

16710 - Pierce County Volunteer Transportation Services Program

Application Details

Funding Opportunity: 15642-2023-2025 Consolidated Grant Program - Operating
Funding Opportunity Due Date: Oct 27, 2022 3:01 PM
Program Area: Consolidated Grant Program
Status: Submitted
Stage: Final Application

Initial Submit Date: Oct 19, 2022 10:40 AM
Initially Submitted By: Jodie Moody
Last Submit Date:
Last Submitted By:

Contact Information

Primary Contact Information

Name: Mrs. Jodie Lee Moody
Salutation First Name Middle Name Last Name
Title: Director of Volunteer Services SW
Email*: Jodiem@ccsww.org
Address*: 1323 S Yakima Avenue

Tacoma Washington 98405-4457
City State/Province Postal Code/Zip
Phone*: (253) 502-2708 Ext.
Phone
###-###-####
Fax: (253) 502-2670
###-###-####

Organization Information

Legal Name*: Catholic Community Services of Western Washington - Pierce County
DBA Name*: Catholic Community Services of Western Washington

Organization Type*: Non Profit

DUNS #: 799006341
#####

Unique Entity Identifier (UEI): UGEEK4U1JPN1

Organization Website: http://www.ccsww.org
(Please enter http://... for this field)

Physical Address*: 1323 S Yakima Avenue

Mailing Address*: Tacoma Washington 98405-4457
City State/Province Postal Code/Zip
1323 S Yakima Avenue

Remit to Address*: Tacoma Washington 98405-4457
City State/Province Postal Code/Zip
1323 S Yakima Avenue

Phone*: Tacoma Washington 98454-4457
City State/Province Postal Code/Zip
(253) 502-2708 Ext.
###-###-####

Fax: (253) 502-2670
###-###-####

Fiscal Year End June

Last day of*:

Organization Contact Information

Organization Contact Information

Organization Director

Name*: Mike Curry
First Name Last Name
Agency Director MikeC@ccsww.org
Title Email Address

Applicant Contact

Name*: Jodie Moody
First Name Last Name
Program Director jodiem@ccsww.org
Title Email Address

Project Contact

Name*: Jodie Moody
First Name Last Name

Summary of Project Information

Summary of Project Information

PLEASE NOTE:

OPERATING - General operating assistance – Select this option if you are a transit agency and are submitting only one operating project that includes all of the transportation services your organization provides (maximum grant request of \$ 1.5 million).

OPERATING - Operating assistance for a specific service – Select this option if your organization is submitting an application for specific services you provide.

Operating Type*: Operating assistance for a specific service

Refer to the glossary in the Consolidated Grants Guidebook for service-type definitions.

Service Type*: Demand-response

Select either "Sustain Existing Service" or "Expand Service."

Need for Service*: Sustain existing service

Select One

Checking yes to federal funds means that your organization is willing and able to comply with the associated federal requirements. For an example of last biennium's federal requirements see the Consolidated Grants Program Guidebook.

Willing to Accept FTA funds for the biennium?* Yes

Select all of the Congressional District(s), Legislative District(s) and County(ies) the project will serve.
Congressional & Legislative District map

Congressional District(s)*: 6

Legislative District(s)*: 27

County(ies)*: Pierce

Duration of Project*: Four Years

Dependency on Other Projects

Dependent on other projects?

Project Title

No

Scope of Work

Project Description

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

RTPO/MPO*: Puget Sound Regional Council

Is this project primarily serving a rural area?*

Yes 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?* No

Provide a brief, high-level description of what your project proposes to do (address who, what and where). This description may be used to describe your project to the Legislature.

Proposed scope/description of the work.*:

VTS provides door-through-door transportation to medical, grocery shopping and other necessary appointments to low-income seniors and adults with disabilities (18-59) who don't qualify for Pierce Transit Shuttle, Paratransit services or who live in a rural area of Pierce County where public transportation isn't available.

