

# 530 - Northshore Mobility Access Program

## Application Details

**Funding Opportunity:** 304-2021-2023 Consolidated Grant Program - Capital  
**Funding Opportunity Due Date:** Oct 30, 2020 5:00 PM  
**Program Area:** Consolidated Grant Program  
**Status:** Submitted  
**Stage:** Final Application  
**Initial Submit Date:** Oct 30, 2020 12:15 PM  
**Initially Submitted By:** Brooke Knight  
**Last Submit Date:**  
**Last Submitted By:**

## Contact Information

### Primary Contact Information

**Name:** Salutation **Brooke** Middle Name **Knight**  
First Name Last Name  
**Title:**  
**Email\*:** [brookek@mynorthshore.org](mailto:brookek@mynorthshore.org)  
**Address\*:** Northshore Senior Center  
10201 East Riverside Drive  
Bothell Washington 98011-3708  
City State/Province Postal Code/Zip  
**Phone\*:** (425) 286-1023 1023  
Phone Ext.  
###-###-####  
**Fax:** ###-###-####

### Organization Information

**Legal Name\*:** Northshore Senior Center  
**DBA Name\*:** NORTSHORE SENIOR CENTER  
**Organization Type\*:** Non Profit  
**DUNS #:** 962070764  
#####  
**Unique Entity Identifier (UEI):**  
**Organization Website:** <http://www.northshoreseniorcenter.org>  
(Please enter http://... for this field)  
**Physical Address\*:** 10201 E RIVERSIDE DR  
  
BOTHELL Washington 98011-3708  
City State/Province Postal Code/Zip

Mailing Address\*:10201 E. Riverside Drive

Bothell Washington 98011-3708  
City State/Province Postal Code/Zip

Remit to Address\*:10201 E RIVERSIDE DR

Bothell Washington 98011-3708  
Clty State/Province Postal Code/Zip

Phone\*:(425) 286-1023 Ext.  
###-###-####

Fax:###-###-####

Fiscal Year End  
Last day of\*:December

1-Organization Contact Information

Organization Contact Information

Organization Director

Name\*:Brooke Knight  
First Name Last Name  
CEO [brookek@mynorthshore.org](mailto:brookek@mynorthshore.org)  
Title Email Address

Applicant Contact

Name\*:Brooke Knight  
First Name Last Name  
CEO [brookek@mynorthshore.org](mailto:brookek@mynorthshore.org)  
Title Email Address

Project Contact

Name\*:Cliff Perry  
First Name Last Name  
Transportation Ops. Manager [cliffp@mynorthshore.org](mailto:cliffp@mynorthshore.org)  
Title Email Address

2-Summary of Project Information

Summary of Project Information

Select the appropriate check box that best describes your project.

Capital Type\*:Fleet replacement  
Checking yes to federal funds means that your organization is willing and able to comply with the associated federal requirements. For full list see the Consolidated Grants Program Guidebook.

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

Identify the areas this project will serve:  
[Click Here](#) for the Legislative District map.

Legislative District(s)\*:01,45,46,48  
Select all that apply

County(ies)\*:King,Snohomish  
Select all that apply

Dependency on Other Projects

Project Title

### 3-Scope of Work

#### Project Description

Regional Transportation Planning Organization/Metropolitan Planning Organization who will be ranking this project?

Select the regional planning organization ranking this project from the drop-down menu.

**RTPO/MPO\*:** Puget Sound Regional Council

**Is this project primarily serving a rural area?\*** No

**Is this project primarily serving the Seattle, Tacoma, Everett urbanized area?\*** Yes

Briefly and specifically describe what your project proposes to do (who, what, and where).

#### Proposed scope/description of the work.\*:

Northshore Senior Center offers transportation to older adults and people with disabilities throughout the North King County and South Snohomish County region, allowing access to critical services and supports including medical appointments, grocery stores, food pantries, and Adult Day Health services. Because of funding provided by local community partners, Northshore's transportation program is able to provide limited transportation access across the county line rather than requiring difficult transfers at transit centers.

