

40642 - Sand Point Transportation Needs Assessment

Application Details

Funding Opportunity: 38337-2027-2029 Consolidated Grant Program - Planning
Funding Opportunity Due Date: Sep 9, 2026 3:01 PM
Program Area: Consolidated Grant Program
Status: Editing
Stage: Final Application

Initial Submit Date:
Initially Submitted By:
Last Submit Date:
Last Submitted By:

Contact Information

Primary Contact Information

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First Name Last Name
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Seattle Washington 98103-____
City State/Province Postal Code/Zip
Phone*: (206) 694-6852
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Organization Information

Legal Name*: Solid Ground
DBA Name*: Solid Ground
Organization Type*: Non Profit
Organization Website: <https://www.solid-ground.org/>
(Please enter http://... for this field)
SAM UEI #: S6UKJ8JYTDX6
Physical Address*: 1501 N 45th St

Seattle Washington 98103-____
City State/Province Postal Code/Zip
Mailing Address*: 1501 N 45th St

Seattle Washington 98103-____
City State/Province Postal Code/Zip
Remit to Address*: 1501 N 45th St

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City State/Province Postal Code/Zip
Phone*: (206) 694-6852 Ext.
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Fiscal Year End December
Last day of*:
Indirect Cost Rate: 0.00%
IDR Expiration Date:

Organization Contact Information

Organization Contact Information

Organization Director*: Shalimar Gonzales
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CEO shalimarg@solid-ground.org
Title Email Address

Applicant Contact*: Jen Zug
First Name Last Name
Senior Grant Writer grants@solid-ground.org
Title Email Address

Project Contact: Kari Ware
First Name Last Name
Senior Director of Transportation kariw@solid-ground.org
Title Email Address

Summary of Project Information

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Checking "Yes" for federal funds means that your organization is willing and able to comply with the associated federal requirements, such as federal drug and alcohol testing procedures, Title VI activities, and federal small business enterprise (FSBE) requirements. For examples of federal requirements from last biennium, refer to the [Public Transportation Grant Guidebook](#).

Willing to Accept FTA funds for the biennium*: No

If project is a purchase-of-service type, the eligible funding source and match rate may be affected.

Is this a purchase-of-service project?: Yes

If your organization has proof of 501(c) nonprofit status, the project may be eligible for state paratransit special needs competitive funds.

Does your organization have 501(c) nonprofit status?: Yes

Choose the congressional district(s), legislative district(s), and county(ies) this project will serve (include the entire project area).
[Congressional & Legislative District map](#)

Congressional District(s) 7
Select as many as apply

*:

Legislative District(s)

46

Select as many as apply

✖

County(ies)

King

Select as many as apply

✖

Scope of Work

Scope of Work

Select the [Regional Transportation Planning Organization \(RTPO\)](#) / [Metropolitan Planning Organization \(MPO\)](#) that will be ranking this project from the drop-down menu.

RTPO/MPO*:

Puget Sound Regional Council

Project Summary (Scope)

Provide a brief, high-level description of what your project proposes to do (address what the project is, whom it serves, and where the service occurs).

This summary will be used in your grant agreement and may also be used to describe your project to the Legislature.

Proposed summary/scope of work*:

A two-year planning project to better understand transportation needs and gaps impacting the well-being of low-income residents in Sand Point, a Seattle neighborhood with multiple low-income programs converted from a former naval base that is isolated from convenient access to essential services that support daily life.

Project Description

Provide a detailed description of the tasks, activities, and deliverables your project will complete. Your narrative should reflect the full life of the project and demonstrate how the proposed activities align with the grant program's goals.

Description of project*:

Using the Community Capitals Framework (CCF), we will examine how transportation functions as an accelerator for community well-being—connecting built capital such as housing to human, social, financial, cultural, political, and natural capital. We will do this through community engagement, including outreach through fliers, neighborhood groups, listening sessions, surveys, and other resident-centered methods, plus market research to learn what other communities have done to solve similar transportation challenges. In Year One we will focus on messaging, community outreach, discovery, data-gathering, and community input. In Year Two we will synthesize and validate findings, and invite decision-makers to hear directly from the community regarding the solutions they're advocating for.

Our ultimate goal is to identify transportation options, partnerships, and system changes that could reduce isolation and increase access to well-being through a community-informed framework for long-term planning that recognizes Sand Point as a whole community, not only a housing site. This project is the first step in that goal and will provide a clear, evidence-based understanding of where low-income Sand Point residents are trying to go, what resources they need to access, and which community capital are most affected by current transportation gaps; in alignment with the PSRC's goal #6 to "improve access to healthcare, wellness, and other essential services" for low-income communities.

Project Need

Why is this project needed, and how does this proposal address the need? How would the community be affected if the grant is not awarded?

Include a description of the transportation problem that aligns with the need identified in the Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP). Explain how the problem was identified and describe how the proposed project will address it.

Need*:

Sand Point's current community conditions are rooted in its history: a former naval base was converted into low-income housing without a corresponding Whole Communities Development Plan. As a result, housing exists where low-income and disabled residents lack efficient transportation access to well-being supports like jobs, schools, libraries, culturally relevant groceries, health care, and social services.

Within the CCF, transportation is key connective infrastructure that accelerates access to well-being for low-income residents living in a car-centric neighborhood far from resources. A small staff and participant audit confirmed this gap. This planning project is needed to move from a small indicator to a community-led definition of the full need in alignment with our region's priority to provide context-appropriate options and improve access to essential services for low-income communities.

Without funding, low-income neighbors and people with disabilities will remain isolated from services and opportunity, and the community will lack

the data, partnerships, and shared plan needed to advocate for lasting mobility improvements. This project is a clear first step toward designing a long-term Whole Community Development Plan for Sand Point. The research and lessons learned can also inform future low-income housing development through a holistic approach that includes neighborhood access to food, health care, social services, and other necessities for daily life.

Area Served

Is this project primarily serving a rural area?* No
Any service that supports public transportation in rural areas with populations less than 50,000.

Is this project primarily serving the Seattle, Tacoma, Everett urbanized area?: Yes

Special Needs Transportation

To be eligible for special needs transportation funding, applicants must address how their project advances the efficiency in, accessibility to, or coordination of transportation services provided to persons with special transportation needs, as defined in [RCW 81.66.010\(3\)](#).

Does this project advance efficiencies in, accessibility to, or coordination of special needs transportation?* Yes

Describe how your project advances these areas, and the approach you are using to achieve these improvements. Additionally, identify the special needs population(s) to be served by this project.

Special Needs Transportation:

This project advances accessibility, coordination, and future efficiency of special needs transportation by identifying service gaps for low-income households. In King County, 21% of low-income households do not own a vehicle, making reliable public transit essential to daily life, health, safety, and economic stability. The PSRC Coordinated Mobility Plan also shows that low-income status overlaps with other priority populations: roughly 32% of people with disabilities and 24% of people of color live in low-income households, underscoring the strong connection between income, mobility, and access to opportunity.

Solid Ground's Sand Point Housing Program (SPH) serves 400+ residents exiting homelessness and living on low incomes. Many face overlapping barriers including trauma, disability, and other health needs. Of our 183 units, 77 are permanent supportive housing for individuals and families who experienced chronic homelessness and whose head of household lives with a disabling condition. Additional low-income housing in the neighborhood includes Mercy Magnuson Housing and the Low Income Housing Institute.

Through our partnership in the King County Mobility Coalition and in coordination with Seattle Department of Transportation's Access Program, Hopelink Non-Emergency Medical Transportation, and other partners, we will document where residents need to go, barriers they face, and critical destinations such as health care, groceries, food banks, schools, jobs, libraries, and social services. The project will not add service immediately, but will inventory current available services and create the evidence base and partnerships to prioritize future transportation improvements, reduce duplication, and align limited resources with the highest-need trips. By focusing on low-income residents and overlapping priority populations, the project supports more accessible, coordinated, and effective transportation planning for the Sand Point neighborhood.