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*:

The clients served by our volunteer drivers cannot drive themselves (due to disability, age or having no vehicle), do not have family or friends who can transport them, are not able to ride public transportation (live outside public transit service area or cannot physically ride a bus or have developmental disabilities that hamper navigation of the bus system), and are not eligible for Medicaid transportation or Pierce Transit's Shuttle service. The majority of the trips we provide are to medical and grocery destinations. Our volunteer drivers are able to wait with the clients while the client has their appointment; this ensures that the client has a ride ready as soon as their appointment is complete. For clients receiving treatment such as kidney dialysis or chemotherapy, having a driver who can accompany them door-through-door, with no wait time on the clients part, and who can help them get settled once at home, is of great benefit. VTS currently provides 42% of transportation to clients in rural areas of Pierce County.

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*:

We are a partner of the Pierce County Coordinated Transportation Coalition. In 2016 we piloted a project with PCCTC to enhance the efficiency of coordinated transportation options in Pierce County. The purpose of this pilot project was to eliminate duplicating rider intake processes, easier access to transportation options to clients needing services and standardizing the intake process. Currently we are working on the regional plan for PCCTC to find new options for a "one click, one call" service for riders who need transportation services in Pierce County. 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:

We have partnered with Beyond the Borders, Road to Independence, and Volunteer Services to eliminate duplications in the rider intake process. The 1st step of the eligibility and intake has been moved to 2-1-1. 2-1-1 goes through a standardized process which meets the requirements for all partners, screens the riders for eligibility for all programs at one step, reducing rework at the 3 other agencies, and reducing the number of intakes the rider is required to complete before receiving transportation. BTB, RTI, and VS shared required rider data elements, and track the intakes from 2-1-1. The four partners then share the outcome information, making it possible to improve quality of service for the client, and identify even more options to coordinate services where gaps exist.

For operating, mobility management and capital projects: 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.

For Planning Projects: How will your organization measure the planning project's success?

Identify data sources used in the planning process.

Measurement of Efficiency and

Effectiveness*:

1. Number of volunteers 2. Number of Trips 3. Number of Miles 4. Number of Volunteer Hours 5. Number of unduplicated clients served We perform a yearly client satisfaction survey to see how we are doing and what we are accomplishing and what we need to improve on. Each volunteer driver keeps comment cards in his/her vehicle so a client has the opportunity to make a comment or complaint.

How does your project connect to, coordinate with, leverage or enhance other modes of transportation in your service area (i.e., 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 project enhance other transportation or social services within your organization or among partners?

What efficiencies will be gained within the service area as a result this project?

Other Modes of Transportation*:

Our project leverages funds and effort from multiple programs: 1. Catholic Community Services' Volunteer Chore Services program 2. Pierce Transit Travel Training Program and Shuttle Eligibility 3. MultiCare Health Systems 4. Pierce County Community Connections 5. Puget Sound Educational Service District's Road to Independence (WorkFirst Van program) 6. United Way of Pierce County's 211 program 7. The Mustard Seed Project 8. Beyond the Borders All of the services listed above are integral to the VTS project. None of the organizations alone have the staffing capacity to coordinate the volunteer Drivers trainings, recruit volunteers, and conduct extensive outreach. VTS staff work closely with the above organizations so that we may use all resources when helping seniors and people with disabilities in the community. The project connects, leverages and coordinates through 2-1-1 to enhance the ridership of all clients needing transportation in Pierce County. This partnership helps all clients utilize all transportation services they qualify for.

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*:

Jodie Moody, Program Director for the VTS program. She has been the Director for 7 years and was the previous Program Coordinator of the VTS program for 10 years. She oversees multiple contracts in 13 Counties for Catholic Community Services of Southwest. Diane Figley, Program Director for Pierce/Kitsap Counties has been

in her position for over 6 years. Previously to Diane's employment with CCS-Volunteer Transportation Services she was a VS Volunteer Driver in Kitsap County. She has many years of experience with transportation logistics through other positions around the Country she has held. Catholic Community Services has a strict Quality Improvement Plan in place to address all Federal and State reporting requirements are met to the highest quality possible.

