

# 17195 - Disabled Veteran's Transportation

## 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 26, 2022 12:36 PM  
**Initially Submitted By:** Christina Robertson  
**Last Submit Date:**  
**Last Submitted By:**

## Contact Information

### Primary Contact Information

**Name:** Salutation Christina Middle Name Robertson  
First Name Last Name  
**Title:** Manager, Volunteer Services  
**Email\*:** christinar@ccsww.org  
**Address\*:** 1918 Everett Avenue  
Everett Washington 98201-3607  
City State/Province Postal Code/Zip  
**Phone\*:** (425) 374-6360 Ext.  
Phone  
###-###-####  
**Fax:** (425) 257-2120  
###-###-####

### Organization Information

**Legal Name\*:** Catholic Community Services of Western Washington - Snohomish County  
**DBA Name\*:** Catholic Community Services of Snohomish County  
**Organization Type\*:** Non Profit  
**DUNS #:** 799006341  
#####  
**Unique Entity Identifier (UEI):** UGEEK4U1JPN1  
**Organization Website:** <https://ccsww.org/>  
(Please enter http://... for this field)

**Physical Address\*:** 1918 Everett Ave.

Everett Washington 98201-3607  
City State/Province Postal Code/Zip

**Mailing Address\*:** 1918 Everett Ave

Everett Washington 98201-3607  
City State/Province Postal Code/Zip

**Remit to Address\*:** 1918 Everett Ave

Everett Washington 98201-3607  
City State/Province Postal Code/Zip

**Phone\*:** (425) 257-2111 Ext.  
### ### #####

**Fax:** (425) 257-2120  
### ### #####

**Fiscal Year End** June  
**Last day of\*:**

## Organization Contact Information

### *Organization Contact Information*

#### **Organization Director**

**Name\*:** Will Rice  
First Name Last Name  
Vice-President / Agency Director willr@ccsww.org  
Title Email Address

#### **Applicant Contact**

**Name\*:** Christina Robertson  
First Name Last Name  
Manager - Volunteer Services christinar@ccsww.org  
Title Email Address

#### **Project Contact**

**Name\*:** Christina Robertson  
First Name Last Name  
Manager - Volunteer Services christinar@ccsww.org  
Title Email Address

## 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)\*:** 1,2,7

**Legislative District(s)\*:** 01,10,21,32,38,44

**County(ies)\*:** Snohomish

**Duration of Project\*:** Two Years

### **Dependency on Other Projects**

**Dependent on other projects?**

**Project Title**

No Data for Table

## 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?\***

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

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.\*:**

Sustain the Disabled Veterans Transportation program that provides disabled veterans living in Snohomish County with no-cost transportation to medical, dental and other essential appointments five days a week.

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\*:**

We serve disabled veterans with special transportation needs who are not eligible for Medicaid non-emergency transportation and who do not have the resources to pay for other options, or who live rurally where there are no transportation options. By utilizing volunteer drivers, we are able to provide flexible, door-through-door transportation at no cost to the rider, enabling them to reach their destination without lengthy wait times. We are often the only transportation option for rural clients needing to leave very early for trips to the VA in Seattle. We are the only service that transports clients across county lines to get them where they need to go, taking clients to the VA Hospital in Seattle, as well as clinics in Mount Vernon (Skagit Co.) and Lake City (King Co.). Volunteer

drivers make a positive difference in the lives of our valued veterans. So many are living out their lives without the benefit of family assistance and, unfortunately, the very limitations that make it difficult or impossible to drive also makes it difficult if not impossible for them to access traditional transportation services.

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\*:**

Catholic Community Services is an active member of the Snohomish County Transportation Coalition (SnoTRAC), as well as the Puget Sound Regional Council's Special Needs Transportation Committee, Veteran's Service Partnership and the Veteran's Homeless Committee. Catholic Community Services owns and operates Sebastian's Place, a homeless veteran housing facility in Lynnwood, WA. We make and receive referrals from human services agencies in Snohomish County. CCS is part of a network of agencies addressing the needs of clients with other provider agencies, including Homage Senior Services, Providence Healthcare, Vets-Go.com, Snohomish County Aging and Disability Services, Catholic Housing Services, and 2-1-1 Information System.

