
SOUTHWEST COLORADO COUNCIL	
OF GOVERNMENTS	
254 S GRAND STREET DUNSMO, CO 81303	
PAY TO THE ORDER OF: Town of Pagosa Springs	
AMOUNT: \$ **13,500.00	
MEMO: reimbursed telecom expenses	
MICR: ⑆001338⑆ ⑆102107034⑆56102610⑆	

\$863.20 11/22/2013

1338 \$13,500.00 11/04/2013

DEPOSIT TICKET	
TOTAL DOLLARS	
APPROVED BY: [Signature]	
DATE: 11/26/13	
SOUTHWEST COLORADO OF GOVERNMENTS	
254 S GRAND ST DUNSMO CO 81303	
DEPOSITED TO: [Signature]	
AMOUNT: \$ 1,329.41	
MICR: ⑆102107034⑆56102610⑆ 009	

DEPOSIT TICKET	
TOTAL DOLLARS	
APPROVED BY: [Signature]	
DATE: 11/04/2013	
SOUTHWEST COLORADO COUNCIL	
OF GOVERNMENTS	
254 S GRAND STREET DUNSMO, CO 81303	
PAY TO THE ORDER OF: City of Cortez	
AMOUNT: \$ **8,518.01	
MEMO: RFR balance part of #3	
MICR: ⑆001344⑆ ⑆102107034⑆56102610⑆	

\$1,329.41 11/26/2013

1344 \$9,518.01 11/18/2013

DEPOSIT TICKET	
TOTAL DOLLARS	
APPROVED BY: [Signature]	
DATE: 11-18-13	
SOUTHWEST COLORADO OF GOVERNMENTS	
254 S GRAND ST DUNSMO CO 81303	
DEPOSITED TO: [Signature]	
AMOUNT: \$ 7987.16	
MICR: ⑆102107034⑆56102610⑆ 009	

DEPOSIT TICKET	
TOTAL DOLLARS	
APPROVED BY: [Signature]	
DATE: 11/18/2013	
SOUTHWEST COLORADO COUNCIL	
OF GOVERNMENTS	
254 S GRAND STREET DUNSMO, CO 81303	
PAY TO THE ORDER OF: Town of Pagosa Springs	
AMOUNT: \$ **11,617.69	
MEMO: reimbursed telecom expenses	
MICR: ⑆001347⑆ ⑆102107034⑆56102610⑆	

\$7,987.16 11/18/2013

1347 \$11,617.69 11/21/2013

Attachment: Bank Recon and bank Statement- Nov (1582 : November Financials)

SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS
285A GRAND STREET
DURANGO, CO 81303

1350
11/18/2013

PAY TO THE ORDER OF: Region 9 EDD of SWCO \$ 6,720.94

Six Thousand Seven Hundred Twenty and 94/100 DOLLARS

Region 9 EDD of SW CO
285A Grand Street
Durango, CO 81303

MEMO 100942

#001350# 11021070340656102610#

1350 \$6,720.94 11/18/2013

SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS
285A GRAND STREET
DURANGO, CO 81303

1360
11/06/2013

PAY TO THE ORDER OF: Anna Enterprises, LLC \$ 5,000.00

Five Thousand and 00/100 DOLLARS

Anna Enterprises
1087 N. Cedar Drive
Bayfield, CO 81122

MEMO Inv#00148

#001360# 11021070340656102610#

1360 \$5,000.00 11/06/2013

SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS
285A GRAND STREET
DURANGO, CO 81303

1351
11/21/2013

PAY TO THE ORDER OF: Town of Bayfield \$ 36,708.43

Thirty-Six Thousand Seven Hundred Eight and 43/100 DOLLARS

Town of Bayfield
PO Box 60
Bayfield, CO 81122

MEMO Telecom 75% reimbursement request #10

#001351# 11021070340656102610#

1351 \$36,708.43 11/21/2013

SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS
285A GRAND STREET
DURANGO, CO 81303

1366
11/15/2013

PAY TO THE ORDER OF: Mobile Radio Communications \$ 425.00

Four Hundred Twenty-Five and 00/100 DOLLARS

Mobile Radio Communications
PO Box 1487
Durango, CO 81302

MEMO 2210 PS

#001366# 11021070340656102610#

1366 \$425.00 11/15/2013

SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS
285A GRAND STREET
DURANGO, CO 81303

1354
11/04/2013

PAY TO THE ORDER OF: Mid-State Consultants \$ 700.00

Seven Hundred and 00/100 DOLLARS

Mid-State Consultants
1475 North 200 West
PO Box 311
Hephz, UT 84648

MEMO Inv#1309-3040

#001354# 11021070340656102610#

1354 \$700.00 11/04/2013

SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS
285A GRAND STREET
DURANGO, CO 81303

1367
11/25/2013

PAY TO THE ORDER OF: Pixel Right \$ 120.00

One Hundred Twenty and 00/100 DOLLARS

Pixel Right
PO Box 424
Manitou, CO 81328

MEMO Inv# SWC-OCT13

#001367# 11021070340656102610#

1367 \$120.00 11/25/2013

SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS
285A GRAND STREET
DURANGO, CO 81303

1355
11/04/2013

PAY TO THE ORDER OF: TEMPAY, Inc \$ 744.80

Seven Hundred Forty-Four and 80/100 DOLLARS

TEMPAY, Inc
JAF STATION
P.O. BOX 3249
NEW YORK, NY 10116-3249

MEMO 038-1884Inv #

#001355# 11021070340656102610#

1355 \$744.80 11/04/2013

SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS
285A GRAND STREET
DURANGO, CO 81303

1370
11/20/2013

PAY TO THE ORDER OF: Law Office of David Liberman, LLC \$ 428.55

Four Hundred Twenty-Eight and 55/100 DOLLARS

Law Office of David Liberman, LLC
1029 Main Avenue, Suite 312
Durango, CO 81301

MEMO Inv# 28702188,2187

#001370# 11021070340656102610#

1370 \$428.55 11/20/2013

SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS
285A GRAND STREET
DURANGO, CO 81303

1358
11/01/2013

PAY TO THE ORDER OF: JSB Trailer World \$ 4,348.00

Four Thousand Three Hundred Forty-Eight and 00/100 DOLLARS

JSB Trailer World
3100 Edith Blvd NIE
Abbeville, MS 387107

MEMO 2011 AS Hazzards PA

#001358# 11021070340656102610#

1358 \$4,348.00 11/01/2013

SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS
285A GRAND STREET
DURANGO, CO 81303

1371
11/12/2013

PAY TO THE ORDER OF: CASH \$ 250.00

Two Hundred Fifty and 00/100 DOLLARS

CASH

MEMO Pedy Cash Fund

#001371# 11021070340656102610#

1371 \$250.00 11/12/2013

SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS
285A GRAND STREET
DURANGO, CO 81303

1359
11/08/2013

PAY TO THE ORDER OF: Lori Johnson \$ 1,001.78

One Thousand One and 78/100 DOLLARS

Lori Johnson
806 Edith Street
Cortez, CO 81321

MEMO

#001359# 11021070340656102610#

1359 \$1,001.78 11/08/2013

001372

Charge To: 160031800022410628656 871WCZ0966211UO 11/12/13 11121029829

Pay to the order of: OFFICE DEPOT \$ 632.53

DOLLARS

ABA 102107034 Account 656102610 Pre-Authorized Payment

#001372# 11021070340656102610# #0000063253#

1372 \$632.53 11/13/2013

Attachment: Bank Recon and bank Statemrnt- Nov (1582 : November Financials)

SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS
2854 GRAND STREET
DURANGO, CO 81302

1373
11/19/2013

PAY TO THE ORDER OF: Fast Track \$ 1,250.00
One Thousand Two Hundred Fifty and 00/100 DOLLARS

Fast Track
778 Tech Center Drive, Suite 200
Durango, CO 81301

MEMO: Nov 13
Inv #01373

#001373# 11021070341656102610#

1373 \$1,250.00 11/19/2013

SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS
2854 GRAND STREET
DURANGO, CO 81302

1374
11/20/2013

PAY TO THE ORDER OF: Law Office of David Liberman, LLC \$ 129.60
One Hundred Twenty-Nine and 60/100 DOLLARS

Law Office of David Liberman, LLC
1099 Main Avenue, Suite 312
Durango, CO 81301

MEMO: 2023
Inv #01374

#001374# 11021070341656102610#

1374 \$129.60 11/20/2013

SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS
2854 GRAND STREET
DURANGO, CO 81302

1375
11/18/2013

PAY TO THE ORDER OF: Lori Johnson \$ 1,184.72
One Thousand One Hundred Eighty-Four and 72/100 DOLLARS

Lori Johnson
806 Edin Street
Cortez, CO 81321

MEMO: 2011 AH P1
Inv #01375

#001375# 11021070341656102610#

1375 \$1,184.72 11/25/2013

SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS
2854 GRAND STREET
DURANGO, CO 81302

1376
11/18/2013

PAY TO THE ORDER OF: Mid-State Consultants \$ 700.00
Seven Hundred and 00/100 DOLLARS

Mid-State Consultants
1478 North 200 West
PO Box 311
Hatch, UT 84648

MEMO: Inv #1310-3020
Inv #1376

#001376# 11021070341656102610#

1376 \$700.00 11/26/2013

SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS
2854 GRAND STREET
DURANGO, CO 81302

1377
11/18/2013

PAY TO THE ORDER OF: TEMPAY, Inc \$ 705.60
Seven Hundred Five and 60/100 DOLLARS

TEMPAY, Inc
JAF STATION
P.O. BOX 3249
NEW YORK, NY 10118-3249

MEMO: 018-10970 Inv #
Inv #1377

#001377# 11021070341656102610#

1377 \$705.60 11/27/2013

SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS
2854 GRAND STREET
DURANGO, CO 81302

1378
11/19/2013

PAY TO THE ORDER OF: Erica Kater \$ 250.00
Two Hundred Fifty and 00/100 DOLLARS

Erica Kater
180 Metz Ln #1501
Durango, CO 81301

MEMO: Inv 003 Transit
Inv #1378

#001378# 11021070341656102610#

1378 \$250.00 11/26/2013

Attachment: Bank Recon and bank Statementrnt- Nov (1582 : November Financials)

Southwest Colorado Council of Governments
P&L Budget vs. Actual 2013
January through December 2013

100-General				
	Jan - Dec 13	Budget	\$ Over Budget	% of Budget
Income				
4000 - Sales	0.00			
4001 - Fiber Access (ramp) fee	0.00			
4002 - Internet Usage	0.00			
4003 - Internet Admin Fee	0.00			
4004 - SWIMT Rev	0.00			
4005 - E-tics	0.00			
4010 - Grant-DOLA Admin	15,131.76	25,000.00	-9,868.24	60.53%
4020 - Grant DOLA-Construction	0.00			
4040 - Grant-Transit	3,278.41	11,000.00	-7,721.59	29.8%
4041 - All Hazards Grant	0.00			
4950 - Match-GOV Admin	28,000.00	28,000.00	0.00	100.0%
4951 - Match-GOV Construction	0.00			
4952 - Region 9-Matching Funds	0.00			
4953 - Housing Matching Funds	38,000.00	38,000.00	0.00	100.0%
4955 - In Kind Project Match- Construc	0.00			
4956 - In Kind Project Match- Admin	0.00			
Total Income	84,410.17	102,000.00	-17,589.83	82.76%
Cost of Goods Sold				
5000 - Cost of Goods Sold	0.00			
Total COGS	0.00			
Gross Profit	84,410.17	102,000.00	-17,589.83	82.76%
Expense				
5009 - Bookkeeper	0.00	15,000.00	-15,000.00	0.0%
5200 - All Hazard Project	0.00			
5401 - Software Maintenance (E-Tic)	0.00			
5402 - Hardware Maint. (smart net)	0.00			
5403 - Fiber Leasing Expe.	0.00			
5410 - Rent	0.00	300.00	-300.00	0.0%
5510 - Travel Exp	521.33	2,000.00	-1,478.67	26.07%
5512 - Meeting Exp	85.07	2,000.00	-1,914.93	4.25%
5514 - Professional Fees.	0.00			
5515 - Legal Fees	1,249.35	3,000.00	-1,750.65	41.65%
5520 - Advertising	46.26	300.00	-253.74	15.42%
5521 - Telephone/Website/Internet	250.00	120.00	130.00	208.33%
5523 - Payroll Processing Fees	256.13			
5525 - Audit	8,250.00	8,000.00	250.00	103.13%
5526 - Internet Connectivity (100 Mb)	0.00			
5527 - Internet & software	0.00			
5528 - Fiber Locates	0.00			
5529 - Inter-Reg. Fiber Routes- leases	0.00			
5532 - Postage	91.58	128.00	-36.42	71.55%
5535 - Printing/Reproduction	0.00	400.00	-400.00	0.0%
5540 - Membership/Sub	250.00	250.00	0.00	100.0%
5545 - Equipment- Computers	1,221.88			
5550 - Supplies	2,632.53	300.00	2,332.53	877.51%
5555 - Liability Insurance	2,693.00	2,693.00	0.00	100.0%
5558 - Insurance- Health	634.35			
5570 - Car Allowance/Mileage	600.00			
5580 - Salary & Wages				
5585 - Payroll Tax Expense	615.32			
5580 - Salary & Wages - Other	7,211.55			
Total 5580 - Salary & Wages	7,826.87			
5636 - Admin Project Expense	0.00			
5637 - SCAN GM	0.00			
5638 - Region 9 EDD	0.00			
5639 - Infor Services-Project Mgmt	0.00			
5640 - Consulting	0.00	15,000.00	-15,000.00	0.0%
5641 - Regional Project Mgmt	0.00			
5642 - Project Engineering & Mgmt	0.00			
5643 - Transit	3,278.41	11,000.00	-7,721.59	29.8%
5644 - AmeriCorp Member	0.00	1,500.00	-1,500.00	0.0%
5645 - Project Construction	0.00			
5646 - Housing Matching Fund Expense	27,537.68	38,000.00	-10,462.32	72.47%
5650 - Conference/Seminars/Training	0.00			
5955 - In Kind Project expense- Constr	0.00			
5956 - In Kind project Exp.- Admin	0.00			
Total Expense	57,424.44	99,991.00	-42,566.56	57.43%

Attachment: Budget to Actual- Nov 13 (1582 : November Financials)

Southwest Colorado Council of Governments
P&L Budget vs. Actual 2013
January through December 2013

	100-General			
	Jan - Dec 13	Budget	\$ Over Budget	% of Budget
Net Income	26,985.73	2,009.00	24,976.73	1,343.24%

Attachment: Budget to Actual- Nov 13 (1582 : November Financials)

Southwest Colorado Council of Governments
P&L Budget vs. Actual 2013
January through December 2013

125-SWIMT				
	Jan - Dec 13	Budget	\$ Over Budget	% of Budget
Income				
4000 - Sales		0.00		
4001 - Fiber Access (ramp) fee		0.00		
4002 - Internet Usage		0.00		
4003 - Internet Admin Fee		0.00		
4004 - SWIMT Rev		45,588.86		
4005 - E-tics		0.00		
4010 - Grant-DOLA Admin		0.00		
4020 - Grant DOLA-Construction		0.00		
4040 - Grant-Transit		0.00		
4041 - All Hazards Grant		0.00		
4950 - Match-GOV Admin		0.00		
4951 - Match-GOV Construction		0.00		
4952 - Region 9-Matching Funds		0.00		
4953 - Housing Matching Funds		0.00		
4955 - In Kind Project Match- Construc		0.00		
4956 - In Kind Project Match- Admin		0.00		
Total Income		45,588.86		
Cost of Goods Sold				
5000 - Cost of Goods Sold		0.00		
Total COGS		0.00		
Gross Profit		45,588.86		
Expense				
5009 - Bookkeeper		0.00		
5200 - All Hazard Project		0.00		
5401 - Software Maintenance (E-Tic)		0.00		
5402 - Hardware Maint. (smart net)		0.00		
5403 - Fiber Leasing Expe.		0.00		
5410 - Rent		0.00		
5510 - Travel Exp		0.00		
5512 - Meeting Exp		0.00		
5514 - Professional Fees.		0.00		
5515 - Legal Fees		0.00		
5520 - Advertising		0.00		
5521 - Telephone/Website/Internet		0.00		
5523 - Payroll Processing Fees		0.00		
5525 - Audit		0.00		
5526 - Internet Connectivity (100 Mb)		0.00		
5527 - Internet & software		0.00		
5528 - Fiber Locates		0.00		
5529 - Inter-Reg. Fiber Routes- leases		0.00		
5532 - Postage		0.00		
5535 - Printing/Reproduction		0.00		
5540 - Membership/Sub		0.00		
5545 - Equipment- Computers		0.00		
5550 - Supplies		0.00		
5555 - Liability Insurance		0.00		
5558 - Insurance- Health		0.00		
5570 - Car Allowance/Mileage		0.00		
5580 - Salary & Wages		0.00		
5585 - Payroll Tax Expense		0.00		
5580 - Salary & Wages - Other		0.00		
Total 5580 - Salary & Wages		0.00		
5636 - Admin Project Expense		0.00		
5637 - SCAN GM		0.00		
5638 - Region 9 EDD		0.00		
5639 - Infor Services-Project Mgmt		0.00		
5640 - Consulting		0.00		
5641 - Regional Project Mgmt		0.00		
5642 - Project Engineering & Mgmt		0.00		
5643 - Transit		0.00		
5644 - AmeriCorp Member		0.00		
5645 - Project Construction		0.00		
5646 - Housing Matching Fund Expense		0.00		
5650 - Conference/Seminars/Training		0.00		
5955 - In Kind Project expense- Constr		0.00		
5956 - In Kind project Exp.- Admin		0.00		
Total Expense		0.00		

Attachment: Budget to Actual- Nov 13 (1582 : November Financials)

Southwest Colorado Council of Governments
P&L Budget vs. Actual 2013
January through December 2013

125-SWIMT

Jan - Dec 13	Budget	\$ Over Budget	% of Budget
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Net Income

45,588.86

Attachment: Budget to Actual- Nov 13 (1582 : November Financials)

Southwest Colorado Council of Governments
P&L Budget vs. Actual 2013
January through December 2013

Attachment: Budget to Actual- Nov 13 (1582 : November Financials)

200-All Hazards				
	Jan - Dec 13	Budget	\$ Over Budget	% of Budget
Income				
4000 - Sales	0.00			
4001 - Fiber Access (ramp) fee	0.00			
4002 - Internet Usage	0.00			
4003 - Internet Admin Fee	0.00			
4004 - SWIMT Rev	0.00			
4005 - E-tics	0.00			
4010 - Grant-DOLA Admin	0.00			
4020 - Grant DOLA-Construction	0.00			
4040 - Grant-Transit	0.00			
4041 - All Hazards Grant	206,562.22	237,376.00	-30,813.78	87.02%
4950 - Match-GOV Admin	0.00			
4951 - Match-GOV Construction	0.00			
4952 - Region 9-Matching Funds	0.00			
4953 - Housing Matching Funds	0.00			
4955 - In Kind Project Match- Construc	0.00			
4956 - In Kind Project Match- Admin	0.00			
Total Income	206,562.22	237,376.00	-30,813.78	87.02%
Cost of Goods Sold				
5000 - Cost of Goods Sold	0.00			
Total COGS	0.00			
Gross Profit	206,562.22	237,376.00	-30,813.78	87.02%
Expense				
5009 - Bookkeeper	0.00	5,000.00	-5,000.00	0.0%
5200 - All Hazard Project	200,987.37	191,282.00	9,705.37	105.07%
5401 - Software Maintenance (E-Tic)	0.00			
5402 - Hardware Maint. (smart net)	0.00			
5403 - Fiber Leasing Expe.	0.00			
5410 - Rent	0.00			
5510 - Travel Exp	0.00	1,000.00	-1,000.00	0.0%
5512 - Meeting Exp	0.00			
5514 - Professional Fees.	0.00	8,500.00	-8,500.00	0.0%
5515 - Legal Fees	0.00			
5520 - Advertising	558.80	1,000.00	-441.20	55.88%
5521 - Telephone/Website/Internet	0.00			
5523 - Payroll Processing Fees	0.00			
5525 - Audit	0.00	2,388.00	-2,388.00	0.0%
5526 - Internet Connectivity (100 Mb)	0.00			
5527 - Internet & software	0.00			
5528 - Fiber Locates	0.00			
5529 - Inter-Reg. Fiber Routes- leases	0.00			
5532 - Postage	0.00	100.00	-100.00	0.0%
5535 - Printing/Reproduction	0.00	100.00	-100.00	0.0%
5540 - Membership/Sub	0.00			
5545 - Equipment- Computers	0.00			
5550 - Supplies	0.00			
5555 - Liability Insurance	0.00			
5558 - Insurance- Health	0.00			
5570 - Car Allowance/Mileage	0.00			
5580 - Salary & Wages				
5585 - Payroll Tax Expense	0.00			
5580 - Salary & Wages - Other	0.00			
Total 5580 - Salary & Wages	0.00			
5636 - Admin Project Expense	0.00			
5637 - SCAN GM	0.00			
5638 - Region 9 EDD	0.00			
5639 - Infor Services-Project Mgmt	0.00			
5640 - Consulting	0.00	27,435.00	-27,435.00	0.0%
5641 - Regional Project Mgmt	0.00			
5642 - Project Engineering & Mgmt	0.00			
5643 - Transit	0.00			
5644 - AmeriCorp Member	0.00			
5645 - Project Construction	0.00			
5646 - Housing Matching Fund Expense	0.00			
5650 - Conference/Seminars/Training	0.00	571.00	-571.00	0.0%
5955 - In Kind Project expense- Constr	0.00			
5956 - In Kind project Exp.- Admin	0.00			
Total Expense	201,546.17	237,376.00	-35,829.83	84.91%

Southwest Colorado Council of Governments
P&L Budget vs. Actual 2013
January through December 2013

200-All Hazards

	Jan - Dec 13	Budget	\$ Over Budget	% of Budget
Net Income	5,016.05	0.00	5,016.05	100.0%

Attachment: Budget to Actual- Nov 13 (1582 : November Financials)

Southwest Colorado Council of Governments
P&L Budget vs. Actual 2013
January through December 2013

Attachment: Budget to Actual- Nov 13 (1582 : November Financials)

