39770 - Hyde Shuttle - Original

Application Details

Funding Opportunity:	38336-2027-2029 Consolidated Grant Program - Operating
Funding Opportunity Due Date:	Sep 9, 2026 3:01 PM
Program Area:	Consolidated Grant Program
Status:	Under Review
Stage:	Final Application
Initial Submit Date:	Sep 9, 2026 1:38 PM
Initially Submitted By:	Phirun Lach
Last Submit Date:	
Last Submitted By:	

Contact Information

Primary Contact Information

Active User*: Yes

Type: External User

Name: Salutation Phirun (First Name) Middle Name Lach (Last Name)

Title: Director Of Transportation

Email*: phirunl@soundgenerations.org

Address*: 2208 2nd Ave

Suite 100

Seattle (City) Washington (State/Province) 98121-2055 (Postal Code/Zip)

Phone*: (206) 554-1655

Fax:

Comments:

Organization Information

Status*: Approved

Legal Name*: Sound Generations

DBA Name*: Sound Generations

Organization Type*: Non Profit

Organization Website: https://soundgenerations.org
(Please enter http://... for this field)

Vendor ID: 910823767

SAM UEI #: LCL9SBLQFUM7

Physical Address*: 2208 2nd Ave

Suite 100

Seattle Washington 98121-2055
City State/Province Postal Code/Zip

Mailing Address*: 2208 2nd Ave

Suite 100

Seattle Washington 98121-2055
City State/Province Postal Code/Zip

Remit to Address*: 2208 2nd Ave

Suite 100

Seattle Washington 98121-2055
CIty State/Province Postal Code/Zip

Phone*: (206) 727-6263 Ext.

Fax:

Fiscal Year End Last day of*: December

Indirect Cost Rate: 26.20%

IDR Expiration Date: 12/31/2027

Organization Contact Information

Organization Contact Information

Organization Director*: Phirun Lach
First Name Last Name

Director of Transportation phirunl@soundgenerations.org
Title Email Address

Applicant Contact*: Kim Christodoulou
First Name Last Name

Assistant Director of Transportation kimc@soundgenerations.org
Title Email Address

Project Contact: Phirun Lach
First Name Last Name

Director of Transportation phirunl@soundgenerations.org
Title Email Address

Summary of Project Information

Summary of Project Information

Refer to the glossary in the Public Transportation Grant Guidebook for service-type definitions.

Service Type*: Demand-response
Select all that apply

Need for Service*: Sustain existing service
Expansion can?t be combined with sustaining existing service within the same application for the first biennium.
NOTE: Sustain existing service is the only project type eligible for a 4-year term.

Checking "Yes" for federal funds means that your organization is willing and able to comply with the associated federal requirements, such as federal drug and alcohol testing procedures, Title VI activities, and federal small business enterprise (FSBE) requirements. For examples of federal requirements from last biennium, refer to the Public Transportation Grant Guidebook.

Willing to Accept FTA funds for the biennium?*: Yes

If project is a purchase-of-service type, the eligible funding source and match rate may be affected.

Is this a purchase-of-service project?: No

If your organization has proof of 501(c) nonprofit status, the project may be eligible for state paratransit special needs competitive funds.

Does your organization have 501(c) nonprofit status?: Yes

Choose the congressional district(s), legislative district(s), and county(ies) this project will serve (include the entire project area).
Congressional & Legislative District map

Congressional District(s)
Select as many as apply
***:** 1,7,8,9

Legislative District(s)
Select as many as apply
***:** 05,11,30,31,32,33,34,36,37,43,46,47

County(ies)
Select as many as apply
***:** King

Scope of Work

Scope of Work

Select the Regional Transportation Planning Organization (RTPO) / Metropolitan Planning Organization (MPO) that will be ranking this project from the drop-down menu.

RTPO/MPO*: Puget Sound Regional Council

Project Summary (Scope)

Provide a brief, high-level description of what your project proposes to do (address what the project is, whom it serves, and where the service occurs).

WSDOT will use this information to develop the project scope for the grant agreement and may also use it to describe the project to the Legislature.

Proposed summary/scope of work*:

To provide operating funding to sustain and strengthen community-based paratransit service for seniors and people with disabilities in urban, suburban and rural King County who are unable to use public transportation such as the bus or ADA Paratransit, because they cannot afford the fare, not eligible for ADA Paratransit or too frail to use it.

Project Description

Provide a detailed description of the tasks, activities, and deliverables your project will complete. Your narrative should reflect the full life of the project and demonstrate how the proposed activities align with the grant program?s goals.

Description of project*:

The Hyde Shuttle will provide safe, reliable, door-to-door, demand-response transportation for older adults and adults with disabilities throughout urban, suburban, and rural King County. Operating assistance will support the continued delivery of accessible transportation to medical appointments, grocery stores, senior and community centers, nutrition programs, pharmacies, and other destinations that promote health, independence, and quality of life.

Project activities include trip scheduling and dispatch, customer registration and support, driver training, vehicle operations and coordination with King County Metro regarding fleet maintenance, Hopelink, healthcare providers, senior centers, and community-based organizations. The Hyde Shuttle complements existing public transportation by serving individuals whose mobility needs cannot be met through fixed-route transit or ADA paratransit.

Sound Generations will use CTS TripMaster and Power BI to monitor ridership, on-time performance, trip denials, customer satisfaction, and operational efficiency to support continuous quality improvement. These activities align with the 2026 PSRC Coordinated Mobility Plan by advancing customer-centered mobility, improving equitable access to healthcare and essential services, strengthening regional coordination, and supporting older adults and people with disabilities in aging safely and independently within their communities.

Project Need

Why is this project needed, and how does this proposal address the need? How would the community be affected if the grant is not awarded?

Include a description of the transportation problem that aligns with the need identified in the Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP). Explain how the problem was identified and describe how the proposed project will address it.

Need*:

Hyde Shuttle addresses critical transportation gaps for older adults and adults with disabilities throughout King County who cannot reliably use fixed-route transit or ADA paratransit due to physical, cognitive, financial, or mobility-related barriers. The 2026 Puget Sound Regional Council (PSRC) Coordinated Mobility Plan identifies accessible, affordable, and customer-centered transportation, improved access to healthcare and essential services, coordinated mobility, and equitable access as regional priorities. The plan also recognizes that transportation barriers contribute to missed medical appointments, food insecurity, social isolation, and reduced independence.

The need for this project has been identified through the PSRC Coordinated Mobility Plan, ongoing participation in the King County Mobility Coalition and PSRC Special Needs Transportation Committee, collaboration with King County Metro, Hopelink, healthcare providers, senior centers, community-based organizations, and rider feedback. These partners consistently identify the need for flexible, door-to-door transportation that complements existing transit services.

Hyde addresses these needs by providing affordable, demand-response transportation that connects riders to healthcare, nutrition programs, grocery stores, community centers, and other essential destinations. Without continued grant funding, many older adults and adults with disabilities would experience increased transportation barriers, reduced access

Area Served

Is this project primarily serving a rural area?*:	No Any service that supports public transportation in rural areas with populations less than 50,000.
Is this project primarily serving the Seattle, Tacoma, Everett urbanized area?:	Yes

Special Needs Transportation

To be eligible for special needs transportation funding, applicants must address how their project advances the efficiency in, accessibility to, or coordination of transportation services provided to persons with special transportation needs, as defined in RCW 81.66.010(3).

Does this project advance efficiencies in, accessibility to, or coordination of special needs transportation?*:	Yes

Describe how your project advances these areas, and the approach you are using to achieve these improvements. Additionally, identify the special needs population(s) to be served by this project.

Special Needs Transportation:

The project serves individuals whose physical, cognitive, financial, or mobility limitations prevent them from independently using fixed-route transit or ADA paratransit, enabling them to remain healthy, independent, and connected to their communities.

The project improves accessibility by providing affordable, door-to-door, demand-response transportation with minimal eligibility requirements, flexible scheduling, and personalized customer support. Riders are connected to medical appointments, grocery stores, pharmacies, senior and community centers, nutrition programs, and other essential destinations that support health and quality of life. Hyde's optional donation model further reduces financial barriers to transportation.

The project advances efficiency through centralized scheduling and dispatch, coordinated trip grouping, ongoing driver training, and performance monitoring using CTS TripMaster and Power BI. Management regularly reviews passenger trips, vehicle utilization, trip denials, on-time performance, and customer satisfaction to support continuous quality improvement and maximize the efficient use of public resources.

The project strengthens coordination by working closely with King County Metro, Hopelink, the King County Mobility Coalition, healthcare providers, senior centers, housing providers, and community-based organizations to connect riders with the transportation option that best meets their needs while avoiding duplication of services. Hyde Shuttle complements fixed-route transit, ADA paratransit, volunteer transportation, and other community transportation providers by filling mobility gaps for individuals requiring a higher level of assistance.

This coordinated, customer-centered approach advances the priorities of the 2026 PSRC Coordinated Mobility Plan by expanding equitable access to transportation, improving access to essential services, and strengthening the region's coordinated mobility network.

Project Staff

Provide the names of the key staff who will be working on this project, along with their years of experience and relevant qualifications. Include their experience managing similar projects, with specific attention to responsibilities for grant financial management, budget oversight, documentation, and compliance.

Project Staff*:

The Hyde Shuttle is managed by an experienced leadership team with extensive expertise in transportation operations, grant administration, financial management, and regulatory compliance.

Phirun Lach, Chief Programs Officer, provides executive oversight for Sound Generations' transportation programs. With over 15 years of leadership experience, he is responsible for strategic planning, contract and grant compliance, program performance, budget oversight, and ensuring organizational accountability for federal, state, and local funding.

Kim Christodoulou, Assistant Director, has more than 20 years of experience managing special needs transportation operations. She oversees daily service delivery, dispatch, scheduling, driver supervision, fleet operations, performance monitoring, and compliance with program requirements to ensure safe, reliable, and efficient transportation services.

Lynn LaSof, Chief Financial Officer, oversees grant financial management, budgeting, accounting, financial reporting, internal controls, documentation, and compliance with applicable federal, state, and local funding requirements. She ensures grant expenditures are accurately tracked, monitored, and reported in accordance with grant agreements.

Since 1967, Sound Generations has successfully administered public funding for transportation and other human services, maintaining established financial controls, documentation practices, procurement procedures, and reporting systems that ensure accounta

Relationship to Other Projects

Relationship to Other Projects

Is this project dependent on any other projects submitted by your organization?*: No

Did you, or will you, apply for this project in another grant program this biennium?*: No

Have you applied for the same project in a prior biennium and did not receive funding?*: No

Are you applying for other projects within this funding opportunity?*: Yes

List all project applications for this funding opportunity, including this project, in order of priority*:

Sound Generations is also submitting a separate application for Hyde Shuttle - Eastside. The Eastside project serves Bellevue, Kirkland, and Redmond and has a separate project scope, budget, funding request, and service expansion. The two projects are complementary but are not dependent upon one another, and costs and funding are allocated separately to avoid duplication.

Planning and Coordination

Coordinated Public Transit - Human Services Transportation Plan

Coordinated Public Transit - Human Services Transportation Plan	Page number(s) or TBD	How is the need in the CPT-HSTP met by this project?
Puget Sound Regional Council	69	The Hyde Shuttle directly addresses Need #6 and Strategy 6 by improving access to healthcare, wellness, and other essential services for older adults and adults with disabilities. Hyde provides accessible, door-to-door transportation to medical, nutrition, and other essential destinations. The service fills transportation gaps for riders who cannot reliably use fixed-route transit or other available options and coordinates with community and healthcare partners to support independence and aging.
Puget Sound Regional Council	67	The Hyde Shuttle directly addresses Strategy 4 by providing context-appropriate, door-to-door, demand-response transportation for older adults and adults with disabilities in King County, including communities where fixed-route transit does not fully meet riders' mobility needs. Hyde is operated in partnership with King County CAT program, which the Plan specifically identifies as an existing partnership to maintain and strengthen. Continued WSDOT funding will sustain this service.
Puget Sound Regional Council	71	Hyde Shuttle addresses Need #8 and Strategy 8 by leveraging WSDOT funding with local and regional resources to sustain specialized transportation for priority populations. Continued Consolidated Grant funding supports the long-term operation of Hyde's demand-response service and leverages partnerships and funding from King County Metro, Aging and Disability Services, local jurisdictions, and other partners. This coordinated funding approach helps preserve service capacity and transportation.

Cross-region Project

Does this project have a service area that crosses RTPO/MPO planning boundaries?*: No

Project Coordination

Describe coordination efforts. Include details such as:

- How is the project reflected in regional plans?
- Which prioritized strategies are being addressed?
- Who was involved in defining the transportation problem?
- Other alternatives considered for addressing the problem.
- Demonstrations of local/regional coordination in implementing the proposed project.

Coordination Efforts*:

The Hyde Shuttle is directly reflected in the 2026 PSRC Coordinated Mobility Plan and advances multiple regional priorities. Need #4/Strategy 4 (p. 67) calls for context-appropriate demand-response and flexible transportation in areas not well served by fixed-route transit and specifically identifies maintaining and strengthening King County Metro's Community Access Transportation (CAT) program. Hyde also advances Need #6/Strategy 6 (pp. 69) by improving access to healthcare, wellness, and other essential services. Sustained operations are identified as a High Priority for Consolidated Grant funding under these strategies. The proposed addition of two shuttle drivers will strengthen Hyde's capacity to sustain reliable service and respond to transportation needs identified through this regional planning.

These transportation needs were identified through PSRC's regional engagement with transit agencies, specialized transportation providers, mobility coalitions, community organizations, and people with mobility and accessibility needs. Locally, Sound Generations also receives ongoing input from riders, caregivers, community partners, and service providers.

Alternatives include fixed-route transit, ADA paratransit, volunteer transportation, and other community transportation services. However, these options cannot meet every rider's needs or every trip. Hyde complements rather than duplicates these services by providing flexible, door-to-door transportation for older adults and adults with disabilities.

Implementation is highly coordinated. Sound Generations operates Hyde in partnership with King County Metro through the CAT program and collaborates with Hopelink, the King County Mobility Coalition, Aging and Disability Services, local jurisdictions, healthcare and human-service providers, senior centers, and community organizations. These partnerships support referrals, outreach, funding, service coordination, and identification of emerging mobility needs.

By selecting yes, you acknowledge that you coordinated or will coordinate this project with the planning organization(s) within the region(s) this project serves*: Yes

How does your project connect to, coordinate with, leverage, or enhance other modes of transportation in your service area (e.g., aviation, intercity bus or rail, park-and-rides, bicycle/pedestrian)?
In your response, include how the multimodal partnerships for this project will improve or enhance access to social services.
What efficiencies will be gained within the service area as a result of this project?

Multimodal Partnerships*:

The Hyde Shuttle complements King County's multimodal transportation network by providing flexible, door-to-door transportation for older adults and adults with disabilities who may be unable to independently use fixed-route transit or other modes. Through King County Metro's Community Access Transportation (CAT) program, Hyde complements Metro bus service, ADA paratransit, light rail, park-and-rides, and other community transportation options rather than duplicating existing services.

Sound Generations coordinates with King County Metro, Hopelink, mobility coalitions, healthcare providers, senior centers, and community-based organizations to connect riders with the transportation option best suited to their needs. These partnerships improve access to medical care, nutrition programs, grocery stores, social services, and community activities, particularly for individuals who face mobility barriers.

Hyde improves system efficiency by filling gaps where traditional transit is not appropriate or available, coordinating referrals among providers, and grouping demand-response trips when possible. This allows existing transportation resources to be used more effectively while expanding access to essential services. The approach supports the 2026 PSRC Coordinated Mobility Plan's emphasis on context-appropriate transportation, coordination among mobility providers, and improved connections to healthcare and essential services.

Budget

Duration of Project

Duration of Project*: Four Years

Expenses

Expenses	If Other, List the Expense	** July 1, 2025 - June 30, 2027 (Current Estimate)	July 1, 2027 - June 30, 2029 (Projected)	Variance Between Biennia	** July 1, 2029 - June 30, 2031 (Projected)	Variance Between Biennia
Labor & Benefits		$6,623,405.00	$7,354,550.00	11.04%	$7,802,442.00	6.09%
Contracted Services - Other		$21,207.00	$21,927.00	3.40%	$23,262.00	6.09%
Other	Telephone / Telecommunications	$123,320.00	$127,507.00	3.40%	$135,272.00	6.09%
Other	Postage	$6,934.00	$7,169.00	3.39%	$7,606.00	6.10%
Project Supplies		$22,600.00	$23,367.00	3.39%	$24,790.00	6.09%
Other	Travel	$10,400.00	$11,033.00	6.09%	$11,705.00	6.09%
Other	Equipment	$49,768.00	$55,000.00	10.51%	$58,350.00	6.09%
Other	Print, Dues & Marketing	$5,663.00	$6,008.00	6.09%	$6,374.00	6.09%
Other	Other Expenses	$1,066.00	$1,131.00	6.10%	$1,200.00	6.10%
Other	Administration Shared Costs	$1,756,490.00	$1,863,458.00	6.09%	$1,976,946.00	6.09%
Other	In-kind vehicles, fuel and Maintenance	$1,195,908.00	$1,167,434.00	-2.38%	$1,167,434.00	0.00%
Insurance		$335,262.00	$346,635.00	3.39%	$367,745.00	6.09%
		$10,152,023.00	**$10,985,219.00**		**$11,583,126.00**	

Sources of Revenue/Match

Revenue/Match Source	If Other, List the Source	** July 1, 2025 - June 30, 2027 (Current Estimate)	July 1, 2027 - June 30, 2029 (Projected)	** July 1, 2029 - June 30, 2031 (Projected)
State: Area Agency Aging		$690,940.00	$663,036.00	$663,036.00
Local: Other	King County Metro	$4,190,680.00	$4,190,680.00	$4,190,680.00
Local: In-Kind		$1,195,908.00	$1,167,434.00	$1,167,434.00
Federal: FTA via WSDOT		$1,650,000.00	$1,650,000.00	$1,650,000.00

Fares and Donations

Row	July 1, 2025 - June 30, 2027 (Current Estimate)	July 1, 2027 - June 30, 2029 (Projected)	July 1, 2029 - June 30, 2031 (Projected)
Fares and rides donations	$23,400.00	$30,000.00	$30,000.00

Variances

Variance between 2025-2027 and 2027-2029: 8.21%

Variance between 2027-2029 and 2029-2031: 5.44%

Variances:

Projected expenses increase from the current biennium primarily due to updated actual operating costs, anticipated wage and benefit increases, and the addition of two shuttle drivers to support service capacity. The budget also reflects current vehicle insurance, telecommunications, supplies, equipment, and administrative cost allocations based on Sound Generations' recent operating experience. Future costs were generally projected using a 3% annual escalation assumption where appropriate.

Other Sources and In-Kind Match

Other Sources*:

King County Metro - Community Access Transportation (CAT) Program
Seattle Human Services Department - Aging and Disability Services (ADS)

Are you using in-kind match?*: Yes

You must provide an in-kind valuation plan in the Attachments section.

Describe the in-kind match:

King County Metro provides vehicles used to operate Hyde Shuttle service, along with the associated fuel and vehicle maintenance. The value of these contributed resources is included as an in-kind expense and matching contribution in the project budget. An in-kind valuation plan documenting the methodology used to determine the value of Metro's contribution is included in the Attachments section.

Other Support

Other Support:

Sound Generations has a long-standing partnership with King County Metro to support the operation of Hyde Shuttle service throughout King County. Metro provides substantial financial support through its Community Access Transportation (CAT) Program, as well as vehicles, fuel, and maintenance as an in-kind contribution. Federal Transit Administration (FTA) funding administered through King County Metro also supports Hyde service in Seattle, Tukwila, and SeaTac.

Sound Generations also partners with Seattle Human Services Department - Aging and Disability Services (ADS), which provides funding to support transportation for older adults and people with disabilities. Client contributions provide an additional source of project support.

Sound Generations will continue working with these partners throughout the grant period to sustain and leverage resources for Hyde. WSDOT funding complements these significant federal, regional, local, and in-kind investments and is critical to closing the remaining operating funding gap and maintaining accessible, door-to-door transportation for eligible riders throughout King County.

Budget Development Methodology

Budget development methodology*:

The Hyde Shuttle project budget was developed using historical expenditures, current-year actuals and budget information, current staffing and compensation levels, existing contracts, and projected service levels. As an established transportation program, Hyde has multiple years of operating data that provide a reliable basis for estimating future expenses.

Personnel costs reflect current wages, benefits, payroll-related expenses, and anticipated staffing needed to operate the proposed service, including the planned addition of two shuttle drivers. Insurance, technology, training, supplies, equipment, communications, and other direct operating expenses were estimated using recent actual expenditures, current budget information, contractual obligations, and anticipated cost changes. Future costs generally assume 3% annual escalation, with adjustments when known costs, service changes, or current valuations provide a more accurate estimate.

Administrative/shared costs were developed using Sound Generations' established cost allocation methodology and recent actual administrative cost distributions. Sound Generations currently has an approved 26.2% indirect cost rate and 21.9% fringe benefit rate. Metro-provided vehicles, fuel, and maintenance are reflected as an in-kind expense and matching contribution using King County Metro's current valuation and the methodology documented in the in-kind valuation plan.

