King County

Department of Community and Human Services

2027 Human Services Bus Ticket Program

Application Release Date: 11/12/2026

Priority* Application Due Date: 11/30/2026 by 5:00 p.m. Pacific Time

Full Application Due Date: **9/1/2027 by 5:00 p.m. Pacific Time**

Total Allocation Available: **$444,440** ($4,444,400 face value)

Submitting an Application

Agencies serving people experiencing homelessness and/or low-income households are welcome to apply for the 2027 Human Services Bus Ticket Program. This application is now open and applicants must submit their application via Microsoft Forms no later than the due date(s) noted above. Access to tickets will be awarded to all eligible applicants in accordance with the following and the attached instructions, requirements, and specifications. Applicants are responsible for regularly checking the Human Services Bus Ticket Program website for any updates, clarifications, or Addenda to these application guidelines.

Submit Application through Microsoft Forms at:
https://forms.cloud.microsoft/g/WPgR0ZNZdK

*Applications submitted by November 30, 2026 will be reviewed and awarded applicants are anticipated to receive a Letter of Agreement by January 1, 2027.

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1. Introduction

The King County Department of Community and Human Services (DCHS) is pleased to release this application for the 2027 Human Services Bus Ticket Program (HSBTP) with allocations from DCHS and King County Metro (Metro). All approved agencies will enter into a Letter of Agreement (LOA) or Memorandum of Understanding (MOU) with the King County Department of Community and Human Services (DCHS) that will begin on or after January 4, 2027 and end on December 31, 2027.

A. King County Metro Bus Ticket Allocations

Through a noncompetitive application process, the King County Department of Community and Human Services and King County Metro are making available access to discounted bus tickets up to $444,440 in allocation value (up to $4,444,400 in face value) for the HSBTP.

B. Equity, Racial and Social Justice

For many in our region, King County is a great place to live, learn, work, and play. Yet we have deep and persistent inequities - especially by race and place – that, in many cases, are getting worse and threaten our collective prosperity. Equity, Racial and Social Justice (ERSJ) is an integrated part of DCHS' work. Our goal is to ensure that all people, regardless of who they are and where they live, have the opportunity to thrive, with full and equal access to opportunities, power, and resources.

DCHS seeks to support community-led and community-informed organizations that uphold the values of and are embedded in the communities they serve across all aspects of their leadership and service. We further seek to support organizations that recognize and address the disparities that exist in our communities, both across DCHS and by specific program area.

The applicant may be asked to demonstrate an understanding of and a commitment to the principles of ERSJ as demonstrated by the values of their staffing and board, services tailored to community need, and commitment to social justice, racial equity, and continuous improvement. One aspect of this work includes understanding – at both a program and system level – structural and institutional racism as it plays out for individuals served through the HSBTP, and the disparate impacts on individuals' collective experiences and outcomes compared to the population as a whole.

2. Application Overview

A. Program Purpose Statement

The HSBTP makes ticket books (for bus/transit tickets) available to agencies serving people experiencing homelessness and/or people with low income, with participating agencies paying approximately 10 percent of the ticket value at the time of purchase and Metro subsidizing the remaining 90 percent. The purpose of the HSBTP is to improve transportation access for people experiencing homelessness and/or people with low income.

DCHS administers this application process in collaboration with Metro for all applicant agencies. Applying for access to ticket books (ticket allocation) through this application process does not

guarantee an award. DCHS reserves the right to proportionally distribute ticket allocations to agencies to ensure regional distribution of tickets. The goal is to allocate tickets to as many eligible programs as possible. The HSBTP is intended to improve access to programs and services for people experiencing homelessness and/or people with low income, but it does not cover all transportation needs.

Any LOA or MOU resulting from this application process is tentatively scheduled to begin on or around January 1, 2027 and to end on December 31, 2027. LOAs resulting from this application process that are signed after January 1, 2027 will begin on the date of the last signature. Tickets may be purchased beginning January 4, 2027, or the first business day after the date of last signature, until December 31, 2027. Ticket allocations must be utilized for ticket purchases by December 31, 2027. Amendments to extend or shorten the period of performance, if any, will be at the sole discretion of DCHS.