Why is this project needed, and how does this proposal address the need?

Describe why you are pursuing the proposed project. Include a description of the transportation problem that needs to be addressed, how the problem was identified, and how the proposed project will address the problem.

#### Need\*:

Northshore Senior Center is requesting funding to support the replacement of two vehicles in our fleet of para-transit vehicles. These vehicles are well past their useful life and are no longer well equipped to meet our operational needs safely. Northshore Senior Center provides extensive transportation for seniors and people with disabilities in our local region, and is valued by passengers by being flexible, responsible and customer focused. Northshore Senior Center's transportation program provides additional value to the region by offering door to door transportation across county lines, without need of transferring. As a hyperlocal transportation operation, our services are uniquely tailored to our local community. We continue to look for ways to expand operations including to the Redmond/Bellevue area in partnership with the Indian Association of Western WA and into the Mill Creek area, where seniors we work with have told us they have a hard time accessing transportation that works for them.

Describe coordination efforts with your regional planning organization.

Include details such as inclusion in regional plans, what prioritized strategies are being addressed, who was involved in defining the problem, other alternatives that were/are being considered for solving the problem, and demonstrations of local/regional support for implementing the proposed project.

#### Coordination Efforts\*:

Northshore Senior Center regularly participates in regional planning processes and transportation services provided by our agency are in alignment with priorities identified by these various coalitions. Staff participate in the Puget Sound Regional Council Special Needs Transportation committee, the North King County Mobility Coalition, RARET (Regional Alliance for Resilient and Equitable Transportation) and other less formal coalitions. We communicate routinely with SNOTRAC and the AAA for issues related to transportation in both King and Snohomish County. We have built strong relationships with other transportation providers in the region and work closely with them, including referring riders to them when needed, to ensure that the overall transportation needs of our region are met.

Over the past year we have been a participant in EATS (Eastside Advocacy for Transportation Services) as we focus on addressing an unmet transportation need specifically for S. Asian seniors in the Bellevue/Redmond communities. Because Northshore Senior Center's transportation program is hyper local and relatively small, we remain very attuned to the specific needs of our community, and nimble in our ability to respond to them.

If the proposed project involves special needs transportation, how does the project advance efficiencies in, accessibility to, or coordination of transportation services provided to persons with special transportation needs?

To be eligible for funding for special needs transportation, [RCW 47.01.450](#) requires that applicants address how their project advances the efficiency, accessibility, and/or coordination of special needs transportation. Describe how your project advances these areas, and how you are going about developing these advancements.

Additionally, identify the special needs population to be served by this project.

#### Special Needs Transportation:

Northshore Senior Center exclusively provides special needs transportation serving older adults and people of all ages who have disabilities. Unlike other providers who are linked specifically to one county, we are able to be nimble and provide transportation across county lines without need for transfers. This is especially critical in our geographic region given that we straddle the border of two counties. We team closely with other transportation providers in the region to

o work to close any gaps in service coverage. Our staff are highly trained to support the special needs populations we serve and we are well respected throughout the region for providing high quality service with a focus on building relationships that the individuals we work with value so highly. Since 2019, there have been several improvements to our service delivery system. We have implemented a new electronic scheduling/dispatch system that provides better communication with riders in the format requested by them. We have also expanded and stratified our transportation program to include volunteer transportation and travel training to help some individuals who may not need a fully accessible bus to still have access to the transportation they need. We believe this offers more options and improves our overall capacity for service. We continue to look for ways to further enhance our transportation and mobility access programs to better support special needs populations in our region.

How will your organization measure whether the project is successful and improves the efficiency and effectiveness of public transportation? Identify data sources and monitoring processes. Explain how the project provides more efficient and effective transportation services to the target population(s) within the community. Describe strategies or steps to be taken if the project does not meet its performance targets.