Budget assumptions were reviewed against projected service levels, staffing, and anticipated demand to ensure costs support the proposed scope. Sound Generations will monitor expenditures and performance throughout the grant period, investigate material variances, and make allowable adjustments to maintain fiscal accountability and efficient use of grant funds.

Summary

July 1, 2027 - June 30, 2029

Total Expenses: $10,985,219.00

Match Total: $7,671,150.00

Requested Amount: $3,314,069.00
This is the amount of grant funds your organization is requesting from July 1, 2027 - June 30, 2029

Percentage of Match: 69.83%

July 1, 2029 - June 30, 2031

Total Expenses: $11,583,126.00

Match Total: $7,671,150.00

Requested Amount: $3,911,976.00
This is the amount of grant funds your organization is requesting from July 1, 2029 - June 30, 2031

Percentage of Match: 66.23%

Indirect Costs

Indirect Costs

Are you charging indirect costs to this grant/project?*: Yes

Select the method your organization uses to apply indirect costs to this project.

Method*: Negotiated indirect cost rate

If you selected a negotiated indirect cost rate, what is your current rate and expiration date?

Rate: 26.2 %

Expiration Date: 12/31/2027

If the rate will expire before the grant agreement begins, what rate will you apply until a new rate is approved?

Rate: %

Service Level

Project Service Level Information

Project Specific Information	July 1, 2025 - June 30, 2027 (Current Estimate)	July 1, 2027 - June 30, 2029 (Projected)	Percent of Change	July 1, 2029 - June 30, 2031 (Projected)	Percent of Change
Passenger Vehicle Hours	67174	70533	5.00%	74060	5.00%
Passenger Vehicle Miles	505560	530838	5.00%	557380	5.00%
Passenger trips should be entered as whole numbers only.					
Passenger Trips	79410	83380	5.00%	87549	5.00%
Volunteer Hours	0	0	0.00%	0	0.00%

Project Service Level Description

Describe the methodology used to develop these estimates, including any assumptions used in their development. Identify data sources and monitoring processes.

How were service-level estimates developed?*:

Service-level estimates were developed using Hyde Shuttle's current operating experience and projected service demand. The 2025-27 current estimate provides the baseline for passenger trips, passenger vehicle hours, and passenger vehicle miles. For 2027-29, Sound Generations projects a 5% increase in each measure, resulting in approximately 83,380 one-way passenger trips, 70,533 passenger vehicle hours, and 530,838 passenger vehicle miles. An additional 5% increase is projected for 2029-31 as service demand continues to grow.

These projections reflect anticipated growth in demand for accessible, door-to-door transportation and the additional service capacity supported by the proposed staffing increase. Actual service levels will be monitored through CTS TripMaster and internal performance reporting, including passenger trips, vehicle hours, vehicle miles, trip denials, cancellations, and on-time performance. Projections will be reviewed against actual performance throughout the grant period.

For demand-response or deviated fixed-route projects, summarize the intended outputs of this project in both qualitative (narrative) and quantitative (statistical) formats. Some projects may not align with traditional performance measures (e.g., revenue vehicle hours/miles, passenger trips). In such cases, quantifiable objectives can be reported instead, such as: the number of trainings conducted, outreach events completed, passengers served, or other measurable outcomes generated by this project. Be sure to include a quantitative output, as this will serve as the baseline measurement for your next biennium application. Qualitative measures are optional.

Intended Outputs:

Hyde Shuttle will continue providing safe, reliable, door-to-door, demand-response transportation for older adults and adults with disabilities throughout King County. During 2027-29, the project is expected to provide approximately 83,380 one-way passenger trips, 70,533 passenger vehicle hours, and 530,838 passenger vehicle miles. For 2029-31, projected outputs increase to approximately 87,549 trips, 74,060 vehicle hours, and 557,380 vehicle miles.

In addition to these quantitative outputs, Hyde will provide riders with dependable access to healthcare, grocery stores, nutrition programs, senior and community centers, pharmacies, and other essential destinations. The project will emphasize reliable service delivery, efficient vehicle utilization, responsive customer service, and coordination with regional transportation and community partners.

How will your organization measure whether the project is successful? Describe the steps you will take to improve performance if your project does not meet the identified performance targets.

Project Success Measurement*:

Project success will be measured through passenger trips, vehicle hours and miles, trip denials, on-time performance, cancellations/no-shows, vehicle utilization, and customer feedback. Sound Generations will monitor performance using CTS TripMaster, Power BI, and internal financial and operational reporting. Management will regularly compare actual service levels and expenditures with grant targets and investigate material variances. If performance falls below expectations, staff will review scheduling and dispatch practices, staffing and driver availability, trip demand, vehicle utilization, and service coordination to identify corrective actions and improve performance.

Milestones

Readiness to Proceed

Will your project be ready to proceed at the start of the biennium?*: Yes

Milestones

Activities	Date (mm/yy)
Project Start	07/27
Project Complete	06/31

Supplemental Information

Supplemental Information

Supplemental Information:

Hyde Shuttle is a long-standing, community-based transportation program serving older adults and adults with disabilities throughout King County. The service fills an important gap for individuals whose physical, cognitive, financial, or mobility-related needs make fixed-route transit or ADA paratransit difficult or impractical to use.

The 2027-29 request reflects the actual cost of sustaining this established service while strengthening capacity to meet ongoing transportation demand. Sound Generations proposes to add two shuttle drivers and projects a 5% increase in passenger trips, vehicle hours, and vehicle miles compared with the current biennium. The proposed service is expected to provide approximately 83,380 one-way passenger trips, 70,533 passenger vehicle hours, and 530,838 passenger vehicle miles during 2027-29.

The project is supported through a coordinated funding partnership. Sound Generations leverages King County Metro Community Access Transportation (CAT) funding, Federal Transit Administration funding administered through King County Metro, Aging and Disability Services funding, client contributions, and Metro-provided vehicles, fuel, and maintenance. WSDOT funding fills a critical remaining operating need and leverages these substantial federal, regional, local, and in-kind resources.

The proposed budget was developed using current program operating data, staffing and compensation information, actual administrative cost allocations, current contracts and valuations, and reasonable future cost assumptions. The increased request therefore reflects the projected funding needed to deliver the proposed scope rather than an across-the-board percentage increase from the prior award.

Sound Generations will continue coordinating with King County Metro, Hopelink, the King County Mobility Coalition, healthcare and human-service providers, senior centers, and other community partners to ensure Hyde complements rather than duplicates existing transportation resources. Performance will be monitored through passenger trips, vehicle hours and miles, trip denials, on-time performance, vehicle utilization, and customer feedback to support efficient use of public resources and continuous service improvement.

Vulnerable Populations in Overburdened Communities & Tribes

Vulnerable Populations in Overburdened Communities

Identify the type of direct and meaningful benefits your project provides to vulnerable populations using the descriptions above, if applicable. Explain how your project delivers these benefits and the impact it will have on the populations served.

Vulnerable Populations in Overburdened Communities*:

The Hyde Shuttle provides direct and meaningful benefits to vulnerable populations in overburdened communities throughout King County by addressing a fundamental community need: reliable access to transportation. The program serves older adults and adults with disabilities, including individuals with limited incomes and residents of communities experiencing socioeconomic, mobility, and other barriers.

Hyde provides accessible, door-to-door, demand-response transportation to healthcare, grocery stores, nutrition programs, senior and community centers, pharmacies, social services, and other essential destinations. For riders who cannot safely or independently use fixed-route transit, lack access to a private vehicle, or face financial or mobility barriers, Hyde provides an essential connection to services that support health, food security, independence, and quality of life.

The project reduces transportation inequities through an optional donation model that does not make ability to pay a barrier to service and by accommodating mobility needs that may not be adequately served by traditional transportation. This is particularly meaningful for residents whose transportation barriers intersect with disability, limited income, language or cultural barriers, or residence in communities with fewer mobility options.

By sustaining reliable transportation throughout King County, Hyde helps reduce missed healthcare and nutrition services, supports social connection, and enables older adults and adults with disabilities to remain safely and independently in their communities. The project therefore addresses community-identified mobility needs while improving equitable access to essential resources and opportunities.

If these populations were engaged by you or your representatives in developing or maintaining the project, describe the outreach efforts and results. Include details such as methods used to engage the community, feedback received, and how the input influenced the project?s design or implementation.

Inclusive outreach in planning:

Hyde's service design and ongoing operations are informed by input from riders, caregivers, community partners, and organizations serving older adults and people with disabilities. Sound Generations gathers feedback through direct rider and caregiver communication, customer service interactions, rider satisfaction feedback, trip requests and denials, and ongoing relationships with senior centers, healthcare and human-service providers, housing partners, and community-based organizations.

Sound Generations also participates in regional mobility coordination efforts, including the King County Mobility Coalition and PSRC planning processes, which provide opportunities for transportation providers and community stakeholders to identify unmet needs and service gaps. Feedback consistently reinforces the need for affordable, flexible, door-to-door transportation for individuals who cannot reliably use other transportation options.

Tribal Support

Is this project directly operated by a tribe?*:	No
Is your project serving and is it supported by a tribal nation in Washington?:	No

Environmental Justice

Environmental Justice Assessment (EJA)

You must conduct an Environmental Justice Assessment (EJA) if you apply for $15 million or more in grant funds.

Are you requesting $15 million or more in WSDOT funds for your proposed project?*:	No

Attachments

Attachments

Named Attachment	Required	Description	File Name	Type	Size	Upload Date
Required for all projects						
Population density map	✔	Hyde - Original Population Density Map	HydeServiceAreaPopMap.pdf	pdf	955 KB	09/03/2026 02:49 PM
Service area map	✔	Hyde - Original Service Area Map	HydeServiceAreaMap.pdf	pdf	891 KB	09/03/2026 02:50 PM
Required for new nonprofit applicants only						
501(c) IRS Letter of Determination		501(c) IRS Letter of Determination	Sound Generations 501c3 2016 2007 1986 1967.pdf	pdf	168 KB	09/03/2026 01:51 PM
WA Utilities & Transportation Commission (UTC) Certification (required for new nonprofit applicants that are direct service providers)		UTC Certification Document	20260903_WA Utilities Transportationdocument.pdf	pdf	194 KB	09/03/2026 01:14 PM
Conditionally required						
Indirect costs documentation - de minimis rate self-certification; negotiated indirect cost rate letter from cognizant agency, or a cost allocation plan		Indirect Cost Rate	Sound Generations ICR approval letter 03302026 signed.pdf	pdf	604 KB	08/30/2026 08:06 PM
In-kind match valuation proposal (required for operating & mobility management projects that are proposing to use in-kind as matching funds)		In-Kind Match valuation proposal	Hyde_Shuttle_In-Kind_Match_Valuation_Proposal.pdf	pdf	519 KB	09/09/2026 01:36 PM
Procurement policy (required for new applicants or existing grantees without a current policy on file with WSDOT if this project includes the procurement of services or capital assets)		Procurement Policy	Accounting Policy 1 AP-Procurement updated 11-01-2025.pdf	pdf	248 KB	09/03/2026 01:51 PM
Correspondence from a tribe in support of your project (if project is serving and supported by tribe(s). Not required if the applicant is a tribe.)						
Optional attachments						
Letters committing matching funds		King County Metro Match letter	Sound_Generations_2026_LOS.pdf	pdf	229 KB	09/09/2026 01:34 PM
Letter of concurrence (for projects that operate in multiple planning regions)						
Letters of support (combine into one file attachment)		Letters of support	LOS_BATCH.pdf	pdf	224 KB	09/03/2026 02:26 PM
Supplemental information		King County Metro Community Access Transportation (CAT) agreement	Sound Generations King County Agreement 1.pdf	pdf	1 MB	09/09/2026 01:37 PM
Optional construction attachments						
NEPA/SEPA assessment, if available						
Supplemental construction project information (building or site designs, site plans, location exhibits, etc.), if available						

Certification

Certification

I certify, to the best of my knowledge, that the information in this application is true and accurate and that this organization has the necessary fiscal, data collection, and managerial capabilities to implement and manage the project associated with this application:

Certification*: Yes

Application Authority*:	Phirun First Name	Lach Last Name
Title*:	Interim Chief Programs Officer	
Date*:	09/09/2026	

IRS Department of the Treasury
Internal Revenue Service

OGDEN UT 84201-0046

In reply refer to: 0423273795
Feb. 23, 2016 LTR 252C 0
91-0823767 000000 00
00010726
BODC: TE

SOUND GENERATIONS
2208 2ND AVE
SEATTLE WA 98121-2035

058645

Taxpayer Identification Number: 91-0823767

Dear Taxpayer:

Thank you for the inquiry dated Jan. 21, 2016.

We have changed the name on your account as requested. The number shown above is valid for use on all tax documents.

If you need forms, schedules, or publications, you may get them by visiting the IRS website at www.irs.gov or by calling toll-free at 1-800-TAX-FORM (1-800-829-3676).

If you have any questions, please call us toll free at 1-877-829-5500.

If you prefer, you may write to us at the address shown at the top of the first page of this letter.

Whenever you write, please include this letter and, in the spaces below, give us your telephone number with the hours we can reach you. Also, you may want to keep a copy of this letter for your records.

Telephone Number (   )______________________ Hours________________

Sincerely yours,

Brett S. Bemenderfer

Brett S. Bemenderfer
Dept. Manager, Code & Edit/Entity 3

Enclosure(s):
Copy of this letter

Internal Revenue Service
P.O. Box 2508
Cincinnati, OH 45201

Department of the Treasury

Date: FEB 08 2007

SENIOR SERVICES
2208 2ND AVE
SEATTLE, WA 98121-2035

Person to Contact:
Roger Meyer
ID# 31-07707
Toll Free Telephone Number:
877-829-5500
Employer Identification Number:
91-0823767

Dear Sir or Madam:

This is in response to the amendment to your organization's Articles of Incorporation filed with the state on April 10, 2006. We have updated our records to reflect the name change from Senior Services of Seattle-King County to Senior Services.

Our records indicate that a determination letter was issued in March 1982 that recognized you as exempt from Federal income tax, and reflect that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

Cindy Westcott

Cindy Westcott
Manager, Exempt Organizations
Determinations

Internal Revenue Service
District Director

Department of the Treasury

Date: September 8, 1986

Date of Exemption: 8203

Internal Revenue Code Section: 501(c)(3)

Refer Reply to: E O Division

Senior Services of Seattle
King County
1601 Second Ave Suite 800
Seattle, Wash 981011544

Gentlemen:

Thank you for submitting the information shown below. We have made it a part of your file.

The changes indicated do not adversely affect your exempt status and the exemption letter issued to you continues in effect.

Please let us know about any future change in the character, purpose, method of operation, name or address of your organization. This is a requirement for retaining your exempt status.

Thank you for your cooperation.

Sincerely yours,

R. E. Weisberger

District Director

Item Changed	From	To
Name	Senior Services and Centers	Above

RECEIVED
SEP 10 1986
SENIOR SERVICES
AND CENTERS

P.O. Box 21224, Seattl , WA 98111

Letter 976(DO) (7-77)

Department of the Treasury

FL Curry (206) 442-5110

District Director

Internal Revenue Service

Date:	In reply refer to:
DEC 19 1974	L-225, Code ~~XXXX~~ 428

Senior Services and Centers
800 Jefferson Street
Seattle, WA 98104

Date of Exemption: September 7, 1967
Internal Revenue Code Section: 501(c)(3)

Gentlemen:

Thank you for submitting the information shown below. We have made it a part of your file.

The changes indicated do not adversely affect your exempt status and the exemption letter issued to you continues in effect.

Please let us know about any future change in the character, purpose, method of operation, name or address of your organization. This is a requirement for retaining your exempt status.

Thank you for your cooperation.

Sincerely yours,

Michael Sassi

Michael Sassi
District Director

Item Changed	From	To
Name	Senior Centers Incorporated	Senior Services and Centers

Form L-225 (Rev. 4-70)

U. S. TREASURY DEPARTMENT
INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
SIXTH AND LENORA BUILDING
SEATTLE, WASHINGTON 98121

September 7, 1967

IN REPLY REFER TO
Form L-178
Code 414:[illegible]
SEA:EO:[illegible]-[illegible]

PURPOSE Charitable	
ADDRESS INQUIRIES & FILE RETURNS WITH DISTRICT DIRECTOR OF INTERNAL REVENUE Seattle, Washington	
FORM 990-A REQUIRED ☐ YES ☐ NO	ACCOUNTING PERIOD ENDING December 31

Senior Centers, Incorporated
c/o [illegible]
107 Cherry Street
Seattle, Washington 98104

Attn: Miss Chatman

Gentlemen:

On the basis of your stated purposes and the understanding that your operations will continue as evidenced to date or will conform to those proposed in your ruling application, we have concluded that you are exempt from Federal income tax as an organization described in section 501(c)(3) of the Internal Revenue Code. Any changes in operation from those described, or in your character or purposes, must be reported immediately to your District Director for consideration of their effect upon your exempt status. You must also report any change in your name or address.

You are not required to file Federal income tax returns so long as you retain an exempt status, unless you are subject to the tax on unrelated business income imposed by section 511 of the Code, in which event you are required to file Form 990-T. Our determination as to your liability for filing the annual information return, Form 990-A, is set forth above. That return, if required, must be filed on or before the 15th day of the fifth month after the close of your annual accounting period indicated above.

Contributions made to you are deductible by donors as provided in section 170 of the Code. Bequests, legacies, devises, transfers or gifts to or for your use are deductible for Federal estate and gift tax purposes under the provisions of section 2055, 2106 and 2522 of the Code.

You are not liable for the taxes imposed under the Federal Insurance Contributions Act (social security taxes) unless you file a waiver of exemption certificate as provided in such act. You are not liable for the tax imposed under the Federal Unemployment Tax Act. Inquiries about the waiver of exemption certificate for social security taxes should be addressed to this office, as should any questions concerning excise, employment or other Federal taxes.

This is a determination letter.

