

FFY 2019 Traffic Safety Project Proposal Overview & Instructions

What is Target Zero?

Washington is building traffic safety partnerships throughout the state to align priorities and leverage resources to improve traffic safety. The Target Zero Strategic Highway Safety Plan is the result of this work and represents Washington's strategic roadmap for eliminating traffic fatalities and serious injuries. The Target Zero Plan provides a comprehensive framework with specific priorities, goals, and strategies. Successful grant proposals are aligned with the Target Zero priorities and utilize its proven strategies or consist of innovative strategies with an accompanying evaluation plan. The 2016 Revised Target Zero Plan is available at <http://targetzero.com/>.

The Target Zero Plan is built by many traffic safety partners who work in concert across the transportation system. The Washington Traffic Safety Commission annual grant process supports the following traffic safety aspects:

- High-risk behaviors such as impairment, speeding, and distraction
- Protecting road users such as young drivers, pedestrians, motorcyclists, and bicyclists
- Supporting traffic data systems for improved decision-making and performance

What are Target Zero Priority Areas?

The Target Zero Plan sets statewide priority areas based on fatality and serious injury data in order to guide state and federal funding to the highest traffic safety needs. In addition to the statewide priority areas listed in Target Zero, a local county or municipality may have data that shows specific traffic safety needs in that county or city. Projects that involve higher priority areas (either using statewide or county data) will receive special consideration for funding. The most current statewide and county traffic safety data is available at <http://wtsc.wa.gov/research-data/quarterly-target-zero-data/>.

What are Proven, Recommended, and Unknown Strategies?

Each topic in the Target Zero Plan contains a list of strategies that could be used to improve traffic safety in that area. The listed strategies are designated as follows:

- "Proven" if research and evaluation studies have validated its effectiveness,
- "Recommended" if the strategy is generally accepted to be effective, or
- "Unknown" for strategies that have limited evaluations

WTSC will consider grants that employ strategies listed in the Target Zero Plan and any innovative strategies that are not yet listed. If your proposal includes an innovative demonstration project for which no research exists to support its effectiveness, your project must contain a strong evaluation plan to assess the effectiveness of the project at its conclusion.

In addition to reviewing the traffic safety strategies contained in the Target Zero Plan, you may find it helpful to explore strategies contained in the following documents:

- *Countermeasures that Work*, a joint publication by the National Highway Traffic Safety Administration (NHTSA) and the Governors Highway Safety Association (GHSA)
<https://www.nhtsa.gov/staticfiles/nti/pdf/812202-CountermeasuresThatWork8th.pdf>

- *American Association of State Highway & Transportation Officials (AASHTO) Strategic Highway Safety Plan*
<http://scohts.transportation.org/Documents/SCOHTS%20Strategic%20Plan%20June%202011.pdf>

What is the process Washington Traffic Safety Commission (WTSC) uses to award grants?

Once the deadline for submission of proposals has closed, WTSC staff will evaluate and score the proposals. Scoring is based on the merits of the answers provided to the primary proposal questions. Once WTSC staff has concluded its review and developed an overall recommendation for funding, a multi-disciplinary Technical Advisory Committee will review the proposals, consider the WTSC staff proposal, and develop a recommendation for the WTSC Commissioners to consider. The WTSC Commissioners will make final funding decisions at the Commission’s April 2018 meeting.

WTSC will contact each applicant following the April Commission meeting to notify applicants of the status of their proposal. Then WTSC staff will work with award recipients to execute an Interagency Agreement for the project period of performance – October 1, 2018, through September 30, 2019.

What is the schedule for the grant process?

Event	Date (subject to change)
Grant solicitation process opens	November 27, 2017
Grant proposals due to WTSC	January 22, 2018
WTSC evaluates proposals	January 23, 2018 - March 26, 2018
Technical Advisory Committee reviews proposals	March 27, 2018
Commissioners review recommended funding portfolio	April 19, 2018
WTSC notifies applicants of selection	April 20, 2018 - May 4, 2018
WTSC and grantee negotiate and finalize contracts	May 7, 2018 - September 30, 2018
Grant-funded Project start date	October 1, 2018
Project end date	September 30, 2019

What is the deadline for submissions?

Your proposal must be received by WTSC no later than 5 p.m. PST, January 22, 2018. Late proposals will not be accepted.

How will I know if WTSC has received my submission?

WTSC will send each applicant an email acknowledging receipt of the proposal. If you submit a proposal and do not receive a notice, please contact WTSC at (360) 725-9860 to confirm that your proposal was received.

Who is eligible to receive WTSC grant funds?

- Washington State agencies
- Federally-recognized tribal governments
- Cities, counties, and their sub-agencies
- Non-profit organizations with existing IRS 501(c)(3) status
- Public schools (and private schools with non-profit status)

What are the minimum qualifications to receive a grant?

Eligible agencies or organizations must be able to:

- Manage public funds efficiently and ethically.

- Collaborate with other public, private, and non-profit organizations.
- Effectively monitor and evaluate the outcomes of a project.
- Adhere to the *State and Federal Terms & Conditions* of the grant agreement, including submitting required project reports to the WTSC.

How are funds distributed?

WTSC distributes funds on a “cost reimbursement” basis only. WTSC does not make payments in advance or in anticipation of goods or services.

