

29199 - Vehicle Replacement, Transportation for Adults with Developmental Disabilities

Application Details

Funding Opportunity:	27550-2025-2027 Consolidated Grant Program - Vehicles and Equipment
Funding Opportunity Due Date:	Sep 17, 2024 3:01 PM
Program Area:	Consolidated Grant Program
Status:	Submitted
Stage:	Final Application
Initial Submit Date:	Sep 17, 2024 1:42 PM
Initially Submitted By:	Ben Gazaway
Last Submit Date:	
Last Submitted By:	

Contact Information

Primary Contact Information

Active User*:	Yes
Type:	External User
Name:	Salutation Ben Middle Name Gazaway First Name Last Name
Title:	Director of Advancement
Email*:	ben.gazaway@ablelight.org
Address*:	600 Hoffman Dr Watertown Wisconsin 53094-6294 City State/Province Postal Code/Zip
Phone*:	(920) 206-4483 Ext. Phone ###-###-####
Fax:	###-###-####
Comments:	

Organization Information

Status*:	Approved
Legal Name*:	AbleLight, Inc.
DBA Name*:	AbleLight
Organization Type*:	Non Profit
Unique Entity Identifier (UEI):	MWMATHNMNDS5

Organization Website: <https://ablelight.org/>
(Please enter http://... for this field)

Physical Address*: 600 Hoffman Dr

Mailing Address*: Watertown Wisconsin 53094-6294
City State/Province Postal Code/Zip
600 Hoffman Dr
AbleLight
Watertown Wisconsin 53094-6294
City State/Province Postal Code/Zip

Remit to Address*: 600 Hoffman Dr
AbleLight
Watertown Wisconsin 53094-6294
City State/Province Postal Code/Zip

Phone*: (800) 369-4636 Ext. ###-###-####

Fax: ###-###-####

Benefactor:

Vendor ID: SW03193590 0

Fiscal Year End Last day of*: August

Comments:

Indirect Cost Rate: 0.00%

IDR Expiration Date:

Organization Contact Information

Organization Contact Information

Organization Director

Name*: Kathy Bruke
First Name Last Name
Area Vice President, OR & WA kathy.burke@ablelight.org
Title Email Address

Applicant Contact

Name*: Ben Gazaway
First Name Last Name
Dir of Advancement ben.gazaway@ablelight.org
Title Email Address

Project Contact

Name: Brittany McGuire
First Name Last Name
Grant Officer brittany.mcguire@ablelight.org
Title Email Address

Summary of Project Information

Summary of Project Information

Select all capital types from the list below that best describes your project.

Capital Type*: Fleet replacement

Checking yes to 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 or Title VI activities and disadvantaged business enterprise (DBE).
For an example of last biennium's federal requirements see the [Consolidated Grant Guidebook](#).

Willing to Accept FTA funds for the biennium?* Yes

Select all of the Congressional District(s), Legislative District(s), and County(ies) the project will serve (include entire project area).

[Congressional & Legislative District map](#)

Legislative District(s)*: 05

Congressional District(s)*: 8

County(ies)*: King

Scope of Work

Scope of Work

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

RTPO/MPO*: Puget Sound Regional Council

Project Description

Provide a brief, high-level description of what your project proposes to do (address who, what, when, and where).

This may be used to describe your project to the Legislature.

Proposed scope/description of the work*:

Our project will provide safe, accessible transportation for 12 people with developmental disabilities at our residential group homes in Renton, WA. We will replace three aging vehicles with new vans that have increased wheelchair capacity so all clients can benefit from 24/7 transportation support to help them lead healthy, fulfilling lives.

Project Need

Why is this project needed, and how does this proposal address the need?

Include a description of the transportation problem that matches the need expressed in the Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP), how the problem was identified, and how the proposed project will address the problem.

Need*:

People with developmental disabilities need support to access transportation so they can attend medical appointments, run errands, pursue employment, and overcome the impacts of isolation and inactivity. The transportation challenges faced by our clients match the following unmet needs in the CPT-HSTP: accessibility and safety. These problems were identified by Residential Directors at our group homes in Renton, WA and verified by our Northwest Area Vice President and Fleet Services Manager.

Our proposal will meet this need by replacing three aging vans that have limited wheelchair capacity with new, more accessible vehicles. One of the vans to be replaced is seven years beyond its service life and has no wheelchair capacity. The second van is five years beyond its service life with capacity for only two wheelchairs, and the third van is two years beyond its service life and has capacity for just one wheelchair.

42% of the people we serve use wheelchairs. It is essential that we replace our vehicles with vans that have capacity for three wheelchairs each to meet the needs of our clients. In addition, our aging vehicles are more likely to break down during use or be periodically removed from service for repairs, resulting in missed medical appointments and ongoing transportation disruptions for our clients. Grant funds will enable us to eliminate this challenge and support safe, reliable 24/7 transportation for the people who need us most.

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 funding for special needs transportation, applicants must address how their project advances the efficiency in, accessibility to, or coordination of

transportation services provided to persons with special transportation needs, defined in [RCW81.66.010\(3\)](#)

Advance efficiencies in, accessibility to, or coordination of special needs transportation *: Yes

Describe how your project advances these areas, and how you are going about developing these advancements. Additionally, identify the special needs population(s) to be served by this project.

Special Needs Transportation:

Our project will support 12 people with developmental disabilities in our Residential Group Homes. Our clients reflect several intersecting demographics of individuals who face mobility barriers: 42% of our clients are physically disabled, 33% are above the age of 65, and 100% live on low incomes and receive Medicaid benefits. As such, grant funds will enable us to support a higher quality of life for some of our most vulnerable and underserved community members.