**Efficiency\*:**

We evaluate the success of our transportation program in a variety of manners. First, we complete an annual ridership survey to get feedback from those already participating in our services to ensure that the services are meeting their needs. Secondly, we complete an annual informal community needs assessment where we attempt to gather information from a wide variety of community constituents, including those not currently using services, on what their needs are and if they are adequately being met. We monitor customer complaints and grievances for trends or areas where we can improve. Finally, we use our ridership numbers (number of rides, number of riders, demographics of riders) as another indicator of our success in meeting our goals. When deficiencies are identified, we develop a strategy to address those deficiencies. On-going strategies to ensure we are meeting our goals include broad community outreach, a priority around inclusion, and a focus on broadening our geographic reach to meet the needs of underserved communities in our organizational service area.

Identify if your project connects to, coordinates with, leverages or enhances other modes of transportation in your service area (aviation, intercity bus or rail, park and rides, bicycle/pedestrian)? Describe how this project supports and interacts with other modes of transportation in the project area. Does this service, equipment, or plan enhance other transportation or social services within your organization or among partners? What efficiencies within the service area will this project realize?

**Other Modes of Transportation\*:**

In 2019, Northshore Senior Center expanded our transportation program by the addition of our Right Ride program. Right Ride is in many ways the front door through which individuals needing transportation support enter. They are screened and assessed for their specific transportation needs as well as their potential ability to use other forms of transportation including volunteer transportation. Individuals who are ambulatory and do not have other significant challenges are encouraged to participate in volunteer transportation, travel training, use of reduced fair transit passes and/or even a bus buddy program. In this way we are able to right size the transportation support provided and ensure we are able to serve all those in need of service and support.

Identify the project staff for this project. What type of experience do these individuals have with grant management? Provide the names and experience of the key staff that will be working on this project, including their experience managing projects similar to the proposed project.

**Project Staff\*:**

Brooke Knight, CEO  
Brooke has more than 20 years of non-profit administration experience, including an equal amount of time administering complex government contracts at the Federal, State, Regional and Local levels. Brooke has been involved in the administration of our current awards with WSDOT since 2017.

Cliff Perry, Transportation Manager  
Cliff Perry has been involved in accessible transportation for more than 20 years. He's worked as a driver, dispatcher, scheduler, and most recently with Northshore Senior Center as our Transportation Manager. Cliff has been involved in management of our WSDOT projects for the past 5 years, including the grant management components.

Kelly Hosea, Transportation Supervisor  
Kelly has been with Northshore Senior Center for more than 5 years, and has been the Transportation Supervisor for the past year. Kelly has been involved in implementing new scheduling and dispatch software and managing several government contracts. She has extensive experience in management and staff supervision.

Divya Pamnani, Budget and Compliance Manager  
Divya is a new addition to our NSC Team. She has extensive education and background in finance and accounting and is bringing her expertise to bear for our organization on ensuring compliance with our various government contracts.

**HSTP Plans**

Coordinated Public Transit - Human Services Transportation Plan	Page # or TBD
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4-Capital Budget

Transit Vehicles

Replace or Expand	Vehicle Description	Useful Life	Passenger Seating	WC stations	Fuel Type	Quantity	Unit Cost	Total Project Cost	Requested Amount	Difference
BuyReplacements - Capital Bus 11.12	.04 Bus < 30 FT	10.00	12	0	Gas	2.00	\$70,000.00	\$140,000.00	\$100,000.00	\$40,000.00
								\$140,000.00	\$100,000.00	\$40,000.00

Equipment/facilities to support transit operations

Activity Type	ALI Description	Useful Life	Quantity	Unit Cost	Total Project Cost	Requested Amount	Difference
No Data for Table							

Equipment/facilities to support electrification and power distribution for transit operations

Activity Type	ALI Description	Useful Life	Quantity	Unit Cost	Total Project Cost	Requested Amount	Difference
No Data for Table							

Equipment/facilities to support transit passengers

Activity Type	ALI Description	Useful Life	Quantity	Unit Cost	Total Project Cost	Requested Amount	Difference
No Data for Table							

Match/Revenue Sources

Source	If Other, Please List	Amount
Local: Reserves		\$40,000.00
		\$40,000.00

Match/Difference Total

Difference Total: \$40,000.00

Scalable

Is your project scalable?\*: No

Specify the minimum funds needed and explain the scalability.: \$0.00

Describe the scalability of your project.:

ADA Accessibility

ADA Accessibility\*:

Both vehicles we are seeking to procure will be fully accessible with an installed wheelchair lift, space for two wheelchairs and all other components required f or compliance with 49 CFR Part 38.

