

2012 King County Human Services Bus Ticket Program Program Policies and Guidelines

PROGRAM DESCRIPTION

The King County Human Services Bus Ticket Program provides subsidized bus tickets to eligible agencies. The Metropolitan King County Council established the program in 1993 to help meet the transportation needs of homeless and/or low income persons. Approved agencies are authorized to spend up to a specified amount for bus tickets, paying 20 percent of the ticket cost with the King County Metro Transit Division subsidizing the remaining 80 percent of the cost.

The total annual ticket subsidy (approximately \$1.8 million was available in 2011) is distributed on a negotiated basis between the King County Department of Community and Human Services (DCHS) and the City of Seattle's Human Services Department (HSD). Both King County and the City of Seattle allocate ticket funds to organizations based on an annual application process. Annual allocation of funding is contingent upon King County Metro's receipt of funding for the program from the Metropolitan King County Council.

ELIGIBILITY REQUIREMENTS

Eligible agencies are non –profit agencies or public, community-based social service organizations.

1. Agencies must serve homeless and/or low income persons (*definitions of low income and homeless are provided below*);
2. Agencies must serve a majority of clients whose residence is in King County, outside the City of Seattle¹; and
3. Agencies will use the bus tickets to help homeless and/or low income clients access services critical to personal and residential stability.

(Note: Tickets may only be used for clients; they may not be used to cover the transportation costs of Agency staff and/or volunteers, including volunteer staff receiving stipends.)

¹ A similar program is available for agencies located in the City of Seattle and serving primarily Seattle residents. Please contact the Seattle Human Services Department at (206) 384-0106 for more information.

**Definition of Low Income Per the Federal Department of Housing
and Urban Development's (HUD) Income Limits (2011)**

	FAMILY SIZE							
	1	2	3	4	5	6	7	8
Income not more than:	\$30,400	\$34,750	\$39,100	\$43,400	\$46,900	\$50,350	\$53,850	\$57,300

HOMELESS: *Any individual who lacks a fixed, regular and adequate nighttime residence, and whose primary nighttime residence is a supervised publicly or privately owned shelter or transitional housing program or a public or private place that is not designed for regular sleeping accommodations for human beings.*

FUNDING PRIORITY

Applications that meet basic eligibility requirements for the King County bus ticket program will be ranked according to the following priority order:

- 1) Previously funded agencies/programs² that will utilize bus tickets to help homeless persons access shelters, health care agencies, employment, and related services critical to personal and residential stability.
- 2) First-time applicants that will utilize bus tickets to help homeless persons located within King County, outside the City of Seattle, access shelters, health care agencies, employment and related services critical to personal and residential stability.
- 3) Previously funded agencies that will utilize bus tickets to assist low income persons to meet immediate employment, job training, housing, health care, education, and other basic needs.
- 4) First-time applicants that will utilize bus tickets to assist low income persons located within King County, outside the City of Seattle, to meet immediate employment, job training, housing, health care, education, and other basic needs.
- 5) Previously funded agencies located within the Seattle city limits who serve primarily Seattle clients yet meet all other eligibility requirements.

APPLICATION AND SELECTION PROCESS

King County DCHS provides applications to local human services agencies in early November of each year. Agencies will be asked to use one application for all their programs to the extent possible. Both DCHS and Seattle HSD will have the same deadline for applications to be received. Applications must be received by this deadline in order to be

² This term refers to agencies that have received funding through the program at any point since its inception.

considered. Applications will be reviewed, and those meeting the funding criteria will be ranked according to the funding priorities listed above.

Before award letters are sent to agencies, DCHS will share its list of applicants with Seattle HSD to see if any approved agencies applied to both jurisdictions. If this is the case, DCHS and HSD will together decide on the most appropriate and streamlined way for funding to occur. The City of Seattle and King County will also coordinate funding decisions on those agencies with countywide operations.

Once all award decisions have been finalized, award letters will be mailed to agencies by early January 2012.

APPLICATION SUBMITTAL INSTRUCTIONS

Only one (1) application per agency.

The completed application (hard copy or e-mail only) must be received by 5:00 p.m., Thursday, December 1, 2011.

King County Department of Community and Human Services
Attention: Janice Hougen, Homeless and Housing Program
401 5th Avenue, Suite 500
Seattle, Washington 98104

Applications not received at this location by this time will not be accepted or considered. You may either send a completed hard copy of this application to the above address or you may send an electronic copy to janice.hougen@kingcounty.gov. and fax ONLY the signature page to us at (206) 296-0229, if necessary.

AWARD DATE

King County Department of Community and Human Services will review the applications and make allocation decisions by early January 2012.

CONTACT INFORMATION

If you have any questions about the application process or the King County Human Services Bus Ticket Program, please contact Janice Hougen at (206) 263-9089 or janice.hougen@kingcounty.gov.