Coordinated Public Transit - Human Services Transportation Plans (CPT - HSTP)

Coordinated Public Transit- Human Services Transportation Plan	Page number(s) or TBD
Puget Sound Regional Council	36

Budget

Expenses

July 1, 2021 - June 30,								
Expenses	If Other, Please List	**July 1, 2021 - June 30, 2022 (Actual)	**July 1, 2022 - June 30, 2023 (Budgeted)	2023 (Total of Actual and Budgeted)	July 1, 2023 - June 30, 2025 (Projected)	Variance Between Biennia	**July 1, 2025 - June 30, 2027 (Projected)	Variance Between Biennia
Contracted Services - Transportation		\$323,804.00	\$413,528.00	\$737,332.00	\$811,066.00	10.00%	\$892,172.00	10.00%
		\$323,804.00	\$413,528.00	\$737,332.00	\$811,066.00		\$892,172.00	

Revenue and/or Match

July 1, 2021 -						
Revenue and/or Match Sources	If Other, Please List	**July 1, 2021 - June 30, 2022 (Actual)	**July 1, 2022 - June 30, 2023 (Budgeted)	June 30, 2023 (Total of Actual and Budgeted)	July 1, 2023 - June 30, 2025 (Projected)	**July 1, 2025 - June 30, 2027 (Projected)
Local: In-kind		\$177,849.00	\$268,597.00	\$446,446.00	\$491,091.00	\$540,200.00
		\$177,849.00	\$268,597.00	\$446,446.00	\$491,091.00	\$540,200.00

Summary of Awarded Amount for July 1, 2023 - June 30, 2025

Requested Amount:	\$319,975.00
Revenue / Match Amount:	\$491,091.00

Summary of Awarded Amount for July 1, 2025 - June 30, 2027

Requested Amount:	\$351,972.00
Revenue / Match:	\$540,200.00

Variances

Variance between 2021-2023 and 2023-2025: 10.00%

Variance between 2023-2025 and 2025-2027: 10.00%

Variances:

Our budgets are developed based upon projection of 10% past history, with a adjustment for inflation, due to additional staffing adjustments, we anticipate the next biennium will not vary significantly from the last biennium.

Other Sources

Other Sources*:

CCS-Volunteer Transportation Services receives Pierce County Area Agency on Aging funding for over 60 seniors transportation. This funding only covers the mileage reimbursement to volunteers. We also have in the past received funding from non-governmental agencies; ie, multicare, kaiser permanente to help with mileage cost reimbursement. Our programs main funding is through the Washington State Balance of State as a line item under Long Term Care.

Comments

Comments*:

our budgets are developed based upon projection of past history, with a 10% adjustment for inflation. The agency subsidy is discretionary funding that comes from our organization through unrestricted contributions and surpluses in other programs. The only variation of significance occurred in our staffing costs, due to an increase in inflation over the past two years. Due to additional staffing adjustments, we anticipate the next biennium will not vary significantly from the last biennium. Our matching funds are from our local match through Pierce County Area Agency on Aging and our volunteer hours x the in-kind value rate.

DBE Goals

DBE

Goals Percentage Efforts No DBE

No	0.00%	We will use the DBE whenever possible but we have found in the past that it very difficult to find a business on the list that performs or offers the services we are seeking. But Catholic Community Services has a procurement policies and procedures that we use for all Federal contract. We also don't make large purchases over \$2500.
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Summary

July 1, 2023 - June 30, 2025

Expense Total: \$811,066.00

Revenue Total: \$491,091.00

Requested Amount \$319,975.00

This is the amount of grant funds your organization is requesting from July 1, 2023 - June 30, 2025.

Expense Total minus Revenue Total

:

Percentage of Match:

60.55%

July 1, 2025 - June 30, 2027

Expense Total: \$892,172.00

Revenue Total: \$540,200.00

Requested Amount \$351,972.00

This is the amount of grant funds your organization is requesting from July 1, 2025 - June 30, 2027.

