



AGENDA

Thursday, August 27, 2015

Buffalo Mountain Room, Summit County Commons

37 Peak One Drive, Frisco, CO

CALL IN NUMBER: 877-594-8353

PASSCODE: 23878813#

NWCCOG EXECUTIVE COMMITTEE MEETING - EXECUTIVE SESSION

8:30 a.m.	1.	Call to Order - Karn Stiegelmeier, Chair	
	2.	Roll Call and Determination of Quorum	
	*3.	DISCUSSION: Personnel Issues	
9:30 a.m.	*4.	Adjourn	

NWCCOG COUNCIL MEETING

9:30 a.m.	1.	Call to Order & Introductions - Karn Stiegelmeier, Chair	
	2.	Roll Call and Determination of Quorum - Amanda Rens-Moon	
	*3.	ACTION: Minutes of 7/23/15 Council Meeting	Pgs. 1-4
	*4.	ACTION: July 2015 Financials	Pgs. 5-14
	5.	Program Updates	Pgs. 15-34
	*6.	ACTION: Proposed restructuring of Weatherization Program	Pgs. 35-37
10:30 a.m.	7.	DISCUSSION: Future growth and direction of NWCCOG <ul style="list-style-type: none"> - Review of NWCCOG growth and activity since 2012 - New opportunities: n4a report for Community Living Services *ACTION: Direction for 2016	Pgs. 38-51
	*8.	ACTION: Regional Project for 2016 DOLA EIAF grant application	Pgs. 52-53
	9.	DISCUSSION: Review of NWCCOG's Technical Assistance grant process and guidelines	Pgs. 54-58
12:00 p.m.	10.	Member Updates	
	11.	New Business	
12:30 p.m.	*12.	Adjourn NWCCOG Meeting / Lunch	

NWCCOG ECONOMIC DEVELOPMENT DISTRICT BOARD

1:00 p.m.	1.	Call to Order - Tom Clark, Chair	
	2.	Determination of Quorum - Rachel Lunney	
	*3.	ACTION: Minutes of 5/28/15 EDD Board Meeting	Pgs. 59-60
	*4.	ACTION: July 2015 Financials	Pg. 61
	5.	Program Update - Rachel Lunney, EDD Director	Pg. 18-19
	6.	2016 Memo and Scope of Work	Pg. 62-67
	*7.	ACTION: Direction for 2016	
	8.	Member Updates	
	9.	New Business	
2:30 p.m.	*10.	Adjourn EDD Board Meeting	

* requires a vote



**Northwest Colorado Council of Governments
Council Meeting
Conference Call
July 23rd, 2015**

Council Members:

Betsy Blecha, Jackson County
James Newberry, Grand County
Jeanne McQueeney, Eagle County
Jeff Schroll, Town of Gypsum
Karn Stiegelmeier, Summit County
Patti Clapper, Pitkin County
Suze Kanack, Town of Walden
Tom Clark, Town of Kremmling

Others Present:

NWCCOG Staff:

Liz Mullen
Amanda Rens-Moon

Call To Order:

Karn Stiegelmeier, Chair, called the NWCCOG Council meeting to order at 10:17 a.m., after a quorum was present. From 10:00 a.m. to 10:17 a.m., introductions were conducted and member updates were informally discussed.

Approval of Minutes:

M/S/P Tom Clark/Patti Clapper to approve the May 28th, 2015 Council meeting minutes.

June 2015 Financials:

Liz Mullen provided an overview of the May and June financials.

The Regional HUB-C4HCO (Connect for Health Colorado) grant drew to a close on June 30th, 2015. AlpineAAA, Economic Development District (EDD,) and Weatherization departments are closing out their 2014-2015 SFY contracts.

The Elevator Inspection Program (EIP) shows a negative number for revenues over expenditures, due to the initial investment required for training the new inspectors. However, EIP is still within their revised budget.

Indirect also shows negative numbers due to upfront expenses for the annual audit and website upgrades. This will be reversed as each department reimburses indirect for these costs.

Liz reminded the council that the numbers for the Northwest Loan Fund (NLF) look a little misleading, as the auditors required NLF to show all loans as assets and not expenses. However, with that caveat in mind, the Loan Fund financials are sound.

Finally, Liz informed the council that there will be more individuals receiving checks on the payment listing, as Regional Transportation Coordinating Council (RTCC) reimburses drivers for Non-Emergency Medicaid Transportation (NEMT) costs. RTCC bills Medicaid on behalf of the patients for these funds and passes the reimbursements through to the patients.

M/S/P Tom Clark/Patti Clapper to approve the May and June financials as presented.

Proposed 2016 NWCCOG DUES:

The 2016 NWCCOG Dues were calculated utilizing the same method as prior years, and the formula takes into account changes in population and property tax revenues. As in years past, NWCCOG will again invite prior members to rejoin the association.

M/S/P Patti Clapper/Jeanne McQueeney to approve 2016 NWCCOG Dues as presented.

DISCUSSION: AUGUST 27th, 2015 Strategic Planning Session Agenda

Liz requested that Council members consider their future vision for NWCCOG. She stated that NWCCOG is reaching capacity for space and current office/fiscal procedures. She would like to know if council members are envisioning additional program expansion or a refining of current services.

Patti Clapper requested historical documentation outlining at least the last four years be made available, prior to the August 27th, 2015 meeting. Liz will provide an agency summary one week prior to the meeting with the Council packets. The meeting will start at 9 a.m. in the Buffalo Mountain Room, in Frisco.

Program Updates:

Alpine Area Agency on Aging:

The Regional HUB-C4HCO (Connect for Health Colorado) contract and program ended, as of June 30th, 2015.

NWCCOG re-acquired the State Health Insurance Assistance Program/Senior Medicare Patrol contract (SHIP/SMP,) which started on July 1st, 2015. This position was filled by T.J. Dufresne, an existing employee, with an extensive health insurance background.

The Retired Senior Volunteer Program (RSVP) Volunteer Coordinator, C.J. Grove, started on June 1st, 2015. Currently this program only serves Eagle County, but NWCCOG is hoping to expand the model to additional counties, as additional funding is acquired.

Broadband Projects:

Nate Walowitz, Regional Broadband Coordinator, has been busy with multiple projects throughout the region. On Tuesday, July 21st, 2015, Liz and Nate presented before the Energy and Mineral Impact Assistant Grant committee to petition for continued funding for the Regional Broadband Coordinator position. DOLA co-presented to request an additional 110K, so Nate can provide technical assistance and consultation outside of Region 12. It has proven valuable to have one contact person for ISPs within Northwest Colorado to ensure fair pricing and availability.

Economic Development District:

The new CEDS (Comprehensive Economic Development Strategy) update will be due in 2016 to continue Economic Development Administration funding for the next four years. At the August 27th meeting, Rachel Lunney will request funding through the annual DOLA grant to contract with a firm to provide technical assistance in creating an on-line, interactive CEDS.

Elevator Inspection Program (EIP):

The three new elevator inspectors completed their eight weeks of Qualified Elevator Inspector, (QEI) supervised training, and they received their temporary licenses from the State of Colorado. They are now able to perform inspections independently, while still under the supervision of NWCCOG's QEI certified inspectors, and NWCCOG should see an increase in the number of inspections completed and EIP billing potential.

Weatherization/Energy Management:

Weatherization started their 2015-2016 SFY on July 1st, 2015. The program successfully completed the 2014-2015 SFY by weatherizing 155 homes, exceeding their goal of 150.

Northwest All Hazards Emergency Management Region (NWAHEMR):

Kim Cancelosi was hired as the part-time contractor for this position. She brings a strong background to this role.

Regional Transportation Coordinating Council (RTCC):

Susan Juergensmeier, Mobility Manager, and Liz attended Rural Philanthropy Days in Rifle, CO. The RTCC program generated interest from several different foundations and demonstrated potential for additional, sustainable funding.

Water Quality and Quantity Committee (QQ):

Karn reported on the QQ Board Meeting in Crested Butte on July 16th, 2015. She remarked on the specialized challenges facing Crested Butte's water supply in regards to historic and ongoing mining. She also stated that the State Water Plan has been a primary focus, with final comments due to the State on September 17th, 2015.

Member Updates:

Summit County:

Karn, mentioned that the Verizon tower in Summit Cove is moving forward, which will improve reception and services within that area. However, she expressed frustration regarding AT&T pulling out of the construction of two key towers in the area.

Karn also spoke of challenges regarding a CDOT RAMP project between Frisco and Breckenridge. CDOT recently re-evaluated the cost of this project as substantially higher than originally proposed. Due to this increase, the corresponding county match increased \$1.1M, which may require public/private partnership. Failure to meet the increased match could potentially put the project on hold for over 10 years.

Town of Kremmling:

Tom Clark stated that the Verizon tower in Kremmling has been completed. However, citizens in metal buildings are reporting that they cannot receive Verizon voice services. Tom also reported that the Safety Improvement Project on Hwy 9, south of Kremmling, has not negatively impacted retail sales. Kremmling sales tax is up 6% over last year (its banner year.)

Pitkin County:

Patti reported progress on the Pitkin County broadband project, which leverages a DOLA grant and cooperation with Gunnison, Eagle, and Garfield Counties. Pitkin County is considering adding a broadband question to the November ballot and is in the process of drafting language. It is anticipated that Summit, Moffat, Jackson, and Winter Park/Fraser will do the same.

Patti also spoke of progress on the Good Samaritan Mine Waste Cleanup Pilot Program. This project would allow private individuals or parties to remediate sites without Superfund or EPA liability.

Finally, Patti is looking forward to the USA Pro Challenge bicycle race traveling through Pitkin County and over Independence Pass on August 19th and August 20th, 2015. Karn stated that the race would be coming through Summit County on three different days, and both reminded the Council to check for race related closures, if traveling to the region.

Town of Gypsum:

Jeff Shroll stated that the Town of Gypsum applied for a DOLA grant for a gun club facility on Tuesday. Karn discussed Summit County’s success with their shooting range project and offered advice and support. Jeff further remarked that Gypsum Days was a success, with around 4,000 attendees.

Grand County:

James Newberry discussed the allegations against him, and how the charges relate to NWCCOG. He reminded the Council to scrutinize meeting minutes, and he advised members to ensure that they are listed in the minutes, if they attend a meeting.

New Business: None.

Adjournment:

M/S/P Patti Clapper/Tom Clark to adjourn meeting at 11:02 a.m.

Karn Stiegelmeier, NWCCOG Chair

Date

Date	List of Payments (July 2015)	Program	Amount
07/01/2015	UNUM Life Insurance CO of America	SPLIT - EE Benefits	1,051.20
07/01/2015	Colorado Department of Revenue	SPLIT - Payroll	104.00
07/03/2015	1st Bank Direct Deposit	SPLIT - Payroll	50,513.83
07/03/2015	1st Bank Checking	Credit Card Fees - EIP	264.98
07/05/2015	Employee Benefits Corporation	SPLIT - FSA	508.31
07/06/2015	US Treasury	SPLIT - Payroll	8,945.08
07/08/2015	Colorado Department of Revenue	SPLIT - Payroll	2,190.00
07/09/2015	County Health Pool	SPLIT - EE Benefits	31,515.56
07/10/2015	Family Support Registry	Garnishment	181.00
07/13/2015	Alpine PC	SPLIT - Computer/Network Support	1,964.98
07/13/2015	Anthony's Quality Quick Print	SPLIT - Printing Indirect/Homeland Security	191.00
07/13/2015	Bryant Liles	RTCC	885.04
07/13/2015	Employee Benefits Corporation	SPLIT - FSA	53.00
07/13/2015	Four Sprys Investments	WX	889.40
07/13/2015	Graves, William	RTCC	71.78
07/13/2015	Lane Wyatt, Inc	QQ	3,567.64
07/13/2015	Miller, Garrison	RTCC	81.40
07/13/2015	NW Colorado Center for Independence	RTCC	597.10
07/13/2015	Pitney Bowes	SPLIT - Postage	144.07
07/13/2015	Quill Corporation	SPLIT - Office Supplies	131.21
07/13/2015	Sullivan Green Seavy, LLC	QQ	4,259.50
07/13/2015	The Summit Recycler, Inc	SPLIT - Recycling	50.00
07/13/2015	US Bancorp Equipment Finance, Inc.	SPLIT - Copier	1,013.24
07/13/2015	Century Link	SPLIT - Utilities	595.40
07/14/2015	US Treasury	SPLIT - Payroll	282.92
07/17/2015	Family Support Registry	Garnishment	181.00
07/20/2015	1st Bank Direct Deposit	SPLIT - Payroll	46,212.84
07/20/2015	1st Bank Direct Deposit	SPLIT - Payroll	3,036.64
07/20/2015	Lake County Treasurer	WX	75.00
07/20/2015	Employee Benefits Corporation	SPLIT - FSA	508.31
07/21/2015	US Treasury	SPLIT - Payroll	8,784.36
07/21/2015	Alpine PC	C4HCO	90.00
07/21/2015	Alvarez Cortes, Roman	RTCC	66.70
07/21/2015	Anthony's Quality Quick Print	SPLIT - Printing Indirect/EIP	213.00
07/21/2015	Archibeque, Oralia	RSVP	58.00
07/21/2015	Avila, Jeanette	RTCC	108.04
07/21/2015	Bart, Lawrence	RTCC	155.40
07/21/2015	Carr, Linda	RSVP	24.00
07/21/2015	Christiansan, Elmer	RSVP	54.40
07/21/2015	Cornerstone Geospatial Consulting	Regional Business	4,625.00
07/21/2015	Creative Catering	QQ	570.00
07/21/2015	CTS Language Link	RTCC	14.32
07/21/2015	De Anda, Sophia	RTCC	84.36
07/21/2015	Dela-Cruz, Mario	RTCC	105.45
07/21/2015	Einspahr, Sandra	RSVP	69.60