830-Telecom				
	Jan - Dec 13	Budget	\$ Over Budget	% of Budget
Income				
4000 - Sales	0.00			
4001 - Fiber Access (ramp) fee	0.00			
4002 - Internet Usage	0.00			
4003 - Internet Admin Fee	0.00			
4004 - SWIMT Rev	0.00			
4005 - E-tics	0.00			
4010 - Grant-DOLA Admin	32,058.28	29,314.00	2,744.28	109.36%
4020 - Grant DOLA-Construction	976,098.63	1,260,840.00	-284,741.37	77.42%
4040 - Grant-Transit	0.00			
4041 - All Hazards Grant	0.00			
4950 - Match-GOV Admin	59,359.95	57,579.00	1,780.95	103.09%
4951 - Match-GOV Construction	6,862.21	30,000.00	-23,137.79	22.87%
4952 - Region 9-Matching Funds	18,341.00	21,465.00	-3,124.00	85.45%
4953 - Housing Matching Funds	0.00	0.00	0.00	0.0%
4955 - In Kind Project Match- Construc	356,423.78	374,203.00	-17,779.22	95.25%
4956 - In Kind Project Match- Admin	1,043.96	20,000.00	-18,956.04	5.22%
Total Income	1,450,187.81	1,793,401.00	-343,213.19	80.86%
Cost of Goods Sold				
5000 - Cost of Goods Sold	0.00			
Total COGS	0.00			
Gross Profit	1,450,187.81	1,793,401.00	-343,213.19	80.86%
Expense				
5009 - Bookkeeper	0.00			
5200 - All Hazard Project	0.00			
5401 - Software Maintenance (E-Tic)	0.00			
5402 - Hardware Maint. (smart net)	0.00			
5403 - Fiber Leasing Expe.	0.00			
5410 - Rent	0.00			
5510 - Travel Exp	109.40	2,005.00	-1,895.60	5.46%
5512 - Meeting Exp	0.00	548.00	-548.00	0.0%
5514 - Professional Fees.	0.00			
5515 - Legal Fees	0.00	4,196.00	-4,196.00	0.0%
5520 - Advertising	0.00	216.00	-216.00	0.0%
5521 - Telephone/Website/Internet	0.00	810.00	-810.00	0.0%
5523 - Payroll Processing Fees	0.00			
5525 - Audit	0.00			
5526 - Internet Connectivity (100 Mb)	0.00			
5527 - Internet & software	0.00	1,026.00	-1,026.00	0.0%
5528 - Fiber Locates	0.00			
5529 - Inter-Reg. Fiber Routes- leases	0.00			
5532 - Postage	0.00	35.00	-35.00	0.0%
5535 - Printing/Reproduction	0.00	107.00	-107.00	0.0%
5540 - Membership/Sub	0.00			
5545 - Equipment- Computers	0.00			
5550 - Supplies	0.00			
5555 - Liability Insurance	0.00			
5558 - Insurance- Health	0.00			
5570 - Car Allowance/Mileage	0.00			
5580 - Salary & Wages				
5585 - Payroll Tax Expense	0.00			
5580 - Salary & Wages - Other	0.00			
Total 5580 - Salary & Wages	0.00			
5636 - Admin Project Expense	3,131.89			
5637 - SCAN GM	0.00			
5638 - Region 9 EDD	36,681.94	30,861.00	5,820.94	118.86%
5639 - Infor Services-Project Mgmt	0.00	1,280.00	-1,280.00	0.0%
5640 - Consulting	6,786.50	175.00	6,611.50	3,878.0%
5641 - Regional Project Mgmt	32,936.59	22,233.00	10,703.59	148.14%
5642 - Project Engineering & Mgmt	27,414.26	85,039.00	-57,624.74	32.24%
5643 - Transit	0.00			
5644 - AmeriCorp Member	0.00			
5645 - Project Construction	1,069,271.43	1,260,840.00	-191,568.57	84.81%
5646 - Housing Matching Fund Expense	0.00	0.00	0.00	0.0%
5650 - Conference/Seminars/Training	0.00			
5955 - In Kind Project expense- Constr	356,423.78	374,203.00	-17,779.22	95.25%
5956 - In Kind project Exp.- Admin	1,043.96			
Total Expense	1,533,799.75	1,783,574.00	-249,774.25	86.0%

Southwest Colorado Council of Governments
P&L Budget vs. Actual 2013
January through December 2013

	830-Telecom			
	Jan - Dec 13	Budget	\$ Over Budget	% of Budget
Net Income	-83,611.94	9,827.00	-93,438.94	-850.84%

Attachment: Budget to Actual- Nov 13 (1582 : November Financials)

Southwest Colorado Council of Governments
P&L Budget vs. Actual 2013
January through December 2013

Attachment: Budget to Actual- Nov 13 (1582 : November Financials)

	900-SCAN				TOTAL			
	Jan - Dec 13	Budget	\$ Over Budget	% of Budget	Jan - Dec 13	Budget	\$ Over Budget	% of Budget
Income								
4000 - Sales	10,020.00	8,055.00	1,965.00	124.4%	10,020.00	8,055.00	1,965.00	124.4%
4001 - Fiber Access (ramp) fee	0.00	23,200.00	-23,200.00	0.0%	0.00	23,200.00	-23,200.00	0.0%
4002 - Internet Usage	0.00	66,608.00	-66,608.00	0.0%	0.00	66,608.00	-66,608.00	0.0%
4003 - Internet Admin Fee	0.00	5,293.00	-5,293.00	0.0%	0.00	5,293.00	-5,293.00	0.0%
4004 - SWIMT Rev	0.00				45,588.86	0.00	45,588.86	100.0%
4005 - E-tics	8,400.00	8,400.00	0.00	100.0%	8,400.00	8,400.00	0.00	100.0%
4010 - Grant-DOLA Admin	7,924.29	25,000.00	-17,075.71	31.7%	55,114.33	79,314.00	-24,199.67	69.49%
4020 - Grant DOLA-Construction	0.00				976,098.63	1,260,840.00	-284,741.37	77.42%
4040 - Grant-Transit	0.00				3,278.41	11,000.00	-7,721.59	29.8%
4041 - All Hazards Grant	0.00				206,562.22	237,376.00	-30,813.78	87.02%
4950 - Match-GOV Admin	0.00				87,359.95	85,579.00	1,780.95	102.08%
4951 - Match-GOV Construction	0.00				6,862.21	30,000.00	-23,137.79	22.87%
4952 - Region 9-Matching Funds	0.00				18,341.00	21,465.00	-3,124.00	85.45%
4953 - Housing Matching Funds	0.00				38,000.00	38,000.00	0.00	100.0%
4955 - In Kind Project Match- Construc	0.00				356,423.78	374,203.00	-17,779.22	95.25%
4956 - In Kind Project Match- Admin	0.00				1,043.96	20,000.00	-18,956.04	5.22%
Total Income	26,344.29	136,556.00	-110,211.71	19.29%	1,813,093.35	2,269,333.00	-456,239.65	79.9%
Cost of Goods Sold								
5000 - Cost of Goods Sold	333.75	6,041.00	-5,707.25	5.53%	333.75	6,041.00	-5,707.25	5.53%
Total COGS	333.75	6,041.00	-5,707.25	5.53%	333.75	6,041.00	-5,707.25	5.53%
Gross Profit	26,010.54	130,515.00	-104,504.46	19.93%	1,812,759.60	2,263,292.00	-450,532.40	80.09%
Expense								
5009 - Bookkeeper	0.00				0.00	20,000.00	-20,000.00	0.0%
5200 - All Hazard Project	0.00				200,987.37	191,282.00	9,705.37	105.07%
5401 - Software Maintenance (E-Tic)	8,400.00	8,400.00	0.00	100.0%	8,400.00	8,400.00	0.00	100.0%
5402 - Hardware Maint. (smart net)	0.00	36,200.00	-36,200.00	0.0%	0.00	36,200.00	-36,200.00	0.0%
5403 - Fiber Leasing Expe.	7,515.00				7,515.00	0.00	7,515.00	100.0%
5410 - Rent	0.00				0.00	300.00	-300.00	0.0%
5510 - Travel Exp	0.00				630.73	5,005.00	-4,374.27	12.6%
5512 - Meeting Exp	0.00				85.07	2,548.00	-2,462.93	3.34%
5514 - Professional Fees.	0.00				0.00	8,500.00	-8,500.00	0.0%
5515 - Legal Fees	0.00				1,249.35	7,196.00	-5,946.65	17.36%
5520 - Advertising	0.00				605.06	1,516.00	-910.94	39.91%
5521 - Telephone/Website/Internet	0.00				250.00	930.00	-680.00	26.88%
5523 - Payroll Processing Fees	0.00				256.13	0.00	256.13	100.0%
5525 - Audit	0.00				8,250.00	10,388.00	-2,138.00	79.42%
5526 - Internet Connectivity (100 Mb)	3,416.65	15,000.00	-11,583.35	22.78%	3,416.65	15,000.00	-11,583.35	22.78%
5527 - Internet & software	0.00				0.00	1,026.00	-1,026.00	0.0%
5528 - Fiber Locates	0.00	15,000.00	-15,000.00	0.0%	0.00	15,000.00	-15,000.00	0.0%
5529 - Inter-Reg. Fiber Routes- leases	0.00	23,250.00	-23,250.00	0.0%	0.00	23,250.00	-23,250.00	0.0%
5532 - Postage	0.00				91.58	263.00	-171.42	34.82%
5535 - Printing/Reproduction	0.00				0.00	607.00	-607.00	0.0%
5540 - Membership/Sub	0.00				250.00	250.00	0.00	100.0%
5545 - Equipment- Computers	0.00				1,221.88	0.00	1,221.88	100.0%
5550 - Supplies	0.00				2,632.53	300.00	2,332.53	877.51%
5555 - Liability Insurance	0.00				2,693.00	2,693.00	0.00	100.0%
5558 - Insurance- Health	0.00				634.35	0.00	634.35	100.0%
5570 - Car Allowance/Mileage	0.00				600.00	0.00	600.00	100.0%
5580 - Salary & Wages								
5585 - Payroll Tax Expense	0.00				615.32	0.00	615.32	100.0%
5580 - Salary & Wages - Other	0.00				7,211.55	0.00	7,211.55	100.0%
Total 5580 - Salary & Wages	0.00				7,826.87	0.00	7,826.87	100.0%
5636 - Admin Project Expense	0.00				3,131.89	0.00	3,131.89	100.0%
5637 - SCAN GM	11,331.10	25,000.00	-13,668.90	45.32%	11,331.10	25,000.00	-13,668.90	45.32%
5638 - Region 9 EDD	0.00				36,681.94	30,861.00	5,820.94	118.86%
5639 - Infor Services-Project Mgmt	0.00				0.00	1,280.00	-1,280.00	0.0%
5640 - Consulting	0.00				6,786.50	42,610.00	-35,823.50	15.93%
5641 - Regional Project Mgmt	0.00				32,936.59	22,233.00	10,703.59	148.14%
5642 - Project Engineering & Mgmt	0.00				27,414.26	85,039.00	-57,624.74	32.24%
5643 - Transit	0.00				3,278.41	11,000.00	-7,721.59	29.8%
5644 - AmeriCorp Member	0.00				0.00	1,500.00	-1,500.00	0.0%
5645 - Project Construction	0.00				1,069,271.43	1,260,840.00	-191,568.57	84.81%
5646 - Housing Matching Fund Expense	0.00				27,537.68	38,000.00	-10,462.32	72.47%
5650 - Conference/Seminars/Training	0.00				0.00	571.00	-571.00	0.0%
5955 - In Kind Project expense- Constr	0.00				356,423.78	374,203.00	-17,779.22	95.25%
5956 - In Kind project Exp.- Admin	0.00				1,043.96	0.00	1,043.96	100.0%
Total Expense	30,662.75	122,850.00	-92,187.25	24.96%	1,823,433.11	2,243,791.00	-420,357.89	81.27%

Southwest Colorado Council of Governments
P&L Budget vs. Actual 2013
January through December 2013

	900-SCAN				TOTAL			
	Jan - Dec 13	Budget	\$ Over Budget	% of Budget	Jan - Dec 13	Budget	\$ Over Budget	% of Budget
Net Income	-4,652.21	7,665.00	-12,317.21	-60.69%	-10,673.51	19,501.00	-30,174.51	-54.73%

Attachment: Budget to Actual- Nov 13 (1582 : November Financials)

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12/29/13

Accrual Basis

Southwest Colorado Council of Governments
Combined Balance Sheet by Class- all
November 30, 2013

	100-General	200-All Hazards	830-Telecom	900-SCAN	TOTAL
ASSETS					
Current Assets					
Checking/Savings					
1001 · 1st Southwest Bank	-91,887.78	0.00	0.00	0.00	-91,887.78
1010 · Petty Cash	66.36	0.00	0.00	0.00	66.36
Total Checking/Savings	-91,821.42	0.00	0.00	0.00	-91,821.42
Accounts Receivable					
1200 · Accounts Receivable	1,628.41	2,186.50	182,940.41	1,570.11	188,325.43
1215 · Grants receivable	0.00	0.00	0.00	0.00	0.00
Total Accounts Receivable	1,628.41	2,186.50	182,940.41	1,570.11	188,325.43
Other Current Assets					
1090 · Due To/ Due From	141,358.03	386.45	-140,674.12	-1,070.36	0.00
1499 · Undeposited Funds	0.00	0.00	0.00	0.00	0.00
1550 · Prepaid expense	0.00	0.00	0.00	0.00	0.00
Total Other Current Assets	141,358.03	386.45	-140,674.12	-1,070.36	0.00
Total Current Assets	51,165.02	2,572.95	42,266.29	499.75	96,504.01
TOTAL ASSETS	51,165.02	2,572.95	42,266.29	499.75	96,504.01
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Accounts Payable					
20000 · Accounts Payable	0.00	0.00	0.00	0.00	0.00
Total Accounts Payable	0.00	0.00	0.00	0.00	0.00
Other Current Liabilities					
2200 · Deferred Revenue	0.00	0.00	0.00	0.00	0.00
2210 · Deferred Member Contributions	0.00	0.00	2,445.00	0.00	2,445.00
Total Other Current Liabilities	0.00	0.00	2,445.00	0.00	2,445.00
Total Current Liabilities	0.00	0.00	2,445.00	0.00	2,445.00
Total Liabilities	0.00	0.00	2,445.00	0.00	2,445.00
Equity					
32000 · Retained Earnings	29,401.71	-2,443.10	-4,131.07	11,126.25	33,953.79
Net Income	21,763.31	5,016.05	43,952.36	-10,626.50	60,105.22
Total Equity	51,165.02	2,572.95	39,821.29	499.75	94,059.01
TOTAL LIABILITIES & EQUITY	51,165.02	2,572.95	42,266.29	499.75	96,504.01

Attachment: Combined Balance Sheet- Nov13 (1582 : November Financials)

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Southwest Colorado Council of Governments
Profit & Loss by Class
November 2013

01/01/14

Accrual Basis

	100-General	200-All Hazards	830-Telecom	900-SCAN	TOTAL
Income					
4000 · Sales	0.00	0.00	0.00	60.00	60.00
4010 · Grant-DOLA Admin	0.00	0.00	6,600.06	0.00	6,600.06
4020 · Grant DOLA-Construction	0.00	0.00	77,101.47	0.00	77,101.47
4040 · Grant-Transit	1,628.41	0.00	0.00	0.00	1,628.41
4041 · All Hazards Grant	0.00	2,186.50	0.00	0.00	2,186.50
4950 · Match-GOV Admin	0.00	0.00	3,103.55	0.00	3,103.55
4951 · Match-GOV Construction	0.00	0.00	130.82	0.00	130.82
4952 · Region 9-Matching Funds	0.00	0.00	1,918.26	0.00	1,918.26
4955 · In Kind Project Match- Construc	0.00	0.00	24,308.45	0.00	24,308.45
Total Income	1,628.41	2,186.50	113,162.61	60.00	117,037.52
Gross Profit	1,628.41	2,186.50	113,162.61	60.00	117,037.52
Expense					
5200 · All Hazard Project	0.00	1,184.72	0.00	0.00	1,184.72
5401 · Software Maintenance (E-Tic)	0.00	0.00	0.00	700.00	700.00
5403 · Fiber Leasing Expe.	0.00	0.00	0.00	45.00	45.00
5515 · Legal Fees	129.60	0.00	0.00	0.00	129.60
5521 · Telephone/Website/Internet	65.00	0.00	0.00	0.00	65.00
5523 · Payroll Processing Fees	168.71	0.00	0.00	0.00	168.71
5526 · Internet Connectivity (100 Mb)	0.00	0.00	0.00	1,250.00	1,250.00
5532 · Postage	43.38	0.00	0.00	0.00	43.38
5545 · Equipment- Computers	140.26	0.00	0.00	0.00	140.26
5550 · Supplies	632.53	0.00	0.00	0.00	632.53
5570 · Car Allowance/Mileage	300.00	0.00	0.00	0.00	300.00
5580 · Salary & Wages					
5585 · Payroll Tax Expense	247.12	0.00	0.00	0.00	247.12
5580 · Salary & Wages - Other	2,403.85	0.00	0.00	0.00	2,403.85
Total 5580 · Salary & Wages	2,650.97	0.00	0.00	0.00	2,650.97
5637 · SCAN GM	0.00	0.00	0.00	1,686.05	1,686.05
5638 · Region 9 EDD	0.00	0.00	3,836.51	0.00	3,836.51
5640 · Consulting	0.00	0.00	705.60	0.00	705.60
5641 · Regional Project Mgmt	0.00	0.00	2,267.44	0.00	2,267.44
5642 · Project Engineering & Mgmt	0.00	0.00	1,046.51	0.00	1,046.51
5643 · Transit	1,000.00	0.00	0.00	0.00	1,000.00
5645 · Project Construction	0.00	0.00	72,925.37	0.00	72,925.37
5646 · Housing Matching Fund Expense	3,425.73	0.00	0.00	0.00	3,425.73
5955 · In Kind Project expense- Constr	0.00	0.00	24,308.45	0.00	24,308.45
Total Expense	8,556.18	1,184.72	105,089.88	3,681.05	118,511.83
Net Income	-6,927.77	1,001.78	8,072.73	-3,621.05	-1,474.31

Attachment: Income Statement Nov 13 (1582 : November Financials)

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01/01/14

Accrual Basis

Southwest Colorado Council of Governments
Profit & Loss Detail
November 2013

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Income									
4000 · Sales									
Invoice	11/13/2013	104639	Cedar Networks	Additional ...	900-SC...		1200 · Accou...	60.00	60.00
Total 4000 · Sales								60.00	60.00
4010 · Grant-DOLA Admin									
Invoice	11/30/2013	104651	DOLA	Draw #23	830-Tel...		1200 · Accou...	6,600.06	6,600.06
Total 4010 · Grant-DOLA Admin								6,600.06	6,600.06
4020 · Grant-DOLA-Construction									
Invoice	11/30/2013	104651	DOLA	Draw #23	830-Tel...		1200 · Accou...	77,101.47	77,101.47
Total 4020 · Grant DOLA-Construction								77,101.47	77,101.47
4040 · Grant-Transit									
Invoice	11/30/2013	104648	Colorado Dept. of ...	PO 2110189...	100-Gen...		1200 · Accou...	175.00	175.00
Invoice	11/30/2013	104648	Colorado Dept. of ...	PO 2110189...	100-Gen...		1200 · Accou...	1,325.00	1,500.00
Invoice	11/30/2013	104648	Colorado Dept. of ...	PO 2110189...	100-Gen...		1200 · Accou...	128.41	1,628.41
Total 4040 · Grant-Transit								1,628.41	1,628.41
4041 · All Hazards Grant									
Invoice	11/19/2013	104649	State of Colorado	2011 All Haz...	200-All ...		1200 · Accou...	2,186.50	2,186.50
Total 4041 · All Hazards Grant								2,186.50	2,186.50
4950 · Match-GOV Admin									
General Journal	11/30/2013	11-13...		Deferred Re...	830-Tel...		2210 · Deferr...	1,639.00	1,639.00
Invoice	11/30/2013	104652	Town of Dove Creek	Admin Matc...	830-Tel...		1200 · Accou...	37.00	1,676.00
Invoice	11/30/2013	104653	Town of Mancos	Admin Matc...	830-Tel...		1200 · Accou...	24.45	1,700.45
Invoice	11/30/2013	104654	Town of Bayfield	Admin Matc...	830-Tel...		1200 · Accou...	316.00	2,016.45
Invoice	11/30/2013	104655	Town of Silverton	Admin Matc...	830-Tel...		1200 · Accou...	50.00	2,066.45
Invoice	11/30/2013	104656	Town of Dolores	Admin Matc...	830-Tel...		1200 · Accou...	31.50	2,097.95
Invoice	11/30/2013	104657	City of Durango.	Admin Matc...	830-Tel...		1200 · Accou...	186.00	2,283.95
Invoice	11/30/2013	104658	La Plata County	Admin Matc...	830-Tel...		1200 · Accou...	186.00	2,469.95
Invoice	11/30/2013	104659	City of Cortez.	Admin Matc...	830-Tel...		1200 · Accou...	586.20	3,056.15
Invoice	11/30/2013	104660	Ignacio	Admin Matc...	830-Tel...		1200 · Accou...	18.00	3,074.15
Invoice	11/30/2013	104661	San Juan County	Admin Matc...	830-Tel...		1200 · Accou...	29.40	3,103.55
Total 4950 · Match-GOV Admin								3,103.55	3,103.55
4951 · Match-GOV Construction									
Invoice	11/30/2013	104653	Town of Mancos	Admin Matc...	830-Tel...		1200 · Accou...	29.07	29.07
Invoice	11/30/2013	104656	Town of Dolores	Admin Matc...	830-Tel...		1200 · Accou...	72.68	101.75
Invoice	11/30/2013	104660	Ignacio	Admin Matc...	830-Tel...		1200 · Accou...	29.07	130.82
Total 4951 · Match-GOV Construction								130.82	130.82
4952 · Region 9-Matching Funds									
Invoice	11/30/2013	104650	Region 9 EDD	November 5...	830-Tel...		1200 · Accou...	1,918.26	1,918.26
Total 4952 · Region 9-Matching Funds								1,918.26	1,918.26
4955 · In Kind Project Match- Construc									
Bill	11/30/2013	Nov 30	City of Durango	Telecom req...	830-Tel...		20000 · Acco...	24,308.45	24,308.45
Total 4955 · In Kind Project Match- Construc								24,308.45	24,308.45
Total Income								117,037.52	117,037.52
Gross Profit								117,037.52	117,037.52
Expense									
5200 · All Hazard Project									
Bill	11/18/2013	2011 ...	Lori Johnson	2011 All Haz...	200-All ...		20000 · Acco...	1,184.72	1,184.72
Total 5200 · All Hazard Project								1,184.72	1,184.72
5401 · Software Maintenance (E-Tic)									
Bill	11/19/2013	1310-...	Mid-State Consult...	Inv#1310-30...	900-SC...		20000 · Acco...	700.00	700.00
Total 5401 · Software Maintenance (E-Tic)								700.00	700.00
5403 · Fiber Leasing Expe.									
Bill	11/30/2013	2013 ...	City of Durango	Dark Fiiber ...	900-SC...		20000 · Acco...	45.00	45.00
Total 5403 · Fiber Leasing Expe.								45.00	45.00
5515 · Legal Fees									
Bill	11/12/2013	2923	Law Office of Davi...	Inv# 2923	100-Gen...		20000 · Acco...	129.60	129.60
Total 5515 · Legal Fees								129.60	129.60
5521 · Telephone/Website/Internet									
General Journal	11/24/2013	11-13...		PPE 11/24/13	100-Gen...		5580 · Salary ...	65.00	65.00
Total 5521 · Telephone/Website/Internet								65.00	65.00