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:**

The Disabled Veterans Transportation (DVT) program reduces barriers to transportation services for veterans with disabilities, including those who are homeless and those living in very rural areas of the county, by providing door-through-door services to medical appointments and other essential services; We are one of only two volunteer driver programs in Snohomish County and are the only one that will transport clients outside county lines. Trips that once took an entire day can now be completed in hours, and appointments for specialty health services that once needed to be planned months in advance can now be scheduled without delay. By removing these types of obstacles, DVT enables our veterans to maintain their sense of dignity and independence.

**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\*:**

A standardized survey is used to measure the success of volunteer support in helping our veteran clients access basic needs and services to remain independent. Program participants are asked to report the impact of their volunteer help through a variety of questions. They are asked to report changes in their level of fatigue, health status, feelings of isolation, ability to access services and interact with their community. When asked for comments, participants often talk about their volunteers, saying things like "I am grateful for the volunteers who give their time to drive me to my appointments," "During COVID shelter-in-place, I was not able to shop, pay bills or go anywhere. My volunteer ran all my errands and never missed a day when I needed her." Another example of a survey response was this: "It's blessing knowing you are there - Thank you!"

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 of this project?

**Other Modes of Transportation\*:**

N/A

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\*:**

Christina Robertson, Volunteer Services Program Manager, is responsible for grant management of FTA, state and other funds; tracking and approving grant-related expenses; tracking measures and outcomes; compiling grant reports; documenting compliance with state and federal requirements; and overseeing staff. She has been in this position for 6 years. Geraldine Atwater, Transportation Coordinator, is responsible for taking client calls to schedule rides; coordinating and managing the volunteer drivers; and keeping the program manager informed about sensitive or emergent problems as they arise. She has been in this position for 13 years. Gretchen Wooten, Volunteer Coordinator, recruits and trains volunteer drivers for the program; assures timely and accurate documentation of all client/volunteer service in the database; and provides information regarding our program to community outlets. Accounting staff monitor the financial requirements of all contracts in close communication with the program manager. the agency has continually successfully managed contracts as evidenced in the excellent contract compliance monitoring reports and the annual audit report.

**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	32
Puget Sound Regional Council	33

## Budget

**Expenses**

		July 1, 2021		July 1, 2021		July 1, 2021		July 1, 2021	
		- June 30,		- June 30,		- June 30,		- June 30,	
		** July 1,	** July 1,	2023 July 1, 2023	** July 1,				
		2021 - June	2022 - June	(Total of	- June 30,	Variance	2025 - June	Variance	
		30, 2022	30, 2023	Actual and	2025	Between	30, 2027	Between	
Expenses	If Other, Please List	(Actual)	(Budgeted)	Budgeted)	(Projected)	Biennia	(Projected)	Biennia	
Labor & Benefits		\$18,380.00	\$19,299.00	\$37,679.00	\$39,562.00	5.00%	\$0.00	253.63%	
Vehicle Use Fees		\$33,564.00	\$35,242.00	\$68,806.00	\$72,245.00	5.00%	\$0.00	-8.58%	
Overhead		\$7,285.00	\$7,649.00	\$14,934.00	\$15,681.00	5.00%	\$0.00	216.18%	
Rent & Utilities (if not included in overhead, above)		\$3,799.00	\$4,058.00	\$7,857.00	\$7,101.00	-9.62%	\$0.00	493.21%	
Maintenance Parts & Supplies		\$1,447.00	\$1,521.00	\$2,968.00	\$1,522.00	-48.72%	\$0.00	2562.68%	
Other	Telephone, postage, and Insurance	\$1,250.00	\$1,263.00	\$2,513.00	\$1,999.00	-20.45%	\$0.00	1822.31%	
Vehicle Use Fees		\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%	
Other	In Kind Expenses	\$20,535.00	\$13,927.00	\$34,462.00	\$36,676.00	6.42%	\$0.00	-100.00%	
		<b>\$86,260.00</b>	<b>\$82,959.00</b>	<b>\$169,219.00</b>	<b>\$174,786.00</b>		<b>\$0.00</b>		

