

# 16665 - Northshore Senior Center 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:	Sep 27, 2022 2:46 PM
Initially Submitted By:	Cliff Perry
Last Submit Date:	
Last Submitted By:	

## Contact Information

### Primary Contact Information

Name:	Salutation Cliff First Name	A Middle Name	Perry Last Name
Title:	Transportation Manager		
Email*:	cliffp@mynorthshore.org		
Address*:	10201 E. Riverside Dr		
Phone*:	Bothell Washington 98011-3708 City State/Province Postal Code/Zip (425) 286-1075 Ext. Phone ###-###-####		
Fax:	(425) 487-3191 ###-###-####		

### Organization Information

Legal Name*:	Northshore Senior Center
DBA Name*:	Northshore Senior Center
Organization Type*:	Non Profit
DUNS #:	962070764 #####
Unique Entity Identifier (UEI):	S1KLRDVR5EN7
Organization Website:	<a href="http://www.northshoreseniorcenter.org">http://www.northshoreseniorcenter.org</a> (Please enter http://... for this field)
Physical Address*:	10201 E. Riverside Drive
	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 Drive
	Bothell Washington 98011-3708 City State/Province Postal Code/Zip
Phone*:	(425) 286-1023 Ext. ### ### #####
Fax:	### ### #####
Fiscal Year End	December
Last day of*:	

## Organization Contact Information

### Organization Contact Information

Organization Director

Name*:	Nathan Phillips
	First Name Last Name
	Chief Executive Officer <a href="mailto:NathanP@mynorthshore.org">NathanP@mynorthshore.org</a>
	Title Email Address

Applicant Contact

Name\*:CliffPerry

First NameLast Name

Transportation ManagerCliffP@mynorthshore.org

TitleEmail Address

Project Contact

Name\*:MarkSmutny

First NameLast Name

Grant Consultantmark.smutny@civicreinventions.com

TitleEmail 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)\*:2

Legislative District(s)\*:01

County(ies)\*:King,Snohomish

Duration of Project\*:Four 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.\*:

Northshore Senior Center Transportation will provide demand-response service to seniors and persons with disabilities in Bothell, in King and Snohomish Counties, and in Kirkland, Woodinville, Kenmore, Lake Forest Park, with trained Drivers operating lift-equipped vehicles, including our Adult Day Health program, and our Meal Delivery program.

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 largest percentage of the transportation service provides trips for disabled adult day health clients attending the Northshore Adult Day Center. Service is also provided to the Northshore Senior Center, local medical appointments including dialysis, and meeting basic needs such as obtaining food, maintaining community connections and a sense of well being. NSC seeks to extend life, decrease isolation and increase a sense of belonging. NSC also provide feeder connection service to fixed route transit and trip plans for individuals traveling outside our service area. NSC will utilize funding from this project to maintain our service to seniors and persons with disabilities, particularly those in areas not served by ADA para-transit. Our adult day health center experiences a steady growth in number of participants.

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\*:

NSC maintains active participation in planning, outreach and public education efforts of the PSRC Special Needs Transportation Committee, SNOTRAC (Snohomish County Coalition), King County Mobility Coalition, and North King County Mobility Coalition. NSC participates in RARET to ensure vital transportation needs in the event of an emergency situations. Active participation includes ensuring we are working towards the guiding principles for regional transit access including equity, local context, collaboration, innovation and prioritization. NCS provides quality service to those who can't access fixed route services. We maintain close coordination efforts and communication with Metro Transit, Hopelink, Sound Generations, Hyde Shuttle, Community Transit, Snoqualmie Valley Transportation, and Volunteer services Homage and Catholic Community Services.

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:

This project sustains our existing service for seniors and those with disabilities in North King County and South Snohomish County. For the first half of 2022, as we emerge from the COVID pandemic, we have provided 8600 trips, including passenger service and meal delivery. We expect these numbers to increase substantially for the last half of 2022 and continue into the future. Without this service our customer base is highly likely to remain isolated, decreasing their quality of life including, but not limited to, increase of mental and physical health issues. Our service provides a lifeline for special needs individuals who are particularly challenged for transportation, whose condition is vulnerable, and who rely on us to travel to medical appointments, food access

opportunities, and meaningful activities to support a healthy life. We have hired additional drivers to fulfill the service increase. We have renewed our field trip service for Northshore Senior Center and for The Peter Kirk Community Center as people begin to travel again. This allows those without personal transportation an opportunity to experience outings not accessible otherwise.