:

Percentage of Match:

60.55%

Service Level

Project Service Level Information

Project Specific Information	July 1, 2021 - July 1, 2022 -		July 1, 2021 - June 30, 2023	July 1, 2023 -	Percent of Change	July 1, 2025 -	Percent of Change
	June 30, 2022 (Actual)	June 30, 2023 (Budgeted)	(Total of Actual and Budgeted)	June 30, 2025 (Projected)		June 30, 2027 (Projected)	
Revenue	0	0	0	0	0.00%	0	0.00%
Vehicle Hours							
Revenue	54218	83000	137218	166000	20.98%	170000	2.41%
Vehicle Miles							
Passenger trips should be entered as whole numbers only.							
Passenger Trips	3200	4500	7700	9500	23.38%	9700	2.11%
Volunteer Hours	5030	7760	12790	14795	15.68%	16362	10.59%
					60.04%		15.11%

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?*

We track trips in which clients are transported by a volunteer driver, and the hours and miles served on those trips. We also track hours of indirect service provided by the volunteer driver while promoting the project in the community and attending training sessions. ~ Service-level estimates are based upon actual recruitment, training and service activities during 2021-2023.

For demand response, or deviated fixed route projects, summarize the intended outputs of this project in both qualitative (narrative) and quantitative (statistical) formats. There may be some projects where traditional performance measures (e.g., revenue vehicle hours/miles, passenger trips) do not apply. In those cases, quantifiable objectives can be used instead by submitting the following information: number of trainings or outreach, or number of passengers served, or other measurable

outcomes produced by this project. Ensure there is a quantitative output, as these will be the baseline measurement for the following biennium's application. Qualitative measures are optional.

Intended Outputs:

Volunteer Transportation Services tracks actual trips, miles, volunteer drivers and clients served. Volunteers track their mileage and volunteer hours in our Ride scheduler database. We also track clients served in the Ride Scheduler database. VTS anticipates providing in 2023-2025 16500 volunteers hours and in 2025-2027 16362 volunteer hours. VTS anticipates providing in 2023-2025 9500 one-way trips and in 2025-202 9,9700 one-way trips. VTS anticipates providing in 2023-2025 166000 miles and in 2025-2027 170000 miles VTS anticipates that 80% of clients served will report they are better able to deal with their changing health status.

Milestones

Milestones

	Date
OPERATING ACTIVITIES	(mm/yy)
Service Start	07/23
Service Complete	06/27

Attachments

Attachments

Named Attachment	Required	Description	File Name	Upload		
				Type	Size	Date
Copy of organization's most recent audit report	✓	Agency Audit Report 2021	CCSWW Financial Audit FYE21.pdf	pdf	496 KB	09/20/2022 09:45 AM
501(c) IRS Letter of Determination (for new non-profit applicants only)						
WA Utilities & Transportation Commission (UTC) Certification (for new non-profit applicants who are direct service providers)						
Service area map	✓	Pierce County Service Area Map	Pierce County Service Area Map.png	png	434 KB	09/20/2022 09:45 AM
Population density map	✓	Pierce County Population Density Map	Pierce County Population Density Map.PNG	PNG	712 KB	09/20/2022 09:44 AM
Letters committing matching funds		Match Letter	2022 CCS Volunteer Transportation Match Letter.pdf	pdf	129 KB	10/19/2022 09:33 AM
In-kind match valuation proposal (only operating and mobility management projects may use in-kind contributions as matching funds)		In-kind valuation plan for 23-25 and 25-27 for VTS	In-kind Valuation Plan 2327 Pierce VTS_000290.pdf	pdf	84 KB	10/19/2022 10:32 AM
Letters of support (combine into one file attachment)		Letter of Support	Letters of Support_000285.pdf	pdf	162 KB	10/16/2022 01:16 PM
Letter of concurrence (for projects that operate in multiple planning regions)						
Federal Indirect Cost Rate Approval Letter						
Cost Allocation Plan		Cost Allocation Plan	CCSWW_Cost Allocation Plan.pdf	pdf	617 KB	10/16/2022 01:13 PM