Attachment: Profit-Loss Detail Nov 13 (1582 : November Financials)

2:59 PM

**Southwest Colorado Council of Governments
Profit & Loss Detail**

01/01/14

November 2013

Accrual Basis

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
5523 · Payroll Processing Fees									
General Journal	11/24/2013	11-13...		PPE 11/24/13	100-Gen...		5580 · Salary ...	168.71	168.71
Total 5523 · Payroll Processing Fees								168.71	168.71
5526 · Internet Connectivity (100 Mb)									
Bill	11/1/2013	Nov 13	Fast Track	Internet Fee...	900-SC...		20000 · Acco...	1,250.00	1,250.00
Total 5526 · Internet Connectivity (100 Mb)								1,250.00	1,250.00
5532 · Postage									
Check	11/30/2013	1	UPS	Mail Health I...	100-Gen...		1010 · Petty ...	43.38	43.38
Total 5532 · Postage								43.38	43.38
5545 · Equipment- Computers									
Check	11/30/2013	2	Office Depot	Printer	100-Gen...		1010 · Petty ...	140.26	140.26
Total 5545 · Equipment- Computers								140.26	140.26
5550 · Supplies									
Bill	11/11/2013	Offic...	Office Depot	Office Depot...	100-Gen...		20000 · Acco...	632.53	632.53
Total 5550 · Supplies								632.53	632.53
5570 · Car Allowance/Mileage									
General Journal	11/24/2013	11-13...		PPE 11/24/13	100-Gen...		5580 · Salary ...	300.00	300.00
Total 5570 · Car Allowance/Mileage								300.00	300.00
5580 · Salary & Wages									
5585 · Payroll Tax Expense									
General Journal	11/24/2013	11-13...		PPE 11/24/13	100-Gen...		5580 · Salary ...	247.12	247.12
Total 5585 · Payroll Tax Expense								247.12	247.12
5580 · Salary & Wages - Other									
General Journal	11/24/2013	11-13...		PPE 11/24/13	100-Gen...		-SPLIT-	2,403.85	2,403.85
Total 5580 · Salary & Wages - Other								2,403.85	2,403.85
Total 5580 · Salary & Wages								2,650.97	2,650.97
5637 · SCAN GM									
Bill	11/30/2013	#148 ...	Arona Enterprises	Consulting S...	900-SC...		20000 · Acco...	1,686.05	1,686.05
Total 5637 · SCAN GM								1,686.05	1,686.05
5638 · Region 9 EDD									
Bill	11/30/2013	100962	Region 9 EDD of S...	Reimburse ...	830-Tel...		20000 · Acco...	3,836.51	3,836.51
Total 5638 · Region 9 EDD								3,836.51	3,836.51
5640 · Consulting									
Bill	11/19/2013	38-16...	Uni-staff Services	GIS INTERN...	830-Tel...		20000 · Acco...	705.60	705.60
Total 5640 · Consulting								705.60	705.60
5641 · Regional Project Mgmt									
Bill	11/30/2013	#148 ...	Arona Enterprises	Consulting ...	830-Tel...		20000 · Acco...	2,267.44	2,267.44
Total 5641 · Regional Project Mgmt								2,267.44	2,267.44
5642 · Project Engineering & Mgmt									
Bill	11/30/2013	#148 ...	Town of Dolores	Oct 13	830-Tel...		20000 · Acco...	290.70	290.70
Bill	11/30/2013	#148 ...	Ignacio	Oct 13	830-Tel...		20000 · Acco...	116.28	406.98
Bill	11/30/2013	#148 ...	Town of Mancos	Oct 13	830-Tel...		20000 · Acco...	116.28	523.26
Bill	11/30/2013	#148 ...	Pagosa Springs/ A...	Oct 13	830-Tel...		20000 · Acco...	523.25	1,046.51
Total 5642 · Project Engineering & Mgmt								1,046.51	1,046.51
5643 · Transit									
Bill	11/15/2013	Inv 0...	Erica Keter	Nov 1- Nov ...	100-Gen...		20000 · Acco...	250.00	250.00
Bill	11/30/2013	Inv. 0...	Erica Keter	Nov 16- Nov...	100-Gen...		20000 · Acco...	750.00	1,000.00
Total 5643 · Transit								1,000.00	1,000.00
5645 · Project Construction									
Bill	11/30/2013	Nov 30	City of Durango	Telecom req...	830-Tel...		20000 · Acco...	72,925.37	72,925.37
Total 5645 · Project Construction								72,925.37	72,925.37
5646 · Housing Matching Fund Expense									
Bill	11/30/2013	100962	Region 9 EDD of S...	Tony Housin...	100-Gen...		20000 · Acco...	3,425.73	3,425.73
Total 5646 · Housing Matching Fund Expense								3,425.73	3,425.73

Attachment: Profit-Loss Detail Nov 13 (1582 : November Financials)

2:59 PM

**Southwest Colorado Council of Governments
Profit & Loss Detail**

01/01/14

November 2013

Accrual Basis

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
5955 · In Kind Project expense- Constr									
Bill	11/30/2013	Nov 30	City of Durango	Telecom req...	830-Tel...		20000 · Acco...	24,308.45	24,308.45
Total 5955 · In Kind Project expense- Constr								24,308.45	24,308.45
Total Expense								118,511.83	118,511.83
Net Income								-1,474.31	-1,474.31

Attachment: Profit-Loss Detail Nov 13 (1582 : November Financials)

ITEM NO. (ID # 1546)

DATE: 01/10/2014

AGENDA REQUEST

*

MEETING GROUP: Southwest Colorado Council of Governments

STAFF RESOURCE: Miriam Gillow-Wiles, Director

REQUESTING DEPT: Southwest Colorado Council of
Governments

TYPE: SWCCOG Item

SUBJECT: Purchasing Policies

BACKGROUND:

FISCAL IMPACT:

RECOMMENDED ACTION:

ATTACHMENTS:

- Memo Purchasing Policies 10 Jan 2013 (DOCX)
- Jan 3 2014 SWCCOG Purchasing Policy DRAFT (DOC)

Purchasing Policies

To: SWCCOG Board of Directors
From: Miriam Gillow-Wiles
Date: 10 January 2013

Comments: The previous purchasing policies had not been reviewed since 2011 and were 63 pages long. Attached is a much more lean and easier to understand purchasing policies. It was a concern that the organization had such large policies, it was very difficult to follow them correctly. A simplified purchasing policy will help ensure the policies are able to be followed.

These have been reviewed by the Executive Committee.

Southwest Colorado Council of Governments

Purchasing Policies

Adopted Day Month 2014

Attachment: Jan 3 2014 SWCCOG Purchasing Policy DRAFT (1546 : Purchasing Policies)

PURPOSE

The purpose of this policy is to establish procedures to maximize the value of public funds spent for purchasing goods or services. This process allows the establishment of safeguards for maintaining a system of quality and integrity.

GENERAL GUIDELINES

All purchases of materials and supplies shall be made in accordance with the following guidelines:

1. The SWCCOG Accounting is responsible for monitoring purchases, for establishing purchasing systems, and for providing assistance to departments making purchases. In the absence of an accountant the Executive Director is responsible.
2. If the Executive Director is the employee making a purchase, the Executive Committee of the Board of Directors shall oversee within the same guidelines as the Executive Director over sees employee purchasing.
3. All purchases must be made with funds that have been appropriated by the SWCCOG Board for the intended purpose. To the greatest extent possible, purchases shall be made in accordance with funds budgeted for that purpose.
4. Purchase Orders are required for any purchases totaling more than \$500.00
5. The Executive Director may approve normal budgeted utilities, insurance, debt service and other established payments (to include memberships, uniforms, and other identified expenditures) without further review or approval.
6. The SWCCOG Board and/or Executive Director may, from time to time, restrict any or all budgeted purchases if there is a shortage of available cash.
7. Vendor quotations for materials, equipment, services, and supplies may be rejected on the basis of inferior quality or unacceptable delivery time.
8. Quotes may be provided by vendors verbally, but must be followed by written confirmation. Documentation of all written quotations shall be forwarded to the SWCCOG Accounting, where a master file of quotations will be maintained.
9. In general, quotations or bids should be awarded to the lowest qualified, responsive bidder or vendor.
 - a. *Lowest qualified bidder* means the bidder with the lowest price and the highest qualifications, based on the following criteria: (1) the ability, capacity and skill of the bidder to perform the contract or furnish the supplies required; (2) whether the bidder can perform the contract or furnish the supplies promptly or within the time specified, without delay or interference; (3) the character, integrity, reputation, judgment, experience and efficiency of the bidder; (4) the quality of performance on previous contracts; (5) previous and existing compliance by the

bidder with all laws and ordinances relating to the contract or service; (6) sufficiency of financial resources and ability of the bidder to perform the contract or furnish the supplies; (7) the ability of the bidder to provide future maintenance and service; and (8) the response to the invitation for bids. *Responsive bidder* means a person or firm that has submitted a bid which conforms in all material respects to the invitation for bids.

- b. Having received a low quotation or bid, department heads are enabled to negotiate the price further with the vendor, if necessary, to bring purchases into the range of the approved budget.
10. Purchase of quantities of materials and supplies shall not be broken down with the intent of applying a less restrictive purchasing procedure.
 11. It shall be the policy of the SWCCOG to seek a minimum of three written quotes wherever possible. These can be provided digitally from the potential vendor. If reasonable attempts are made by the department head to obtain quotes from vendors and is unable to obtain three quotes due to the unresponsiveness of vendors contacted or the lack of potential vendors for the product or service, this requirement may be waived by the Executive Director, in consultation with the appropriate department head.
 12. All commonly used materials, supplies and equipment will be standardized as much as possible for better prices through quantity (bulk) purchase of fewer varieties of material and to increase proficiency in the SWCCOG evaluation of product performance. Selection of specific products that have been rated high in product performance evaluations may be classified as best buy.

The SWCCOG reserves the right to reject any and all bids, to waive any informalities and minor irregularities in bids, and to accept the bid deemed, in the opinion of staff, to be in the best interest of the SWCCOG.

AUTHORIZATION LEVELS AND REQUIRED PROCUREMENT PROCEDURES

In order to fully implement a SWCCOG purchasing policy that will provide sufficient standardization and accountability, as well as to ensure a sufficient degree of operational flexibility to the SWCCOG's various departments, the following levels of authorization and procedures are hereby established:

BUDGETED PURCHASES

<i>Amount</i>	<i>Required Procedures</i>
Less than \$1,000	Purchase of budgeted items shall be approved by the appropriate department head or the Executive Director. Items shall be purchased at their discretion, with a goal of cost containment.
\$1,001-\$5,000	Purchase of budgeted items shall be approved by the department head, Accounting and Executive Director. A minimum of three (3) written quotes shall be provided.

\$5,001-\$10,000	Purchase of budgeted goods or items shall be approved by the department head, Accounting, Executive Director and Board of Directors. A minimum of three (3) written quotes shall be provided.
\$10,001 and over	Budgeted project, service or item will be advertised for public bids through a formal requisition process. This may take the form of an RFP, or similar process.

NON BUDGETED PURCHASES

Any non-budgeted purchase over \$1,000 shall receive prior approval from the department head, Accounting, Executive Director and the Board of Directors and a minimum of three (3) written quotes shall be provided.

Any non-budgeted purchase exceeding \$10,000 shall receive approval from the aforementioned individuals and shall be advertised for public bids.

COOPERATIVE PURCHASE

The SWCCOG may participate in joint bidding with other governmental agencies and or the Rocky Mountain E-Purchasing System if it is deemed in the best interest of the SWCCOG to do so.

SOLE SOURCE PURCHASE

A sole source purchase may be made without receiving requests for bids or quotations if it has been determined that only one vendor is capable of meeting all specifications and purchase requirements. Written justification for waiving the competitive bid process shall be provided by the department head.

EMERGENCY PURCHASE

Emergency conditions requiring purchases are defined as situations in which health, welfare and/or safety of employees or the public are endangered. This includes, but is not limited to, the immediate repair of property or vehicles as necessary under circumstances described above. Emergency purchases of capital equipment/services shall be pre-approved by the Executive Director.

CREDIT CARD PURCHASES

The SWCCOG has one credit card. It is in the possession of the Executive Director. When a card is needed, employees shall receive prior authorization from the Executive Director. Employees may take a card while traveling on official SWCCOG business if approved by the Executive Director. Its use shall be in accordance with SWCCOG travel policies.

LOCAL PREFERENCE

A Local Business is defined as a person, partnership, corporation, limited liability company or joint venture which is authorized to transact business in Colorado and whose principal business address is located within Archuleta,

Dolores, La Plata, Montezuma, and San Juan Counties, and which is approved to provide goods and services to the SWCCOG based upon a determination by the SWCCOG staff member making the purchasing decision that the local business meets standards of business competence, reputation, financial ability, product/service availability and product/service quality.

By reason of its business location, an advantage in consideration for award of a project or bid may be granted to a local business. The local business shall receive a 10% preference over all non-local business bidders, or a \$500.00 reduction in bid price when comparing it against other bids, whichever is less. In no event shall the local business preference exceed the amount of \$500.00.

It is the policy of the SWCCOG to solicit bids from local suppliers whenever and wherever such competitive local sources exist, and where no sacrifice or loss in price, availability or quality would result.

This local preference policy is subject to all applicable federal or state laws and regulations, and shall not apply to the extent it conflicts with any state statute or federal law regulation.

It is expressly understood and provided that enforcement of the terms and conditions of the local preference policy is limited to the SWCCOG, that nothing contained in these policies shall give or allow any claim or right of action to any other person or entity on such policy, and that it is the express intention of the SWCCOG that any person or entity other than the SWCCOG receiving any service or benefit under the policy shall be deemed to be an incidental beneficiary only.

OUTSIDE FUNDING

In the case of goods and services procured with aid from any grant funding source and/or other federal or State of Colorado funds, the SWCCOG's procurement and local preference policies shall defer to the procurement rules (if any) of the grantor or funding entity.

CONFLICT OF INTEREST

Board members and staff shall disclose at the earliest stage possible any personal or private interest in any purchase or award of contract proposed before the Board of Directors. Board members may not vote on these matters and shall refrain from attempting to influence the other members of the Board of Directors in voting on the matter. Staff and Board Members shall comply with applicable state law concerning conflict of interest and disclosure requirements, including C.R.S. 24-18-10 et seq., C.R.S. 31-4-404, C.R.S. 24-18-201, C.R.S. 18-4-301, C.R.S. 18-4-401, and C.R.S. 18-8-308 and any related protocols of the SWCCOG Board of Directors.

SURPLUS SUPPLIES AND EQUIPMENT

The SWCCOG Accounting shall work with the appropriate department head to oversee and administer the disposition of surplus inventory, including supplies and equipment that has been identified as no longer used or has become worn out. The Executive Director, in conjunction with the SWCCOG Accounting, may cause from time to time, any surplus supplies or equipment to be destroyed or sold after advertisement to the highest bidder, and the proceeds of the sale deposited into the appropriate fund of the SWCCOG.

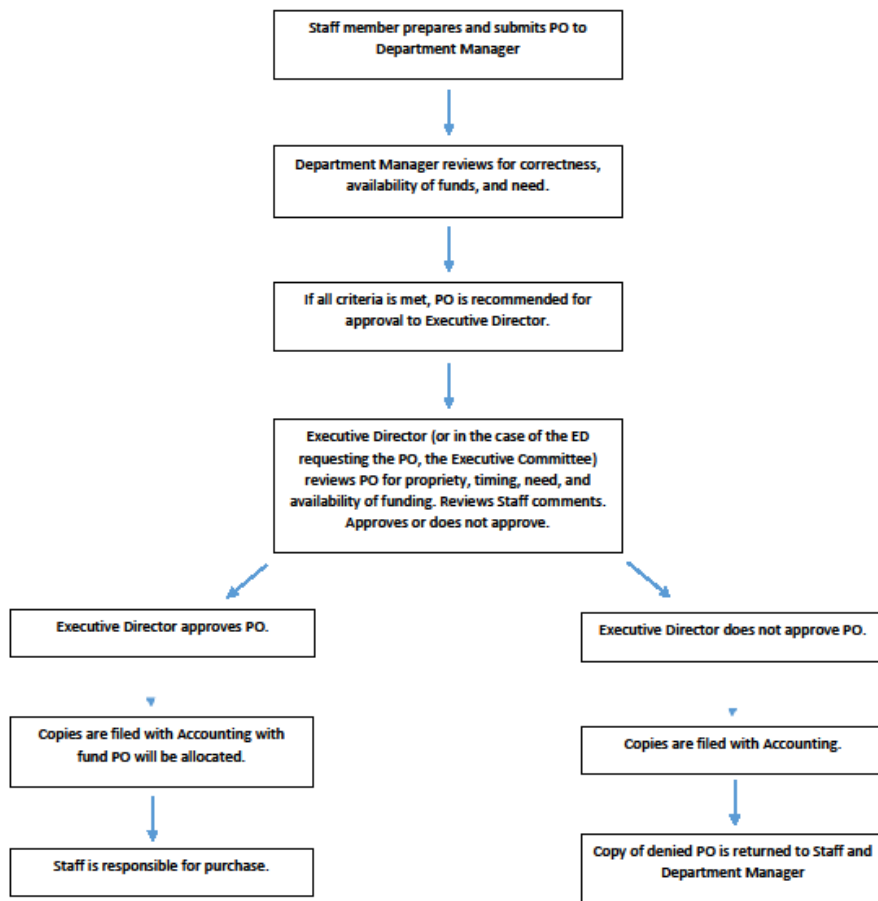
Commented [MGW1]: How to do this with such a region? Maybe: businesses that are the lowest qualified and closest to the project location, may be considered for a 10% preference, depending on location relative to the site.

Attachment: Jan 3 2014 SWCCOG Purchasing Policy DRAFT (1546 : Purchasing Policies)

EMPLOYEE REIMBURSEMENTS

Employees may be reimbursed for out of pocket expenses under \$50.00 from the SWCCOG’s Petty Cash Fund by providing an approved “Request for Reimbursement,” which shall include a copy of the receipt. Over \$50.00, the employee may be reimbursed via check with an approved “Request for Reimbursement.” Generally, employees should not pay out of pocket for expenses, but should utilize SWCCOG accounts established with vendors for supplies and services wherever possible.

PURCHASE ORDER FLOW CHART



ITEM NO. (ID # 1545)

DATE: 01/10/2014

AGENDA REQUEST

*

MEETING GROUP: Southwest Colorado Council of Governments

STAFF RESOURCE: Miriam Gillow-Wiles, Director

REQUESTING DEPT: Southwest Colorado Council of
Governments

TYPE: SWCCOG Resolution

SUBJECT: Signer for Fort Lyons Grant

BACKGROUND:

FISCAL IMPACT:

RECOMMENDED ACTION:

ATTACHMENTS:

- Resolution 2014-01 Memo (DOC)
- Resolution 2014-01 Authorized Signature on Ft Lyons (DOC)

Resolution 2014-01 – Ft Lyons

Signature Authority

To: SWCCOG Board of Directors
From: Miriam Gillow-Wiles
Date: 10 January 2013

Comments: The Department of Housing is requiring the Board to authorize a signer for the Fort Lyon's grant. We will be unable to do draw down requests without a Board authorized signer.



RESOLUTION #2014-01

Resolution Designating Signature Authority for the Fort Lyons Grant

WHEREAS, the Southwest Colorado Council of Governments (SWCCOG) received \$25,400 from the Colorado Department of Housing to work on the project know as Fort Lyons, an anti-homeless initiative; and,

WHEREAS, the Department of Housing requires the SWCCOG to designate an authorized signer; and,

WHEREAS, the SWCCOG Board meets once a month, while reporting and draw down requests may need to be signed more frequently.

THEREFORE, BE IT RESOLVED, that the Board of Directors of the SWCCOG designate the Executive Director, Miriam Gillow-Wiles as an authorized signer for the Fort Lyons grant with the Department of Housing.

Approved this **10 day of January 2014** by the Board of Directors of the Southwest Colorado Council of Governments.

Michael Whiting, Chair

Andrea Phillips, Secretary/Treasurer

ITEM NO. (ID # 1580)

DATE: 01/10/2014

AGENDA REQUEST

*

MEETING GROUP: Southwest Colorado Council of Governments

STAFF RESOURCE: Miriam Gillow-Wiles, Director

REQUESTING DEPT: Southwest Colorado Council of
Governments

TYPE: SWCCOG Item

SUBJECT: Katherine Therapy Associates Ft Lyons MOU

BACKGROUND:

FISCAL IMPACT:

RECOMMENDED ACTION:

Approve the MOU with Katherine Therapy Associates.

ATTACHMENTS:

- KTA SWCCOG Ft Lyon MOU 3 January 2013(DOC)

ASSIGNMENT AGREEMENT

Funding of Referral and Coordination Services for the Ft. Lyon Education, Employment, & Treatment Collaborative

This Assignment Agreement is entered into effective as of the November 18, 2013 between Southwest Colorado Council of Governments (hereafter "SWCCOG") and Katherine Therapy Associates (hereafter "KTA").

Whereas, the SWCCOG is a state recognized intergovernmental entity promoting regional cooperation and coordination among local governments and between levels of government for geographic areas comprising the Counties of Archuleta, Dolores, La Plata, and San Juan; including Town of Bayfield, City of Cortez, Town of Dolores, Town of Dover Creek, City of Durango, Town of Ignacio, Town of Mancos, Town of Pagosa Springs, Town of Rico, and Town of Silverton. Katherine Therapy Associates is a business that promotes self-help and independence to persons in a myriad of crisis situations through a philosophy rooted in Motivational Therapy and Dialectic Behavior Style.

Whereas, the purpose of this Agreement is for the SWCCOG to enter into a formal contract with KTA for the purpose of conducting outreach, coordinating referral, intake, and reintegration procedures outlined in the Colorado Department of Local Affairs, Division of Housing (hereafter "DoLA") *Fort Lyon's Statewide Referral Network Statement of Project Exhibit A* (herein "Service Activities") and *Purchase Order Exhibit B*.