Very truly yours,

Neal S. Warren
District Director

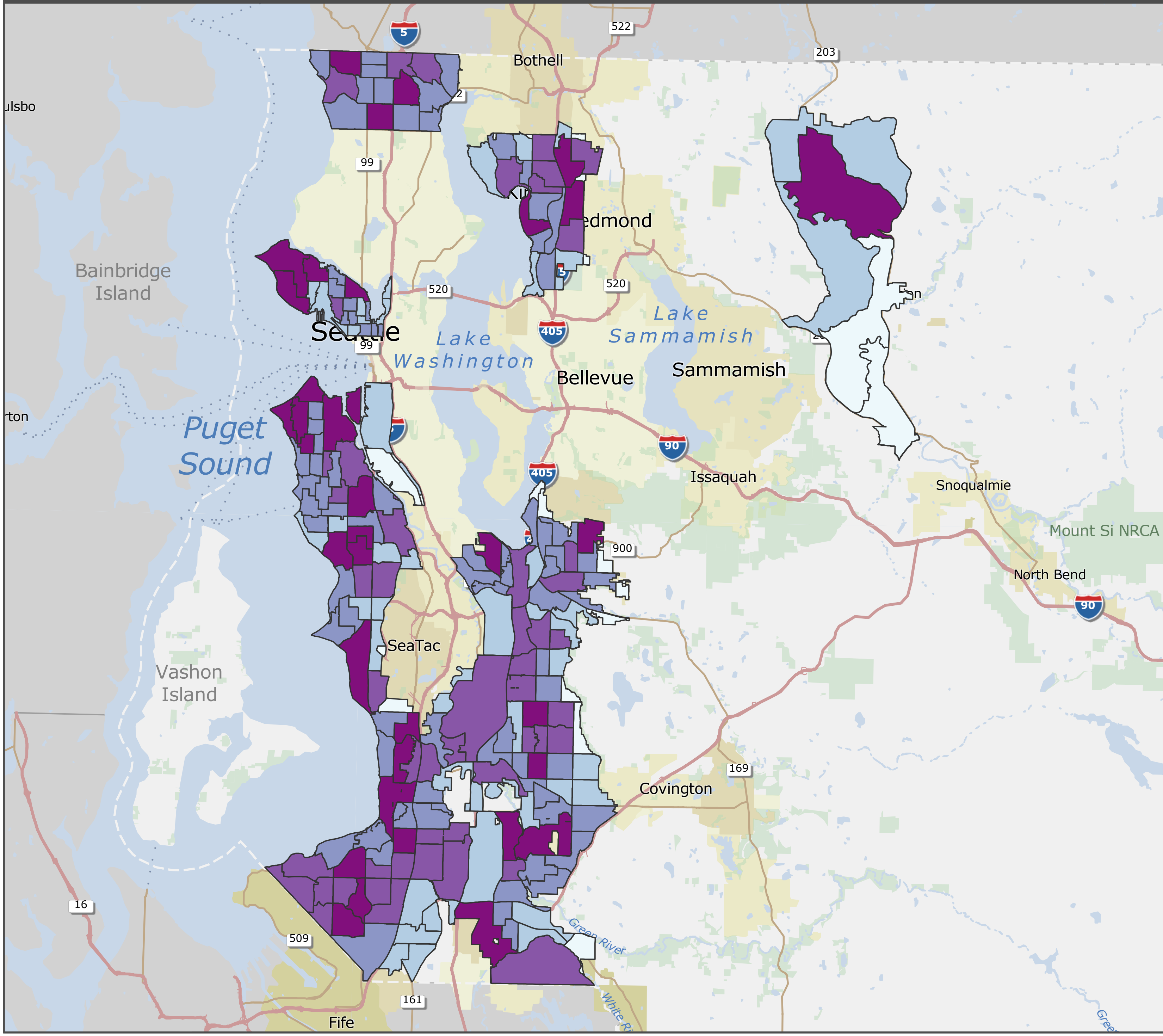
[illegible] 9/1/67

FORM L-178 (6-64)

Estimated Population Within Proposed Service Area: Hyde

2024 American Community Survey 5-Year Estimates

King County

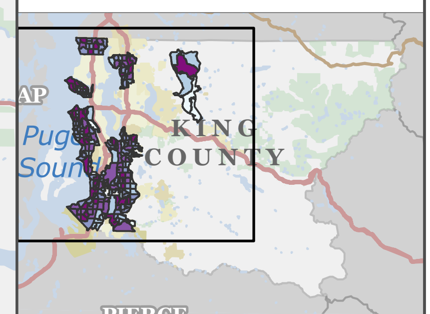


Legend

Hyde Service Area

Estimated Population Within Service Area

- 1 - 1400
- 1401 - 3300
- 3301 - 4500
- 4501 - 5700
- 5701 - 8600



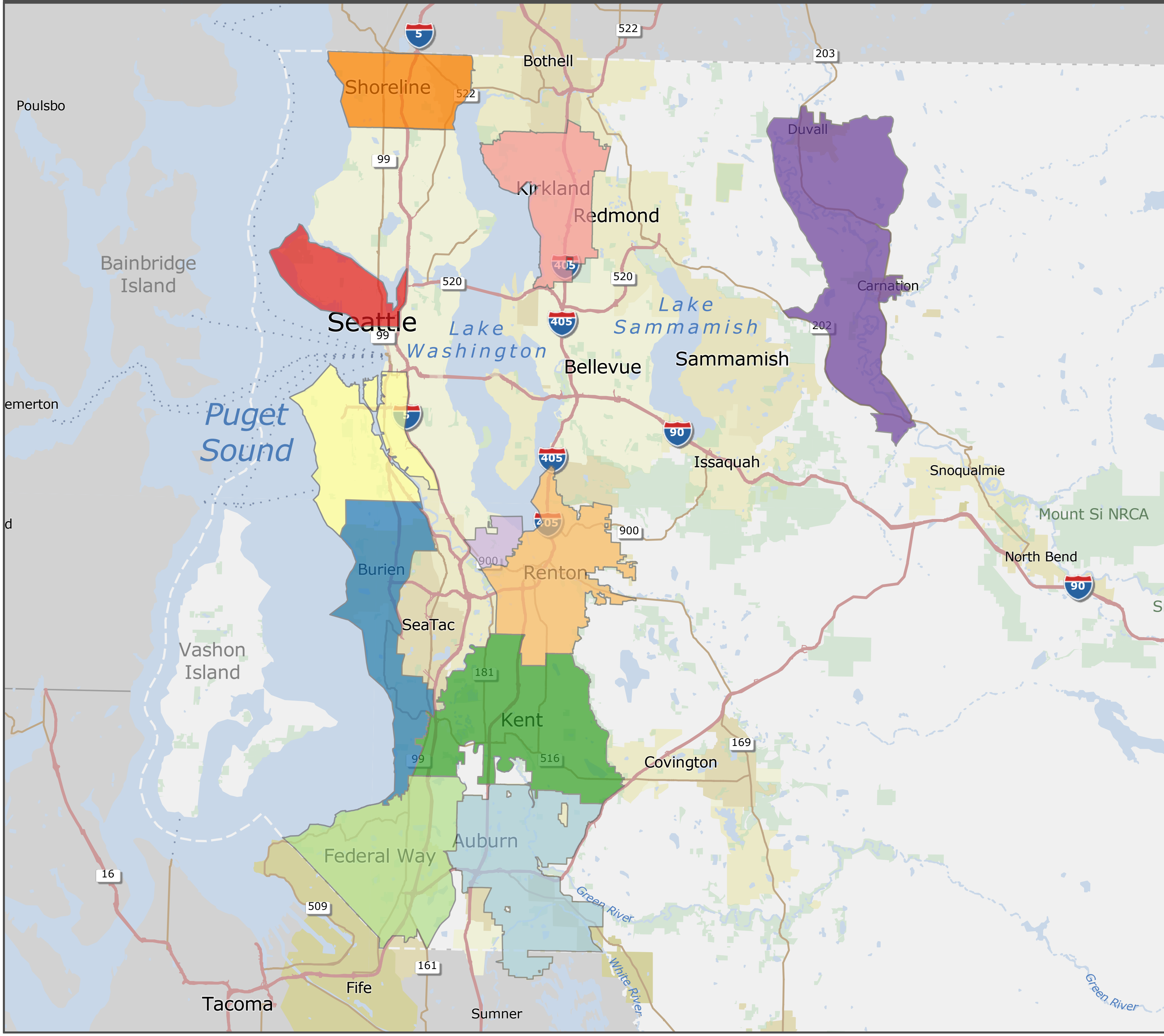
N

0 1.75 3.5 7

Miles

Hyde Service Area

King County

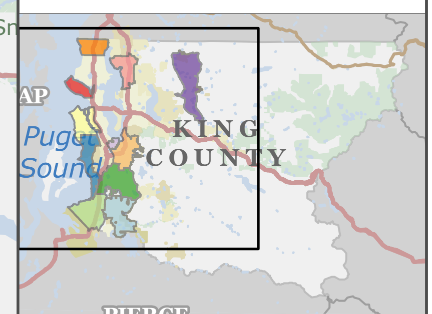


Legend

Hyde Service Areas

Shuttle Name

- Auburn Hyde Shuttle
- Burien/Des Moines Hyde Shuttle
- Federal Way Hyde Shuttle
- Kent Hyde Shuttle
- Kirkland Hyde Shuttle
- Queen Anne/ Magnolia/Interbay Hyde Shuttle
- Renton Hyde Shuttle
- Shoreline/Lake Forest Park Hyde Shuttle
- Skyway Hyde Shuttle
- Snoqualmie Valley Hyde Shuttle
- West Seattle Hyde Shuttle



N

0 2 4 8

Miles

In-Kind Match Valuation Proposal

Hyde Shuttle – 2027–2029 WSDOT Consolidated Grant

Applicant	Sound Generations
Project	Hyde Shuttle
Grant Program	WSDOT Consolidated Grant – Operating Project
Grant Period	July 1, 2027 – June 30, 2029
In-Kind Provider	King County Metro

1. Purpose

Sound Generations proposes to use the value of vehicles, fuel, and vehicle maintenance provided by King County Metro as in-kind matching funds for the Hyde Shuttle operating project. These resources are necessary to deliver the door-to-door, demand-response transportation described in the grant application and are specifically attributable to the Hyde Shuttle project.

2. Description of the In-Kind Contribution

King County Metro provides passenger vehicles used to operate Hyde Shuttle service and supports the associated fuel and vehicle maintenance. Sound Generations does not pay Metro cash for these contributed resources. The contribution directly supports passenger service for older adults and adults with disabilities throughout the Hyde Shuttle service area.

3. Valuation Methodology

The proposed valuation is based on King County Metro's current annual valuation of $640,665 for 45 Hyde vehicles. Sound Generations allocates this value to the specific WSDOT project based on the number of Metro-provided passenger vehicles assigned to the project. For the 2027–2029 biennium, 41 of the 45 vehicles are allocated to the Original Hyde Shuttle project; four vehicles are allocated to the separate Hyde Eastside project.

Metro annual in-kind valuation – 45 vehicles	$640,665
Annual value per vehicle	$14,237
Vehicles allocated to Hyde Shuttle	41
Annual Hyde Shuttle in-kind value	$583,717
2027–2029 period	2 years
Proposed 2027–2029 in-kind match	**$1,167,434**

Calculation: $640,665 ÷ 45 vehicles × 41 vehicles × 2 years = $1,167,434 (rounded to the nearest dollar).

The same $1,167,434 value is included in the grant application as both an in-kind project expense and an in-kind source of match. No portion of this value will be claimed as match for another project.

4. Basis for Fair-Market-Value Determination

The valuation will be supported by current written documentation from King County Metro identifying the value of the vehicles, fuel, and maintenance contributed to Hyde Shuttle operations. Sound Generations will retain the provider documentation and the allocation calculation used to assign the appropriate share to this project.

If Metro updates its valuation during the grant term, Sound Generations will coordinate with WSDOT before changing the value claimed as in-kind match.

5. Reasonableness and Necessity

The contributed vehicles, fuel, and maintenance are reasonable and necessary operating resources. Hyde Shuttle cannot provide the passenger trips, vehicle hours, and vehicle miles proposed in the application without accessible passenger vehicles and the fuel and maintenance required to keep those vehicles in safe operating condition. The contribution therefore directly benefits and is specifically identifiable to the project.

6. Documentation and Recordkeeping

Sound Generations will maintain documentation sufficient to substantiate the in-kind contribution throughout the grant term, including:

- Written documentation from King County Metro describing the contributed goods/services and their valuation.
- The fair-market-value basis or other supporting documentation used by Metro to establish the current valuation, to the extent provided by Metro.
- A vehicle allocation record identifying the Metro-provided passenger vehicles assigned to the Hyde Shuttle project.
- Records demonstrating that the vehicles, fuel, and maintenance are reasonable, necessary, and used to support the project.
- Budget and accounting records showing the approved in-kind amount in both project expenses and sources of match.
- Any updated valuation documentation and WSDOT approval required before a revised in-kind value is claimed.

7. Controls to Prevent Duplicate Match

Sound Generations will allocate Metro's total Hyde in-kind valuation between the Original Hyde Shuttle and Hyde Eastside projects based on the passenger vehicles assigned to each project. For 2027–2029, 41 vehicles are allocated to Original Hyde and four vehicles to Hyde Eastside. The combined allocations will not exceed Metro's total documented in-kind valuation, and the same contribution will not be used as match for more than one WSDOT project or other award.

8. Proposed In-Kind Match Summary

Provider	Contribution	Valuation Basis	2027–2029 Value
King County Metro	Vehicles, fuel, and vehicle maintenance	41/45 of Metro's documented annual Hyde valuation, for two years	$1,167,434

WSDOT approval: This proposal is submitted for WSDOT review and approval. Sound Generations understands that written WSDOT approval is required before in-kind contributions may be used as matching funds.

Prepared by	Phirun Lach, Chief Programs Officer
Organization	Sound Generations
Date	September 9, 2026

Washington State Department of Transportation

Transportation Building
310 Maple Park Avenue S.E.
P.O. Box 47300
Olympia, WA 98504-7300
360-705-7000
TTY: 1-800-833-6388
www.wsdot.wa.gov

March 30, 2026

Lynn LaSof, CFO
Sound Generations
2208 Second Avenue, Suite 100
Seattle, WA 98121

Re: 2026-2027 Indirect Cost Rate Dear

Ms. LaSof,

Pursuant to Appendix IV to 2 CFR 200, we have reviewed the 2026-2027 indirect cost proposal application package that you submitted and approve the use of the indirect cost rate of 26.2% and the fringe benefit rate of 21.9%. The rates approved may be used to support your claims for indirect costs on grants and contracts with federal funds.

These rates are effective from January 1, 2026, through December 31, 2027.

It is also my understanding from your email to Michelle Cowan on March 3, 2026, that Sound Generations has not submitted any claims and will begin using this rate for any grants with WSDOT that have FTA funding.

Your plan for your proposed rate starting on January 1, 2028, should be submitted to WSDOT by July 1, 2027, per 2 CFR 200.414(g) to ensure timely completion of review and approval. If Sound Generations receives any direct federal funding during the time this rate is effective, the Federal agency with the largest dollar value of awards will once again be designated as the cognizant agency to negotiate and approve the rates, and that plan should be submitted to them by the same date.

Please let me know if you have any questions.

Sincerely,

Firas Makhlouf

Firas Makhlouf
Funding & Capital Programs Manager

FM:cs

Cc Matthew Cramer
Michelle Cowan

December 30, 2025

Michelle Cowan
Federal Authorization and Reporting Manager
WSDOT – Public Transportation Division

Dear Ms. Cowan,

Enclosed is our Indirect Cost Rate Proposal(s). We request a rate for fiscal years 2026 and 2027. The proposal includes the following parts.

Part I: Narrative
- Organization Information,
- Proposal Point of Contact Information,
- Requested Rate and Related Information,
- Signed Cost Policy Statement,
- Organization Chart,
- Signed Certificate of Indirect Cost,
- Signed Lobbying Certificate, and

Part II: Financial Data (excel file-tab for each of the following)
- Exhibit B – Summary Schedule,
- Exhibit C – Indirect Cost Pool Personnel Salaries, Wages and Fringe Benefits,
- Exhibit D – Subawards,
- Exhibit E – SEFA, and
- Exhibit F – Contractual/Professional Services

Part III: Supplemental Data
- Audited Financial Statements with Single Audit

Part IV: 2026 Provisional Indirect Cost Proposal

The above documents are separately listed in the attached checklist with the corresponding file names in the proposal. If you have any questions concerning the information in this proposal, please do not hesitate to contact us at (206) 890-7287.

Sincerely,

Lynn LaSof
CFO
Sound Generations

	ORGANIZATION INFORMATION
Entity Name	Sound Generations
Entity Type	501c3
EIN	91-0823767
Phone Number	(206) 727-6201
Mailing Address	2208 Second Avenue Suite 100 Seattle WA 98121
Web Address	www.soundgenerations.org
Focus of Work	Partner with older adults to provide accessible and inclusive services so they can age their way.

	PROPOSAL POINT OF	CONTACT INFORMATION
Names	Jim Wigfall	Lynn LaSof
Position Titles	CEO	CFO
Email Addresses	Jimw@soundgeneratons.org	Lynn.LaSof@soundgenerations.org
Phone Numbers	(206) 727-6201w	(206)890-7287c

	RATE(S) INFORMATION INCLUDED IN THIS PACKAGE
Requested Rates(s)	26.2% for 2026 and 2027 and Fringe Rate of 21.9%
Requested Rate(s) Type	Provisional/Final
Distribution Base(s)	Modified Total Direct Cost
Requested Year(s)	2026 and 2027
Proposal is Based on	2026 Budget

	RATE(S) RELATED OTHER INFORMATION
Fiscal Year Inclusive Dates	Calendar Year
Rate Development Method	Direct Allocation
Fringe Benefits Treatment	Fringe benefits are budgeted/charged to programs and G&A directly according to the employee benefitting.
PTO Treatment	PTO is earned by pay period and is accrued to the department and grant that an employee is providing services for. When PTO is taken, it is relieved from the PTO Liability account.
Federal Fund Types Received	Grants and Cooperative Agreements (Falls Under 2 CFR 200)
Basis of Accounting	Accrual Basis
Supplementary Information Included with the Package	Audited Financial Statements and A-133 Audit

COST POLICY STATEMENT

I. Description of Accounting System Used by the Organization: Sound Generations uses ADP for payroll, Salesforce for customer and client management, MIP Accounting software and Microix for accounts payable. We track activity by general ledger number, organization, department, grant, project, restriction and funder. Internal control and approvals are part of the standard software.

II. Cost Allocation Methodology used for the Financial Statements: using our coding into the accounting system, there is little difference between the functional statement and our proposal.

III. Cost Allocation Methodology Used for the Program Funding Reimbursement and the Indirect Cost Rate Development:

A. Salaries and Wages:
Time & Attendance System: Sound Generations use ADP for payroll processing. Employees fill out timecards coded to departments and payroll is reviewed by Human Resources. Changes to pay are documented and approved using Payroll Change Notice. Every 6 months, Sound Generations performs a time study where employees document where they spend their time. This information is used to create a schedule that takes processed payroll and allocates it appropriately to the grant and project level.

Personnel Time Allocation Policy: personal time is accrued each pay period and charged to the department and grant. When time is taken, Vacation Accrual is relieved.

Note Regarding Salaries: Personnel costs are supported by auditable accounting records and costs are limited to those allowable under the 2 CFR 200.430.

B. Fringe Benefits: Sound Generations records fringe benefits using actual fringe per employee. Our benefits are as follows:
(a) Medical, Dental and Vision
(b) Orca transportation pass
(c) 401(k) retirement plan with 3% employer contribution
(d) Life/Accidental Death & Dismemberment (AD&D)
(e) Employee Assistance Program (EAP)

C. Travel: Most travel for Sound Generations is milage reimbursement and is supported by auditable travel records and costs are limited to those allowable under the Federal Travel Regulations, unless expressly allowed by a contract or grant.

D. Board Expenses: The board meets every other month, and additional meetings as needed. Our 15 Board Members are unpaid.

E. Supplies and Material: Supplies and materials are recorded by organization, general ledger account, department, restriction, grant and project. All supplies and materials have invoices and approvals. Reasonable cost is always considered.

F. Occupancy Expenses: Sound Generations has a warehouse that is directly allocated to the program it serves. We have our corporate headquarters that is used by administrative departments and well as direct cost departments. Occupancy related costs such as rent, utilities, repairs and maintenance are allocated on a full-time equivalent ratio.

G. Communications: Telephone, internet, postage, etc. charges are identified to the department using the technology. When a cost is general in nature, it is coded to administrative costs and allocated in the indirect cost.

H. Photocopying and Printing: Cost of printing and copiers are identified to the department or grant using these costs if allowable. All other costs are included in the indirect cost administrative departments.

I. Outside Services: Costs for a consultant or legal expert to provide program specific work that is allowable under the grant is specifically charged to the grant. In general, most outside services are indirect costs including annual audit, legal fees, technology and staff development work.

J. Capital Items: Capital expenditures are charged directly to programs only in cases where a contract or grant specifically authorizes such charges. Capital Expenditures are excluded from indirect cost rate calculation when funded with grant money. Items purchased with non-Federal funds are recovered through depreciation charges and included in the indirect cost.

K. Depreciation Charges: Sound Generations uses the straight-line method of depreciation.

L. Subscriptions and Membership Dues: Subscriptions and membership dues that are allowed and specific to a grant are costed to the grant. All other subscriptions and dues are identified with the department that specifically uses that service. If it is a general subscription used by the organization, it is included in the administrative cost.

M. Conferences and Meetings: Meetings or conferences are identified and charged as program or indirect costs based on the purpose of the meeting or conference.

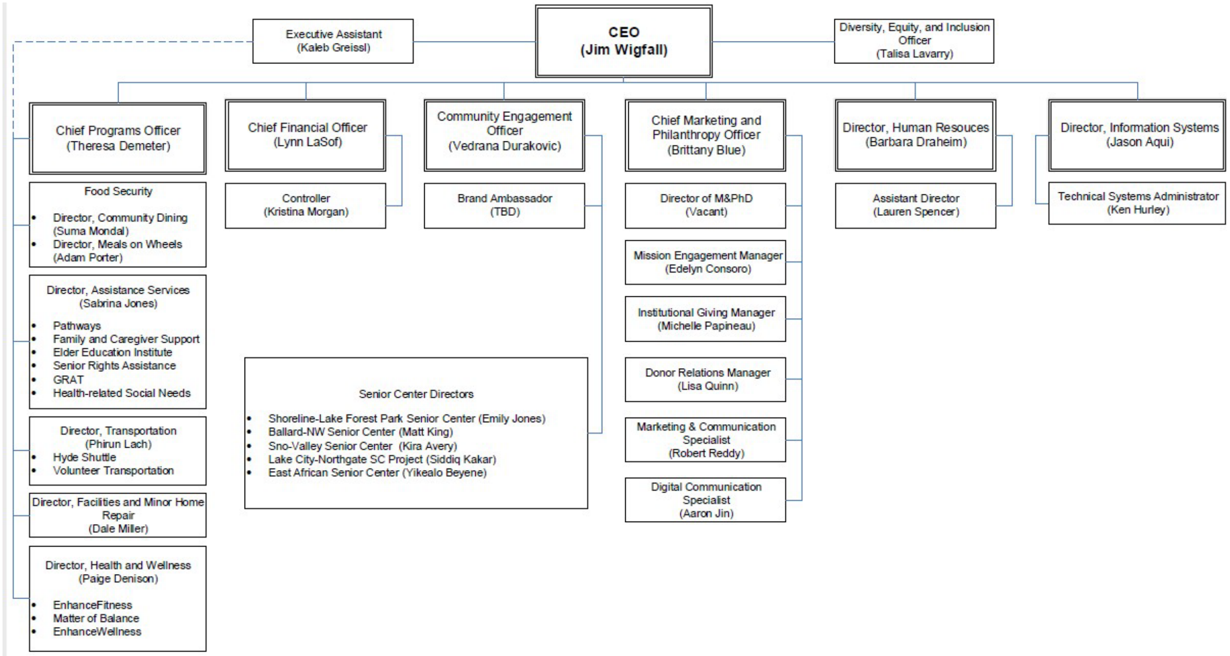
N. Unallowable Costs: Unallowable costs the organization incurs are not charged to Federal awards. Costs that are unallowable such as alcoholic drinks and first-class airfare are coded to a department specifically to separate this cost and are not included in the indirect cost. Internal control includes reminding all departments of the costs that are unallowed and accounting reviews of invoices that may include such costs. The unallowed costs are included in the direct costs of non-federally funded departments such as Philanthropy.