Project Staff

Provide the names of the key staff who will be working on this project, along with their years of experience and relevant qualifications. Include their experience managing similar projects, with specific attention to responsibilities for grant financial management, budget oversight, documentation, and compliance.

Project Staff*:

This project will be led by key Solid Ground staff with deep experience in their respective expertise.

Kari Ware, Senior Transportation Director, is the project's executive sponsor, providing strategy, oversight, and supervision of the contracted project lead. She brings 15+ years managing transit services across King County, including 100+ union drivers providing nearly 200,000 rides annually through our Metro Access contract.

Marcy Bowers, Advocacy Director, will oversee outreach and supervise a staff Community Engagement Specialist and a Communications Coordinator, as well as a project-specific temp role supporting community outreach. She brings 20+ years of organizing, policy, volunteer management, campaign, communications, and advocacy leadership experience.

Shelly Parrish, Senior Finance & Operations Director, will provide financial and operational oversight. She brings 30+ years of finance, auditing, and contract management experience, oversees 100+ annual contracts and compliance, manages agency risk and operations, and monitors Solid Ground's \$42M+ budget.

Solid Ground's SPH staff will support resident outreach and help coordinate onsite listening sessions. Residential Advocates assist with promoting

resident well-being and access to resources and tools needed for self-sufficiency. The Administrative Coordinator is responsible for fiscal, data monitoring, documentation, and administrative support.

Relationship to Other Projects

Relationship to Other Projects

Is this project dependent on any other projects submitted by your organization?*: No

Did you, or will you, apply for this project in another grant program this biennium?*: No

Have you applied for the same project in a prior biennium and did not receive funding?*: No

Are you applying for other projects within this funding opportunity?*: No

Planning and Coordination

Coordinated Public Transit - Human Services Transportation Plan

Coordinated Public Transit - Human Services Transportation Plan	Page number(s) or TBD	How is the need in the CPT-HSTP met by this project?
Puget Sound Regional Council	67, 69	This project addresses several mobility gaps identified by PSRC, including affordability, awareness, service quality, spatial, and temporal, and aligns with high priority needs #4 and #6. It focuses on priority populations who do not own a personal vehicle, including 21% of low-income households. 32% of people with disabilities and 31% with limited English proficiency live on low incomes, underscoring compounding challenges and connections between income, mobility, and access to opportunity.

Cross-region Project

Does this project have a service area that crosses RTP/MPO planning boundaries?*: No

Project Coordination

Describe coordination efforts. Include details such as:

- How is the project reflected in regional plans?
- Which prioritized strategies are being addressed?
- Who was involved in defining the transportation problem?
- Other alternatives considered for addressing the problem.
- Demonstrations of local/regional coordination in implementing the proposed project.

Coordination Efforts*:

The PSRC identifies Mobility Need #6 as improved access to healthcare, wellness, and other essential services with a high priority strategy to expand and optimize trips to healthcare and other essential service locations; and Mobility Need #4 as Context-appropriate transportation options in areas not well served by fixed-route transit. This project addresses Action 6A: Identify gaps in transit and specialized transportation coverage, frequency, and service hours to key healthcare and wellness destinations through data analysis and community needs assessments, focusing on the needs of priority populations; and Action 4A: Maintain and strengthen existing partnerships and explore context-appropriate opportunities to expand to meet local needs.

Solid Ground identified current transportation challenges for low-income program participants through interviews with program staff and current SPH residents on our Community Accountability Council. Interviews surfaced current partnerships, shared transportation needs and gaps, and potential solutions. We learned transportation is a significant barrier for people fleeing domestic violence, people commuting to employment, veterans and other populations with PTSD and other mental health disabilities, and access to food banks for low-income elders and those with limited mobility. Additionally, SPH lacks walkable access to grocery stores and other services, often requiring two or more buses to reach destinations. With limited transportation options for low-income households with no vehicle, this threatens resident safety and economic security.

This project is one part of a larger initiative to address transportation challenges facing King County residents experiencing homelessness and living on low incomes-in collaboration with the King County Mobility Coalition, North King County Mobility Coalition, Mercy Housing, Low Income Housing Institute, nearby neighborhood groups, Seattle Parks & Recreation, and Seattle Children's Hospital.

By selecting yes, you acknowledge that you Yes
coordinated or will coordinate this project
with the planning organization(s) within the
region(s) this project serves*:

How does your project connect to, coordinate with, leverage, or enhance other modes of transportation in your service area (e.g., aviation, intercity bus or rail, park-and-rides, bicycle/pedestrian)?

In your response, include how the multimodal partnerships for this project will improve or enhance access to social services.

What efficiencies will be gained within the service area as a result of this project?

Multimodal Partnerships*:

Because SPH residents face long travel times, multiple-bus trips, limited walkable access to groceries and services, and low vehicle ownership, the project will identify how various travel modes can work together more effectively. Through resident outreach, listening sessions, surveys, and partner coordination, we will document common destinations, barriers, gaps in service hours or coverage, affordability, first/last-mile connections, pedestrian and bicycle access, trip planning, and referrals to existing specialized transportation resources.

Solutions could take many shapes, such as advocating for additional bus routes, a circulator to common destinations (a solution we've implemented in other locations), non-emergency medical transportation for qualified appointments, bikes or scooters, and partnerships with volunteer driver programs-in coordination with King County Metro, Sound Transit, Sound Generation's Hyde Shuttle, Hopelink Non-Emergency Medical Transportation, Catholic Community Services' Volunteer Services, Seattle Department of Transportation's Transportation Access Program, and micromobility options such as Lime bikes.

For people navigating poverty, time is not a luxury. When transportation is unreliable, inaccessible, or nonexistent, every other system falters. This project will identify alignment of existing services with resident needs and introduce efficiencies that respect the scarcity of time for low-income households.

Budget

Duration of Project

Duration of Project*: Two Years

Expenses

Expenses	If Other, List the Expense	** July 1, 2025 - June 30, 2027 (Current Estimate)	July 1, 2027 - June 30, 2029 (Projected)	Variance Between Biennia	** July 1, 2029 - June 30, 2031 (Projected)	Variance Between Biennia
Contracted Services - Other		\$0.00	\$489,280.00	0.00%	\$0.00	-100.00%
Project Supplies		\$0.00	\$11,350.00	0.00%	\$0.00	-100.00%
Labor & Benefits		\$0.00	\$205,969.00	0.00%	\$0.00	-100.00%
Other	Design, printing, postage, outreach materials	\$0.00	\$12,300.00	0.00%	\$0.00	-100.00%
Other	Indirect / Admin 15%	\$0.00	\$107,835.00	0.00%	\$0.00	-100.00%
		\$0.00	\$826,734.00		\$0.00	

Sources of Revenue/Match

Revenue/Match Source	If Other, List the Source	** July 1, 2025 - June 30, 2027 (Current Estimate)	July 1, 2027 - June 30, 2029 (Projected)	** July 1, 2029 - June 30, 2031 (Projected)
Local: Contract Revenue		\$0.00	\$23,646.00	\$0.00
Local: Reserves		\$0.00	\$17,691.00	\$0.00

Fares and Donations

Row	July 1, 2025 - June 30, 2027 (Current Estimate)	July 1, 2027 - June 30, 2029 (Projected)	July 1, 2029 - June 30, 2031 (Projected)
Fares and rides donations	\$0.00	\$0.00	\$0.00

Variances

Variance between 2025-2027 and 2027-2029: 0.00%

Variance between 2027-2029 and 2029-2031: -100.00%

Variances:

Other Sources and In-Kind Match

Other Sources*:

N/A

Are you using in-kind match?*: No

Other Support

Other Support:

Solid Ground will meet the required local match through two committed internal sources: agency reserves and funding leveraged through our existing King County Metro Access contract, demonstrating organizational commitment to the project. Solid Ground's reserves will provide flexible, board-supported local match that can be applied to eligible planning costs. Our Metro Access contract is managed by Kari Ware, this project's executive sponsor, and reflects an existing transportation relationship and operational infrastructure that directly complements this planning project.