Our transportation program is part of our person-centered wraparound services which address the diverse needs of people with DD. The clients impacted by this grant are supported by our safe and loving Group Homes at 1025 Olympia Ave. NE and 17019 105th Ave. SE, Renton, WA. Clients benefit from a positive community setting of 4-6 residents where they have access to 24/7 care, personalized living spaces, fun and enriching activities, opportunities for skill development, and community connection.

Our project advances efficiency, accessibility, and coordination of special needs transportation by working in tandem with our Residential Services to provide 24/7 transportation support right where our clients live. The drivers are our own staff who our clients know and trust, which improves efficiency by eliminating the need to coordinate with outside service providers. Because the vans are located at our residential homes, clients have access to immediate support instead of waiting for transportation to arrive when they need it most.

Replacing our aging vans with vehicles that have capacity for three wheelchairs each will enable us to increase the accessibility of our transportation services. We will be able to include more clients in community engagement activities like going to the park and library, and fundamentals like the grocery store, clothes shopping, etc. This will improve efficiency by reducing the number of trips we need to take to ensure everyone can participate.

Project Staff

Provide the names and experience of the key staff who will be working on this project, including their experience managing projects similar to the proposed project.

Project Staff*:

Our fleet of ADA-accessible vans is monitored and maintained by a team at our headquarters in conjunction with our onsite partners in each community. They ensure that the safety, operability, retirement, and replacement of the vehicles are within our predetermined service schedule. We recently received a grant from the Denver Regional Council of Governments to purchase replacement vans for our programs in Colorado, and our team will build on this experience to ensure the success of our Washington project as well.

Brenda Knight, AbleLight Fleet Services Manager, oversees our transit assets. Her responsibilities include:

*Managing the timely completion of all vehicle, faculty, and equipment inspections, and ensuring that all substantial program assets receive timely and cost-effective preventative maintenance and (when necessary) repair.

*Overseeing all record keeping and warranty recovery for program assets

*Tracking regulatory and maintenance standard changes.

*Analyzing fleet maintenance data to ensure individual vehicles are performing reliably and cost-effectively.

Kathy Burke, Area Vice President- Northwest Operations Region, oversees our group homes in Washington. Kathy will ensure our group home directors and staff provide high-quality, efficient transportation services that meet the needs of the people we serve. Kathy oversees 11 residential homes serving 36 people with DD across Washington, and all the homes have vehicles to support accessible transportation.

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	Element	Page number(s) or TBD	How is the need in the CPT-HSTP met by this project?
Puget Sound Regional Council	Strategies and activities identified to address gaps	41	Our project will address the identified need for shorter travel times when taking regular transit or specialized transportation. Our vans will provide efficient travel to clients' destinations so they can avoid the delays of public transportation like transfer points or numerous stops along the way, resulting in shorter travel times.
Puget Sound Regional Council	Strategies and activities identified to address gaps	41	Our project will address the identified need for more transportation services at times when they are needed. The vans will be securely parked at our group homes and enable us to provide 24/7 transportation for our clients according to their needs and schedules. The increased wheelchair capacity and accessibility of our new vehicles will enable us to transport more disabled clients at once, eliminating delays for clients who might otherwise need to wait for the next trip due to limited seating.
Puget Sound Regional Council	Strategies and activities identified to address gaps	41	Our project will address the identified need for better access to health and wellness destinations. Our drivers will provide transportation to any health and wellness destination our clients need to access. The increased wheelchair accessibility of our new vehicles will help us ensure all clients have access to transportation so they can attend medical appointments. We set our transportation schedule around the needs of all our clients to ensure we are meeting their needs.
Puget Sound Regional Council	Strategies and activities identified to address gaps	42	Our project will address the identified need for affordable transportation for families with low incomes. Our transportation service is included in the scope of services provided by our Group Homes for our clients. There is no additional fee for transportation. 100% of our clients live on low incomes and utilize their Medicaid benefits to receive our services.
Puget Sound Regional Council	Strategies and activities identified to address gaps	42	Our project will address the identified need for connected ADA-accessible infrastructure. We will replace our ageing vans with ADA-accessible vehicles that have capacity for three wheelchairs each, ensuring a seamless experience from our ADA-accessible home to our clients' destination.

Project Coordination

Describe coordination efforts. Include details such as:

- Inclusion in regional plans.
- What prioritized strategies are being addressed?
- Who was involved in defining the problem?
- Other alternatives that were/are being considered for solving the problem.
- Demonstrations of local/regional coordination for implementing the proposed project.

Coordination Efforts*:

Our project is developed in coordination with the King County Regional Transportation Plan and classified as Other Specialized Transportation under Appendix B: Coordinated Mobility Plan because we provide tailored transportation services for people with DD. We will address the prioritized strategy 1.2: improve on-time reliability and timeliness of transportation services for people with special transportation needs; and 2.3: expand service levels to provide regular transit and specialized transportation services at times they are needed.

Our regional director identified the need for newer vans with more wheelchair lifts to ensure equitable support for all our clients. One of the top priorities for our clients is safe, accessible transportation so they can attend medical appointments, engage in the community, and overcome the impacts of isolation and inactivity. Up to half of people with DD are chronically lonely, leading to an increased risk of high blood pressure, Alzheimer's disease, depression, poor sleep, lowered immunities, and early mortality.* Our project will help clients overcome this challenge and support whole-person wellness by enabling them to go out into the community for trips to the library, park, museum, volunteer events, and more.

We considered several alternatives, but our clients require a higher level of service than can be provided by either public transit or paratransit services due to their diverse challenges and specialized needs. Our service is also more affordable, more efficient, and more comfortable for our clients than other options. As part of our local and regional coordination efforts, we work with other service providers and local agencies to ensure our project is aligned with community-wide goals for improving transportation access for individuals with disabilities.