Supplemental Information

Supplemental Information

Supplemental Information:

Vulnerable Populations in Overburdened Communities & Tribes - May 2022

Vulnerable Populations in Overburdened Communities

Identify the type of direct and meaningful benefits to vulnerable populations your project provides using the descriptions above, if any. Explain how your project provides these benefits. Your response may include suggestions about how WSDOT should evaluate project(s) against Climate Commitment Act requirements in the future.

Vulnerable Populations in Overburdened Communities*:

Pierce County Volunteer Services of Pierce County provides transportation for low-income seniors and people with disabilities who live in rural areas of the county. We provide volunteers who are reimbursed mileage, receive training, and recognition for door through door transportation to our clients in need. Our clients are provided with transportation to medical, dental, mental health, and other necessities on a first-come, first-serve basis. We believe our clients should live in security and dignity and be treated with respect, and we ensure that our volunteers work in an environment which offers respect, teamwork, and excellence. By transporting clients, our volunteers connect clients to the medical care they desperately need. Clients often need transport to specialists in Tacoma or Seattle and we are the only resource available to them for this type of necessary transportation. This program also supports keeping Washington State green by reducing pollution via ride-sharing. According to our most recent programming data, about 42% of our transportation in Pierce County is rural, including the Key Peninsula and Anderson Island. Other hard-to-reach areas we serve within the County include: Puyallup, Graham, Orting, Eatonville, Sumner, Bonney Lake, and Buckley. Of the total 738 clients we served from 7/1/2019 to 6/30/2022, 17% self-identified as BIPOC community members. At Volunteer Services, we do our best to reach the most vulnerable populations in Pierce County, meeting them where they're at and walking with them on their path to health and wellness.

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

Estimate the percentage of your project that serves the tribe: 0.00%

By checking this box, you are confirming your outreach to the tribe in pursuit of a resolution formally supporting your project : No

Attachments

Tribal support correspondence/resolution:

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

Application Authority*:

Jodie Moody

First Name Last Name

Title*:

Director of Volunteer Services SW

Date*:

10/19/2022

PIERCE COUNTY MAP
WASHINGTON, USA

LEGEND

Major City/Town	Airport
County Seat	Large
Golf Course	Medium
Mountain Peak/Hill	Small
	Heliport
	Seaplane Base
Highways Class	Coastline
Interstate	River/Stream
Federal	National Park
State	River/Lake/Reservoir
Other	County Subdivision
Railroad	County Boundary