**Revenue and/or Match**

Revenue and/or Match Sources	If Other, Please List	July 1, 2021 -	July 1, 2021 -	July 1, 2021 -	July 1, 2023 -	July 1, 2025 -
		**July 1, 2021 - June 30, 2022 (Actual)	**July 1, 2022 - June 30, 2023 (Budgeted)	June 30, 2023 (Total of Actual and Budgeted)	June 30, 2025 (Projected)	**July 1, 2025 - June 30, 2027 (Projected)
Federal: FTA via WSDOT		\$19,833.00	\$21,817.00	\$41,650.00	\$41,650.00	\$0.00
Local: In-kind		\$20,535.00	\$13,928.00	\$34,463.00	\$36,676.00	\$0.00
Local: Contract revenue		\$15,753.00	\$28,118.00	\$43,871.00	\$46,064.00	\$0.00
		<b>\$56,121.00</b>	<b>\$63,863.00</b>	<b>\$119,984.00</b>	<b>\$124,390.00</b>	<b>\$0.00</b>

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

**Requested Amount:** \$50,396.00

**Revenue / Match Amount:** \$124,390.00

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

**Requested Amount:** \$0.00

**Revenue / Match:** \$0.00

#### **Variances**

**Variance between 2021-2023 and  
2023-2025:** 3.29%

**Variance between 2023-2025 and  
2025-2027:** -100.00%

#### **Variances:**

We do expect, at a minimum, a 5% cost of living adjustment and a rise in personnel costs and operating expenses.

#### **Other Sources**

##### **Other Sources\*:**

In addition to WSDOT and contracted revenue of OAA (Volunteer Chore Services' transportation components and the Older American Act county funding), the agency does advance Associated Organizational dollars and Discretionary contributions to fund deficits as needed. The monetized in-kind match component of vehicle hours can be much larger but limited to the match requirements for budget purposes.

#### **Comments**

##### **Comments\*:**

The budget was developed by the finance personnel working with the program coordinator. Services and associated expenses were budgeted based on the service needs, expected revenue amounts, and prior year experiences on the increasing cost of living.

#### **DBE Goals**

##### **DBE**

##### **Goals Percentage Efforts No DBE**

No	0.00%	The budget for DVT is generally limited to specific expenses for recruiting, training, supporting and insuring the volunteers, and to provide the staff to manage the volunteer transportation program. As a result the goal is zero to 1%. Catholic Community Services of Snohomish County always seeks DBE vendors, consulting the OMWBE directory, when programs have capital expenses. DVT does not typically have costs that would require utilizing contractors or suppliers. If DVT needed to contact a contractor or supplier, this list would be consulted.
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## Summary

### July 1, 2023 - June 30, 2025

<b>Expense Total:</b>	\$174,786.00
<b>Revenue Total:</b>	\$124,390.00
<b>Requested Amount</b>	\$50,396.00
This is the amount of grant funds your organization is requesting from July 1, 2023 - June 30, 2025.	
:	
<b>Percentage of Match:</b>	71.17%

### July 1, 2025 - June 30, 2027

<b>Expense Total:</b>	\$0.00
<b>Revenue Total:</b>	\$0.00
<b>Requested Amount</b>	\$0.00
This is the amount of grant funds your organization is requesting from July 1, 2025 - June 30, 2027.	
:	
<b>Percentage of Match:</b>	0.00%