While WSDOT funds would support the Sand Point Transportation Needs Assessment, Solid Ground will leverage non-WSDOT resources to strengthen implementation, including transportation leadership, finance and contract oversight, community engagement expertise, and SPH staff support and relationships. We will also leverage our current transportation knowledge and experience managing public transportation contracts to inform realistic planning, coordination, and future implementation options.

The project will further draw on non-financial community support by connecting directly to populations underserved by existing transportation services and linking their lived expertise with the opportunity to advocate for solutions. These contributions will help shape outreach, validate findings, and build shared support and community buy-in for long-term mobility solutions serving low-income residents.

Budget Development Methodology

Budget development methodology*:

Solid Ground developed the project budget by aligning each cost category with the proposed two-year scope of work: community outreach and engagement, listening sessions, surveys, market research, partner coordination, analysis, validation of findings, and development of recommendations for future mobility solutions. Personnel costs were estimated using current salary and benefit assumptions for staff roles supporting the project, with a 3.5% annual increase per current Collective Bargaining Agreements and agency Compensation Philosophy.

Consultant, facilitation, outreach, and community engagement costs were estimated using Solid Ground's historical expenses and experience from more than 20 years of statewide advocacy, grassroots organizing, and community listening sessions. These assumptions reflect the practical costs of reducing barriers to participation for low-income residents, including supporting meetings at accessible times and locations and creating conditions where residents can meaningfully engage-including childcare, food, rental space, and compensation for lived expertise.

The budget also includes time-limited capacity-building expenses, including a contracted project lead, transportation specialist, and community engagement support. These subject matter experts will support project management, transportation analysis, coordination with multimodal partners, and the development of realistic recommendations. Using contracted expertise allows Solid Ground to add specialized capacity during the grant period without creating ongoing staffing obligations beyond the project.

Overall, the budget reflects realistic, reasonable, and necessary expenses to complete the proposed planning work. Costs are grounded in staffing agreements, organizational experience, historical outreach costs, and the specific activities required to produce a community-informed transportation needs assessment for Sand Point.

Summary

July 1, 2027 - June 30, 2029

Total Expenses: \$826,734.00
Match Total: \$41,337.00
Requested Amount: \$785,397.00
This is the amount of grant funds your organization is requesting from July 1, 2027 - June 30, 2029
Percentage of Match: 5.00%

July 1, 2029 - June 30, 2031

Total Expenses: \$0.00
Match Total: \$0.00
Requested Amount: \$0.00
This is the amount of grant funds your organization is requesting from July 1, 2029 - June 30, 2031
Percentage of Match: 0.00%

Indirect Costs

Indirect Costs

Are you charging indirect costs to this grant/project?* Yes

Select the method your organization uses to apply indirect costs to this project.

Method*: De minimis rate self-certification

Milestones

Readiness to Proceed

Will your project be ready to proceed at the start of the biennium?* Yes

Milestones

Activities	Date (mm/yy)
Project Start	07/27
Project Complete	06/29

Supplemental Information

Supplemental Information

Supplemental Information:

Solid Ground's mission is to work to end poverty and undo racism and other oppressions that are root causes of poverty. We do this by meeting folks where they are with the resources they need to thrive while also working to dismantle racism and other oppressive systems by listening to the people we serve, amplifying their voices, and advocating together for systems and policy change. We deliver 20+ programs to over 65,000 people each year within five key areas:

Stability - services to prevent homelessness and help individuals and families remain stable in their homes and communities of choice.

Housing - time-limited and permanent housing for people escaping homelessness and domestic violence (DV), all of which include wraparound services.

Food Access & Education - nutrition and cooking classes, food distribution and coordination for area food banks, and a three-quarter acre farm providing fresh produce to the South Seattle community.

Transportation - shuttle service for people with disabilities and other barriers to accessing fixed route buses, and free shuttle service circulating between day centers, emergency shelters, social services, and public health locations.

Advocacy - grassroots community advocacy working to change systems and policies that improve our community at a state and local level.

For over 50 years, Solid Ground has filled a critical role in King County, Washington, working at the forefront of community-driven service development and delivery. For 30 years, our advocacy arm, Statewide Poverty Action Network (Poverty Action) has furthered these efforts by advocating for a stronger state safety net and other community-led policy initiatives that help people find and sustain stability. Together, we have a long and demonstrated history of innovation in housing and human services, pioneering models of delivery and advocating for stabilizing laws that protect community members living on low incomes, including leading work to create Seattle's first Housing Levy in 1986 and the Washington State Housing Trust Fund in 1992, and pass robust payday lending regulation in 2009. We also helped create and fund the Working Families Tax Credit in 2021, making Washington the first state without an income tax to have an earned income tax credit, and successfully tackled entrenched health industry interests to expand a tribal oral health model to health clinics statewide in 2023.

Our Anti-Racism Initiative (ARI) has been at the heart of our mission, decisions, and service delivery for over 22 years. It's grounded in the understanding that racism perpetuates poverty, and that to end poverty we must eliminate racism. Because of the intersections between poverty and other oppressions, we serve a majority Black, Indigenous, and people of color (BIPOC) and other marginalized groups, including those experiencing homelessness, living with disabilities, and DV survivors. Our agencywide ARI empowers a culturally competent, trauma-informed approach that supports staff to meet each person's needs through a human-centered lens. ARI also guides our advocacy work, ensuring we prioritize voices with lived experience in our policy agenda and public testimony.

Since 1974, we've provided life-changing care and assistance to more than one million people, while contributing to a lush landscape of social services and social change organizations who have impacted millions more. We have decades of experience growing alongside and building programs with community input: 20+ years in food justice and nutrition education, over 40 innovating service-enriched housing, and a little more than half a century serving low-income communities.

We are not afraid to innovate services and try new approaches to bridge the gaps where our community tells us that systems fall short. In 1987, Fremont Public Association launched Seattle Personal Transit (SPT), pioneering special transportation services for disabled community members who experience barriers to accessing the fixed-route bus system. Renamed Solid Ground Transportation (SGT) in 2013, today we are the only nonprofit service provider of Metro Access transportation, operating nearly one-fourth of their entire Access fleet. In 2006, we opened our Community Garage program to provide low-cost car repair for people living on low incomes to get to work. Although the program ultimately sunset in 2009, it remains a strong example of Solid Ground's willingness to innovate new programs that respond directly to barriers - like the high cost of car maintenance - our communities tell us they face. In 2012, when Metro ended the downtown Seattle Ride Free Zone, Solid Ground Transportation (SGT) responded with the Downtown Circulator ?Easy Loop? Bus, offering free, fixed-route rides to people living on low incomes to access health care and social services around downtown Seattle. SGT works closely with our partners at King County Metro, MV Transportation, and the King County Mobility Coalition to get people with disabilities, living on low incomes, and experiencing other transportation barriers where they need to go.

Today, our broad reach, strong infrastructure, and depth of experience position us as a principal leader in the fight against poverty, instability, and homelessness in Seattle/King County and Washington state. We believe no one organization can do this work alone. Our partnerships, along with our vast experience in innovation and coalition-building demonstrate our ability to work alongside other organizations who share our vision for a community beyond poverty where all people have equitable opportunity to thrive. Together, we can successfully develop a much-needed Transportation Needs Assessment in the Sand Point neighborhood alongside vulnerable populations most impacted by current gaps.

Vulnerable Populations in Overburdened Communities & Tribes

Vulnerable Populations in Overburdened Communities

Identify the type of direct and meaningful benefits your project provides to vulnerable populations using the descriptions above, if applicable. Explain how your project delivers these benefits and the impact it will have on the populations served.