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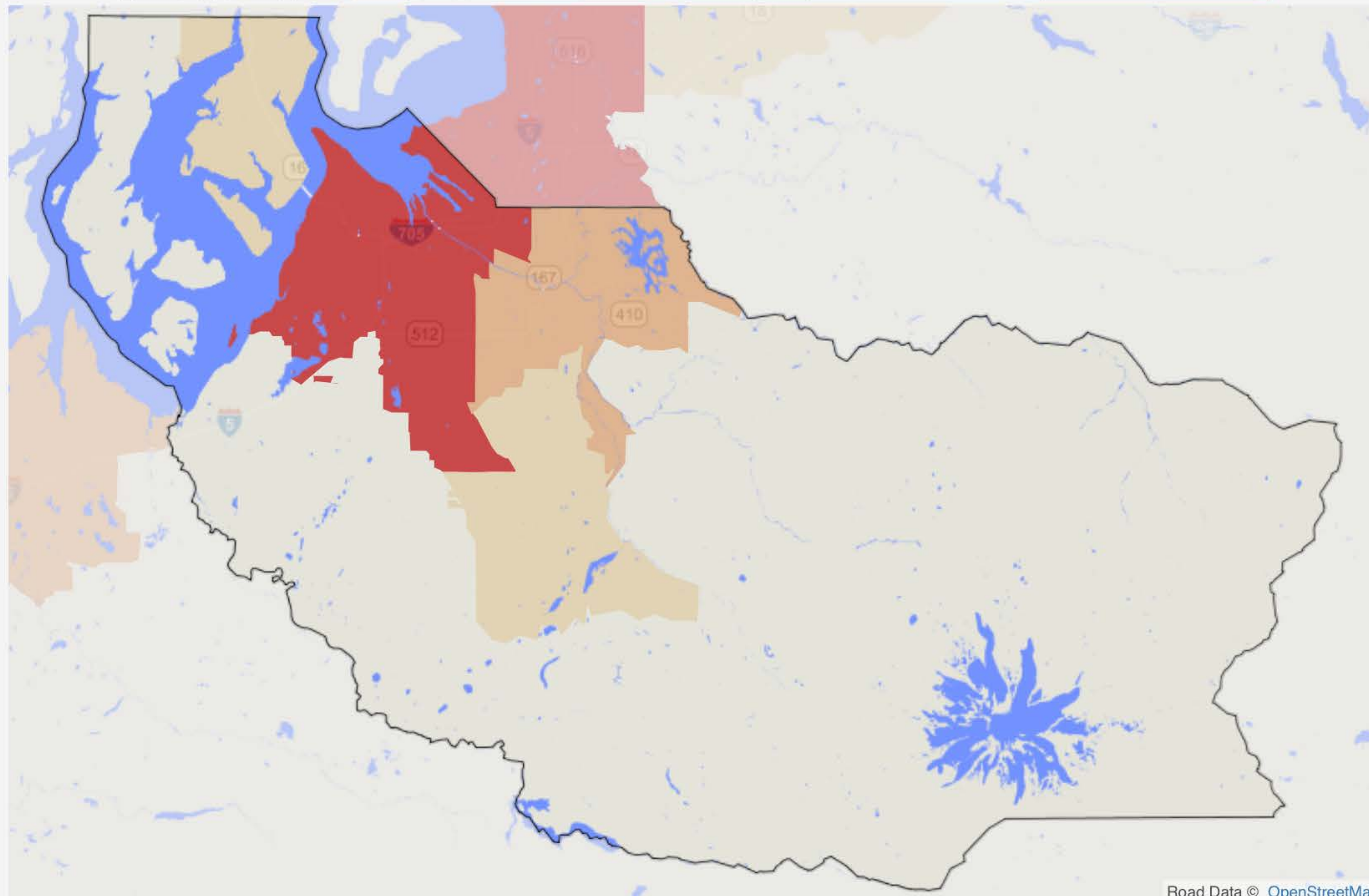


Population Density Population by County Subdivision

#1

Population per square mile of land (excluding water areas):

0/mi² 600/mi² 1,300/mi² 1,900/mi² 2,500/mi² 3,200/mi²



Road Data © OpenStreetMap

Pierce County, Washington (County)

832,896

307,106

Overview

Population

County Subdivision Map

Tract Map

Block Group Map

By Place

By County Subdivision

In the Seattle Area

In Washington

In the United States

Definitions

More Maps

Age and Sex

Race and Ethnicity

Household Types

Marital Status

National Origin

Ancestry

Languages

Household Income

Employment Status

Food Stamps

Occupations



October 19, 2022

Ms. Jodie Moody
Program Manager
Volunteer Services of the Southwest Region
Catholic Community Services
1323 S. Yakima Avenue
Tacoma, WA 98405

Dear Jodie,

Pierce County Human Services, Aging & Disability Resources (ADR) is pleased to provide this letter in support of the Catholic Community Services (CCS) - Volunteer Services Program application to the Puget Sound Regional Council (PSRC) and Washington State Department of Transportation (WSDOT) Consolidated Grants Program for continued support of their services to special needs populations.

As the designated Area Agency on Aging for Pierce County, ADR has a long history of collaboration with CCS to provide community -based services that enable older adults and persons with disabilities to remain independent in the community.