NOTE: Agencies awarded an allocation through the HSBTP can only purchase paper tickets and not the ORCA LIFT cards designed for the adult low-income fare. Beginning March 1, 2015, Metro Implemented a low-income fare ORCA LIFT card for adult riders with incomes at or below 200 percent of the Federal Poverty Level. This is a separate resource for low-income residents in our region. Click here for more information about the ORCA LIFT card.

B. Background

The Metropolitan King County Council established the HSBTP in 1993 to provide transportation for people experiencing homelessness and/or people with low income. King County Code (KCC) 4A.700.210 established annual funding for the Program. HSBTP makes ticket books (for bus/transit tickets) available to agencies serving people experiencing homelessness and/or people with low income, with the agency paying a portion of the transit ticket value at the time of purchase and Metro subsidizing the remaining cost of the transit ticket.

C. Objective

1. Scope of Work

If an agency receives an award through this application process, an agency must enter into a Letter of Agreement (LOA) or Memorandum of Understanding (MOU) with DCHS before being able to purchase bus/transit ticket books from Metro. Agencies may then purchase tickets for use between the start date of their LOA or MOU and December 31, 2027. **Agencies should apply ONLY if they intend to distribute the bus/transit tickets to eligible individuals by December 31, 2027.**

a. Program Management

Agencies that receive ticket allocations must be able to comply with the following policies and procedures requirements. To ensure tracking and accountability for HSBTP, agencies are required to submit program policies and procedures as part of the application submission. Policies and procedures must be approved by DCHS before an agency is awarded and able to purchase tickets from Metro. Agencies must follow their approved policies for administering the bus/transit ticket books to eligible participants and should expect to be monitored by King County DCHS staff. Policies must include the following key eight elements:

1) A clear process for how bus tickets are stored in a locked room and/or container;

2) Guidance on who has access to the tickets;

3) Guidance on how tickets are prioritized for use;

4) The number and types of tickets distributed to individuals at any given time;

5) A clear process for how tickets are logged and tracked;

6) How income and/or homeless status are verified;

7) How the agency monitors multiple programs or sites that are distributing tickets; and

8) A prompt process for reporting to DCHS within three days of discovering any loss or theft of tickets. The Loss or Theft Reporting Form can be found on the Program webpage at https://kingcounty.gov/en/legacy/depts/community-human-services/housing/services/homeless-housing/bus-ticket-program.

b. Income Verification

1) Agencies must verify participants' income to determine eligibility for this program. Income verification is sufficient if it was completed for a particular participant within the past two years as of January 1, 2027.

2) No income verification is required for self-declared homeless participants, those receiving Housing and Essential Needs (HEN) services, or those receiving Medicaid, since they are assumed to meet the program's definition of low income.

3) Income can be verified using several options:

a. Verbal disclosure from participants of their income.

b. Participant initials on the site-based Ticket Distribution Log verifying that they have low income according to this program's definitions.

c. Participant showing an agency staff person their Medicaid card. HSBTP has the same income eligibility as Medicaid.

d. Other methods of income verification (i.e., tax forms, pay stubs, benefits receipts, etc.).

4) Agencies may not require any additional screening criteria for participants besides income verification and homelessness.

c. Purchasing Tickets

Awarded agencies must place orders for tickets and purchase them directly through Metro. Metro offers different types of human services bus and light rail ticket books

available for purchase. Current ticket prices are listed on the HSBTP Order From that can be found at the HSBTP Program webpage.

1) King County Metro (only) ticket books – no expiration

2) Senior and/or Regional Reduced Fare Permit (RRFP) Tickets – no expiration

3) Combination King County Metro/Sound Transit (ST) Link all-day pass **– always expires at the end of the current calendar year.** Metro's discount is higher than 90% for these combination fare media, and therefore the deduction from the allocation is higher, to reflect that difference.

4) ST Link all-day pass (only) - **always expires at the end of the current calendar year.** These ST Link all-day ticket books are not charged against an agency's allocation.

d. Ticket Restrictions

1) ST Link tickets are valid on Link light rail only; they are not valid on the Sounder Commuter Rail, ST Express buses, or Metro buses.