For mutual consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The SWCCOG agrees to administer and manage grant funding awarded by DoLA for the purpose of establishing a Statewide Referral Network for the Fort Lyon program. Funds awarded for this purpose total up to \$25,400 and will be managed by the SWCCOG. Grant funds can be accessed for reimbursement of approved Service Activities only.
2. The SWCCOG agrees to reimburse KTA in a timely manner not to exceed 30 days from receipt of Reimbursement Request for eligible costs contributing to the successful administration of Service Activities. Documentation for expenses incurred must be submitted with any request for reimbursement.
 - a. Reimbursement rates will be fixed at \$50.00 per hour for approved Service Activities and will be paid out to the extent which grant funding is available
3. It is understood by both parties that KTA and the Regional Housing Coordinator with the SWCCOG will continue to conduct outreach, coordinate referrals, and transportation efforts to comply with *Purchase Order Exhibit B*. If SWCCOG has any reason to believe that program activities and procedures are not being followed, it will suspend any

related payment request(s) until the concerns about compliance have been fully addressed by KTA.

4. Furthermore, it is understood by both parties that in addition to activities stated in #3 above; KTA will conduct motivational assessments, coordinate detoxification when necessary, and assist clients returning from Ft Lyon with community reintegration in compliance with *Purchase Order Exhibit B*. If SWCCOG has any reason to believe that program activities and procedures are not being followed, it will suspend any related payment request(s) until the concerns about compliance have been fully addressed by KTA.
5. Any amendments to the Policies and Procedures must be approved by SWCCOG Executive Director prior to implementation.
6. KTA shall track expenditures and provide a report to the SWCCOG within timelines outlined in the *Fort Lyon's Statewide Referral Network Statement of Project Exhibit A* and *Purchase Order Exhibit B*.
7. In the event the KTA should cease to operate, this agreement will be considered null and void. Pending reimbursements will be processed in accordance to the arrangements set forth, and the SWCCOG can seek alternative means to ensuring original grant obligations are satisfied.
8. This Agreement (except for reporting requirements) shall terminate on June 30, 2014.
9. If KTA should fail to fulfill the requirements of this Agreement, after written notice and a fifteen day opportunity to cure, the SWCCOG may, but is not required to withdraw KTA from activities outlined. KTA will be responsible for all costs and expenses incurred, including attorney's fees for SWCCOG taking full responsibility of activities related to the Fort Lyon Statewide Referral Network obligations, and terminating this Agreement.
10. KTA agrees to indemnify and hold harmless the SWCCOG against any loss, fine, expense or liability incurred through KTA's participation in the Fort Lyon Statewide Referral Network; or failure to comply with or perform any one or more of the terms, provisions or conditions of this agreement or failure to comply with or perform according to any applicable State or Federal regulation. In the event the SWCCOG must incur additional expenses, including, but not limited to reasonable attorney fees and costs, by reason of KTA's activities related to this agreement or failure to comply with or perform any one or more of the terms, provisions or conditions of this agreement or failure to comply with or perform according to any applicable State or Federal regulation. KTA shall pay all such expenses regardless of whether actual litigation or court proceedings are involved.

11. The parties agree to execute all necessary documents to carry out the intent of this Agreement.
12. The governing law for this Agreement shall be Colorado law.
13. Should a dispute arise regarding this Agreement, one party shall give written notice to the other party of such dispute, and the parties shall first attempt to resolve the dispute through informal negotiations and/or mediation. If such efforts do not resolve the dispute within thirty (30) days after written notice was provided, the parties may litigate the dispute through the Colorado courts of the Sixth Judicial District and, if necessary, Colorado appellate courts.
14. Should any provision herein be found or deemed to be invalid, so long as the purposes of this Agreement can be fulfilled, it shall be construed as not containing such provision, and all other provisions which are otherwise lawful shall remain in full force and effect and, to this end, the provisions of this Agreement are declared to be severable.
15. This Agreement represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by the parties.
16. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Faxed signatures shall have the same force and effect as original signatures.
17. Any notices to be provided hereunder shall be personally delivered at the addresses set forth below in the first paragraph of this agreement, or shall be mailed to such addresses by registered or certified U.S. mail, return receipt requested. The parties may change their address for purposes of notice by providing the other party with written notice of such change.
18. The parties executing this document below certify that they are authorized to enter the Agreement on behalf of the entities for which they sign.

Signatures on next page:

Southwest Colorado Council of Governments

By Michael Whiting, Board Chair Date

Katherine Therapy Associates

By Mary Katherine, Owner Date

Attachment: KTA SWCCOG Ft Lyon MOU 3 January 2013 (1580 : Katherine Therapy Associates Ft Lyons MOU)

Exhibit A

Fort Lyon's Statewide Referral Network Statement of Project
[to be included here]

Attachment: KTA SWCCOG Ft Lyon MOU 3 January 2013 (1580 : Katherine Therapy Associates Ft Lyons MOU)

Exhibit B
Purchase Order
[to be included here]

Attachment: KTA SWCCOG Ft Lyon MOU 3 January 2013 (1580 : Katherine Therapy Associates Ft Lyons MOU)

ITEM NO. (ID # 1581)

DATE: 01/10/2014

AGENDA REQUEST

*

MEETING GROUP: Southwest Colorado Council of Governments

STAFF RESOURCE: Miriam Gillow-Wiles, Director

REQUESTING DEPT: Southwest Colorado Council of
Governments

TYPE: SWCCOG Item

SUBJECT: Anthony Casale SWCCOG MOU

BACKGROUND:

FISCAL IMPACT:

RECOMMENDED ACTION:

ATTACHMENTS:

- Memo MOU with Tony 10 Jan 2013 (DOCX)

MOU with Anthony Casale

To: SWCCOG Board of Directors
From: Miriam Gillow-Wiles
Date: 1 January 2013

Comments: Tony Casale has been working as the Regional Housing Coordinator with the COG since May of 2013. He was brought into the SWCCOG with the \$38,000 grant from BP and Regional Housing Alliance to manage the Phoenix Committee, create a Supportive Housing Toolkit, and support the housing piece of the Southwest Connect. Thirty Six Thousand was allocated for Tony's position. Since May of 2013 he has very much proved himself as knowledgeable and a regional leader regarding housing. He has begun outreach work with the Fort Lyon's grant as well.

Due to some previous miscommunication regarding how he should be paid, he became a part time, non-benefitted employee of Region 9. Region 9 was willing to continue this arrangement until the end of the year. While putting together Tony's Contract it came to light there was only \$6000 of the initial \$36,000 grant left. This was due to payroll taxes being paid out of the grant as well.

Tony has work to do through May, for the Phoenix Committee and the Supportive Housing Toolkit. The \$6000 will pay through the end of February at his current rate of pay, \$24/hr. We will need to use \$9000 of the Sustainability (DOLA) grant. After speaking with the Executive Committee, we decided to also budget the amount payroll taxes from January through May and add that to his contract. Payroll taxes (not FICA, SSN, MediCare etc...) is around 8%, or about \$1000 for January through May.

Unfortunately, due to the holidays, I was only able to meet with Ken Charles on Thursday, January 2nd to check if the Sustainability grant could be used towards Tony's compensation. It was deemed an acceptable use of that grant. Much of the Sustainability grant was previously earmarked for SWConnect (next discussion item in the packet). Using this funding may have an impact on SWConnect.

In light of the above, we do not have a complete contract. I would like the ability to sign his contract with review from the Executive Committee as well as postdate his contract to 1 January 2014 since he has continued to work.

Attachment: Memo MOU with Tony 10 Jan 2013 (1581 : Anthony Casale MOU)

ITEM NO. (ID # 1547)

DATE: 01/10/2014

AGENDA REQUEST

*

MEETING GROUP: Southwest Colorado Council of Governments

STAFF RESOURCE: Miriam Gillow-Wiles, Director

REQUESTING DEPT: Southwest Colorado Council of Governments

TYPE: SWCCOG Item

SUBJECT: SWConnect Discussion

BACKGROUND:

FISCAL IMPACT:

RECOMMENDED ACTION:

ATTACHMENTS:

- 01 SWConnect Staff Memo and Recommendation 2 January 2013 (DOCX)
- 02 Memorandum of Understanding - SWCCOG Durango Adult Education rev Oct 19 (DOC)
- 03 RFP for SWConnect Programmer... (1) (DOCX)
- 04 SWC_Special_Projects_Prop_2013 (DOCX)
- 05 MOU -SWCCOG & DAE for 500 SWConnect (PDF)
- 06 Email regarding Billing of SWConnect (DOC)

SWConnect

To: SWCCOG Board of Directors
 From: Miriam Gillow-Wiles
 Date: 10 January 2013

Comments: History:

In 2009 La Plata County and the communities of Bayfield, Durango, and Ignacio participated in the Child and Youth Family Master Plan (CYFMP) to map the developmental assets of the county's youth. From the CYFMP the idea of Southwest Connect (SWConnect) as a website to "connect citizens to services, supports and opportunities".

The SWCCOG and Durango Adult Education (DAE) split an AmeriCorps VISTA position in 2012-2013, Erica Keter, to help support both organizations bring SWConnect into fruition. Initially (DAE) housed the website. Recently, the DAE Board decided that SWConnect did not fit the mission.

In the spring of 2013 the Board decided to proceed with a DOLA grant for \$50,000 which included work for the website of SWConnect. In March an RFP was advertised for web development of SWConnect. This RFP was advertised for only one calendar week. The SWCCOG Procurement Policies at the time state that the RFP must be "...The advertisement shall be published at least twice, the last date of publications must be at least 14 calendar days prior to the bid opening date...". The RFP also states the project cost should not exceed \$32,000. The former Acting Director verbally awarded the contract to Terry Woodward, who has been involved with SWConnect for many years. However, there was no formal award by the SWCCOG Board, no contract was ever signed by any party, and no W9 or insurance paperwork submitted to the former Acting Director. Work commenced in late spring or early summer. To date, the SWCCOG has not been billed. I have asked Mr. Woodward to stop work until there was a clearer picture of the situation and contract was formally awarded.

In October 2013 and MOU was signed between the SWCCOG and DAE which included a onetime payment of \$500 from DAE to the COG, it was however, signed by Susan Hakanson and not the then SWCCOG Chair, Bryce Capron. Staff has not deposited the \$500 check as we were unsure as to what precedent would be set. Also in October, the Board approved discussions about supporting SWConnect with Region 9. There was no approval of an MOU with Region 9 or DAE to house SWConnect.

Region 9 received an email in December 2013 regarding SWConnect website hosting fees. The fees are \$79/month, or \$948/year.

SWConnect

At this point, I am very concerned about funding for SWConnect. The DOLA Grant needs to be used for SWCCOG projects such as Housing, Ageing, and Transit (these were written into the grant). I am unsure as to how to make SWConnect sustainable with the current model. I have come up with three options as to how to deal with SWConnect.

Option 1: Continue as is. Appropriate up to \$32,000 from the DOLA grant for web development. Look for more grant funding to support SWConnect.

Option 2: No longer support SWConnect. Try to find another entity to support and develop the website and content. Sort out payment (if any) to Mr. Woodward. Potentially lend our knowledge base of Ageing, Housing, and Transit to the entity supporting the website.

Option 3: Scale back the website to a few pages on the SWCCOG's website. These pages would list the different resources and link to the resources' pages, but not contain content that needed frequent updating.

Example (on the Housing page, blue text represents a link):

[Regional Housing Alliance](#) – Helps first time home buyers, provides home buyers' education etc...

[Southwest Housing Solutions](#) – Description of work....

[Volunteers of America](#): - Description of work...

Staff Recommendation: Option 3 of some variety. This will take more work to get on our website, but all the organizations are already mapped and linking should not be too resource intensive for the SWCCOG. This will also remove the yearly website hosting fees. The SWCCOG's new website will be finished by the end of January.

Memorandum of Understanding

**Southwest Colorado Council of Governments / Durango Adult Education
October 5, 2012**

Total Agreement Amount: \$6,000.00

This MOU is entered into on October 23, 2012 between the Southwest Colorado Council of Governments and the Durango Adult Education Center (hereinafter referred to as the SWCCOG and DAEC).

Purpose

The purpose of this MOU is to describe the relationship between the SWCCOG and DAEC regarding services DAEC will perform for the SWCCOG.

Terms and Conditions

The term for this MOU will be from October 25, 2012 through September 25, 2013. The terms and conditions can be extended by mutual written agreement of both parties.

Consideration

The total amount of funds that will be paid under this MOU will not exceed \$6,000.

Description of Work

See Attachment A for a detailed description of work.

Not An Employee

It is understood that the SWCCOG is working with the DAEC to provide specific services for the SWCCOG.

Acknowledgment

All parties hereby acknowledge and accept the terms and conditions of the above contract by evidence of their signatures found below.

Tom Yennerell, Chair. Southwest Colorado Council of Governments Date

Paulette Church, Executive Director, Durango Adult Education Center Date

Attachment A – Scope of Work

AmeriCorps Member Scope of Work for October 25, 2012 – September 25, 2013 Cost share for 674.5 hours (approximately 14 hours/week) = \$2600

- Assist the SWCCOG with regional SWConnect Web Portal Data pertaining to meeting the priorities of the SWCCOG.
 - Approximately 18 hrs/mo for 11 months = 198 hours
- Attend and produce meeting minutes and agendas for monthly Transit Coordinating Committee meetings.
 - Approximately 6 hrs/mo for 11 months = 66 hours
- Attend and produce meeting minutes and agendas for monthly SWCCOG Board meetings.
 - Approximately 6 hrs/mo for 11 months = 66 hours
- Maintaining accurate database on names, addresses, telephone numbers, etc. on all Transit Council members in five counties to include in the SWConnect Transit Database.
 - 1.5 hrs/mo for 11 months = 16.5 hours
- Coordination to help the Transit Coordinating Council appropriately assess issues related to specific inter-city connections by bus and / or vanpool and ridesharing by car and plan strategic and operational answers to the issues.
 - Approximately 18 hrs/mo for 11 months = 198 hours
- Strengthen working relationships, communication and coordination between Transit Council members and transit providers on regional and individual county-based efforts.
 - Approximately 10 hrs/mo for 11 months = 110 hours
- Provide Transit Coordinating Council SWConnect Program information for funding opportunities that meet goals that move forward the Regional Transit Feasibility Study recommendations and the Coordinating Council Action Plan.
 - As needed, not to exceed a total of 20 hours

Technology and Web Architecture Scope of Work for October 25 – September 25, 2013

Actual Cost for \$3,400

- Coordination to help the Regional Transit Coordinating Council to organize its planning and preliminary work on a regional mapping project of transit and other human services and the building of a web tool to link people needing these services more easily with the right solution (effectively the beginning of a one click service).
 - Planning Meetings/Research for initial discovery of strategic approach to one-click: Approximately 6hrs/mo @ \$50/hr for 3 months = \$900

- Create taxonomy for transportation: 6hrs @ \$50/hour = \$300
- Categorize services and service providers in SWConnect by this taxonomy: 4hrs @ \$50/hour = \$200
- Build landing panel page where service providers/key services are found in one place, including links to pertinent content about using transit services, curated searches for transit options, and a directory/listing of transit providers/services: 40 hrs @ \$50/hour = \$2,000



**Southwest Colorado Council of Governments
Request for Proposal**

SWConnect Special Projects -

Technology to advance regional collaboration and efficient resource database utilization in conjunction with the SWConnect information portal system

Let Date: March 22, 2013

Proposal Deadline: 4:00 p.m. March 29, 2013

**Deliver Proposals to:
Southwest Colorado Council of Governments
c/ o La Plata County Administration
1060 East 3rd Ave
Durango, Colorado 81301**

Advertisement

The following public notice was published in a newspaper of general circulation as required for this project:

Southwest Colorado Council of Governments
Requests for Proposals for the
**Technology to advance regional collaboration and efficient resource database
utilization in conjunction with the SWConnect information portal system**

Notice is hereby given that the Southwest Colorado Council of Governments
will accept sealed proposals.

Refer questions to Susan Hakanson, Acting Director for the Southwest Colorado Council of Governments (SWCCOG) at (970) 382-6212 or at susan.hakanson@co.laplata.co.us.

One (1) complete copy of the sealed proposal, clearly marked "SWConnect Special Projects" will be received by the fiscal agent of the Southwest Colorado Council of Governments At 1060 East 2nd Ave. Durango, Colorado 81301 until **4:00 p.m. March 29 , 2013**. Proposals received after the closing time shall be returned unopened to the bidder.

The bids generally shall be awarded by the Southwest Colorado Council of Governments and they reserve the right to reject any and all bids, to waive any informalities and minor irregularities in bids, and to accept the bid or bids deemed, in the opinion of SWCCOG, to be in the best interest of the project.

Publish: no later than March 25, 2013

Distribution:

Orig: Original Contract File
FAX: Newspapers: Durango Herald, Cortez Journal, Southern Ute Tribal Drum, Pagosa Springs Sun, Silverton Standard, Dove Creek Press

Introduction and General Conditions

SWConnect.org is a resource portal and an online gathering center designed to highlight collective resources in our local communities of Archuleta, Dolores, La Plata, Montezuma, and San Juan counties.

Goals for the web portal are:

- ◆ Map the region and its assets
- ◆ Increase social, civic, and economic engagement locally
- ◆ Create a system that connects everyone in the region to the resources they need to thrive and to help those with whom they interact to thrive
- ◆ Build community capacity and collaboration through the sharing of resources and increasing the connectivity among organizations throughout the five county region
- ◆ Engage the community in user-generated content production.

To advance the goals set forth for SWConnect in support of the goals of the Southwest Colorado Council of Governments, this RFP requests proposals for planning and development in three strategic areas: regional transit, support for regional Housing initiatives, and support for the regional Area Agency on Aging. These three areas will be considered as priorities for the scope of work described in this document and will serve to advance the understanding of how these regional systems work together as a process and how this region can continue to best utilize resources collaboratively and effectively. Following are some sample initiatives that characterize the type of work sought by this RFP with the understanding that a first phase of the project will be discovery to determine the sequence, scope, and feasibility of these types of projects within the given focus areas and the available timeframe and budget.

Transit: A one-click, one-call approach to regional transit provides a region with an integrated means to locate and engage available transit options. Understanding trip planning tools and developing potential steps toward the creation of an information system that can accurately provide information about transit options helps advance regional goals of efficient use of transit resources.

Example of a potential transit system exploration within this scope of work:

Goal: Create a demonstrable prototype and proof of concept of trip planning software leading toward one-click/one-call regional trip planning with consideration for eligibility options

- ◆ Generate or obtain GTFS data for sample routes
- ◆ Install opentripplanner software and evaluate usability with limited routes . Investigate the potential of using declarative logic programming to implement custom rules.
- ◆ Provide strategic recommendations for next implementation steps

Supporting skill sets needed: Ability to work with Java and MySQL in a Linux server environment; ability to work with RDF linked-data, ability to develop software with declarative logic languages such as Prolog; good understanding of systems thinking principles; good communication and interpersonal skills.

Housing: SW Colorado has a number of agencies and organizations that work together to provide a safety net for those community members that need emergency shelter, transitional housing, and other types of housing services. Housing resources can be utilized effectively when

information for available services is readily available and options, including eligibility and restrictions for engaging appropriate housing services are known.

Example of a potential housing system exploration within this scope of work:

Goal: Create a prototype housing application system that consolidates housing application intake forms and incorporates rules for eligibility as well as online application form management within the SWConnect Drupal system.

- ◆ Evaluate and streamline housing intake application forms
- ◆ Create software proof of concept demonstrating potential for using expert systems approaches to encoding eligibility rules
- ◆ Create pilot online presence for integrated first stage application forms with redirection to appropriate second stage forms
- ◆ Create strategic recommendations for further implementation

Supporting skill sets needed: Ability to create and modify Drupal PHP modules; experience creating web content with html and CSS; experience with programmatic PDF form automation techniques, ability to develop software with declarative logic languages such as Prolog; good understanding of systems thinking principles; good communication and interpersonal skills.

Senior Services in support of the Area Agency on Aging:

The Area Agency on Aging has recently formed the Adult Resources for Care and Help (ARCH) program to assist regional senior citizens and adults with disabilities with options counseling and connections to available local resources based on need. The opportunity exists to explore new ways that the SWConnect information portal system could be utilized to support ARCH coordinator's first tier resource matching and referrals for options counseling.

Goal: A working and usable software prototype of Options Referral selections for ARCH coordinators based on expert rules

- ◆ Create a pilot rules-based electronic recommender system within the SWConnect system for an area of ARCH coordinator interest (e.g. referral topic area with rules relationship complexity or complexity in eligibility)
- ◆ Create strategic recommendations for how to support ARCH and other Senior resource referral efforts with ongoing SWConnect information system support

Supporting skill sets needed: Ability to create and modify Drupal PHP modules; experience creating web content with html and CSS; ability to develop software with declarative logic languages such as Prolog; good understanding of systems thinking principles; good communication and interpersonal skills.

Scope of Work

- ◆ In coordination with the regional housing organizations, the regional transit providers in the southwest and the regional senior services providers in the southwest, develop a database of services, develop and select priorities and produce a web based information system and develop a strategic plan for the SWCCOG and its individual members as it relates to these three service areas (collectively referred to as "Southwest Connect").

- ◆ Serve as the primary point of contact for the SWCCOG with regard to SWConnect Special Projects.
- ◆ Submit quarterly narrative and financial reports, in coordination with the fiscal agent.
- ◆ In coordination with the fiscal agent, support the preparation of reimbursement requests. These requests are submitted at least on a quarterly basis and must follow the guidelines and format provided by DoLA.
- ◆ Assist the fiscal agent for the grant with compliance and response to audits.
- ◆ Prepare and deliver timely and accurate reports to the SWCCOG.
- ◆ Attend monthly meetings of the SWCCOG and its subcommittees or working groups.
- ◆ The successful bidder/contractor will be evaluated at the end of three months, six months and one year.

Content of Proposal/ Submission Requirements

Prospective consultants will provide the Southwest Colorado Council of Governments with a written proposal that will allow us to examine their qualifications. We expect that applicants will provide their resume and examples of past work. The proposer should take into consideration the information specific to the project contained in this RFP. The proposal format should generally follow the Content requirements stated below.

1. Expertise

- a. Curriculum vitae
- b. References from similar projects
- c. Programming / Design experience

2. Quality of Proposal and Project Approach

- a. Understanding of proposal and overall technical approach

3. Cost of Services

- a. Proposed flat rate per hour fee for project. There will be no other expenses reimbursed unless it is determined solely by the SWCCOG to do so. Contract funding will not exceed \$32,000.00.

4. Terms of Service

- a. Project time is expected to average no more than 20 hours per week. Term of contract is from April 1, 2013 to January 30, 2013 and may be extended for a one year period at the pleasure of the SWCCOG.

Proposals shall not exceed ten (10) pages including cover sheet, cover letters, and any exhibits. The proposals shall have at least an 11 pt font size.

