

SCOPE OF WORK - EXHIBIT A [2025-2026]

SECTION 1—Work Products

Services

1. The Agency will provide social, recreational, health maintenance and enhancement classes and services for seniors, 50 years and older.
2. Services will include but not be limited to: nutritional programs, exercise classes, nursing consultation, health monitoring, educational and financial seminars and other social/recreational activities.
3. For the purposes of this Agreement, units of service will be defined as individual "contacts"/ "attendance" at a health or recreation session at the center.
4. The Agency agrees to the following project requirements:
 - 210** Lake Forest Park residents enrolled in health or recreation sessions
 - 2,031** Hours of attendance in health programs for Lake Forest Park residents
 - 2,558** Hours of attendance in recreation programs for Lake Forest Park residents
5. Services will be provided by qualified class instructors, social workers, nurses, and other health practitioners.
6. The Agency will document the number of unduplicated clients and service units through registration data collected. These records will be made available to the City along with each quarterly invoice.
7. The Agency will be responsible for recruiting clients who reside in Lake Forest Park. Methods may include but will not be limited to: offering satellite classes in Lake Forest Park, distributing fliers in Lake Forest Park, and promoting events on the City's website.
- 8 The Agency will report its services on the Invoice for Services form attached in Exhibit C by the tenth working day of the month following the end of each quarter.

Outcomes

OUTCOME	INDICATOR	MEASUREMENT TOOL
Older adults are able to maintain the highest possible quality of life	<ul style="list-style-type: none"> • Optimum physical and mental health is maintained • Individuals engage in social activities • Individuals are provided with resources/advocacy/services/ support 	Survey at the end of each year

PROGRAM BUDGET - EXHIBIT B [2025-2026]

SECTION 1—Agency Budget

Budget Category	City funds	
	2025	2026
Personnel costs	35,000	35,000

INVOICE FOR SERVICES - EXHIBIT C [2025-2026]

SECTION 1—Invoice

Payer:
 City of Lake Forest Park
 17425 Ballinger Way NE
 Lake Forest Park, WA 98155
 Attn: Community Programs Planner
 (206) 957-2814

Payment to:
 Sound Generations
 Shoreline-Lake Forest Park Senior Activity Center
 2208 Second Avenue
 Seattle, WA 98121
 Contact: Emily Jones
 (206) 365-1536

Billing Period:	Total Quarter Request:
Date submitted:	
Yearly Contract Amount	\$35,000
Amount Billed this Report	
Amount Previously Billed	
Total YTD	
Contract Balance Remaining	

Payment Request For Services

Service	Fee	This Request	Previous Request	YTD	Balance
Personnel					
Total					

Under penalty of perjury under the laws of the State of Washington, I swear and affirm that the information provided in this invoice is true and correct.

Printed Name: _____
Authorized Signature: _____

Title: _____
Date: _____

INVOICE FOR SERVICES - EXHIBIT C [2025-2026]

SECTION 2—Service Report

Agency: Shoreline/Lake Forest Park Senior Center

Reporting Dates:

1.

SERVICE NUMBERS	PROGRESS			COMMENTS
	This Quarter	Year to Date	Annual Goal	
Unduplicated Lake Forest Park residents			210	
Health program contacts for Lake Forest Park residents			2,150 (hours)	
Recreation program contacts for Lake Forest Park residents			2,432 (hours)	

OUTCOME	INDICATOR	MEASUREMENT TOOL
Older adults are able to maintain the highest possible quality of life	<ul style="list-style-type: none"> • Optimum physical and mental health is maintained • Individuals engage in social activities • Individuals are provided with resources/advocacy/services/support 	<p>Survey at the end of the year</p> <p>The same tools will be used as required by the Veterans, Seniors, and Human Services Levy Performance Measure data related to “Quality of Service Provided” and “How Clients Have Been Impacted”</p>

2. **Total Number of Clients in this outcome:**
3. **Please explain briefly how you calculated the above results:**
4. **Please attach registration and attendance data to Exhibit C.**