2) Metro tickets are not valid on local Community Transit (CT) or CT Swift Blue line.

3) Before distribution, a ST Link all-day pass must be validated. To validate the pass, use a permanent pen to enter the date that the ticket will be used. The ticket will be valid for that single day only. Sound Transit is not responsible for lost, stolen, or incorrectly validated passes.

4) A fare inspector or operator may ask to see any ticket as proof of payment.

5) Failure to adhere to conditions of their LOA or MOU may result in the discontinuance of the sale of ticket books to an agency.

6) Metro will not exchange, refund, or replace ticket books.

7) Only named authorized staff may purchase ticket books for the awarded agencies.

e. Reporting Requirements

1) If an agency receives an HSBTP allocation award, the agency must submit a summary level Semi-Annual Usage Log by program twice during the award period. Usage Log(s) submitted to King County DCHS must be completed on the specified form and contain aggregate program data (with no participant identifying information). Usage Log(s) that are incorrectly completed or missing information will need to be resubmitted. Usage Logs are submitted to King County DCHS twice a year and in accordance with the following schedule:

a. Usage Logs for January 1 - June 30, submitted no later than July 31, 2027.

b. Usage Logs for July 1 - December 31, submitted no later than January 31, 2028.

2) Agencies that do not submit Usage Logs for all programs and/or submit incomplete Usage Log(s) may have their allocation balance at Metro and ability to purchase tickets suspended until issues are resolved.

3) DCHS expects awarded agencies to collect additional information in the form of Ticket Distribution Logs, which must be stored on-site with the tickets. This information will not be submitted on the Semi-Annual Usage Log(s); however, it must be made available at the request of King County DCHS. At a minimum, the following information is required on Ticket Distribution Logs:

    a. Name of the program;

    b. Date(s) ticket(s) is issued;

    c. Name of staff issuing the ticket;

    d. Trip purpose;

    e. Number of tickets issued per participant;

    f. Participant name; and

    g. Participant initials verifying receipt of the tickets.

4) Agencies should expect that DCHS staff will monitor the above Ticket Distribution Log information and the rate at which agencies purchase bus/transit tickets against the allocation awarded to them. The Ticket Distribution Log template can be found at the HSBTP Program webpage.

2. Period of Performance

The period of performance of any contract resulting from this application is tentatively scheduled to begin on or around January 1, 2027 and to end on December 31, 2027. An amendment to extend or shorten the period of performance, if any, will be at the sole discretion of DCHS.

3. Focus Population(s)

The HSBTP is intended to serve people experiencing homelessness and/or people with low income.

4. Outcomes

Improve transportation access for people experiencing homelessness and/or people with low income.

3. Eligibility and Minimum Qualifications

A. Eligibility

This application is open to entities that are a(n):

1. Non-Profit Corporation with federal tax-exempt status with a registered Federal Identification Number (TIN) or Employer Identification Number (EIN);
2. Federally recognized Tribe or Tribal organization;
3. Public or governmental agency; or
4. Public housing authority.

Small nonprofit organizations are encouraged to submit an application.

B. Minimum Qualifications

Eligible applicants must meet the following minimum qualifications:

1. Be in good standing and eligible to receive federal, state, and county funds and must not be currently debarred, suspended, or otherwise excluded from federal or King County funding.
2. with any King County contract, whether with DCHS or another King County Department, may be deemed ineligible for award until issues are resolved.
3. Agree to adhere to DCHS' Standard Terms and Conditions.
4. Agree to adhere to the Letter of Agreement or Memorandum of Understanding.
5. Serve people experiencing homelessness and/or people with low income (see definitions in section 8).
6. Be able to disperse tickets to support people experiencing homelessness and/or people with low income to access housing, health care, employment, and related services critical to personal and residential stability.
7. Certify the ability to purchase and disperse the tickets to eligible participants prior to December 31, 2027.
8. For applicants awarded in the 2026 HSBTP application year, the applicant must be in full compliance with program policies and procedures and have turned in completed January-June 2026 Usage Log(s).

4. Available Funding

DCHS reserves the right to not award all funds advertised in this application process.