One (1) original copy of the sealed proposal, clearly marked "SWConnect Special Project" will be received by the fiscal agent of **Southwest Colorado Council of Governments Economic Development District, 1060 East 2nd Ave, Colorado 81301 until 4:00 p.m.** March 29, 2013. As soon as practical, the bids shall be opened in public and distributed to the selection committee. Bids received after the closing time shall be returned, unopened, to the bidder.

All bids shall remain in force for a period of forty-five (45) days after the date of the bid opening.

Southwest Colorado Council of Governments may make such investigations, as it deems necessary to determine the ability of the bidder to perform the work. The Bidder shall furnish to

Southwest Colorado Council of Governments all such information and data for this purpose as Southwest Colorado Council of Governments may request.

Southwest Colorado Council of Governments reserves the right to reject any and all bids, to waive any informalities and minor irregularities in bids, and to accept the bid deemed, in its opinion, to be in the best interest of the project.

Southwest Colorado Council of Governments will award contracts for services for a requested block of hours on a per hour fee basis. The number of hours of service of the contract can be amended by mutual written agreement.

This invitation or request and all related documents produced by the bidder or proposer will be subject to the Colorado open records act. Ref. Section 24-72-201 et. seq., C.R.S., as amended, public (open) Records Act. Please refer questions to your legal counsel.

Selection

Proposals will be evaluated and ranked upon their proposals based on the following criteria:

- 1. Expertise
- 2. Quality of Proposal and Project Approach
- 3. Cost of services

Discussions may be conducted with applicants to ensure full understanding of, and conformance to, the solicitation requirements. Proposers will be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offers.

The selection committee will assign points to these criteria for a total score to determine up to 3 bid finalists.

Criteria	Weight	Rating	Score
1. Specialized Experience (Relevant recent experience in comparable projects)	40		
2. Quality of Proposal and Project Approach	30		
3. Cost of services	30		
TOTAL SCORE	100		

Rating Key	2- Marginal	5 – Acceptable	8 – Good	10 - Outstanding
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Attachment: 03 RFP for SWConnect Programmer... (1) (1547 : SWConnect Discussion)

Information to Consultants

Refer all questions regarding the bidding, selection and contracting to Susan Hakanson.

Contract Requirements

Should you or your firm be awarded the contract for services, you will be required to execute or provide the following documentation **within fifteen (15) calendar days** from the date of the Notice of Award:

1. **Contract Forms.** Southwest Colorado Council of Governments Professional Services Agreement, Notice of Award, and Notice to Proceed shall apply to this contract. Southwest Colorado Council of Governments shall issue the Notice to Proceed upon receipt of all required documentation and their execution of the Agreement. The Contractor shall not initiate work prior to the issuance of the Notice to Proceed.
2. **Illegal Aliens.** Contractor will be required to certify that Contractor shall comply with the provisions of C.R.S. 8-17.5-101, et. seq. Contractor shall not knowingly employ or contract with an illegal alien to perform work under this Contract or enter into a contract with a subcontractor that fails to certify to Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Contract, including participation in the Basic Pilot Employment Verification Program.
3. **Insurance.** The Contractor is required to hold throughout the initial term and all subsequent terms of this contract Professional Liability Insurance with a minimum amount of \$250,000 per claim and \$500,000 aggregate.
4. **Worker's Compensation.** The Contractor is responsible for providing Worker's Compensation Coverage for all of its employees to the extent required by law, and for providing such coverage or requiring its subcontractors to provide such coverage for the subcontractor's employees.
5. **W 9.** Contractor must supply Southwest Colorado Council of Governments with a completed W9 form.

TERRY WOODWARD DBA COSMOQUEST PROPOSAL FOR SERVICES

In response to RFP: SWConnect Special Projects

3/27/2013

Terry Woodward
252 Sierra Vista St.
Durango, CO 81301
970-570-9315
terryw@cosmoquest.com

Overview

Terry Woodward dba Cosmoquest is pleased to submit this proposal for services to support Southwest Colorado Council of Governments (SWCCOG) in achieving stated SWConnect Special Project goals for planning and development in three strategic areas: regional transit; support for regional Housing initiatives, and support for the Area Agency on Aging.

Having been the chief architect of the SWConnect web portal system from its inception, I feel uniquely qualified to assist the SWCCOG with further development of SWConnect Special Projects services on behalf of our Region. The development of a centralized resource database (SWConnect.org) offers new opportunities for us to strategically and efficiently utilize our resources to benefit the Community members in our region via increased collaboration, resource sharing, and the ability to discover gaps and overlaps in services.

This proposal will provide an overview of how we can work together to utilize further SWCCOG regional goals in the three requested focal areas of: Regional Transit, Regional Housing, Regional Area Agency on Aging Services.

PROPOSED

The SWConnect system has three primary service layers designed into its architecture: Asset mapping, contextual service presentation, Community workflow. These three layers help us answer the resource questions:

- What do we have available?
- How is what we have available - related together?
- What processes are taking place, with what we have, in the context of how it is related?

Each of the three SWConnect service layers plays an important role in the development and support of efficient regional collaboration.

Transit: Since we reside within a large geographical area with relatively sparse population, effective regional transit is an important aspect of economic and social vitality for our Community members. The RFP describes a desire to move toward a one-click/one-call coordinated regional transit system.

I am participating currently via SWConnect in working together with the Transit Council to build upon the recommendations of the SWColorado Transit Feasibility study to continue to advance the goals of the Transit Council toward a effective presentation of the transit options we have available to our Community.

Since we have a number of transit providers, some being specialty providers (e.g. medical trips), and a large geographic area to work with, having the ability to plan trips that can coordinate available routes, timetables, and providers would be fundamental in moving toward a coordinated regional system. The RFP suggests that exploration in this direction would be of interest to the SWCCOG. Having looked into the opentripplanner software currently in use by the city of Portland, it seems there may be some cost effective options available to our region that we could evaluate when considering trip planning with the complexity that exists in our region.

[Supporting Expertise] Having been the primary developer for SWConnect, I have mature skills in Drupal and PHP development. In addition, I have experience with SWI Prolog, creating rule based planning systems and with installing and implementing Java based systems such as SWConnect's Solr search engine and the Carrot2 cluster server integrated with SWConnect. These skill sets, together with a background in architecting coordinated information systems (see attached Resume) will provide the technical basis needed to effectively evaluate and implement prototypes as needed for the projects suggested in the RFP.

I would look forward to the opportunity to draw on over 25 years of I/T and software development expertise as a consultant to assist the SWCCOG in exploring and/or prototyping a trip planning approach to regional transit and in providing strategic recommendations for next steps in this direction.

Housing: One of the early focus areas when building SWConnect was on mapping the assets we have in our community that help to provide a safety net for those community members presenting urgent needs. As part of that effort, we met with United Way to coordinate data listings for our 2-1-1 system, met with Community groups such as the Collaboration of Caring Communities, and worked to map service agencies like the shelters and food banks. Emergency, transitional, and affordable housing needs often come together with other urgent needs and housing options are a critical part of our urgent needs safety net. I have recently attended a meeting of the Phoenix Fund working group as a volunteer, attended the recent regional housing summit on urgent needs/homelessness and have presented on SWConnect multiple times for the Collaboration of Caring Communities.

It has become apparent from these interactions that we have a complex and interrelated system of services that provide urgent needs services, often with differing eligibility rules and timelines. The opportunity arises, then to utilize our centralized information portal SWConnect to assist our community members in finding the services needed and to assist our service providers in understanding eligibility, available options and eventually helping to coordinate action (workflows). The RFP suggests the SWCCOG is interested in investigating how housing options could be aggregated and ways to support streamlining first- level application support. I see this exploration to be an effective way to utilize the informational asset base already in SWConnect and to discover new opportunity to help augment and support the often complex needs involved in housing support services. Having been exposed to some of the workings of our service providers already, and having the knowledge of the capabilities available with SWConnect, I would propose to be of assistance under the guidelines set forth in the RFP to assist the SWCCOG in developing prototypes, and strategic steps toward an integrated, efficient means to support the information needs of locating and connecting to available housing services.

Senior Services in support of the Area Agency on Aging: Our region has recently formed a new organizational resource and referral service focus – Adult Resources for Care and Help (ARCH) as part of the Area Agency on Aging (AAA) organization. This additional focus brings additional support to Seniors and Adults with disabilities in our Community. I attended the meetings that comprised the formation of the ARCH as a representative of SWConnect and presented to the AAA on ways SWConnect could be utilized as a resource repository for services for

the population the AAA serves. Coordinated access to resources across the region is a way the AAA/ARCH can make effective use of the resources available to provide resource and referral options counseling to our Community. Since services for Seniors and Adults with Disabilities necessarily take place in different locales in our region, it becomes a challenge to discover, track, and coordinate services with the complexity that comes from a diversity of funding sources, a diversity of service providers and large geographic area. The RFP mentions the opportunity to explore utilizing the SWConnect system as a support tool for ongoing AAA/ARCH initiatives – perhaps by prototyping a rules-based system to help coordinators more easily identify available service options. Since there is no single information system available for resource and referral use, exploring ways to support the complex information needs of the AAA/ARCH can be good way to learn how our community can continue to be effective and increase the reach of resource and referral services yet remain resource and cost effective at the same time. I would see the opportunity to explore how we can leverage the information resource-base of the SWConnect system together with the possibility of moving toward coordinated resource and referral workflows as a crucial way to make effective use of limited resources.

I would also see value in beginning an exploration for how we could utilize our SCAN fiber network together with the SWConnect information/application system to begin to implement secure, confidential resource and referral information exchanges. The discovery and strategic planning resulting from work requested by this RFP can contribute towards our ability to move towards and interconnected, efficient “system of care”. I can offer a broad system’s view and exposure to service information gained from working to establish the SWConnect system as an asset to furthering the SWCCOG goals such as support for the AAA/ARCH in gaining an understanding of the opportunity to utilize systems tools to maximize our impact while minimizing the resources needed to produce this impact.

TECHNICAL/PROJECT APPROACH

With the experience gained in building the SWConnect system, I’ve seen that an effective approach toward building support for regional collaboration and efficient resource utilization comes from first gaining an understanding of the assets currently in place/ in use, and the goals of the service providers and then beginning to establish prototype projects that help to determine feasibility of steps toward deeper collaboration and resource sharing. This step-wise approach is efficient in that we connect to those initiatives that are currently supported and working, and build upon them to establish a next step. This approach is also effective from the funding standpoint because we learn what the next step needs to be through low-risk prototype projects and then aggregate funding to apply toward scaling what we learned from the prototypes into long-term strategic development steps. The RFP provides a context for operating this way with a first phase of discovery, then some prototyping, then some strategic planning for next steps. I find this approach to effective and a good use of the SWCCOG and SWConnect resources.

RESOURCES

As mentioned in the Technical/Project Approach paragraph above, the initial approach toward meeting goals of the SWCCOG as special project support via SWConnect would include a period of discovery, then a period of prototyping, then a period of formulating results and strategy for next step. I would propose that the project resources be utilized for these steps and since one step builds upon another, and with the periodic reporting requirements stated in the RFS, there is a natural process for course correction available for making sure that initiatives put into motion are indeed meeting the goals set forth in the RFP and made available by the SWCCOG and its agents.

PROJECT DELIVERABLES

Project deliverables will be determined via the discovery process outlined in the Technical/Project Approach section of this proposal.

The requirements set forth in the RFP for reporting timelines, hours per week and approach will be implemented and honored.

EXPECTED RESULTS

The RFP characterizes a three stage process (discovery, prototyping, planning/recommendations for future stages) for the goals set forth in RFP. It is expected that the initial discovery process will help provide a scope and priority for prototypes and/or planning/recommendation activities that will follow the discovery phase. With this type of process, the detailed expected outcomes will be planned and approved by the SWCCOG/agents as part of the discovery process -coordinated to support the Scope of Work as outlined in the RFP.

PRICING

The RFP specifies a not-to-exceed budget amount for services and a not to exceed number of weekly hours. I propose that these funds be utilized in full to support the goals of the RFP and would offer a consultant/software development rate of \$50/hr as compensation for time/effort contributed to the Scope of Work and project goals as stated in the RFP. If there are unstated administrative or other expenses that are planned to be supported by the RFP budget amount then the number of total hours available to be billed for the project can be adjusted to accommodate those expenses.

QUALIFICATIONS

As mentioned earlier, I feel that I am uniquely qualified to contribute to the project described in the RFP for SWConnect Special Projects, having been a founder of the SWConnect system with intimate knowledge of the system together with regional contacts and relationships developed over the last couple years of working with the system and the over 100 volunteers that have participated in the development.

I have attached my resume for additional background on prior work experience and expertise in the I/T – Software development field.

I look forward to the opportunity to work collaboratively with the SWCCOG to advance the goals set forth in the Request For Proposal.

Thank you for your consideration,

Terry Woodward

SWConnect Web Architect

**Memorandum of Understanding Between
The Southwest Colorado Council of Governments and Durango Education Center**

This MOU is entered into on October 1st, 2013 between the Southwest Colorado Council of Governments and the Durango Education Center (hereinafter referred to as the SWCCOG and DEC).

Purpose

The purpose of this MOU is to describe the relationship between the SWCCOG and DEC regarding transfer of SWConnect funds from DEC to SWCCOG.

Terms and Conditions

The transfer of funds will occur in full by Oct. 1st, 2013. The terms and conditions can be extended by mutual written agreement of both parties.

Consideration

The total amount of funds that will be transferred under this MOU will be \$500.

Description of Funds


The funds transferred from DEC to SWCCOG from the Ballantine Family Foundation are intended to provide a stipend for additional tech support for SWConnect. These funds are to be used to provide compensation for an identified intern.

Not A Donation


It is understood that the SWCCOG is working with DEC to provide specific services mandated by grant agreement for the program SWConnect.

Acknowledgment

All parties hereby acknowledge and accept the terms and conditions of the above contract by evidence of their signatures found below.



Susan Hakanson, Acting Director, Southwest Colorado Council of Governments 10.10.13
Date



Teresa Malone, Executive Director, Durango Adult Education Center 10/10/13
Date

Attachment: 05 MOU -SWCCOG & DAE for 500 SWConnect (1547 : SWConnect Discussion)

Email regarding Billing of SWConnect

Subject: RE: Subject: Your Brainstorm account needs your attention!
From: Ed Morlan <ed@scan.org>
Date: 12/24/2013 8:53 AM
To: Debra Caldwell <dcaldwell@durangoedcenter.org>
CC: "Miriam Gillow-Wiles (director@swccog.org)" <director@swccog.org>, "Laura Lewis" <laura@scan.org>

Good morning Debra,

Let me check into this and get back to you.

Merry Christmas!

Ed

-----Original Message-----

From: Debra Caldwell [mailto:dcaldwell@durangoedcenter.org]
Sent: Monday, December 23, 2013 1:41 PM
To: Ed Morlan
Subject: FW: Subject: Your Brainstorm account needs your attention!

Dear Ed/Miriam,

I was hoping you may be able to assist me. Brainstorm internet provides hosting services for the SW Connect website. This was transitioned away from the Durango Education Center last fall. Based upon prior discussions, we expected that the SW Council of Government's intended to contact Brainstorm to switch billing over to your name, and that all amounts from October 1st would be paid for by your organization. This change has not happened yet. Please contact Brainstorm immediately to make this change. Durango Education Center will no longer continue to allow the account to remain under our name. We will cancel this service effective 12/31/13, if you wish to keep this in place, you must contact them to have the billing name and address updated, and pay all past due amounts which currently total \$239.97.

If you have any questions, please contact me.

Thank you,

Debra Caldwell
Director of Finance & Business

Email Regarding Billing of SWConnect

1

701 Camino del Rio, Ste 301
Durango, CO 81301
dcaldwell@durangoedcenter.org
Phone: (970)385-4354 ext 102
Fax: (970)385-7968

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-----Original Message-----

From: Debra Caldwell
Sent: Friday, November 15, 2013 9:10 AM
To: 'billing@brainstorminternet.net'
Subject: RE: Subject: Your Brainstorm account needs your attention!

Good Morning,

Thank you for your inquiry. This service is currently being transitioned to the SW COG. It is my understanding that Susan or Miriam at the COG is working on contacting you to change the billing name on this account and remove the Durango Education Center. A representative from our office communicated with your staff last week, authorizing the SWCOG to make the name change as well as any additional billing changes. We expect this change to be in effect prior to the next statement being issued. Based upon previous discussions, all outstanding balances should be paid by the SW COG once the change is complete. This issue was discussed in detail on 11/7 with Ken from your office, however, please feel free to contact me should you have any questions or need additional information.

Thank you,

Debra Caldwell
Director of Finance & Business
701 Camino del Rio, Ste 301
Durango, CO 81301
dcaldwell@durangoedcenter.org
Phone: (970)385-4354 ext 102
Fax: (970)385-7968

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-----Original Message-----

From: billing@brainstorminternet.net [mailto:billing@brainstorminternet.net]
Sent: Friday, November 15, 2013 8:57 AM
To: Debra Caldwell
Subject: Subject: Your Brainstorm account needs your attention!

Dear Adult Education Center of Durango,

We have not heard from you regarding a past-due balance on your account. We are wondering if there is a problem. Your account is showing a balance of more than 40 days past due. A detailed statement of open invoices is follows at the end of this email.

Accounts with open invoices that are 60 days or more past due will automatically lapse into held status. Due to the costs associated with deactivating and reinstating services, should your account lapse into held status, a \$5.00 fee will be charged to your account upon reactivation.

We don't want to see your service interrupted. Has your payment already been sent or are you able to remit payment today? Please call us if you would like to make a payment by phone, or if you feel you have received this notice in error.

Payments may be made via a credit card or checking/savings account by calling our office and speaking to any of our customer service representatives. We are available 7 days a week, from 8:00 am to 8:00 pm weekdays, and 9:00 am to 6:00 pm weekends.

Toll-free (877) 651-6299

If you'd like to pay online, please go to <http://www.gobrainstorm.net>, and under the "Login" menu click "Manage Your Account." Here you can also view and print your invoices.

We value your business and are eager to hear from you so that we may continue to serve you.

Sincerely,

The Accounting Team
Brainstorm Internet
640 Main Ave Ste 201
Durango CO 81301-5467
billing@brainstorminternet.net

Please visit <http://www.gobrainstorm.net/termsandconditions.htm> for complete terms and conditions of service.

Outstanding invoices for Adult Education Center of Durango Account #5153:

All invoices are due upon receipt.

Please note that a negative 'Invoice Total' represents a credit.

Invoice: 1633304 Date: 10/1/2013

\$79.99 - Invoice Total

\$0.00 - Paid or credited (subtract from invoice total)

Invoice: 1638594 Date: 11/1/2013

\$79.99 - Invoice Total

\$0.00 - Paid or credited (subtract from invoice total)

\$159.98 Balance due for account #5153

Your last statement was sent 11/1/2013

Attachment: 06 Email regarding Billing of SWConnect (1547 : SWConnect Discussion)

ITEM NO. (ID # 1583)

DATE: 01/10/2014

AGENDA REQUEST

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MEETING GROUP: Southwest Colorado Council of Governments

STAFF RESOURCE: Miriam Gillow-Wiles, Director

REQUESTING DEPT: Southwest Colorado Council of
Governments

TYPE: SWCCOG Contract

SUBJECT: Contract with The Payroll Department

BACKGROUND:

FISCAL IMPACT:

RECOMMENDED ACTION:

ATTACHMENTS:

- Scan0004 (PDF)
- Scan0004 (PDF)

ITEM NO. (ID # 1584)

DATE: 01/10/2014

AGENDA REQUEST

*

MEETING GROUP: Southwest Colorado Council of Governments

STAFF RESOURCE: Miriam Gillow-Wiles, Director

REQUESTING DEPT: Southwest Colorado Council of
Governments

TYPE: SWCCOG Grant

SUBJECT: Recycling Resources Economic Opportunities Grant

BACKGROUND:

FISCAL IMPACT:

RECOMMENDED ACTION:

ATTACHMENTS:

- Request for Applications (PDF)

STATE OF COLORADO

John W. Hickenlooper, Governor
 Larry Wolk, MD, MSPH
 Executive Director and Chief Medical Officer

Dedicated to protecting and improving the health and environment of the people of Colorado

4300 Cherry Creek Dr. S. Laboratory Services Division
 Denver, Colorado 80246-1530 8100 Lowry Blvd.
 Phone (303) 692-2000 Denver, Colorado 80230-6928
 Located in Glendale, Colorado (303) 692-3090
 www.colorado.gov/cdphe



Colorado Department
 of Public Health
 and Environment

Recycling Resources Economic Opportunity Fund Grant Program C.R.S. Chapter 270 Article 19.7 25-16.5-106.5

Request for Application (RFA) January 2014

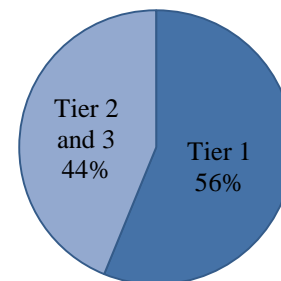
1.0 Grant Program Goals

The Colorado Department of Public Health and Environment (the department), working through the Pollution Prevention Advisory Board (the board) and the Assistance Committee to the board (the committee), requests applications for grant projects awarded from the Recycling Resources Economic Opportunity (RREO) Fund.¹ The Recycling Resources Economic Opportunity Act (the Act) created the RREO Grant Program (grant program) with the intent to fund implementation projects that promote economic development through the productive management of recyclable materials that would otherwise be treated as discards. Projects that meet this goal are designed to implement source reduction, recycling, beneficial use/re-use, anaerobic digestion, or composting for a wide variety of materials.

This will be the seventh year for the grant program. Approximately \$1,200,000 is expected to be available in the fiscal year 2015² grant cycle to fund multiple projects for a duration of one year. Funded projects will be reimbursed for expenses incurred per the project's Scope of Work. See Section 9.0 for more information on disbursement of funds.

The grant program intends to fund projects that are sustainable beyond the scope of the grant, will enhance the financial viability of recycling in Colorado, and create new jobs in the state. To meet these goals, primary consideration will be given to those applicants who request funding to develop a recycling infrastructure similar to that of New Mexico's Hub-and-Spoke system.³ Up to 100% of the available grant dollars may be allocated to fund this type of program. However, if the grant program receives applications that the committee and board feel do not adequately meet the criteria for a Hub-and-Spoke recycling system, grant dollars will be allocated to other projects that meet

Fig. 1 - Distribution of Grant Funds by Tier, FY13 & FY14



¹ C.R.S. §25-16.5-106.5 (Chapter 270 Article 19.7)

² The 2015 fiscal year begins on July 1, 2014 and ends on June 30, 2015.