*Our Epidemic of Loneliness and Isolation: The U.S. Surgeon General's Advisory on the Healing Effects of Social Connection and Community; 2023

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

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

Include in your response 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*:

This project strengthens transportation access for individuals with DD by providing enhanced accessibility through our ADA-compliant vans. The transportation we provide complements existing public and paratransit services by ensuring our clients have reliable, door-through-door transportation that cannot be matched by current fixed-route services. Our vans provide essential links between residential homes and community resources, such as social services, medical appointments, and employment opportunities. By providing this reliable transportation, we are able to enhance access to essential services, such as healthcare, social events, and employment, which significantly improves the overall wellbeing and independence of our clients.

Our clients will benefit from safe, seamless transportation with our trained Direct Support Professionals. Our transportation services help improve efficiency within the service area by reducing the reliance on external transportation service providers, as our new vans will accommodate multiple wheelchair users at once. This reduces the number of trips needed to meet the transportation needs of our clients, resulting in decreased fuel consumption and maintenance.

Does this project have a planning or operating service area that crosses RTPPO planning boundaries? *: No

Budget

Transit Vehicles

Replace/Expand/Rebuild	Vehicle Description	Useful Life	Passenger Seating	Wheelchair stations	Fuel Type	Cost description	Total Cost of vehicle w/accessories	Match	Requested Amount	Line Item (ALI) Code	Scope/Activity
Buy Replacements - Capital Bus 11.12	.15 Vans - 4 years	4	6	3	Gas	Base Cost: \$76,609 + Lift \$366 + Privacy Glass \$523 + Molded Arm Rests \$205 + Seat Back Grab Handles \$205 + Decal Branding \$2,500 + Contingency \$7,911	\$88,319.00	\$17,664.00	\$70,655.00	11.12 0.15	
Buy Replacements - Capital Bus 11.12	.15 Vans - 4 years	4	6	3	Gas	Base Cost: \$76,609 + Lift \$366 + Privacy Glass \$523 + Molded Arm Rests \$205 + Seat Back Grab Handles \$205 + Decal Branding \$2,500 + Contingency \$7,911	\$88,319.00	\$17,664.00	\$70,655.00	11.12 0.15	
Buy Replacements - Capital Bus 11.12	.15 Vans - 4 years	4	6	3	Gas	Base Cost: \$76,609 + Lift \$366 + Privacy Glass \$523 + Molded Arm Rests \$205 + Seat Back Grab Handles \$205 + Decal Branding \$2,500 + Contingency \$7,911	\$88,319.00	\$17,664.00	\$70,655.00	11.12 0.15	
							\$52,992.00	\$211,965.00			

Equipment

Equipment Description	Useful Life	Total Cost	Match	Requested Amount
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No Data for Table

Match/Revenue Sources

Source	List the source.	Amount
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Local: Reserves		\$52,992.00
		\$52,992.00

Scalable

Is your project scalable?* Yes

Specify the minimum funds needed : \$70,655.00
Round to the nearest dollar. Do not include cents.

Describe the scalability of your project.:

Our project is scalable in that if we can reduce the number of vehicles which we purchase if we receive less funding than requested in this application. Our Ford E-150 is our top priority to replace because it has no wheelchair lifts and is seven years beyond its remaining useful life. Our Ford E-350 is second priority because it is five years beyond its useful life and only has two wheelchair lifts. Our Ford Transit-350 is our third priority because it is two years beyond its useful life and only has one wheelchair lift.

ADA Accessibility

ADA Accessibility*:

Our project will enable us to enhance our transportation service's ADA accessibility by replacing three vans that have limited wheelchair accessibility with ADA-accessible vans that have three wheelchair lifts each. The wheelchair lifts have a 1,000 lb. capacity to ensure they can support our clients. The vans to be purchased meet the requirements of 49 CFR Part 38 Subpart B- Buses, Vans, and Systems.

Procurement Plan

Procurement Plan*:

The vehicle purchase for this project qualifies as a small purchase requiring the use of competitive bidding, according to our attached Procurement Policy. The process for a small purchase includes a request for quotations, receipt of vendor quotations in writing, vendor selection with price as the primary consideration, and retention of vendor selection support including the names, addresses, and telephone numbers of the offerors and the date and amount of each quotation.

Our vehicle purchase will be made using the Department of Enterprise Services to seek out multiple quotes from various vendors. The quote for our vehicle purchase was provided by Davey Coach Sales, a leading bus dealership and service center catering to customers nationwide with new and used bus sales. We are currently partnering with Davey Coach in our Colorado market for the purchase of vehicles through the support of a Colorado transportation grant.

Spare Ratio

Spare ratio at or below 20%: Yes

Other Sources

Other Sources*:

We receive Medicaid vouchers to support our clients; however, these funds are not enough to cover the full cost of delivering our comprehensive services. This is because we go above and beyond industry standards to deliver wrap-around support and ensure the wellbeing and fulfillment of every person we serve. We offer competitive wages to attract and retain high-quality direct support professionals and avoid costly turnover, and the rising cost of living means our program expenses increase each year.

The 20% matching funds for our project will be provided by our national organization, AbleLight Inc. (formerly Bethesda). Our national budget includes transportation funding so we can maintain our vehicles and take advantage of matching funds opportunities.

We engage in a process of continual fundraising to help close our project's financial gap. We apply for grants, cultivate individual and corporate donors, and perform strategic year-round marketing to attract and retain funders. We utilize social media to highlight special activities and showcase the real-world impact of our work so that donors feel connected to our cause, have confidence in the impact of their gifts, and are motivated to continue supporting our mission. In everything we say and do, we are dedicated to building a positive reputation within the community

so that when donors and clients think of innovative and dependable DD services, AbleLight is the first thing that comes to mind.

