

# 960 - Homage TAP Outreach

## Application Details

**Funding Opportunity:** 331-2021-2023 Consolidated Grant Program - Mobility Management  
**Funding Opportunity Due Date:** Oct 30, 2020 5:00 PM  
**Program Area:** Consolidated Grant Program  
**Status:** Editing  
**Stage:** Final Application

**Initial Submit Date:**  
**Initially Submitted By:**  
**Last Submit Date:**  
**Last Submitted By:**

## Contact Information

### Primary Contact Information

**Name:** Salutation **Ann** Middle Name **Lindblad**  
First Name Last Name

**Title:** Grant Manager

**Email\*:** [alindblad@homage.org](mailto:alindblad@homage.org)

**Address\*:** 5026 196th St SW  
Homage.org  
Lynnwood Washington 98036-6102  
City State/Province Postal Code/Zip

**Phone\*:** (206) 300-4142 Ext.  
Phone  
### ### ####

**Fax:** ### ### ####

### Organization Information

**Legal Name\*:** Senior Services of Snohomish County/Homage

**DBA Name\*:** Homage Senior Services

**Organization Type\*:** Non Profit

**DUNS #:** 085192730  
#####

**Unique Entity Identifier (UEI):**

**Organization Website:** (Please enter http://... for this field)

**Physical Address\*:** 5026 196th st SW  
Lynnwood Washington 98270-6102  
City State/Province Postal Code/Zip

**Mailing Address\*:** 5026 196th st SW

Lynnwood Washington 98036-6102  
City State/Province Postal Code/Zip

**Remit to Address\*:**

5026 196th st SW

Lynnwood Washington 98036-6102  
City State/Province Postal Code/Zip

**Phone\*:**

(425) 583-9709 Ext.  
### ### ####

**Fax:**

### ### ####

**Fiscal Year End**

December

**Last day of\*:**

## 1-Organization Contact Information

### Organization Contact Information

Organization Director

**Name\*:**

Stephen McGraw  
First Name Last Name

Chief Executive Officer [smcgraw@homage.org](mailto:smcgraw@homage.org)  
Title Email Address

Applicant Contact

**Name\*:**

Ann Lindblad  
First Name Last Name

Grant Manager [alindblad@homage.org](mailto:alindblad@homage.org)  
Title Email Address

Project Contact

**Name\*:**

Ben Kramer  
First Name Last Name

General Manager - Transportation [bkramer@homage.org](mailto:bkramer@homage.org)  
Title Email Address

## 2-Summary of Project Information

### Summary of Project Information

**Does your mobility management project include the purchase of capital equipment\*:** No

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)\*:** 01,10,32,38,39,44  
Select all that apply

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

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

**Scope/ALI Code\*:** 11.7L.00

### Dependency on Other Projects

## Project Title

Transportation Assistance Program- Operating

### 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?\*** Yes

**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.\*:

TAP Outreach is a program to highlight the transportation service options of those in need in Snohomish County. The program utilizes in person one on one and group presentations as well as telephonic and mail communication. Focus will be on growing the outreach to also include virtual meetings. The services highlighted will include those in the PSRC, SNOTRAC, RARET, and the NCTC. Homage will partner TAP Outreach with a possibility of a partnership with local transit agencies and transportation partners for a contract to provide travel training in Snohomish County. Outreach will continue to market transportation options in the region.

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\*:

While there are transportation gaps in the region, there are also many resources and services that can provide transportation for a multitude of purposes. This also means many services are under utilized. Many people in the region merely do not know about the services that are offered or how to access and use them. Education to all transportation options in the region is required to make public transportation a success.

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\*:

The program coordinates with regional transit agencies and other providers to educate people on the transportation options in the county. This includes Community Transit, Skagit Transit, Island Transit, Everett Transit, Sound Transit, and partners from SNOTRAC, PSRC's Special Needs Transportation Committee, and North Counties Transportation Coalition.

Homage has also applied to contract with a provider in Snohomish County to provide travel training. The programs will work together to inform and train the public to use transportation options provided.

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:

TAP Outreach informs the public of their accessibility options in Snohomish County and the Puget Sound Region. This also furthers coordination efforts as marketing of all of the options expands knowledge of all of the programs, and helps identify further gaps and transportation needs.