07/21/2015	Employee Benefits Corporation	SPLIT - FSA	52.25
07/21/2015	Erin Fisher-vendor	AAAA	130.55
07/21/2015	Faber-Carlin, Ottalie	RSVP	160.00
07/21/2015	First Call Communications	SPLIT - Phone Support	98.00
07/21/2015	Gamble, Nancy	RSVP	80.00
07/21/2015	Giese, Bruce	RSVP	44.00
07/21/2015	Glenn Horvath	RTCC	51.06
07/21/2015	Heicher, Kathleen	RSVP	22.00
07/21/2015	Infinite	SPLIT - Conference Call	101.93
07/21/2015	Jean Hammes	AAAA	1,368.05
07/21/2015	Lucio Rosas Bravo	RTCC	172.79
07/21/2015	McCafferty, Marlene	RSVP	160.00
07/21/2015	Mehl, Clinton	RSVP	80.00
07/21/2015	Mehl, Esther	RSVP	80.00
07/21/2015	Miller, Garrison	RTCC	165.76
07/21/2015	Mott, Dave	RSVP	200.00
07/21/2015	Mott, Susan	RSVP	220.00
07/21/2015	North Star Consulting Group	SPLIT	463.75
07/21/2015	NWCCOG Foundation{vendor}	Foundation	4,500.00
07/21/2015	Pittman, Sydney	RSVP	104.00
07/21/2015	Policastri, Anna	RSVP	72.00
07/21/2015	Quill Corporation	SPLIT - Office Supplies	1,206.23
07/21/2015	Russo, Thomas	RSVP	100.00
07/21/2015	Summit Bookkeeping & Payroll, Inc	SPLIT - Bookkeeping Services	4,136.22
07/21/2015	Susan Juergensmeier (vendor)	RTCC	294.92
07/21/2015	Trilogy Integrated Resources, LLC	AAAA	3,600.00
07/21/2015	Verizon Wireless Services	SPLIT - Cell Phones	615.71
07/21/2015	Vernell, Debbie	RSVP	14.00
07/21/2015	Von Ohlsen, Herta	RSVP	128.00
07/21/2015	Wilhelm, Kay	RSVP	54.40
07/21/2015	Wyatt, Bobby	RTCC	28.12
07/21/2015	X-cel Energy	SPLIT - Utilities	41.89
07/21/2015	Zinda, George	RSVP	48.00
07/21/2015	Hack, Alissa	NLF	17.86
07/21/2015	Summit Bookkeeping & Payroll, Inc	SPLIT - Bookkeeping Services	175.00
07/22/2015	Colorado Department of Revenue	SPLIT - Payroll	2,151.00
07/23/2015	20/20 Eye Care	AAAA	419.00
07/23/2015	AARP	AAAA	16.00
07/23/2015	Aspen Valley Eye Care	AAAA	320.00
07/23/2015	Barton Perreira	AAAA	300.00
07/23/2015	Bundy-Fazioli, Kim	AAAA	110.40
07/23/2015	Chocolate Software, LLC	AAAA	112.50
07/23/2015	Colorado Cataract & Laser	AAAA	425.00
07/23/2015	Colorado Legal Services (v)	AAAA	699.00
07/23/2015	Comfort Dental - GWS	AAAA	96.15
07/23/2015	Consortium for Older Adult Wellness	AAAA	3,502.74
07/23/2015	Eagle Co Health & Human Services	AAAA	7,761.91

07/23/2015	Eagle Co Public Health	AAAA	2,250.00
07/23/2015	Eagle County Healthy Aging	AAAA	2,097.00
07/23/2015	Eagle Family Dentistry	AAAA	500.00
07/23/2015	Eagle Valley Senior Life	AAAA	989.06
07/23/2015	Garfield County DHS	AAAA	150.72
07/23/2015	Grand County Council on Aging	AAAA	958.30
07/23/2015	Grand County Government	AAAA	3,492.00
07/23/2015	Grand County Rural Health Network	AAAA	2,710.00
07/23/2015	Gray, Dyann	AAAA	2.88
07/23/2015	Hagen, Betty	AAAA	310.35
07/23/2015	Heart of the Mtns Hospice	AAAA	1,000.00
07/23/2015	Hendershott, Melaine	AAAA	3,722.21
07/23/2015	Home Care & Hospice of the Valley	AAAA	90.68
07/23/2015	Hundertmark, Kathryn	AAAA	6.28
07/23/2015	Jackson County Council on Aging	AAAA	9,326.39
07/23/2015	Judy Martin	AAAA	270.00
07/23/2015	Knoll, Ardlene	AAAA	14.50
07/23/2015	Marsha Braddy	AAAA	133.98
07/23/2015	Mitch Ringquist	AAAA	50.00
07/23/2015	n4a	AAAA	2,465.00
07/23/2015	NanoPac, Inc.	AAAA	7,571.90
07/23/2015	Packer, Betsy	AAAA	138.00
07/23/2015	Pitkin County Senior Services	AAAA	9,320.83
07/23/2015	Sara Qualls	AAAA	127.08
07/23/2015	Seedorf, Richard	AAAA	200.00
07/23/2015	Summit County Senior Services	AAAA	2,025.00
07/23/2015	To The Rescue	AAAA	760.33
07/23/2015	Vail Vision	AAAA	458.00
07/23/2015	CIMA	RSVP	328.95
07/23/2015	Foods of Vail-Home Catering Inc	AAAA	163.50
07/23/2015	Lewan & Associates Inc	SPLIT - Copier Expense	107.38
07/23/2015	Lotic Hydrological, LLC	QQ	1,474.00
07/23/2015	Town of Walden (vendor)	Regional Business	152.36
07/23/2015	Summit Bookkeeping & Payroll, Inc	SPLIT - Bookkeeping Services	2,162.31
07/23/2015	Summit Car Clinic	WX	46.49
07/23/2015	Wex Bank	SPLIT - Fuel Motor Pool/WX/EIP	3,630.32
07/23/2015	X-cel Energy	SPLIT - Utilities	17.28
07/23/2015	Owens, Trent	EDD	2,500.00
07/24/2015	Victoria Jarvis	QQ	5,325.50
07/24/2015	Pickett-Heaps, David	EIP	182.09
07/24/2015	Bonelli, Alisa	RTCC	173.90
07/24/2015	Bryant Liles	RTCC	201.50
07/24/2015	DelVillar, Mavy	RTCC	1,085.58
07/24/2015	Grand County Council on Aging	RTCC	923.10
07/24/2015	Jacobson, Karen	RTCC	101.80
07/24/2015	Stamp, Laura	RTCC	1,153.24
07/24/2015	Summit Bookkeeping & Payroll, Inc	SPLIT - Bookkeeping Services	302.50

07/24/2015	George T Sanders	WX	104.66
07/24/2015	Westland Distributing Group	WX	139.60
07/24/2015	Whirlpool Contract/Retail	WX	1,265.00
07/27/2015	State of CO - Colorado Energy Office	WX	187,208.75
07/27/2015	1st Bank Credit Card - WX GEO	WX	11,282.95
07/27/2015	1st Bank Credit Card - COG	SPLIT - Credit Card	7,395.93
07/28/2015	Bart, Lawrence	RTCC	155.40
07/28/2015	Briggeman, Elizabeth	RTCC	252.39
07/28/2015	Bryant Liles	RTCC	1,086.54
07/28/2015	Comcast	SPLIT - Phone	138.86
07/28/2015	De Anda, Sophia	RTCC	92.50
07/28/2015	Dennison, Deborah	RTCC	368.62
07/28/2015	Federal Express{vendor}	SPLIT - Overnight Postage	65.69
07/28/2015	Karin Wrape	RTCC	8.88
07/28/2015	Mountain States Employers Council	SPLIT	918.31
07/28/2015	Muller, Nancy	RSVP	12.00
07/28/2015	Policastri, Anna	RSVP	48.00
07/28/2015	Quill Corporation	SPLIT - Office Supplies	809.13
07/28/2015	Rock, Joanne	RTCC	42.92
07/28/2015	Solorzano, Cleto	RTCC	37.74
07/28/2015	Summit Car Clinic	SPLIT - Vehicle Service Motor Pool/EIP/WX	324.77
07/28/2015	Vernell, Debbie	RSVP	28.00
07/28/2015	Century Link	WX	183.49
07/28/2015	Denver Winair Co	WX	1,136.77
07/31/2015	Colorado State Treasurer	SPLIT - Unemployment	98.06
07/31/2015	Lowe's	WX	1,614.60
07/31/2015	Four Sprys Investments	WX	889.40
07/31/2015	1st Bank Direct Deposit	SPLIT - Payroll	57,202.64
07/31/2015	Grand County Senior Nutrition	AAAA	469.48
07/31/2015	NWCCOG	NLF	8,031.83

NWCCOG

STATEMENT OF REVENUES AND EXPENDITURES

7-31-15

58.3% of the year

	2015 REVENUE BUDGET	REVENUE YTD ACTUAL	REVENUE BUDGET TO ACTUAL	2015 EXPENSE BUDGET	EXPENSES YTD ACTUAL	EXPENSES BUDGET TO ACTUAL	2015 NET BUDGET	REVENUES OVER EXPENSES ACTUAL	Beginning of Year RESERVED PROGRAM FUNDS
COG PROGRAM FUNDS									
Core Programs									
REGIONAL BUSINESS	407,125	287,818	71%	419,802	259,897	62%	(12,677)	27,921	
Regional HUB-C4HCO	95,850	38,575	40%	95,850	46,990	49%	0	(8,415)	
ELEVATOR INSPECTION	490,000	292,255	60%	407,141	317,259	78%	82,859	(25,004)	22,500
AGE/NUTRITION (non-Grant)	0	0		0	(4,775)		0	4,775	5,504
AGE/NUTRITION(State FY 14/15)	447,150	541,327	121%	447,150	524,495	117%	0	16,832	
AGE/NUTRITION (State FY 15/16)	447,150	133,891	30%	447,150	26,022	6%	0	107,869	
COLORAD HEALTH FOUNDATION	95,850	940		95,850	(4,737)		0	5,677	
AGE/NUTRITION TOTAL	990,150	676,157	76%	990,150	541,005	55%	0	135,152	5,504
WATERSHED SERVICES	26,812	18,314	68%	26,812	9,332	35%	0	8,983	
ECONOMIC DEVELOPMENT DIST	135,060	92,656	69%	135,060	87,505	65%	0	5,151	
WEATHER (non-grant)	0	30,956		0	20,155		0	10,801	
WEATHER (State FY14/15)	600,482	647,442	108%	600,482	664,486	111%	0	(17,043)	
WEATHER (State FY15/16)	600,482	1,864	0%	600,482	73,121	12%	0	(71,257)	
ENERGY MANAGEMENT TOTAL	1,200,964	680,263	54%	1,200,964	757,761	63%	0	(77,499)	0
Other COG Programs									
HOMELAND SECURITY	21,750	72,564	334%	21,750	72,564	334%	0	0	
CO BARK BEETLE COOPERATIVE	6,948	3,435	49%	6,948	221	3%	0	3,214	
SBDC	0	6,224		0	6,223		0	1	
NWCCoG FOUNDATION	0	18,900		0	19,103		0	(203)	
REGIONAL TRANSPORTATION CC	327,256	203,468	62%	327,256	165,721	51%	0	37,747	
Total COG Program Funds	3,701,915	2,390,630	65%	3,631,733	2,283,583	63%	70,182	107,047	28,004
EXTERNAL PROGRAM FUNDS									
WATER QUALITY/QUANTITY	174,743	164,822	94%	174,743	96,245	55%	0	68,577	\$125,185
SWQC	54,425	30,884	57%	54,425	14,577	27%	0	16,307	0
Total External Program Funds	229,168	195,707	85%	229,168	110,823	48%	0	84,884	125,185
Total Program Funds	3,931,083	2,586,337	66%	3,860,901	2,394,406	62%	70,182	191,931	153,189
REGIONAL LOAN FUND	421,500	430,660	102%	421,500	61,925	15%	0	368,735	593,343
INTERNAL SERVICE FUNDS									
INDIRECT	177,753	110,385	62%	178,339	116,141	65%	(586)	(5,756)	-
COG BUILDING FUND	75,648	42,604	56%	67,360	37,554	50%	8,288	5,050	17,699
MOTOR POOL	36,000	21,450	60%	43,935	12,611	35%	(7,935)	8,839	38,314
Total Service Funds	289,401	174,439	60%	289,634	166,306	57%	(233)	8,133	56,013
COG FUNDS Subtotal	4,641,984	3,191,436	69%	4,572,035	2,622,637	56%	69,949	568,799	802,545

Northwest Colorado Council of Governments
Summary Balance Sheet
As of July 31, 2015

08/20/15

Accrual Basis

	Jul 31, 15
ASSETS	
Current Assets	
Checking/Savings	991,313.69
Accounts Receivable	1,175,700.61
Other Current Assets	263,781.80
Total Current Assets	2,430,796.10
Fixed Assets	1,028,784.11
TOTAL ASSETS	<u>3,459,580.21</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	19,181.39
Credit Cards	4,139.05
Other Current Liabilities	588,085.96
Total Current Liabilities	611,406.40
Long Term Liabilities	639,608.07
Total Liabilities	1,251,014.47
Equity	2,208,565.74
TOTAL LIABILITIES & EQUITY	<u>3,459,580.21</u>

Northwest Colorado Council of Governments
Budget vs Actual - 8800 - Northwest Loan Fund
 July 2015

4:49 PM
 08/17/2015
 Accrual Basis

	<u>Jan - Jul 15</u>	<u>YTD Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
4770 · Loan Recovery	805.39	23,000.00	3.5%
4000 · Grant Income			
4250 · Administration	56,704.00		
4200 · State Grant Income	354,400.00	390,000.00	90.87%
Total 4000 · Grant Income	<u>411,104.00</u>	<u>390,000.00</u>	<u>105.41%</u>
4620 · Reimbursed Expenses	387.00		
4720 · Revolved Interest			
4722 · Loans made after 1/1/14	10,532.58		
4721 · Loans made prior to 12/31/13	656.78		
4720 · Revolved Interest - Other	0.00	6,500.00	0.0%
Total 4720 · Revolved Interest	<u>11,189.36</u>	<u>6,500.00</u>	<u>172.14%</u>
4730 · Origination Fee	7,174.00	2,000.00	358.7%
Total Income	<u>430,659.75</u>	<u>421,500.00</u>	<u>102.17%</u>
Gross Profit	430,659.75	421,500.00	102.17%
Expense			
6100 · Payroll Expenses			
6112 · Program Director	37,647.12	57,437.00	65.55%
6131 · Office Wages	630.38		
6210 · Taxes & Benefits	8,526.00	13,597.00	62.71%
Total 6100 · Payroll Expenses	<u>46,803.50</u>	<u>71,034.00</u>	<u>65.89%</u>
6130 · Meeting Expense	34.03		
6520 · Outside Contract			
6420 · Fiscal Officer Expense	175.00		
6421 · Fiscal Assistant Expense	1,050.00	2,160.00	48.61%
6510 · Contractor	1,179.60	1,000.00	117.96%
6520 · Outside Contract - Other	17.86		
Total 6520 · Outside Contract	<u>2,422.46</u>	<u>3,160.00</u>	<u>76.66%</u>
6610 · Office Supplies	989.94	889.00	111.35%
6640 · Postage	302.94	150.00	201.96%
6650 · Printing & Publications	414.83	200.00	207.42%
6680 · Dues & Subscriptions	802.26	850.00	94.38%
6720 · Rent & Utilities	1,367.52	2,344.00	58.34%
6730 · Telephone Expense	401.76	720.00	55.8%
6930 · Bad Debts - written off	-322.16		
7120 · License & Permits	352.70		
7130 · Travel & Meeting	3,654.24	7,500.00	48.72%
7320 · Pass-Through Funds	0.00	327,600.00	0.0%
7910 · Indirect Cost Allocation	4,700.48	7,053.00	66.65%
Total Expense	<u>61,924.50</u>	<u>421,500.00</u>	<u>14.69%</u>
Net Ordinary Income	<u>368,735.25</u>	<u>0.00</u>	<u>100.0%</u>
Net Income	<u><u>368,735.25</u></u>	<u><u>0.00</u></u>	<u><u>100.0%</u></u>

Northwest Colorado Council of Governments
Balance Sheet by Class -8800- Northwest Loan Fund