Your support will enable us to engage additional funders to support our project. Many donors review the list of WSDOT grant recipients to guide their giving priorities, and we would be honored to be included among your trusted community partners to improve transportation systems for people with developmental disabilities. A WSDOT grant award will help us diversify our funding stream, spread community awareness about our services and need for support, and make a direct, positive impact in the lives of people w

Summary

Requested Amount

Vehicle Requested Amount:	\$211,965.00
Equipment Requested Amount:	\$0.00
TOTAL Requested Amount:	\$211,965.00

Match Amount

Match Amount:	\$52,992.00
Percentage of Match:	20.00%

Total

TOTAL PROJECT COST:	\$264,957.00
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Vehicle Replacement

Vehicle Replacement or Rebuild

Are you replacing or rebuilding a vehicle?*: Yes

Save form to continue. If you selected yes, please complete the vehicle information section below.

Vehicle Information

Replace or Rebuild	Vehicle Type	Year	Make/Model	Vehicle Description	Fuel Type	Remaining useful life	Vehicle Identification Number (VIN)	Current Status	Current Mileage	Other Applications	Other Grant Program
Replace	ADARaised-Roof Van	2010	Ford/E-150		Gas	-7	1FMNE1BWXADA92576	Active	88523	No	
Replace	ADARaised-Roof Van	2015	Ford/Transit-350		Gas	-2	1FDZ2CM3FKB19277	Active	34517	No	
Replace	ADARaised-Roof Van	2012	Ford/E-350		Gas	-5	1FTSS3EL3CDA59273	Active	74481	No	

Service Level

Project Service Level Information

Project Specific Information	July 1, 2023 - June 30, 2024 (Actual)	July 1, 2024 - June 30, 2025 (Budgeted)	July 1, 2023 - June 30, 2025 (Total of Actual and Budgeted)	July 1, 2025 - June 30, 2027 (Projected)	Percent of Change
Revenue Vehicle Hours	37440	37440	74880	74880	0.00%
Revenue Vehicle Miles	16368	16368	32736	32736	0.00%
Passenger Trips	4992	4992	9984	9984	0.00%
Volunteer Hours	0	0	0	0	0.00%

Total

0.00%

Project Service Level Description

Describe the methodology used to develop these estimates, including any assumptions used in their development.

How were service-level estimates developed?*

Vehicle hours per year were estimated under the assumption of three vehicles operating for approximately 30 minutes per trip, at eight trips per week, for 52 weeks per year ($3 \times 30 \times 8 \times 52 = 37,440$).

Vehicle miles per year were estimated by dividing the odometer reading of each vehicle by the number of years that vehicle has been in service, then combining the totals of each vehicle. ($88,523/14 = 6,323$. $34,517/9 = 3,835$. $74,481/12 = 6,207$. $6,323 + 3,835 + 6,207 = 16,368$).

Passenger trips per year were estimated under the assumption of eight one-way trips per week, for 12 clients, for 52 weeks per year ($8 \times 12 \times 52 = 4,992$).

Please note that our vehicles are not used for revenue purposes because transportation is integrated into our residential services for all our clients. As such, we have not traditionally tracked every trip, hour, and mile per year, and have used the assumptions above to estimate our project service level totals. There is no percent of change in the table above because the expanded wheelchair accessibility of the replacement vehicles will support a higher capacity of clients per trip, which will enable us to reduce the number of repeat trips to support activities for our clients. This, in turn, will enable us to offer a greater number of enriching transportation-supported activities. As such, we do not expect the number of vehicle trips, miles, or hours to change after replacing our vehicles, although the lives of our clients will be greatly enhanced.

Milestones

Project Activities

Project Activity	Applicable to project?	Completion date (mm/yy)	Notes
Construction			
Preliminary engineering start date	No		
Environmental documentation complete (e.g., NEPA/SEPA)	No		
Property acquisition complete (lease or purchase)	No		
Contract advertisement	No		
Operationally/substantially complete	No		
Vehicles			
Solicitation (request for proposals or invitation for bid) published	Yes	04/25	We will finalize the solicitation process upon notification of award.
Contract Award/Purchase order	Yes	04/25	
First vehicle accepted	Yes	09/25	In our experience, there is often a 5-6 month lag between ordering vehicles and receiving the vehicles
All vehicles accepted	Yes	12/25	We anticipate accepting all vehicles in September, but December will be the final deadline
All vehicles placed in service	Yes	12/25	Vehicles will be placed in service immediately upon receipt.
Equipment			
Solicitation (request for proposals or invitation for bid) published	No		
Contract award/Purchase order	No		
First piece of equipment accepted	No		
All equipment accepted	No		

All equipment placed in service

No

Milestone Risks

Identify and describe the risks that may affect the timely completion of your project. Describe possible mitigation strategies for each risk.

Milestone risks *:

The main risk to the timely completion of our project is if there are any delays with the vehicle provider in filling our order and delivering our vans. To mitigate this risk, we will maintain ongoing communication with the vehicle provider from the time of purchase until the delivery of our vehicles to ensure we are on schedule.

Supplemental Information

Supplemental Information

Supplemental Information:

AbleLight has provided consistent, high-quality support for more than 9,000 people with developmental disabilities (DD) since 1904. Our 120-year legacy is centered around our vision for a world where all people with DD are loved, secure, and flourishing in their communities. We believe the world shines brighter when people with DD achieve their full potential, and we make this a reality for all our clients through expert services centered around quality of life, personal growth and development, and the dignity of each person we serve.