³ Visit <http://tinyurl.com/RREO-HubSpoke> to learn more about the Hub-and-Spoke concept.

second and third tier priorities as outlined in Section 4.0 of this document. Figure 1 above illustrates how past grant dollars have been allocated by tier since Hub-and-Spoke was made a priority. Proposals that do not include the Hub-and-Spoke concept remain competitive and have a fair chance at securing funding.

Emphasizing Hub-and-Spoke will develop increased recycling infrastructure and provide widespread access to recycling throughout the state. It is anticipated that Hub-and-Spoke will continue to be a top priority of the grant program for a number of years. The committee and board will look for proposals that establish a Hub facility that creates greater storage capacity and greater processing capabilities. Equally important are proposals that create or expand one or more recycling drop-off centers (Spokes). Proposals may request funds to establish a Hub, one or more Spokes, or a full Hub-and-Spoke system. See Attachment #3 for more detail on eligible expenses for Hub-and-Spoke proposals. See Attachment #4 for a complete list of the information required for Hub-and-Spoke proposals.

2.0 Application Procedures

2.1 Time Line

Time Line for 2014-2015 Recycling Grant Program	
January 3, 2014	Release of RREO Request For Applications
January 30, 2014, 3:00 PM	Deadline to Submit Questions Prior to Bidders Meeting
February 4, 2014, 9:00 AM	Bidders Meeting
February 18, 2014, 3:00 PM	Deadline to Submit Questions Prior to Application Due Date
March 3, 2014, 3:00 PM	Application Due Date
April 9, 2014	Selection Committee Issues Questions Via Email on High Ranking Proposals, If Applicable
April 16, 2014, 3:00 PM	Deadline to Respond to Questions from Selection Committee, If Applicable
May 1 – June 30, 2014	Notice of Grant Awards and Issuance of Contracts and Purchase Orders
July 1, 2014	Earliest Effective Start-Work Date for Awardees
June 30, 2015	Completion of 2014-15 Grant Funded Projects

2.2 Bidders Meeting

Though optional, grant applicants are strongly encouraged to attend the bidders meeting. This is each applicant's opportunity to receive feedback directly from the selection committee on proposal ideas and to resolve any questions an applicant may have about the Request for Applications document. The bidders meeting is scheduled for Tuesday, February 4, 2014 from 9:00 AM till 11:30 AM in the Sabin/Cleere Room at the Colorado Department of Public Health and Environment, 4300 Cherry Creek Drive South, Denver, 80246. Teleconferencing will be available. Questions may be submitted in advance of the Bidders Meeting to committee chair Marjorie Griek at mgriek@cafr.org. Please submit questions to be addressed during the meeting no later than 3:00 PM on Thursday, January 30, 2014. Questions may also be asked during the Bidders Meeting if not submitted beforehand.

Minutes from the Bidders Meeting, which will include answers to all questions submitted before and asked during the meeting, will be posted on the department's website by Friday, February 7, 2014. If applicants have questions that weren't addressed at the Bidders Meeting, committee chair Marjorie Griek will answer additional questions through 3:00 PM on Tuesday, February 18, 2014. These questions must also be submitted via email to mgriek@cafr.org. Corresponding answers will be posted on the department's website by Friday, February 21, 2014.

To attend the meeting, please RSVP by contacting Eric Heyboer, Recycling Grants Administrator, at 303-691-4955 or cdphe.ppp2@state.co.us (include in the Subject Line: “RREO Grant Bidders Meeting Reservation”). Include the name of the business or organization, name(s) of those attending and contact phone number(s). Applicants who are unable to attend the bidders meeting in person may join via teleconference. Please indicate a teleconferencing preference when confirming attendance at the Bidders Meeting.

3.0 Grant Program Scope

Funding for the grant program was created by the Act, which collects a surcharge on solid waste taken to Colorado landfills for disposal. The Act established that recycling is an important means of realizing:

- Environmental benefits;
- Economic benefits to the state, including job development; and
- Preservation of the state’s natural beauty.

Grants are available to qualified applicants whose applications address the three goals listed above and also meet one or more of the following objectives:

- Accomplishing greater levels of solid waste minimization, waste diversion (from landfill disposal), recycling (for various materials or products), material reuse and composting;
- Implementing proven diversion methods such as Pay-As-You-Throw (PAYT), market incentives, contracting, municipal ordinance, or other mechanisms;
- Developing best practices in recycling, waste minimization and diversion, material reuse and composting;
- Improving market research and data to identify material reuse opportunities;
- Providing data on quantities of recyclables in order to set goals, track progress, and support new or expanded market development;
- Providing detailed economic information on the impacts of recycling and material reuse in Colorado;
- Educating and informing the general public about recycling; and
- Increasing regional partnerships to maximize economies of scale.

3.1 Eligibility

Entities that are eligible to apply include:

- Public and government agencies, including but not limited to, universities, schools, special districts, and intergovernmental partnerships;
- Private sector (for-profit and nonprofit organizations) that have the approval and/or support of a local government agency⁴;
- Private sector (for-profit and nonprofit organizations) that **do not** provide letters of support from a local government agency should include documentation in the application that the project will be beneficial to the local community and in compliance with all applicable regulations and permits from the State and local governments;
- Out-of-state companies or organizations that are expanding in or relocating to Colorado that have an in-state business presence (i.e., facilities, equipment, employees), are registered as doing business in Colorado, and whose project benefits Colorado directly (such entities must be registered with the Colorado Secretary of State’s office prior to application submittal).

All entities must be able to meet the department’s insurance requirements. Though proof of insurance is **NOT** required with the grant application, applicants who are selected for a grant award will need to provide proof of insurance before a formal contract is signed with the department. Please visit the following website to view the department’s insurance requirements: <http://tinyurl.com/RREO-Announcement>

⁴ Local government may include municipal, county, regional authorities, or special improvement district agencies.

Project proposals that collect, sort, and use food and agricultural wastes as raw materials for anaerobic digesters to produce methane gas are eligible to apply. **Other waste-to-energy projects are not eligible to apply for this grant opportunity.** These include, but are not limited to, technologies such as mass burn, gasification, pyrolysis, plasma arc, and other thermal technologies. With the exception of anaerobic digesters, no portion of the waste-to-energy process is eligible for funding.

4.0 Grant Priorities

Based on the 2010 report “Charting a New Course in Solid Waste Management for Colorado” (<http://tinyurl.com/RREO-Vision>), which evaluates waste diversion and recycling needs in Colorado, a tiered system is used to prioritize the types of projects that will best help the state increase waste diversion and create economic opportunities (priorities may change in future grant cycles). Projects that meet the criteria in the first tier will be prioritized over those that meet the second or third tier. To assist applicants in determining if a proposal will be considered first tier, please visit <http://tinyurl.com/RREO-HubSpoke> and open the Hub-and-Spoke Self-Determination Flow Chart document. The tiers are outlined below.

First Tier (projects must meet **both** criteria):

- Implement the Hub-and-Spoke model:
 - to develop or expand local or regional recycling infrastructure, especially in underserved areas of the state; and
 - to form public-private or multi-jurisdiction partnerships to promote waste diversion, recycling, recycling markets, the beneficial use of discarded materials, or other recycling-related uses.

Second Tier (includes some or all of the following *types* of projects in no order of priority):

- Implement projects that directly result in increased levels of recycling, reuse, and/or composting to divert more materials from landfill disposal. This may include Pay-As-You-Throw (PAYT) programs, market incentives, performance-based contracting, municipal ordinances, or other similar mechanisms.
- Provide local incentives to develop or expand markets for recycled products and material reuse.
- Develop or expand local or regional recycling infrastructure, though not necessarily via a Hub-and-Spoke model.
- Form public-private or multi-jurisdiction partnerships to promote waste diversion, recycling, recycling markets, the beneficial use of discarded materials, or other recycling-related uses. These partnerships can be developed independently of a comprehensive Hub-and-Spoke system.

Third Tier (includes some or all of the following *types* of projects in no order of priority):

- Provide sustainable community resource education programs on the importance of reducing, reusing, recycling, and composting.
- Develop educational programs and improve waste diversion infrastructure for schools and other educational institutions.
- Provide assistance in connection with the development or improvement of integrated waste management plans by local governments that focus on waste diversion.
- Clean up illegal waste dumping.

5.0 Application Evaluation Criteria

5.1 Threshold Requirements

Threshold requirements that must be met before any application will be fully evaluated include:

- All sections of the application are complete and the cover sheet is signed;
- The application is formatted correctly and within the defined page limit;
- The applicant is registered to do business within the State of Colorado (if applying as a for-profit or nonprofit entity)

If any of the threshold requirements listed above are not met, the application may be disqualified and may not be reviewed by the selection committee.

5.2 Point Assignments

Applications will be scored by a selection committee composed of board and committee members. Scores will be based on the applicant's ability to successfully address the following categories in the application narrative (see Sections 6.3 through 6.6):

Economic Impact (18 points)
 Environmental Benefits (18 points)
 Infrastructure Improvement (18 points)
 Feasibility of Successful Implementation and Sustainability (15 points)
 Measurable Results and Outreach (10 points)
 Experience and Qualifications (8 points)
 Project Work Plan (6 points)
 Project Budget (6 points)
 Facility Requirements (1 point)

Total: 100 points

All proposals will be scored by a selection committee and ranked accordingly. Proposals that score highest in the initial round of deliberations are considered finalists. The number of finalists will vary depending on the amount of funding available to award. The selection committee reserves the right to ask each finalist one or more clarifying questions in the event there are sections within a proposal that are confusing or unclear. The selection committee may adjust an application's initial score based on the answers received from each finalist, which will influence the committee's final decision to award or to reject a particular application. There is no guarantee that a finalist will be asked to answer any questions. If a finalist fails to respond to the selection committee's questions by the deadline, the proposal may be disqualified. The deadline to respond to questions is April 16, 2014, 3:00 PM. To ensure a transparent process, all questions and answers will be documented via email correspondence and will become part of the finalist's application.

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY

6.0 Required Application Format

Sections 6.1 – 6.6 of this proposal must not exceed ten (10) consecutively numbered (bottom center), 8.5x11-inch pages of single-spaced, standard 11-point type (e.g., "Arial" in black font only) with 1-inch margins. If submitting a Hub-and-Spoke application, do not exceed twelve (12) pages. All applications must be organized using the headings listed below (in bold). **Failure to adhere to format requirements may lead to disqualification.**

6.1 Cover Sheet

Use the application cover sheet (Attachment #1) to provide the following: project title, organizational contact information, federal tax identification number, total amount of funding requested, matching/in-

kind contributions (if any), and contact information of both the project director as well as the financial officer. Estimate the cost/tons diverted for the project in the space provided by dividing the total dollar amount requested by the estimated tons of material the project plans to divert from the landfill during the first twelve months the project is fully operational. Be sure to check the box that indicates a Hub-and-Spoke application, if applicable. Visit <http://tinyurl.com/RREO-HubSpoke> to access the Hub-and-Spoke Self-Determination Flow Chart document.

Note: The cover page is counted as the first page of the application and is included within the page limit.

6.2 Project Abstract

Describe the intent of the proposed grant project in **250 words or less**. Clearly state the project's objectives and intended results. Keep this paragraph free of any proprietary information. Awarded projects will have their abstracts posted on the department's website.

6.3 Application Narrative

6.3.1 Criterion: Economic Impact

- 1) Quantify how the project will increase the potential for economic growth and job development for Colorado businesses. Consider the degree of economic benefit relative to the project's deliverables and expected outcomes. If applicable, quantify how the project will increase the potential for new markets or how it will expand end use manufacturing that will improve Colorado's waste diversion. Provide information to substantiate and justify the calculations, including an explanation of the cost per ton figure provided on the application cover sheet.
- 2) Describe specific jobs created as a result of this project and quantify the number of Full-Time Equivalent (FTE) positions, where one FTE equals a 40-hour per week position. Give the average wage rate and type of job created (temporary, permanent, contract, laborer, driver, office personnel, etc.).

6.3.2 Criterion: Environmental Benefits

- 1) Explain which materials will be recycled, composted, reused, etc. over the course of this project and why these materials were chosen to be the focus of the project.
- 2) If an e-waste project, are you certified to a nationally recognized standard? If not, explain how you will achieve this level of certification. Provide a list of downstream handlers.
- 3) Discuss the significance of the project's impact on recycling, waste diversion, and/or waste minimization. Quantify (in tons) the project's affect on recycling, waste diversion, material reuse and/or waste minimization in the state of Colorado or in a particular region of Colorado. Indicate when those benefits will be realized. If weights are not known, use the most appropriate volume-to-weight conversion calculation as provided in Attachment #5.
- 4) Discuss additional environmental benefits that will be realized from this project such as natural resource conservation, greenhouse gas reduction, energy conservation, water usage, air quality, or other environmental indicators. If the project requires the purchase of collection vehicles, consider those that emit less pollution such as vehicles powered by alternative fuels (natural gas, biodiesel, ethanol, etc.).

6.3.3 Criterion: Infrastructure Improvement

- 1) Specify whether this project creates a new Hub-and-Spoke recycling network or expands on an existing Hub-and-Spoke network. If either scenario applies, all questions listed in Attachment #4 must be answered as a separate attachment to the application.
- 2) Consider the level of need in the community and uniqueness of the services that will be provided. Describe the existing recycling infrastructure in the area and the need for additional infrastructure. If available, provide data to substantiate the need for the proposed project. Are there local service providers that offer a similar service to what this project proposes to accomplish? If so, how will the service created as a result of this project be unique in the community? If this project benefits an under-served portion of the state, explain how this project will create, enhance, or complement the local recycling infrastructure.
- 3) If any public, private, or multi-jurisdictional partnerships are created as a result of this project, how will these relationships be maintained and what role(s) will the partners play? Specifically, how will these partnerships be utilized to promote waste diversion and recycling? Hub-and-Spoke applicants may defer the answer to this question until Attachment #4, which requests more specific information on partnerships.

6.3.4 Criterion: Feasibility of Successful Implementation and Sustainability

- 1) Provide an overview of the project's goals and objectives, and how they will be achieved. Refer to Attachment #2 to specifically outline the project's work plan.
- 2) Specifically describe who will buy the products or materials this project proposes to create or collect. If applicable, include a discussion on market research indicating a demand for the product manufactured. Additionally, discuss how the recyclables collected over the course of the project will be processed and marketed, providing information on the downstream markets to be used. If recyclables are collected in separate streams, will they be marketed as individual commodities?
- 3) What plan is in place to assure the project will continue after the grant period ends and how will the project continue to be funded? Describe any long-term program planning, communications, and/or educational activities that will be implemented to help sustain the project.
- 4) Describe any challenges that may affect the outcome of the project and how these challenges will be addressed. If applicable, consider the constraints that adverse weather conditions could have on the project and how this will be accounted for in the work plan.
- 5) Which community stakeholders will be involved and how will they support the project?
- 6) Identify sources of any matching or in-kind funds or non-monetary support that will be used in conjunction with grant dollars to implement the project. While in-kind matching is not required, proposals that include in-kind funds will be scored more favorably.
- 7) Justify why grant dollars are needed to implement the proposed project. Consider whether current liquid assets or loans could negate the need for a grant. If other funding sources were explored explain why they were not feasible to fully fund the proposed project.
- 8) Confirm what permits will be needed to complete the project (storm water, air, recycling facility, local land use/zoning, etc.). Be sure to consider how delays in acquiring the necessary permits might affect the project's implementation timeline.

6.3.5 Criterion: Measurable Results and Outreach

- 1) Describe what metrics or indicators will be used to monitor the project's progress and how these metrics will be documented. Consider metrics for both economic (jobs created, revenues generated, etc.) and environmental benefits (tons recycled, reduced miles traveled to bring material to market, etc.). Describe how the results of the project, and any lessons learned, will be shared with the local community and beyond. For instance, sharing the

- results of the project with various trade associations (e.g., Colorado Association for Recycling, Solid Waste Association of North America, Colorado Municipal League).
- 2) Does this project have the ability to be duplicated in other communities in Colorado and how might that occur?

6.3.6 Criterion: Experience and Qualifications

- 1) Describe the applicant's relevant education and experience of key personnel.
- 2) Specify abilities the applicant possesses that will make the project a success.
- 3) If the applicant is part of the regulated community, describe what action will be taken to ensure the project meets all applicable state and local permitting requirements. Discuss the status of any environmental compliance issues with the department and/or the local governing body. Is there any other pending litigation or contingent liabilities that may have a bearing on this project or application? If yes, explain.
- 4) Discuss how worker safety will be addressed as the project is implemented. Will an Environmental Health and Safety plan be needed? If yes, explain. Consider including the development of this plan as a project deliverable.

6.4 Methodology and Work Plan

6.4.1 Project Work Plan / Timeline

Using the standardized chart provided in **Attachment #2** of this document, create the project's work plan and timeline. This includes a list of the project's primary objectives and any corresponding deliverables associated with the listed objectives. Each deliverable must be measurable, have a completion date, and identify the responsible entity that will achieve the deliverable. When identifying responsible entities in the work plan, use agencies or job titles instead of the names of key personnel. Deliverables may include specific tasks, project milestones, etc. Include key decision points for early project termination if the project is not meeting the scheduled objectives. **The work plan must be included within the 10-page application or within the 12-page limit of a Hub-and-Spoke application. DO NOT include the project's work plan in the appendix.**

6.5 Budget

6.5.1 Itemized Budget

Using the standardized budget categories provided in **Attachment #3** of this document, create a table listing all project costs. Note that some budget categories are not eligible for Hub-and-Spoke applications and are outlined in Attachment #3. Personnel costs should include budgeted hours and rate of pay. Travel costs are limited to those that are essential to accomplishing the project. Indirect costs, such as facility rental and utility bills, must not exceed 20% of the total funding request and must solely benefit this project (or be pro-rated for the amount it benefits the project). Rental equipment may be included in the project budget but only if it is needed to complete a specific task and will not serve as an integral part to the project's continuation.

Identify all other funding sources that will be dedicated to this project and include plans to obtain additional funding. **Matching funds do not include existing personnel, facilities, etc.** Only new spending directly related to this project should be included as in-kind matching. Though in-kind matching is not required, proposals will score more favorably if in-kind matching is included in the project's budget. **The itemized budget table must be included within the 10-page application or within the 12-page Hub-and-Spoke application. DO NOT include the budget table in the appendix.**

Applicants may offer more than one project budget in the proposal for the selection committee's consideration. For instance, Option A could entail a budget that allows the applicant to purchase everything needed to fully implement the project. Option B could alternatively request fewer grant dollars by including additional matching funds or creating a scaled back project that would still achieve most of the project's goals and remain equally sustainable in the long-term.

6.5.2 Budget Narrative

The budget narrative describes how costs are determined and how they relate to the project. The budget narrative should explain all expenditures listed in the itemized budget table. For personnel costs, list job titles, number of hours worked per week, and salary. For supplies or equipment, provide full industry specifications (make, model, serial number, age, ownership, etc.) and describe the purpose/application of each item with respect to the project. Indicate any other funding sources that will be used for this project and describe any plans to attract additional funding. If applicable, include a description of the financing approach that will be used (loans, other grants, etc.). Explain the contingency plan if additional funding is not secured. Identify any cost savings or revenue enhancements as a result of the project.

Note: During the course of the project the grantee may reallocate up to 5% of the awarded funds to accommodate unforeseen task changes with prior permission of the grant monitors on the committee. Any reallocation amount over 5% will require prior approval by the full committee.

6.6 Facility Requirements

Describe any resources that will be integral to the project, including facilities, manufacturing capabilities, equipment, and other technical and administrative resources. If applicable, discuss how the project will modify or improve existing facilities, equipment, etc. For example, will additional property need to be leased or purchased? Will the project require utility work?

If the applying entity is currently part of the regulated community, compliance history will be considered. If the proposed project requires any type of permit or regulatory licensing, the applicant must be prepared to provide documentation of compliance if the project is funded.

6.7 Appendix

The following information is **required**:

- Project leader(s) current resume(s)
- For-profit and nonprofit applicants must include:
 - At least one letter addressed to the Pollution Prevention Advisory Board from a local government agency that indicates their approval of the project and supports the project's objectives; **or**
 - Documentation that the project would be beneficial to the community affected by the grant award.
- Copy of Colorado's Secretary of State Certificate of Good Standing letter (for-profit or nonprofit 501(c) (3) entities only). Visit <http://www.sos.state.co.us/pubs/business/businessHome.html> for more information.
- For Hub-and-Spoke applications only:
 - Simple map of anticipated service area, identifying where the hub(s) and spokes will be located.
- For electronic waste recycling applications only:
 - List downstream handlers of all materials, the percent landfilled, and indicate whether or not they have obtained a nationally recognized certification as responsible recyclers (i.e. – eStewards, R2)

The following information is **optional**, but must be limited to 10 pages and attached as supplemental appendices:

- Letters of support from institutions of higher education, community leaders, etc., dated within six months of the application deadline.
- Copies of signed Letters of Commitment, Memorandums of Understanding (MOUs) or Inter-Agency Agreements with regional partners. Any other important materials relevant to evaluating the proposal. Note that these are required for Hub-and-Spoke proposals (see Attachment #4 for details).

7.0 Proprietary Information Policy

If proprietary information is provided by an applicant that constitutes a trade secret, confidential personnel information, or proprietary commercial or financial information, in accord with § 24-72-204(3), C.R.S., such documents may be withheld from disclosure if the department receives a request for records in accord with the Colorado Open Records Act, § 24-72-101 *et seq.* All such documents must be clearly marked with the term “Proprietary Information” on each appropriate page. Records marked as containing trade secret, confidential, personnel, or proprietary information that do not actually contain such information could be released pursuant to an Open Records Act request.

8.0 Reporting Requirements

Reports will be due for any project milestones identified by the grantee, or at a minimum of every six months. The grant program administrator will provide reporting templates to assist grantees in developing their reports. A draft final report is due 30 days after the 12-month grant funding period closes (due by July 31, 2015). A final report that incorporates feedback from the committee is due 60 days after the 12-month grant funding period closes (due by August 31, 2015). A six-month summary report is due after the 12-month grant funding period closes (due by January 31, 2016). If a project is not fully operational until the fourth quarter of the grant cycle (April 2015), the grantee will be asked to submit a progress report 12 months after becoming fully operational. This report will include diversion and job creation metrics. Other reporting may be required if deemed appropriate by the department.

All reporting will include a financial status summary and identify the deliverables completed during the reporting period. Also included will be a description of the work completed, a discussion on any findings and results, unanticipated outcomes or roadblocks encountered, potential applications of the project’s results, and how this project successfully achieved the goals of the grant program to date.

The final report will include a one-page metrics worksheet that illustrates how many new jobs were created, the economic impacts of the project, the increased tons of material collected, and the amount of participation in recycling that occurred as a result of the project.