As of July 31, 2015

8800- Northwest Loan Fund

ASSETS

Current Assets

Checking/Savings

1015 · NLF 1st Bank Checking 322,546.31

Total Checking/Savings 322,546.31

Accounts Receivable

1115 · NLF Loan Receivable 650,395.70

Total Accounts Receivable 650,395.70

Other Current Assets

1315 · NLF - Allowance for Loan Loss -10,805.00

Total Other Current Assets -10,805.00

Total Current Assets 962,137.01

TOTAL ASSETS 962,137.01

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable 59.15

Total Accounts Payable 59.15

Total Current Liabilities 59.15

Total Liabilities 59.15

Equity

3000 · Fund Balance

3100 · NLF Net Assets 252,469.76

Total 3000 · Fund Balance 252,469.76

3900 · Retained Earnings 340,872.85

Net Income 368,735.25

Total Equity 962,077.86

TOTAL LIABILITIES & EQUITY 962,137.01

Northwest Loan Fund OPEN CONTRACT FUNDS Portfolio 7-31-15

	Loan Date	Original Amount	Current Balance		Original Term	Payment Plan	Last Paid Date	Principle Reduction - Last Pmt	Maturity	Rate
1	5/6/2014	\$50,000.00	-		Five/Three	\$951	12/31/2014	45474.29	5/6/2017	5.25%
2	5/14/2014	\$40,000.00	36,260.15		Ten/Five	\$430	7/5/2015	265.57	5/14/2019	5.25%
3	6/5/2014	\$20,000.00	18,136.86		Ten/Three	\$215	7/25/2015	135.07	6/5/2017	5.25%
4	10/16/2014	\$95,000.00	-		Ten/five	\$1,022.85	12/8/2014	94614.44	10/17/2019	5.25%
5	10/16/2014	\$51,500.00	46,745.74		Five/skip May Jun	\$967.67	5/20/2015	779.55	10/17/2019	4.75%
6	12/5/2014	96,000.00	89,135.79		Five/Five	\$1,828.00	6/11/2015	1447.56	12/5/2019	5.25%
7	12/31/2014	52,000.00	50,489.60		Seven/Three	\$744.00	7/16/2015	520.77		5.25%
8	2/27/2015	60,000.00	46,529.98		44 months	\$1,505.00	9/17/2097	1295.76	10/19/2018	5.25%
9	4/22/2015	11,400.00	11,332.62		Five	\$217.00	7/22/2015	67.38	4/22/2020	5.25%
10	4/22/2015	86,000.00	86,000.00		77/36 months	\$1,300.00			4/22/2018	5.25%
11	4/22/2015	75,000.00	74,495.10		Five	\$1,430.00	7/15/2015	504.9	4/22/2020	5.25%
12	6/18/2015	80,000.00	80,000.00		Five/Three	\$1,522.00			6/18/2018	5.25%
13	7/29/2015	35,000.00	-		42 months	\$915.00			2/3/2019	5.25
		751,900.00	539,125.84							

Northwest Loan Fund REVOLVED FUNDS Portfolio - 6-30-15

	Loan Date	Original Amount	Current Balance	Original Term	Payment Plan	Last Paid Date	Principle Reduction - Last Pmt	Maturity	Rate
5	4/9/2008	\$25,000	20,301.63	24 mo. \$1259.86	\$300 mo.	7/27/15	\$210	3/15/2010	6.25%
20141223	12/30/2014	\$95,000	90,968.23	10/5 year	\$1,022.85	1/30/2099	\$624		
			111,269.86						



PROGRAM UPDATES

To: NWCCOG Council
From: NWCCOG Staff
Date: August 19, 2015
Re: August 2015 Program Updates

The following are the events of note that have occurred since the July 23, 2015 NWCCOG meeting.

Administration – *Liz Mullen, Executive Director*

- 2016 NWCCOG and QQ dues notices were mailed to all members on August 10th, 2015.

Alpine Area Agency on Aging (Alpine AAA) – *Jean Hammes, Director*

Material Aid Dental program

- The Alpine AAA Material Aid Dental program has been identified as a candidate to be included in the database of oral health programs by the U.S. Administration for Community Living (ACL). ACL and the Office on Women’s Health have teamed together in a joint initiative to improve the oral health of older adults. This partnership is identifying and vetting low-cost, community-based oral health services for older adults for inclusion in a database of promising programs to deliver these services and provide a how-to-guide for communities interested in replicating, adapting, or starting their own oral health care program. The Alpine AAA has submitted the additional program information to ACL for the continued evaluation of this program and potential inclusion in the database.

AlpineAAA staff Delegation at n4a conference

- In July, Erin Fisher and Jean Hammes attended the 2015 n4a National Conference & Tradeshow in Philadelphia. In addition to taking part in the education and advocacy programs offered at the annual conference, the 2015 White House Conference on Aging (WHCOA) took place at the White House during the conference (July 13). A watch party was held at the n4a conference to hear speakers and President Obama’s remarks delivered from the White House, as well as panel discussions from industry leaders, advocates, caregivers, athletes, and innovators.
- As part of this year’s conference, three individuals were recognized during n4a’s annual awards ceremony. Congratulations to Guy Dutra-Silveira of the Pikes Peak Area Agency on Aging in Colorado Springs! Guy received the National Association of Area Agencies on Aging’s (n4a) Excellence in Leadership Award. During the n4a Conference General Session, Guy was honored along with one other area agency on aging leader and one Title VI leader with this prestigious award.

Grant Review Committee (Region 12 Regional Advisory Council)

- With the approval of the Region 12 Four-Year Area Plan on Aging, the Grant Review Committee met on August 13 to review the scoring of the proposals received through the Request For Proposal process. Based on the evaluation criteria and the proposal rating scores, 10% of the proposals received will

advance for funding consideration. The Grant Review Committee agreed that the remaining proposals will need to be resubmitted, in order for the committee to make a decision about their proposals.

- Given the high number of proposals that need to be resubmitted and re-evaluated, the Grant Review Committee will need to extend the timeline to complete the proposal review and award selection process for SFY 2015-2016 service contracts. The Grant Review Committee will now present their funding recommendations to the Region Advisory Council at its November 4, 2015 meeting. Upon action by the advisory council, contracts will be issued to the selected awardees on November 5. The SFY 2015-2016 service contracts will need to be signed and executed no later than December 31, 2015 for the initial contract period of January 1st-June 30, 2016.
- The Regional Advisory Council's regularly scheduled meeting for September 9th, 2015 is cancelled.

Other Information

- The Region 12 Regional Advisory Council lost one of its members earlier this month. Member Dan Waddell [Grand Lake] passed away on August 8th, 2015. Dan served on the Regional Advisory Council as a Grand County appointee, and he was also the Board President for the Grand County Council on Aging. His wife, Charlotte, also serves on the Regional Advisory Council. A memorial service was held on August 15th, 2015, in Lakewood. May Dan rest in peace. In lieu of flowers, memorial donations can be made to the Grand County Council on Aging (PO Box 42, Granby, CO 80446).
- Congratulations to Pitkin County Commissioner, Steve Child, who was appointed to the Strategic Action Planning Group on August 5th, 2015. The Strategic Action Planning Group, formed under House Bill 15-1033, will study and produce a comprehensive strategic action plan on aging in Colorado, through the year 2030. The Governor's Strategic Action Planning Group met on August 17th, 2015 to begin brainstorming strategies on how to prepare for the challenges that lie ahead. Commissioner Child's term on the planning group expires on August 1st, 2017.

Alpine Area Retired and Senior Volunteer Program (RSVP) – C.J. Grove, NWCCOG Volunteer Program Coordinator, RSVP Program Director

- As of August 1st, 2015, the program officially changed its name from Eagle County RSVP to Alpine Area RSVP.
- The Alpine Area RSVP program received a new grant budget increase from the Corporation for National and Community Service (CNCS) of \$3,000. This is a one-time increase and will not apply to next year's budget.
- On August 1st, 2015, Alpine Area RSVP started providing volunteer liability and supplemental accident insurance for program volunteers.
- Alpine Area RSVP has also partnered with AARP to provide the Safe Driver class and Tax Preparation programs for residents of Eagle County.
- CJ met with program volunteers in Edwards on August 12th, 2015 to explain program changes, and she has a meeting scheduled in the Basalt/El Jebel area to meet current volunteers and recruit new volunteers on September 14th, 2015.

- CJ will be attending the National Conference on Volunteering and Service in Houston, TX, October 19th - 21st, 2015.
- Alpine Area RSVP has applied to be a certifying organization for the Points of Light Foundation and will be able to award Presidential Service Awards.

State Health Insurance Assistance Program (SHIP)/Senior Medicare Patrol (SMP) –T.J. Dufresne, Health Insurance Assistance Coordinator

- The new Northwest Colorado Council of Governments' Health Care Assistance Program is now fully operational and is led by T. J. Dufresne as the Health Insurance Assistance Coordinator. The program implements the SHIP (State Health Insurance Program,) as well as the Colorado Senior Medical Patrol Program (SMP). The SHIP Program is, in essence, a Medicare Counseling and Enrollment Program. The SMP (Senior Medical Patrol) Program is geared towards the prevention of Medicare fraud through outreach and education. SMP also, identifies possible incidents of fraud and fraudulent marketing practices by insurance agents and brokers. The SMP program will also facilitate the reporting of fraudulent Medicare activities and incidents.
- As of July 1, 2015, there were only six Certified Volunteer SHIP Counselors. Five resided in Summit County and one resided in Pitkin County. The Division of Insurance added the Northwest Colorado Council of Governments' phone number to the state directory, and in the first two weeks, we logged 21 calls, most from Eagle County. The recruitment of Volunteer SHIP/SMP Counselors in Eagle County quickly became a priority. Thanks to our partnership with the new Alpine Area RSVP Program, we now have two newly certified SHIP/SMP Counselors in Eagle County and an additional Eagle County volunteer awaiting the next certification training. The recruitment process for volunteer SHIP/SMP Counselors for Grand and Jackson counties has begun.
- As part of coordination efforts within our five county region, we will work to identify the number of volunteers needed to assist Medicare eligible beneficiaries (individuals who are sixty-five and older, as well as individuals with qualifying disabilities) to meet individual county needs. The Health Care Insurance Assistance Program Coordinator is also responsible for the planning, coordinating, and implementing Medicare education and enrollment activities, as well as Medicare fraud prevention, educational workshops, outreach, and reporting. The Program Coordinator will also serve as a regional Medicare enrollment and fraud prevention expert.
- Dates to Remember: Medicare Open Enrollment is November 17th, 2015 – December 15th, 2015

Broadband Projects – Nate Walowitz, Regional Broadband Coordinator

- Below is a summary of the decisions made by NWCCOG's participating jurisdictions regarding a November 2015 Ballot Referendum related to a SB-152 Exemption:
 - o Eagle County – No Action
 - o Grand County – Not on ballot in 2015
 - o Jackson County – On November ballot
 - o Moffat County – On November ballot, with additional resolution for Town of Craig

- Pitkin County – On November ballot
 - Rio Blanco County – Previously passed in November 2014
 - Routt County – On November ballot
 - Summit County – On November ballot
 - Town of Fraser – In consideration, as of Aug 7th, 2015
 - Town of Red Cliff – Previously passed in November 2014
 - Town of Winter Park – On November ballot
- Tri-State Energy has fiber that can be made available for middle mile transport. In order to allow their network to be used for commercial use, they need to modify their right of way agreements with private and public land owners. They have requested NWCCOG and individual county assistance to accomplish this task.
 - Pitkin, Rio Blanco, and Routt Counties, the Town of Red Cliff, and NWCCOG were awarded DOLA Broadband Grants this past funding cycle. Routt County has already submitted an application for the August cycle.
 - NWCCOG is supporting State of Colorado OIT to collect asset and requirements information for the FirstNet Colorado system. Note: The data FirstNet Colorado is requesting is two separate pieces of information from each agency. The first is the number of units/radios per agency, and the second a KMZ file with call data for the past 12 months per agency.
<https://sites.google.com/a/state.co.us/firstnetcolorado/>. The data collection process needs to be completed by the new date of September 2, 2015.
 - NWCCOG coordinated the contribution of radio site and tower information, allowing FirstNet Colorado to improve the network design for Northcentral and Northwest Colorado.
 - NWCCOG solicited and posted Cable Franchise Agreements from local jurisdictions on the NWCCOG Google Drive. This was shared with Local/County government officials and the NWCCOG Broadband Steering Committee. This shared folder will be updated as new agreements are received.

Economic Development District (EDD) – *Rachel Lunney, Director*

- **CEDS Update** – NWCCOG EDD is required to update its Comprehensive Economic Development Strategy (CEDS) by the end of 2016. This will be a major project for next year. NWCCOG may be seeking funding through DOLA/ EIAF grant program to hire a consultant to create an on-line CEDS. This will be a web-based tool, providing data, economic indicators, demographics, etc. about the region, rather than a paper document that sits on a shelf. It will also serve as a marketing tool for the region. Rachel is researching other EDDs and regional economic development organizations that have on-line CEDS to estimate costs for this project.
- **SBDC** – The Women’s Business Conference will be held on Friday, October 9th, 2015, in Vail. NWCCOG EDD has been a key partner in the promotion of this event.
- **Work Well Collaborative** – There was a meeting of the WorkWell Collaborative on August 12th, 2015 at the CMC Edwards Campus. Both public and private sector stakeholders were present. The purpose of the meeting was to establish next steps for the project which includes:
 - Hiring Health Links Advisors (one in each county)

- Conducting a Health Links Advisor training (possibly 8/27)
- Increasing representation in the WorkWell Collaborative Advisory Committee (esp. key industry representatives)
- Developing a campaign and marketing/outreach plan

There was a brainstorming session held at the August 12th, 2015 meeting, where meeting attendees developed ideas for a marketing and outreach plan in the following categories:

- Strategic partnerships
- Events
- Stakeholder groups
- Media channels.

A page on the NWCCOG EDD website has been developed to house information related to this project: <http://nwcoloradobusiness.org/projects/health-and-wellness-sector-partnership/workwell-collaborative/>. The next meeting date is tentatively scheduled for October 8th, 2015 at CMC Dillon.

- **Kitchen Business Incubator Study** – This study is well underway. Trent Owens from the SBDC is heading up the project. He has researched other incubators in the U.S., and he is in the process of conducting a survey to gather input from food businesses (and those looking to develop food businesses) in the region to assess needs; he is meeting with real estate brokers on potential spaces in Summit County that may be suitable for developing the incubator. Results will be presented at the October 28th, 2015 working group meeting.
- **Partnership with Grand County on Disney Way training** – Grand County Economic Development is offering a customer services training program called “The Disney Way: What if Walt Ran Your Organization” September 28th, 2015 – September 30th, 2015 in Grand Lake. One of the elements stated in the NWCCOG EDD 2015 Scope of Work is to support area tourism businesses with their activities. Recognizing that customer services plays such an important role in tourism businesses, NWCCOG EDD is partnering with Grand County Economic Development to offer a limited number of scholarships to businesses, non-profits, and/or governments in the region (2 in each county) to attend this training.

Elevator Inspection Program (EIP) – *Steve Allen, Director*

- The Elevator Inspection Program is seeing sustained growth in new elevator construction and modifications of existing elevators. The program is moving forward with an increased number of 5 year witnessing projects. Annual inspections are current. Training of new inspectors is proceeding on track.