Signature & Date: Lynn LaSof
Lynn LaSof (Dec 31, 2025 16:59:01 PST) 31/12/2025

Title: Lynn LaSof, CFO

Sound Generations
2208 Second Avenue Suite 100
Seattle, WA 98121

ORGANIZATION CHART:



Certificate of Indirect Costs
For Indirect (F&A) Cost Rate

This is to certify that to the best of my knowledge and belief:

(1) I have reviewed the indirect (F&A) cost proposal submitted herewith;

(2) All costs included in this proposal submitted December 30, 2025 to establish billing or final indirect (F&A) cost rates for our Provisional are allowable in accordance with the requirements of the Federal awards to which they apply and with Subpart E-Cost Principles of Part 200.

(3) This proposal does not include any costs which are unallowable under Subpart E-Cost Principles of Part 200 such as (without limitation): public relations costs, contributions and donations, entertainment costs, fines and penalties, lobbying costs, and defense of fraud proceedings; and

(4) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the Federal awards to which they are allocated in accordance with applicable requirements.

I declare that the foregoing is true and correct.

Nonprofit Organization: Sound Generations

Name of Official: Lynn LaSof

Title: CFO

Signature: Lynn LaSof
Lynn LaSof (Dec 31, 2025 16:59:01 PST)

Email Address: Lynn.LaSof@soundgenerations.org

Date of Execution: 12/31/2025

LOBBYING COST CERTIFICATE

I hereby certify that the Sound Generations has complied with the requirements and standards pertaining to lobbying costs in accordance with 2 CFR Part 200 for the following period: 2024 and 2025 and budgeted 2026 .

Nonprofit Organization: Sound Generations

Name of Official: Lynn LaSof

Title: CFO

Signature: Lynn LaSof
Lynn LaSof (Dec 31, 2025 16:59:01 PST)

Email Address: Lynn.LaSof@soundgenerations.org

Date of Execution: December 31, 2025

Indirect Cost Proposal for 2026 and 2027 for Sound Generations

Final Audit Report 2026-01-01

Created:	2026-01-01
By:	Kaleb Greissl (kalebg@soundgenerations.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAeSoyQvdU0gs8m3FoEE4F8OHCj0a2tzOu

" Indirect Cost Proposal for 2026 and 2027" History

Document created by Kaleb Greissl (kalebg@soundgenerations.org)
2026-01-01 - 0:49:42 AM GMT

Document emailed to Lynn LaSof (lynn.lasof@soundgenerations.org) for signature
2026-01-01 - 0:49:46 AM GMT

Email viewed by Lynn LaSof (lynn.lasof@soundgenerations.org)
2026-01-01 - 0:51:13 AM GMT

Document e-signed by Lynn LaSof (lynn.lasof@soundgenerations.org)
Signature Date: 2026-01-01 - 0:59:01 AM GMT - Time Source: server

Agreement completed.
2026-01-01 - 0:59:01 AM GMT

COMMUNITY ACCESS TRANSPORTATION AGREEMENT

between

KING COUNTY

and

SOUND GENERATIONS

THIS COMMUNITY ACCESS TRANSPORTATION AGREEMENT (the "Agreement"), made this January 1, 2024, by and between King County, Washington (hereinafter "County") and Sound Generations (hereinafter "Agency").

The County, through Contracted Services, provides paratransit service to persons with disabilities through its Access Transportation Program. The County from time to time provides funding through grants to non-profit agencies to assist in the operating costs of programs operated by such agencies.

The Agency offers and manages the operation of transportation services to older adults and persons with disabilities meeting the eligibility criteria for the County's ADA Paratransit Program. The Agency has requested a grant to assist in funding to operate local van services.

The County has determined that it is in the best interest of the County to provide a grant to fund local programs that make cost-effective transportation service available to older adults and persons with disabilities who are eligible for the County's ADA Paratransit Program.

NOW THEREFORE, in consideration of the terms, conditions, and mutual covenants set forth herein, the sufficiency of which is hereby acknowledged, the Parties hereto agree as follows:

1. PURPOSE OF AGREEMENT

The purpose of this Agreement is to establish the terms and conditions upon which the County will provide vehicles and pass-through funding support for the Agency's transportation service for older adults and/or people with disabilities.

2. COUNTY ROLE AND RESPONSIBILITIES

2.1 Service Vehicles and Operating Costs. The County will provide use of County vehicles in providing a Community access transportation service and up to $2,920,340 per year to the Agency to cover the cost of some operating expenses for their transportation program. Total agreement value cannot exceed $14,601,700.

2.2 Vehicle(s) Subject to Agreement. The County shall provide the Agency with the vehicle(s) identified in Exhibit A, which is attached hereto and incorporated herein by this reference (hereinafter referred to as the "Vehicle" or "Vehicles"). The County may demand return of all the Vehicle(s), or any number thereof, at any time prior to the expiration of this Agreement by giving the Agency thirty (30) days written notice of the County's intention to re-take possession of the Vehicle(s). The Vehicle(s) shall be subject to all terms and conditions of this Agreement upon the Agency's acceptance of possession of the Vehicle(s).

2.3 Reimbursement of Operating Costs and Vehicle Maintenance Expenses. The County will reimburse the Agency for allowable operating costs pursuant to the payment and reimbursement provisions set forth at Section 5 of this Agreement. The Agency's costs and expenses shall be subject to review and approval by the County prior to reimbursement.

2.4 Vehicle Licensing, Registration, and Taxes. The County shall be responsible for registering the Vehicle(s), annual emissions tests and securing license plates for the Vehicle(s) as required by applicable state law. The Vehicle(s) shall be registered in the name of the County and any registration or licensing fees shall be paid by the County.

3. AGENCY ROLE AND RESPONSIBILITIES

3.1 Community Transportation Service. The Agency shall provide at least 4,000 rides per month for Access eligible customers and/or people with special transportation needs. The County may revoke this Agreement from the Agency if it fails to provide the requisite number of rides per month for Access eligible customers, and/or people with special transportation needs. .

3.2 Use of Vehicle(s). The Agency shall use and operate the Vehicle(s) only for the purposes described in Exhibit C, which is attached hereto and incorporated herein by this reference. The Agency shall not use or permit the use of the Vehicle(s) in a negligent or improper manner or in violation of any applicable federal, state, or local law, rule or regulation, or so as to void any insurance covering the Vehicle(s). Modification to the Vehicle(s) or the installation of additional equipment, which requires mounting, is prohibited unless approved in advance by the County in writing. The Agency shall be solely responsible for any and all other taxes, fees, fines, or penalties related to the vehicles or their use, condition, or possession

3.3 Possession and Acceptance of Vehicle(s).

3.3.1 Vehicles provided on "AS IS" basis. By entering into this agreement, the Agency acknowledges and agrees that it has inspected the Vehicle(s) and acknowledges that the Vehicle(s) are provided on an "**AS IS**" basis and that the County has made no warranties, express or implied, regarding the Vehicle(s) including, but not limited to, performance guaranties and implied warranties of merchantability or fitness for a particular purpose, all of which are expressly excluded.

3.3.2 Locations. The Agency shall take possession of the Vehicle(s) from the County at one or more locations within King County as determined by the County. By accepting possession of the Vehicle(s), the Agency acknowledges and agrees that it has inspected the Vehicle(s) and concluded that they are in proper operating condition and are adequate and sufficient for the Agency's uses as authorized herein. In addition, the Agency shall ensure that a responsible Agency staff person successfully completes a County Vehicle delivery and maintenance orientation session before the Vehicle is driven by the Agency.

3.4 Maintenance of Vehicle(s). The County shall be responsible for maintaining and mechanically repairing the Vehicles including all associated equipment, (radios and mobility lifts, if applicable)as specified in Exhibit B, which is attached hereto and incorporated herein by this reference. The Agency shall also provide a copy of the current Community Access Transportation (CAT) Program Guide, which is attached hereto and incorporated herein as Exhibit D, to all drivers and monitor drivers to insure they are in compliance with program manual procedures. For major vehicle breakdowns, the County will provide roadside assistance and stranded passenger transportation.

3.5 Taxes, Fees, Fines and Penalties. Pursuant to Subsection 2.4 of this Agreement, the County will be responsible for Vehicle registration and licensing fees. The Agency shall be solely responsible for any and all other taxes, fees, fines, or penalties related to the Vehicles or their use, condition, or possession.

3.6 Theft, Damage and Loss. The Agency shall have sole use, care, custody, control and responsibility for the Vehicle(s) until they are returned to the County. The Agency assumes the entire risk of any physical damage, loss, theft and/or loss of use of the Vehicle(s), whatever the cause and whether or not covered by insurance and irrespective of fault. In the event of theft or in the event a Vehicle is damaged to the extent the estimated repair cost would exceed the value of the Vehicle(s), the Agency shall immediately inform the County of the theft or loss and shall reimburse the County for the fair market value of the Vehicle(s) within thirty (30) days. In the event a Vehicle(s) is damaged to a lesser extent, the Agency shall immediately inform the County of the damage and arrange for the prompt repair of the damage.

3.7 Reporting of Accidents or Incidents. The Agency shall notify the County before the end of the business day in which it occurred of any accident or incident involving the Vehicle(s) in which a person or property is, or is claimed to be, injured or damaged. The Agency shall notify the County as provided for in Exhibits C and D.

3.8 Obligation to Insure. The Agency shall at all times, and at its own cost, maintain at a minimum the insurance coverages set forth in Exhibit E, which is attached hereto and incorporated herein by this reference.

3.9 Driver Eligibility and Training Requirements. The Agency shall at all times comply with the driver eligibility and training requirements set forth at Exhibit F, which is attached hereto and incorporated herein by this reference.

3.10 Return of Vehicle(s). Upon expiration or earlier termination of this Agreement, the Agency shall return the Vehicle(s) to the County by delivering the Vehicle(s) to the County or the County's agent as the County may direct.

3.10.1 Repossession authorization. If the Agency fails or refuses to return the Vehicle(s) to the County as provided for in Subsection 3.10, the County shall have the right to take possession of the Vehicle(s) and remove it/them from the Agency. For this purpose, the County shall be permitted to enter any premises under the control of the Agency where the Vehicle(s) may be located, without being liable to any suit, action, defense or other proceedings by the Agency. The Agency shall not allow any of the Vehicle(s) to be located on premises over which the Agency has no control.

3.10.2 Condition of Vehicles upon return. The Agency shall return the Vehicle(s) to the County in the same condition as they were when the Agency received them, less reasonable wear and tear, at a site specified by the County. In the event the County determines that a returned Vehicle is damaged or in need of repair and that the Agency is responsible for such damage or repair under this Agreement, the County will determine the cost to be paid by the Agency either by having the necessary work done or preparing or securing estimates therefor. The Agency shall promptly pay the County the amount thereof.

3.11 Compliance with Laws. The Vehicle(s) covered by this Agreement shall not be used in violation of any applicable federal, state or municipal statutes, laws, ordinances, rules or regulations.

3.11.1 Maximum weight limits. The Agency shall ensure that the Vehicle(s) is/are not operated in excess of its/their respective rated maximum weights. If any Vehicle is damaged in any manner due to overloading, the Agency shall pay the amount of any and all damages and losses the County may sustain on account of such damage.

3.11.2 Fines and penalties. The Agency shall defend, indemnify and hold the County harmless from any and all fines, forfeitures or penalties for traffic or parking violations or for the violation of any other statute, law, ordinance, rule or regulation of any duly constituted public authority issued on account of the use, condition, or operation of any of the Vehicle(s).

3.11.3 No hazardous materials. The Agency shall ensure that the Vehicle(s) is/are not used for any unlawful purpose or for the transportation of any property or material deemed extra-hazardous by reason of being explosive or inflammable; provided, that portable oxygen systems and other medically-necessary equipment required by persons transported by the Agency shall not be deemed extra-hazardous under this Agreement.

3.12 Reporting Requirements. The Agency must designate an Agency representative responsible for record keeping and reporting requirements. The Agency is responsible for providing the County with of the name, e-mail address and phone number of the current agency representative. The Agency shall maintain Daily Trip Logs as provided in Exhibit I and consolidate the information onto monthly reports to the County in the form provided for at Exhibit G and H, which is attached hereto and incorporated herein by this reference. Such reports shall include, among other information and data, the number of monthly trips provided by the Agency pursuant to this Agreement and expenses submitted for reimbursement. The Agency may use the forms provided in Exhibits G, H and I or an equivalent version revised by the Agency, which must be approved by the County. The Agency also agrees to provide further reports that may be requested by the County from time to time.

3.13 Record Keeping. The Agency shall establish and maintain for the project either a separate set of accounts or accounts within the framework of an established accounting system, in order to sufficiently and properly reflect all eligible and indirect costs claimed to have been incurred in the performance of this Agreement. Such accounts are referred to herein collectively as the "Project Account". All costs claimed against the Project Account must be supported by executed payrolls, time records, invoices, Agreements, and payment vouchers evidencing in proper detail the nature and propriety of the charges.

3.13.1 Ineligible Reimbursement. If, after funds have been paid to the Agency, the County or the grantor determines certain costs were ineligible for reimbursement or for any other reason determines that grant funds be repaid, the Agency shall indemnify and hold the County harmless against any such claim and repay the County within thirty (30) days of receiving notice of such claim.

3.13.2 Meetings and Records Review. The Agency agrees to meet regularly with the County, which may include quarterly or semi-annual meetings. The meetings will discuss program improvements, review vehicle inspections, driver records, monthly reports and driver trip logs. The County may also visit, at any time, the Agency or Subcontractor's offices to review records related to the solicitation, utilization, and payment to Subcontractors and suppliers in compliance with Executive Order 11246 as amended by Executive Order 11375. This provision includes compliance with any other requirements of this section. The Agency shall provide all reasonable assistance requested by the County during such visits. The Agency shall maintain, for six (6) years after completion of all Work under this Agreement, the following:

a) Records, including written quotes, bids, estimates or proposals submitted to the Agency by all businesses seeking to participate on this Agreement, and any other information necessary to document the actual use of and payment to the Subcontractors and suppliers in this Agreement.

b) The Agency shall make the foregoing records available to the County for inspection and copying upon request. Any violation of the mandatory requirements of the provisions of this subsection shall be a material breach of this Agreement, which may result in termination of this Agreement or such other remedy as the County deems appropriate, including but not limited to damages or withholding payment.

4. TITLE OF VEHICLES

The Vehicle(s) shall at all times remain the sole and exclusive property of the County, and the Agency shall have and acquire no right or property interest therein. If requested by the County, the Agency shall execute any documents designated by the County to affirm or set forth the County's ownership of or interest in the Vehicle(s). The Agency shall not part with or otherwise sell, purport to sell, pledge, assign, deliver, or transfer any of the Vehicles to any other person or legal entity without the prior written permission of the County. The Agency shall not allow any levy, lien, or encumbrance of any kind or nature to be placed upon or maintained against any of the Vehicle(s). If a levy, lien, or encumbrance is placed against any of the Vehicle(s), the Agency shall immediately take all actions necessary to remove such levy, lien, or encumbrance. The County shall have the right, but not the obligation, to display notice of its ownership of the Vehicle(s) by affixing an identifying plate, outside stencil or other indicia of ownership on the Vehicles.

5. BILLING AND PAYMENT PROCEDURES

5.1 Reimbursement of Costs and Expenses. The Agency shall be eligible for reimbursement of actual, allowable operating costs and vehicle maintenance expenses on a monthly basis. Reimbursable costs are those costs that are incurred pursuant to this Agreement, approved by the County, authorized for and allowable expenses under federal, state, and County law, ordinance, regulation and policy. Examples of allowable costs under the County's CAT program are set forth at Attachment 1 to Exhibit H, which is attached hereto and incorporated herein by this reference.

5.2 Reimbursement Caps. Total reimbursements after a 6-month period may not exceed 60% of the total funds awarded to an Agency over a twelve-month period. (I.E. an Agency who is eligible for $10,000 over a twelve-month period, should not submit more than $6,000 worth of reimbursements during the first 6 months of operations.)

5.3 Invoicing and Reimbursement Process. In order to be reimbursed for reimbursable expenses, the Agency must provide the County with a completed Monthly Reimbursement Request no later than ten (10) days after the end of the month in which the expense was incurred. The Agency shall use the Monthly Reimbursement Request form, which is attached to this Agreement as Exhibit H and incorporated herein by this reference. No more than one request shall be submitted per month. The Agency shall include with the Monthly Reimbursement Request documentation supporting the claimed incurred costs. The County will disburse payment to the Agency within thirty (30) days of receipt of a complete and fully documented invoice.

5.4 Final Invoice. The Agency's final invoice shall be submitted within ten (10) days after the expiration or earlier termination of this Agreement. The final invoice shall credit all payments previously made by the County. Adjustments, if any, under the terms of this Agreement shall be performed at the time of submitting the final invoice.

5.5 Reimbursement Limitations. The County's payment may be withheld if the Agency is not current in submitting monthly reports to the County as provided for in Subsection 3.12 of this Agreement. Such payments or reimbursements are also contingent upon available funding for the Community Access Transportation Program.

5.6 Billing Address. The Agency shall submit invoices to King County Community Access Transportation Program, MS: KSC-TR-0800, 201 S. Jackson St., Seattle, WA 98104. All invoices shall be submitted to the County no later than ten (10) days following the end of the month in which the expenses were incurred.

6. TERM OF AGREEMENT

This Agreement shall commence on the date it is signed by both Parties and terminate on December 31, 2028 unless earlier terminated or extended pursuant to the terms and conditions of this Agreement.

7. TERMINATION

7.1 Termination for Default or Failure to Perform. The County may by written notice to the Agency declare this Agreement in default in the event the Agency fails to perform a material provision of the Agreement. Said notice shall be provided no less than ten (10) days in advance of the effective date of the termination.

7.2 Termination for Non-Appropriation of Funds. In addition to termination for default, the County may terminate this Agreement for non-appropriation of internal or external funding. Funding under this Agreement beyond the current appropriation biennium is conditional upon appropriation of sufficient funds to support the activities described in this Agreement. Should such an appropriation not be approved, this Agreement will terminate at the close of the current biennium.

7.3 Termination for Convenience. Either party may terminate this agreement for convenience and without cause by giving the other party written notice of such termination. Said notice shall be provided not less than thirty (30) days in advance of the effective date of the termination.

7.3 Return of Vehicles and No Claims upon Termination. Upon termination for any reason, including default, convenience or non-appropriation, the Agency shall immediately deliver the Vehicle(s) to the County in accordance with the County's directions. The Agency shall have no right to make a claim for any costs whatsoever arising from the termination of this Agreement.

8. AUDITS, INSPECTIONS AND RETENTION OF RECORDS

8.1 Audits and Inspections. The County, the State Auditor, and any of their representatives shall have full access to and the right to examine, during normal business hours and as often as they deem necessary, all of the Agency's records with respect to all matters covered by this Agreement. Such representatives shall be permitted to audit, examine and make excerpts or transcripts from such records, and to make audits of all Agreements, invoices, materials, payrolls, and other matters covered by or related to this Agreement.

8.2 Retention of Records. During the Term of this Agreement and for a period not less than six (6) years from the date of final payment to the Agency, the Agency's records and accounts pertaining to this Agreement and accounting therefor are to be kept available for inspection and audit by the County, as well as the state and federal governments, and copies of all records, accounts, documents, or other data pertaining to this Agreement will be furnished upon request. If any litigation, claim, or audit is commenced, the records and accounts along with supporting documentation shall be retained until all litigation, claim, or audit finding has been resolved even though such litigation, claim, or audit continues past the 6-year retention period otherwise provided for herein.

9. INDEMNIFICATION.

To the maximum extent permitted by law and except to the extent caused by the sole negligence of the County, the Agency shall indemnify and hold harmless the County, its officers, officials, agents and employees, from and against any and all suits, claims, actions, losses, costs, penalties and damages of whatsoever kind or nature arising out of, in connection with, or incident to the goods and/or services provided by or on behalf of the Agency. In addition, at the County's option, the Agency shall assume the defense of the County and its officers and employees in all legal or claim proceedings arising out of, in connection with, or incidental to such goods and/or services, and shall pay all defense expenses, including reasonable attorney's fees, expert fees and costs incurred by the County on account of such litigation or claims. This indemnification obligation shall include, but is not limited to, all claims against the County by an employee or former employee of the Agency or its Subcontractors, and the Agency, by mutual negotiation, expressly waives all immunity and limitation on liability, as respects the County only, under any industrial insurance act, including Title 51 RCW, other Worker's Compensation act, disability benefit act, or other employee benefit act of any jurisdiction which would otherwise be applicable in the case of such claim. In the event that the County incurs any judgment, award and/or cost, including attorney's fees, arising from the provisions of this subsection, or to enforce the provisions of this subsection, any such judgment, award, fees, expenses and costs shall be recoverable from the Agency. In addition, the County shall be entitled to recover from the Agency its attorney fees, and costs incurred to enforce the provisions of this section. The indemnification, protection, defense and save harmless obligations contained herein shall survive the expiration, abandonment or termination of this Agreement.