Vulnerable Populations in Overburdened Communities*:

This planning project provides direct and meaningful benefits to vulnerable Sand Point community members by addressing resident-identified transportation barriers to essential services and developing context-appropriate travel options in underserved areas. The project primarily serves low-income residents who formerly experienced homelessness with compounding challenges: disability, trauma, behavioral health needs, aging, and lack of reliable vehicle access. These populations face higher risk when transportation barriers compound isolation, delayed care, lack of food access, and reduced economic stability.

Sand Point is a car-centric neighborhood where low-income housing was created on a former naval base without a corresponding Whole Communities Development Plan. Residents live far from affordable groceries, culturally relevant food, health care, and other daily necessities, with most trips requiring multiple buses and long travel times. By documenting these barriers through community listening sessions and partner coordination, the project will meet a need identified by vulnerable community members and create a stronger evidence base for future mobility improvements.

By grounding our understanding of transportation gaps in community voice and lived experience, we will identify opportunities to coordinate existing services, reduce duplication, strengthen referral pathways, and prioritize future solutions that connect residents to their most essential services and community supports. While we will not add transportation service immediately, we protect community well-being by ensuring future transportation investments are shaped by those most affected by current gaps. The expected impact is a community-informed transportation needs assessment and recommendations that support healthier neighborhoods, safer routes, and improved access to the resources, care, and services we all need to thrive.

If these populations were engaged by you or your representatives in developing or maintaining the project, describe the outreach efforts and results. Include details such as methods used to engage the community, feedback received, and how the input influenced the project's design or implementation.

Inclusive outreach in planning:

Vulnerable populations helped identify the need for this project through interviews with current SPH residents serving on the Community Accountability Council and Solid Ground program staff directly involved with Solid Ground program participants. Feedback identified transportation barriers affecting domestic violence survivors, commuters, veterans and others with PTSD or behavioral health disabilities, low-income households, people with limited mobility, and residents accessing food banks, groceries, health care, and social services. This input shaped the project design by confirming the need for a community-led planning process that includes more formal listening sessions, expands targeted outreach to incorporate neighbors and partner sites, and validates findings with the care-holders and communities involved before recommendations are finalized.

Tribal Support

Is this project directly operated by a tribe?: No

Is your project serving and is it supported by a tribal nation in Washington?: No

Environmental Justice

Environmental Justice Assessment (EJA)

You must conduct an Environmental Justice Assessment (EJA) if you apply for \$15 million or more in grant funds.

Are you requesting \$15 million or more in WSDOT funds for your proposed project?: No

Attachments

Attachments

Named Attachment	Required	Description	File Name	Type	Size	Upload Date
Required for all projects						
Population density map	✓	Population density map for King County, Washington.	Population Density Map King County.pdf	pdf	222 KB	09/09/2026 07:59 AM
Service area map	✓	Service area map showing low-income housing units in the Sand Point neighborhood.	Service Area Map.pdf	pdf	641 KB	09/09/2026 12:12 PM
Required for new nonprofit applicants only						
501(c) IRS Letter of Determination		Solid Ground 501-c-3	Solid Ground 501-c-3.pdf	pdf	82 KB	09/09/2026 08:00 AM
WA Utilities & Transportation Commission (UTC) Certification (required for new nonprofit applicants that are direct service providers)		Letter re UTC Certification for Solid Ground	Letter re UTC Certification.pdf	pdf	201 KB	09/09/2026 08:01 AM
Conditionally required						

Indirect costs documentation - de minimis rate self-certification; negotiated indirect cost rate letter from cognizant agency; or a cost allocation plan	Solid Ground Indirect De Minimis documentation.	FY26 Solid Ground Washington dba Solid Ground De Minimis.pdf	pdf	419	09/09/2026	KB	08:09 AM
In-kind match valuation proposal (required for operating & mobility management projects that are proposing to use in-kind as matching funds)							
Procurement policy (required for new applicants or existing grantees without a current policy on file with WSDOT if this project includes the procurement of services or capital assets)	Solid Ground procurement policy.	Solid Ground 2B1 Procurement Policy 11-26-25.pdf	pdf	226	09/09/2026	KB	08:09 AM
Correspondence from a tribe in support of your project (if project is serving and supported by tribe(s). Not required if the applicant is a tribe.)							
Optional attachments							
Letters committing matching funds							
Letter of concurrence (for projects that operate in multiple planning regions)							
Letters of support (combine into one file attachment)	Letter of support for Solid Ground from Hopelink.	Letter of Support for Solid Ground from Hopelink.pdf	pdf	229	09/09/2026	KB	08:10 AM
Supplemental information	Community Capitals Framework overview.	Community Capitals Framework as a Measure of Community Development.pdf	pdf	1	09/09/2026	MB	08:13 AM
Optional construction attachments							
NEPA/SEPA assessment, if available							
Supplemental construction project information (building or site designs, site plans, location exhibits, etc.), if available							

Certification

Certification

I certify, to the best of my knowledge, that the information in this application is true and accurate and that this organization has the necessary fiscal, data collection, and managerial capabilities to implement and manage the project associated with this application:

Certification*:

Yes

Application Authority*:

Jen

Zug

First Name

Last Name

Title*:

Senior Grant Writer

Date*:

09/09/2026

University of Nebraska - Lincoln

DigitalCommons@University of Nebraska - Lincoln

Cornhusker Economics

Agricultural Economics Department

9-2-2015

Community Capitals Framework as a Measure of Community Development

Daniela Mattos

University of Nebraska-Lincoln

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Part of the [Agricultural Economics Commons](#)

Mattos, Daniela, "Community Capitals Framework as a Measure of Community Development" (2015).
Cornhusker Economics. 811.

https://digitalcommons.unl.edu/agecon_cornhusker/811

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Cornhusker Economics

COMMUNITY CAPITALS FRAMEWORK AS A MEASURE OF COMMUNITY DEVELOPMENT

Market Report	Year Ago	4 Wks Ago	8/28/15
<u>Livestock and Products,</u>			
<u>Weekly Average</u>			
Nebraska Slaughter Steers, 35-65% Choice, Live Weight.	*	148.00	147.00
Nebraska Feeder Steers, Med. & Large Frame, 550-600 lb.	265.00	275.55	247.40
Nebraska Feeder Steers, Med. & Large Frame 750-800 lb.	223.37	224.88	215.83
Choice Boxed Beef, 600-750 lb. Carcass.	247.75	232.73	243.97
Western Corn Belt Base Hog Price Carcass, Negotiated.	90.46	75.12	71.55
Pork Carcass Cutout, 185 lb. Carcass 51-52% Lean.	100.66	85.67	85.74
Slaughter Lambs, woolled and shorn, 135-165 lb. National.	155.75	156.44	156.09
National Carcass Lamb Cutout FOB.	366.46	352.47	358.76
<u>Crops,</u>			
<u>Daily Spot Prices</u>			
Wheat, No. 1, H.W. Imperial, bu.	5.58	4.35	4.03
Corn, No. 2, Yellow Nebraska City, bu.	3.48	3.48	3.51
Soybeans, No. 1, Yellow Nebraska City, bu.	12.54	9.50	9.01
Grain Sorghum, No.2, Yellow Dorchester, cwt.	5.91	6.18	5.75
Oats, No. 2, Heavy Minneapolis, Mn, bu.	3.85	2.72	2.69
<u>Feed</u>			
Alfalfa, Large Square Bales, Good to Premium, RFV 160-185 Northeast Nebraska, ton.	203.00	195.00	183.00
Alfalfa, Large Rounds, Good Platte Valley, ton.	100.00	85.00	85.00
Grass Hay, Large Rounds, Good Nebraska, ton.	87.50	95.00	87.50
Dried Distillers Grains, 10% Moisture Nebraska Average.	111.00	135.00	142.50
Wet Distillers Grains, 65-70% Moisture Nebraska Average.	38.00	41.00	45.50
* No Market			

Social and economic changes are transforming rural and regional communities, making critical the understanding of the dynamics of community change. Community development practitioners and researchers share the interest in the study and design of policies and programs intended to change rural communities positively. Community Capitals Framework (CCF) has become one of the primary research approaches in community analysis and development. This framework was first developed by Cornelia and Jan Flora (2013) as an alternative strategic planning and measurement approach, and has been used by groups such as the North Central Regional Center for Rural Development, Great Plains IDEA Community Development, Extension across the U.S., NGO's, and also by individual researchers.