## Service Level

### Project Service Level Information

Project Specific Information	July 1, 2021 - June 30, 2022 (Actual)	July 1, 2022 - June 30, 2023 (Budgeted)	July 1, 2021 - June 30, 2023 (Total of Actual and Budgeted)	July 1, 2023 - June 30, 2025 (Projected)	Percent of Change	July 1, 2025 - June 30, 2027 (Projected)	Percent of Change
Revenue	1466	1723	3189	3348	4.99%	0	-100.00%
Vehicle Hours							
Revenue	26335	32269	58604	61534	5.00%	0	-100.00%
Vehicle Miles							
<i>Passenger trips should be entered as whole numbers only.</i>							
Passenger Trips	778	928	1706	1791	4.98%	0	-100.00%
Volunteer Hours	1466	1723	3189	3348	4.99%	0	-100.00%
					<b>19.96%</b>		<b>-400.00%</b>

### 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?\*

Service-level estimates are based on performance history, census data, rider requests and volunteer recruitment goals. Recruitment is an ongoing activity, as we strive to reach disabled veterans living in rural and isolated areas of the county where transportation services are desperately needed. We are seeing an influx of younger veterans returning home, many requiring specialized therapies which are only available in areas outside of Snohomish County resulting in high-mileage trips. These numbers also reflect the impact the Covid-19 pandemic continues to have on our entire transportation program. We lost a few

drivers who chose to discontinue driving post -pandemic, a handful retired due to age, while others are taking brief breaks due their own health issues (knee replacements, etc). But there many exciting new development in recent months. We have several new drivers on board and can see that people are returning to volunteerism as COVID subsides. We also just welcomed a new Volunteer Coordinator who comes to us with decades of volunteer experience, and energy and enthusiasm for the work we do. 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:**

For the 2021-2022 reporting period, DVT had a total of 30 volunteer drivers who provided 1466 hours of transportation assistance and 778 one-way boardings. They covered 26,335 miles and helped 32 unduplicated clients accomplish essential errands such as trips to the VA and other medical appointments, banking, grocery shopping and trips to food banks. Predicting outputs for the special-needs population we serve can be challenging, as the population continues to grow in the region. PSRC's Coordinated Plan identifies disabled veterans as a subset target population, and recognizes that transportation is a challenge due to disability or financial hardship. Proportionately a higher percentage of vets are living with a disability as compared to the general population. The number of older veterans is now on the rise and as veterans age and retire it is anticipated that they will remain in or near a military base community such as Everett. (PSRC Regional Transportation Plan - Appendix H).

**Milestones**

**Milestones**

<b>OPERATING ACTIVITIES</b>	<b>Date (mm/yy)</b>
Service Start	07/23
Service Complete	06/25

**Attachments**

**Attachments**



Named Attachment	Required	Description	File Name	Type	Size	Upload Date
Copy of organization's most recent audit report 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)	✓	CCSWW FS Single Audit Report 2021	CCS of WW Single Audit report 2021.pdf	pdf	496 KB	10/17/2022 02:28 PM
Service area map	✓	Disabled Veteran Transportation - Service Area Map	CCS_Ops_DisabledVeteransTransportation_ServiceAreaMap.pdf	pdf	273 KB	10/17/2022 02:23 PM
Population density map Letters committing matching funds	✓	Population Density Map	sntf2020oct-map-snoctypopdensity.pdf	pdf	455 KB	10/17/2022 02:30 PM
In-kind match valuation proposal (only operating and mobility management projects may use in-kind contributions as matching funds)		In-Kind Match Valuation Plan - Disabled Vets	In-Kind Valuation Plan - signed.pdf	pdf	29 KB	10/25/2022 03:06 PM
Letters of support (combine into one file attachment)		Letters of Support for Veterans Transportation	CCS - Letters of Support.pdf	pdf	70 KB	10/26/2022 12:36 PM