10. AMENDMENTS AND MODIFICATIONS

Either Party may request changes to the provisions of this Agreement. Proposed changes shall not be effective unless and until they are mutually agreed upon and incorporated by written amendment signed by authorized representatives of both Parties to this Agreement.

11. LEGAL RELATIONS

11.1 No Third-Party Beneficiaries. It is understood that this Agreement is solely for the benefit of the Parties hereto and gives no right to any other person or entity.

11.2 No Partnership or Joint Venture. No joint venture, agent-principal relationship or partnership is formed as a result of this Agreement. No employees or agents of one Party or any of its contractors or subcontractors shall be deemed, or represent themselves to be, employees or agents of the other Party.

11.3 Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

11.4 Jurisdiction and Venue. The King County Superior Court, situated in Seattle, Washington, shall have exclusive jurisdiction and venue over any legal action arising under this Agreement.

11.5 Mutual Negotiation and Construction. This Agreement and each of the terms and provisions hereof shall be deemed to have been explicitly negotiated between, and mutually drafted by, both Parties, and the language in all parts of this Agreement shall, in all cases, be construed according to its fair meaning and not strictly for or against either Party.

11.6 Severability. If any provision of this Agreement is held invalid by a court of competent jurisdiction, the remainder of the Agreement shall not be affected thereby if such remainder would then continue to serve the purposes and objectives originally contemplated by the Parties.

11.7 Waiver of Default. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of this Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of this Agreement unless stated to be such in writing, signed by duly authorized representatives of the Parties, and attached to the original Agreement.

11.8 Assignment. Neither this Agreement, nor any interest herein, may be assigned by either Party without the prior written consent of the other Party, which consent may be withheld in that Party's sole and absolute discretion.

11.9 Binding on Successors and Assigns. This Agreement and all of its terms, provisions, conditions, and covenants, together with any exhibits and attachments now or hereafter made a part hereof, shall be binding on the Parties and their respective successors and permitted assigns.

11.10 Rights and Remedies. Both Parties' rights and remedies in this Agreement are in addition to any other rights and remedies provided by law or in equity.

11.11 Entire Agreement. This Agreement embodies the Parties' entire understanding and agreement on the issues covered by it, except as may be supplemented by subsequent written amendment to this Agreement, and supersedes any prior negotiations, representations or draft agreements on this matter, either written or oral.

11.12 Survival. The provisions of this Section 13 (Legal Relations) shall survive any termination of this Agreement.

12. NONDISCRIMINATION AND COMPLIANCE WITH APPLICABLE LAWS

The Agency shall comply with all applicable federal, state, and local laws, rules, and regulations, including, but not limited to, those pertaining to nondiscrimination and shall require the same of any subcontractors providing services or performing any of the work using Vehicles or funds provided under this Agreement.

12.1 Nondiscrimination in Employment. During the Term of this Agreement, the Agency shall not discriminate against any employee or applicant for employment because of the employee or applicant's sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression, or age, except by minimum age and retirement provisions, unless based upon a bona fide occupational qualification.

12.2 Equal Employment Opportunity Efforts. The Agency will undertake equal employment opportunity efforts to ensure that applicants and employees are treated without regard to their sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression, or age. The Agency's equal employment opportunity efforts shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships.

12.3 Equal Benefits to Employees with Domestic Partiers. Pursuant to Ordinance 14823, King County's Equal Benefits ("EB") ordinance, and related administrative rules adopted by the County Executive, as a condition of this Agreement, the Agency shall not discriminate in the provision of employee benefits between employee with spouses, and employees with domestic partners during the Term of this Agreement. Failure to comply with this provision shall be considered a material breach of this Agreement and may subject the Agency to administrative sanctions and remedies for breach.

12.3.1 EB Worksheets and Declaration. The Agency shall complete a Worksheet and Declaration form for County review and acceptance prior to Agreement execution. The EB compliance forms, Ordinance 14823 (which is codified at KCC Chapter 12.19) and related administrative rules are incorporated herein by reference. They are also available online at http://www.kingcounty.gov/procurement/forms, Equal Benefits web page.

12.4 Nondiscrimination in Subcontracting Practices. During the Term of this Agreement, the Agency shall not create barriers to open and fair opportunities to participate in County agreements or to obtain or compete for agreements and subcontracts as sources of supplies, equipment, construction and services. In considering offers from and doing business with subcontractors and suppliers, the Agency shall not discriminate against any person because of their sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression, or age, except by minimum age and retirement provisions, unless based upon a bona fide occupational qualification.

12.5 Compliance with Non-Discrimination Laws and Regulations. The Agency shall fully comply with all applicable federal, state and local laws, ordinances, executive orders and regulations that prohibit discrimination and shall not deny participation in or the benefits of its services, programs, or activities to people with disabilities on the basis of such disability. These laws include, but are not limited to, RCW Chapter 49.60, Titles VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Restoration Act of 1987, and the Americans with Disabilities Act of 1990 ("ADA"). In addition, King County Code chapters 12.16, 12.17, and 12.18 are incorporated herein by reference and the requirements in these code sections shall specifically apply to this Agreement. The Agency shall further comply fully with any equal opportunity requirements set forth in any federal regulations, statues or rules included or referenced in the Agreement. Failure to comply with this section shall be a material breach of this Agreement.

12.6 Small Contractors and Suppliers and Minority and Women Business Enterprises Opportunities. King County encourages the Agency to utilize small businesses, including Small Contractors and Suppliers ("SCS") and minority-owned and women-owned business enterprises ("OMWBE") in County agreements. The County encourages the Agency to promote open competitive opportunities for small businesses, including SCS firms and minority-owned and women-owned business enterprises. Program information is available at http://www.kingcounty.gov/bdcc.

12.7 Sanctions for Violations. Any violation of the mandatory requirements of the provisions of this Section shall be a material breach of the Agreement, for which the Agency may be subject to damages, withholding of payment(s) and any other sanctions provided for by contract and/or by applicable law.

13. NOTICE REQUIREMENTS.

Any notice given under this Agreement shall be in writing and given by sending such notice by registered mail, return receipt requested, with postage prepaid, addressed as follows, or at such other address as the Party to be notified shall have last directed in writing, or by serving said notice personally.

Metro Transit: Metro CAT Program Manager
MS: KSC-TR-0800
201 S. Jackson St.
Seattle, WA 98104

The Agency: Sound Generations

Attn: Phirun Lach
2208 Second Avenue - #100
Seattle, WA 98121-2055

The effective date of notice shall be the date of personal service or the date of receipt as shown on the return receipt, as applicable.

14. EXHIBITS

The following exhibits are attached to this Agreement and incorporated herein by this reference as if fully set forth herein:

Exhibit A – *Vehicles*

Exhibit B – *Maintenance Requirements*

Exhibit C – *Permitted Use of Vehicles*

Exhibit D – *Community Access Transportation (CAT) Program Guide*

Exhibit E – *Insurance Requirements*

Exhibit F – *Driver Eligibility and Training Requirements*

Exhibit G – *CAT Program Monthly Report*

Exhibit H – *Monthly Reimbursement Request (together with Attachment 1: Allowable Expenses)*

Exhibit I – *Daily Trip Log*

Exhibit J – *CAT Defective Equipment Report*

15. EXECUTION OF AGREEMENT – COUNTERPARTS

This Agreement may be executed in two (2) counterparts, either of which shall be regarded for all purposes as an original.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by a duly authorized representative as of the latest date written below.

KING COUNTY METRO	SOUND GENERATIONS
DocuSigned by: Michelle Allison CFAFB29C7D8F4A1...	
Michelle Allison General Manager	Jim Wigfall Executive Director
DATE: 1/18/2024 | 15:55:32 PST	DATE: 11/17/2023

EXHIBIT A

VEHICLES

VEHICLE DESCRIPTIONS

The following vehicles are subject to this Agreement:

The County may substitute, add or subtract vehicles at their discretion.

3028	2020	CONNECT XL		4145	2019	CANDIDATE II
4086	2014	PACER II		4146	2019	CANDIDATE II
4088	2014	PACER II		4147	2019	CANDIDATE II
4107	2017	CANDIDATE II		4148	2019	CANDIDATE II
4108	2017	CANDIDATE II		4149	2019	CANDIDATE II
4110	2017	CANDIDATE II		4150	2019	CANDIDATE II
4112	2017	CANDIDATE II		4151	2019	CANDIDATE II
4113	2017	CANDIDATE II		4152	2019	CANDIDATE II
4114	2017	CANDIDATE II		4153	2019	CANDIDATE II
4115	2017	CANDIDATE II		4154	2019	CANDIDATE II
4116	2017	CANDIDATE II		4155	2019	CANDIDATE II
4117	2017	CANDIDATE II		4156	2019	CANDIDATE II
4118	2017	CANDIDATE II		4157	2019	CANDIDATE II
4119	2017	CANDIDATE II		4184	2020	CANDIDATE II
4121	2017	CANDIDATE II		4185	2020	CANDIDATE II
4122	2017	CANDIDATE II				
4123	2017	CANDIDATE II				
4124	2017	CANDIDATE II				
4125	2017	CANDIDATE II				
4129	2019	CANDIDATE II				
4130	2019	CANDIDATE II				
4131	2019	CANDIDATE II				
4132	2019	CANDIDATE II				
4133	2019	CANDIDATE II				
4134	2019	CANDIDATE II				
4135	2019	CANDIDATE II				
4136	2019	CANDIDATE II				
4137	2019	CANDIDATE II				
4138	2019	CANDIDATE II				
4139	2019	CANDIDATE II				
4140	2019	CANDIDATE II				
4141	2019	CANDIDATE II				
4142	2019	CANDIDATE II				
4143	2019	CANDIDATE II				
4144	2019	CANDIDATE II				

EXHIBIT B

MAINTENANCE REQUIREMENTS

A. MAINTENANCE REQUIREMENTS

1. The County shall be responsible for maintaining and mechanically repairing the vehicle(s), including all associated equipment, (radios and mobility lifts, if applicable) on the vehicles. The Agency is responsible for scheduling routine maintenance on a regular cycle with their assigned Service Provider. The Agency shall bring vehicles to the facility designated by the County for maintenance on the schedule established by the County, and pick up vehicles when work is complete. For any unscheduled maintenance or repair needs the Agency must follow the maintenance procedures in the current program manual, which is attached as Exhibit D, and use the CAT Defective Equipment/Repair form, which is attached as Exhibit J. For all scheduled maintenance, the County shall provide a back up vehicle of similar size (including wheelchair tie-down capacity, if applicable).

2. For unscheduled maintenance needs, the County shall provide a back up vehicle of similar size (including wheelchair tie-down capacity, if applicable). Any vehicle needing what the County determines to be excessive repairs may be subject to repossession by the County or may result in termination as provided in this Agreement.

3. The Agency shall provide a copy of the current program manual, which is attached to this Agreement as Exhibit D, to all drivers and monitor drivers to insure they are in compliance with program manual procedures. The Agency shall purchase fuel and perform routine checks of the vehicle operating systems, including ensuring that all fluids (engine oil, transmission fluid, and window washing fluid) remain at level specified by the vehicle manufacturer; all lights, signals and audible warning systems remain operational; and tire pressure is maintained at the level specified by the tire manufacturer. The Agency shall be responsible for cleaning and maintaining the cleanliness of the interior and exterior of each Vehicle(s). The Agency may handle minor maintenance expenses that are covered in Exhibit H that cost under $300. Minor maintenance expenses may be reimbursed using the reimbursement request form, which is attached as Exhibit H.

4. The Agency shall keep records of all maintenance and repairs made to the Vehicle(s). All such maintenance and repair records, including original invoices, shall be kept on file for each of the Vehicle(s) and made available to the County upon request or upon the termination of this Agreement.

5. For major vehicle breakdowns, the County will provide roadside assistance and stranded passenger transportation through the Access Service Providers from 5:00AM to Midnight. If a roadside emergency occurs, the Agency should contact their assigned Service Provider. For minor breakdowns that can be repaired quickly and economically (under $300), such as flat tires, agencies may use available services in their area and submit the expense for reimbursement.

B. REPAIR

1. Vehicles with significant dents (2" long X ½" or greater deep X 2" or greater wide), significant scrapes or cracked windows shall be repaired by the Agency within 60 Days of the incident. The County may inspect vehicles at any time and at its sole discretion have a vehicle removed from service.

C. VEHICLE CLEANING

1. The Agency shall ensure that on a daily basis, the vehicles' interiors are swept, dusted, spot-mopped and the trash emptied, including cleanup of any accidental spills. The Agency shall also, on a weekly basis, ensure that the interiors of all vehicles are clean, the windows and seats cleaned, and the driver's area cleaned. The Agency shall also ensure that the reachable exteriors of all vehicles are washed at least monthly, with more frequent washing as may be required during periods of inclement weather. Less frequent washing may be approved by the County during a water shortage. The Agency shall ensure that, on a monthly basis, the interiors of all vehicles are fully and thoroughly cleaned (with disinfectant) throughout including dashboard, ceilings, walls and all other interior areas and surfaces.

2. The Agency shall ensure that any vehicle that has been marked with graffiti is removed within seven days.

EXHIBIT C

PERMITTED USE OF VEHICLES

1) The Agency shall use the vehicles subject to this Agreement to transport older adults or people with disabilities.

2) All trips provided shall either begin or end in King County. The vans cannot leave the state or travel outside a 100-mile radius of the Agency or travel through mountain passes during adverse weather conditions. The Agency must notify the Community Access Transportation Program Coordinator in advance if the van is going to be used between Midnight and 5:00 AM. The vehicle(s) shall not be used by employees or volunteers of the Agency for their own personal benefit or private use. The Agency shall have full responsibility for all aspects of the use of the vehicle(s).

3) Child transportation trips shall originate from (the Agency/the client home) and may go to and from the (name of childcare center, address). Children must be transported in accordance with federal, state and local laws and must be provided child restraint seats. A parent, legal guardian or Agency chaperone of a child must accompany their child during any trip in the van. The Agency is responsible for conducting a thorough background check for all agency chaperones prior to the chaperones assisting with the transportation of any children.

4) The Agency shall provide all drivers with a copy of the Community Access Transportation (CAT) Program Guide, which is attached as Exhibit D, and shall review the manual with each driver.

5) Agency shall develop and maintain accident and breakdown procedures to be implemented by the vehicle driver. These procedures should address the following topics:

   - Rider safety
   - Obtaining medical assistance in case of personal injury
   - Protecting the accident or breakdown scene
   - Communication with Agency Program Coordinator
   - Notification of the police or Washington State Patrol
   - Exchange of information
   - Completion and mailing of a Washington State Collision Report.
   - Emergency numbers to call

6) In case of any damage to the vehicle or property damaged, the Agency shall notify the County before the end of the business day on the day of the incident. A report shall be sent to the Community Access Transportation Program within 24-hours by email to partnerships@kingcounty.gov. For injury to any person where a person is taken to the hospital, the Agency must contact Don Okazaki by phone, 206-263-1082 as soon as reasonably possible that day.

7) In case of a break down on the vehicle, the Agency shall designate a responsible management staff person who will be the emergency contact with the County. For routine maintenance, the Agency shall contact their assigned Service Provider.

EXHIBIT D

King County METRO

Community Access Transportation (CAT)

Program Guide
2024

Table of Contents

Section 1: Introduction

Community Access Transportation (CAT) expands transportation options for people with disabilities, older adults, and others with special transportation needs by developing partnerships with community agencies and businesses. Metro has programs that provide either vehicles and/or operating expenses to assist partners in setting up their own transportation programs. Agencies and businesses benefit because they can customize their transportation programs to meet their needs. The community benefits because more rides can be provided by these cost-effective providers.

Section 2: Roles and Responsibilities

Driver: The driver is responsible for the following:

- Driving the van safely
- Inspecting the van
- Maintaining the van
- Handling emergencies and breakdowns
- Working with the Agency Program Coordinator
- Being punctual:
  * Make sure you know in which city the rider lives
  * Locate addresses on a map or in your head if you are familiar with the area. (Watch out for subtle distinctions, i.e. Street vs. Avenue, South vs. Southwest.)
  * Note any comments listed next to the rider's name which indicate client's mobility and any special needs they may have

Riders: The riders are responsible for the following:

- Observing the guidelines (i.e. not eating, drinking or smoking in the van) established by the agency
- Helping keep the van clean
- Orderly conduct

Agency Program Coordinator: The Agency Program Coordinator is the primary program contact. The Agency Program Coordinator is responsible for managing the Agency program:

- Recruiting drivers
- Reporting monthly program information
- Managing service routes/schedules
- Keeping daily vehicle records, documenting vehicle mileage and rider information
- Scheduling routine maintenance
- Coordinating driver training in compliance with the agreement
- Sending current certificates of insurance to CAT Program Manager

CAT Program Manager: The CAT Program Manager is the liaison for ongoing support of Community Access Transportation programs. The CAT Program Manager is responsible for:

- Communicating program information to the Agency
- Monitoring contract compliance
- Distributing service-related equipment and materials
- Providing technical assistance to partners
- Answering maintenance questions

- Tracking maintenance cost and schedules
- Coordinating vehicle utilization and replacement
- Tracking accidents, incidents, and complaints

The CAT Program Manager is **Don Okazaki**
Telephone number **(206) 263-1082**

CAT Fleet Coordinator: The CAT Fleet Coordinator is responsible for scheduling and addressing vehicle/service for:

- all maintenance
- roadside assistance for major repairs in King County
- stranded passenger transportation for King County
- Note: all expenses for roadside assistance for vehicles that breakdown outside of King County must be covered by the agency.

The CAT Fleet Coordinator is **Amanda Sary**
Telephone Number **(253) 398-2474**

CAT Maintenance Service Providers: The Maintenance Service Provider is responsible for the maintenance of your vehicle:

Maintenance Service Providers operate from 5AM to Midnight each day only within King County. Each agency is assigned a Maintenance Service Provider based on their geographic location:

South King County
MV Transit
8657 190th St
Kent, WA 98031
Max Prasad
206-387-5926

East King County
MV Transit
2000 118th Ave SE
Bellevue, WA 98005
Travis Patrick
253-455-0513

South Seattle
Solid Ground
8100 8th Ave S
Seattle, WA 98108
TBD

North Seattle
MV Transit
16325 5th Ave NE
Shoreline, WA 98155
Max Prasad
206-387-5926

Section 3: Knowing Your Van

The van is equipment on loan from Metro. It represents a significant investment that needs to be protected through regular inspections, maintenance and proper operation.

The maintenance of your van is especially important. Lack of attention to details can cause the CAT Program costly mechanical repairs and cause your riders delays and inconvenience.

Inspecting Your Van:

- Be thorough
- Don't assume anything
- Don't rush
- Have someone else check along with you
- Don't wait to fix a problem

There are three kinds of inspections:
- Daily
- Weekly
- Monthly

Van Inspection Chart

Daily	Weekly	Monthly
Inspect: Horn 4-way Flashers Exterior Gauges Wheel lug nuts Emergency Brake First Aid kit Manual WC lift tool Tires Mirrors Headlights Windows Seat Belts Interior Wheelchair lift Observe while Driving: Service Brakes Steering system Exhaust system/Muffler Fuel System	Check fluids: Oil Coolant/antifreeze Windshield Power steering Transmission Brake Other weekly inspection items: Tire pressure Battery Air System Heater/AC System Wiper/Blades	Complete Daily and Weekly inspection checks; Check the following: Tire tread Wiper fluid Belts and hoses Lights Other equipment (spare tire and jack, chains, emergency triangle kit)

Daily Inspection:

Inspect the vehicle daily before starting it. Check the following:

Exterior
- Is there any observable body damage?
- Are there any obstacles in the path of the vehicle?
- Is there any fluid on the ground?
- Are there any flat tires or loose lug nuts?

Lights
- Make sure the following operate properly: headlights, taillights, turn signals, emergency flashers, marker lights, interior lights, and backing lights

Gauges
- Are gauges within the normal range? (check after a 30-second warm up)
- Are they operating correctly?
- Are there any irregularities?

Tires
- Are there any cuts or foreign objects stuck in the tread?
- Are the wheel covers tight?

Mirrors
- Are they clear of ice, snow, and condensation?
- Are they adjusted properly?

Windows
- Are they clean and clear of fog, ice and/or snow?
- Are they free of cracks or rock chips?

Seat Belts
- Are they operational and easily accessible?
- Are they free of wear and tear along the edges?

Interior
- Is the interior of the van clean and free of debris?
- Is there a litter bag and a place to store small articles?
- Are the floor-tracks for wheelchair tie-downs free of debris?

