



**King County**  
Community Services Division  
Housing and Community Development  
Department of Community and Human Services  
401 Fifth Avenue, Suite 510  
Seattle, WA 98104  
206-263-9033 FAX: 206-296-0229  
TTY Relay: 711

December 22, 2015

Michele Marchand  
Seattle Housing and Resource Effort  
PO Box 2548  
Seattle, WA 98111

**RE: 2016 King County Human Services Reduced Fare Bus Ticket Program**

Dear Michele Marchand

We are pleased to inform you that your application for the 2016 Human Services Reduced Fare Bus Ticket Program has been approved. Your agency is authorized to spend up to \$136,728.40 on Metro bus tickets, for a total ticket value of \$683,642.00.

Your tickets must be purchased in person at King County Metro Customer Service, 201 South Jackson Street, in Seattle.

**Tickets may only be purchased after the Department of Community and Human Services (DCHS) receives the original enclosed Memorandum of Agreement (MOU), signed and dated by the agency. Once DCHS receives the signed agreement from your agency, the department will notify Metro so that you may pick up your tickets with the proper documentation.**

Information, instructions, and forms for purchasing tickets from Metro in 2016 are also enclosed. As a reminder, **all tickets must be purchased by September 23, 2016.** Once this date has passed, any unspent balances may be recaptured and reallocated by DCHS.

**Usage Logs**

This program uses two different types of bus ticket usage logs.

*Client-Level Usage Logs*

To create consistency in how agencies track bus tickets given to individual clients, DCHS has created the attached Client-Level Usage Log. While we recommend that agencies use this log for their programs, if your agency chooses to use your own form we require that it contain the following elements:

1. Name of the program
2. Date tickets are issued
3. Name of staff issuing the ticket

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4. Trip purpose
5. Client name and client initials verifying receipt of the tickets.

For those who have participated in the program in the past you will notice we are no longer requiring you to track the type of tickets distributed for all tickets given out in 2016. To make income verification as easy as possible for agencies, we've incorporated a column into this usage log for your program participants to initial verifying that they meet the program definition of low-income. This is just one of the options for income verification that are explained more in the attached Memorandum of Understanding.

#### *Program-Level Usage Logs*

Two times a year agencies are required to submit separate summary usage logs for each of their programs that received Human Service Reduced Fare bus tickets. The Program-Level Usage Log for agencies that received awards in 2015 is due on January 31, 2016 for the period of July 1, 2015 through December 31, 2015. This log is available on our website-  
<http://www.kingcounty.gov/operations/DCHS/Business/BusTicketProgram.aspx>

Please email your completed Program Level Usage Log to [homeless.housing@kingcounty.gov](mailto:homeless.housing@kingcounty.gov)

On July 31, 2016, the usage log for the period of January 1-June 30, 2016 is due.

#### *Lost or Stolen Ticket Reporting Form*

Also enclosed is a template for reporting lost or stolen tickets, should that occur. The electronic version of this is also available on the above website.

#### *Note About Sound Transit Link Light Rail Day Passes and Bus Routes*

Sound Transit Link Light Rail day passes are also sold at King County Metro. The Light Rail day passes are offered at a discount of over 80 percent. There is no limit on the amount of Light Rail passes agencies may purchase. Please note that King County Metro keeps separate accounts for the amount of money your agency is authorized to spend using the King County Human Services Reduced Fare Bus Ticket Program and the similar program offered by Sound Transit. Therefore, if you agency will be purchasing Link Light Rail passes make sure this is charged to your Sound Transit allocation. Also, funds allocated for Sound Transit Light Rail is not transferrable to purchase King County Reduced Fare Human Services bus tickets.

Thank you for your interest in this program and for your work on behalf of homeless and low-income people in King County. If you have any questions, please contact Debra Wood at 206-263-9043.

Sincerely,

Mark Ellerbrook  
Regional Housing and Community Development Manager

cc: Hedda McLendon, Program Manager, Housing and Community Development  
    **ATTN:** Janice Hougen, Reduced Bus Fare Ticket Program Manager  
    Debra Wood, Administrator, Community Services Division