From a small charitable organization in Wisconsin under the name of Bethesda dedicated to helping people with DD thrive, we have grown to a nationwide nonprofit meeting the diverse needs of over 900 clients across 11 states. As part of our process of continual improvement, we rebranded our name to AbleLight in January 2022, appointed a new CEO, and underwent a realignment of staff and organizational structure to ensure we are achieving our mission and vision. We expanded to Washington in 2016 to address the strong need for services to support people with DD, and we have continued to grow to this day.

As we move into another century of service, we are committed to building our financial stability by reducing indirect operating costs, eliminating non-essential programs, investing in staff to minimize turnover, and diversifying our fundraising. A WSDOT grant will help strengthen this process by funding the purchase of three much-needed vans so we can improve our transportation service’s efficiency and impact.

There is a growing demand for services to support people with DD, and transportation is one of the top community-defined priorities. Our work is critical now more than ever. 1 in 6 children were diagnosed with DD in 2020, up 20% from 2018, and over seven million Americans have DD. Your support will enable us to strengthen our transportation services so we can ensure all our community members are valued, supported, and included.

Attachments

Attachments

Named Attachment	Required	Description	File Name	Type	Size	Upload Date
Required for all projects						
Copy of organization’s most recent audit report	✓	Audited Financial Statements FY24	FY23 AbleLight Financial Statements.pdf	pdf	319 KB	09/10/2024 04:40 PM
Population density map	✓	This is the most recent population density map produced by the Puget Sound Regional Council. The vehicles will support our clients in Renton, which has a population density of 5.1 to 20 persons per acre.	King County Population Density Map.pdf	pdf	564 KB	09/17/2024 12:45 PM
Service area map	✓	Service area map indicating the two client group homes to be supported by the replacement vans.	AbleLight Service Area Map.pdf	pdf	538 KB	09/17/2024 01:37 PM
Required for new non-profit applicants only						

501(c) IRS Letter of Determination (required for new non-profit applicants)	AbleLight 501(c)3	AbleLight IRS Affirmation Letter.pdf	pdf	36	09/10/2024	KB	04:41 PM
WA Utilities & Transportation Commission (UTC) Certification (required for new non-profit applicants who are direct service providers)	Letter detailing our exemption from UTC certification	UTC Letter.pdf	pdf	593	09/17/2024	KB	01:12 PM
Conditionally required							
Indirect costs documentation (required if you are charging indirect costs to the project)							
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 current grantees without a current policy on file with WSDOT)	Procurement policy and letter explaining the name change from Bethesda to AbleLight.	AbleLight Procurement Policy.pdf	pdf	3	09/17/2024	MB	01:21 PM
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)							
Supplemental information							
Optional construction attachments							
NEPA/SEPA assessment, if available							
Supplemental construction project information (building or site designs, site plans, location exhibits, etc.), if available							

Vulnerable Populations in Overburdened Communities & Tribes

Vulnerable Populations in Overburdened Communities

Identify the type of direct and meaningful benefits to vulnerable populations your project provides using the descriptions above, if any. Explain how your project provides these benefits. Your response may include suggestions about how WSDOT should evaluate project(s) against Climate Commitment Act requirements in the future.

Vulnerable Populations in Overburdened Communities*:

Grant funds will support vulnerable populations in the region's most overburdened communities. 100% of our clients receive Medicaid benefits and are classified as low income, which is an indicator of vulnerability. Many of our clients experience ongoing health challenges which make them more susceptible to environmental hazards, and several are senior adults, another indicator of vulnerability.

According to the Washington Tracking Network's Environmental Health Disparities map, the clients supported by our project reside in an area which, on a scale of 1-10, ranks 10 for Environmental Health Disparities, 10 for Diesel Pollution and Disproportionate Impact, 8 for Social Vulnerability, and 6 for Health Disparities. Our clients' high vulnerability combined with the area's severely high health disparities underscores the critical need for our project to provide safe, accessible transportation.

Our project will benefit vulnerable populations by meaningfully protecting an overburdened community from the impacts of air pollution and climate change. The increased wheelchair capacity of our new vans will enable us to transport more clients at once, which will prevent excess trips across town for errands and community engagement. This will result in reduced fuel consumption and lower air pollution. In addition, clients will avoid exposure to air pollution because they won't have to wait at a bus station beside the busy road, and they will avoid waiting for public transportation during the extreme weather that has become more common due to climate change. Together, we are working to support a healthier, more equitable shared community.

If these populations were engaged by you or your representatives in developing or maintaining the project, describe the outreach efforts and results.

Inclusive planning:

We engage our clients in meaningful dialogue and elevate their voice to shape the direction of everything we do. We meet with each person we

serve to develop care plans that address their needs, goals, and preferences so we can ensure our services have the greatest positive impact. Notable aspects of the care plans include opportunities for community engagement, access to health care, and trips to the store so clients can pick out their own food and clothing, all of which depend on accessible transportation.

We gather feedback from our clients through annual surveys to measure their experiences, comfort, and satisfaction with our services. On our most recent 2024 survey, 97% of Washington clients said they enjoy what they do during the day and 97% said they go places they want to in the community. Our transportation services are instrumental in delivering these high-ranking results for our clients. By replacing our ageing vans, we will ensure the continuity of this essential service

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

Attachments

Tribal support correspondence/resolution:

Environmental Justice

Environmental Justice Assessment

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

Environmental Justice Assessment (EJA) Map

EJA Map:

Environmental Justice Assessment (EJA) Completion

Enter the names of other agencies or governments (including affected tribes) that are involved with the project and their role:

Have you begun or have you completed the EJA?:

Environmental Justice Assessment (EJA) Reporting

Did you report the results of EJA to WSDOT Public Transportation Division staff? :

Certification

Certification

I certify, to the best of my knowledge, that the information in this application packet 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*: Ben Gazaway
First Name Last Name

Title*: Director of Advancement

Date*: 09/17/2024

September 14, 2024

Dear Washington State Department of Transportation grant review team,

This letter is regarding the requirement for UTC certification to submit our grant application for consideration. After communicating with the Washington Utilities and Transportation Commission, we have confirmed that we do not need the UTC certification. This is because the certification is only required if we are operating vehicles with eight persons or more. The replacement vehicles will support two of our group homes, each of which has a maximum of six residents. As such, the vehicles will not reach the eight-person limit required for UTC certification.