Wheelchair Lift:
- Did you test the wheelchair lift? Is it in good working order?
- Do the lights above and below the wheelchair door illuminate?

While you're driving, you'll be able to check the following mechanical equipment:

Brakes

- Are the brakes working properly?
- Is there any squeaking or unusual noise?

Steering

- Is the van tracking in a straight line?

Exhaust System and Muffler

- Is the exhaust system making noise?
- Is there an odor of exhaust fume in the vehicle?
- Are there excessive fumes from the muffler?

Fuel Systems

- Are there excessive fumes from the fuel system?

Air System

- Ensure that the following operate properly: heater, defroster and air conditioner

Weekly Inspection:

The weekly inspection items mainly involve checking the fluids used by your van. Develop a routine to check the level of the following fluids:

Oil

- Are there any evident leaks in the motor area or on the ground?

Coolant/Antifreeze

- Is the level between the minimum and maximum indicator on the surge tank?

Power Steering Fluid

- The level can be read when hot or cold

Transmission Fluid

- The fluid should have a pinkish color
- It shouldn't have a burnt odor (check with motor running)

Brake Fluid

- Is the fluid filled to the top?
- Don't overfill

Tire Pressure

- The correct pressure is found in your driver's manual
- Check inner and outer tires when they're cold
- Use a tire gauge
- Check lug nut indicators for alignment

Battery

- Check that the cable is tightly attached to the terminals
- Make sure that the cables and terminals are free of corrosion

Monthly Inspection:

This inspection should include all the daily and weekly items in addition to the following items:

Tire Tread

- Measure the tread depth by using a penny. Insert the penny upside-down (inserting President Lincoln's head into the tire's tread). If President Lincoln's entire head is showing, it's time to replace your tires
- Look for signs of damage or uneven wear as follows: cuts to the side, bulges, deep bruises, or exposed ply or cord

Wipers

- Replace worn or stiff blades
- The wiper arms should be tight against the windshield

Belts and Hoses

- Check the belt tension
- Look for cracks or holes in hoses
- Make sure that the clamps are tight

Other Equipment

- Ensure that the spare tire and jack are serviceable
- Make sure that your traction chain adjusters are ready
- Check that the chains are ready to use
- Ensure that the triangle kit is located in a readily accessible place in the van
- The fire extinguisher pressure gauge should register in the green area

Maintaining Your Van:

In addition to the regular inspections, there are some simple things you can do to protect the van:

Appearance:

The appearance of the van is important. It affects your passengers' comfort and satisfaction. A well-kept van is more likely to create a favorable impression with the general public. Remember to do the following:

- Wash the van at least twice a month
- Report damage at the time it occurs
- Make sure lights, reflectors, and windows are in good repair

Preventative Maintenance:

Preventative maintenance for your van is scheduled based on mileage and time, whichever comes first. There are four types of preventative maintenance (based on mileage or time that vary by vehicle year and type). Agencies need to schedule service before they are past due with their maintenance service provider:

- Type A Lube, oil change, safety inspection, and needed repairs
- Type B Everything in Type A, plus a tune up if necessary
- Type C Transmission service
- Type E Engine tune & Cooling System

Scheduling your Preventative Maintenance and Unscheduled Maintenance Needs:

To schedule your maintenance, you'll need to do the following:

- Call the CAT Fleet Coordinator
- Bring the van to the service garage
- Complete a Defective Equipment Report and email to service provider and CAT Program Manager

The County shall provide a back-up vehicle of equal seating (including wheelchair tie-down capacity, if applicable) or larger. For unscheduled maintenance needs the County shall provide a back-up vehicle ***whenever possible.***

The Agency should handle minor maintenance expenses under $300 and submit them for reimbursement with their monthly report.

Service Loaners:

- Loaner vehicles must be returned in the same condition as they were received.
- Service providers will check-out and check-in loaner vehicles similar to the rental car process. A vehicle check-out form will be provided by the service provider and should be signed by your driver and the mechanic.
- Fuel level (at ¾ tank), interior cleanliness and vehicle exteriors will be inspected by the service provider.
- Please remember to replace the amount of fuel used by your agency before returning the vehicle.
- If loaner vehicles are not returned in the same condition as they were received, service providers can ask drivers to replace the gasoline and/or clean the vehicle.

Vehicle Drop-Off/Pick-Up Procedures:

1. Drop off Vehicle for Repair/Pick-up Loaner:
   a) When the CAT agency Driver enters the shop to deliver a vehicle for service, they will contact the Contractor's on-site representative and be greeted promptly and courteously.
   b) The service transaction shall be initiated within (3) three minutes of the CAT agency Driver's arrival and handled efficiently.
   c) The CAT agency Driver will turn over the keys, and the defective equipment

report (DER) indicating any problems with the vehicle.
d) The Contractor shall provide the loaner vehicle to the CAT agency Driver.
e) The Contractor shall move the agency logo sign from the CAT agency vehicle to the loaner vehicle.
f) Both parties shall perform a vehicle walk around inspection of the dropped off and loaner vehicle and complete the pick-up/drop-off inspection form.
g) Drop-off Loaner/Pick-up Returned Vehicle:

When picking up vehicle the CAT Driver shall receive:
a. A copy of the repair order in the vehicle.
b. A copy of the Driver's original DER in the vehicle.
c. A date for routine preventive maintenance.

When the CAT agency Driver returns the loaner vehicle, he or she will give the keys to the Contractor's representative.

Vehicles shall be returned to the CAT Driver in the same or better condition of cleanliness than when they were received.

The CAT Driver should inform the Contractor's representative about any problems with the loaner vehicle either verbally or via a defective vehicle report form.

The Contractor shall inspect the loaner vehicle and inform the CPM if the loaner vehicle requires service.

Both parties shall perform a vehicle walk around inspection of the loaner and returned vehicle and complete the vehicle pick-up/drop-off inspection form.

Defective Equipment Report:

Whether your van is in the garage for scheduled maintenance or because of a mechanical problem, you should fill out a Defective Equipment Report and either bring it with you and give it to the mechanic or email it the provider (always email a copy to the CAT program coordinator). Be specific in your description, even if you have already called and mentioned it previously.

Copies of the Defective Equipment Report form can be found on the last page.

Maintenance Facilities:

South King County maintenance garage:
MV Kent
8657 190th St
Kent, WA 98031
Kent Maintenance Manager
Max Prasad
206-387-5926

East King County maintenance garage:
MV Bellevue
2000 118th Ave SE
Bellevue, WA 98005
Bellevue Maintenance Manager
Travis Patrick
253-455-1513

South Seattle maintenance garage:
Solid Ground Transportation
8100 8th Avenue South
Seattle, WA 98108
Seattle Maintenance Manager
Temporarily closed to CAT Program

Shoreline maintenance garage:
MV Shoreline
16325 5th Ave NE
Shoreline, WA 98155
Shoreline Maintenance Manager
Max Prasad
206-387-5926

Section 4: Tips Operating Your Van

Driving a van is very different than driving a car. The increased height, length, and weight of a van require you to be especially careful to ensure the safety and comfort of your riders. There are some simple but important habits to observe when the van is in operation.

Driving Habit 1. Turning Room

Give yourself plenty of room. The turning radius of the van is greater than that of a regular vehicle.

- Reduce speed
- Start your turn farther forward into the intersection
- Make a square or wider turn
- Look through the turn

Driving Habit 2. Height and Width Restriction

Always observe the height and width restrictions on the van.

- They're tall (clearance of 11 feet)
- They're longer than the average car (over 21 feet long)
- They're wide (at least 8 feet with the mirrors on each side)
- They can provide a visibility challenge for the driver

Driving Habit 3. Using a Passenger as a Spotter

Although the driver is responsible for safely navigating the vehicle at all times, using a passenger, when appropriate, who is in the vehicle as a spotter when backing up and merging to help you see what's coming may be helpful. You should avoid backing up at all times. If you must back up, remember to do the following:

- Use spotters if appropriate
- Use your mirrors
- Get out of the van and look at what's behind you
- Use hazard-warning flashers
- If there is no one to assist with backing up, limit backing distance to the length of the vehicle

Driving Habit 4. Merging

When merging into traffic, remember to do the following:

- Reduce or increase your speed to create space around you
- Signal your intentions
- Use the merge lane
- Use your mirrors
- Yield the right of way

Driving Habit 5. Mirrors and Scanning

Use your mirrors at all times and scan.

- Check or "scan" the mirrors continuously for traffic hazards, etc.
- Check each mirror every 5 seconds
- Scan the roadway in front and behind you
- Look at least 12 seconds ahead for hazards, traffic, pedestrians, or changing road conditions

Driving Habit 6. Parking and Securing Your Van

Secure your van before you leave it. Never leave it running in gear. Make sure that you take the following precautions:

- Park off street
- Choose a parking space with plenty of room
- On a hill, turn the wheels so the van will roll against the curb
- Secure the van by following these steps:
  - Set the parking brake first
  - Put the transmission in park
  - Turn the electrical accessories off
  - Close all windows
  - Turn the engine off and remove the keys
  - Lock all doors
- When starting up again, release the parking brake last before leaving a parking space

Driving Habit 7. Stopping and Following Distances

Allow longer stopping and following distances. Following distance between you and other vehicles increase in a van because of its weight. You need to be constantly aware to allow for these differences.

Pick a point on the side of the road next to the vehicle ahead of you. Count 1-2-3-4 from the time that vehicle passes the point until you do. Leave at least 3 counts between you and the vehicle in front.

Regardless of the speed you are traveling, this allows significant stopping distance. Vehicle speed and weight are two factors that affect your ability to stop in time. Remember the following:

- The van weighs over 9,000 pounds and takes longer to stop than a car
- Allow 3 to 4 seconds following distance between your van and the vehicle in front
- Increase that distance when driving under the following conditions:
  - In adverse weather
  - On rough and curving roads
  - When the van tires are not new

Driving Habit 8. Use of Seat Belts

Drivers and riders must use seat belts at all times.

- Make sure all the seat belts are in good operating order
- Make sure they're available for use
- Ask all passengers to keep them fastened. Offer assistance as necessary

Driving Habit 9. Loading and Unloading Riders

Always use extreme caution when loading and unloading riders.

- Move out of traffic
- Turn on hazard flashers
- Park the van on a level surface and apply the emergency brake
- Turn off the engine
- Assist riders, if necessary
- Have riders walk behind the van
- Check that the passenger door is closed

Section 5: Handling Emergencies, Accidents, and Incidents

Although most of the emergencies and accidents that occur are minor, it's important that you know how to handle emergencies. Serious problems that you may encounter fall into the following two categories:

- Breakdowns
  - Broken chains
  - Flat tires
  - Electrical malfunction
  - Tire blowout
  - Frozen emergency brake
  - Loss of power assist (steering and brakes)
  - Locked keys in van
  - Engine will not start
  - Wheelchair lift will not stow

- Collision and Accidents
  - Minor fender benders with minor damage (less than $1,000)
  - Major and multiple vehicle collisions and possible injuries

Breakdown Procedures

For minor breakdowns that can be repaired quickly and economically (under $300), such as flat tires, agencies may use available services in their area and submit the expense for reimbursement. In case of a major breakdown of the vehicle that requires roadside assistance or stranded passenger transportation, the Agency should call their assigned Maintenance Service Provider. The Maintenance Service Providers normal hours of operation are from 5:00AM to Midnight seven days a week. If you are unable to reach the CAT Fleet Coordinator at 253-398-2474, call the following Metro Accessible Services contacts. Let them know that you are a Community Access Transportation agency: Don Okazaki at 206-263-1082 (first alternate), Harold Davis at 206-510-2233 (second alternate) Michael Glauner at 206-510-9222 (third alternate).

Agencies must contact Metro in advance if they plan on operating vans between the hours of midnight and 5:00AM. Roadside assistance during those hours may not be available. Vans operating outside of King County are not eligible for roadside assistance by King County Metro. All expenses for roadside assistance for vehicles that breakdown outside of King County must be covered by the agency.

Accident Procedures

In case of an accident where any person is taken by an ambulance for medical treatment or observation, the Agency must notify the County as soon as possible by email at don.okazaki@kingcounty.gov and phone at 206-263-1082. Information should include an explanation of the incident, location of the accident and an Agency contact phone number to call for additional questions.

In case of any damage to the vehicle or injury to any person or where a person might be injured or property damaged, the Agency shall notify the County before the end of the business day on the day of the incident. The King County Metro Accident form shall be sent to the Community Access Transportation Program within 24-hours by email to partnerships@kingcounty.gov.

It is important that you follow your Agency's accident procedures. Some helpful information is presented below:

1. Protect the scene
   - Turn on hazard flashers
   - Move the van out of traffic if possible
   - Make sure riders are in a safe location. Do not allow them to exit the vehicle unless remaining on board is more hazardous, i.e., still in traffic, threat of fire
   - Set up the reflectorized triangle kit on the traffic-side corner of vehicle at least 100 feet back

2. Obtain medical assistance for injured persons by dialing 911 immediately.

3. Call your Agency's Program Coordinator. The Agency Program Coordinator will notify the CAT Program Manager within 24 hours.

4. Notify the police or Washington State Patrol. Make sure you obtain the officer's name, badge number, case number, and jurisdiction.

5. Exchange information with the other driver.

Section 6: Reporting and Communicating with the CAT Office

Each agency is responsible for maintaining a Daily Trip Log to document vehicle mileage, vehicle travel and riders. A Monthly report reflecting the total number of one-way trips provided to individuals and the Daily Trip Log are due to the County by the **10th day of the following month** (a copy of the report forms are attached on the next page). Agencies may mail or e-mail their reports to:

Don Okazaki – Program Manager
King County Metro CAT
MS KSC-TR-0800
201 S Jackson Street
Seattle, WA 98104-3854

E-mail: partnerships@kingcounty.gov

Monthly Progress Report
CAT Program
Due by the 10th day of the following month

Agency: ____________________

Staff Reporting: ____________________ Phone: ____________

Email: ____________________

Monthly Report Period: ____________ Van#____________

Section 1: Monthly Trips:

a) Total Trips Provided	b) # of trips for riders with ID number	c) # of trips for riders w/o ID Number (60+) or disabled	d) # of trips for riders w/o ID Number under 60

Note 1: A round-trip should be recorded as 2 passenger trips provided
Note 2: Box 1a = (1b + 1c + 1d)

Section 2: Monthly Miles:

a) # of miles traveled for transporting passengers*	
b) # of miles traveled for business use (IE: maintenance/repairs)	
c) Total Number of Miles Traveled (2a + 2b = 2c)	
d) End of the Month Odometer Reading	

Note: *For example, miles traveled from agency to customer's house and back to agency OR miles traveled from group home to grocery store and back to group home.

Section 3: Monthly Trips Involving Lift use:

a) Total Number of Lift Deployment	

Note: a round-trip should be recorded as 2 lift deployments

Send report by the 10th day of the month via e-mail:

- partnerships@kingcounty.gov

Instructions for Daily Trip Log

Daily Trip Log

1. The Daily Trip Log should be used by the van drivers to record information on trips for a specific day or shift. A new trip log should be used each day or shift.
2. Drivers must record the odometer reading at the beginning and end of the day (or shift). It is not necessary to record the odometer reading for every trip.
   The Daily Trip Log should list:
   - name of rider
   - the pickup location and time
   - drop off location and time
   - lift use (yes or no)
   - ID Number
3. The trip duration (in minutes) should be recorded in the Trip Time column.

An example is shown below:

Name	**Pick Up**	**Drop Off**	**Pick Up Time**	**Drop Off Time**	**Trip Time**		**ID Number**
Pat Smith	1200 1st Ave. N.	Wallingford SS	4:00 pm	4:25 pm	25 min.	N	None
Jamie Jones	1400 3Rd Ave. N.	Wallingford SS	4:05 pm	4:25 pm	20 min.	Y	A0000007

Daily Trip Log
CAT Program

Agency______________________________ **Month** ______________________

Driver______________________________ **Van #**______________________

Beginning Odometer____________ **Ending Odometer**____________ **Total Miles**______________

	Name	Pick Up Location	Drop Off Location	Pick Up Time	Drop Off Time	Trip Time	ID Number
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Section 7: Contacts

CAT Program Manager
Don Okazaki
(206) 263-1082
E-Mail: don.okazaki@kingcounty.gov

CAT Fleet Coordinator
Amanda Sary
(253) 398-2474
E-Mail: amanda.sary@mvtransit.com

Emergency Roadside Assistance (5:00 a.m. – Midnight)
For major breakdowns in King County that requires roadside assistance or stranded passenger transportation, call the CAT Fleet Coordinator at (253) 398-2474. If they are not available, contact Don Okazaki at 206-263-1082. If not available, call Harold Davis at 206-510-2233 or Michael Glauner at 206-510-9222. **King County does not provide emergency roadside assistance outside of King County.**

South King County maintenance garage:
MV Kent
8657 190th St
Kent, WA 98031
Max Prasad, Maintenance Manager
206-387-5926
Kent Dispatch- 253-398-2485

East King County maintenance garage:
MV Bellevue
2000 118th Ave SE
Bellevue, WA 98005
Travis Patrick
253-455-1513

South Seattle maintenance garage:
Solid Ground Transportation
8100 8th Avenue South
Seattle, WA 98108
TBD, Maintenance Manager
Solid Ground- 206-716-3842

Shoreline maintenance garage:
MV Shoreline
16325 5th Ave NE
Shoreline, WA 98155
Max Prasad, Maintenance Manager
206-387-5926
Shoreline Dispatch- 206-480-0703

DEFECTIVE EQUIPMENT REPORT

Equipment No.	Make	Driver	Phone	Drivable ☐ Yes ☐ No	Date
License No.	Mileage	Department	Where Parked Now		Time.

To be completed by operator Priority 1 2 3 (circle one)

Describe problem(s) (Please indicate any repeats) ☐ PM Due
Requested by:

To be completed by Fleet Service Personnel

All Above Repairs Were Completed – State Any Exceptions and Reasons.			
	Mechanic's Signature	Date	Time

Community Access Transportation Agreement

EXHIBIT E

INSURANCE REQUIREMENTS

Evidence and Cancellation of Insurance

A. Prior to execution of the Agreement, the Agency shall file with the County evidence of insurance and endorsements from the insurer(s) certifying to the coverage of all insurance required herein. All evidence of insurance shall be certified by a properly authorized officer, agent, general agent or qualified representative of the insurer(s) and shall certify the name of the insured, the type and amount of insurance, the location and operations to which the insurance applies, the expiration date, and that the County shall receive notice at least forty-five (45) Days prior to the effective date of any cancellation, lapse or material change in the policy.

B. The Agency shall, upon request of the County, deliver to the County all such policies of insurance, and all endorsements and riders, and the receipts for payment of premiums thereon.

C. Failure to provide such insurance in a timeframe acceptable to the County shall enable the County to suspend or terminate the Agency's Work hereunder in accordance with Agreement provisions regarding "Termination for Convenience/Default/Non-appropriation." Suspension or termination of this Agreement shall not relieve the Agency from its insurance obligations hereunder.

Insurance Requirements

D. The Agency shall obtain and maintain the minimum insurance set forth below.

By requiring such minimum insurance, the County shall not be deemed or construed to have assessed the risks that may be applicable to the Agency under this Agreement. The Agency shall assess its own risks and, if it deems appropriate and/or prudent, maintain greater limits and/or broader coverage.

Nothing contained within these insurance requirements shall be deemed to limit the scope, application and/or limits of the coverage afforded, which coverage shall apply to each insured to the full extent provided by the terms and conditions of the policy(s). Nothing contained with this provision shall affect and/or alter the application of any other provision contained with this Agreement.

For all coverages:

Each insurance policy shall be written on an "occurrence" form; excepting insurance for professional liability/errors and omissions. Professional liability/errors and omissions when required, may be acceptable on a "claims made" form.

If coverage is approved and purchased on a "Claims Made" basis, the Agency warrants continuation of coverage, either through policy renewals or the purchase of an extended discovery period, if such extended coverage is available, for not less than three (3) years from the date of completion of the Work which is the subject of this Agreement.

E. Minimum Limits and Scope of Insurance

Coverage shall be at least as broad as:

1. General Liability: $5,000,000 per occurrence limit for bodily injury, personal injury, and property damage; and for those polices with aggregate limits, a $5,000,000 aggregate limit. Coverage shall be at least as broad as Insurance Services Office form number CG 00 01, or its substantive equivalent, covering Commercial General Liability. Such limits may be satisfied with the use of an umbrella or excess liability policy, which is at least as broad as the underlying policy.

2. Automobile Liability: $5,000,000 combined single limit per accident for bodily injury and property damage. Coverage shall be at least as broad as Insurance Services office form number CA 00 01, covering symbol 1 "any auto"; or the combination of symbols 2, 8, and 9. Such limits may be satisfied with the sue of an umbrella or excess liability policy, which is at least as broad as the underlying policy.

3. Workers' Compensation

   Workers' Compensation coverage, as required by the Industrial Insurance Act of the State of Washington, as well as any similar coverage required for this Work by applicable federal or "Other States" State Law.