Metro has the budgeted amount not to exceed four hundred forty four thousand four hundred forty dollars ($444,440) of ticket allocations ($4,444,400 in face value) for this application process.

Any contract awarded as a result of this application process is contingent upon the availability of funding.

5. Application Process

A. Timeline

The following timeline represents the tentative schedule of the entire application process, from release of the Solicitation to contract execution for program implementation. **The dates listed here are subject to change.**

Applicants are responsible for monitoring the HSBTP website for any changes prior to the application deadline.

Full Application Dates

Application Release	November 12, 2026
Optional Pre-Application Information Session(s)	11/16/2026 at 1:00pm **Microsoft Teams meeting** **Join the meeting now** Meeting ID: 278 834 144 220 067 2 Passcode: GQ2TY2zZ **Dial in by phone** +1 425-653-6586,,751962086# United States, Bellevue Find a local number Phone conference ID: 751 962 086#
Application Due Date	**Priority Deadline: November 30, 2026** for a January 4, 2027 start date **Final deadline: September 1, 2027 OR when all available allocation is awarded, whichever comes first.**
Anticipated notification of selected and non-selected applicants	If submitted by priority deadline: December 31, 2026 If submitted after priority deadline: on a rolling basis with notifications anticipated within 30 days of application.
Anticipated program/contract start date	January 4, 2027, or on a rolling basis with start dates anticipated within 30 days of application.

Applications submitted **before November 30, 2026,** will be reviewed in early December 2026. Approved Agencies will receive an LOA or MOU in December 2026 for a term of January 4, 2027, through December 31, 2027.

After December 1, 2026, applications will be reviewed on a rolling basis each month through September 1, 2027. Applications submitted by the first of the month will be reviewed and if approved, the Agency will be routed an LOA or MOU with a start date of the 15th of that month. Applications submitted by the 15th of the month will be reviewed and if approved, the Agency will be routed a LOA or MOU with a start date of the first of the following month.

This approval schedule will continue until all available funding is dispersed, or until the application close date of September 1, 2027, whichever comes first.

B. Information Session (not mandatory)

An information session is scheduled to be held at the date, time, and method/location indicated in the application timeline above.

All prospective applicants are highly encouraged to attend; however, attendance is not mandatory.

DCHS will be bound only to DCHS-written answers to questions. Questions arising at the information session or in subsequent communications will be documented and answered on the HSBTP website. **Applicants are responsible for checking the HSBTP website for any DCHS-written answers to questions and/or posted Addenda to these application guidelines.**

C. Communication

1. Communication with DCHS About This Application Process

Interested parties may submit questions in writing by emailing HS.BusTicketProgram@kingcounty.gov.

All communication regarding the subject matter of this opportunity between the applicant and DCHS upon release of this application must be through the below HSBTP Lead:

Skye Haeffele
HS.BusTicketProgram@kingcounty.gov

All application documents will be linked on the HSBTP website.

Any other communication will be considered unofficial and non-binding on DCHS. Applicants are to rely on written statements published on the HSBTP website.

Communication with other DCHS staff will be considered unofficial and non-binding on DCHS. Applicants are to rely on written statements issued by the HSBTP Lead. DCHS will be bound only to DCHS-written answers to questions. Questions will be documented and answered in written form. Applicants are responsible for checking for any posted changes on the HSBTP website prior to applying.

2. **Communication from DCHS to Applicants About the Outcome of This Application Process**

   Unless otherwise requested, letters and other transmittals pertaining to this program will be issued to the e-mail address noted in the application. If other personnel should be contacted via e-mail in the evaluation of this application, or to be notified of evaluation results, please complete the information in the area provided in the application. Emails may come from ContractingWithDCHS@kingcounty.gov or a DCHS staff member's email account ending in kingcounty.gov.

   It is the responsibility of the applicant to ensure any e-mail address(es) provided is/are correct and functioning properly. DCHS is not responsible for any technical difficulties that the applicants may experience related to receiving e-mails or otherwise.

D. Technical Difficulties

Applicants are encouraged to complete their applications early to avoid any difficulties or errors in submission. DCHS is not responsible for any technical difficulties that may occur during the application process. Since funding is available on a first-come, first-served basis, submission delays could affect the amount of funding awarded.