The grant program requires that the contact information of at least three community leaders, who are familiar with the project and may be contacted by the committee as a reference, be included with the final report. The final report will be placed on the department’s website. The board and the committee reserve the right to request that grantees present their findings at board or committee meetings.

9.0 Grant Funding

The grant program funds projects on a reimbursement basis for a duration of one year. Ongoing monitoring of capital expenditures may occur after the one-year funding period if deemed appropriate by the department. Projects will be reimbursed no more than once per month for expenses incurred. Reimbursement requests must include supporting documentation of payment such as receipts, copies of cleared checks, or invoices with zero balances. It is preferred that reimbursement requests are submitted electronically. The state will not reimburse any cost incurred by the applicant prior to the issuance of a legally executed contract, task order, or authorized purchase order. Depending on the nature of the project, reimbursements may be based on the ability of the

grantee to provide proof that equipment or materials purchased in-kind were in fact purchased and installed. Grantees may be required to spend a portion of their in-kind match before the department reimburses any expense related to the project if the in-kind expenditures are essential to the project's success.

Because the grant program funds projects on a reimbursement basis, the department recognizes that grantees may experience financial hardship when making high-dollar, project-related purchases. If for-profit or nonprofit entities require a loan to make purchases prior to being reimbursed by the department, or need additional in-kind funds to implement the project, contact the Colorado District Office of the United States Small Business Administration (SBA) at 303-844-2607 and ask to speak to a lender relations specialist. For lender approved loans, the US Small Business Administration will provide a respective guarantee on the approved loan amount for eligible businesses and nonprofits. This incentivizes participating banks to approve loans, oftentimes at lower interest rates and reduced collateral requirements. Additional resources are available online at the Colorado District Office's website <http://www.sba.gov/about-offices-content/2/3104>.

Five percent (5%) of each reimbursement request will be withheld until a final report has been submitted by the grantee and approved by the committee at the end of the grant cycle. With committee approval, a portion of the five percent withheld may be released prior to the grantee submitting the final report once specific project milestones are achieved. An early release of withheld funds is not guaranteed for every project, so grantees should be prepared to receive withheld grant funds no sooner than the end of the grant cycle.

10.0 Submission of Applications

Electronic applications are strongly preferred. The full application, including any appendices, must be contained in a single document and must be in PDF (read-only) format. Please e-mail your fully completed application to Eric Heyboer, Recycling Grants Administrator, at cdphe.ppp2@state.co.us (subject line: RREO Grant Program Application). Applications submitted in multiple attachments and/or e-mails will not be accepted. Please do not send an electronic file larger than 10 MB (megabytes) since the e-mail may not be successfully delivered to the department's internal e-mail system.

If unable to submit electronically, the full application must be sent by courier or certified mail to:

RREO Grant Application
c/o Eric Heyboer, DEHS-B2
Colorado Department of Public Health and Environment
4300 Cherry Creek Drive South
Denver, CO 80246-1530

The deadline for **receipt** of complete applications by e-mail is **3:00 PM on March 3, 2014**. Applications that are mailed must be received by 3:00 PM on March 3, 2014. Applications postmarked on March 3 but delivered on a later date will no longer be accepted. Incomplete applications and applications received after this deadline will **not** be accepted. All applicants will receive e-mail notification of receipt of their application within one (1) business day. If you do not receive an e-mail notification after one (1) business day, contact Eric Heyboer **immediately** at 303-691-4955. Do not send both an electronic application and an application by courier or certified mail. Questions about the grant program may be sent to cdphe.ppp2@state.co.us (subject line: RREO Grant Program Questions).

Note: The successful applicant will be subject to the terms and conditions of the purchase order or contract. Applicants who are selected for funding will be asked to submit a final Scope of Work for their project, which will then be included in the final contract or purchase order.

**Recycling Resources Economic Opportunity Fund Grant Program
2014 - 2015 Project Application
6.1 COVER SHEET
Attachment #1**

Organization: _____

Project Title: _____

Street Address: _____

City, State, Zip: _____

E-Mail Address: _____ **URL Address:** _____

Phone Number: _____ **Fax Number:** _____

Federal Tax Identification Number: _____

Legal Tax Status (check one): ___ For-Profit ___ Nonprofit ___ Govt. ___ School/University

Hub-and-Spoke Application: ___ Yes ___ No

Did you attend the Bidders Meeting? ___ Yes, in person ___ Yes, on teleconference ___ No

By signing and submitting this application, the applicant agrees to operate the program as described in the Application for Funding and in accordance with the grant terms and assurances. The applicant agrees that the information provided in this application is, to the best of the applicant's knowledge and based on reasonable inquiry, true, accurate, and complete. The applicant understands that knowingly submitting any false information on this application could result in the project not being considered for funding or voiding any current or future contracts with the Department of Public Health & Environment.

Print name of Authorized Official: _____

Signature of Authorized Official: _____

Please insert electronic signature if submitting electronically or written signature if being sent by mail.

Title: _____ Date: _____

Project Director or Primary Contact:

Name: _____
 Title: _____
 Address: _____
 Phone: _____
 E-Mail: _____

Financial Officer:

Name: _____
 Title: _____
 Address: _____
 Phone: _____
 E-Mail: _____

Total Amount of Funds Requested: \$ _____

Total Matching/In-Kind Contributions: \$ _____

Total Project Cost: \$ _____

Total Project Cost Divided by Total Tons Diverted : \$ _____

Attachment: Request for Applications (1584 : Recycling Resources Economic Opportunities Grant)

Recycling Resources Economic Opportunity Fund Grant Program
2014-2015
Attachment #2
WORK PLAN FORMAT

(Use this format when listing your major goals for the project)

GOAL #1			
Objective	Deliverable/ Product	Responsible Entity	Completion Date*
1.	1a		1a MM/DD/YYYY
	1b		1b MM/DD/YYYY
	1c		1c MM/DD/YYYY
2.	2a		1a MM/DD/YYYY
	2b		1b MM/DD/YYYY
	2c		1c MM/DD/YYYY

GOAL #2			
Objective	Deliverable/ Product	Responsible Entity	Completion Date*
1.	1a		1a MM/DD/YYYY
	1b		1b MM/DD/YYYY
	1c		1c MM/DD/YYYY
2.	2a		1a MM/DD/YYYY
	2b		1b MM/DD/YYYY
	2c		1c MM/DD/YYYY

*Completion dates must end on a regular business day (exclude weekends and holidays). Project timelines must follow the fiscal year, which is July 1, 2014 through June 30, 2015. All deliverables listed in the work plan must be completed within this timeframe.

Recycling Resources Economic Opportunity Fund Grant Program
2014-2015
Attachment #3

LINE ITEM BUDGET FORMAT

You are required to use the following individual budget categories for your proposal. If you are submitting a Hub-and-Spoke proposal, note that several budget categories are not applicable and are indicated below.

Budget Category	Description	Eligible for Hub-and-Spoke Proposals
Personal Services	All personnel directly working on the grant project. Include fringe benefits such as health insurance, retirement funds, FICA, etc.	No
Materials/Supplies/Equipment (under \$5,000)	Items that have a per-unit cost of less than \$5,000. This includes construction materials, bins, roll-offs, trailers, etc.	Yes
Equipment Purchases (\$5,000 or greater)	Items that have a per-unit cost of \$5,000 or more with a lifespan of at least 1 year. Includes shipping/freight charges, fabrication, or retrofits.	Yes
Operating Costs	Includes utilities, fuel, vehicle maintenance or repair, equipment repair, hauling and transportation of recyclables.	No
Travel Costs	In-state only. Includes mileage, lodging, and meals. Out-of-state travel must be pre-approved by the committee.	No
Contractors/Subcontractors	Outside labor for construction, marketing, education, etc. Budget breakdown for each is required.	Yes
Permitting Review Costs and Consultants	Professional services directly related to grant. Budget breakdown for each is required.	No
Other Direct Costs	i. Expenses related to the grantee educating school groups, businesses, organizations, etc.	No
	ii. Tuition, memberships fees, etc. In-state resident rates only.	No
	iii. Expenses related to TV, radio, internet, brochures, mailings, printing, etc.	Yes
	iv. Other costs not covered by any other budget category.	Yes
Indirect Costs	Cannot be more than 20% of Total Direct Costs (all categories listed above).	Yes

For Hub-and-Spoke applications, grant funds may be used for:

- i. The purchase of equipment for the smaller Spoke communities to collect, transport, and possibly bale multiple materials;
- ii. The larger Hub communities to build, enlarge, or remodel a processing facility with equipment to handle recyclable items;
- iii. Community education materials related to the Hub-and-Spoke operation;
- iv. Collecting data on recyclables generated as a basis for establishing service areas, designing collection or processing systems, and tracking program success.

For Hub-and-Spoke applications, grant funds may **not** be used for:

- i. On-going operating costs such as fuel, vehicle maintenance or repair, equipment repair, hauling and transportation of recyclables;
- ii. Personnel and fringe benefits;
- iii. Purchase of land; or
- iv. General overhead costs.

List only those budget categories that are applicable to the proposal. Itemize each individual budget category, including sub-totals, and calculate an overall budget total. See the examples below:

TIER 1 EXAMPLE	Grant Application Amount	Matching/In Kind Amount (if any)	Total Amount
Materials/Supplies – Sub-Total	\$15,000	\$1,000	\$16,000
30-Yd Roll-Off Containers (4)	\$15,000	\$1,000	\$16,000
Equipment Purchases – Sub-Total	\$30,000	\$10,000	\$40,000
Horizontal Baler	\$30,000	\$10,000	\$40,000
Contractor/Subcontractor – Sub-Total	\$55,000	\$10,000	\$65,000
Concrete Pad	\$35,000	\$10,000	\$45,000
Three-Walled Metal Building	\$20,000	\$0	\$20,000
Total Project Cost:	\$100,000	\$21,000	\$121,000

TIER 2 OR 3 EXAMPLE	Grant Application Amount	Matching/In Kind Amount (if any)	Total Amount
Personal Services – Sub-total	\$10,000	\$30,000	\$40,000
Owner	\$7,000	\$20,000	\$27,000
Forklift operator	\$3,000	\$10,000	\$13,000
Equipment Purchases – Sub-Total	\$15,000	\$0	\$15,000
Forklift	\$15,000	\$0	\$15,000
Operating Costs – Sub-Total	\$500	\$0	\$500
Fuel Costs, Forklift	\$500	\$0	\$500
Project Cost	\$25,500	\$30,000	\$55,500
Indirect Cost: (Not to exceed 20%)	\$7,000	\$0	\$7,000
Total Project Cost:	\$32,500	\$30,000	\$62,500

Attachment: Request for Applications (1584 : Recycling Resources Economic Opportunities Grant)

Recycling Resources Economic Opportunity Fund Grant Program
2014-2015
Attachment #4

For Hub-and-Spoke applications only. Include answers to the following questions as an attachment to the application, separate from Section 6 in the application narrative. This must be included within the application's 12-page limit. Please refer to the Hub-and-Spoke web page for more information: <http://tinyurl.com/RREO-HubSpoke>

1. If applying as an existing or future recycling Hub that will work with one or more Spoke communities, describe the recycling Hub's capacity and ability to receive more material.
2. If applying as an existing or future recycling Spoke location, identify in detail the recycling Hub where you will take the material, including the name of the Hub, distance from the Hub, ability to handle more material, ability to transport the material, and relationship with the Hub.
3. Describe the location of the proposed or existing facility. Is the Hub centrally located within the region to be served? Equipment typically requires 3-phase power to operate. If applying as a Hub, discuss how it will be acquired.
4. Explain how signage will be used to clarify which materials the project will collect for recycling. Consider signage needs at the collection facility and on individual containers, and how they might differ. Provide details on the signage that will be required. Refer to the Hub-and-Spoke web page for additional guidance.
5. If applicable, have all parcels of land and rights-of-way necessary for completion of this project been identified, purchased, leased, or otherwise acquired by the applicant? Have appropriate land-use permits been obtained from appropriate authorities for the project? If no, explain.
6. How many communities will be served (list counties, cities, towns, villages, pueblos, tribes, nations)? Please provide a simple map of the service area using an internet-based mapping service, such as Google Maps, MapQuest, or Bing Maps. **The map must be included in the appendix.**
7. What is the total population of people to be served by this project's implementation?
8. What collection methods will be used? Roll-offs, trailers, or both? Please describe.
9. What commodities will be received at the site? Will they be source-separated or single-stream? Note that the recyclables collected in a Hub-and-Spoke system are limited to what is traditionally found in the Municipal Solid Waste (MSW) stream, and should include some combination of paper and containers. "Paper" includes cardboard, paperboard, newspaper/magazines, and office paper/opened mail. "Containers" include #1 & #2 plastic containers (and may include plastics #3 - #7), aluminum/steel cans, and glass bottles/jars. This list is not all-inclusive.
10. List any existing equipment that will be used for this project (fork-lift, skid-steer, containers, etc.).
11. Will existing staff be able to commit to the project, and have the ability to oversee recycling center procurement, construction, installation and operation? Identify who will fill these roles.
12. Will additional staff be needed? Can new staff be hired if needed?
13. Considering the community where this project will take place, give a brief history of its track record with regional stakeholders on solid waste or utility projects.
14. Are there existing agreements in place with surrounding communities or entities? It is **REQUIRED** that a signed commitment with each partner community be submitted as part of the application. This does not need to be a legally binding document. The selection committee is interested in hearing from each partner in the proposed Hub-and-Spoke network to learn what resources and/or services they will provide to help implement this project. This is true for applicants applying as a Hub, a Spoke, or both. This will serve as evidence of the community's relationship and commitment to working with regional partners. It is required that to serve as a regional Hub, the applying entity must be able to process the recyclables generated in surrounding communities. Commitments must explain how the deliverables will be reached in the event that one or more parties does not fulfill their obligations toward the project. As evidence of these signed commitments, include Letters of Commitment, Memorandums Of Understanding, Inter-Agency Agreements, or contracts as attachments in the appendix. Examples of these documents can be accessed within the Hub-and-Spoke web page referenced above.

Recycling Resources Economic Opportunity Fund Grant Program
2014-2015
Attachment #5

VOLUME-TO-WEIGHT CONVERSION TABLE

The following conversion factors must be used if weight data is unavailable. If accurate tonnages are not available, the volume-to-weight conversions provided below must be used to maintain consistency among all applicants. The formula for converting cubic yards to tons is:

$$(\text{number of cubic yards}) \times (\text{weight in pounds}) \div (2000 \text{ pounds}) = \text{tons}$$

Category	Type	Volume	Estimated Weight (lbs)
Glass Bottles			
	Whole	1 yd ³	620
	Semi-crushed	1 yd ³	1175
	Crushed (mechanically)	1 yd ³	1840
Aluminum Cans:			
	Whole	1 yd ³	60
	Flattened	1 yd ³	225
Ferrous (Tin Cans):			
	Whole	1 yd ³	150
	Flattened	1 yd ³	850
Old Corrugated Cardboard			
	Loose	1 yd ³	200
	Compacted	1 yd ³	460
Newspaper			
	Loose	1 yd ³	445
	Compacted	1 yd ³	800
Commingled Containers (cans, glass, plastics)	Loose	1 yd ³	180
Office Paper			
	Loose	1 yd ³	655
	Compacted	1 yd ³	1310
Mixed Paper			
	Loose	1 yd ³	490
	Compacted	1 yd ³	755
Plastics, PET			
	Loose	1 yd ³	35
	Compacted	1 yd ³	515
Plastics, HDPE			
	Loose	1 yd ³	25
	Compacted	1 yd ³	270
Plastics, Mixed #1-#7			
	Loose	1 yd ³	38
	Compacted	1 yd ³	550

Applicant Checklist

Please use this checklist as a tool to ensure all required information is included and that formatting is correct prior to submitting your application. Do not submit this checklist with the application.

- Is the application no more than 10 pages (12 pages for Hub-and-Spoke applications) (Sections 6.1 – 6.6)?
- Is the Cover Sheet (Attachment #1) signed by an authorized official?
 - Was the Hub-and-Spoke determination checklist completed? Mark the appropriate box on the Cover Sheet indicating if the proposal is a Hub-and-Spoke project.
- Is the Work Plan (Attachment #2) included within the page limit? (10 pages, or 12 if a Hub-and-Spoke application)
- Is the Budget Table (Attachment #3) included within the page limit? (10 pages, or 12 if a Hub-and-Spoke application)
- For Hub-and-Spoke applications only, is Attachment #4 included within the 12 page limit?
- Are sections 6.1 -6.7 labeled as described in the Request for Applications?
- Is the application formatted as follows? Pages numbered, formatted to 8.5”x11” paper with 1-inch margins, single-spaced, standard 11-point type (e.g. “Arial”), black font.
- Are the following required documents included in the appendix:
 - Project Leader(s) current resume(s)
 - For-profit and non-profit applications only: Letter of support from a local government agency **or** a letter from the applicant explaining how the project would be beneficial to the community
 - Copy of Colorado’s Secretary of State Certificate of Good Standing (for-profit or nonprofit only)
 - For Hub-and-Spoke applications only, a map of the anticipated service area.
 - For electronic waste recycling applications only, a list of downstream handlers of all materials, the percent landfilled, and indicate whether or not they have obtained a nationally recognized certification as responsible recyclers (i.e. – eStewards, R2)
- Is the grant application and appendix in a single PDF document (if sending electronically)?
- Is PDF document file size no larger than 10 MB (megabytes)? If no, reduce file size or send by courier or certified mail.
- Reviewed and fully understand sections 7.0 (Proprietary Information Policy), 8.0 (Reporting Requirements) and 9.0 (Grant Funding)?

Deadline to send electronically is March 3, 2014 by 3:00pm. Hard copy applications sent by mail must be received by 3:00 PM on March 3, 2014. Applications postmarked on March 3 that are received on a later date will no longer be accepted.

ITEM NO. (ID # 1550)

DATE: 01/10/2014

AGENDA REQUEST

*

MEETING GROUP: Southwest Colorado Council of Governments

STAFF RESOURCE: Miriam Gillow-Wiles, Director

REQUESTING DEPT: Southwest Colorado Council of
Governments

TYPE: SWCCOG Item

SUBJECT: SB 05-152 Letter of Support

BACKGROUND:

FISCAL IMPACT:

RECOMMENDED ACTION:

ATTACHMENTS:

- 00 Letter of Support SB152 Changes 10 Jan 2013 (DOC)
- 01 Fact Sheet on Broadband Bill.draft 3 (DOC)
- 02 SB 152 Draft Revisions (11-18-13) (DOC)

Elected Official Name
Elected Official Title
[Street Address]
[City, ST ZIP Code]

10 January 2013

Dear Elected Official Name:

In 2005, the Colorado State Assembly adopted Senate Bill 05-152, which prohibits municipalities and other local governments from providing telecommunication services, advanced services, and cable television, directly or through formal private partnerships. SB 05-152 provides that before a local government can provide any of the above services, an election must be held and the local electorate approve local government as a telecommunication, advanced, and or cable television service provider.

The current legislation defines a subscriber as “user with permission”, which is much more broad than the standardized definition as a user who pays for service. Realistically, this requires local governments and municipalities to go to the voters in order to provide wireless access in any municipal building, including libraries.

The proposed changes to the original legislation clarify the requirement for local governments to secure voter approval before becoming a telecommunication provider only when the local government is seeking to provide those services directly for a fee to subscribers. Other updates include the term “broadband services” to refer to cable television services, telecommunication services, high speed internet services, and advanced services.

The Southwest Colorado Council of Governments supports the changes to SB 05-152.

Sincerely,

Miriam Gillow-Wiles
Executive Director

XX14-XXXX***Leveraging Public Sector Assets to Increase Broadband Access for Colorado***

Rep. YYYY

Sen. ZZZZ

Purpose of XX14-XXXX: Amends a law enacted in 2005 (SB05-152, a.k.a. “Competition in Utility and Entertainment Services”) to clarify that the requirement for local governments to secure voter approval before entering into the telecommunications business is applicable ONLY in those instances where the local government is seeking to provide those services directly for a fee to subscribers (i.e., on a retail basis). By way of example, it clarifies that school districts, public libraries and housing authorities can provide free internet service to their students, patrons and housing tenants and that like the State, municipalities and other local governments can partner with private businesses to use government infrastructure to provide affordable and high speed internet service in their community.

What XX14-XXXX Does and Does Not Do

- Restores authority for local governments to leverage their physical assets, by leasing, selling capacity in, or granting other similar rights to one or more private provider, to facilitate the provision of broadband services to its community.
- Utilizes the more commonly used term “Broadband Services” to collectively refer to the 2005 terms “cable television service,” “telecommunications service,” “high speed internet service” and “advanced service.”
- Clarifies that the requirement to seek voter approval is not triggered when individuals receive free internet access directly in or around local government facilities.
- Does not change the requirement for local governments to seek voter approval before directly entering into the market to sell internet services to the public.

Why XX14-XXXX is Needed

- Access to broadband service is no longer a luxury but increasingly a fundamental need of residents and businesses in Colorado. Local governments should be able to provide for this basic need just as they provide for other needed services such as clean water, safe roads, and schools.
- Most communities in Colorado have little or no choice in broadband providers. Existing providers have little incentive to provide the affordable and high speed options that would otherwise exist in a more competitive environment.
- Most other states and countries allow and even encourage local governments to be actively involved in the provision of these services. Artificially created obstacles in Colorado weaken the state’s ability to maintain the high tech companies that we should be striving to attract.

Supported by the Colorado Communications and Utility Alliance, the Cities of Arvada, Boulder, Cortez, Fort Collins, Littleton, Longmont and Thornton, the County of Boulder, the Boulder Valley School District, and Gig.U.

3rd DRAFT
November 18, 2013

SB 152-Draft Revisions

CONCERNING COMPETITION IN BROADBAND SERVICES AND IN CONNECTION THEREWITH, MODIFYING DEFINITIONS OF TERMS RELATED TO SERVICES, AND MODIFYING REQUIREMENTS FOR A PUBLIC VOTE ONLY WHEN SERVICES ARE TO BE PROVIDED DIRECTLY BY A LOCAL GOVERNMENT TO RETAIL SUBSCRIBERS

PART 1

COMPETITION IN ~~UTILITY AND ENTERTAINMENT~~BROADBAND SERVICES

CRS 29-27-101. Legislative declaration

(1) The general assembly hereby finds and declares that it is the policy of this state to ensure that ~~cable television service, telecommunications service, and high speed internet access, otherwise known as advanced service,~~ broadband services are each provided within a consistent, comprehensive, and nondiscriminatory federal, state, and local government framework.

(2) The general assembly further finds and declares that:

(a) There is a need for statewide uniformity in the regulation of all public and private entities that provide ~~cable television service, telecommunications service, and advanced service~~ broadband services.