For over 20 years, ADR has contracted with the CCS Volunteer Services Program to coordinate and provide volunteer transportation services for older adults enabling participants to access essential shopping, medical care and other social services. ADR currently allocates \$25,850 in State Senior Citizens Services Act funding per year for the CCS senior volunteer transportation service, which CCS uses as local match for the WSDOT Consolidated Grants project.

On behalf of ADR, I strongly encourage the PSRC and WSDOT to continue funding support for this important local transportation project. Funding of this project will ensure continued availability of critical transportation services for special needs populations in Pierce County and is truly worthy of support.

Should you have questions or need additional information, please do not hesitate to contact me at 253-798-4439 or e-mail aaron.vanvalkenburg@piercecountywa.gov.

Sincerely,

Aaron Van Valkenburg, Manager
Aging and Disability Resources
Pierce County Human Services

WSDOT Application for Funding 2023-2025

Project Title: Volunteer Transportation Services
in-kind Match Valuation Proposal

Agency Providing Match	Type of Match	Match detail (unit cost, number of units)	Total Value of match for funding cycle (Biannual)
Volunteer: Drivers	Hours of Volunteer Service	14795 at \$31.34 per hour	\$465,666
Volunteer Driver Miles	Donated miles by volunteer	3000 at \$.585 per mile	\$1575

*The value of the volunteer hour of service is based on the Employment Security Department's 2019 occupational-employment wage estimates (\$25.07) multiplied by 125% to reflect benefit equivalent offered by Catholic Community Services for employees. The average wage data utilized was for the occupation "Bus Drivers, School and Special Client" at the 75% percentile rate due to "Special Client" individual door-through-door transport.

WSDOT Application for Funding 2025-2027

Project Title: Volunteer Transportation Services
In-kind Match Valuation Proposal

Agency Providing Match	Type of Match	Match detail (unit cost, number of units)	Total Value of match for funding cycle (Biannual)
Volunteer: Drivers	Hours of Volunteer Service	16362 at \$31.34 per hour	\$512,775
Volunteer Driver Miles	Donated miles by volunteer	3000 at \$.585 per mile	\$1575

The value of the volunteer hour of service is based on the Employment Security Department's 2019 occupational-employment wage estimates (\$25.07) multiplied by 125% to reflect benefit equivalent offered by Catholic Community Services for employees. The average wage data utilized was for the occupation "Bus Drivers, School and Special Client" at the 75% percentile rate due to "special client" individual door-through-door transport.



To Whom It May Concern:

The Puget Sound Educational Service District (PSED) is pleased to write this letter of support for Catholic Community Services –Volunteer Transportation Services program for the grant years July 1, 2023-June 30, 2027. VTS is a vital program in Pierce County that offers seniors (over 60) and people with disabilities (18-59 year old) essential transportation to medical, dental appointments, grocery shopping and other essential errands. During the challenging past three years due to the pandemic VTS has been performing vital needs to Pierce County clients with deliveries of food bank boxes, delivering groceries and providing transportation to healthcare facilities for cancer treatments, dialysis and other essential health needs to their clients.

The PSED's Road to Independence (RTI) works closely with VTS to ensure that clients in Pierce County have not only access to transportation services but also for services to be delivered directly to their homes. RTI has referred clients that would be more appropriately served by VTS directly to their program and vice versa. Both programs work and collaborate to better serve the Pierce County Community.

I strongly encourage and support continued funding for the important transportation needs that are met by Catholic Community Services-Volunteer Transportation Services. The sustaining of this valuable program has and will continue to benefit everyone in the SW region. If you have any further questions please contact me at 425-917-7886.

Sincerely,

Jacqueline Mann

Transportation Director

Puget Sound Educational Service District



September 16, 2022

Jodie Moody, Director of Volunteer Services SW
7050 S G St
Tacoma WA 98408

RE: 2023-2025 WSDOT Consolidated Grants Program

On behalf of Pierce County Human Services, I am pleased to provide this letter of support for the Catholic Community Services-Volunteer Services.