Energy Management (Weatherization) – *Liz Mullen, Executive Director*

- The Weatherization Program closed out the 2014/2015 grant, as of June 30th, 2015. They weatherized 155 homes across their 13-county region with \$1,255,234 in grant funds.
- The 2015/2016 grant began on July 1st, 2015. Currently the grant contract is for \$1,233,331 and a goal of 126 homes, but additional funds are expected through a budget amendment in January 2016, which will increase the production goal.

Northwest All Hazards Emergency Management Region (NWAHEMR) – *Kim Cancelosi, Coordinator*

- The NWAHEMR Executive Committee, comprised of the Emergency Managers for the 10 participating counties, is working to update the regional THIRA (Threat and Hazard Identification and Risk Assessment.) This will then allow them to produce an updated Regional Strategic Plan and a Regional Training and Exercise Plan. Compliance with THIRA is required to receive grant money and FEMA/state funding in the event of a disaster
- The Colorado Department of Homeland Security received the 2015 Homeland Security Grant Project (HSGP) Award Letter, and the division is currently working on the contracts for each region of the state. NWCCOG should receive the grant agreements on Tuesday, August 18, 2015 which will need to be signed no later than September 8th, 2015.
- The only activities currently still under the 2014 grant are Coordinator duties and planning. The northwest region credentialing training is scheduled for October 1st, 2015 in Rifle. All other grants have been closed.
- Currently the NWAHEMR Executive Board is updating the project proposal and grant scoring/evaluation forms for the 2016 grant process.
- The next regional board meeting is scheduled for September 16th, 2015, in Glenwood. The Summit meeting for groups wanting to submit project proposals is set for Tuesday, November 10th, 2015, in Rifle.

Northwest Loan Fund (NLF) - *Anita Cameron, Director*

- The recommendations made to the Loan Committee on June 11th, 2015 and July 9th, 2015 were approved.
- Inquiry calls continue, and many are encouraged to submit applications. A repeat customer applied for additional funds this week.
- In July, Anita was in Grand County for a loan closing and the graduation of the NxLevel Business Plan writing class. Another few days on the road included visits with:
 - Our customer in Aspen
 - Olive Ridley's Coffee in Rifle
 - And a loan closing in Glenwood Springs, our second loan in Garfield County.
- The Webpage and some of the application documents have been streamlined.

Regional Transportation Coordinating Council (RTCC) – *Susan Juergensmeier, Mobility Manager*

- The Mountain Ride Transportation Resource Call Center continues to be in demand. Most trips coordinated and booked to date are part of the regional Non-Emergent Medical Transportation (NEMT) Medicaid billing project.

- As of July 31, 2015, the following are the number of one way trips scheduled by county:
 - Eagle – 418 trips
 - Grand – 575 trips
 - Jackson – 16 trips
 - Pitkin – 209 trips
 - Routt – 453 trips
 - Summit – 479 trips

- In addition to booking trips, the Call Center Staff has provided referrals to our transit partners in all of our seven county region including RFTA and the Traveler in Garfield County. The following agencies collaborated with our call center to provide rides:
 - Grand County Council on Aging
 - Northwest Colorado Center for Independence
 - Summit Seniors
 - Garfield County Veterans Transportation

- In order to fund the Call Center’s continued operation, the RTCC is looking at additional funding sources. On August 19th, 2015, we submitted a profile page to be included on the Colorado Gives website. This year Colorado Gives Day will be on Tuesday, December 8th, 2015

- Marketing efforts for the Mountain Ride Transportation Resource Call Center are ongoing. In July, we had our printed materials translated into Spanish.

- The next RTCC meeting will be held at 10:00 a.m. on October 7th, 2015 at ECO Transit in Gypsum.

Water Quality and Quantity Committee (QQ) – Lane Wyatt and Torie Jarvis, Co-Directors

- Watershed Services regularly evaluates site applications for wastewater plants (Frisco SD, Kremmling SD, MidValley Metro).

- Comments on Denver Water's 401 Certification Application were submitted to CDPHE and are included in the NWCCOG Board packet.

- QQ and NWCCOG Watershed Services have initiated a facilitated process to determine an attainable clarity standard for Grand Lake. The process has just started, so we will report more on the progress at a later time.

- QQ held its summer board meeting on July 16th in Crested Butte, which was a real treat for our members! Gunnison County and Crested Butte are members of QQ, and it’s been many years since a board meeting has been held there.

- ☐ The US Environmental Protection Agency and the Army Corps of Engineers released their final rule updating the definition of “waters of the US.” This rule determines which waters fall under the protections of the Clean Water Act. QQ prepared a memorandum for its members on the final rule, and how it changed from the proposed rule that QQ commented on in October of 2014.

- QQ also continues participation in Learning By Doing, an adaptive management strategy for stream health and restoration in Grand County, in partnership with Grand County and Denver Water stakeholders. The group is planning a stream restoration project to be completed by the end of 2015.
- QQ continues work on the Colorado Water Plan. QQ submitted comments on the first full draft of the Plan, and the second full draft has just been published at www.coloradowaterplan.com. County commissioners in QQ met with metro area county commissioners to develop consensus comments on the Water Plan's Land Use section. The meetings resulted in a letter to the CWCB, outlining additional recommendations regarding land use in the Colorado Water Plan. Summit, Eagle, Grand and Pitkin Counties in the QQ region, along with Denver, Broomfield and Boulder County, signed this. We continue to submit comments that are protective of the headwaters' water quality and quantity. Comments on the second full draft of the Water Plan are due Sept. 17th, 2015. More information on the water plan is available at www.coloradowaterplan.com.
- QQ's next board meeting is scheduled for October 21st, 2015 in Silverthorne.



Post Office Box 2308 • Silverthorne, Colorado 80498
970-468-0295 • Fax 970-468-1208 • email: qqwater@nwccog.com

July 31, 2015

VIA EMAIL: cdphe_401comments_moffat@state.co.us

Water Quality Control Division
4300 Cherry Creek Drive South
Denver, CO 80246

RE: Comments for Moffat 401 Draft Certification

Northwest Colorado Council of Governments ("NWCCOG") is the designated 208 Agency for the region of the state that includes the portions of the Blue River, Fraser River and Upper Colorado River that will be impacted by the Moffat Collection System Project. ("Project.") The Regional 208 Plan contains a policy on Water Use and Development that states "The project developer shall mitigate the impacts to water quality and the aquatic environment caused by water projects."

NWCCOG has reviewed the Request for Clean Water Act Section 401 Water Quality Certification Final Report ("401 Report") to determine if the proposed project complies with the Areawide Water Quality Management Plan (208 Plan), and offers the following comments on the Moffat 401 Draft Certification.

State 401 Certification Authority and Responsibility

The requirement to obtain a 401 certification from the WQCD is grounded in Section 401 of the federal Clean Water Act which requires state certification of compliance with water quality standards and requirements for an application for any federal license or permit. Here, the certification is triggered by the FERC license and the 404 Permit applications for the enlargement of Gross Reservoir. In the certification decision, the Division's responsibility to consider the effects of the Project goes beyond the discharge of pollutants to Gross Reservoir because

VIA EMAIL: cdphe_401comments_moffat@state.co.us

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4300 Cherry Creek Drive South
Denver, CO 80246

RE: *Comments for Moffat 401 Draft Certification*

July 31, 2015

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the certification “shall apply to both the construction and *operation of the project* for which a federal license or permit is required, and shall apply to the water quality impacts associated with the project.”¹

Colorado’s regulations are consistent with the federal Clean Water Act in recognizing that changes in flow caused by the operation of a water project can effect water quality. The Clean Water Act’s definition of pollution as “the man-made or man induced alteration of the chemical, physical, biological, and radiological integrity of water” encompasses the effects of reduced water quantity.² Section 304 of the Act expressly recognizes that water “pollution” may result from “change in the movement, flow, or circulation of any navigable waters. . . including changes caused by the construction of dams.”³ EPA regulations also expressly require existing dams to be operated to attain designated uses.⁴

In *PUD No. 1 of Jefferson County v Washington Dept of Ecology*, the United States Supreme Court confirmed that mitigating impacts associated with changes in flows are valid considerations in state 401 Certifications.⁵ “In many cases, water quantity is closely related to water quality; a sufficient lowering of the water quantity in a body of water could destroy all of its designated uses, be it for drinking water, recreation, navigation or, as here, as a fishery. In any event, there is recognition in the Clean Water Act itself that reduced stream flow, i.e., diminishment of water quantity, can constitute water pollution.”⁶ In fact, the Colorado Water Quality Control Commission held an emergency hearing in 1988 to amend the 401 certification regulation so that Colorado could properly take into account west slope impacts caused by the operation of the proposed Two

¹ 5 C.C.R. 82.3(C)

² 33 U.S.C. § 1362(19).

³ 33 U.S.C. § 1314(f)

⁴ 40 CFR § 131.10(g)(4)

⁵ 511 U.S. 700, 713 (1994).

⁶ *Id* at 719.

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RE: *Comments for Moffat 401 Draft Certification*

July 31, 2015

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Forks Dam and Reservoir during the 401 Certification process. The Statement of Basis and Purpose explains that the 401 Certification covers both the direct impacts of the regulated discharge (in this case, disposal of dredged and fill material into Gross Reservoir) and the indirect effect of the operation of the facility. “The second important issue resolved by this regulation is the Commission's determination that section 401 of the federal act authorizes states to certify (1) that the ‘discharge’ from the section 401 activity will comply with water quality requirements that may be imposed under state law, and (2) that changes in water quality caused by the activity producing the discharge will also so comply.”⁷

Colorado 401 regulations further establish a process that balances the exercise of water rights with the protection of water quality:

[T]he Division and the project proponents shall, in concert with commenters to the certification proceeding, including the involved federal agencies, examine and implement, where appropriate, means to prevent, reduce or mitigate water quality impacts identified during the permitting process and associated with the exercise of water rights. In such case, agreed upon conditions to ensure that the federally permitted activity will comply with effluent limitations, water quality classifications and standards, and other applicable water quality control requirements that may be imposed under state law shall be included in the Division’s certification determination.⁸

The operation of the Moffat Project is predicted to cause long-term impacts associated with monthly changes in water levels and flows. The WQCD must first determine whether the Application properly identifies these impacts before it can

⁷ 5 CCR 1002-82.5 STATEMENT OF BASIS AND PURPOSE (January 1989 Amendments)

⁸ 5 CCR 1002-82.5(A)(6)

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Water Quality Control Division
4300 Cherry Creek Drive South
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evaluate whether the Project will comply with state water quality requirements. Denver Water has proposed mitigation for the operational impacts of the Project that NWCCOG thinks are necessary, but as discussed elsewhere, NWCCOG has assumed that the Division also will be making its own independent evaluation of the impacts of the Project before considering whether the proposed mitigation and enhancement package would be sufficient to mitigate impacts⁹. And unlike the 401 Certification for the Southern Delivery System for which Records of Decision had been issued by the time the Division prepared the 401 Certification, neither the Corps of Engineers nor FERC has issued Records of Decision with final mitigation plans for the Moffat Project. Whether the federal agencies will impose the proposed mitigation as permit conditions is unknown at this time. The Division therefore faces a greater obligation to perform an independent analysis than if the federal agencies had already made decisions.¹⁰

Learning By Doing

NWCCOG together with local governments, special districts, recreationists, the agricultural community, watershed groups, and other stakeholders have been deeply involved for decades in trying to protect the water quality of the Blue, Fraser, and Upper Colorado River system.

Because there is disagreement over predictions in the EIS, NWCCOG worked with Denver Water on the proposed Mitigation and Enhancement Coordination Plan ("MCEP"). NWCCOG is pleased with this proposal. One of the most

⁹ The Division can take the effect of mitigation into account in making the initial significance determination under the anti-degradation review. "If anticipated impacts are offset by substantial water quality-enhancing mitigation measures, the Commission could find that the net effect of a proposed activity would be insignificant degradation." 5 CCR 1002-31.23. STATEMENT OF BASIS, SPECIFIC STATUTORY AUTHORITY AND PURPOSE (1988 REVISIONS-ANTIDEGRADATION).

¹⁰ When the Division's certification of the Southern Delivery was challenged, the court specifically noted as support of the certification decision the Division's reliance on "numerous permit conditions and mitigation plans imposed by various state and federal agencies." *Chostner v. Colorado Water Quality Control Commission*, 327 P.3d 290, 301 (Colo. App. 2013).

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important features of the MCEP is the Learning By Doing ("LBD") agreement. LBD is an intergovernmental agreement that sets forth an adaptive management system that allows the parties to observe how the aquatic environment reacts to changes in hydrologic conditions, both natural and manmade. Based on these observations, the parties can implement strategic measures to ameliorate water quality degradation. To be successful, mitigation imposed under Section 404 or 401 must be integrated with the LBD effort, and Denver Water has requested that its participation in LBD should be a federal permit requirement. NWCCOG also requests that the Division recommend this condition in the 401 Certification.

General comments:

1. **Methodology.** While some modifications to the antidegradation review are necessary and appropriate when evaluating the operational effects of a transmountain diversion project, (e.g. adjusting the definition of Baseline Conditions to reflect how hydrologic conditions effect project operations, or limiting the number of locations to evaluate in the Fraser to a few worst -case examples) the 401 Report uses this distinction as an excuse for limiting the analysis of Moffat Project impacts. In fact, the Division scrutinizes traditional point source discharges that discharge to the same hydrologic stream conditions from which the Moffat Project will divert using the antidegradation methodology. Traditional point sources are evaluated under worst case, greatest impact conditions (high discharge, low receiving water flows) even though these conditions are extremely rare. The same worst-case approach should be applied to the Moffat Project antidegradation evaluation as well.

In the same vein, the 401 Report asserts that evaluation of Dillon Reservoir impacts was too complicated for "these assessments due to limited data availability and the necessity to use more complex modeling tools. Water quality data are generally less abundant for lakes than for streams and there is little information concerning the processes (e.g., sedimentation or biological uptake) that might alter concentrations between the inlet and the outlet of the reservoir.

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Prospects for modeling are not promising because of the mismatch of time-steps and influence of dam operations.” (401 Report page 3-9). Actually, Dillon Reservoir has one of the most comprehensive water quality data sets in the nation, and the University of Colorado Center for Limnology developed a water quality model on behalf of the Summit Water Quality Committee ("SWQC "). SWQC modeled potential impacts of increased diversions through the Roberts tunnel on trophic status and water quality in Dillon Reservoir several years ago. None of this data or information was used in spite of the fact that Denver Water itself contributed to development of this information. The 401 Certification will be inadequate unless the analysis takes this data into account.

NWCCOG believes that using MMI is an appropriate approach to evaluate aquatic life, and that using a temperature model to consider temperature effects also makes sense. Use of the PACSM model for determining current and future hydrologic conditions is the best approach. Defining wet, dry and average years as described on page 3-14 for use in evaluating impacts also makes good sense.