**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\*:**

In Transportation programs, Northshore Senior Center uses the same service unit adopted by its transit and mobility partners in the public transportation sector, that is, the number of one-way trips completed. NSC uses CTS TripMaster software to track the number of rides completed by each program participant, and delivery of meals/supplies to participants who are home-bound. Since Bothell is in both King and Snohomish Counties, we are in a unique position to serve seniors and disabled persons who cannot be served by Community Transit in Sno. Co., and those who are in fringe areas of King Co.

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\*:**

NSC works with King County Metro to identify customers and trips we can best transport without duplicating service. We serve primarily in King County, but also within our service area in Snohomish County not covered by any current funding source. If unable to serve a rider NSC will contact, or refer them to, other providers, like Hopelink, Dart. the new Community Van, Catholic Community Services volunteers, and the like, to ensure we use all options available to them. We work with mobility coalitions to provide travel training and listening sessions to potential riders to build awareness of transportation options.

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\*:**

Transportation Manager, Cliff Perry will take a lead role in working with the WSDOT staff. He has 20 years of experience working with federal, state, city and private funding sources. Nathan Phillips, CEO for Northshore Senior Center has over 20 years experience managing large non-profit program and agency contracts and has years of experience in grants management and compliance. Mark Smutny, past Director of Transportation for Sound Generations, is a grant consultant for us, with extensive experience in the field. The staff keep updated on the changes in regulatory expectations both in community groups and individually through the federal and state governing bodies. The NSC board is comprised of individuals both from the public and private sectors. The board consists of those who have experience in fiduciary responsibility of government contracting. All contracts are regularly reviewed at the board level by the CEO and finance committee.

**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	Page 62

Budget

Expenses

		** 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)	Variance Between Biennia	** July 1, 2025 - June 30, 2027 (Projected)	Variance Between Biennia
<b>Expenses</b>	<b>If Other, Please List</b>							
Rent & Utilities (if not included in overhead, above)		\$0.00	\$5,000.00	\$5,000.00	\$10,000.00	100.00%	\$10,000.00	0.00%
Contracted Services - Other		\$3,862.00	\$4,200.00	\$8,062.00	\$8,000.00	-0.77%	\$8,000.00	0.00%
Labor & Benefits		\$297,404.00	\$318,000.00	\$615,404.00	\$605,000.00	-1.69%	\$615,000.00	1.65%
Maintenance Parts & Supplies		\$105,182.00	\$115,000.00	\$220,182.00	\$200,000.00	-9.17%	\$202,000.00	1.00%
Other	Staff Appreciation, Conference, Mileage Reimburse	\$5,295.00	\$6,000.00	\$11,295.00	\$12,500.00	10.67%	\$14,000.00	12.00%
Overhead		\$42,331.00	\$51,395.00	\$93,726.00	\$86,670.00	-7.53%	\$88,500.00	2.11%
Project Supplies		\$16,021.00	\$20,000.00	\$36,021.00	\$40,000.00	11.05%	\$45,000.00	12.50%
Fares and Donations (must be a negative number)		\$-4,446.00	\$-4,250.00	\$-8,696.00	\$-8,800.00	1.20%	\$-9,000.00	2.27%
		<b>\$465,649.00</b>	<b>\$515,345.00</b>	<b>\$980,994.00</b>	<b>\$953,370.00</b>		<b>\$973,500.00</b>	

#### Revenue and/or Match

		** 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)	** July 1, 2025 - June 30, 2027 (Projected)
<b>Revenue and/or Match Sources</b>	<b>If Other, Please List</b>					
Local: Contract revenue		\$8,000.00	\$9,000.00	\$17,000.00	\$24,000.00	\$24,000.00
Local: Contract revenue		\$10,000.00	\$10,500.00	\$20,500.00	\$22,000.00	\$23,000.00
Local: Contract revenue		\$285,543.00	\$290,000.00	\$575,543.00	\$610,000.00	\$625,000.00
Local: Contract revenue		\$8,000.00	\$8,500.00	\$16,500.00	\$18,000.00	\$19,000.00
Local: Contract revenue		\$9,204.00	\$15,000.00	\$24,204.00	\$82,000.00	\$75,000.00
Local: Contract revenue		\$94,883.00	\$47,442.00	\$142,325.00	\$0.00	\$0.00
Local: Contract revenue		\$27,000.00	\$30,000.00	\$57,000.00	\$67,000.00	\$70,000.00
		<b>\$442,630.00</b>	<b>\$410,442.00</b>	<b>\$853,072.00</b>	<b>\$823,000.00</b>	<b>\$836,000.00</b>