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\*:

Progress will be monitored by tracking Key Performance Indicators such as the number of presentations made; what format the presentation was provided in; and follow up survey's to identify if individuals use services after being educated and if so, what service.

KPI's will be monitored monthly by the general manager. If at any time, the goals are not met, The program manager and general manager will meet and identify the shortfalls. A plan will be developed and implemented within 30 days to correct the performance shortfalls.

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\*:**

This program supports and enhances all transportation options in Snohomish County and those services that connect with other counties in the region. This approach of offering information on all service providers also provides enhancements to social services organizations in the region by educating their clients on what transportation options will work for them.

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\*:**

Steven McGraw, Chief Executive Officer. Steve holds a Master of Science in Clinical Psychology and Organizational Development from the University of Bridgeport. He has over two decades in executive level leadership in human services, healthcare, and educational sectors for local and international organizations.

Benjamin Kramer, General Manager of Transportation. Ben has over 16 years of experience in transportation. Experience includes management of multiple government and private sector contracts. He has 10 years in department level management for programs in vehicle maintenance, deviated fixed route operations, paratransit operations, and demand response. His time in the field also focused on safety protocols and regulations.

Arin Ricchiuti, Director of Finance. Arin has an Accounting degree from Central Washington University, and has 12 years of professional experience in non-profit accounting. She is responsible for the preparation of grant and agency budgets, financial reporting, contract compliance, management of the annual single audit, banking, risk management and IT for the organization.

Ramona Steel, TAP Manager. Mona worked as a care giver in rural Snohomish County for 28 years, giving her an opportunity to meet many of the riders got TAP. Mona became involved with the TAP program six years ago, moving into the program manager for the last 2 years.

**HSTP Plans**

Coordinated Public Transit - Human Services Transportation Plan	Page # or TBD
Puget Sound Regional Council	, C-7, C-10, C11

**4-Budget**

**Expenses**

Expenses	If Other, Please List	1st fiscal yr. current biennium (Actual)	2nd fiscal yr. current biennium (Budgeted)	Current Biennium (Total of Actual and Budgeted)	Future Biennium 1 (Projected)	Variance Between Biennia	Future Biennium 2 (Projected)	Variance Between Biennia
Labor & Benefits		\$35,567.00	\$17,800.00	\$53,367.00	\$95,849.00	79.6%	\$98,724.00	3.0%
Project Supplies		\$56.00	\$150.00	\$206.00	\$200.00	-2.91%	\$200.00	0.0%
Rent & Utilities (if not included in overhead, above)		\$1,222.00	\$1,425.00	\$2,647.00	\$2,851.00	7.71%	\$2,937.00	3.02%
Other	Printing, postage, prof services, training etc	\$3,292.00	\$3,960.00	\$7,252.00	\$17,900.00	146.83%	\$18,437.00	3.0%
Overhead		\$5,088.00	\$6,216.00	\$11,304.00	\$13,674.00	20.97%	\$14,084.00	3.0%
		<b>\$45,225.00</b>	<b>\$29,551.00</b>	<b>\$74,776.00</b>	<b>\$130,474.00</b>		<b>\$134,382.00</b>	

**Revenue**

<b>Sources of Revenue</b>	<b>If Other, Please List</b>	<b>1st fiscal yr. current biennium (Actual)</b>	<b>2nd fiscal yr. current biennium (Budgeted)</b>	<b>Current Biennium (Total of Actual and Budgeted)</b>	<b>Future Biennium 1 (Projected)</b>	<b>Future Biennium 2 (Projected)</b>
Local: Contract revenue		\$0.00	\$15,000.00	\$15,000.00	\$65,000.00	\$65,000.00
Local: Contract revenue		\$9,000.00	\$9,000.00	\$18,000.00	\$18,000.00	\$18,000.00
		<b>\$9,000.00</b>	<b>\$24,000.00</b>	<b>\$33,000.00</b>	<b>\$83,000.00</b>	<b>\$83,000.00</b>