6. Application Submission

Responses are hereby solicited and will be received via Microsoft Forms no later than the due date and time noted on the first page of these application guidelines. Applicants are responsible for checking the HSBTP website for any updates, clarifications, or Addenda. Applicants may only submit **one** application, but they may include multiple distribution sites in their application. Should an awardee need additional ticket allocation during the program year, awardees may request additional allocation through an Additional Allocation Request form on the HSBTP website, which will be available after January 4, 2027.

Note: Applicants bear the risk that technical difficulties may result in a late or undelivered application. Therefore, applicants are encouraged to submit materials as far in advance of the due date and time as possible.

To ensure a complete application package:

A. Complete all fields in the 2027 Human Services Bus Ticket Application Form: https://forms.cloud.microsoft/g/WPgR0ZNZdK

B. Email a complete and accurate Program Policies and Procedures document for the HSBTP to the HSBTP Lead.

1. Applicants may use their formatting of choice for their Program Policies and Procedures. If desired, applicants may use a template available for download from the HSBTP website.

2. The completed file should be emailed to HS.BusTicketProgram@kingcounty.gov.

7. Selection Process

A. Evaluation Criteria

Each responsive application will be reviewed strictly in accordance with the requirements stated in these application guidelines and any Addenda issued.

Each application received by the stated deadline will be reviewed by the HSBTP Lead to ensure that the application contains all the required information requested in these application guidelines. Each responsive application that meets the application requirements will be evaluated by DCHS for an LOA or MOU. Any applicant who does not meet the stated qualifications or any application that does not contain all the required information may be rejected as incomplete.

The HSBTP Lead may, at their sole discretion, contact the applicant for clarification of any portion of their application. Applicants should take every precaution to ensure that all answers are clear, complete, and directly address the specific question or requirement.

B. Final Determination

1. Responsive Determination

   In determining the responsiveness of the application, DCHS will consider all the material submitted by the applicant, and other evidence it may obtain otherwise, to determine whether the applicant is in compliance with the terms and conditions set forth in these application guidelines.

2. Responsible Determination

   In determining the responsibility of the applicant, DCHS may consider the following for each of the applicants:

   a. Ability, capacity, and skill to perform the contract and provide the service required;

   b. Character, integrity, reputation, judgment, and efficiency;

   c. Financial resources to perform the contract properly and within the times proposed;

   d. Quality and timeliness of performance on current and/or previous contracts with the County and other agencies, including, but not limited to, the effort necessarily expended by the County and other agencies in securing satisfactory performance and resolving claims;

e. Compliance with federal, state, and local laws and ordinances relating to public contracts; and

f. Other information having a bearing on the decision to award the contract.

Failure of an applicant to be deemed responsible or responsive may result in the rejection of an application.

All eligible applicants will receive an LOA or MOU awarding bus tickets for the program term until all funds are dispersed or the application form closes, whichever comes first. Final selection of awardees will be made by King County division and department directors based upon Equity and geographic considerations to ensure services are responsive to funding priorities and community need. DCHS reserves the right to make selections based on the best interests of King County, and as a result, may not award the full amounts requested in the application.

C. Funding Allocation and Contract Negotiations

DCHS anticipates that requests for allocation from the selected applicants may exceed the total dollar amount of allocation available through this application process prior to September 1, 2027. If this occurs, DCHS reserves the right to enter discussions with applicants to assess if proposed services and activities can be scaled to match the dollar amount offered by DCHS. If the request is not scalable, or the applicant rejects the dollar amount offered by DCHS, the County reserves the right to withdraw the allocation offer to the applicant.

8. Glossary of Terms

A list of general procurement and contract definitions can be found on the DCHS website https://kingcounty.gov/en/dept/dchs/human-social-services/funding-opportunities-dchs/how-to-contract-dchs. All other definitions specific to this application process are as follows:

Addendum/Addenda: Written additions, deletions, clarification, interpretations, modifications, or corrections to the Solicitation documents issued by DCHS during the Solicitation open period and prior to award.