NWCCOG, does not, however, understand the proposal to eliminate certain water quality parameters because the analysis shows baseline concentrations may be increasing. The 401 Report describes data aggregation in Section 3.3.1.2 on page 3-10: “The presence of an increasing concentration trend over time could overestimate baseline concentrations and the AD analysis could be overly-conservative resulting in an inappropriate significance determination. Parameters with a strong increasing trend at a given location were eliminated from further analysis.” But these are the situations where water quality impacts associated with the project are potentially greatest and therefore should be focused on rather than eliminated. Unless the Division has a policy by which it always eliminates parameters for which it finds “increasing trends,” all affected water quality parameters must be considered in an antidegradation review. After all, the whole point of the antidegradation analysis is to identify potentially significant degradation of water quality so that degradation can be prevented or mitigated.

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2. **Water Quality Parameters Evaluated.** Certain parameters were identified to represent particular aspects of water quality. Water quality “parameters of concern” for antidegradation evaluation are listed in Tables 3.1 and 3.2 starting on page 3-3. This is a pretty good list of parameters, however it is not entirely clear why this limited set of water quality parameters is used to judge the Project, or whether the Division had input. The antidegradation rule discusses using pollutants of concern in an antidegradation review (Basic Standards 31.8(3)(c)), but these are not defined. There is a list of 12 water quality parameters in the antidegradation rule that is used to determine whether a segment is an Outstanding Water, Use Protected, or Reviewable 31.8(2), and there is some overlap with those considered in the 401 Report, but these lists are not identical.

Quite surprisingly, the 401 Report does not look at DO, pH and E. coli even though these parameters are deemed important in the Basic Standards for determining if the anti degradation rule should be applied to a water body. The 401 Report rejects them because they exhibit “strong diel variation” (page 3-3). But because the Division must use these parameters in classifying segments, it has experience in evaluating diel patterns. NWCCOG and Grand County have repeatedly expressed concern over Fraser River pH concentrations when commenting on the Moffat Project. The Division should determine which of 12 parameters should be included on its own before the Certification can be issued on the basis of this 401 Report.

3. **Water Quality Data** - The biggest shortcoming in the 401 Report is that in many cases, the analysis of impacts to certain water quality parameters has not been performed because of “limited data availability or limitations in the precision of the analytical methods used for the available water quality data, i.e. detection limits (DLs) and the number of samples within a data set that were below the DLs” (page 3-3). Denver Water should have anticipated the need for water quality data given that the process for assessing this Project has been going on for about a decade. NWCCOG, Grand County, Trout Unlimited and other parties participating in the EIS process have raised this issue since the preliminary

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reports and studies were released. The 401 Report does not even make use of existing water quality data for analysis, primarily using just data found in the STORET system. For example, the 401 Report does not even use the Summit Water Quality Committee MMI data for the Blue River. The excuse of data limitations and other complications to justify inadequate analysis calls into question all of the conclusions. Even though NWCCOG supports the proposed mitigation and enhancements, it assumed that the Division would drill down on water quality impacts as part of the 401 Certification before the agencies agree to a final mitigation package. By ignoring available data, the 401 Report is not adequate, standing alone, to support the necessary analysis.

Specific Comments

Section 3 Methodology

Page 3-2 Some parameters of concern are not evaluated due to limited data or data limitations. This should have been anticipated. Is the Division satisfied that all reasonable data sources were utilized? How will the Division determine what additional existing data should be analyzed?

Page 3-2 pH and DO are not used in the water quality assessment due to diel patterns. The Division must address this situation in the same way it does when evaluating dischargers or performing other antidegradation reviews.

Page 3-8 Water quality assessments were not done on most effected tributaries in the Fraser River watershed and only one site on the Fraser River due to complications in the analysis. Does the Division agree with this limitation on the assessment and the selection of the limited number of assessment locations?

Page 3-10 Water quality parameters with increasing concentration trends were rejected from the analysis. Which parameters were rejected and does the Division agree with this approach?

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Page 3-11 Data was rejected where the concentration is the same as the detection limit. How does the Division typically consider detection limit issues, throw away the data or employ some technique to use it?

Section 4 – Fraser River

Page 4-1 to 4-5 Only one sample location is used to analyze water quality impacts in the entire complex Fraser River watershed: USGS gage 09025010 – the Fraser River below Vasquez Creek at Winter Park. Water quality data for a 15 year period for the 11 parameters of concern were reviewed for use in the antidegradation determination. Because of data limitations only four of the 11 parameters of concern were actually used for antidegradation review: total phosphorus, dissolved iron, dissolved copper and dissolved zinc. Of these four parameters that are intended to characterize the water quality impacts of the Project on the Fraser River, one parameter (dissolve iron) showed significant degradation in all months of all hydrologic water years as a result of the proposed Project and another (total phosphorus) showed significant degradation in the majority of months for all hydrologic water years. So half of the parameters evaluated exceeded the significance test, the other two parameters showed significant improvements in concentrations. NWCCOG requests that the Division scrutinize these decisions closely and expand the suite of parameters so that real-world impacts can be evaluated.

Pages 4-8 to 4-10 The Moffat Project will contribute to a significant loss of the Fraser River assimilative capacity for temperature and an increased frequency of temperature standard exceedances. This problem is most pronounced when combined with future, non-project diversion to the Moffat collection system and other in-basin uses (RFFAs). How will the Division consider these projected impacts when evaluating temperature standard compliance for the dischargers in the Fraser River? Denver Water has proposed temperature mitigation in the MCEP. NWCCOG supports the MECF approach as adequate mitigation for

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temperature so long as dischargers in the Fraser River are not required to meet new temperature limits in their discharge permits because of a loss of temperature assimilative capacity associated with Moffat diversions. If modeling or monitoring shows that this likely to occur, Denver Water must impose some other temperature mitigation. We request that the Division take a hard look at this issue.

Pages 4-11 to 4-18 Excess algae is not just associated with increased nutrients but also to increased temperature, which is projected to happen. This combination of algae and higher temperatures can lead to decreased DO, which is not considered in the 401 Report. New water quality standards for stream chlorophyll (attached algae) will come into play in the near future. The Division must consider potential stream chlorophyll standard exceedances in light of the cumulative effects of diversions so that other dischargers in the watershed don't bear the brunt of treating for conditions caused by Denver.

Section 4 – Williams Fork

Page 4-23 Dissolved copper concentrations in the Upper Williams Fork watershed are currently greater than the water quality standard. Increased amounts of this water will be diverted into the Fraser River watershed via the Vasquez Tunnel as a result of the Project plus RFFAs. It does not appear that this was a consideration when the 401 Report concluded that concentrations of copper in the Fraser River will decrease as a result of the Project and cumulative effects. The Division should reevaluate the 401 Report's finding of improvements in copper concentrations in the Fraser River as a result of the Project and determine the impact including this source of copper from the Williams Fork. Copper is becoming problematic in the Fraser River so this is important.

Section 4 – Blue River

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Section 4.3.1 This section describes the rationale for not evaluating water quality impacts in the Blue River. NWCCOG's primary concern is that the Silverthorne/Dillon Joint Sewer Authority not be required to provide additional levels of effluent treatment in the future than currently anticipated as a result of changes in the timing or quantity of flows or increases in background concentrations due to the Project. In general, so long as releases from Dillon Reservoir to the Blue River are 50 cfs or greater this should be OK.

Pages 4-27 to 4-29. Although the 401 Report cites data from the Summit Water Quality Committee, it is not used in the evaluation of MMI in the Blue River downstream of Dillon Reservoir. For example, a report summarizing two additional years of macroinvertebrate sampling and MMI assessment is available on request. At minimum the Division should consider the report findings as part of the 401 Certification and determine whether additional impacts to the aquatic life use as a result of reduced flows are likely and if so, what the appropriate mitigation is to offset this impact.

Section 5 - Mitigation and Environmental Enhancements

Page 5-10 the 401 Report identifies that Union Pacific Railroad will be installing a new treatment system to address discharges like metals from the Moffat train tunnel. While this is necessary, the Moffat project should not be given "credit" against its impacts for measures implemented by others. Does the Division normally consider anything but existing conditions when developing discharge limitations for wastewater treatment plants?

Section 7 - Antidegradation

The Application cites the Basis and Purpose language (5 C.C.R. § 1002-31.23(A)(5)(d)), "For water diversion projects, the 'area' would include both the basin from which the diversion occurs and the area in which the water use will occur," as a basis for finding that the Moffat Project is important for social and

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economic development. NWCOOG agrees that significant social and economic value stems from the Moffat project in the area where the water will be used. The question is whether the significant water quality impacts in the area where the waters are located are necessary for important social and economic development in the areas where the water is located. No assessment of necessity or the effects on social or economic development in the areas where the water is degraded is provided.

Conclusion

NWCCOG believes the analysis in the 401 Application falls short in identifying the impacts associated with the Moffat Project and strongly encourages the Division to make its own determination of whether impacts occur and if mitigation for these impacts is adequate.

Thank you for an opportunity to comment on this Request for 401 Certification. Please feel free to call me directly to discuss these comments. If my findings and interpretation of the 208 Plan is disputed then these comments and recommendations can be appealed to the NWCCOG Board of Directors for review.

Sincerely

Lane Wyatt, Watershed Services Program Manager

cc: Liz Mullen, NWCCOG
Grand County BOCC
Summit County BOCC
Rena Brand
Karen Hamilton, EPA



MEMORANDUM

To: NWCCOG Council
From: Liz Mullen, Executive Director
Date: August 19, 2015
Re: Proposed restructuring of weatherization program

As of August 5, 2015, we have a vacancy in the Weatherization Program Director position.

We have taken a careful look at what the program needs and the funding available and would like to propose the following changes:

- Eliminate the Weatherization Program Director position.
- Replace it with the Weatherization Program Specialist position (job description attached).
- Add an installer position to the New Castle crew.
- Change the reporting structure to a Weatherization Program Management Team of three – the existing Outreach & Intake/Eligibility person, the Field Supervisor, and the new Program Specialist. These three individuals can effectively manage the program and change the program culture to one of cooperation and open communication. This team would meet monthly with the NWCCOG Executive Director and the Fiscal Office to review the progress of the program and identify any upcoming issues or concerns. The team members would be accountable to the Executive Director.

NORTHWEST COLORADO COUNCIL OF GOVERNMENTS
JOB DESCRIPTION

WEATHERIZATION PROGRAM SPECIALIST

Program:

Energy Management/Weatherization Program

Summary:

Responsible for the NWCCOG Energy Management Program's grant administration, budget management, procurement, inventory, and training. This is a full-time, non-exempt (hourly) position that will work Monday – Friday, 8:30 a.m. to 5:00 p.m. out of the Silverthorne office.

Reporting Relationship:

Member of the Weatherization Program Management Team and Reports to the NWCCOG Executive Director.

Duties and Responsibilities:

1. Serves as the primary contact with the Colorado Energy Office (CEO) for NWCCOG.
2. Responsible for the development of the annual CEO grant application and budget, and other funding opportunities as they become available, including budget revisions that may be necessary through the contract period.
3. Works closely with the other members of the Weatherization Program Management Team to ensure grant requirements are being met and program is operating efficiently as a whole.
4. Responsible for proper budgeting and fiscal operation of grants, working with the NWCCOG fiscal office; including reporting, inventory, bookkeeping, and final review of client files for completeness and accuracy.
5. Responsible for all procurement and purchasing done with weatherization funds in accordance to grant requirements and NWCCOG policies.
6. Responsible for management and administration of all Weatherization program specific contracts, whether for funding or with a subcontractor, including securing special insurances to meet CEO requirements and lease agreements.
7. Responsible for monitoring contract compliance by subcontractors.
8. Participate in regular conference calls and meetings as required by CEO and NWCCOG.
9. Participate in regular monitoring visits from CEO as required by the grant guidance and the annual NWCCOG independent A-133 audit.

Criteria For Evaluation:

Performance goals are set in the review process and reflect requirements of the position: including communication skills, both oral and written; analysis and interpretation of information; time management; quality of products produced; budget management; and growth in capability, skills, and ability to effectively perform duties and responsibilities. Evaluated by the NWCCOG Executive Director annually, or more often if needed.

Minimum Qualifications:

- ✓ Four years construction experience, with strong personal hands-on experience in two or more of the following trades: solar, carpentry, plumbing, heating, electrical, and insulation.
- ✓ Knowledge of energy conservation and building science both theory and practice.
- ✓ Ability to communicate effectively both verbally and in writing.
- ✓ Excellent planning, budgeting, and organizational skills required.
- ✓ Strong computer skills, including Microsoft Office software, required.

- ✓ Physical ability to lift 50 pounds without assistance.
- ✓ Must have a valid Colorado driver's license.

Preferred Qualifications:

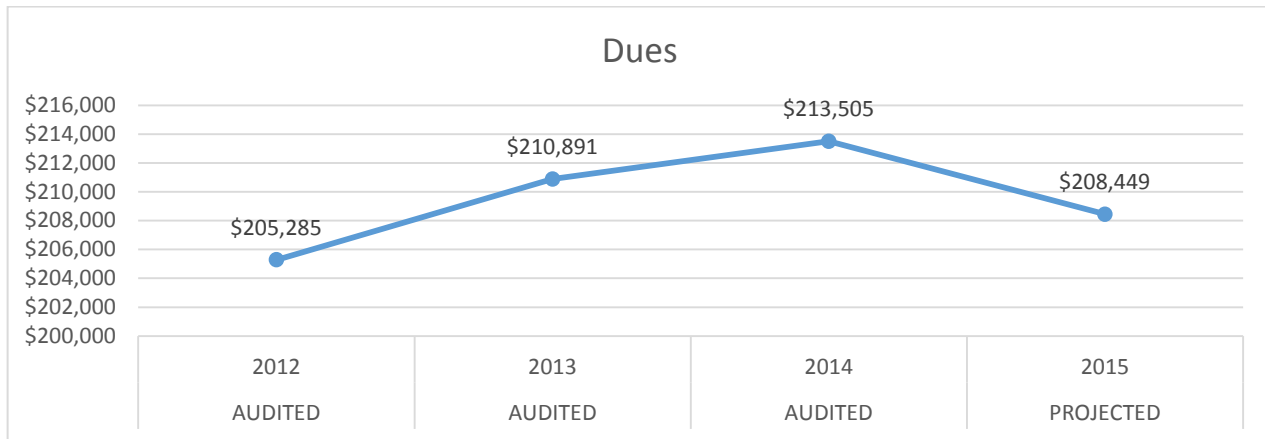
- ✓ Knowledge of the CEO weatherization program is preferred.
- ✓ College degree in a related field such as engineering, business, environmental studies, or construction management is preferred.
- ✓ Knowledge of RECAP, DOE E\$P standards, policies, and procedures.

DRAFT

As a recap of the NWCCOG accomplishments achieved since 2012, let's look at a history of the Basic Drivers: Number of Members – and amount of dues received; Revenues and Expenses; the ability to leverage revenue; Debt & Reserves; Number of Employees; and growth of Programs.

