

## **FAQ - Safe Walk Route Improvement Project**

**This document will be updated each Friday with responses to questions received in person, by phone or by email. We will try to remove information that could identify a potential applicant.**

**3/23/2018 – This will be the last update as applications are due on March 30, 2018**

- **I am wondering if our county public works can include all proposed schools in one letter that they support for installing flashing yellow beacons. I see in the packet that each school needs to have a separate letter of support. They are requesting to add all schools to one letter of support. Is that acceptable?**

The point of the letters is to show that there is cooperation and coordination about the projects. If it is a countywide proposal there would be multiple school districts involved. And Pierce County is a pretty diverse place that ranges from mostly rural school district to school districts with heavy urban concentrations. Because of that diversity, there is too wide an array of traffic safety problems to address in one letter. It would be acceptable to have a letter of support from each school district that identified specific schools from the district that were being proposed for these services provided that the schools themselves were similar.

- **Can these funds be used to support existing programs? For instance, we have a staff person who presently delivers a program and we are wondering if we can use these funds to pay for that person's salary and benefits and utilize our existing resources differently.**

We need to be very cautious about supplanting existing funding. Supplanting means using a new funding source to pay for services that are already being delivered. This applies even in cases where the cost of delivering the service is spread out over multiple funding sources or, where there is one source of "cash" support and the rest of the program is supported through "in-kind" resources. In that circumstance, the in-kind resources are still considered an existing source of support for the existing program.

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- **We currently provide services to multiple schools and we are in the position of having to cut schools from our service list because we do not have the staffing or equipment resources to provide adequate support to them. Could we use these funds to provide services to the schools that we cut?**

Again, this would be considered supplanting because the schools received the same services before the decision was made that there was not enough funding to continue implementation.

- **Can these funds be used to support competitions between schools where the winners get funding awards that they could use to, for instance, purchase bicycle maintenance services from a local organization?**

This would be decided on a case-by-case basis. For instance, it is largely forbidden to give gifts paid for with state or federal funds. Therefore, a school could not use these funds to buy a new bicycle to use as a prize in a competition and they would not be able to contract with an outside organization to do that same thing. But there are some expenses associated with competitions that could be supported like covering the costs of an event where the winners of the competition would be announced.

**3/16/2018**

- **Is question #8 only to be answered for projects that are asking for the automated speed enforcement project or is it a typo and should be answered by all requested projects?**

You have caught an unfortunate editing error. The specific reference to automated enforcement should not be in Question #8 in the application packet. All of the questions in the application packet are to be answered for each activity. It may be that some of the questions do not apply. In that case, write "Does not apply" in the response box.

- **Can we build missing sidewalk segments? I have one school interested in a walking school bus. Excellent candidate, but we have two blocks of missing sidewalk and ramps that would be ideal to install.**

Unfortunately, these funds cannot be used for construction of sidewalks and ramps. Sorry. About the farthest, we could go is to fund some preliminary planning or, possibly, some road striping.

However, we could support walking school bus initiatives if you can figure out how to get them from Point A to Point B safely.

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- **Would a Pedestrian Actuated Beacon with yellow lights be an acceptable project (similar to an RRFB)? I have a location that needs a crosswalk and it is around a curve. It is on a residential 25 mph street so the benefit of actual beacons for a school speed zone would not be as significant as a pedestrian actuated beacon.**

As you know Pedestrian Actuated Beacons are significantly more expensive than the other forms of warning lights. However, Pedestrian Actuated Beacons, HAWK signals and other forms of alerting signs could all be included as part of the generic “yellow flashing lights” program-funding category for this project.

- **Can I submit for 1 treatment or the other, or both (20 MPH School Zone Flashing Beacons & Pedestrian Actuated Flashing Beacons)?**

I think that you would select “yellow flashing lights” as your program option and then describe the problem(s) to be addressed and the proposed solutions to the problem(s). Your upper limit would be the \$150,000 application maximum.

**3/9/2018**

- **On Appendix A it asks for the Name, phone number, and email for principal officers (President, Vice President, Treasurer, Chairperson of the Board). Our fiscal agent, a local foundation, is concerned about giving out the personal contact information of volunteer board members and was wondering if they could stick to just providing contact information for employees (the President/CEO, Director of Donor Services, and Project Manager).**

The reason this information is on the form is to determine potential conflicts of interest, e.g., if an employee of our agency or one of our partner agencies is also a board member at this organization. That would not necessarily disqualify the grant but it would demonstrate the need to have a conversation with the employee about the need to recuse themselves from any discussions about the project. The other reason the information is collected is to make sure that there actually is a board separate from the employees of the organization, a requirement we need in order to show that the organization is truly a 501-c-3 status organization or a Washington State Not for Profit organization. Also, the only folks who will ever see the information are the grant reviewers and our fiscal staff in the event that the organization is selected for funding.