Agency: A nonprofit organization (501c3), public housing authority, local government, or federally recognized tribe.

Agiloft: An online application and contract management portal where awarded applicants can access and view LOA or MOU information and submit semi-annual usage logs.

Applicant: The person or entity that prepares and submits an application to a Solicitation. Applicant/application may also be called “Bid/Bidders,” “Proposal/Proposers,” “Response/Respondents,” etc. but the meaning remains the same.

Best and Final Offer (BAFO): If applicable and requested of the applicant, is a final offer submitted which contains their most favorable terms for cost or terms of service.

Contractor: Term used within the King County DCHS Standard Terms and Conditions, signifying the entity awarded funding in consideration for the performance of certain services and as described in the resulting contract.

Culturally Relevant/Responsive Services: An approach and/or programming that honors and engages in the history, beliefs, traditions, and values of those who are served. Culturally Relevant/Responsive Services understand, support, and honor attitudes, values, languages, and behaviors unique to each person and/or organization.

Equity: When all people have full and equal access to opportunities that enable them to attain their full potential; as opposed to equality, which means treating everyone the same, regardless of their needs.

Homeless: The definition can be found at the King County Department of Community and Human Services website: https://kingcounty.gov/en/dept/dchs/human-social-services/funding-opportunities-dchs/how-to-contract-dchs/housing-requirements

Low-Income: For single adults or families, low income is defined as having income at or below 138 percent of the Federal Poverty Level (FPL), as detailed below:

Family Size	Maximum Income
1	$22,025
2	$29,863
3	$37,702
4	$45,540
5	$53,378
6	$61,217
7	$69,055
8	$76,894

Racial Equity: The condition that would be achieved if one's racial identity no longer predicted, in a statistical sense, how one fares. When DCHS uses the term, we are thinking about Racial Equity as one part of racial justice, and thus we also include work to address root causes of inequities not just their manifestation. This includes elimination of policies, practices, attitudes, and cultural messages that reinforce differential outcomes by race or fail to eliminate them.[1]

Regional Reduced Fare Permit (RRFP): The Regional Reduced Fare Permit (RRFP) gives riders ages 65+, riders with disabilities, and Medicare card holders reduced fares on participating transit agencies in the Puget Sound area. More information about eligibility is available here: https://kingcounty.gov/en/dept/metro/fares-and-payment/reduced-fares/regional-reduced-fare-permit

Solicitation: This document details a specific application opportunity process. The Solicitation includes project information and application information and requirements. Solicitations may also be called a Request for Application (RFA), Request for Bid (RFB), or Request for Proposal (RFP), to name a few alternative names.

[1] https://www.racialequitytools.org/glossary

9. Application and Contract Terms

A. Application Terms

1. Revisions to the Application

If DCHS determines, in its sole discretion, that it is necessary to revise any part of these application guidelines, an Addendum to these application guidelines will be published on the HSBTP website. The date of the most recent Addendum will be noted in the Addendum.

DCHS also reserves the right to cancel or to reissue the application process in whole or in part, prior to execution of a contract.

2. Cost to Propose

DCHS will not be liable for any costs incurred by the applicant in preparation of a application submitted in response to this application process, in conduct of a presentation, or any other activities related in any way to this application process.

3. No Obligation to Contract

This application process does not obligate DCHS to enter into any contract for services specified herein.

4. Rejection of an Application

DCHS reserves the right, at its sole discretion, to reject any application received without penalty and not to issue any contract as a result of this application process.

5. Acceptance Period

An application must remain valid for one hundred twenty (120) calendar days after the application due date.

6. Best and Final Offer (BAFO)

DCHS reserves the right to request a BAFO before awarding any contract to further assist in determining the awarded applications. Terms of the BAFO will be communicated by the HSBTP Lead.

7. Award

Final selection of awardees may be made by King County division and department directors based upon final score calculations and recommendations from the HSBTP Lead. DCHS may enter into contract negotiations based upon the final selections.

DCHS intends to award one (1) or more contracts to potential applicants. The Solicitation Manager will notify all applicants in writing of the acceptance or rejection of their application. Written notification will be sent via email to the email address associated with

the applicants' staff members who submitted the complete application as explained in Section 5.C. above.