How much funding can I request?

Typically, grants range in amounts from \$5,000 to \$150,000.

What types of costs are allowable under this grant?

All costs under this grant must follow the Federal Office of Management and Budget guidelines and 2 CFR Part 200 Subpart E -- Cost Principles.

<http://www.ecfr.gov/cgi-bin/text-idx?SID=5ec3dd238c176d8117209c5dd5d88626&mc=true&node=pt2.1.200&rgn=div5#sp2.1.200.e>

Allowable project costs include:

- Cost to implement strategies designed to address traffic safety problems.
- Equipment and materials.
- Goods and services.
- Training and travel directly related to project goals.

What types of costs are not allowable under this grant?

All projects must follow appropriate state and federal funding regulations. Federal regulations prohibit the use of these funds for office furniture, gifts, entertainment, roadway construction, or roadway maintenance.

Roadway construction and maintenance includes the purchase of permanent road signs, traffic signals, Variable Message Signs, reflective paint, in-pavement flashing beacons, and motion-activated pedestrian signals. Funds may not be used for signal improvements including timing, retroreflective tape and back plates, and adaptive signal control. Funds may not be used for managing roadway access, implementing “road diet” countermeasures, new or modified turn lanes and signals, pavement markings, illumination, sight distance improvements, guardrail, rumble strips, or high friction pavement.

Federal regulations also prohibit using these funds to replace routine or existing state and local expenditures, or using these funds to conduct activities required by RCW, WAC, or other statute.

Are indirect costs allowed?

Yes. However, the WTSC strives to limit the use of funds to direct costs for traffic safety projects. In some cases, the WTSC approves indirect costs necessary to realize the objectives of a promising traffic safety project. In order to request the inclusion of indirect costs on a grant award, the organization must provide the WTSC a copy of a cost allocation plan approved by the organization’s federal cognizant agency. These cost allocation plans outline negotiated indirect cost rates as a percentage to be applied to specific project expenditures such as salary and benefits. Indirect cost rates may vary by project expenditure, and must be applied

appropriately to each expenditure for which indirect costs are requested. Rules governing the application of indirect costs are found in [2 CFR Part 200.414](#).

Can funds for engineering projects be requested?

No. These funds are intended to address behavioral traffic safety issues, not engineering solutions. For information on engineering grants, please contact the Washington State Department of Transportation at <http://www.wsdot.wa.gov/>.

Can these funds cover salaries?

Yes. However, project expenditures that include salaries should specifically outline how the salary expenditures further the goals of the project.

Can these funds be used to purchase police equipment?

Local law enforcement grant proposals for police equipment will not be considered in this opportunity. Each year, WTSC provides funds for traffic-related police equipment through grants to the Washington Association of Sheriffs and Police Chiefs (WASPC). Local agencies should apply for equipment grants through this source. See <http://www.waspc.org> for additional information.

Can these funds be used for school zones?

The WTSC administers a state funding source intended to improve safety within school zones. The School Zone Safety Account periodically administers grants based on availability of funding through the account. See <http://wtsc.wa.gov/grants/> for additional information.

Who can I contact for more information?

You may contact the WTSC Grants Coordinator by mail, telephone, or email. The Grants Coordinator for this project is:

Pam Pannkuk, Deputy Director
PO Box 40944
Olympia, WA 98504-0944
Telephone: (360) 725-9884
E-mail: ppannkuk@wtsc.wa.gov

How do I submit my proposal?

You must submit your proposal through the WTSC Enterprise Management System (WEMS). <https://wtsc.smartsimple.com>

Should I submit any documents in addition to my project proposal?

The WTSC WEMS system will guide you through the proposal process, including any required attachments or other documentation.

Will my proposal be kept confidential?

All proposals received by WTSC are subject to the Public Records Act, RCW 42.56. Any information in your proposal claimed as proprietary and exempt from disclosure must be clearly designated. The specific exemption must be clearly identified by the word "CONFIDENTIAL" printed below the paragraph. The entire proposal may not be marked as exempt from disclosure.

How will I know if I am awarded a grant?

WTSC staff will contact you between April 20 and May 4, 2018, to inform you of the selection or non-selection of your proposal.

What is the process if I am awarded a grant?

Once you have been notified of an approved impending grant award, the Interagency Agreement negotiation period begins. WTSC staff will provide you with a draft Interagency Agreement incorporating many of the elements of your original proposal, and it will also include required *State and Federal Terms and Conditions*. Once agreement is reached on the project Statement of Work, budget items, and other negotiable terms, your authorizing official will sign the Interagency Agreement, either through secure electronic signature or in paper format, depending upon individual agency requirements. Then, once the signed agreement is received by WTSC, the WTSC authorizing official (usually the Director or Deputy Director) will sign the agreement and you will be provided a copy for your records.

What is the period of performance?

The period of performance is October 1, 2018, through September 30, 2019. Award recipients may incur expenditures no earlier than the start of the federal fiscal year (October 1) and only after an Interagency Agreement has been signed by your organization and the WTSC.

Extensions of the period of performance are not permitted. WTSC will not reimburse any costs incurred on a project agreement prior to or after the period of performance.

Can I receive this document in an alternative format?

WTSC can make this document available in an alternate format upon request.