Procurement Plan

Procurement Plan\*:

Because Northshore Senior Center recently procured a new bus for our fleet, we have recent experience understanding the various vendors, costs, modifications (and associated costs), etc. Upon notification of award, Northshore Senior Center will formalize a list of requirements in a vehicle, and notify vendors of our interest in receiving a quote for vehicle(s) that meet these requirements. A date will be specified by which all bids should be received, and all bids will be reviewed for competitiveness. A minimum of 3 bids will be secured in alignment with our organizational procurement policy. All bidders will be notified of the results. In alignment with our procurement policies, efforts will be made to secure bids from minority owned business enterprises.

Other Sources

Other Sources\*:

In 2019, Northshore Senior Center received funding from the King County Vets, Seniors and Human Services Levy to purchase a new para-transit vehicle to expand our para-transit operations. We have three additional years of funding from this source and while they have not yet indicated what eligible costs might be, we are exploring the possibility of using additional funds from this same source to purchase additional vehicles. For the operations of our para-transit program, Northshore Senior Center has many years of experience successfully securing and leveraging funding from a wide variety of sources including the City of Bothell, the City of Kenmore, the City of Woodinville, the City of Kirkland and King County Metro. In 2019 we secured funding from the City of Seattle to expand our accessible transportation program further with focus on engaging underserved communities and volunteer drivers to provide transportation to people who are ambulatory. Northshore Senior Center has a strong track record of attracting private funds to support our mission across our organization and will continue to seek out opportunities to expand access to transportation for seniors and people with disabilities in our region.

Summary

Requested Amount

Vehicle Requested Amount:	\$100,000.00
Equipment Requested Amount:	\$0.00
TOTAL Requested Amount:	\$100,000.00

Match Amount

Match Amount:	\$40,000.00
Percentage of Match:	28.57%

Total

TOTAL PROJECT COST:	\$140,000.00
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5-Service Level

Project Service Level Information

Project Specific Information	1st fiscal yr. current biennium (Actual)	2nd fiscal yr. current biennium (Budgeted)	Current Biennium (Total of Actual and Budgeted)	Future Biennium 1 (Projected)	Percent of Change
Revenue Vehicle Hours	8132.00	5000.00	13132.00	20000.00	52.3%
Revenue Vehicle Miles	38714.00	42500.00	81214.00	100000.00	23.13%
Passenger trips should be entered as whole numbers only.					
Passenger Trips	11913.00	1200.00	13113.00	16000.00	22.02%
Volunteer Hours	0.00	40.00	40.00	500.00	1150.0%
					1247.45%

Project Service Level Description

Describe the methodology used to develop these estimates, including any assumptions used in their development.

How were service-level estimates developed?\*

Obviously it is extremely challenging to estimate service projections for the coming year(s) as we have no real clear understanding of the path that the pandemic will take. We have seen a slow uptick in ridership over the past few months and anticipate that services will continue to grow slowly through the end of the 4th quarter of this current biennium. After that point in time, our figures assume that growth in ridership will grow at a faster rate, getting closer to where we were prior to the pandemic. It is unclear for what duration we will need to continue to social distance and thereby limit the number of passengers on each vehicle, which will of course also impact our numbers.