The Framework

CCF is an approach to analyze communities and community development efforts from a systems perspective. During Jan and Cornelia Flora's analyses of entrepreneurial communities, they found that the communities that were effective in supporting economic development focused on seven types of capital:

- **Natural capital:** this includes a community's environment, rivers, lakes, forests, wildlife, soil, weather, and natural beauty.

- **Cultural capital:** this includes ethnic festivals, multi-lingual population, traditions, heritage, or a strong work ethic. Cultural capital influences what voices are heard and listened to, which voices have influence in what areas, and how creativity, innovation, and influence emerge and are nurtured.
- **Human capital:** this includes the skills and abilities of residents as well as the capacity to access outside resources and knowledge in order to increase understanding and to identify promising practices (education, health, skills, and youth). Human capital also addresses leadership's ability to "lead across differences," to focus on assets, to be inclusive and participatory, and to be proactive in shaping the future of the community or group.
- **Social capital:** this reflects the connections among people and organizations or the social glue that makes things happen.
 - ◊ **Bonding social capital** refers to those close ties that build community cohesion.
 - ◊ **Bridging social capital** involves weak ties that create and maintain bridges among organizations and communities.
- **Political capital:** this is the ability to influence standards, rules, regulations and their enforcement. It reflects access to power and power brokers, including government officials and leverage with a regional company.
- **Financial capital:** This includes the financial resources available to invest in community capacity building, underwrite businesses development, support civic and social entrepreneurship, and accumulate wealth for future community development.
- **Built capital:** This is the infrastructure that supports the community, including telecommunications, industrial parks, main streets, water and sewer systems, roads, etc. Built capital is often a focus of community development efforts.

CCF focuses mainly on the assets of a community rather than on community needs and deficits. These assets may be unused or they can be invested to generate more assets. Community resources when unused tend to deteriorate, likely leading to a decline of the community unless there is stimulus to change course.

A community capitals approach allows us to view the various elements, resources, and relationships within a community and their contribution to the overall functioning of the community. Once the community capitals are identified, they can be used as a tool for planning for the future. This way community resources can be evaluated and needs can be identified as well as partnerships created to develop lacking community capitals. In addition to identifying the capitals and the role each plays in community economic development separately, this approach also focuses on the interaction among these seven capitals and the subsequent impacts across them. The intended outcomes of investing in the community's various forms of capital are to attain a vital local/regional economy, social well-being, and a healthy ecosystem as seen in Figure 1.

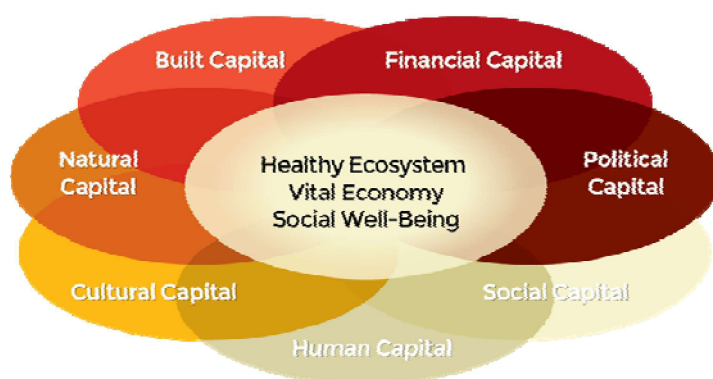


Figure1: Community Capitals Framework.

Applying CCF to Communities

Rural communities, in the United States and elsewhere, invest their community resources in a number of diverse ways to achieve community economic, social, and environmental sustainability. These investments yield diverse impacts and outputs. The research model described in Figure 2 describes the capitals (assets) that are part of the initial community conditions, investments in community change, and the outputs and outcomes of the investments. By analyzing the investments in each of the capitals and the impacts generated by that investment, the framework provides a means by which community researchers and practitioners begin to understand the impact of community development policies/strategies on rural people and

places. A careful description of strategies and outcomes using the Community Capitals Framework provides solid evidence of asset development and re-

veals the interaction among the capitals that can cause an upward spiral of positive community change.

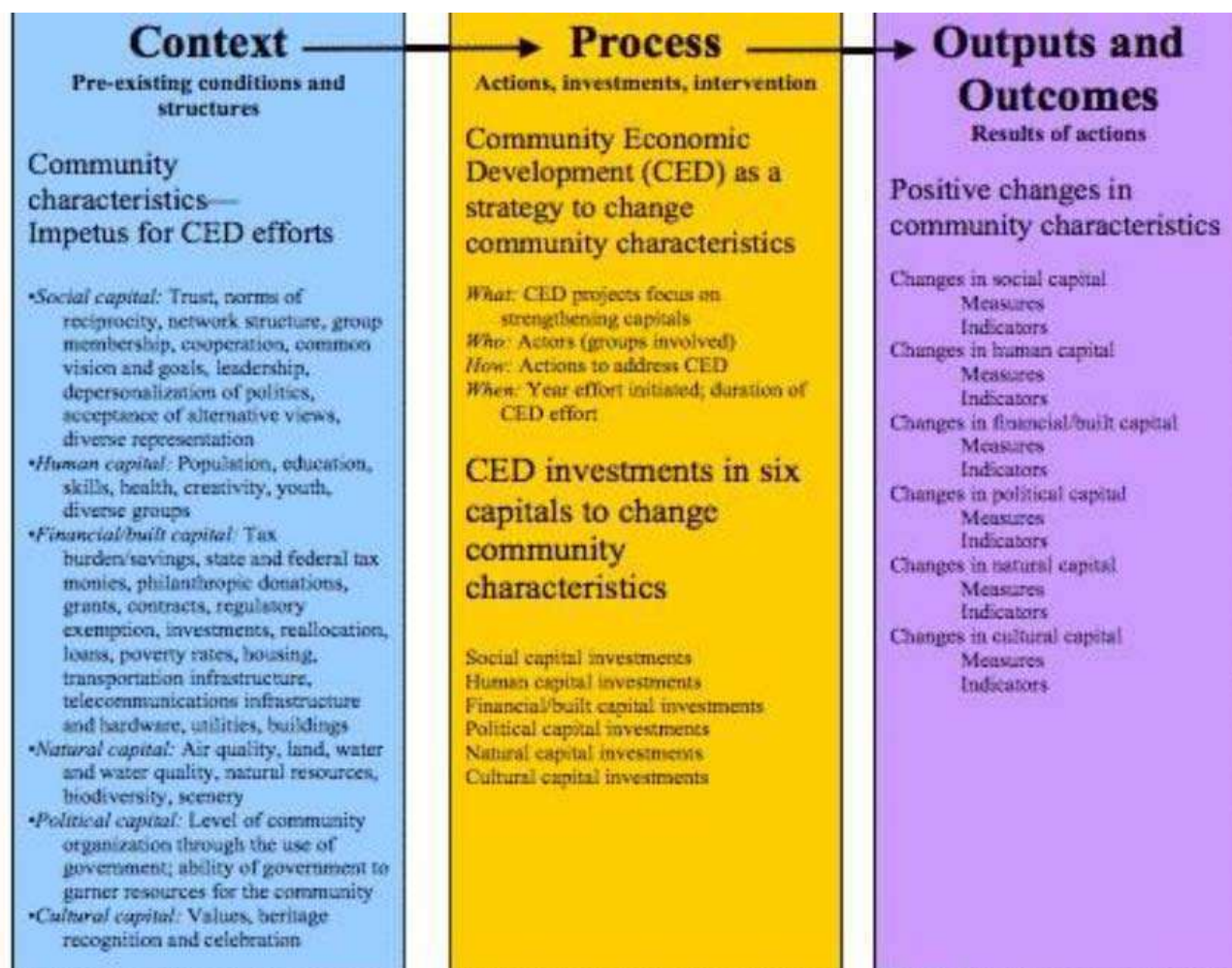


Figure 2: The Research Model

There are a few strategies identified in the literature for applying the Community Capitals Framework to community development efforts. In general they are associated with Appreciative Inquiry. Using Appreciative Inquiry in the planning process helps community members find the best strategies for investing existing assets to generate additional assets within the community. Interviews, focus groups, participant-observation, among other qualitative methods, are used for data collection. Tools frequently used for community analysis, such as asset mapping and, more recently, ripple effect mapping, are also used in combination with CCF.