Please see the following communication documentation verifying that we do not need UTC certification. If you have any questions, please do not hesitate to reach out. Thank you for your time and consideration.

Best regards,

Brittany McGuire
Grant Officer
AbleLight
(541) 609-6326
Brittany.mcguire@ablelight.org

Thursday, September 12, 2024 at 11:15:42 Pacific Daylight Time

Subject: RE: UTS Certification Inquiry
Date: Wednesday, September 11, 2024 at 3:28:58 PM Pacific Daylight Time
From: Remfrey, Patrick (UTC)
To: Gazaway, Ben, UTC DL Transportation
Attachments: image002.png, image003.png, Non-Profit Bus.pdf

External Sender Warning

Ben, you're probably referring to a non-profit bus certificate. I've attached the application. If you are operating vehicles with 8 persons or more, you would need one. If you are below that size, the UTC doesn't regulate your operations.

File here: [EFiling - Form \(wa.gov\)](#)

Pay here: [Make a Payment Now \(wa.gov\)](#)

If you have any questions let me know.

Patrick Remfrey

Licensing Services Manager, Transportation Safety Division

360-664-1223

patrick.remfrey@utc.wa.gov

transportation@utc.wa.gov

www.utc.wa.gov

pronouns: he/him



From: Gazaway, Ben <Ben.Gazaway@ablelight.org>
Sent: Wednesday, September 11, 2024 3:00 PM
To: UTC DL Transportation <transportation@utc.wa.gov>
Subject: UTS Certification Inquiry

External Email

Hello,

I was chatting with Ryan Smith and he directed me to you all. I am applying to the WA State DoT 2025-27 Consolidated Grant Program and one of their requirements is to provide our WA Utilities & Transportation Commission (UTS) Certification. We currently do not have a certification but Ryan was unsure if we would need one.

We are a non-profit that transports our clients (adults with disabilities) in Washington State. Can you please confirm whether or not we need this certification?

Thank you for your assistance.

Best,

Ben Gazaway
Director of Advancement
AbleLight
920.206.4483 phone
AbleLight.org



AbleLight envisions a world where all people with developmental disabilities are **loved, secure** and **flourishing in their communities**.

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September 14, 2024

Dear Washington State Department of Transportation grant review team,

This letter is regarding our attached procurement policy. Please note that the policy specifies Bethesda instead of AbleLight because we changed our name to AbleLight in 2020 after the policy was issued. We are in the process of updating policies across our organization to reflect the name change. If you have any questions, please do not hesitate to reach out. Thank you for your time and consideration.

Best regards,

Brittany McGuire
Grant Officer
AbleLight
(541) 609-6326
Brittany.mcguire@ablelight.org

BLC Policy Ref:	Policy Owner: Corporate Controller
Policy Description: Procurement Policy	Effective Date: August 30, 2020
Subject: Procurement	Prior Policy Replaced: Various
Company/Business Unit Application: All Bethesda entities	

I. Policy Objective:

The purpose of this policy is to:

- Ensure that goods and services purchases are procured efficiently, at the most favorable prices and in the best interests of Bethesda.
- Promote competition in procurement/contracting with safeguards to ensure fair and equitable treatment of all persons and firms involved in the procurement process.
- Ensure purchasing activities are managed with attention to compliance with Federal standards, HUD regulations, or other funding source requirements.

It is expected that all goods and services being procured are supported by applicable purchase authorizations (e.g.- approved requisitions, Capital Appropriations Request).

II. Scope:

All goods and services purchases except for goods and services exempt from purchase order requirements (e.g.- utilities, tax payments).

III. Responsibilities

- All Bethesda business units and employees engaged in procurement activities are responsible for ensuring procurement is managed with integrity and fairness, in best interests of Bethesda (e.g.- avoidance of conflicts of interest) and in compliance with Bethesda Procurement Policy.
- Individuals with purchase order approval authorities are responsible for ensuring compliance with procurement policy before approving related purchase orders.
- The Controller is responsible for approving exceptions to procurement policy for purchases considered "Small and Micro Purchases" under this policy.
- The CFO (and in certain instances, the President) is responsible for approving exceptions to competitive bidding requirements for purchases considered "Large Purchases" under this policy.
- The CFO is responsible for overseeing investigation of allegations of unfairness in the procurement process.
- Employees with program management responsibilities are responsible for understanding unique procurement requirements that may be prescribed by significant funding sources and for ensuring more stringent requirements prescribed by a funding source have been captured at Bethesda policy section II table "Funding Source-Specific Procurement Guidance".

IV. Procurement Methods Summary

The table below summarizes the minimum procurement methods to be used based on the aggregate dollar amount of goods or services to be procured. Procured thresholds should be assessed based on the nature and anticipated dollar value of the total requirement. Contract requirements shall not be artificially divided to constitute a lower threshold to which competitive bidding requirements should be determined except as may be reasonably necessary to result in more economical purchases or an increase in pool of qualified suppliers.