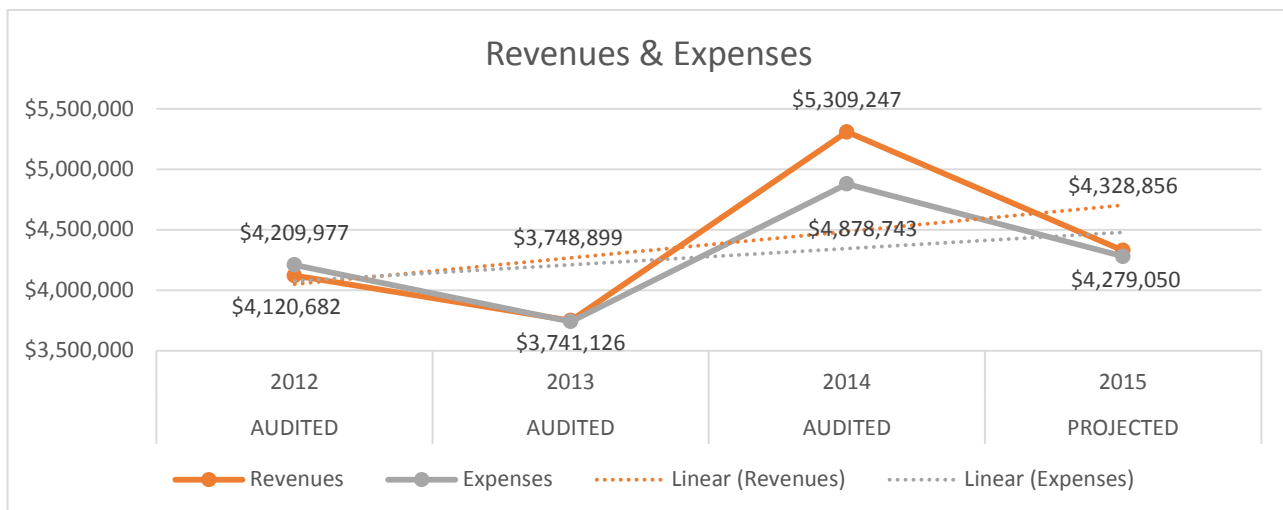
Membership and Dues:

The number of members has remained fairly flat, with 26 in 2012 and 27 from 2013 to present. Snowmass Village joined in 2013, in 2014 Silverthorne withdrew and Blue River joined. There was a slight decrease in actual dues collected in 2015 (projected) because of the difference in dues rates for Silverthorne as compared dues for Blue River.



Revenues and Expenses:

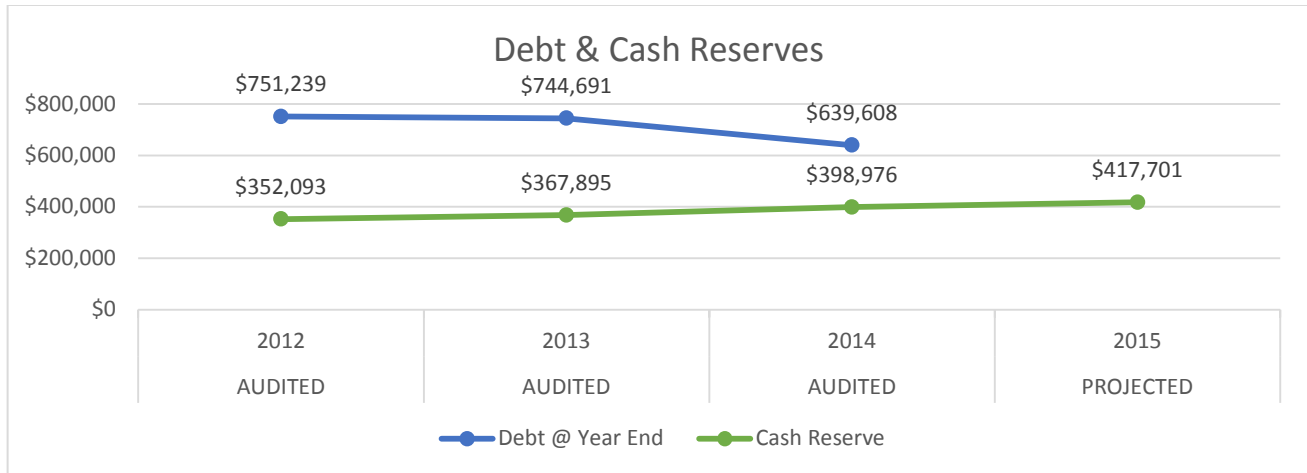
The revenue swing in 2014 was primarily related to the revitalization of the Northwest Loan Fund – a program which contributes to the economic development of the region. The trend lines show revenues increasing at a slightly faster pace than expenses which signals the ability to increase cash reserves and pay down debt.



NWCCOG continues to leverage dues revenue an average of 21 times – meaning that for every dollar taken in as dues, we generate \$21 dollars in grants and other funds to spend on programs. That is truly an amazing return on the investment for our communities.

Debt & Cash Reserves:

Even while paying down debt, the cash reserve continues to grow. The Net Financial Position has grown from \$1,300,124 in 2012 to \$1,738,401 in 2014 – a 25% increase!



The biggest success story is in the number of programs that have been added to the services provided to our communities by the NWCCOG team, while adding only 5 additional employees. In 2014, we decreased by 2 employees in Weatherization, while adding a Broadband Coordinator and a Mountain Ride Assistant. In 2015, we increased a total of 4 employees in response to new and enhanced programs. Here’s an overview:

PROGRAMS	INTERNAL PROGRAMS	EXTERNAL PROGRAMS/FISCAL AGENT FOR
Existing as of 2012 # of Employees: 24	Alpine Area Agency on Aging	Water Quality & Quantity Program
	Regional Transportation Coordinating Council	NW All Hazards Emergency Management Program
	Weatherization	Colorado Bark Beetle Cooperative
	Elevator Inspection Program	Summit Water Quality Committee
	Northwest Loan Fund	CO Assoc. of Regional Orgs. (ended in 2014)
	Regional Business	
	NWCCOG Foundation	
	Watershed Services	
New in 2013 # of Employees: 25	Economic Development District	
	Connect for Health Colorado Regional Hub (ended in 2015)	
	Regional Broadband – Contractor	
	Adult & Disability Resources of Colorado under Alpine AAA/Community Living Services	
	Rebuilt Northwest Loan Fund	
New in 2104 # of Employees: 25	Mtn. Ride Call Center + NEMT Billing under RTCC	Small Business Development Center
New in 2015 # of Employees: 29	Retired & Senior Volunteer Program (RSVP) under Alpine AAA/Community Living Services	
	State Health Insurance Program (SHIP) under Alpine AAA/Community Living Services	



MEMORANDUM

To: NWCCOG Council
From: Liz Mullen, Executive Director
Date: August 19, 2015
Re: n4a final project report for Community Living Services planning

At the September 25, 2014 NWCCOG Council meeting, we received a presentation from Sandy Markwood, Executive Director for the National Association of Alpine Area Agencies on Aging (n4a). Sandy explained why the n4a and the Administration on Aging were encouraging Area Agencies on Aging to begin building capacity to contract with Medicaid, Medicare, and healthcare organizations (hospitals and payers.) This partnership would help to improve patient outcomes, reduce costs, and improve quality of care across the continuum of providers. To further explain this concept, we have attached *Building the Business Case: Community Organizations Responding to the Changing Healthcare Environment for Aging Populations* produced by the National Coalition on Care Coordination (N3C) in February 2015.

The Council authorized NWCCOG staff to apply for funding through DOLA to investigate developing a fee-for-service program in response to the above. The n4a consultant, Sharon Williams, educated us as to the size and scope of this undertaking, and we discovered that developing the organizational capacity to effectively compete for and win contracts with hospitals and medical payers would require a substantial commitment, both financially and philosophically. Attached is the n4a final project report.

The question staff is asking the Council on August 27th is: "Does NWCCOG wish to develop the necessary capacity to become an eligible organization, capable of winning contracts with, and meeting the needs of, the healthcare community in our region and payers at the national level (Medicaid, Medicare, private insurance companies)?" Accomplishing this goal would necessitate hiring a full-time Community Living Services (CLS) Director/Business Developer to prepare new financial systems, new data systems, customer service staff and systems, grow the provider network, align service capabilities, develop policies and procedures, and negotiate contracts with healthcare organizations.

To not move in this direction we expose one of our programs, the Alpine AAA, to the risk that another organization will fill this role in our region. Over time the Alpine AAA may become less relevant, lose funding, and could possibly be consolidated and merged with a neighboring AAA (Associated Governments of NW Colorado AAA in Grand Junction is the most likely).

(continued on next page)

We have identified a few interim steps such as:

- ✓ Obtain accreditation and a Medicare billing number (which can take up to 12 months) to access funding for diabetes self-management classes, nutrition therapy, and other such services reimbursed through Medicare.
- ✓ Offer a Care Needs Assessment service for a fee.
- ✓ Develop a strategy to bring more service providers into our region.
- ✓ Engage in more direct discussions with local hospitals about their willingness to partner with NWCCOG.
- ✓ Continue to serve as the Operating Agency for the Region 12 Aging & Disability Resources for Colorado [ADRC] collaborative effort.
- ✓ Develop a proposal to become the Single Entry Point for the NWCCOG five-county region for the Council's consideration.

Although these steps are more attainable with our existing staff over the next year, the larger question remains.



Northwest Colorado Council of Governments

Project Report

July 2015

SUBMITTED BY SHARON WILLIAMS

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 - d. Self Assessment Tool Analyses
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Section I. EXECUTIVE SUMMARY

The dynamics of aging and disabilities services are changing and new challenges and opportunities are at hand. Through it all, the Aging Network must play a vital role ensuring that older adults and persons with disabilities can live with dignity, independence, and with the home and community based services and supports (HCBS) necessary to remain in their communities for as long as possible.

The Northwest Colorado Council of Governments (NWCCOG) Community Living Services, provides a myriad of services aimed at meeting the needs of older Americans, persons with disabilities and veterans to support them in living independently, with dignity in their communities by removing barriers, enhancing quality of life and providing continual care.

NWCCOG's Community Living Services primary programs include:

- Medical and Non-Medical Transportation Coordination
- Insurance education and counseling
- Education and Support Services for Seniors
- Aging and Disability Resources for Colorado (ADRC)
- Congregate and Home Delivered Meal Services for Seniors
- Family Caregiver Supports
- Volunteer recruitment and development to support and enhance services/programs.

As a critical community safety net provider, NWCCOG is focusing its attention on trends within and outside Colorado to serve the needs of individuals in Eagle, Grant, Jackson, Pitkin and Summit counties. For example, significant population shifts in northwest Colorado include an increase in the number of seniors who are 65+. This shift is most significant in Summit, Eagle and Pitkin counties. As a result, the demand for senior support services is increasing. Additionally, the opportunity to eliminate care and service delivery barriers via the Colorado dual demonstration will impact consumer choices and options for care coordination.

Public and private purchasers, including Medicare and Medicaid systems are increasingly looking to managed care organizations for the provision of both health care and the home and community based long term care services and supports. Additionally, public and private purchasers are effectively using incentives to drive consumer behavior that improve quality and often lower costs. In many instances, effective achievement of these purchaser goals includes integration of physical, mental health care with long term care services.

As such, managed care companies, hospitals, and integrated provider networks (Accountable Care Organizations {ACO}, Patient Centered Medical Homes {PCMH}, etc.), are being asked to address physical and mental health care as well as home and community based service needs that have traditionally been covered under separate government programs and both government and private sector grants. These combined pressures are driving movement throughout the HCBS and safety net profession to engage with these traditional health care organizations through collaborations, contracts and partnerships to deliver fully integrated care to seniors and persons with disabilities.

This evolution creates both opportunities and challenges for the board and executive leadership at traditional home and community based organizations like the NWCCOG, as they work to deliver on the agency's core mission and respond to the changing needs of their communities. The NWCCOG is ideally situated to deliver value to the state and to the citizens of Region 12 as health care and health policy continue to evolve.

As the nation expands the use of managed care and changes payment models in health care from an exclusively fee-for-service model toward ones based on outcomes, quality, innovation, and incentives for collaboration, the need for complementary changes in home and community based services and supports delivery will follow. Community based Organizations (CBO) must also remain cognizant of encroaching competition into the LTSS landscape from other nonprofits and for profit organizations alike. It is critical that CBO councils/leadership act in a timely manner to establish and execute their social entrepreneurial strategic plans. In fact, during another local stakeholder meeting in March, NWCCOG Community Living Services learned of a Denver based small business woman who was eyeing Summit County for the expansion of her private pay home health care services. This presents a keen opportunity for NWCCOG to provide guidance and direction to local entrepreneurs for the development of these services within the region.

The NWCCOG leadership recognized these issues and the need to accelerate their readiness to engage in the health care/community based services reforms. They sought both resources and funding for technical assistance. The Agency was the recipient of a DOLA grant which they utilized to secure technical assistance and support for consulting services provided by the nation's leading authority on aging networks-the National Association of Areas Agencies on Aging (n4a).

To advance its program and service offering to meet these trends and new demands, NWCCOG sought these management consulting services to assist in the completion of an **organizational assessment** to support their continuing strategic planning process. The focus of the consultation project included:

- Health care industry trends training/orientation
- Market Assessment
- Agency operations and products/services gap analyses

- Exploration of program/services opportunities for private pay options
- Business Development planning process

The project scope was fine-tuned via several meetings between NWCCOG’s Executive Director Liz Mullen, the AAA Director Jean Hammes and n4a’s Paul Cantrell. Sharon Williams was identified as the project administrator by n4a. A consultant services agreement was crafted and executed. (See Appendix for Statement of Work {SOW}). The work plan outlined the key elements/objectives of the project and was refined several times throughout the process to reflect the desires of the Agency and to provide greater opportunity to meet project outcomes (See Appendix for Project Work Plan).

Williams/Hammes were the primary point persons for execution/edits and tracking for the SOW, work plan and related objectives. All project work was coordinated via Mullen/Hammes. The Agency identified the following core team members as the primary participants for the project:

TJ Dufresne
 Erin Fisher
 Jean Hammes
 Susan Juergensmeier
 Rachel Lunney
 Laurie Patterson

PROCESS

The project work plan was executed via in person and telephonic meetings with the core team. Sharon Williams was on site in January and March for the project kick off, to deliver essential health care industry training, completion of the gap analyses review and for the conduct of the Industry Collaboration meeting. Moreover, Williams was available via telephone for project planning, syncing the work plan and other technical assistance. Paul Cantrell provided project oversight and coordinated other n4a resources/support.

January 2015

- Cantrell/Williams on site for the introduction of the project work plan to the core team
 - The project work plan’s scope and team/consultant roles are defined.
 - The core team provide feedback on NWCCOG programs/services, regional challenges/opportunities, concerns re: implications of health care reform for their clients, etc.
 - Core team participates in initial training session on health care reform with an emphasis on integrated care initiatives, Medicaid managed care, including an overview of key health care industry issues, such as accreditation, pay-for-

performance, value based purchasing, emerging industry needs for HCBS and how/why community based organizations must align their programs services to match industry objectives for quality, cost effectiveness and improved patient outcomes/satisfaction.