Literature pertaining to the Community Capitals

Framework tells us that, though communities may not have an adequate supply of all the different capitals, the investment in key resources (human, social, and financial) can positively influence the other capitals (Emery and Flora 2006). Using CCF, community developers and evaluators can determine how an investment in a specific capital might affect other capitals. For example, a program to increase residents' computer skills (investment in human capital) might affect financial capital as residents use their new skills to find better/new jobs. Social capital is also affected as the members of the program develop ties among themselves and with the different groups with which they interact. The program might motivate the integration of repre-

sentatives of different groups of the community, thus expanding cultural capital. The remaining capitals may also be affected by the initial investment.

CCF has proved itself very useful to help community developers and funders better understand the strategic nature of the funded program and the impact on rural communities. Although Community Capitals framework is increasingly used by a number of community researchers and practitioners in their work, there is little empirical work published that details the interaction of the capitals as they may be utilized by community residents (Pigg et al. 2013). More investigation is needed to answer how investment in one capital may be related to others and better used to achieve changes in the community.

REFERENCES:

- Emery, M. and C.B. Flora. 2006. "Spiraling-Up: Mapping Community Transformation with Community Capitals Framework." *Community Development: Journal of the Community Development Society* 37: 19-35. <http://www.ncrcrd.iastate.edu/pubs/flora/spiralingup.htm>.
- Flora, C.B. and J.L. Flora. 2013. *Rural Communities: Legacy and Change, 4th Edition*. Boulder, CO: Westview Press.
- Pigg, K., S. Gasteyer, K. Martin, G. Apaliya, K. Keating. 2013. The Community Capitals Framework: An Empirical Examination of Internal Relationships. *Community Development: Journal of the Community Development Society*. 44 (4):492-502.

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University of Nebraska-Lincoln
dmanhanimattos2@unl.edu
402-472-1796

September 4, 2026

Washington State Department of Transportation
Consolidated Grant Program

To Whom It May Concern:

I am writing on behalf of Hopelink to express our strong support for Solid Ground's application for a Sand Point Transportation Needs Assessment through the WSDOT Consolidated Grant Program.

Hopelink and Solid Ground share a commitment to reducing barriers that prevent people with low incomes and underserved communities from accessing essential services and opportunities. Through our Mobility Management work, Hopelink, via the King County Mobility Coalition and subregional coalitions, collaborates with community organizations, transportation providers, public agencies, and residents to identify transportation barriers and advance equitable mobility solutions throughout King County.

Solid Ground's project addresses an important need. For Sand Point residents, particularly people with low incomes and people with disabilities, limited transportation options can increase isolation and create barriers to employment, health care, food, education, social services, and community connection.

We strongly support Solid Ground's commitment to community engagement rather than beginning with a predetermined transportation solution. Understanding where residents need to go and the barriers they experience is essential to identifying effective solutions. Resident outreach, listening sessions, surveys, and research will provide a strong foundation for future planning, partnerships, and investment.

This work aligns closely with Hopelink Mobility Management's commitment to inclusive planning and ensuring community voices inform transportation planning. As Director of Mobility Management, I wholeheartedly support Solid Ground's application and this important step toward reducing isolation and increasing access to opportunity and well-being for Sand Point residents.

Sincerely,



Staci Sahoo
Director of Mobility Management
Hopelink



September 4, 2026

Washington State Department of Transportation
Consolidated Grant Program

To Whom It May Concern:

As a planning project that doesn't include direct transportation services, UTC Certification is not required for this application—as confirmed by Matthew Cramer, Community Transportation Planner at WSDOT and our contact for the Consolidated Grant Program.

Please let me know if you have any questions or need further information.

Sincerely,

Jen Zug, Senior Grant Writer (*she/her/hers*)

PH: 206.694.6852 | **Fax:** 206.694.6777 | www.solid-ground.org

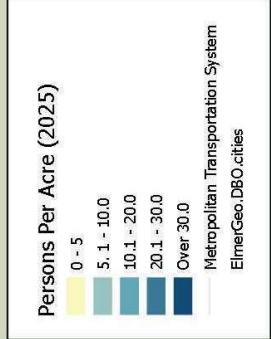
Solid Ground, 1501 North 45th Street, Seattle WA 98103

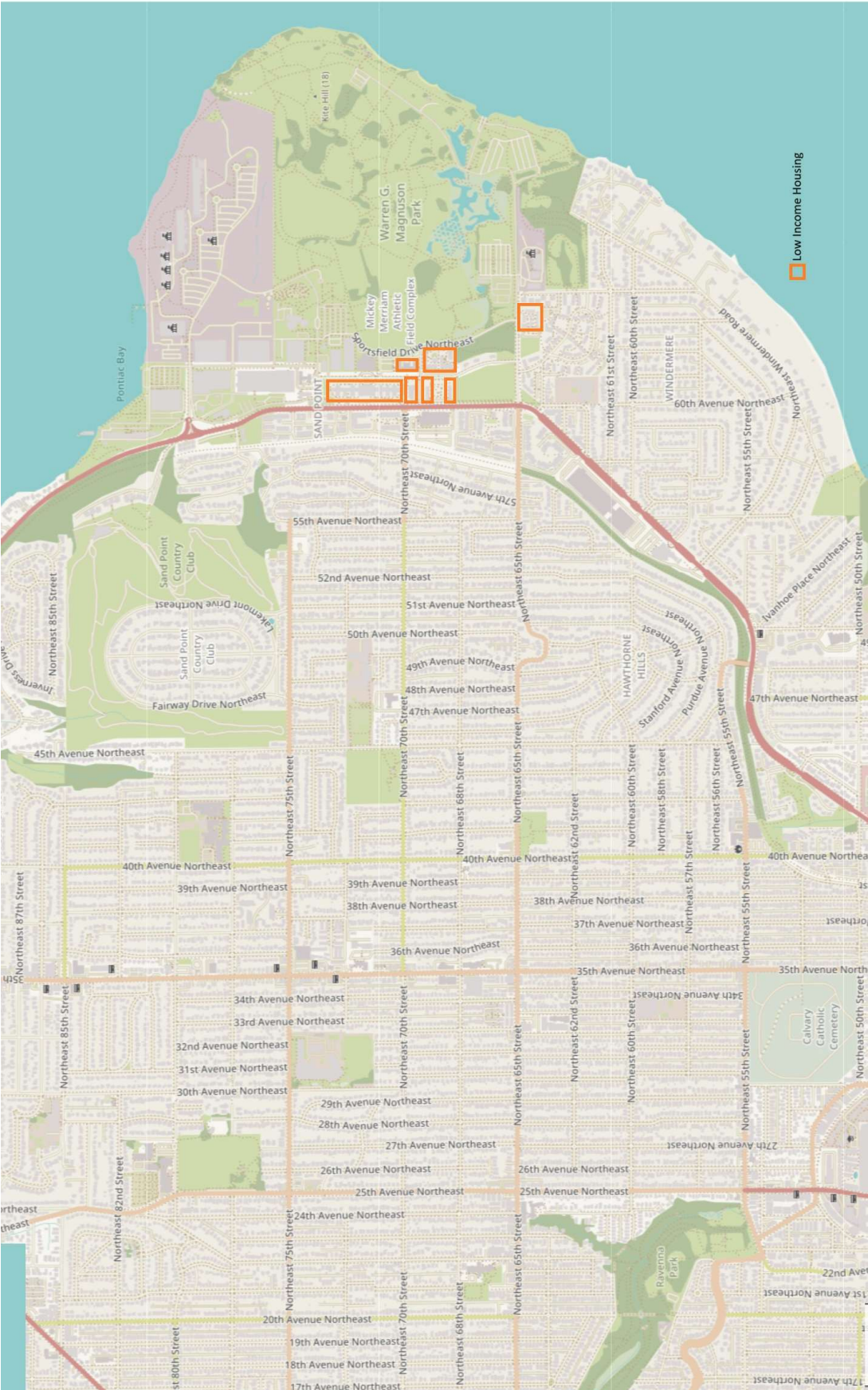


Persons Per Acre (2025)