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

Requested Amount: \$130,370.00

Revenue / Match Amount: \$823,000.00

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

Requested Amount: \$137,500.00

Revenue / Match: \$836,000.00

## Variances

Variance between 2021-2023 and 2023-2025:	-2.82%
Variance between 2023-2025 and 2025-2027:	2.11%

### Variances:

The percentage of variance is 10% per biennium. This increase funds our anticipated growth in staffing to remain compliant with Washington State's minimum wage standard, provides a living wage to NSC staff, and pays for an anticipated increase in our benefit package.

## Other Sources

### Other Sources\*:

We have contracted with Metro Transit Community Access Transportation program for many years, receiving reimbursement for transportation in our service area for those who qualify for the ACCESS program. Since 2011, NSC has partnered with the City of Kirkland to provide transportation to and from the Peter Kirk Community Center, for meal delivery to Kirkland residents, and for providing field trips for their members. The cities of Bothell and Kenmore have funded our operation since 2010, and the City of Woodinville since 2013. We have applied for human services funding from these three cities for the 2023 - 2024 biennium and are awaiting approval by those city councils. We have received funding from the City of Seattle Department of Human Services specifically for developing and maintaining a volunteer transportation program. We have partnered with Hyde Shuttle and Snoqualmie Valley Transportation for exploration and purchasing of scheduling software, with support from the Metro CAT program. This support decreases the need to request state dollars for these components of our transportation services and allows us to focus on operational support. Fundraising revenue is also allocated by the Northshore Senior Center to the project. Northshore continues to apply to private foundations and grants for continued support whenever possible. The Board, CEO and Transportation Manager are working towards a strategic plan that includes diversification of funding, expanding access and leveraging our current volunteer driving program to include routes to medical appointments.

## Comments

### Comments\*:

The budget is developed by total amount of expenditures forecasted by using actuals from previous year and applying costs increase/decrease based on methodology such as gas price index, employee expected COLA's, forecasted health benefits, etc. Local match includes money from King County contract and local municipalities. The 10% increase for each biennium reflects ongoing efforts to increase employee pay rates to be competitive with regional standards (state and King County minimum wage rules) along with expected increased expenses for vehicle maintenance due to the age of our fleet.

## DBE Goals

DBE Goals	Percentage	Efforts	No DBE
Yes	5.00%	Please see our Disadvantaged Business Enterprise Policy attached in the last section of the application. In addition, NSC will make the following good faith efforts despite being below the threshold needed for compliance adherence: 1: NSC will review all its current procurement practices for opportunities 2: NSC will identify vendors that are M/WBE/DBE 3: Establish procurement practices that include DBE 4: Request a list of business already identified DBE 5: Encourage and support those vendors who aren't currently designated DBE in obtaining the certification	

## Summary

July 1, 2023 - June 30, 2025

Expense Total:	\$953,370.00
Revenue Total:	\$823,000.00

Requested Amount

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

:

Percentage of Match:

\$130,370.00

Expense Total minus Revenue Total

86.33%

July 1, 2025 - June 30, 2027

Expense Total:

Revenue Total:

Requested Amount

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

:

Percentage of Match:

\$973,500.00

\$836,000.00

\$137,500.00

Expense Total minus Revenue Total.

85.88%

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 Vehicle Hours	6237	6550	12787	13500	5.58%	14000	3.70%
Revenue Vehicle Miles	74577	78000	152577	157000	2.90%	160000	1.91%
Passenger trips should be entered as whole numbers only.							
Passenger Trips	12560	13200	25760	27000	4.81%	28000	3.70%
Volunteer Hours	960	1000	1960	2000	2.04%	2000	0.00%
					15.33%		9.31%

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?\*

Since 1992, most funding for the NSC transportation program has been from government fee for service. Funding has included a contract with King County Metro, as well as Medicaid reimbursement through our Health and Wellness program. Since 2011 NSC has contracted with the City of Kirkland to provide transportation services including passenger rides, lunch deliveries, and field trips for the Peter Kirk Community Center The cities of Bothell and Kenmore have supported our operation since 2010. The City of Woodinville funding began in 2013. NSC has applied for human services funding from these cities for the next biennium and we expect funding to remain stable. Fundraising revenue is also allocated by the Northshore Senior Center using private donations. NSC continues to apply to private foundations and grants as opportunities arise. The CEO and Transportation Manager are developing a strategic plan for transportation that will include increasing options for riders through travel training, engaging the Community Ride van for some riders and to seek funding for serving very low-income people. We are exploring options for educational outings for our Inclusion program which serves youth with development disabilities. Not all individuals in this program are ACCESS qualified so we continue to look for funding opportunities to ensure we meet both programmatic and funding needs.