8. Protest

King County has a process in place for receiving protests/appeals based upon the application process or contract awards. The protest/appeal procedures are available on King County's website.

9. Waiver of Administrative Irregularities

King County reserves the right to waive minor administrative irregularities or informalities in an application.

10. Public Records Act

a. Washington State Public Records Act (RCW 42.56) requires public organizations in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the Act or are otherwise privileged.

b. Any submitted application and supplementary materials become public information and may be reviewed by anyone requesting to do so at the conclusion of the application, negotiation, and contracting process. This process is concluded when a signed contract is completed between DCHS and the selected applicant.

c. Any application submitted under this application process shall be considered public documents and, with limited exceptions, any application that is recommended for contract award will be available for inspection and copying by the public.

If any applicants consider any portion of their application to be protected under the law, the applicant shall clearly identify on the page(s) affected such words as "CONFIDENTIAL", "PROPRIETARY", or "BUSINESS SECRET". The applicant shall also use the descriptions above in the following table to identify the effected page number(s) and location(s) of any material to be considered as confidential.

Type of Exemption	Beginning Page / Location	Ending Page / Location

If a request is made for disclosure of such portion, the County will review the material in an attempt to determine whether it may be eligible for exemption from disclosure under the law. If the material is not exempt from public disclosure law, or if the County is unable to make a determination of such an exemption, DCHS will notify the applicant of the request and allow the applicant ten (10) calendar days to take whatever action it deems necessary to protect its interests. If the applicant fail or neglect to take such action within said period, the County will release the portion of the application deemed subject to disclosure.

By submitting an application, applicants assent to the procedure outlined in this Section and shall have no claim against the County on account of actions taken under such procedure.

B. Contract Terms

1. King County Standard Terms and Conditions

Awardees from this application process will enter into negotiations to contract with King County DCHS. Funded organizations will be required to meet baseline requirements, including insurance, equal employment opportunity, record keeping, and more. Prospective applicants are encouraged to review and confirm they can comply with DCHS' current Standard Terms and Conditions, which can be found on the DCHS website at https://kingcounty.gov/en/dept/dchs/human-social-services/funding-opportunities-dchs/how-to-contract-dchs.

A contract may be negotiated with the applicant whose application would be most advantageous to King County in the opinion of DCHS, all factors considered.

The contract must include, and be consistent with, the specifications and provisions stated in these application guidelines.

2. Data Collection and Reporting

All DCHS Community Services contracts come with the expectation of some data collection and reporting by the awarded agency. DCHS is committed to only collecting data and information that is necessary for routine monitoring of program performance and meeting the DCHS reporting obligations.

The primary purpose of performance measurement is to use data to understand which activities are effective and why, and support shared and transparent responsibility for program implementation and impact. It also enables King County to meet our reporting requirements to the King County Council and other partners and make data-informed decisions.

Given what is currently known about the HSBTP, awardees will *likely* be contractually required to:

a. Collect and internally maintain standard ticket distribution logs (distribution logs) about each distributed ticket.

   1) Distribution logs must have agency name and site name on each page.

   2) Distribution logs must include information about participants, including name, date they received tickets, the intended reason for the ticket, income eligibility verification and confirmation the participant received the ticket.

   3) Distribution logs must also include the name of the staff that distributed the ticket and how many tickets were distributed to each participant.

4) Agencies may use their own format for distribution logs or may use a template available on the HSBTP website.

b. Report program-level information about aggregate ticket usage to King County on a semi-annual basis on a semi-annual usage log (usage log).

1) The usage log for program-level ticket distribution amounts for each month from January through June is required to be submitted by July 31, 2027.

2) The usage log for program-level ticket distribution amounts for each month from July through December is required to be submitted by January 31, 2028.

3) Each usage log must include the program name, the number of tickets distributed, lost, or stolen for each month.

4) Agencies must use the usage log template available on the HSBTP website.

The County is available to provide capacity building to meet these requirements.

As programs grow and evolve within the contract period, County staff will be available to make any necessary adjustments to data collection and reporting requirements in collaboration with the funded organization.