- 0 - 5
- 5.1 - 10.0
- 10.1 - 20.0
- 20.1 - 30.0
- Over 30.0

Metropolitan Transportation System
ElmerGeo.DBO.cities







United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

Nonprofit Organization
Indirect Cost Negotiation Agreement

EIN: 23-7421894

Date: 04/11/2025

Organization:

Solid Ground Washington dba Solid Ground
1501 N 45th St
Seattle, WA 98103

Report Number: 2025-0054

Filing Ref.:
Last Negotiation Agreement
dated: 07/02/2024

The indirect cost rates contained herein are for use on grants, contracts, and other agreements with the Federal Government to which 2 CFR Part 200 apply subject to the limitations contained in Section II.A. of this agreement. The rates were negotiated by the U.S. Department of the Interior, Interior Business Center, and the subject organization in accordance with the authority contained in applicable regulations.

Section I: Rate

Start Date	End Date	Rate Type	Rate Details				
01/01/2023	12/31/2023	Final	Name	Rate	Base	Location	Applicable To
			Indirect	14.40 %	(A)	All	All Programs
01/01/2024	12/31/2024	Predetermined	Name	Rate	Base	Location	Applicable To
			Indirect	14.40 %	(A)	All	All Programs
01/01/2025	12/31/2025	Predetermined	Name	Rate	Base	Location	Applicable To
			Indirect	14.40 %	(B)	All	All Programs

Note: Entity elected to use the 15.00% de minimis rate beginning fiscal year (FY) 2026.

(A) Base: Total direct costs excluding capital expenditures (buildings, individual items of equipment, alterations and renovations), rental assistance, subawards in excess of the first \$25,000, and passthrough funds.

(B) Base: Total direct costs excluding capital expenditures (buildings, individual items of equipment; alterations and renovations), rental assistance, subawards in excess of the first \$50,000, and passthrough funds.

Treatment of fringe benefits: Fringe benefits applicable to direct salaries and wages are treated as direct costs; fringe benefits applicable to indirect salaries and wages are treated as indirect costs.

Treatment of paid absences: Vacation, holiday, sick leave, and other paid absences are included in salaries and wages and are claimed on grants, contracts, and other agreements as part of the normal cost for the salaries and wages. Separate claims for the costs of these paid absences are not made.

Section II: General

- A. **Limitations:** Use of the rate(s) contained in this agreement is subject to any applicable statutory limitations. Acceptance of the rate(s) agreed to herein is predicated upon these conditions: (1) no costs other than those incurred by the subject organization were included in its indirect cost rate proposal, (2) all such costs are the legal obligations of the grantee/contractor, (3) similar types of costs have been accorded consistent treatment, and (4) the same costs that have been treated as indirect costs have not been claimed as direct costs (for example, supplies can be charged directly to a program or activity as long as these costs are not part of the supply costs included in the indirect cost pool for central administration).
- B. **Audit:** All costs (direct and indirect, federal and non-federal) are subject to audit. Adjustments to amounts resulting from audit of the cost allocation plan or indirect cost rate proposal upon which the negotiation of this agreement was based will be compensated for in a subsequent negotiation.
- C. **Changes:** The rate(s) contained in this agreement are based on the accounting system in effect at the time the proposal was submitted. Changes in the method of accounting for costs which affect the amount of reimbursement resulting from use of the rate(s) in this agreement may require the prior approval of the cognizant agency. Failure to obtain such approval may result in subsequent audit disallowance.
- D. **Rate Type:**
 - 1. **Fixed Carryforward Rate:** The fixed carryforward rate is based on an estimate of the costs that will be incurred during the period for which the rate applies. When the actual costs for such period have been determined, an adjustment will be made to the rate for a future period, if necessary, to compensate for the difference between the costs used to establish the fixed rate and the actual costs.
 - 2. **Provisional/Final Rate:** Within six (6) months after year end, a final indirect cost rate proposal must be submitted based on actual costs. Billings and charges to contracts and grants must be adjusted if the final rate varies from the provisional rate. If the final rate is greater than the provisional rate and there are no funds available to cover the additional indirect costs, the organization may not recover all indirect costs. Conversely, if the final rate is less than the provisional rate, the organization will be required to pay back the difference to the funding agency.
 - 3. **Predetermined Rate:** A predetermined rate is an indirect cost rate applicable to a specified current or future period, usually the organization's fiscal year. The rate is based on an estimate of the costs to be incurred during the period. A predetermined rate is not subject to adjustment.
- E. **Rate Extension:** Only final and predetermined rates may be eligible for consideration of rate extensions. Requests for rate extensions of a current rate will be reviewed on a case-by-case basis. If an extension is granted, the non-Federal entity may not request a rate review until the extension period ends. In the last year of a rate extension period, the non-Federal entity must submit a new rate proposal for the next fiscal period.
- F. **Agency Notification:** Copies of this document may be provided to other federal offices as a means of notifying them of the agreement contained herein.
- G. **Record Keeping:** Organizations must maintain accounting records that demonstrate that each type of cost has been treated consistently either as a direct cost or an indirect cost. Records pertaining to the costs of program administration, such as salaries, travel, and related costs, should be kept on an annual basis.
- H. **Reimbursement Ceilings:** Grantee/contractor program agreements providing for ceilings on indirect cost rates or reimbursement amounts are subject to the ceilings stipulated in the contract or grant agreements. If the ceiling rate is higher than the negotiated rate in Section I of this agreement, the negotiated rate will be used to determine the maximum allowable indirect cost.
- I. **Use of Other Rates:** If any federal programs are reimbursing indirect costs to this grantee/contractor by a measure other than the approved rate(s) in this agreement, the grantee/contractor should credit such costs to the

Section II: General (continued)

affected programs, and the approved rate(s) should be used to identify the maximum amount of indirect cost allocable to these programs.

J. Other:

1. The purpose of an indirect cost rate is to facilitate the allocation and billing of indirect costs. Approval of the indirect cost rate does not mean that an organization can recover more than the actual costs of a particular program or activity.
2. Programs received or initiated by the organization subsequent to the negotiation of this agreement are subject to the approved indirect cost rate(s) if the programs receive administrative support from the indirect cost pool. It should be noted that this could result in an adjustment to a future rate.
3. This Negotiation Agreement is entered into under the terms of an Interagency Agreement between the U.S. Department of the Interior and the cognizant agency. No presumption of federal cognizance over audits or indirect cost negotiations arises as a result of this Agreement.
4. Organizations that have previously established indirect cost rates—exclusive of the *de minimis* rate—must submit a new indirect cost proposal to the cognizant agency for indirect costs within six (6) months after the close of each fiscal year.

Section III: Acceptance

Listed below are the signatures of acceptance for this agreement:

By the Nonprofit Organization

Solid Ground Washington dba Solid Ground

DocuSigned by:
Shalimar Gonzales
9EB064E25819482...