## 6-Vehicle Replacement

### Vehicle Replacement

**Do you have a replacement vehicle?\*** Yes  
If yes, please complete the next section.

### Vehicle Information

Vehicle Type	Remaining useful life (years)	Make/Model	Year	Vehicle Identification Number (VIN)	Current Status	Current Mileage
Medium-duty Cutaway (truck chassis)	0	Ford Starcraft	2007	1FDXE45S07DA78942	Spare	160325
Medium-duty Cutaway (truck chassis)	0	Ford Eldorado	2009	1FDFE45S89DA17370	Spare	164238

## 7-Milestones

### Milestones

CAPITAL ACTIVITIES	Applicable?	Date (mm/yy)
<b>EQUIPMENT</b>		
Equipment - Request for Proposal/Information for Bid	No	
Equipment - Contract Award	No	
Equipment - Contract Complete	No	
<b>VEHICLE - If you are purchasing a vehicle, you must complete all five vehicle milestones.</b>		
Vehicle - Request for Proposal/Information for Bid	Yes	09/21
Vehicle - Contract Award	Yes	12/21
Vehicle - First Vehicle Received	Yes	02/22
Vehicle - All Vehicles Received	Yes	04/22
Vehicle - Contract Complete	Yes	06/22

## 8-Electricity and Biofuels Use

### Electricity and Biofuels Use

[RCW 43.325.080](#) establishes a requirement for local governments to fuel their vehicles with electricity or biofuel by June 1, 2018, with certain exceptions and exemptions. WAC 194-29 further describes the decision-making criteria agencies should use in order to comply with the provisions of the law.

For projects that involve the purchase of vehicles, will the vehicles meet the requirements set forth in WAC 194-29 effective June 1, 2018? (PRACTICABLE USE OF ELECTRICITY AND BIOFUELS TO FUEL LOCAL GOVERNMENT VEHICLES, VESSELS, AND CONSTRUCTION EQUIPMENT)

**WAC 194-29\*:** No

**Electric or Hybrid:** Cannot meet charging requirements during routine use or through fleet management strategies

### Please Explain:

Northshore Senior Center is a tenant (not owner) of the facility where our services are operated and our vehicles are stored. We do not have the financial resources required to install an electric vehicle charging station(s), especially a quick charging station. In addition, installation at the facility would require permits from a special taxing district and a city, and we are not certain to be permitted.

sions from a special taxing district and a city, and are not certain to be permitted.

Fueled in whole or in part by natural gas or propane: Does not meet your operational needs

Please Explain:

We have been unable to identify vehicles powered by natural gas or propane that are sufficiently large enough to meet our current operational needs. We also are not certain how the refueling would happen consistently given our flow of operations.

## 9-Attachments

### Attachments

Named Attachment	Required	Description	File Name	Type	Size	Upload Date
Copy of organization's most recent audit report (required)	✓	Northshore Senior Center 2019 Audit	<a href="#">NSC 2019 audit 1.pdf</a>	pdf	180 KB	10/26/2020 11:32 AM
501(c) IRS Letter of Determination (For new non-profit applicants only)						
WUTC Certification (for new non-profit applicants who are direct service providers)						
Service area map (required)	✓	Service Area Density Map	<a href="#">NSC Service Area Density Map Ops 1.pdf</a>	pdf	375 KB	10/27/2020 09:02 AM
Population density map (required)	✓	Population density map	<a href="#">heat map population density _ Data Northshore.pdf</a>	pdf	172 KB	10/26/2020 12:16 PM
Letters committing matching funds						
In-kind match valuation proposal (if in-kind match will be used - not for capital projects)						
Letters of support (combine into one file attachment - optional)						
Letter of concurrence (for projects that operate in multiple planning regions)		Population density data to supplement map	<a href="#">Population density data.xlsx</a>	xlsx	17 KB	10/26/2020 12:22 PM

## 10-Supplemental Information

### Supplemental Information

Supplemental Information:

N/A

## 11-Certification

### Certification

#### CERTIFICATION

I certify, to the best of my knowledge, that the information in this application packet 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

**Authorized Person\*:** Brooke Knight  
First Name Last Name

**Title\*:** CEO

**Date\*:** 10/28/2020