4. Employers Liability or "Stop Gap": Coverage with minimum limits of $1,000,000 each occurrence and shall be at least as broad as the protection provided by the Workers Compensation policy Part 2 (Employers Liability) or, in states with monopolistic state funds, the protection provided by the "Stop Gap" endorsement to the general liability policy.

5. Fidelity and Crime Coverage: Coverage for Fidelity, Theft, Disappearance, Destruction Liability, and Employee Dishonesty with minimum limits of $100,000. Coverage shall include 'Joint Loss Payable" ISO form CR 20 15 10/10 or substantive equivalent; and 'Provide Required Notice of Cancellation to Another Entity' ISO form CR 20 17 10/10.

6. Property Coverage: Coverage for all Property to include vehicles provided by the County. Coverage may be provided via a Property, Auto Policy, or Inland Marine Form and shall be written on a replacement cost basis.

F. Deductibles and Self-Insured Retentions

Any deductible and/or self-insured retention of the policies shall not limit or apply to the Agency's liability to the County and shall be the sole responsibility of the Agency.

G. Other Insurance Provisions

The insurance policies required in this Agreement are to contain, or be endorsed to contain the following provisions:

1. Liability Policies:

The County, its officers, officials, employees and agents are to be covered as additional insured, for full policy limits, as respects liability arising out of activities performed by or on behalf of the Agency in connection with this Agreement. Additional insured status shall include Products-Completed Operations. All additional insured endorsements shall be filed with the certificate of insurance.

To the extent of the Agency's negligence, the Agency's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and agents. Any insurance and/or self-insurance maintained by the County, its officers, officials, employees or agents shall not contribute with the insurance or benefit the Agency in any way.

The Agency's insurance shall apply separately to each insured against whom a claim is made and/or lawsuit is brought, except with respect to the limits of the insurer's liability.

H. Acceptability of Insurers

Unless otherwise approved by the County:

Insurance is to be placed with insurers with a Bests' rating of no less than A:VIII, or, if not rated with Bests', with minimum surpluses the equivalent of Bests' surplus size VIII.

If at any time one of the foregoing policies shall fail to meet the above stated requirements, the Agency shall, upon notice to that effect from the County, promptly obtain a new policy, and shall submit the same to the County, with the appropriate certificates and endorsements, for approval.

I. Subcontractors

The Agency shall include all Subcontractors as insureds under its policies, or shall furnish separate certificates of insurance and policy endorsements for each Subcontractor. **Insurance coverages provided by Subcontractors as evidence of compliance with the insurance requirements of this Agreement shall be subject to all of the requirements stated herein.**

J. Work Site Safety

The Agency shall have the "right to control" and bear the sole responsibility for the job site conditions, and job site safety. The Agency shall comply with all applicable Federal, State and Local safety regulations governing the job site, employees and Subcontractors. The Agency shall be responsible for the Subcontractor's compliance with these provisions.

Community Access Transportation Agreement

EXHIBIT F

DRIVER ELIGIBILITY AND TRAINING REQUIREMENTS

A. The Vehicle(s) shall be operated only by drivers who are at least 21 years old and who have a current and unrestricted Washington State driver's license and have driven for at least five (5) years. Restrictions for glasses or contact lenses are acceptable.

B. All drivers must clear a criminal history check and Washington State Department of Licensing record check prior to independently operating the Vehicles. Drivers must not have been convicted of a felony offense involving theft, fraud, burglary, robbery, crimes against children or adults or any such similar offense, and must have no convictions for any other felony offense within the previous ten (10) years. In addition, drivers must have no convictions of a serious traffic violation, including but not limited to any of the following violations within the past five (5) years:

- Driving while under the influence of drugs or alcohol
- Leaving the scene of an accident (hit and run)
- Using a commercial vehicle in the commission of a crime
- Reckless driving and or reckless endangerment
- A suspended license for moving violations
- Negligent driving
- Vehicular homicide or vehicular assault
- More than one "at fault" accident
- Open container

C. The Agency shall designate at least one (1) agency representative who will serve as the Agency Driver Training Coordinator. The Agency Driver Trainer Coordinator will participate, demonstrate and prove efficiency in a train-the-trainer course and be responsible for:

- providing driver training instruction and materials to drivers;
- distributing and scoring written tests if specified in the training course;
- reviewing drivers and their ability to perform driving procedures
- documenting driver performance during and after training, which they will store at their office and make available to the County upon request;
- coordinating and administering driver training refresher courses for drivers already trained;
- training and approving all current Agency drivers within sixty (60) days of the start of this Agreement;
- training and approving all new Agency drivers added to this program after the start of this Agreement, before they are allowed to operate any County owned vehicles;

- providing refresher training instructions and test to trained drivers every twenty-four (24) months;
- other assigned tasks required to maintain their driver training program

D. The Agency shall train drivers in the following areas:

1. Safe operation of the vehicle and its equipment including wheelchair lift if appropriate and safety restraint system.
2. Passenger assistance and sensitivity.
3. Defensive driving skills.
4. CPR.

E. The Agency may use existing driver training resources such as the National Safety Council/Evergreen Safety Council's Defensive Driving Course or the training resources offered by the County to meet the four training requirements listed in Paragraph D.

F. Drivers may not operate a County-owned Vehicle unless they meet the following requirements:

- currently certified for CPR (certification card may not be expired);
- completed the County approved Driver Training course or Driver Training Refresher Course;
- met all driver requirements specified in this Agreement.

G. The Agency shall submit to the County information on all drivers and driver training upon request including, but not limited to:

(1) Personal information such as name, date of birth, driver's license number and date of issue.
(2) Criminal History and Department of Licensing Record Check results.
(3) Training information such as the dates of all required and other training.
(4) Other safety and driver-related information as requested by the County.

Community Access Transportation Agreement

EXHIBIT G

CAT PROGRAM MONTHLY REPORT

Invoice Date:____________

Agency:____

Staff Reporting: ____________________________________ Phone: _________________

Email: _______________________________

Monthly Report Period: _______________________ Van#__________________________

1. Monthly Trips Provided:

	Access Eligible Registered Riders	Non-Access Eligible Older adults (60+) and people with disabilities	Other Riders:	**TOTAL**
a) Total Number of Passenger Trips Provided				

Note: A round-trip should be recorded as 2 passenger trips provided

2. Total Monthly Miles:

a) # of miles traveled for transporting passengers*	
b) # of miles traveled for business use (gas, maintenance, etc.)	
c) Total Number of Miles Traveled (2a + 2b = 2c)	
d) End of the Month Odometer Reading	

Note: *For example, miles traveled from agency to customer's house and back to agency OR miles traveled from group home to grocery store and back to group home.

3. Total Trips Involving the Use of the Lift:

a) Total Number of Lift Deployments	

Note: a round-trip should be recorded as 2 lift deployments

Send report by the 10th day of the month via e-mail:

- partnerships@kingcounty.gov

Community Access Transportation Agreement

EXHIBIT H

MONTHLY REIMBURSEMENT REQUEST

One of the most important tasks that are required of the Community Access Transportation program is keeping good records of budgets and funds. The program is funded through the County and/or other funding partners and we need to ensure that expenses that are made in the project have an appropriate audit trail.

A list of expenditures that are eligible for reimbursement and those that are not are attached. The County will provide reimbursement only for those costs that are termed "Reimbursable Expenses." (*See Attachment 1: Allowable Expenses*)

In order to claim reimbursement from the County, agencies need to complete the Monthly Reimbursement Request form.

Directions:

A. Complete your Agency information.

B. Identify the month for which the expenditures are being reported. This should be the month in which the expenditure was actually made.

C. List the allowable expenditures and monthly amount. For example:
- Gasoline $300
- Insurance $100

D. Total all monthly reimbursable expenses.

E. Return to the County by the 10th day of the month by e-mail at partnerships@kingcounty.gov

Questions: Call (206) 263-1082

Community Access Transportation Program
Monthly Reimbursement Request

Invoice Date:
Agency Name:
Mailing Address:
City, State, Zip:
Staff Contact:
Phone:
E-mail:
Period (Covering Month of):

Agency Reimbursable Expenditures

Reimbursable Operating Expenses	Amount
______________________	__________
______________________	__________
______________________	__________
______________________	__________
______________________	__________
Sub Total:	
Reimbursable Roadside Assistance/maintenance	
______________________	__________
______________________	__________
______________________	__________
______________________	__________
Sub Total:	
Total Reimbursable Expenses:	
Note: attach a copy of the original itemized invoice	

Send report by the 10th day of the month via e-mail:

- partnerships@kingcounty.gov

Community Access Transportation Agreement

ATTACHMENT 1

ALLOWABLE EXPENSES

The Community Access Transportation program is funded by King County's Community Access Transportation Program and/or other funding partners. The Agency may submit the following allowable expenses for reimbursement during their agreement with the County under the program:

Expenses	2024 Maximum Costs	2025 Maximum Costs*	2026 Maximum Costs*	2027 Maximum Costs*	2028 Maximum Costs*
Seattle, Tukwila, SeaTac Hyde service	$750,000	$750,000	$750,000	$750,000	$750,000
Hyde service	$2,170,340	$2,170,340	$2,170,340	$2,170,340	$2,170,340
Annual Total:	**$2,920,340**	**$2,920,340**	**$2,920,340**	**$2,920,340**	**$2,920,340**

* Annual Maximum Costs may be eligible for COLA

- Maximum Costs are the maximum amount the Agency can bill the County in a calendar year.
- Labor should be pro-rated. I.E.: If a person is hired on the 11th business day of a month with 22 business days the Agency will only bill the County for 50% of the monthly unit rate,
- Reimbursement forms must include a detailed attachments of agencies expenses associated with the monthly invoice

Allowable routine maintenance and Roadside emergency expenses:

- Fluids (engine oil, transmission fluid, and window washing fluid) all lights, signals and audible warning systems and wiper blades.
- Minor roadside assistance expenses under $300, such as flat tire repairs and battery recharging..

The following is a non-exclusive list of examples of **non-allowable**, **non-reimbursable** expenses and costs under this program:

- Food costs for drivers
- Costs for social events
- Traffic fines or penalties incurred by the drivers
- Vehicle damage repair due to accidents
- Fund raising costs (if a private organization)

For questions about the report form and reimbursable expenses under the Community Access Transportation Program, please call (206) 263-1082 or e-mail to partnerships@kingcounty.gov.

Community Access Transportation Agreement

EXHIBIT I

DAILY TRIP LOG

Daily Trip Log

4. The Daily Trip Log should be used by the van drivers to record information on trips for a specific day or shift. A new trip log should be used each day or shift.
5. Drivers must record the odometer reading at the beginning and end of the day (or shift). It is not necessary to record the odometer reading for every trip.

   The Daily Trip Log should list:

   - name of rider
   - the pick-up location and time
   - drop-off location and time
   - lift use (yes or no)
   - ID Number

6. The trip duration (in minutes) should be recorded in the Trip Time column. An example is shown below:

Name	Pick Up	Drop Off	Pick Up Time	Drop Off Time	Trip Time	Lift?	ID Number
Pat Smith	1200 1st Ave. N.	Wallingford SS	4:00 pm	4:25 pm	25 min.	N	None
Jamie Jones	1400 3Rd Ave. N.	Wallingford SS	4:10 pm	4:25 pm	15 min.	N	#00001

Daily Trip Log

Agency________________________________ Date ______________________________________

Driver________________________________ Van #____________________________

Beginning Odometer_______________ Ending Odometer_______________ Total Miles_______________

	Name	Pick Up Location	Drop Off Location	Pick Up Time	Drop Off Time	Trip Time	Lift?	ID Number
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

Community Access Transportation Agreement

EXHIBIT J

CAT DEFECTIVE EQUIPMENT/REPAIR REPORT

Maintenance Procedures:

1) Contacts Maintenance service provider to arrange the drop-off of your vehicle and the pick-up of the loaner vehicle.
2) Email defective equipment/repair report to partnerships@kingcounty.gov
3) Leave a copy of the defective equipment/repair report on the driver's seat of the vehicle.
4) Maintenance service provider will contact you when the vehicle is ready to be picked up.

Vehicle No.	Make	Driver	Phone	Drivable ☐ Yes ☐ No	Date
License No.	Mileage	Department	Where Parked Now		Time

To be completed by operator Priority 1 2 3 (circle one)

Describe problem(s) (Please indicate any repeats) ☐ PM Due

Requested by:

To be completed by Fleet Service Personnel

All Above Repairs Were Completed – State Any Exceptions and Reasons.

	Mechanic's Signature	Date	Time

King County
METRO
Moving forward together
Juntos avanzamos

Mobility Division
Mobility – Contracted Services
201 S. Jackson Street
KSC-TR-0800
Seattle, WA 98104-3856

September 8th, 2026

Jim Wigfall
Sound Generations
2208 Second Avenue - #100
Seattle, WA 98121

Dear Mr. Wigfall:

King County Metro Transit is pleased to submit a letter of support for Sound Generations' 2026 WSDOT Consolidated Grant application. Metro supports full funding to sustain the Hyde Shuttle service that provides mobility for older adults and people with disabilities across King County.

This project is funded by King County Metro and supports King County Metro's goals to develop, maintain and promote safe, reliable, accessible, and sustainable alternatives to fixed-route service. Our commitment of vehicles, fuel, maintenance, technical assistance and staff support through the Community Access Transportation (CAT) Program are ways we can assist the community efforts to fill some of the transportation gaps in the area.

King County Metro commits to providing up to $2,095,340 per year in revenue and $640,665 per year of in-kind contributions during the four-year grant period (July 1, 2027 - June 30, 2031). The matching funding is contingent upon appropriation from King County's 2028-2029 biennium budget, which will be adopted in November of 2027. We look forward to continued partnership between King County Metro and Sound Generations. Should you have any questions, please feel free to contact Scott Weinberger, Transportation Planner, at 206-477-2843.

Sincerely,

DocuSigned by:
Michelle Allison
CFAFB29C7D8F4A1...

Michelle Allison
General Manager
King County Metro Transit

9/4/2026

CITY OF AUBURN WASHINGTON
Parks, Arts & Recreation - Senior Activity Center
808 Ninth Street SE, Auburn, WA 98002
auburnwa.gov/seniors
253-931-3016

July 31, 2026

To Whom It May Concern,

On behalf of the Auburn Senior Activity Center, I am pleased to express our strong support for Sound Generations' Hyde Shuttle Program, which has provided essential door-to-door transportation for older adults and adults with disabilities throughout King County for nearly three decades.

Over the past two years (2024–2025), the Hyde Shuttle Program has served 4,056 new riders, completed 115,743 one-way trips, and traveled 862,538 miles, connecting community members to medical appointments, grocery stores, senior and community centers, nutrition programs, and other essential destinations. These transportation services help older adults and adults with disabilities remain healthy, independent, and engaged in their communities.

Our organization has partnered with Sound Generations by serving shared clients, providing a congregate lunch program, meals on wheels, promoting transportation options, and doing community outreach. Through this partnership, we have seen firsthand how the Hyde Shuttle removes transportation barriers and helps individuals access essential services while maintaining their independence and quality of life.

The Hyde Shuttle fills a critical transportation gap for individuals who cannot easily access fixed-route transit or other transportation options. The program complements King County's transportation network by improving access to essential services and strengthening coordination among healthcare providers, community organizations, local governments, King County Metro, and other transportation partners. This collaborative approach aligns with the goals of the Puget Sound Regional Council's Coordinated Mobility Plan by advancing equitable, coordinated, and customer-centered transportation for older adults and adults with disabilities.

Reliable transportation is fundamental to maintaining health, independence, and quality of life. Continued investment in the Hyde Shuttle Program will help ensure that older adults and adults with disabilities throughout King County continue to have equitable access to

PROVIDENCE
Supportive Housing

August 12, 2026

To Whom It May Concern,

On behalf of Providence Vincent House, I am pleased to express our strong support for Sound Generations' Hyde Shuttle Program, which has provided essential door-to-door transportation for older adults and adults with disabilities throughout King County for nearly three decades.

Over the past two years (2024–2025), the Hyde Shuttle Program has served 4,056 new riders, completed 115,743 one-way trips, and traveled 862,538 miles, connecting community members to medical appointments, grocery stores, senior and community centers, nutrition programs, and other essential destinations. These transportation services help older adults and adults with disabilities remain healthy, independent, and engaged in their communities.

Our organization has partnered with Sound Generations by coordinating services and promoting transportation options for our clients. Through this partnership, we have seen firsthand how the Hyde Shuttle removes transportation barriers and helps individuals access essential services while maintaining their independence and quality of life.

The Hyde Shuttle fills a critical transportation gap for individuals who cannot easily access fixed-route transit or other transportation options. The program complements King County's transportation network by improving access to essential services and strengthening coordination among healthcare providers, community organizations, local governments, King County Metro, and other transportation partners. This collaborative approach aligns with the goals of the Puget Sound Regional Council's Coordinated Mobility Plan by advancing equitable, coordinated, and customer-centered transportation for older adults and adults with disabilities.

Reliable transportation is fundamental to maintaining health, independence, and quality of life. Continued investment in the Hyde Shuttle Program will help ensure that older adults and adults with disabilities throughout King County continue to have equitable access to

To Whom It May Concern,

On behalf of Asian Counseling and Referral Service, I am pleased to express our strong support for Sound Generations' Hyde Shuttle Program, which has provided essential door-to-door transportation for older adults and adults with disabilities throughout King County for nearly three decades.

Over the past two years (2024–2025), the Hyde Shuttle Program has served 4,056 new riders, completed 115,743 one-way trips, and traveled 862,538 miles, connecting community members to medical appointments, grocery stores, senior and community centers, nutrition programs, and other essential destinations. These transportation services help older adults and adults with disabilities remain healthy, independent, and engaged in their communities.

Our organization has partnered with Sound Generations by providing referrals, coordinating services, serving shared clients, promoting transportation options and participating in community outreach. Through this partnership, we have seen firsthand how the Hyde Shuttle removes transportation barriers and helps individuals access essential services while maintaining their independence and quality of life.

The Hyde Shuttle fills a critical transportation gap for individuals who cannot easily access fixed-route transit or other transportation options. The program complements King County's transportation network by improving access to essential services and strengthening coordination among healthcare providers, community organizations, local governments, King County Metro, and other transportation partners. This collaborative approach aligns with the goals of the Puget Sound Regional Council's Coordinated Mobility Plan by advancing equitable, coordinated, and customer-centered transportation for older adults and adults with disabilities.

Reliable transportation is fundamental to maintaining health, independence, and quality of life. Continued investment in the Hyde Shuttle Program will help ensure that older adults and adults with disabilities throughout King County continue to have equitable access to healthcare, nutrition programs, community resources, and opportunities to remain active and engaged in their communities.

King County
METRO

Moving forward together
Juntos avanzamos

Mobility Division
Mobility – Contracted Services
201 S. Jackson Street
KSC-TR-0800
Seattle, WA 98104-3856

August 25, 2026

Jim Wigfall
Sound Generations
2208 Second Avenue - #100
Seattle, WA 98121

Dear Mr. Wigfall:

King County Metro Transit is pleased to submit a letter of support for Sound Generations' 2026 WSDOT Consolidated Grant application. Metro supports full funding to sustain the Hyde Shuttle service that provides mobility for older adults and people with disabilities across King County.

Commented [GC1]:

This project is funded by King County Metro and supports King County Metro's goals to develop, maintain and promote safe, reliable, accessible, and sustainable alternatives to fixed-route service. Our commitment of vehicles, fuel, maintenance, technical assistance and staff support through the Community Access Transportation (CAT) Program are ways we can assist the community efforts to fill some of the transportation gaps in the area.

King County Metro commits to providing up to $2,095,340 per year in revenue and $640,665 per year of in-kind contributions during the four-year grant period (July 1, 2027 - June 30, 2031). The matching funding is contingent upon appropriation from King County's 2028-2029 biennium budget, which will be adopted in November of 2027. We look forward to continued partnership between King County Metro and Sound Generations. Should you have any questions, please feel free to contact Scott Weinberger, Transportation Planner, at 206-477-2843.

Sincerely,

Michelle Allison
General Manager
King County Metro Transit

SOUND GENERATIONS

POLICY TITLE Procurement and Purchasing Procedures and Vendor Approval

UPDATED January 2026

The intent of this document and the procedures outlined is that Sound Generations comply with the Uniform Grant Guidance on managing Federal Funds received with respect to the procurement and expenditure for all programs.

OVERVIEW AND PURPOSE

Scope and magnitude: – Sound Generations accepts $16M – $17 M in government grants, about half of which are Federal Funds subject to review under a Single Audit – Expenditures in total were approximately 30M in 2024	Primary risks: – Improper payments result in a requirement to return Federal Funds, an audit warning or adverse opinion, or other non-compliance consequences. – Improper payments from: o Debarred Vendors o Un-approved Purchases o Un-allowed Purchases o Incorrectly Allocated Purchases
Goals: – Funds received are expended in full and in line with their intent – Agency funds are expended prudently and with proper authorization – Agency remains in compliance with Federal Funds received regulations and other applicable laws and regulations	Key controls: – New vendors are reviewed and approved – Purchases follow process for pre-approval with annual re-authorization – Accounting monitors for disallowed expenses and proper allocation

1. <u>Goals and Guidelines per Uniform Guidance 2 CFR 200 Sec 200.318 General Procurement Standards:</u>

    1) The organization must maintain written policies and procedures over procurement that meet the following standards and any other applicable laws and regulations.
    2) Costs incurred must be necessary and cost-effective.
    3) All procurement transactions must provide full and open competition.
    4) The organization must maintain written standards of conduct covering conflicts of interest.
    5) The organization must maintain documentation addressing cost and price analysis, and vendor selection, as applicable for selected method of procurement
    6) See General Procurement Standards document for full requirements.