- During a review of the work plan objectives, Williams suggests that the opportunity to collect pertinent industry information from local health care organizations could be achieved through the conduct of an Agency sponsored Industry Collaborative meeting. The team agreed and also seeks an opportunity to expose the agency's litany of services to a broader health care constituency through this meeting. A preliminary agenda and meeting date are identified.
- The project's gap analysis tool (See Appendix for Self Assessment Tool) is reviewed with the team. They agreed to complete same during their February staff meeting.
- Williams shares additional industry information with the team, including resources such as the Kaiser Family Foundation. Jean Hammes agrees to create a file on the organization's shared drive to house all project related information. (See Project Documents list in Appendix)
- Hammes and Williams confer to refine work plan, build out Industry Collaborative plans, review questions about the gap analyses tool, etc.

February 2015

- Work plan edits include plans for the Industry Collaborative meeting, refocus on more basic industry technical assistance and plans for Williams/Cantrell to address the May NWCCOG Council meeting.
- Core team completes gap analysis tool; analyses reveal critical infrastructure development issues identified—find validation of other issues/concerns. (See Appendix Self Assessment Tool Analyses)
- Williams reviews/scores the gap analysis results and provides initial recommendations/discusses findings with Hammes (see Appendix for Self Assessment Tool Analyses).
- Industry Collaborative meeting plans are finalized, Williams assists with crafting of invitation and provides recommendations for key participants.

March 2015

- Health care industry training continues-Medicare Advantage and Health Employer Data Information Set (HEDIS); value/relevance of NWCCOG services/supports for these industry initiatives are reviewed.
- Core team is prepped for Industry Collaborative meeting fine-tune their program overview presentations; identification of potential payor needs/service gaps
- Gap analysis results are discussed—initial action plan outlined. The core team found the results of the gap analyses eye opening, the results also gave them pause

regarding the significant number of infrastructure initiatives they need to consider to meet a number of their preliminary strategic objectives. It was determined that the agency's resources/options would need to be carefully evaluated to support prioritizing some of the infrastructure enhancements and that additional technical assistance beyond the scope of this project should be considered to support continued development/execution of agency's strategic planning process. Williams will draft preliminary action plan/recommendations for agency review which will be included in the project's final report. (see Appendix for Business Work Plan DRAFT)

- Industry Collaborative meeting is a success—provides greater insight to payor perspectives on needed services/supports, such as non medical transportation coordination support, caregiver support training for health care industry professionals, etc. Participants include regional hospitals, mental health providers, Colorado's Regional Care Collaborative Organization and several health care organizations. (see Appendix for Industry Collaborative Meeting Information)
- Proposed changes to work plan include: conduct of a government agency industry collaborative to bring together policy makers from the state's aging office, Medicaid agency and other regional/state partners, such as The Colorado Health Foundation and; recommendation to present project findings at the August NWCCOG Council meeting. (These items necessitated an extension of the initial service agreement and were subsequently tabled due to funding restrictions.)

April –July 2015

- Consultation with core team for preparation of the Project Report.

SUMMARY

Through the execution of this project, NWCCOG has taken a significant step towards organizational assessment and transformation to meet the state/national changes driven by the integrated care movement and other health care dynamics. The primary goals of this project were satisfactorily addressed:

- To provide technical assistance and training for the core team regarding health care industry trends and drivers
- To conduct a thorough analysis of the organization's readiness to expand its business base
- To identify opportunities to partner with new payors

Through the course of this project, the core team has not only taken a careful look at what new demands are being created in the health care market place—they have also been exposed to how to align their services with these industry needs. Moreover, the project's execution has allowed the core team to initiate dialogue with key partners in the region to

help shape the NWCCOG and Community Living Services' strategic positioning. Through the gap analysis and industry training, the core team has assessed the overall organizational structure and has identified a number of operational/programmatic gaps that must be addressed to continue development of their strategic plan. Examples include:

- Overhaul of agency policies and procedures
- Full development of HIPAA Privacy and Security policies and procedures, training and oversight
- Enhancement of the agency's current management information system
- Identification of resources for continuing technical assistance, such as the Administration for Community Living Learning Collaborative or The Colorado Health Foundation's Linkage Lab

Additionally, n4a will connect NWCCOG executives with other Area Agencies on Aging already savvy in the process of preparing for integrated care and private payor contracting for peer-to-peer support.

The core team has identified that one of their critical challenges will be securing funding to achieve some of the goals in the action plan. The self assessment action recommendations will require focused attention over a period of time to complete. Securing resources for seed money through foundations, grants and or via the launch of some services/products that may generate income is a critical factor in the Community Living Services' continuing business development strategy. Resources such as The Colorado Health Foundation and the Mountain Rural Philanthropy Days program could be explored to support this goal.

In preparation for the expansion of its business portfolio, the NWCCOG's existing administrative services contracts should be reevaluated for their capacity to meet the agency's evolving needs e.g., finance administration, Management Information System (MIS), etc.

The NWCCOG should also continue to assess its delivery network to determine the critical partners' capacity to support the short term and long term strategic business development. Questions that have been raised, but not thoroughly vetted: Will these providers require infrastructure re-development and enhancement to align with the COG's new business goals? Are there opportunities to support local providers' capacity building via the NWCCOG's Economic Development District? Will the NWCCOG need to recruit new providers to meet the new services/products model?

Section II. PRODUCT/SERVICES RECOMMENDATIONS SNAPSHOT

Per SOW Items 3, 4 and 6, these services/products and community needs recommendations are culled from the Industry Collaborative meeting, feedback from the core team and a

review of service gaps highlighted in the agency sponsored, Seniors in Out Mountain Communities research. This list represents potential NWCCOG services that could be further developed for private pay clients, as well as additional products/services for the NWCCOG's consideration.

- Expansion of Non Emergent Medical Transportation referral services/development of non emergent transportation network (next steps for RTCC).
- Non-medical transportation services referral/coordination system—assistance with transportation for social/health education programs.
- Expansion of Caregiver resources/services network.
- Further development of Care Transitions services/supports -assistance with post hospital discharge services and transportation.
- Housing:
 - Identification/development of local assisted living/step down care facilities to reduce institutional stays or referrals out of the region to Denver
 - Advocacy for local affordable housing for clients and for health/community services workers.
- Enhancement of community training/education regarding the Colorado dual demonstration program structure via the ADRC—support for the regional care collaborative organization's member outreach.
- Expand on community based case management support for disease management/chronic care self-management education
- Monitoring for insurance & benefits counseling and education opportunities to serve the Medicare Advantage, Medicaid, dual eligible, commercial health plan, provider group and hospital clients.
- Development of home and community based services training for health care organizations' care management/community services teams-especially supporting compliance with pending Centers for Medicare and Medicaid Services' MLTSS mega rules.
- Establish formal process to collaborate with other stakeholders to recruit more skilled health/community services workers to the region.
- Creation of a program to facilitate engagement between clients, health plans and Primary Care/Mental Health Providers.

Section III. APPENDIX

- A. Statement of Work (SOW)
- B. Project Work Plan
- C. Scored Self Assessment Tool
- D. Self Assessment Tool Analyses
- E. Business Work Plan DRAFT
- F. Training Presentations
- G. Industry Collaborative Meeting Information
- H. Listing of all Project Documents (stored in NWCCOG shared drive)



MEMORANDUM

To: Councils of Governments Directors (COGs)
From: Chantal Unfug, Division Director
Date: August 6, 2015
Re: Energy and Mineral Impact Assistance Funding -
Annual COG Competitive Grant Cycle

Annual COG Competitive Grant Cycle

To facilitate regional efforts to increase capacity of COGs to provide services to their members.

Eligible Applicants:

Regional Associations of Local Governments Recognized as Political Subdivisions, Representing State Planning and Management Regions (Councils of Governments).

Funding Available: \$500,000

Cycles: Competitive review for the calendar year starting January 1, 2016

Application Due: Applications are due to DOLA by October 1, 2015.

Application is available online at <http://dola.colorado.gov/impact>. Submit application electronically to both your Regional Manager and to the address indicated on the final page of the application which is impactgrants@state.co.us.

Schedule for FY 15-16 Cycle:

October 1 -	Applications Due to DOLA
November 5 -	Funding Decisions and Award Letters
Late November/	
Early December -	Contracts Executed
Jan. - Dec. 2016 -	Contract Performance Period



Eligible Activities (not inclusive):

- Mini-grant programs, on a cost-sharing basis between local governments and COGs
- Technical Assistance Projects or Programs: activities such as GIS services, organizational facilitation and support, retreat facilitation and support, and project specific support (e.g. grant writing, project development, and documentation)
- Regional Studies and Plans: (such as Second Home Study, Regional Benchmark Report, Regional Salary Comparisons, Regional Housing Study, etc.)
- Funding is not available for general administration (the costs associated with the overhead operations and personnel costs of a COG).

Match:

- The most competitive applications are those that match dollar for dollar (match can include cash and to a very limited degree, in kind resources). Applications below a dollar for dollar match will be scrutinized for viability and applicant commitment to the project.
- Existing personnel and the direct cost of such personnel, on an in-house project associated with this request, can be used as in-kind match. The personnel hours associated with the project must be identified and tracked on an hourly basis in order to qualify as in-kind.

Criteria for Evaluation:

- Applications will be reviewed based on EIAF Program grant criteria.
- Grant Competitiveness. Applicants compete among themselves for earmarked funds.





NORTHWEST COLORADO COUNCIL OF GOVERNMENTS 2015 TECHNICAL ASSISTANCE GRANT APPLICATION

Funded by the Northwest Colorado Council of Governments
in cooperation with the Colorado Department of Local Affairs
Energy and Mineral Impact Assistance Program

NWCCOG is soliciting proposals for technical assistance projects from its membership. A total of \$30,000 is available to fund 2015 technical assistance projects for NWCCOG members only.

This Grant Application Package contains the following:

- ◆ 2015 Technical Assistance Grant Guidelines
- ◆ 2015 Technical Assistance Grant Application Form

Applications for NWCCOG's Technical Assistance Grant Program are **due by 5:00 p.m. on Monday, January 12, 2015. All grant applicants will be required to make a five minute presentation at the January 22, 2015 NWCCOG meeting at the Buffalo Mountain Room in the Summit County Commons Building in Frisco.** The Executive Committee will make funding recommendations at that meeting. Funding will be provided for projects that begin after January 23, 2015 and are completed by December 31, 2015. This is a reimbursement grant program and funds will be paid to grantees when the project is completed.

Each project must provide a dollar-for-dollar cash match.

Please submit completed applications to:

**Northwest Colorado Council of Governments
Attn: Liz Mullen
P.O. Box 2308
Silverthorne, CO 80498
or e-mail to lmullen@nwccog.org**

If you have any questions regarding NWCCOG's Technical Assistance Grant Program, please contact Liz Mullen at 970-468-0295 x123.

2015 TECHNICAL ASSISTANCE GRANT GUIDELINES

Eligible Categories:

- ◆ Communities with mining, oil, and gas employment
- ◆ Small towns, particularly those that lack adequate staff
- ◆ Economically challenged communities

Types of Grants:

- ◆ **CASH AWARDS** will be made in the amounts determined by the NWCCOG Executive Committee, totaling no more than \$30,000.

After the grants have been awarded, any funded projects seeking approval for a change in scope will be required to submit the request in writing to the NWCCOG Executive Committee for approval.

The NWCCOG board reserves the right to adapt these guidelines to serve the needs of communities and to make adjustments to the amount of available funding.

Use of Grant Funds:

Funds may be used to hire contractors and pay related expenses. Examples of eligible uses of funds include research, special land use planning projects such as open space preservation, trail planning, design guidelines, wildlife preservation, training, community surveys, meeting facilitation, and prototype projects. Grant funds may not be used to supplant regularly budgeted staff or project funds. Grant funds may not be used to purchase equipment or real property of any type.

Documentation of cash expenditures must follow the Department of Local Affairs process including:

- 1) Contractor bidding must be open and competitive. Obtain and document at least 3 telephone bids.
- 2) Submit a final one-page report of the project accomplishments and send a copy of the completed project deliverables, if appropriate.
- 3) Submit a copy of all invoices and expenses paid for contract services.

Recipients of cash awards will sign a letter of agreement including these guidelines. This is a reimbursement grant in that grant funds will be sent to the grantee once the project is completed.

NWCCOG 2015 TECHNICAL ASSISTANCE GRANT APPLICATION

1. **Jurisdiction** _____

2. **Name of Person Completing Application** _____

Address _____

Phone Number _____ **e-mail address** _____

3. **Project Title** _____

4. **Name of Person Responsible for Completion of Project :** _____

Address _____

Phone Number _____ **e-mail address** _____

5. **Amount Requested** \$ _____

6. **Category of Application (you may choose more than one)**

____ Community with Mining, Oil & Gas Employment - Number of employees: _____

____ Small Community, particularly lacking adequate staff

____ Economically Challenged Community

____ Other: _____

7. **Describe in detail the rationale for your choice of category(s) in question #6.**

8. Please provide the following information. Provide a separate attachment if necessary (two pages maximum):

A. Briefly describe the project. Why is the project needed at this time? How does the implementation of this project address the need?

B. What measurable results do you expect? How will these results be measured?

C. How could this project be useful to other jurisdictions in the region? Is it something that could be replicated by another jurisdiction?

D. Assuming the project is funded, when will it begin and what is the timeframe for completion?

E. Total Cost of Project \$_____ Cash Match Provided \$_____
Each project must provide a dollar-for-dollar cash match.

F. Provide a budget for your project clearly listing both revenues and expenses in a table format.

What is your jurisdiction's 2014 General Fund Budget Total: \$_____

What is your jurisdiction's 2014 General Fund - Fund Balance (do not include restricted funds i.e. TABOR reserve) \$_____

*Signature of Jurisdiction's NWCCOG Representative:*_____

Applications are due before 5:00 p.m. on Monday, January 12, 2015 to NWCCOG, Attn: Liz Mullen, at P.O. Box 2308, Silverthorne, Colorado 80498, or e-mail to lmullen@nwccog.org



**Northwest Colorado Council of Governments (NWCCOG)
Economic Development District (EDD) Board Meeting Minutes
Town Hall, Gypsum
May 28, 2015**

EDD Board Members Present:

DiAnn Butler, Grand County
Patti Clapper, Pitkin County
Tom Clark, Town of Kremmling
Matt Gianneschi, Colorado Mtn College - (late arrival)
John Hoffmann, Town of Carbondale
Suze Kanack, Town of Walden
Corry Mihm, Summit Indep. Business Alliance
Chris Romer, Vail Valley Partnership
Dave Sturges, City of Glenwood Springs
Jack Taylor, Colorado Workforce Center
Kathryn Trauger, City of Glenwood Springs

Others Present:

Mark Campbell, Town of Kremmling
Pattie Snidow, USA Rural Development – (late arrival)
Greg Winkler, State of Colorado

NWCCOG Staff:

Alissa Hack
Rachel Lunney
Liz Mullen
Nate Walowitz

Call To Order:

Tom Clark, Chair, called the Northwest Colorado Council of Governments Economic Development District (NWCCOG EDD) Board meeting to order at 12:42pm. Roll call was conducted. A quorum was present.

Approval of January 22, 2015 Minutes:

M/S/P Chris Romer/Suze Kanack to approve the January 22, 2015 meeting minutes.