**Requested Amount (2 Year Project)**

**Future Biennium 1 Total:** \$47,474.00

**Requested Amount (4 Year Project)**

**Future Biennium 2 Total:** \$51,382.00

**Revenue Total (2 Year Project)**

**Revenue Total:** \$83,000.00

**Projected Revenue Total (4 Year Project)**

**Projected Revenue Total:** \$83,000.00

**Variances**

**Variance Between Biennia 1:** 74.49%

**Variance Between Biennia 2:** 3.0%

**Variances:**

Biennia 1 variance primarily is attributable to COVID. With senior centers closed and a reduced interest in using public transportation services, outreach has slowed significantly. In the first biennium, we recognize that this program will need to work extremely hard to restore trust in transit.

**Other Sources**

**Other Sources\*:**

Snohomish County Grant - \$18,000

Sub-Contractor of Transdev for Community Transit Travel Trainer Program - \$65,000, this contract has not been awarded yet however the application has been submitted utilizing Homage as a sub.

**Comments**

**Comments\*:**

The budget was developed by utilizing YoY percentage increases based on assumptions as we emerge from COVID as well as adding the travel trainer component of the program.

**DBE Goals**

<b>DBE Goals</b>	<b>Percentage</b>	<b>Efforts</b>	<b>No DBE</b>
Yes	0.2%	We see potential to use a DBE for printing.	

**Summary**

**Future Biennium 1**

**Expense Total:** \$130,474.00

<b>Revenue Total:</b>	\$83,000.00
<b>Requested Amount - 1st Biennium:</b>	\$47,474.00 Expense Total minus Revenue Total.
<b>Percentage of Match:</b>	63.61%

## Future Biennium 2

<b>Expense Total:</b>	\$134,382.00
<b>Revenue Total:</b>	\$83,000.00
<b>Requested Amount - 2nd Biennium:</b>	\$51,382.00 Expense Total minus Revenue Total.
<b>Percentage of Match:</b>	61.76%

## 5-Measurable Outcomes

### Measurable Outcomes

For mobility management, 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 this will be the baseline measurement for the following biennium's application. Qualitative measures are optional.

### Intended Outputs\*:

The intended outputs for TAP Outreach are as follows:

- 40 in person or virtual presentations per year of each biennium. Total: 160.
- 250 individuals reached by presentation per year of each biennium. Total: 1000.
- 250 contacts via email, phone call, or printed material per year. Total: 1000.

The numbers are derived from current outcomes and assumptions based on TAP Outreach, in conjunction with Travel Training will have a dedicated staff member to present. Due to COVID-19, it was found important to include virtual presentations. In person will still be preferred when able. Virtual presentations will also provide greater opportunity to reach certain communities.

A planned greater focus of all transportation options that connect with Snohomish county, as well as a renewed focus on being able to provide transportation to low income residence in TAP will bring further opportunity to increase presentations and contacts through TAP Outreach.

## 6-Milestones

### Milestones

MOBILITY MANAGEMENT	Date (mm/yy)
Project Start	07/21
Project Complete	06/25

## 7-Attachments

### Attachments

Named Attachment	Required	Description	File Name	Type	Size	Upload Date
Copy of organization's most recent audit report (required)	✓	2019 Homage Audited Financial Statements	2019-1231 Homage-Senior Services FS-SAR 003 - Copy.pdf	pdf	461 KB	10/30/2020 11:51 AM
501(c) IRS Letter of Determination (For new non-profit applicants only)						
W-9 Certification (for new non-profit applicants who are						

WTO Certification (for new nonprofit applicants who are direct service providers)

Service area map (required)

✓ Homage Transportation Service [Homage Transportation Service Area](#)  
area is in white. [Map.pdf](#)

pdf 399 10/30/2020  
KB 02:31 PM

Population density map (required)

✓ Snohomish County Population [Snohomish COunty Pop. Density.pdf](#)  
Density Map

pdf 463 10/30/2020  
KB 02:34 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)

## 8-Supplemental Information

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### **Supplemental Information**

**Supplemental Information:**

## 9-Certification

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### **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\*:**

Stephen McGraw  
First Name Last Name

**Title\*:**

Chief Executive Officer

**Date\*:**

10/30/2020