So, could you ask them one more time to include the names and contact information? If they are still hesitant, try a “middle ground” proposal - tell them they can put down the names without the contact information.

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- **Do I need to include a CFDA (Catalog of Federal Domestic Assistance) number for the School Walk Routes Improvement Project grant? If so, what is that number?**

The School Walk Route Improvement Project uses state monies and so there is no CFDA. CFDA numbers apply only to federally-funded projects.

**3/2/2018**

- **Appendix A & Fiscal Sponsors:** If we work with a fiscal sponsor, I assume Appendix A should reflect their organizational information. Can you verify if that's correct?

Appendix A – Certification and Assurances – should be completed by the organization that will be receiving the contract. That means if an organization were working with a fiscal sponsor/agent, the contract would go to the fiscal sponsor/agent. And that means information about the fiscal sponsor/agent should be included for Appendix A.

- **Reporting Requirements:** Can you share what the reporting requirements for this grant will look like?

There are four quarterly (every 3 calendar months) reports due as well as a final report that “rolls up” all of the information from the four quarterly reports. Contractors will respond to a quarterly report template provided by Washington Traffic Safety Commission. If a contract were signed on June 1, 2018, the first report would be due September 15, 2018, 15 days after the completion of the first three-month period.

- **Reimbursement Timelines:** Since this is a reimbursement-based grant, will grantees have the option to invoice multiple times throughout the grant period (i.e. monthly, quarterly, or semi-annually) or will they receive a single reimbursement at the conclusion of the grant?

WTSC prefers monthly billing but can work with less-frequent billing on a case-by-case basis.

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- **I read that the school must get support from the local jurisdiction. For unincorporated areas, this would generally mean the county. But what do you do if the school is located on a state highway and enforcement of traffic on this road is mostly done by state patrol. I am assuming installation of equipment would also be done by the state. What would be your suggestion in our circumstance?**

There is a lot to be considered when planning installation of a traffic improvement. Coordinating with your local jurisdiction is the best way to ensure that appropriate expertise reviews the proposed project to ensure that appropriate equipment is selected and that necessary permissions/permits are obtained prior to start of installation.

If you are in an unincorporated area and are applying for a project affecting a state highway (e.g., installation of automated enforcement or flashing yellow lights) you will need to coordinate with your Washington State Department of Transportation Regional Administrator. Contact information for each WSDOT region is available at <http://www.wsdot.wa.gov/Regions>. In the case of a project along a state highway, a letter from the WSDOT region will be required to be submitted with the application. Please allow for two weeks to get the letter.

If you are in an unincorporated area and are applying for a project affecting county roads (e.g., installation of automated enforcement or flashing yellow lights) you will need to coordinate with your county's Public Works or Roads Department. In the case of a project along a county road, a letter from the public works or roads department will be required to be submitted with the application. Please allow for two weeks to get the letter.

- **If the school did not receive grant funding, could flashing yellow lights be purchased by the district and installed?**

Yes. However, even without these grant funds, we would highly encourage coordination with the appropriate WSDOT Regional Traffic Engineer or appropriate county department.

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2/15/18

- **Our school does not currently have a federal lunch program and therefore cannot produce a free and reduced lunch percentage. Are there any other options for producing a poverty index? Could we do a county average? Could we use an index from the last census? From your grant publication it appears that this a key factor in the competitive grant application. I would hope that there could be an alternative so that our application could be considered competitive.**

This is an important part of the application. However, it is not essential to provide the percentage in order to apply. Applicants who can respond will be able to earn up to 10 bonus points for their application if the percentage of free and reduced lunches is 50 percent or more of students in the school. If you do not have a free and reduced lunch program, you can use the average of your two closest neighboring school districts that have roughly the same student racial/ethnicity percentages. If the two neighboring school districts also do not have free and reduced lunches, you can move to the two next-closest school districts.

- **What time is the webinar on March 6 going to be? Same as the other that there were technical difficulties with?**

***March 6, 2018, 10:30 – 11:30 a.m.***

Distance participation only will be available through the following options:

*WebEx Webinar*

School Walk Route Improvement Project

When it is time for the meeting, click here to [join the meeting](#).

Meeting number (access code): 806 497 912

Meeting password: Welcome1

*Join from a video system or application*

Dial [806497912@watech.webex.com](mailto:806497912@watech.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

*Telephone*

Join by phone, (240) 454-0887 US Toll, or, Toll Free (855) 929-3239

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**2/14/18**

- **Are agencies allowed to use local agency forces to do the work to install and/or build or does it need to be bid out for contract services to do so?**

If I understand your question correctly, you are asking if you can use grant funds to pay salaries and benefits for – for instance - county staff to work on a project funded through this Request for Applications. The answer is a qualified yes. The qualification is that you need to make sure that use of these funds will not be considered supplanting by any of your other funding sources.