(b) Municipal ordinances, rules, and other regulations governing the provision of ~~cable television service, telecommunications service, and advanced service~~ broadband services by a local government impact persons living outside the municipality.

(c) Regulating the provision of ~~cable television service, telecommunications service, and advanced service~~ broadband services by a local government is a matter of statewide concern.

CRS 29-27-102. Definitions

As used in this article, unless the context otherwise requires:

(1) "Broadband services" means high-speed communications transmission that enables users to originate and receive high-quality voice, data, graphics, and video using a variety of technologies. "~~Advanced service~~" means ~~high-speed internet access capability in excess of two hundred fifty-six kilobits per second both upstream and downstream.~~

(2) "~~Cable television service~~" means ~~the one-way transmission to subscribers of video programming or other programming service, as well as subscriber interaction, if any, that is required for the selection or use of the video programming or other programming service.~~

(~~3~~) "~~Local government~~" means any city, county, city and county, special district, or other

political subdivision of this state.

(34) "Private provider" means a private entity that provides ~~cable television service, telecommunications service, or advanced service~~ broadband services.

(45) "Subscriber" means a person that lawfully receives ~~cable television service, telecommunications service, or advanced service~~ broadband services for a fee. A person that utilizes ~~cable television service, telecommunications service, or advanced service~~ broadband services provided by a local government for local governmental or intergovernmental purposes and is used by persons accessing government services or that utilizes broadband services provided by a local government without charge to the user is not a subscriber for purposes of this article.

~~(6) "Telecommunications service" has the same meaning as set forth in section 40-15-102(29), C.R.S.~~

CRS 29-27-103. Limitations on providing ~~cable television, telecommunications, and advanced services~~ broadband services

(1) Except as provided in this article, a local government shall not:

(a) ~~Directly~~ Provide to one or more retail subscribers ~~cable television service, telecommunications service, or advanced service~~ broadband services; or

(b) Purchase, lease, construct, maintain, or operate any facility for the purpose of directly providing ~~cable television service, telecommunications service, or advanced~~ broadband services to one or more retail subscribers.

(2) For purposes of this article, a local government directly provides ~~cable television service, telecommunications service, or advanced~~ broadband services if the local government provides the ~~cable television service, telecommunications service, or advanced~~ broadband services to one or more retail subscribers:

(a) ~~Directly;~~ Through an authority or instrumentality acting on behalf of the local government or for the benefit of the local government by itself; or

(b) If the retail billing and customer care relationship is provided by employees of the local government or contractors acting on behalf of the local government.

~~(3b)~~ There is no prohibition on the indirect provision of broadband services. For purposes of this article, a local government ~~indirectly~~ provides broadband services by means that include but are not limited to the following:

~~(a)~~ Through an authority or instrumentality acting on behalf of the local government or for the

~~benefit of the local government by itself;~~

~~(H)~~ Through a partnership or joint venture;

~~(bH)~~ Through a sale and leaseback arrangement;

(c) By contract, including a contract whereby the local government leases, sells capacity in, or grants other similar rights to a private provider to use local governmental facilities designed or constructed to provide ~~cable television service, telecommunications service, or advanced~~ broadband services for internal local government purposes in connection with a private provider's offering of ~~cable television service, telecommunications service, or advanced~~ broadband services; or

(d) Through ~~sale or purchase of resale or the provision of~~ wholesale broadband ~~cable television service, telecommunications service, or advanced~~ services for the purpose of providing broadband ~~cable television service, telecommunications service, or advanced~~ services to one or more retail subscribers.

~~(43)~~ Nothing in this article shall be construed to limit the authority of a local government to lease to a private provider physical space in or on its property for the placement of equipment or facilities the private provider uses to provide ~~cable television, telecommunications, or advanced~~ broadband services.

PART 2 CONDITIONS FOR PROVIDING SERVICES

CRS 29-27-201. Vote--referendum

(1) Before a local government may engage ~~or offer to engage in~~ directly providing ~~cable television service, telecommunications service, or advanced~~ broadband services, an election shall be called on whether or not the local government shall directly provide the proposed ~~cable television service, telecommunications service, or advanced~~ broadband services.

(2) The ballot at an election conducted pursuant to this section shall pose the question as a single subject and shall include a description of the nature of the proposed service, the role that the local government will have in provision of the service, and the intended subscribers of such service. The ballot proposition shall not take effect until submitted to the electors and approved by the majority of those voting on the ballot.

CRS 29-27-202. Exemption for unserved areas

(1) A local government shall be exempt from the requirements of this part 2 and may engage or offer to engage in directly providing ~~cable television service, telecommunications service, or~~

~~advance~~ broadband services if:

- (a) No private provider of ~~cable television service, telecommunications service, or advanced~~ broadband services provides the service anywhere within the boundaries of the local government;
- (b) The governing body of the local government has submitted a written request to provide the service to any incumbent broadband services provider of ~~cable television service, telecommunications service, or advanced service~~ within the boundaries of the local government; and
- (c) The incumbent broadband services provider has not agreed within sixty days of the receipt of a request submitted pursuant to paragraph (b) of this subsection (1) to provide the broadband services or, if the provider has agreed, it has not commenced providing the broadband services within fourteen months of the receipt of the request.

PART 3

COMPLIANCE WITH LOCAL, STATE, AND FEDERAL REGULATIONS

CRS 29-27-301. General operating limitations

(1) A local government that provides ~~cable television service, telecommunications service, or advanced~~ broadband services under this article shall comply with all state and federal laws, rules, and regulations governing provision of such service by a private provider; except that nothing herein shall be construed to affect the jurisdiction of the public utilities commission with respect to municipal utilities.

(2)(a) A local government shall not make or grant any undue or unreasonable preference or advantage to itself or to any private provider of ~~cable television services, telecommunications services, or advanced~~ broadband services.

(b) A local government shall apply without discrimination as to itself and to any private provider the local government's ordinances, rules, and policies, including those relating to:

- (I) Obligation to serve;
- (II) Access to public rights-of-way;
- (III) Permitting;
- (IV) Performance bonding where an entity other than the local government is performing the work;
- (V) Reporting; and

(VI) Quality of service.

CRS 29-27-302. Scope of article

(1) Nothing in this article shall be construed to authorize any local government to:

(a) Provide broadband services, either directly or indirectly, ~~cable television service, telecommunications service, or advanced service~~; or

(b) Purchase, lease, construct, maintain, or operate a facility for the purpose of providing broadband services, either directly or indirectly, ~~cable television service, telecommunications service, or advanced service~~.

(2) Nothing in this article shall be construed to apply to a local government purchasing, leasing, constructing, maintaining, or operating facilities that are designed to provide ~~cable television service, telecommunications service, or advanced~~ broadband services that the local government uses for internal or intergovernmental purposes.

(3) Nothing in this article shall be construed to apply to the sale or lease by a local government to private providers of excess capacity, provided:

(a) Such excess capacity is insubstantial in relation to the capacity utilized by the local government for its own purposes; and

(b) The opportunity to purchase and the opportunity to use such excess capacity is made available to any private provider in a nondiscriminatory, nonexclusive, and competitively neutral manner.

(4) Nothing in this article shall be construed to limit either the authority of the statewide internet portal authority created in section 24-37.7-102, C.R.S., to carry out its mission or to integrate the electronic information delivery systems of local governments into the statewide internet portal as defined in article 37.7 of title 24, C.R.S.

CRS 29-27-303. Enforcement and appeal

(1) Before an individual subscriber or a private provider that competes with a local government in the geographic boundaries of the local government may file an action in district court for violation of this article, that person shall file a written complaint with the local government. The failure by the local government to issue a final decision regarding the complaint within forty-five days shall be treated as an adverse decision for purposes of appeal.

(2) An appeal of an adverse decision from the local government may be taken to the district court for a de novo proceeding.

CRS 29-27-304. Applicability

This article shall apply to ~~cable television service, telecommunications service, and advanced broadband~~ services and to the purchase, lease, construction, maintenance, or operation of any facility for the purpose of providing such service, for which a local government has not entered into an agreement or otherwise taken any substantial action prior to March 1, 2005, to provide such service or purchase, lease, construct, maintain, or operate such facilities.

ITEM NO. (ID # 1554)

DATE: 01/10/2014

AGENDA REQUEST

*

MEETING GROUP: Southwest Colorado Council of Governments

STAFF RESOURCE: Miriam Gillow-Wiles, Director

REQUESTING DEPT: Southwest Colorado Council of
Governments

TYPE: SWCCOG Item

SUBJECT: Director's Report

BACKGROUND:

FISCAL IMPACT:

RECOMMENDED ACTION:

ATTACHMENTS:

- Directors Report 10 Jan 2013 (DOCX)

Director's Report

To: SWCCOG Board of Directors
From: Miriam Gillow-Wiles
Date: 3 January 2013

Comments: This last month has been busy, even with the Holidays and vacation.

Meetings:

Local Technology Planning Team – We have been discussing the ramifications of the High Cost Fund, and the updates to SB152. These both have the potential to significantly impact the region.

Fort Lyon - Tony and I met with Chris Roe from DOLA, under the Department of Housing. The Governor has made the issue of homelessness and especially homeless Veterans a priority, and retooled an old prison in Las Animas to help people who are experiencing homelessness and substance abuse problems. The SWCCOG has two people from the region at Fort Lyons. Tony has been working with Mary Katherine Ames, owner of Katherine Therapy Associates to do outreach and create support for the project in the region.

CARO – I attended the December CARO meeting (conference call). CARO now has a part time admin assistant person. This meeting was very helpful to “meet” all the other EDs from around the state and to learn about what other COGs/regions do. Continuing discussions with the other directors will help further define needs/goals to help the SWCCOG grow.

Contracts:

Tony – Tony and I have been trying to sort out the funding aspect of his contract. Both of us were rather surprised at the balance of his grant funds. In the future, we need to keep better track of grants used to fund positions.

Katherine Therapy Associates – Mary Katherine Ames, owner of KTA, is excited about the prospect of working with the COG and helping people who are experiencing homelessness.

ITEM NO. (ID # 1555)

DATE: 01/10/2014

AGENDA REQUEST

*

MEETING GROUP: Southwest Colorado Council of Governments

STAFF RESOURCE: Miriam Gillow-Wiles, Director

REQUESTING DEPT: Southwest Colorado Council of
Governments

TYPE: SWCCOG Item

SUBJECT: Housing Coordinator Report

BACKGROUND:

FISCAL IMPACT:

RECOMMENDED ACTION:

ATTACHMENTS:

- Housing Report 01-10-3 (DOCX)

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Announcement/Proclamation | <input type="checkbox"/> Consent |
| <input type="checkbox"/> Special Presentation | <input type="checkbox"/> Decision |
| <input checked="" type="checkbox"/> Report | |

**AGENDA SUBMISSION FORM
Southwest Colorado Council of Governments**

Date of Board Meeting: January 10, 2014		<input type="checkbox"/>
Staff: Tony Casale	Presentation Time: 0 minutes	<input type="checkbox"/>
Subject: Report – Regional Housing	Discussion Time: 0 minutes	
Reviewed by Attorney? <input type="checkbox"/> Yes Attorney: _____ <input checked="" type="checkbox"/> N/A <input type="checkbox"/> No fiscal impact Committee Approval _____ <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A		

Attachment: Housing Report 01-10-3 (1555 : Housing Coordinator Report)

Housing Update:

Permanent Supportive Housing: This week was the first session of the Pathways Home Colorado Supportive Housing Toolkit. The Toolkit process consists of 5 project planning sessions involving 6 non-metro communities from across Colorado. There are groups from Durango / La Plata County and Cortez / Montezuma County participating in Toolkit sessions, and the Regional Housing Coordinator is serving on the Technical Assistance team.

The ultimate goal of these sessions is to develop a fully flushed out, feasible plan for supportive housing units designed to serve community members who struggle with stable housing. Permanent Supportive Housing is intended as a cost-effective and compassionate way to provide housing for individuals and/or families who frequently utilize expensive services such as emergency rooms, short-term shelters, jails, and detox programs.

The Toolkit may prove an integral component in the State’s efforts to addressing homelessness in rural / non-metro regions, and supporters include: Division of Housing, Colorado Housing Finance Authority, Enterprise Community Partners, and the Office of the Governor.

Phoenix Committee: Committee members continue to provide emergency financial assistance in an effort to reduce or eliminate the health and safety risks associated with unstable housing. In the month of December; 4 individuals/families experiencing homelessness were directly assisted with obtaining permanent housing, and 3 individuals/families prevented eviction as result of Phoenix Committee Funds. Assistance payments averaged approximately \$635 per household, and served as an important safety net for low-income community members.

Fiscal Impact:

Recommended Action:

Accompanying Documents:

None

ADDITIONAL INSTRUCTIONS

ITEM NO. (ID # 1556)

DATE: 01/10/2014

AGENDA REQUEST

*

MEETING GROUP: Southwest Colorado Council of Governments

STAFF RESOURCE: Miriam Gillow-Wiles, Director

REQUESTING DEPT: Southwest Colorado Council of
Governments

TYPE: SWCCOG Item

SUBJECT: Responsible Administrator Report

BACKGROUND:

FISCAL IMPACT:

RECOMMENDED ACTION:

ATTACHMENTS:

- Jan 10 Responsible Administrator Report 1-10-14 (DOCX)

- Announcement/Proclamation
- Special Presentation
- Report
- Consent
- Decision

AGENDA SUBMISSION FORM
Southwest Colorado Council of Governments

Date of Board Meeting: Friday, January 10, 2014		<input type="checkbox"/>
Staff: Ed Morlan	Presentation Time: 2 minutes	<input type="checkbox"/>
Subject: Responsible Administrator Report	Discussion Time: 2 minutes	
Reviewed by Attorney? <input type="checkbox"/> Yes Attorney: _____ <input checked="" type="checkbox"/> N/A <input type="checkbox"/> No fiscal impact Committee Approval _____ <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A		

Background:

The following activities occurred in December:

- Region 9 staff continued to provide orientation and training for the new SWCCOG Director to fulfill contracted financial & contractual duties.
- Received the DoLA budget amendment approving a 3 month extension of the grant completion date to March 31, 2014.
- Region 9 staff began work on a document to address the payment of fees for internet services, transport and emergency repair services from the local governments to the COG.
- Discussed the progress of the telecom grant for the final 3 months with Durango and Cortez and was assured all grant money would be spent by the required time frame.
- Per the Scope of Work of the Region 9 EDD/SWCCOG contract, Region 9 EDD is working to obtain copies of signed contracts paid with Telecom grant funds and are working with each community to that end.

Fiscal Impact:

Recommended Action:

This report is for the SWCCOG's information.

Accompanying Documents:

None

ADDITIONAL INSTRUCTIONS

None

Attachment: Jan 10 Responsible Administrator Report 1-10-14 (1556 : Responsible Administrator Report)

ITEM NO. (ID # 1557)

DATE: 01/10/2014

AGENDA REQUEST

*

MEETING GROUP: Southwest Colorado Council of Governments

STAFF RESOURCE: Miriam Gillow-Wiles, Director

REQUESTING DEPT: Southwest Colorado Council of
Governments

TYPE: SWCCOG Item

SUBJECT: Telecom General Manager Report

BACKGROUND:

FISCAL IMPACT:

RECOMMENDED ACTION:

ATTACHMENTS:

- Telecom General Manager Report 27 Dec 2013 (DOCX)

Telecom General Manager Report
27 December 2013

- Dove Creek /Dolores County
 - Project completed and County is using the connection. Dove Creek is getting the wireless set-up at no cost to the SCAN project.
- Dolores
 - Project is complete. Waiting on FastTrack to hook up to the fiber meet point and bring it in to Town Hall. (Fasttrack is working in Mancos first and then over to Dolores- estimated completion is January).
- Cortez:
 - Original project is complete. Additional project is in process! (Same contractor as Durango)
- Mancos:
 - The SCAN part of the project is completed. Waiting for Fasttrack to come in to Town and connect to the Town Hall and connect to their shop. (Currently working to complete this connection from Tri-state line into Town).
- Durango / La Plata County:
 - The original project is complete. Additional project is in process! (same contractor as Cortez)
- Silverton / San Juan County:
 - Project is complete. Waiting on some internal networking to utilize the fiber network.
- Bayfield:
 - Project is complete. LaPlata County is switched over. Bayfield will switch over to the new connection in January.
- Ignacio:
 - Project is complete. Working with La Plata County and Durango IT staff to migrate to the new connection.

- Pagosa Springs / Archuleta County:
 - 99% completed. Have acquired the necessary CDOT permit to install the final conduit and fiber. (ETA January completion).
 - All other connections and terminations are complete.
 - The Town and County are using their wireless link and will add the fiber link for full redundancy.

The electronic portion of the build where everyone is using their new connections will not require more grant funds but rather operational funds to complete.

ITEM NO. (ID # 1558)

DATE: 01/10/2014

AGENDA REQUEST

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MEETING GROUP: Southwest Colorado Council of Governments

STAFF RESOURCE: Miriam Gillow-Wiles, Director

REQUESTING DEPT: Southwest Colorado Council of
Governments

TYPE: SWCCOG Item

SUBJECT: Transit Coordinator Report

BACKGROUND:

FISCAL IMPACT:

RECOMMENDED ACTION:

ATTACHMENTS:

- Updates for Jan. SWCCOG Mtg (DOCX)
- Transit Council Meeting Agenda Jan 2014 (DOCX)
- Travel Voucher Program Overview (DOCX)

Updates for Jan. 10th SWCCOG Board Meeting

SWConnect:

Current interest from a Fort Lewis student for unpaid internship as Outreach Coordinator, looking into whether taking on this student would be feasible, manageable, and/or beneficial to SWConnect. No additional updates, would like feedback from board on SWConnect moving forward.

Regional Transit Coordinating Council

The RCC continues to focus on coordination and collaboration with the Statewide Transit Plan, TPR, and State Coordinating Council. As there is a lot of movement and change happening with Transit and Transportation, keeping all providers and agencies up to date and involved has been the major challenge. We are holding meetings bi-monthly with plans for the next meeting to be held in conjunction with the Statewide Transportation Plan, Transit Working Group, tentatively scheduled for Jan. 29th.

Transit Voucher Program

Draft of Provider Agreement attached, voucher reimbursement will be based on federal mileage reimbursement rates, and determined by the average mileage of a Transit Provider's routes. Currently receiving feedback from key transportation stakeholders, once finalized, will solidify participation, determine pricing of vouchers for human services agencies, and pursue participation. Any feedback, input, or suggestions from board members are welcome.

See attached:

RCC Jan. Meeting Agenda (draft)

Transit Voucher Program Overview

Transit Provider Agreement (draft)

***Southwest Colorado Regional Transit Coordinating Council
Meeting Agenda***

January 29th, 2013, 3:30 pm -4:30 pm

*Region 9 EDD Conference Room
295A Girard St., Durango*

Phone conference #661-673-8600 Code: 850589#

- 1. Introductions and Welcome**
 - Additions/Changes to the Agenda?
 - Edits to Nov. 2013 Meeting Minutes
- 2. Agency Updates:**
- 3. Transit Voucher Program:**
- 4. Statewide planning:**
- 5. Regional Updates:**
 - Durango Transportation price changes
 - Regional Transportation Survey- deadline extended for more participation.
 - Current or potential funding opportunities for regional transit.
- 6. Upcoming meetings:**
- 7. Adjourn, Next meeting: *tentative for March 20th, 2014 @2:30***

Travel Voucher Program Overview

Overview:

- 1) Vouchers will provide access to one way transportation to final destination, serviced by member transit providers. Vouchers are not eligible beyond identified service areas.
- 2) Vouchers and MOUs may be amended based on specific needs of participating organizations.
- 3) Once all agreements are in place, a **Program Guide** will be created and distributed to all participating organizations which includes the following information:
 - a) route schedules
 - b) identified service routes
 - c) Luggage, accessibility, and wheelchair accommodation information
 - d) Additional information requested or required by participating partners.
- 4) Specific circumstances:
 - a) Vouchers will not be used for rides eligible for Medicaid reimbursement
 - b) Seniors may use vouchers as their “suggested donation” when utilizing transportation supported by the Older Americans Act, including transfers to other agencies. Providers will be reimbursed at their identified suggested donation rate.
- 5) Monthly tracking information will be collected to determine effectiveness and influence on local transportation scene. This data will be used to drive further conversation on the development of Regional Transportation.

Transit Provider Commitments:

- 1) Provide discounted services for those identified as “transportation disadvantaged” by the possession of a Voucher.
- 2) Submit information on current full price rates and route schedules to Coordinator, and agree to keep these consistent for at least one year.
- 3) Collect and submit vouchers to Coordinator for tracking and reimbursement.
- 4) Anticipated Provider participation:

- a) SUCAP Road Runner Transit
- b) Durango Department of Public Transportation
- c) Moco Public Transportation
- d) Dolores County Public Transportation
- e) Mountain Express Transit
- f) Cortez Cab?

Voucher Distributing Agency Commitments:

- 1) Purchase vouchers from Coordinator for a set fee.
- 2) Distribute vouchers to transportation disadvantaged clients, at the discretion identified staff.
- 3) Determine client compensation for vouchers (if any) not to exceed Agency cost.
- 4) Agency/ Client will contact transit providers directly as needed.
- 5) Anticipated Agency participation:
 - a) Department of Human Services (LPC, MTC, ARC)
 - b) Senior Centers (LPC, MTC, ARC)
 - c) Salvation Army
 - d) Veteran's Association
 - e) SW Colorado Workforce Center
 - f) Local Churches region wide
 - g) Look into partnering with School districts

Voucher Details:

- 1) Vouchers will be sold to agencies in packs of 25 for a set fee of (avg. \$ btwn providers)
- 2) Vouchers will be provided as carbon copy coupon books, with receipts retained by agencies for tracking purposes.
- 3) Voucher receipts will be submitted monthly to coordinator
- 4) Used vouchers will be collected by final destination Providers and submitted monthly for reimbursement.

- 5) Vouchers will include the following information:
 - a) Date
 - b) Name of person using voucher
 - c) Referring agency
 - d) Transit Provider/or driver providing service
 - e) Trip start and stop point and/or mileage
 - f) Instructions for submitting voucher for payment
 - g) Perforated stub for agency record keeping

Anticipated Financial Details

- 1) Grant requirements (to be completed by April 2014)
 - a) \$3,500 Stipend for Program Administration (Erica)
 - b) \$6,500 Transit Voucher Consultation and Program Development
 - i) Cost of vouchers, operating/reimbursement, marketing, Staff time (Erica)
 - c) \$1,500 Regional Coordinating Council Facilitation (Erica)
- 2) Charge Agencies average cost of rides (btwn all providers) and give at least 75% reimbursement for accepting vouchers to keep ongoing operating costs as low as possible.
- 3) Print vouchers will be one time, with possible second printing as funds allow.