2. <u>Internal Control Overview</u>

The Uniform Guidance states that internal controls **<u>must</u>** be established and maintained over the federal award. It also states that these internal controls **<u>should</u>** be in compliance with the either Green Book or COSO. Internal Control is a process, implemented by a non-federal entity, designed to provide reasonable assurance regarding the achievement of objectives in the following categories:

- Effectiveness and efficiency in operations;
- Reliability of reporting for internal and external use; and
- Compliance with applicable laws and regulations

See the Internal Control Overview document for full information.

3. Allowability of Costs/Activities

From: § 200.403 Factors affecting allowability of costs.

(a) Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.

(b) Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.

(c) Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the non-Federal entity.

(d) Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.

(e) Be determined in accordance with generally accepted accounting principles (GAAP), except, for state and local governments and Indian tribes only, as otherwise provided for in this part.

(f) Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period. See also § 200.306(b).

(g) Be adequately documented. See also §§ 200.300 through 200.309 of this part.

(h) Cost must be incurred during the approved budget period. The Federal awarding agency is authorized, at its discretion, to waive prior written approvals to carry forward unobligated balances to subsequent budget periods pursuant to § 200.308(e)(3).

The allowability of costs under specific awards may be subject to other requirements specified in the program legislation, regulations, or the specific terms and conditions of an award, which take precedence over the general discussion provided here. Specific program requirement may also be covered in other sections of Sound Generations Policies. Staff that have questions concerning the allowability of particular costs should contact the Controller.

If a cost is allowable, it is allocable as either a direct cost or an shared cost through support departments.

Unless otherwise indicated in the Notice of Award, where typically unallowable costs are included in a prior approval exception, purchases that include unallowable costs ***must be*** recorded using specific coding and direction by the Controller that will prevent the costs from being directly OR indirectly applied to a contract or grant or from being included in the Indirect Cost Calculations.

The following costs present specific items that are absolutely un-allowable:

- **Advertising**
- Airfare travel costs in excess of the lowest available option
- **Alcoholic beverages**
- Automobile costs for personal use
- Bad debt expense
- Contingency provisions
- Defense and prosecution of criminal and civil proceedings, claims, appeals, patent infringement
- Entertainment (includes amusement and social activities)
- **Fines and penalties (including late fees)**
- Fundraising
- Goods and services for personal use, including housing and personal living expenses
- Institution furnished automobile costs for personal use
- Interest
- Investment management

- **Lobbying**
- **Membership, subscriptions and professional activity costs**
- **Public relations**
- Relocation costs
- Selling and marketing

4. Procurement Process Outline

    1) Only authorized employees make purchases with Authorized Purchaser form renewed annually. Organizational Credit Cards are assigned to authorized employees with signed Credit Card Agreement to make purchases.
    2) Authorized Purchasers and the AP Accountant review and approve all Vendors prior to beginning to purchase from the Vendor. Exceptions exist: outlined in the Special Purchasing Conditions, below.
    3) Purchase Order or Procurement Order form are completed prior to purchasing by Authorized Purchasers who estimate the single and annual purchases for the Vendor/Project. Exceptions exist: outlined in the Special Purchasing Conditions, below.
    4) The procurement process includes cost/price analysis, competitive quotes, and efforts to utilize small businesses, minority-owned firms, and women's business enterprises when possible. Exceptions exist: outlined in the Special Purchasing Conditions, below. Additional steps may be required: outlined in Large Purchase Requirements, below.
    5) Purchase Orders or Procurement Orders are properly approved prior to purchasing. Exceptions exist: outlined in the Special Purchasing Conditions, below.
    6) Supplies and Materials are received properly before payment is completed, below.
    7) Department Directors agree Payment requests / Invoices to purchase paperwork before authorizing payment.
    8) The Authorized Purchaser and Department Manager understand the importance of correctly allocating all purchases and expenditures and indicate the correct allocation at the time of purchasing and at the time of payment requests.
    9) The AP Accountant understands all needed authorization and acts as primary gatekeeper to be sure payments are not issued without all proper authorization.

5. Definition of Purchases

This document and all processes apply to all purchases – regardless of whether the purchases will be paid through Accounts Payable, on Agency Credit Cards, or with Employee's personal resources with an expectation of later reimbursement.

All processes explained in this document must be followed any time federal funds are used. Because all Sound Generations programs involve the use of some federal funds they must be followed for all purchases not specifically excluded below.

Purchases covered by these policies and procedures include:

- Materials, supplies, and services that directly support the programs of Sound Generations
- Materials, supplies, and services made at the Senior Centers to support their programs
- Contract payments to authorized, but unrelated, sites providing program services under a Sound Generations sponsored program such as Community Dining or Enhanced Fitness. That is, we consider that we are purchasing services from the sites, but not from the vendors they in turn contract with, such as cooks, managers, or instructors.
- Certain materials, supplies, and services that indirectly support the programs of Sound Generations via the support departments: Executive, Human Resources, Accounting, Information Technology, Marketing/Publicity, Facilities, and Community/Program Development.

Purchases excluded from these policies and procedures include:

- Materials, supplies, and services made - to their vendors - by authorized, but unrelated, sites providing program services under a Sound Generations sponsored program such as Community Dining or Enhanced Fitness. That is, we consider that we are purchasing services from the sites, but not from the vendors they in turn contract with, such as cooks, managers, or instructors.
- Payroll payments, payroll taxes, and employee benefits
- Business taxes and licenses required to be paid through the normal course of business
- Payments committed to Banks or Investments for account services, loans, and interest
- Payments committed to Insurance companies for policies and premiums unless specific to a given program

6. Authorization for Purchasing

Department heads or their designees shall have the authority to initiate purchases on behalf of their department, within the guidelines described here. At the beginning of each year, Department directors shall inform the Accounting Department of all individuals that may initiate purchases, including themselves, by means of the Authorized Approver form. This form reminds purchasers of their responsibilities. The Accounting Department shall maintain a current list of all authorized purchasers.

IN General:

- Agency Supervisors may approve individual purchases from a single vendor within dept budgets up to $1,000. (requires authorization form)
- Program Managers have the authority to approve purchases within their budgets up to $5,000. (requires authorization form)
- Department Directors and Assistant Directors have authority to approve purchases within their budgets up to $10,000.
- Leadership Officers have the authority to purchase and approve items within budgets up to $25,000
- All purchases greater than $25,000 must be approved by the CEO or additional Leadership Officer.

7. Vendor Approval & Required Documentation

With Exceptions outlined in the Special Purchasing Conditions, below, all vendors are subject to the following documentation/conditions.

The Agency will not contract with vendors that have been debarred. The Agency will research new vendors before completing purchases to determine if the vendor is on the GSA debarment list. A copy of the debarment search will be placed in each vendor’s file.

The Agency will not contract with vendors whose practices are not in line with Agency values (see Addendum B).

The Authorized purchaser should initiate a NEW VENDOR APPROVAL FORM and forward to the AP Accountant to complete prior to purchases being initiated from a new Vendor.

The AP Accountant completes and documents the debarment search, checks for other required business licenses, obtains a Form W-9, and highlights any further approval needed based on estimate size of purchase. The AP Accountant retains a copy and forwards the form to the Authorized Purchaser for final approval. The original is eventually returned to AP and is held in the Paid Vendor file.

8. General Procurement Procedures

Initiation

When a department heads or their designees recognizes a need to initiate purchases on behalf of their department, they determine the steps required by considering

- Whether the purchase directly supporting a program supported by Federal Funds
- The amount of estimated total purchases expected for the project, the year, and the vendor.

This will determine whether they should complete a Procurement Order, a Purchase Order, or neither, what approval is needed, and what type of cost comparison should be completed. But see “Special Purchasing Conditions” below for exceptions to these processes.

The Department head or designee locates potential vendors and obtains purchase information including availability, quality of product or service, and pricing. Purchase Orders, Procurement Orders, or Requests for Proposals, or Vendor Quotations can facilitate this process. The purchaser generally identifies a recommended vendor and proposal.

Authorization

Purchase recommendations need approval by the Department Director and (depending on amount by Executive Team).

In addition, accounting staff reviews and signs off on Purchase Orders and Procurement Orders to confirm that policies have been followed, required documentation is present, and to understand what is required in terms of tracking the purchase and/or project.

See below for requirements that affect large purchases.

Recording

A copy of a Purchase Orders and Procurement Orders

- may be sent to the Vendor to initiate the purchase
- should be sent to any staff who will receive the products or manage the provision of services
- may be retained by the Department
- should be sent to the AP Accountant to maintain a copy in the Vendor files

9. Receipt and Acceptance of Goods

The receiving department/site shall inspect all goods received. Upon receipt of any item from a vendor, the following actions shall immediately be taken:

- Review bill/invoice for correct delivery point
- Verify the quantity of boxes/containers
- Examine boxes/containers for exterior damage and note any discrepancies (missing or damaged boxes/containers, etc.)
- Sign and date the bill/invoice
- Remove the packing slip from each box/container
- Compare the description and quantity of goods per the purchase order to the packing slip
- Examine goods for physical damage
- Count or weigh items if appropriate. Record the counts on the purchase order
- Send packing slip to the Accounting Department

This inspection must be performed in a timely manner to facilitate prompt return of goods and/or communication with vendors.

10. Request for Payment/Purchase

Complete policies and procedures for Accounts Payable processing and payments are explained in a separate document. [AP Processing and Cash Disbursements Modified for Sr Center].

As part of the AP process, the approver verifies that all the procurement steps have been completed, and should review the Purchase Orders and Procurement Orders to confirm price analysis, costs are in agreement with the quotation, and indicate program, category, and funding source to apply to the purchase.

Credit Card purchases and payments are outlined in the SG Agency Credit Card Procedures.

Petty Cash: in general, no petty cash is kept on hand. Senior Centers may hold a small amount of petty cash for event use.

11. Allocation of Costs

Direct expenses are allocated to the program and funder source(s) that benefits from the expenditure. Allocation of costs that benefit multiple programs and funder source(s) is determined by a reasonable method depending on the type of cost and the Agency's approved cost allocation plan, described in a separate document. [Cost Allocation Policy & Procedures].

All expenses are reviewed to determine if the cost is allowable under terms of the grant or funder contract by the Controller or other accounting staff. Federal Fund regulations specifically disallow interest, penalties, entertainment, and litigation costs to be charged to Federal Grants. Such costs are coded to specific general ledger accounts that are excluded from overhead allocations. While the unallowable nature of these costs only precludes charging to Federally Funded Grants, the agency does not charge them to any grants or funder contracts.

All expenses are reviewed to determine reasonableness by the program director, Chief Operating Officer and Finance department in accordance with federal regulations. In the event any questions arise, the CEO makes the final decision whether any costs are deemed to be unreasonable or unallowable under federal regulations. These are assigned to the appropriate non-federal pool. The CEO or CFO may consult the independent auditor or 2 CFR 200 of the Uniform Grant Guidance for guidance.

12. Special Purchasing Conditions

Credit Card Purchases

Purchases made by credit card do not require vendor approval process. As the agency is essentially paying the vendor through the credit card company, the credit card company is liable for all reporting requirements. Staff should make the best effort to purchase from vendors that adhere to the policy, but are not required to obtain documentation for vendor approval.

Credit card purchases do not follow "prior procurement" policy, instead purchaser and approvers must follow the policy after the fact but *prior to payment* being issued to the Credit Card Company. Credit card transactions are imported to Microix no later than the Wednesday of the week following the purchase. This allows purchasers and approvers to adequately review charges prior to the credit card statement due date.

Emergencies

Where equipment, materials, parts, and/or services are needed, quotations will not be necessary if the health, welfare, safety, etc., of staff and protection of Agency property is involved. Please apply the general procurement rule of being practical and reasonable when making such a purchase.

Single Distributor/Source

Sole source purchases will be made only when solicitation of multiple vendors is not feasible and one of the following conditions apply:

- The item or service is only available from one source,
- The situation is a public emergency,
- The awarding agency approves the purchase in writing, or
- Competition is deemed inadequate (insufficient bidders)

A cost/price analysis is required and approval from the funding agency may be necessary if the purchase is over the small purchase threshold.

CEO shall make the final determination on proposed purchases where budgetary or other conditions may result in denial.

13. Large Purchase (Excess of $350,000) Requirements

Solicitation

Solicitation will be used to procure goods and services with a value in excess of $350,000. The Agency will develop a statement of work and request for proposal and allow individuals or organizations to bid and provide proposals to compete. Awards shall be made to the individual/organization whose bid is responsive to the solicitation and is most advantageous to the Agency with regard to price, quality and other factors considered.

Solicitations for goods and services shall provide for:

- Clear and accurate description of technical requirements for item being purchased including minimum acceptable standards or range of acceptable characteristics. Description shall not contain features which unduly restrict competition.
- Requirements which the bidder/offeror must fulfill and all other factors to be used in evaluating bids.
- The specific features of “brand name or equal” description that bidders are required to meet when such items are included in the solicitation.
- Acceptance of products dimensioned in the metric system (where practicable)
- Preference for products and services that conserve natural resources.
- No stockpiling of supplies (ordering supplies to last longer than 6 months)

Contracting (2 CFR 200)

Contracts shall be used for purchases in excess of $350,000. The CEO is authorized to enter into contract on behalf of the Agency with final approval required by the Finance Committee.

- The Agency will use standard contract language and attach scope of work indicating specific responsibilities and deliverables. Contracts shall reflect requirements specified in the Uniform Grant Guidance.
- “Cost plus percentage of costs” methods of contracting shall not be used.
- The Agency shall not contract with vendors whose practices are not in line with Agency values: they must be in line with our Equity & Inclusion Values Statement; they must adhere to state minimum wage and working conditions; and, We must check and give preference to vendors in the State’s Women and Minority Own Business Directory.
- The Agency shall contract only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement.
- The Agency shall make available on request, pre-award review and documents for construction or facility improvements when procurement is expected to exceed $350,000. The Agency shall maintain procurement records for purchases over $350,000 that includes the basis for contractor selection, justification for lack of competition when competitive bid offers are not obtained, and basis for award cost or price. Contracts in excess of $350,000 shall contain contractual provisions as specified in 2 CFR 200 of the Uniform Grant Guidance.
- The Agency will monitor contracts to ensure contractor conformance with the terms and conditions and specifications of the contract. Prior to payment, the Agency shall evaluate contractor performance and document, as appropriate, whether contractors meet the terms, conditions and specifications of the contract. The Agency will periodically review contractor performance on an annual basis, prior to entering a contract for services for another year.
- Protests & Appeals

- Bidders may submit a written protest during negotiations or after award has been made. All protests will be reviewed by the CEO and Finance Committee whereupon legal advice may be requested.
    1. Prior to submission, the parties shall use their best efforts to resolve concerns at the contracting level.
    2. The agency will seek inexpensive, informal, procedurally simple, and expeditious resolution of protests. Where appropriate, the use of alternative dispute resolution techniques will be employed.
- If, in connection with the protest, the CEO determines that a solicitation, proposed award, or award does not comply with the requirements of law or regulation, the CEO may –
    1. Take action recommended by legal counsel;
    2. Ask awardee to pay appropriate costs, or;
    3. Require awardee to reimburse agency of any costs, where a post award protest is sustained as a result of the awardee's intentional or negligent misstatement, misrepresentation, or mis-certification.
- Interested parties may request an independent review of the protest with the government funding agency, Government Accountability Office (GAO), or US Court of Federal Claims.

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Services Agreements

Services Agreements shall be used for personal services contracts in excess of $350,000. The CEO is authorized to enter into such agreements on behalf of the Agency with final approval required by the Finance Committee.

Approval by the Finance Committee is required for:
- Contracts with durations of more than one year and total value of $350,000.
- Contracts for services not in the approved annual budget and in excess of $350,000.

Approval by the Board of Directors is required for:
- Contracts with durations of more than three years and total value of 1,000,000 or 5% of the current year budget, whichever is less.
- Contracts for services not in the approved annual budget and in excess of 1,000,000 or 5% of the current year budget, whichever is less.

14. Code of Conduct

All staff involved in the requisition, approval and ordering of goods and services shall abide by the Agency's code of conduct. In particular, no employee, officer or agent shall participate in the selection, award, or administration of a contract supported by Agency funds if a real or apparent conflict of interest may be involved. Agency staff may not accept or solicit gratuities, favors, or anything of monetary value from contractors. All Sound Generations senior staff shall annually review, complete and sign the Sound Generations Conflict of Interest Policy and Statement.

15. Failure to Comply

Failure to comply with these policies and procedures may result in disciplinary actions including:
- Repayment of unauthorized purchase
- Refusal to approve reimbursement
- Revocation of credit card or purchasing authority
- Employee counseling
- Written reprimand
- Termination of employment

16. Acceptance of Policy

NOTICE:

PREPARED BY: Vanessa Dale

REVIEWED BY: Kristina Morgan

EFFECTIVE DATE: 1/2/2026

The intent of this document and Sound Generations procedures is to comply with the Uniform Grant Guidance on managing Federal Funds received with respect to the procurement and expenditure for all programs.

APPROVED BY: Lynn LaSol

Addendum A – Purchase Requirement Table

Type of Purchase (Purchase refers to a single purchase from a vendor or a combined project with the same vendor.)	***Form to complete***	***Requirements***
Under $15,000 Micro Purchase	No Purchase Order required (but can be used)	No competitive quotes required. Spread purchases out among qualified suppliers
Between $15,000 and $350,000 "Small Purchase"	Purchase Order demonstrating the process of price comparison and vendor selection. Documentation should be retained and attached to the PO.	Rate quotes must be obtained from an adequate number of qualified sources. Refer to Purchase Order for adequate number given the size of the purchase Quotes can be obtained from suppliers or from public websites CEO must approve if over $50,000
Over $350,000 Non-Construction Competitive proposals:	Procurement Order, demonstrating the basis for contractor selection, basis for award cost or price, or justification of lack of competition.	Solicitation will be used including RFP and bids. Written policy for conducting technical evaluations of reviewing proposals and selecting the recipient Most advantageous bid wins, price and other factors considered Contract or Personal Services Agreement must be used Finance Committee must approve
Over $350,000 Construction Sealed bids:	Procurement Order, demonstrating the basis for contractor selection, basis for award cost or price, or justification of lack of competition.	Solicitation must be used including RFP and bids. Two or more qualified bidders required Publicly advertised and solicited from adequate suppliers Lowest bidder for the fixed price contract wins Contract must be used Finance Committee must approve
All leases or contracts greater than $1,000,000 or 5% of the current year budget, whichever is less and duration longer than 3 years	Procurement Order	The board must approve.
Any unbudgeted purchase of goods or services over $1,000,000 or 5% of the current year budget, whichever is less.	Procurement Order	The board must approve.

Addendum B: Organization Values

As stated in our Performance Reviews, Employee Handbook, and ADP Company Resources:

Client Focus: dedication to meeting the expectations and requirements of internal/external clients; establishes and maintains effective client relationships.

Communication & Listening: listens for understanding and meaning, speaks and writes effectively, practices attentive/active listening, has the patience to hear others out, and can accurately restate the opinions of others even when there is disagreement.

Equity & Inclusion: learns from and relates respectfully with people of their own culture as well as those from other cultures, understands all people have a unique world view, understands the ways culture affects who we are: and understands The "A.D.R.E.S.S.I.N.G. model" with respect to their social membership and intersecting identities.

Safety & Awareness: comply with safety regulations and is aware of conditions and circumstances that affects one's own safety and the safety of others; And promotes safety consciousness and well-being.

Teamwork: works as part of a coordinated effort with people of diverse backgrounds and work styles to meet a common goal and support the success of the project, department, and organization.

WASHINGTON STATE UTILITIES AND TRANSPORTATION COMMISSION

1300 S EVERGREEN PARK DRIVE SW, PO BOX 47250

OLYMPIA, WA 98504-7250

(360) 664-1222

This certificate authorizes the following operations under the provisions of RCW Title 81:

Sound Generations
d/b/a Sno-Valley Senior Center; Southeast Seattle Senior Center; Central Area Senior Center; Senior Center of West Seattle; Shoreline/Lake Forest Park Senior Center; Sound Generations; Sound Generations Community Dining; Sound Generations Minor Home Repair; Ballard Northwest Senior Center
2208 2nd Ave #100
Seattle, WA 98121

Certificate No.
C001000

Private, Non-profit Transportation Provider to operate motor vehicles in furnishing passenger and/or express service in the state of Washington.

TN-160421

June 3, 2016

WASHINGTON UTILITIES AND
TRANSPORTATION COMMISSION

By