Catholic Community Services-Volunteer Services (CCS) is a member of the Pierce County Coordinated Transportation Coalition (PCCTC) whose mission is to develop and coordinate transportation services for those with limited transportation options in Pierce County and the Puget Sound region. Our project has had the pleasure of partnering with PCCTC in the creation of South Sound 2-1-1's Transportation Resource Center. Catholic Community Services-Volunteer Services serve all Pierce County areas. CCS has a strong presence in the Key Peninsula area where the County has huge transportation gaps. The citizens of Pierce County have leaned on CCS numerous times and the service they provide is priceless to our community.

This program supports clients in getting to their jobs, access to health care, senior to meal sites, grocery shopping, homeless and other day-to-day activities in all areas in Pierce County.

Pierce County Human Services is pleased to have Catholic Community Services-Volunteer Services as a PCCTC partner in Pierce County and strongly encourage continued funding for this project.

Sincerely,

A handwritten signature in black ink that reads "Daeveene J. May". The signature is written in a cursive, flowing style.

Daeveene May
Pierce County- Special Needs Mobility Manager

Cost Allocation Plan Catholic Community Services – Southwest

Catholic Community Services-Southwest (CCS) is a non-profit social service organization with a wide range of services and programs in Southwest Washington. The organization receives funding from a variety of sources including private contributions, United Way, State, County and local Government contracts and individual service fees.

The purpose of this cost allocation plan provides guidelines for the allocation of cost to the various cost centers that are consistent with the requirements of government contracts. The underlining principle of the plan is to allocate costs by a method that represents the benefit received.

Definition of Costs

CCS has three classifications of costs including direct, shared direct and indirect. **Direct costs** include those specifically and solely for the performance of a cost center. An example is direct service salaries in a given cost center. **Shared direct costs** benefits two or more cost centers and are necessary for cost center operations. An example is occupancy costs of a building that houses more than one service activity. **Indirect costs** are necessary for the overall operations of an organization. Examples of indirect costs are accounting and administration expenses.

Specific Allocation Methods

Direct Costs: Direct costs directly benefit the cost center. Such as direct labor costs based on timesheets. It is the intent of this allocation plan to directly expense as many expenses as possible. Cost accumulators shall be set in place whenever possible to capture user costs. Examples are copy machine counters and postage machine transaction reports. As well as using any detail billings such as long distance telephone calls for cost distribution.

Shared Direct Costs: Allocation of shared direct costs is in direct relationship to the benefit to that cost center. Allocation methods are time distribution records, random moment time samples, equivalent work units or space utilization. The following chart demonstrates the allocation methods of shared costs adopted for each specific line item expense:

Shared Expense Categories

Salaries and Payroll Expenses
Office Supplies
Telephone
Postage
Occupancy
Facilities
Equipment Rental and Maintenance
Printing
Travel
Conferences
Dues and Fees
Miscellaneous

Allocation Methods

Time Sample or Equivalent work units
Equivalent work units
Equivalent work units
Equivalent work units
Square footage or Equivalent work units
Square footage or Equivalent work units
Equivalent work units
Equivalent work units
Equivalent work units
Equivalent work units
Equivalent work units

Indirect Costs: Indirect costs shall accumulate in three administrative cost centers – accounting, human resources and office of agency director. This does not include fund development costs. Allocation of indirect costs is as follows:

Accounting Costs:	% of total Expenses in the cost center relative to the total costs of the agency
Human Resources Costs:	% of total employees in the cost center relative to the total employees in the agency
Office of Agency Director:	% of total employees in the cost center relative to the total employees in the agency
Technology Costs:	% of total computers in a cost center relative to the total computers in the agency

The bases for allocating shared direct and indirect costs shall periodically change, when significant occurrences happen during the year, such as additions or deletions to contracts and their affect on labor distribution and other expenses.