General Policy:

Procurement Category	Expenditure Threshold	Procurement Method Required
A) Micro-Purchases	Less than \$50,000	Recommended use of Competitive Bidding
B) Small Purchases	\$50,000 - \$500,000	Required Use of Competitive Bidding
C) Large Purchases	>\$500,000	Formalized Bidding Process

Funding Source-Specific Procurement Guidance:

Funding Source	Special Procurement Req's Applied
HUD	Small Purchases Threshold begins at \$10,000; Large Purchases Threshold begins at \$25k

V. Detailed Procurement Requirements/Guidance by Procurement Category

A. Micro-Purchases:

The intent of defining expenditures considered micro-purchases is to reduce the administrative burden and cost of documenting vendor selection for less significant purchases (and not to discourage competitive sourcing for such purchases). To the extent practicable, micro-purchases should be made based on a review of at least two supplier price quotations (preferably three). Use of a competitive bid form is encouraged but not required.

Micro-purchases may be awarded without soliciting competitive quotations if the price to be reasonable. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

B. Small Purchase Procedures:

Require a minimum of two (preferably three) competitive price quotations obtained through the following process:

1. Request for Quotations: Quotations may be requested by phone, letter, or other informal procedure that allows participation by a reasonable number of competitive sources. Requests for quotations must include the specific good or service to be procured, the time by which quotations must be submitted, and the information required to be submitted with each quotation.
2. Receipt of Vendor Quotations in Writing
3. Vendor selection should be awarded with price as the primary consideration. Where the lowest cost supplier is not selected, the reason for selecting other than the lowest cost vendor should be documented.
4. Retention of Vendor Selection Support: Vendor quotations should be retained and include the names, addresses, and telephone numbers of the offerors and the date and amount of each quotation.

Small Purchases Made Without Receipt of Competitive Quotes

Vendor selection from one source is acceptable under the following circumstances:

- a) Requests for quotations were sent to enough qualified suppliers but did not result in sufficient number of received quotations.

- b) Unique circumstances limited the ability to obtain quotations from multiple suppliers (such as an emergency threatening public health and safety).

Procurement for small purchases not supported by at least two quotations must be approved by [the Controller](#).

Use of Blanket Purchase Orders

In instances where vendor selection was based on the overall needs being procured, delivery orders can be placed under a blanket purchase orders (BPAs) without further competitive bidding. BPAs may be used for a variety of expendable supplies and services and are particularly useful when the exact items, quantities and delivery requirements are not known in advance.

C. Large Purchases:

Require a minimum of two (preferably three) competitive price quotations obtained through a more controlled vendor selection process with preference as follows:

1. Solicitation:

- The request for proposals (RFP) must be reviewed prior to solicitation to ensure they identify all necessary product or service specifications required to be accepted while not being overly restrictive as to unduly restrict the pool of qualified suppliers.
- The RFP shall clearly identify the relative importance of price and other evaluation factors and sub factors, including the weight given to each technical factor and sub factor.

2. Proposal Evaluation:

A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established before the solicitation is issued. Proposals shall be evaluated only on the criteria stated in the request for proposals per "1." Directly above. Proposals shall be handled to prevent disclosure of the number of offerors, identity of the offerors, and the contents of their proposals.

3. Negotiations:

In those situations, where deemed necessary, negotiations shall be conducted with offerors who submit proposals determined to have a reasonable chance of being selected for award, based on evaluation against the technical and price factors as specified in the RFP. Such offerors shall be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. The purpose of negotiations shall be to seek clarification about and advise offerors of the deficiencies in both the technical and price aspects of their proposals to assure full understanding of and conformance to the solicitation requirements. No offeror shall be provided information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal. A common deadline shall be established for receipt of proposal revisions based on negotiations.

4. Award:

After evaluation of proposal revisions, if any, the contract shall be awarded to the responsible firm whose qualifications, price and other factors considered, are the most

advantageous to Bethesda provided that the price is within the maximum total contract price established for the specific project or activity.

C.3) Noncompetitive Proposals

Procurement by noncompetitive proposals may be used only when the award of a contract is not feasible using small purchase procedures, sealed bids, or competitive proposals, and one of the following applies:

- a. An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to Bethesda, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary to meet the emergency; or
- b. Only one source of supply is available, and the CFO certifies so in writing: or
- c. After solicitation of several sources, competition is determined inadequate; or HUD/ONAP specifically authorizes the use (if applicable).

Vendor selection for Large Purchases not supported by competitive bidding must be supported by the following:

1. Justification: Each procurement based on noncompetitive proposals shall be supported by a written justification for using such procedures. The justification shall be approved in writing by the Bethesda President and CFO.
2. Completion of a Cost Analysis: The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing a cost analysis.

Note: A Cost Analysis shall also be conducted for all competitive proposals (e.g., when contracting for professional, consulting, or architect/end

VI. Avoidance of Conflicts of Interest and Prohibition Against Gratuities and Kickbacks

1. No employee, officer or agent of Bethesda shall participate directly or indirectly in the selection or in the award or administration of any contract if a conflict, real or apparent, would be involved. Such conflict would arise when a financial or other interest in a firm selected for award is held by:
 - a. An employee, officer or agent involved in making the award.
 - b. His/her immediate family member.
 - c. His/her partner, or,
 - d. An organization which employs, is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.
2. No person who participates in the decision-making process or who gains inside information may obtain a personal or financial interest or benefit from such activities. Such persons include anyone with an interest in any contract, subcontract or agreement or proceeds thereunder, either for themselves or others with whom they have business or immediate family ties.
3. Employees, agents and grantees who may have acquired confidential and privileged information during their tenure with the Bethesda are prohibited from publicly disclosing that information and from using that information for personal purposes. Former Board Members and employees are

prohibited from acquiring a contract or any other financial interest, direct or indirect, in any Bethesda project or activity that is affected by that confidential or privileged information.