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:**

NSC will grow its transportation program to provide 13,200 one-way trips in the the first year of this grant, and will continue to grow the number of trips by 3% annually every year after that. For NSC, the trips provided help people with limited mobility reduce their social isolation and access critical basic needs in their community. In addition, riders in NSC's transportation programs are served by drivers who are trained in providing a positive social interaction, who scan for emerging needs, and who can refer to supportive programs in the community.

Milestones

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

Attachments

Attachments

Named Attachment	Required	Description	File Name	Type	Size	Upload Date
Copy of organization's most recent audit report	✓	Northshore Senior Center 2020 Audit Final	<a href="#">2020 Audit Final.pdf</a>	pdf	4 MB	09/22/2022 05:49 PM
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	✓	Approximate Service Area for Northshore Senior Center Transportation.	<a href="#">Northshore Senior Center Transportation Service Area.pdf</a>	pdf	72 KB	09/22/2022 04:20 PM
Population density map	✓	This population density map of King County gives a good indication of the rural nature of the Bothell area and the surrounding areas that we serve.	<a href="#">King_County_Population_density.jpg</a>	jpg	1 MB	09/22/2022 04:42 PM
Letters committing matching funds						
In-kind match valuation proposal (only operating and mobility management projects may use in-kind contributions as matching funds)						
Letters of support (combine into one file attachment)						
Letter of concurrence (for projects that operate in multiple planning regions)						
Federal Indirect Cost Rate Approval Letter						
Cost Allocation Plan		Cost Allocation Plan for Northshore Senior Center	<a href="#">Northshore Senior Center WSDOT Cost Allocation Plan - 2022 .docx</a>	docx	929 KB	09/22/2022 05:47 PM

## Supplemental Information

### ***Supplemental Information***

#### **Supplemental Information:**

Northshore Senior Center Disadvantaged Business Enterprise Policy Disadvantaged Business Enterprise (DBE) Policy Statement Northshore Senior Center (NSC) Board of Directors is committed to a policy of nondiscrimination in the conduct of its business, including the procurement of goods and services. NSC recognizes its responsibilities to the community it serves and reaffirms that commitment through adoption of this Disadvantaged Business Enterprise ("DBE") Policy Statement. Northshore Senior Center Board of Directors has established a DBE Program in accordance with the regulations of the U.S. Department of Transportation ("DOT"), 49 CFR Part 26. The DBE Program applies to all DOT-assisted projects. Northshore Senior Center's policy is to encourage disadvantaged business enterprises, including both minority-owned and women-owned businesses, to fully participate in any procurement process. The DBE Program goals are as follows: To create a level playing field on which DBEs can compete fairly and participate fully, especially in the performance of all DOT-assisted contracts and subcontracts; To help remove barriers in the participation of DBEs especially in DOT-assisted contracts and subcontracts; To ensure nondiscrimination on the basis of race, color, national origin or sex in the award and administration of contracts and subcontracts; To ensure that the DBE Program is narrowly tailored in accordance with applicable laws; To assist the development of firms that can compete successfully in the marketplace outside the DBE Program; and To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs. To utilize the directory prepared and maintained by the State of Washington Office of Women and Minority Business Enterprises. Implementation of the DBE Program is accorded the same priority as compliance with all other legal obligations incurred by Northshore Senior Center in its financial assistance agreements.

## 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\*:**

NSC is committed to serving the broad diversity of older adults and people with disabilities in the community, and ensuring services are both accessible and welcoming. The center has made diversity and inclusion efforts a priority by committing resources and staff time to community outreach with a focus on engaging racial and ethnic communities underrepresented in current NSC demographics. NSC has also continued the development of programs, services, and events of special interest to under-represented communities including increased food offerings (vegetarian and dietary), Diwali celebrations, LGBTQ awareness, and Black History Month activities. Along with these, NSC has diversified its Board of Directors to better reflect the community, and continues to train staff and volunteers on creating a welcoming environment.

***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\*:** Nathan Phillips  
First Name Last Name

**Title\*:** Chief Executive Officer

**Date\*:** 09/27/2022





**2010 Co  
King Co**