Named Attachment	Required Description	File Name	Type	Size	Upload Date
Letter of concurrence (for projects that operate in multiple planning regions)					
Federal Indirect Cost Rate Approval Letter	CCS Federal Cost Rate Approval letter	ICR Executed Agreement - 06.30.21.pdf	pdf	454 KB	10/26/2022 10:25 AM
Cost Allocation Plan	CCS Cost Allocation Plan	CCS - Cost Allocation Plan.doc	doc	149 KB	10/26/2022 10:25 AM

## 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\*:**

Volunteer Services of Snohomish County provides transportation for disabled veterans 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 veterans to the medical care they desperately need. Clients often need transport to specialists in Seattle or Mount Vernon 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 20% of our transportation in Snohomish County is rural. . Hard-to-reach areas we serve within the County include: Arlington, Darrington, Gold Bar, Granite Falls, and Monroe. Of the total 53 clients we served from 7/1/2019 to 6/30/2022, 18% self-identified as BIPOC community members. At Volunteer Services, we do our best to reach the most vulnerable populations in Snohomish 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 ☐ No  
confirming your outreach to the tribe  
in pursuit of a resolution formally  
supporting your project :

***Attachments***

**Tribal support  
correspondence/resolution:**

## Certification

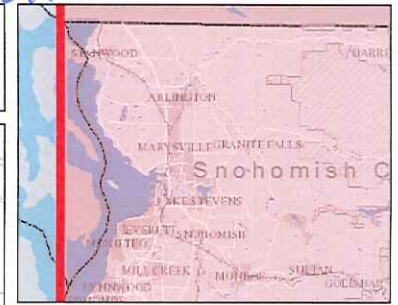
***Certification***

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:

<b>Certification*:</b>	Yes
<b>Application Authority*:</b>	Will      Rice First Name Last Name
<b>Title*:</b>	Vice-President/Agency Director
<b>Date*:</b>	10/25/2022



