



January 13, 2023

Chrissy Russillo
Managing Director, Customer Communications & Services, Mobility Division
King County Metro Transit Department MS KSC-TR-0415
201 South Jackson Street Seattle, WA 98104-3856

Mary Cummings
Chief Administrative Officer
Sound Transit
401 South Jackson St.
Seattle, WA 98104

Subject: Everett Transit's Participation in the Subsidized Annual Pass Program

Dear Ms. Russillo and Ms. Cummings:

The Everett City Council has authorized Everett Transit to participate in the Subsidized Annual Pass Program for very low-income riders implemented by King County Metro (Metro) in which Sound Transit is participating on a demonstration basis, as outlined in the "Agreement between King County Metro Transit and Sound Transit Regarding Sound Transit's Participation in the Subsidized annual Pass Program" (GA 0191-20).

Everett Transit shares the goal of providing expanded access to transit for populations with very low incomes. To do so in alignment with regional ORCA transit partners Metro and Sound Transit, Everett Transit agrees to participate in the Subsidized Annual Pass Program on a pilot basis, with the following terms:

- **Program Eligibility:** Under the program, Metro provides fully subsidized annual transit passes to people with incomes at or below 80% of the federal poverty level. Eligibility is currently limited to residents of King, Pierce, and Snohomish counties who receive services from the following state benefit programs that use the eighty percent federal poverty level income threshold: (i) Temporary Assistance for Needy Families (TANF); (ii) State Family Assistance (SFA); (iii) Refugee Cash Assistance (RCA); (iv) Aged, Blind, or Disabled Cash Assistance (ABO); (v) Pregnant Women Assistance (PWA); (vi) Supplemental Security Income (SSI); and (vii) Housing and Essential Needs (HEN) (collectively, the "Eligible State Benefit Programs"). Metro will provide at least 30 days advance written notice to Everett Transit regarding changes to eligibility requirements.
- **Program Administration:** Metro is responsible for implementing the program as an ORCA Business Choice program and loads Metro and Sound Transit Annual Reduced Fare passes on ORCA LIFT cards for eligible customers.
- **Reporting:** Metro will provide monthly reports summarizing trips taken on Everett Transit by customers enrolled in this program.



EVERETT TRANSIT



3201 Smith Ave., Ste. 215
Everett, WA 98201



425.257.8910
425.257.8945 fax



ETmail@everettwa.gov
EverettTransit.org

- Program Communications and Outreach: As lead for this program, Metro manages communications and customer outreach for this program. If Everett Transit issues any partner or customer communications about the program, Metro must review and approve these items in advance. Metro review, modify (if needed), and approve within 10 business days.
- Sound Transit Annual Reduced Fare Pass acceptance: Sound Transit authorizes Everett Transit to accept Sound Transit's Annual Reduced Fare passes as a right-to-ride on Everett Transit with no associated revenue and revenue reconciliation. Everett Transit agrees to accept Sound Transit's Annual Reduced Fare Pass on Everett Transit services via the ORCA system as a right-to-ride pass with no associated revenue and revenue reconciliation.
- Term: Everett Transit agrees to participate in the program, on a pilot basis, effective until December 31, 2024. Everett Transit may, at its sole discretion, withdraw from participation at any time by providing at least 30 days advance written notice to the other parties.

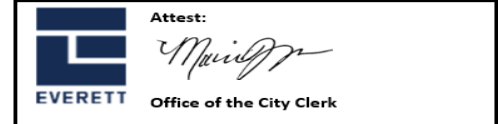
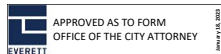
Everett Transit is pleased to join Metro and Sound Transit in this effort to expand transit accessibility and address the mobility needs of people most in need. Please confirm King County Metro's and Sound Transit's understanding and acceptance of the terms described above by signing below.

Should you have any questions, please contact Brandon Hilby, Finance and Budget Coordinator, at bhilby@everettwa.gov.

Sincerely,

Cassie Franklin

Cassie Franklin
Mayor
City of Everett



King County Metro Confirmation:

DocuSigned by:
Chrissy Russillo
8C5E490DC71A41E...

Chrissy Russillo
Managing Director, Customer Communications & Services, Mobility Division
King County Metro Transit Department

Sound Transit Confirmation:

Mary Cummings
Mary Cummings (Feb 1, 2023 12:49 PST)

Mary Cummings
Chief Administrative Officer
Sound Transit



SD_ET Subsidized Pass Agreement_1.13.23

Final Audit Report

2023-01-19

Created:	2023-01-19
By:	Marista Jorve (mjorve@everettwa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAEVY9bIVlb5e4PS5DUaAkndfjhFvhN97Y

"SD_ET Subsidized Pass Agreement_1.13.23" History

-  Document created by Marista Jorve (mjorve@everettwa.gov)
2023-01-19 - 5:28:14 PM GMT
-  Document emailed to cfranklin@everettwa.gov for signature
2023-01-19 - 5:28:44 PM GMT
-  Email viewed by cfranklin@everettwa.gov
2023-01-19 - 5:29:08 PM GMT
-  Signer cfranklin@everettwa.gov entered name at signing as Cassie Franklin
2023-01-19 - 5:29:20 PM GMT
-  Document e-signed by Cassie Franklin (cfranklin@everettwa.gov)
Signature Date: 2023-01-19 - 5:29:22 PM GMT - Time Source: server
-  Document emailed to Marista Jorve (mjorve@everettwa.gov) for approval
2023-01-19 - 5:29:23 PM GMT
-  Document approved by Marista Jorve (mjorve@everettwa.gov)
Approval Date: 2023-01-19 - 5:41:39 PM GMT - Time Source: server
-  Agreement completed.
2023-01-19 - 5:41:39 PM GMT










Everett Transit's Participation in Subsidized Pass Program


Final Audit Report

2023-02-01

Created:	2023-01-25
By:	Tami Sant (tamara.sant@soundtransit.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAianEahMTkh1-XPJB3tE7EayTU3CLabHM

"Everett Transit's Participation in Subsidized Pass Program" History

-  Document digitally presigned by DocuSign\, Inc. (enterprisesupport@docusign.com)
2023-01-20 - 10:16:38 PM GMT
-  Document created by Tami Sant (tamara.sant@soundtransit.org)
2023-01-25 - 6:05:50 PM GMT
-  Document emailed to amanda.wright@soundtransit.org, mary.cummings@soundtransit.org, ruth.bowman@soundtransit.org, and sadreika.grace@soundtransit.org for signature. One of them to sign
2023-01-25 - 6:06:30 PM GMT
-  Email viewed by ruth.bowman@soundtransit.org
2023-01-25 - 6:07:14 PM GMT
-  Email viewed by mary.cummings@soundtransit.org
2023-02-01 - 6:13:00 PM GMT
-  Email viewed by ruth.bowman@soundtransit.org
2023-02-01 - 6:14:37 PM GMT
-  Email viewed by sadreika.grace@soundtransit.org
2023-02-01 - 6:17:36 PM GMT
-  Email viewed by amanda.wright@soundtransit.org
2023-02-01 - 7:26:17 PM GMT
-  Signer mary.cummings@soundtransit.org entered name at signing as Mary Cummings
2023-02-01 - 8:49:49 PM GMT

 Document e-signed by Mary Cummings (mary.cummings@soundtransit.org)

Signature Date: 2023-02-01 - 8:49:51 PM GMT - Time Source: server

 Agreement completed.

2023-02-01 - 8:49:51 PM GMT