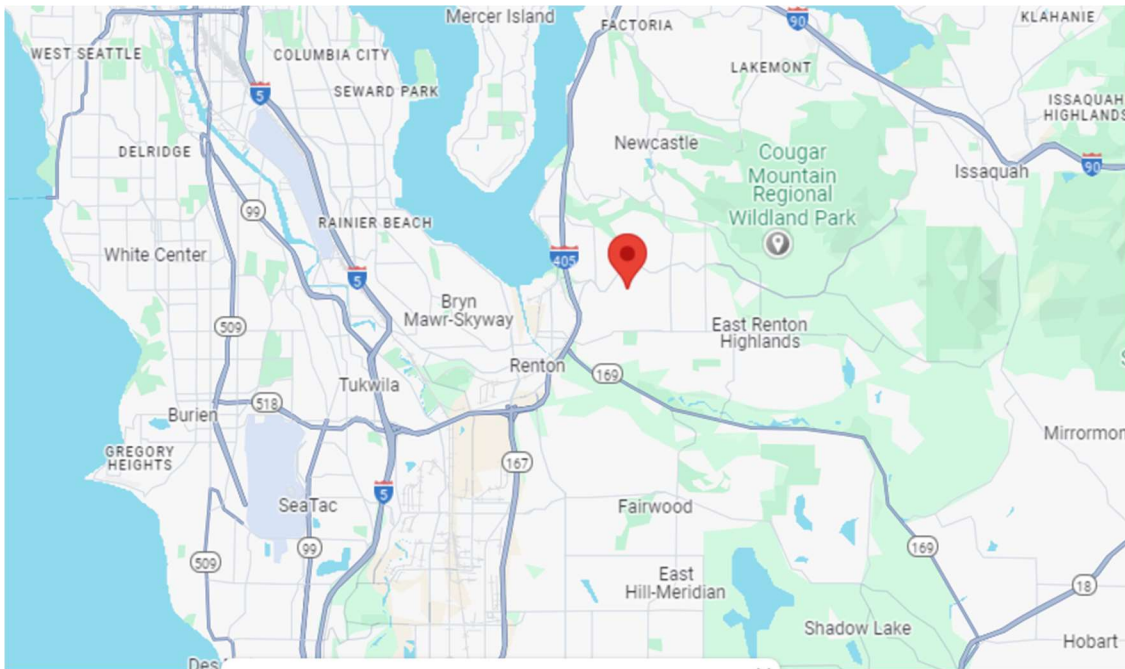
4. Bethesda officers, employees or agents shall not solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontracts, and shall not knowingly use confidential information for actual or anticipated personal gain.

Contractors shall not retain a person to solicit or secure a Bethesda contract for a commission, percentage, brokerage, or contingent fee, except for bona fide employees.

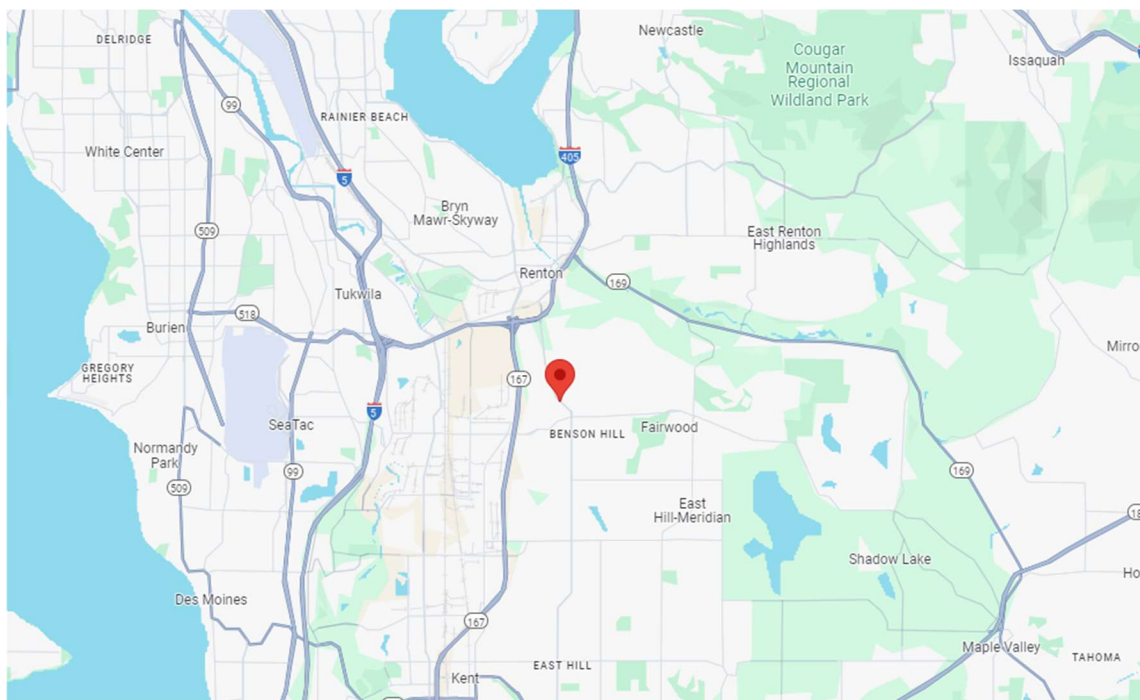


AbleLight Service Area Map

Client group home #1: 1025 Olympia Ave NE., Renton, WA. 98056



Client group home #2: 17019 105th Ave SE., Renton, WA. 98055



King County Population Density - Persons Per Acre