Disabled Veterans Transportation Service Area



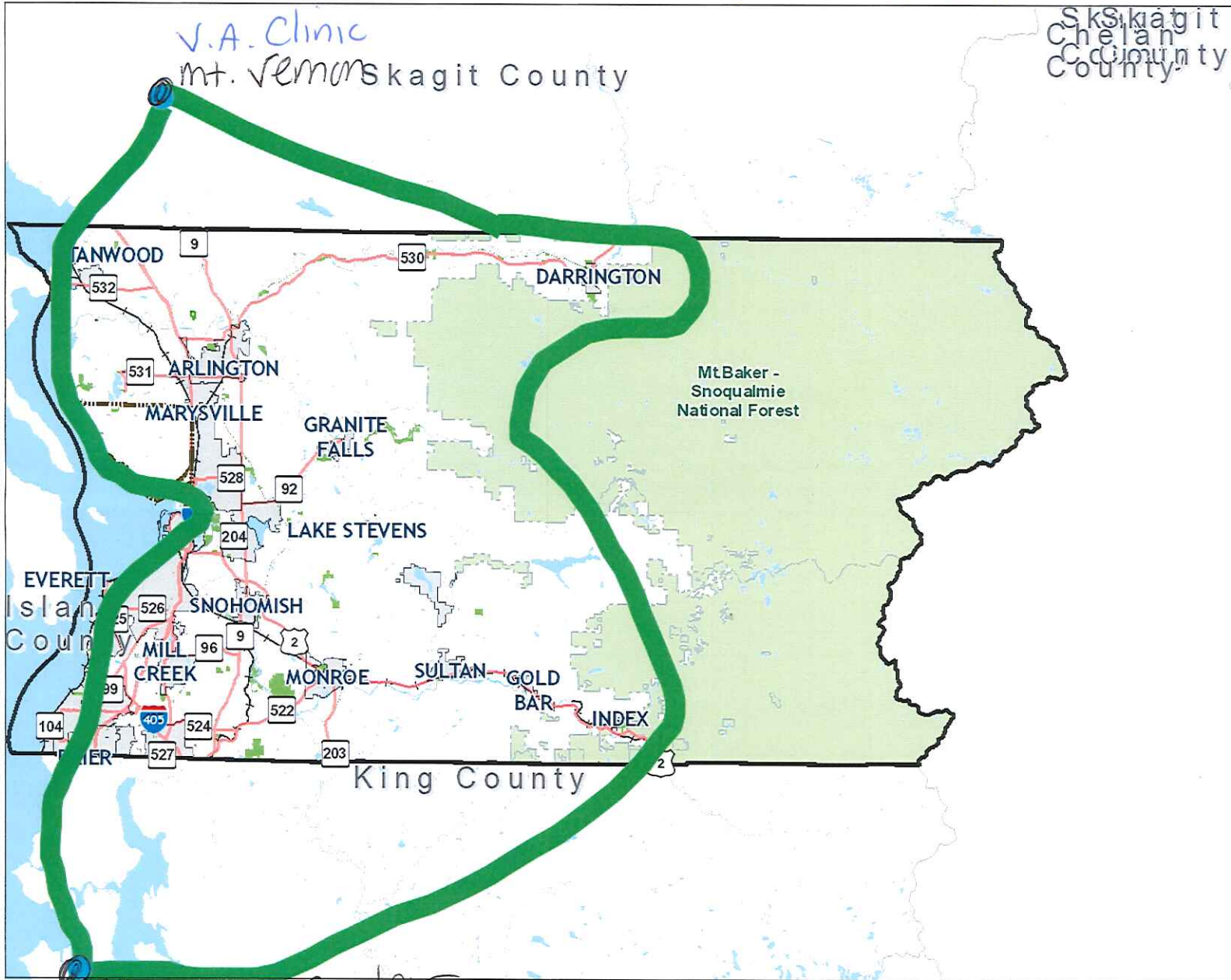
Legend

1: 640,000



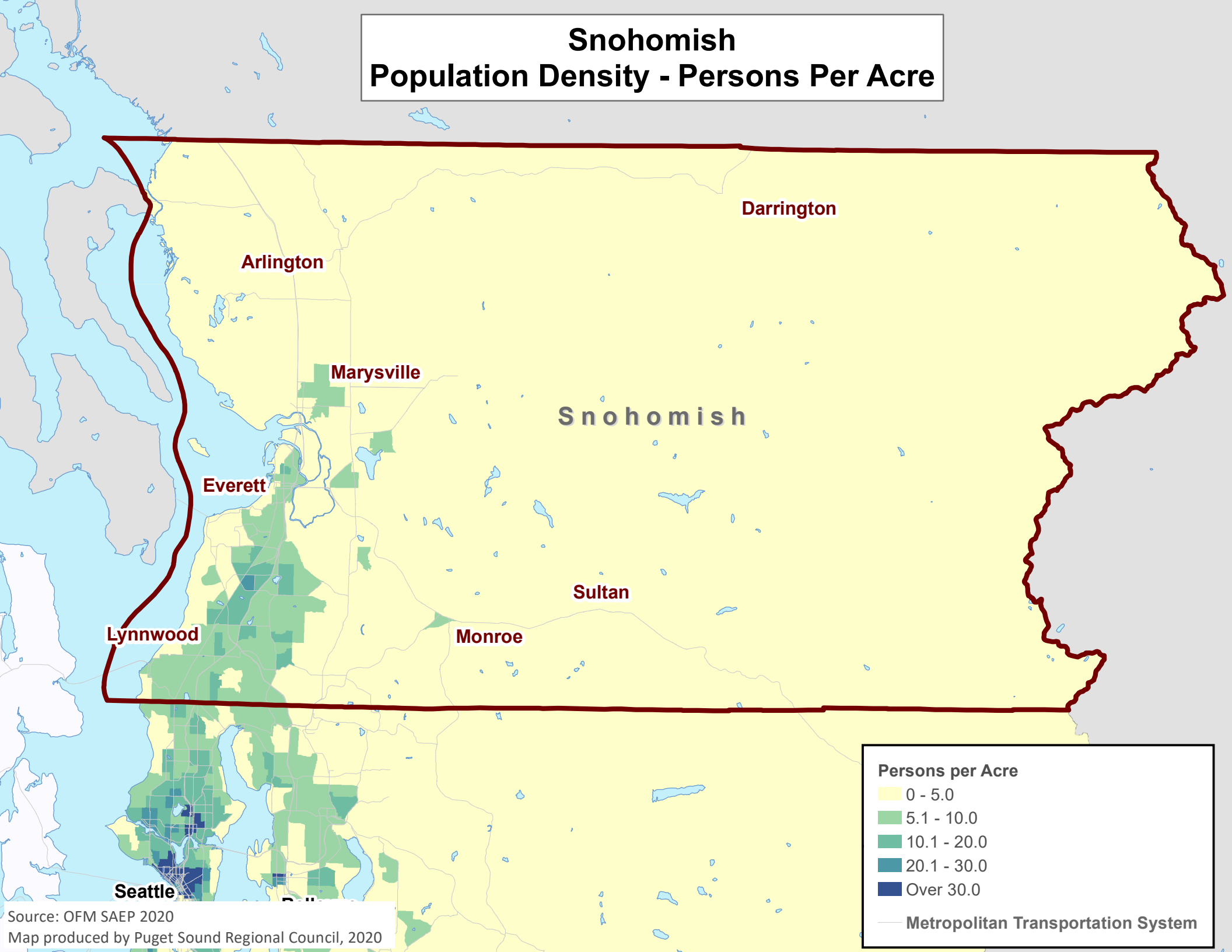
Notes

This map was automatically generated using Geocortex Essentials.



106,666.7 53,333.33 106,666.7 Feet

# Snohomish Population Density - Persons Per Acre





**CATHOLIC COMMUNITY SERVICES**  
**CATHOLIC HOUSING SERVICES**  
OF WESTERN WASHINGTON

**In-Kind Match Valuation Plan**

Catholic Community Services (CCS) utilizes Volunteer Drivers to provide services to the demographic population covered by the grant. The following eligible match items are calculated on a per-grant basis for the grant cycle 07/01/2023 – 06/30/2025.

Donor:	Volunteer
Position:	Volunteer Driver
Work performed:	Demand-response service
Number of hours:	1183
Per-hour value;	\$29.95
Total Value:	\$35,431

**TOTAL MATCH AMOUNT:     \$35,431**

Signature: Rotap Case     DATE: 10/25/2022



October 18, 2022

To Whom it May Concern,

The Homage Senior Companion Program is honored to be able to partner with the Everett Catholic Community Services (CCS) Volunteer Transportation Service program to better support the transportation needs of older adults in Snohomish County.

The CCS Everett office offers a variety of programs in the county that enable seniors to live in their homes much longer rather than moving into more expensive living facilities.

Please continue to support the valuable programs at Everett Catholic Community Services.

Sincerely,

*Mary Ann Higgins*

Mary Ann Higgins  
Homage Senior Companion Program  
5026 196<sup>th</sup> ST SW  
Lynnwood, WA 98036  
425-355-1138  
mhiggins@homage.org



October 18, 2022

To Whom it May Concern,

The Retired and Senior Volunteer Program of Snohomish County (RSVP) supports Catholic Community Services' Disabled Veterans Transportation program. RSVP has long partnered with CCS by recruiting drivers for the program and in turn, CCS provides volunteers with rewarding and memorable volunteer experiences.

This project is important to disabled veterans residing in Snohomish county as it provides transportation options they cannot get elsewhere and allows them to remain safe and independent in their own homes.

I strongly urge you to continue to support this valuable program.

Sincerely,

A handwritten signature in blue ink that reads "Paulette Jacobson". The signature is fluid and cursive, with a long horizontal line extending to the right.

Paulette Jacobson  
RSVP Director  
1918 Everett Avenue  
Everett, WA 98201  
425-374-6311