Signature

Shalimar Gonzales

Name:

CEO

Title:

4/14/2025

Date

By the Cognizant Federal Government Agency

US Department of Housing and Urban Development -
CPD

DocuSigned by:
Craig Wills
B47DB1F4A5DB4BF...

Signature

Craig Wills

Name:

Division Chief
Indirect Cost & Contract Audit Division
Interior Business Center

Title:

4/11/2025

Date

Negotiated by: Matthew Paul
Telephone: (916) 930-3832
Email: matthew_paul@ibc.doi.gov

Next Proposal Due Date: 06/30/2025

SOLID GROUND FINANCE POLICIES

2B1 PROCUREMENT POLICY AND PROCEDURES

Last Reviewed: 11/26/25

Last Updated: 11/26/25

Approved By: Finance Committee 11/26/25

- a. **Personal Conflicts of Interest.** No employee, officer, or agent shall participate in the selection, award, or administration of a contract if a real or apparent conflict of interest exists, such as the personal financial interest or other interest in the firm selected. These include any tangible personal benefit, financial or other interest of the employee, immediate family or partners. No employee, officer, or agent shall solicit or accept gifts, except those under \$20. Any violation of this shall be disciplined.
- b. **Organizational Conflicts of Interest.** If Solid Ground has any affiliate or subsidiary, these relationships should be considered when a real or apparent conflict of interest exists in procurement decisions to assure decision makers are impartial. Steps should be taken to assure this impartiality in decision making.
- c. **Purchases should be necessary, reasonable and economical.** Only necessary items shall be purchased. This is assured by making an estimate prior to purchase of the items needed, and only purchasing that number of items. Where a quantity cannot be reasonably estimated, Solid Ground will assure that there are return policies prior to purchasing items in excess of those immediately needed. Considerations as to consolidating or breaking out purchases to obtain a more economical purchase will be taken. Intergovernmental agreements will be considered when available to get the most cost-effective purchase, as will federal excess and surplus property.
- d. **A Lease Purchase analysis will be conducted when warranted.** Solid Ground will analyze leasing versus purchase, when appropriate, and make the choice which best fits with our grant income, risk considerations, practicality and economic considerations.
- e. **Contractors should be responsible.** Contracts will be made only with responsible contractors. Factors will be given to matters of integrity, record of past performance, and resources. Contractors must sign a certification for Covered Telecommunications Equipment that they are not using any equipment produced by Huawei Technologies Company, ZTE Corporation, or any subsidiary or affiliate of such entities.(CFR 200.216, updated 11/12/2020)

- f. Competition should be full and open.** All procurement shall be conducted in a manner that provides full and open competition. The following situations are considered to be restrictive and will not be allowed:
- a. Contractors that develop specifications shall not compete for that work.
 - b. Unreasonable requirements shall not be placed on firms in order to qualify to do the work
 - c. There shall be no non-competitive pricing between firms or affiliated companies
 - d. There shall be no non-competitive contracts to consultants on retainer
 - e. There shall be no requirement of a “brand name” instead of allowing an equal product to be offered with the same performance requirements
- g. Contracting with small and/or women and/or minority owned businesses or labor surplus firms will be conducted when possible.** Solid Ground will take all necessary affirmative steps to assure that these firms are contracted with when possible. This includes placing qualified businesses on the lists for solicitation, assuring they are solicited, dividing total requirements into smaller tasks or quantities to ensure maximum participation, establish delivery requirements that encourage participation, and using tools such as the services of Small Business Administration or similar organizations, or lists such as the City or State WMBE list.
- h. Decision making will be documented.** Estimates of items to be purchased, choice of procurement method, bids, review of vendors, decision making tools shall be retained and included with the contract and contract routing slip, which will be saved according to records retention requirements.
- i. Procurement Procedures will differ by purchase size.** There are five different purchase classes for which different procedures will be followed. Purchase size is defined as the amount expected to spend with a single contractor for one year. There may be a situation where different departments search for a single contractor independently for the same or different items or services. If this is the case, we consider each purchase independent, unless they are made for at the same time with acknowledgement of their relationship to each other, in which case the amounts and process will be combined.

1. Micropurchases

Purchases of services or supplies under \$15,000 per purchase (\$2,000 if federal prevailing wage (Davis Bacon) 40 CFR 31 applies) can be completed without soliciting competitive quotations if the price is considered to be reasonable. To the extent possible, purchases should be distributed between qualified suppliers. Price must be reasonable based on research, experience, purchase history or other information. The agency may self-certify on an annual basis an increase up to \$50,000, but we have not certified this at the current time. On a case-by-case basis,

the CEO and Sr Director of Finance may allow this increase on a specific purchase if allowed by contract and other requirements are met.

2. Small purchases

Purchases up to \$350,000 per year will be completed by obtaining price or rate quotes from three sources where available. The three bids will be attached to the contract or invoice and the reason for the decision of the vendor chosen will be included. To the extent possible, purchases should be distributed between qualified suppliers.

3. Sealed Bids

For construction purchases over \$150,000, where there is a complete, realistic specification or purchase description available and more than one responsible bidder willing and able to complete for the business, and a firm fixed price contract is possible and the selection can be made principally on the basis of price, sealed bids are appropriate.

- A. Invitations will be publicly advertised, and bids will be solicited from an appropriate number of known qualified suppliers
- B. The invitation will include any specifications and pertinent attachments and define the items and services, and will allow sufficient time to respond
- C. All bids will be publicly opened at the time and place prescribed in the invitation
- D. A firm fixed price contract will be made in writing to the lowest responsible and responsible bidder. Where specified in the bidding documents, factors such as discounts, transportation costs, and life cycle costs to determine the lowest bid.
- E. Any or all bids can be rejected if there is a sound documented reason.

4. Competitive Proposals

For purchases over \$350,000 per year, either fixed price or cost reimbursement contracts, where conditions don't lend themselves to sealed bid and/or price is not the only consideration, and more than one source may submit an offer, a competitive process will be conducted.

- A. Requests for proposals will be publicized, and bids will be solicited from an appropriate number of known qualified suppliers.
- B. The invitation will include any specifications and pertinent attachments and define the items and services, and will allow sufficient time to respond
- C. A written method must be created to conduct the technical evaluation of the proposals received and for selecting recipients
- D. Contracts must be awarded to the responsible firm whose proposal is the most advantageous to the program, with price and other factors considered
- E. For Architect/Engineering professional services only, we may use a qualifications based procurement whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation.

5. Non competitive (sole source)

When there is only one source, or after solicitation, it is determined there is inadequate competition, or it is an emergency, or the federal entity expressly authorizes it in response to a written request, sole source procurements can be used.

For commodity purchases, such as fuel and food for provision to the Seattle Food Committee, we will allow purchases from responsible vendors, as long as all provisions in government contracts are complied with.

- j. **Contracting review and signature will be the same for all contracts.** As outlined in the Contract Routing procedure, all contracts will be reviewed at the program and administrative level and will be signed by authorized signers. Approved and signed contracts must be received by Finance prior to payment.
- k. **Contract requirements may add individual procedures to this policy.** Various contracts may have approval, documentation or other requirements in order to be able to pay for procurements with their funds. Therefore, individual contract requirements must be referred to by the purchaser before entering into a procurement process and those additional requirements must be built in.
- l. **Exceptions to this policy may be made by the CEO or Finance Director, if no federal funds are involved.** In certain cases, compliance with this policy may be contrary to the direction of the funders, expediency or confidentiality. Therefore, exceptions can be made and must be documented and kept similar to the proposals and analysis.

If you have any questions or need procurement support, please contact the Finance Department.

Resources

OMB Circular 2 CFR 200, part 200.318-323. Last update 11/12/2020.

48 CFR 2.101, micro-purchase definitions

2C4 Records Retention Policy