April 2015 Financials:

M/S/P John Hoffmann/Corry Mihm to approve the April 2015 financials as presented.

EDA Update:

Rachel Lunney provided an overview of the EDA Regulatory Revision Final Rule. EDA funding wants to know how the money will impact or have an effect on the Comprehensive Economic Development Strategies (CEDs).

Patti Clapper brought up the Basalt Daycare facility. Could the EDD assist in getting this business off the ground? It was determined that the Basalt manager will contact Rachel to discuss possibilities. The next working group will be held on June 24, 2015, at Colorado Mountain College, Dillon Campus from 1:00pm – 4:00pm.

Program Update:

Rachel provided an update regarding current projects.

Rachel highlighted the kitchen incubator feasibility study as well as the health and wellness sector partnership. The Board requested a list of the health & wellness items that the NWCCOG has done to promote health & wellness.

Member Updates:

Member updates were provided at this time.

Pattie Snidow, Area Director for the USDA Rural Development suggested we don't rely on www.grants.gov when applying for grants. Print and mail your grant applications with return receipt requested.

Adjournment:

M/S/P John Hoffmann/Patti Clapper to adjourn the EDD Board meeting at 2:26pm.

Tom Clark, EDD Board Chair

Date

Northwest Colorado Council of Governments
Budget vs Actual - 3800 - Economic Development Planning
 July 2015

4:34 PM
 08/19/2015
 Accrual Basis

	<u>Jan - Jul 15</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense			
Income			
4000 - Grant Income			
4100 - Federal Grant Income	45,750.00	75.0%	61,000.00
Total 4000 - Grant Income	<u>45,750.00</u>	<u>75.0%</u>	<u>61,000.00</u>
4510 - Local Funding			
4630 - NWCCOG Matching	35,583.35	58.33%	61,000.00
Total 4510 - Local Funding	<u>35,583.35</u>	<u>58.33%</u>	<u>61,000.00</u>
4640 - Carryover Revenue	11,322.46	86.7%	13,060.00
Total Income	<u>92,655.81</u>	<u>68.6%</u>	<u>135,060.00</u>
Gross Profit	92,655.81	68.6%	135,060.00
Expense			
6100 - Payroll Expenses			
6110 - Executive Director	10,378.77	61.66%	16,833.00
6121 - Gen Program Staff	33,777.94	58.15%	58,084.00
6210 - Taxes & Benefits	16,631.10	61.0%	27,265.00
Total 6100 - Payroll Expenses	<u>60,787.81</u>	<u>59.49%</u>	<u>102,182.00</u>
6130 - Meeting Expense	17.14		
6410 - Contract Staff	7,475.00		
6520 - Outside Contract			
6420 - Fiscal Officer Expense	302.50		
6421 - Fiscal Assistant Expense	412.50		
6510 - Contractor	0.00	0.0%	13,060.00
6520 - Outside Contract - Other	5,000.00		
Total 6520 - Outside Contract	<u>5,715.00</u>	<u>43.76%</u>	<u>13,060.00</u>
6610 - Office Supplies	282.05		
6640 - Postage	64.79		
6660 - Advertising Expense	1,021.68		
6670 - Internet /Website Expense	126.41		
6680 - Dues & Subscriptions	350.51	140.2%	250.00
6720 - Rent & Utilities	1,270.78	58.29%	2,180.00
6910 - Charitable Donations	150.00		
7110 - Program Supplies	24.28	1.13%	2,150.00
7130 - Travel & Meeting	4,472.14	110.75%	4,038.00
7150 - Training & Technical Assistance	325.00	16.25%	2,000.00
7910 - Indirect Cost Allocation	5,422.44	58.94%	9,200.00
Total Expense	<u>87,505.03</u>	<u>64.79%</u>	<u>135,060.00</u>
Net Ordinary Income	<u>5,150.78</u>	<u>100.0%</u>	<u>0.00</u>
Net Income	<u><u>5,150.78</u></u>	<u><u>100.0%</u></u>	<u><u>0.00</u></u>



MEMORANDUM

To: NWCCOG Council
From: Rachel Lunney, NWCCOG EDD Director
Date: August 18, 2015
Re: 2016 Scope of Work

Each year, NWCCOG Economic Development District receives a planning partnership grant from the U.S. Economic Development Administration for the programs and activities of the Economic Development District. NWCCOG will submit its grant request for January 1 – December 31, 2016 sometime this fall. The draft 2016 scope of work for the planning partnership funds can be found on the following pages. NWCCOG staff is asking for EDD Board of Directors approval of the proposed 2016 scope of work.

Some highlights for 2016:

- Comprehensive Economic Development Strategy (CEDS) Update –The region’s CEDS is due to be updated by December 31, 2016. This update will be a major focus for the EDD in 2016. NWCCOG is looking to partner with USDA Rural Development to provide facilitation for public meetings. NWCCOG is looking to create an on-line CEDS, and therefore will be seeking proposals from consultants for this portion of the project. The on-line CEDS will also serve as a marketing tool for the region.
- NWCCOG will continue to partner with various organizations to bring educational workshops and trainings to the region. These partnerships may include the Northwest Colorado Small Business Development Center, Downtown Colorado Inc., Grand County (partner on the Disney Way training), the two co-working spaces in Frisco (Evo 3 and Elevate); USDA Rural Development; Colorado Fiscal Institute (will offer Colorado Fiscal Forum again in 2016).
- NWCCOG EDD will continue the work of the health and wellness industry sector partnership, and it will focus on the Work Well Collaborative, an initiative funded by a grant from the Colorado Department of Public Health and Environment to develop a regional worksite wellness program. This is a three-year project (7/1/15 – 6/30/18).
- On-going activities: Website enhancement and maintenance, monthly resources bulletins, quarterly economic updates, and bi-monthly working group meetings.

**Northwest Colorado Council of Governments
ECONOMIC DEVELOPMENT DISTRICT**

[DRAFT] SCOPE OF WORK 2016

1. Build a Business Friendly Environment

A. Provide technical assistance and other resources to assist communities in the region to create and foster a business climate that is friendly to existing businesses, as well as entrepreneurs looking to start and grow new businesses. This includes:

1. Maintenance of NWCCOG EDD website which includes a clearinghouse of information on resources available throughout the region to assist communities with helping their small businesses including economic indicator data, access to capital, funding opportunities, links for “how to do business” in the region, and links to a wide variety of business resources available in the region. The website is also used as a marketing tool to highlight regional assets.
2. Respond to inquiries regarding available commercial properties in the region. Direct inquires to the proper resources – i.e. Colorado InSite tool (statewide on OEDIT site as well as local portals)
3. Distribution of monthly resources e-bulletins. These bulletins provide information a broad range of economic development resources available throughout the region. The bulletins are sent directly to businesses as well as to a broad range of stakeholders, including the SBDC, chambers of commerce, business associations, town and county governments, and other economic development groups, and those groups are encouraged to forward it to their membership such that the reach is very large.
4. Work in collaboration with NW Colorado Small Business Development Center (NWCOSBDC) to promote, market, deliver free business consulting services to small businesses and entrepreneurs looking to start a business.

B. Build the capacity of the region’s communities to maintain existing assets, and develop new assets, which serve to make our communities attractive places for entrepreneurs to start new businesses, that serve to keep a productive, educated workforce. These assets include vibrant downtowns, transportation systems, recreational amenities, and preserve the natural environment, which is our greatest economic development asset. This includes:

1. Provide information on funding opportunities available to towns, counties, nonprofits through monthly resources bulletins as well as other newsletters, website postings, and social media.
2. Feature different communities throughout the region in newsletters, on the website, and through social media which highlight the community’s assets and benefits to doing business in that community. Also feature local businesses in the region on an on-going basis.

2. Retain, Grow and Recruit Businesses

A. Retain:

1. Increase/build the capacity of the NWCOSBDC by assisting with increasing access to and connecting businesses with consulting services offered by the NWCOSBDC. Continue to serve as host organization of NWSBDC in 2016.
2. Support and assist with two regional business conferences in 2016: (1) Health & Wellness Business Symposium (Spring 2016) and (2) Women's Business Conference (Fall 2016).
3. Provide data and information to businesses to maximize economic growth opportunities and enhance local business and industry retention and expansion.
4. Serve as clearinghouse for business resources through direct contact with businesses as well as via website, monthly resources bulletins, and social media.
5. Promote and market the Northwest Loan Fund as a way for existing businesses to retain and create new jobs.
6. Highlight businesses that are current or past clients of the Northwest Loan Fund as a way to help market their businesses.

B. Grow:

1. Explore and possibly implement programs which help existing businesses grow including an Economic Gardening program and/or accelerator programs. Partner with the NWCOSBDC as well as other economic development partners in the region on this.

C. Recruit:

1. Work with regional broadband effort in creating a marketing plan for the region which highlight the many assets the region has which make it an attractive place to do business, and an attractive place for broadband providers to make investments in broadband infrastructure.
2. Maintain the NWCCOG EDD website to serve as a marketing tool for doing business in the region.
3. Explore and create programs to encourage new businesses that complement the region's key economic drivers, and that also serve to diversify our economy. This will include partnering with the many existing resources in the region that are already working on serving entrepreneurs, including co-working spaces, accelerators, angel investment networks, Startup Weekend.

4. NWCCOG EDD to continue to serve as a clearinghouse for technical and financial resources available from the many partners in the region. We disseminate this information through our monthly resources bulletin, as well as on our website.

5. Serve as liaison between Federal (EDA) and State (OEDIT) government agencies and local communities.

3. Increase Access to Capital

A. Promote and market the Northwest Loan Fund. Highlight success stories of NLF clients to promote both the NLF and the businesses that benefitted.

B. Continue to research sources of grant funding available from both government and non-government sources; maintain a page on the website with funding opportunities. Disseminate this information via monthly resources bulletins.

C. Serve as a clearinghouse to businesses for information on financing/capital sources; provide updates in monthly resources bulletins. Provide information on website; partner with organizations to offer trainings on accessing capital in the region.

4. Focus on Projects that Bolster Tourism (Create and Market a Stronger Colorado Brand)

A. Maintain website for the NWCCOG Economic Development District which serves as a marketing tool for the region, highlighting all assets in the region. Link to all chambers of commerce, destination marketing organizations, and economic development groups in the region.

B. Encourage the expansion of the tourism/recreation and service industries through workshops, monthly resources bulletins, and website.

C. Support area tourism businesses and agencies with their activities.

D. Support and encourage programs that serve to preserve, protect and enhance the natural environment, the region's most basic asset for health, vitality and the tourism industry. Provide information to towns, counties, nonprofits, and other regional stakeholders on funding opportunities available that support environmental assets in the region including parks, open space, trails, wildlife preservation, etc.

5. Educate, Train, and Attract the Future Workforce

A. Explore and implement initiatives, projects and programs that build the capacity of the region's communities to attract and retain human capital. This includes highlighting the amenities the region has that are attractive to this demographic group - i.e. walkable communities, natural environment amenities, 4-year degrees offered by Colorado Mountain College, recreational opportunities, etc. Highlight amenities in the region by doing feature stories in monthly newsletters.

B. Promote and market the services offered by the Colorado Workforce Center. Partner with CWFC on projects and programs as appropriate.

C. Carry out any work plan items from the WorkWell Collaborative. This is the primary focus of the Regional Health and Wellness Sector Partnership for 2016. The WorkWell Collaborative is a project funded by a grant from the Colorado Department of Public Health and Environment (CDPHE) to implement a regional worksite wellness program.

D. Continue to serve as regional convener of any/all sector partnerships that emerge. Work with CWDC, OEDIT, etc. Participate in any summits, meetings, events, etc. organized by CWDC and OEDIT on sector partnership development that would benefit this region.

E. Partner with organizations/agencies to bring educational workshops to the region. Such organizations/agencies may include Colorado Mountain College, Colorado Workforce Center, NWSBDC, Chambers of Commerce, Small Business Administration, and other economic development organizations, educational organizations, and non-profits throughout the region.

E. NWCCOG EDD Manager to continue to serve on Colorado Workforce Development Board for this region. The benefits of WDB membership include having a seat at the table to represent the key industries in our region's workforce needs; network with business and community leaders; be part of the creation of a system of services that will benefit the region; stay up to date on what's going on and new programs and services offered by the Workforce Center in the region; learn about new and/or pending legislation affecting businesses and communities; and have a seat at the table to represent the region with respect to workforce issues. Keep abreast of new requirements, incentives, etc. as a result of the Workforce Investment Opportunity Act (WIOA), and how it affects our region.

6. Cultivate Innovation and Technology

A. Cultivate Innovation

1. Work with the various organizations and projects in the region to support and build the capacity of the entrepreneurial regional ecosystem. Specifically, support the work of the co-working spaces throughout the region, Startup Weekends in the area, and similar programs, accelerators and all other organizations working to support entrepreneurs and growth companies in the region, which serve to diversify our economy.

2. Assist entrepreneurs, growth companies, and existing businesses obtain financing through the Northwest Loan Fund as well by referral to other alternative sources of funding.

3. Explore establishment of a commercial kitchen business incubator in the region.

4. Attend statewide workshops, trainings, events focusing on innovation such as the Colorado Innovation Network Summit (COIN).

B. Cultivate Technology

1. NWCCOG Executive Director to serve as project manager for regional broadband initiative including coordinating the work of the regional broadband steering committee, and overseeing

the work of a regional broadband coordinator. NWCCOG EDD staff to continue to assist Executive Director in the implementation of action steps outlined in NWCCOG Regional Broadband Strategic Plan as appropriate. This includes developing a regional marketing plan to attract private investment in broadband investment.

7. Strengthen the capacity of the region's Towns, Counties, and Economic Development Organizations

A. Continue to provide a forum for intergovernmental cooperation on economic development issues to facilitate collaboration among towns, counties, and economic development organizations within the region. NWCCOG EDD provides this forum for exchange of ideas, needs, etc. at its bi-monthly working group meetings. Tentatively, the working group will meet on the fourth Wednesday of every other month beginning in February. Tentative dates for 2016:

- February 24
- April 27
- June 22
- August 24
- October 26
- December 14 (*moved up due to holidays*)

Continue to incorporate presentations of interest on a variety of economic development topics into working group meetings.

B. Continue to serve as a resource to assist local governments and economic development organizations with their economic development activities. Economic and demographic information is provided through quarterly bulletins as well as on the NWCCOG EDD website. NWCCOG EDD staff serves as a resource to direct local governments and stakeholders in the region to appropriate federal, state, regional and local resources.

C. EDD staff to participate in training offered by various professional organizations including but not limited to the International Economic Development Council (IEDC); National Association for Development Organizations (NADO), and Economic Development Council of Colorado (EDCC).

D. Maintain and convene an EDD Board of Directors that complies with EDA requirements; Prepare and submit all EDA-required reports and documents.

8. Update the Comprehensive Economic Development Strategy (CEDS)

A. The region's CEDS is due to be updated by December 31, 2016. This update will be a major focus for the EDD in 2016. NWCCOG is looking to partner with USDA Rural Development to provide facilitation for public meetings. NWCCOG is looking to create an on-line CEDS, therefore will be seeking proposals from consultants for this portion of the project.