**2/13/2018**

- **The templates for the required documents have now been posted to <http://wtsc.wa.gov/grants>. The file name is School Walk Route Improvement Program – Required Document Templates.**
- **I was hoping you could clarify what projects would qualify under this new funding opportunity for schools. For example, our district recently experienced new construction (in the form of a strip mall) across the street from our school. In addition, some new parking was added and now parents are parking across the street and walking over to the school. Students are doing this as well. There are currently no sidewalks and there is no cross walk. In addition, this area has not been officially marked as a school zone. We approached the county about the need for a cross walk and possibly sidewalks and the school zone issue. They informed us that this would be a cost the school district would have to cover. Would this be a project that might fit under this new funding opportunity**

These funds cannot be used for construction of hardscape, e.g., concrete. The grant can pay for road striping that helps improve pick-up and drop-off zones. Your situation is neither of those. I can tell you are interested in finding a solution for this situation "yesterday" but within this current funding opportunity, your best fit may be to seek funding for some preliminary engineering and design work to determine what the possibilities are to address this situation. At least then, the school would have a good list of what is possible to do and what might have the best chances of positively addressing your situation.

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**2/8/2018**

- **Can these funds be used to prepare an access to a trail that connects a school to a recreation and exercise center?**

This School Walk Routes Improvement project focuses on increasing the ability of students to get from their homes to school, preferably by walking or bicycling. These funds cannot be used for construction purposes and so, for instance grading and building a start for the walkway would not be eligible expenses.

**2/7/2018** – There were technical difficulties with the webinar so it was not recorded. Here are the questions asked during the webinar.

- **Can the funds be used for construction of new facilities for passenger pick-up and drop-off?**

These funds cannot be used for construction. Funds could be used for striping areas used for passenger pick-up and drop-off. Funds could also be used for temporary traffic diversions to change or regulate traffic flow.

- **Can the funds be used for improvement of school bus stops?**

This School Walk Routes Improvement project focuses on increasing students' ability to get from their homes to school, preferably by walking or bicycling. So, bus stop or pupil transportation improvements cannot be supported with these funds.

- **With yellow flashing lights, there is a preference for units that have batteries charged by solar power. However, this is the Northwest and there are many days when there is not enough sun to charge the batteries. Can the yellow flashing lights be connected to a live electricity source if it can be shown that the solar-battery systems do not work?**

Yes. But any work associated with running power lines to the yellow flashing lights must be coordinated with the entity with jurisdiction over the roadway (city, county or tribal) or with Washington State Department of Transportation (WSDOT) for lights located on a state highway.

- **Could a proposal be submitted to convert existing solar powered yellow flashing lights to direct connections?**

Yes. But there would need to be some persuasive information presented about why the change is necessary such as how often the flashing yellow lights do not work because the solar battery is not powered up. Additionally, any work associated with

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running power lines to the yellow flashing lights must be coordinated with the entity with jurisdiction over the roadway (city, county or tribal) or with Washington State Department of Transportation (WSDOT) for lights located on a state highway.

- **If a city wants to make improvements to road crossings that lead to the school but are outside of the designated school walk route, would a letter of support be needed from the school?**

The work would need to be happening in the designated school walk route. Assuming that the work is happening inside the designated school walk route are, it would not be necessary to get a letter of support from the school if the location of the work was some distance from the school. Nevertheless, it would be a good idea to have a letter anyway to demonstrate that communication was occurring and that there was cooperation to get the project done.

- **Should a list of multiple locations for yellow flashing lights be prioritized in terms of “highest risk” to “lowest risk”?**

It is not a requirement. However, such a listing would be very helpful if we were trying to determine how to give a partial award to an applicant.

**2/5/2018**

- **We wanted to know how to sign up for the webinar on 2/7/18 or 3/7/18.**

There is no advance registration necessary. A few minutes before the webinar log in using the information below. You will likely be prompted to download a temporary “client” program onto your computer if you do not already have WebEx on your computer. Generally, this is not a problem regardless of security systems. Still, it might be a good idea to check in with your IT folks to make sure they do not need to do something to enable your computer to link up to WebEx webinar. Otherwise, just follow the instructions in the application packet:

- **We have a sidewalk that ends short of our high school in our small rural town and I am wondering if the Safe Walk Route Improvement Project Grant opportunity could be a potential funding source, perhaps under "Other," for extending the sidewalk the rest of the distance to the school?**

One of our limitations with the funding is that we cannot do infrastructure construction. If there is some preliminary engineering or design work needed we could pay for that.