School Safety Zone Account Projects Application Packet

School Safety Zone Account Projects

Washington Traffic Safety Commission

Request for Application (RFA) 2020-04

Application Due Date: March 27, 2020

Project Start Date: July 1, 2020

Only applications submitted through the designated SurveyMonkey platforms will be accepted. Faxed or mailed applications will not be accepted.

ESTIMATED TIME PERIOD FOR CONTRACT:

School Zone Safety Account Projects -   July 1, 2020–June 30, 2021

APPLICANT ELIGIBILITY: This procurement is open to those Applicants that satisfy the minimum qualifications stated herein and that are available for work in Washington State.

- Washington State agencies.

- Federally recognized tribal governments

- Cities, counties, and their sub-agencies

- Non-profit organizations with existing IRS 501© (3) status

- Public schools (and private schools with non-profit status)

Prior recipients of these funds are eligible to apply for new funding.

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I. GENERAL INFORMATION FOR APPLICANTS

Introduction

The Washington Traffic Safety Commission (WTSC) administers funds from the school zone safety account (RCW 46.61.440) that "may be used only…to fund projects in local communities to improve school zone safety, pupil transportation safety, and student safety in school bus loading and unloading areas."

Funding Opportunity

There is a total of $215,000.00 in state funding available to support activities to increase safety for students walking and bicycling or riding school buses.

School Zone Safety Account Projects (Details in Exhibit 1) -

Maximum and Minimum Grants Available

Maximum grant amount:

$75,000

Minimum grant amount:

$30,000

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© (3) status
- Public schools (and private schools with non-profit status)

Prior recipients of these funds are eligible to apply for new funding.
Note: Groups that do not fit one of these categories may still be able to receive these funds if they can get an eligible organization to apply on their behalf. The Non-Profit Assistance Center, (206) 324-5850, info@nacseattle.org, or a United Way agency in the area may be able to help find an eligible organization to submit an application.

Letters of Support

Letters of support are required for applications for the School Safety Zone Account Project applications. Requirements for those letters are detailed in Exhibit 1G.

Match Requirements

School Zone Safety Account Projects

There are different match requirements depending on the project(s). Match requirements are detailed in Exhibit 1, page 23.

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.Request for Applications (RFA) Coordinators

The RFA Coordinators are the sole points of contact in the agency for this procurement. All communication between the Applicant and the agency upon release of this RFA shall be with the RFA Coordinators, as follows:

Name: Scott Waller
E-Mail Address: swaller@wtsc.wa.gov
Phone Number: (360) 725-9885

Or

Name: Manny Gonzalez
E-Mail Address: mgonzalez@wtsc.wa.gov
Phone Number: (360) 725-9888

Any other communication will be considered unofficial and non-binding on the agency. Applicants are to rely on written statements issued by the RFA Coordinators. Communication directed to parties other than the RFA Coordinators may result in disqualification of the Applicant.

RFA Timeline

ID	Task Name	End date
a)	RFA release date	February 5, 2020
b)	Pre-proposal Conferences *(Optional)*	
	• In-person or distance participation	February 19, 2020
	• Distance participation only	March 4, 2020
c)	Application portal in SurveyMonkey opens	February 19, 2020
d)	Applications due	March 27, 2020
e)	Application evaluation completed	April 7, 2020
f)	Send recommendations for funding to WTSC Director	April 9, 2020
g)	Make funding offers to successful Applicants	April 14, 2020
h)	Contracts executed with successful Applicants	June 30, 2020
i)	Project start date	July 1, 2020
j)	Project end date	June 30, 2021

WTSC reserves the right in its sole discretion to revise the above schedule.

Pre-proposal Conference (Optional)

There will be two opportunities to participate in an overview regarding this opportunity.

- **February 19, 2020, 9–10 a.m.**

  In-person participation will be at the Washington Traffic Safety Commission, 621 8th Avenue, SE, Suite 409, Olympia, Washington. If you plan to participate in person,

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please arrive early enough to come to the office for a parking pass. Distance participation will be available through the following options:

School Safety Zone Account and Walker and Bicyclist Safety Enhancement Projects Overview

JOIN WEBEX MEETING
https://watech.webex.com/watech/j.php?MTID=m28b7da5ae393b439d6aa95d2099cf4f5
Meeting number (access code): 808 561 965
Meeting password (if necessary): i7jhgW6J

JOIN FROM A VIDEO SYSTEM OR APPLICATION
Dial sip:808561965@watech.webex.com
You can also dial 173.243.2.68 and enter your meeting number.

JOIN BY PHONE
(415) 655-0001 US Toll
Tap here to call (mobile phones only, hosts not supported): tel:%2B1-415-655-0001,,*01*808561965%23%23*01*

Contact support here: https://watech.webex.com/watech/mc

- **March 4, 2020, 10:30–11:30 AM**

  This meeting will be WebEx participation only.

  School Safety Zone Account and Walker and Bicyclist Safety Enhancement Projects Overview

  JOIN WEBEX MEETING
  https://watech.webex.com/watech/j.php?MTID=m96800f1fc61fad85dfc0d52475fa619b
  Meeting number (access code): 808 555 833
  Meeting password (if necessary): V9CZQMNZ

  JOIN FROM A VIDEO SYSTEM OR APPLICATION
  Dial sip:808555833@watech.webex.com
  You can also dial 173.243.2.68 and enter your meeting number.

  JOIN BY PHONE
  +1-415-655-0001 US Toll
  Tap here to call (mobile phones only, hosts not supported): tel:%2B1-415-655-0001,,*01*808555833%23%23*01*

  Contact support here: https://watech.webex.com/watech/mc

  If the Applicant cannot join one of the meetings, please contact the RFA Coordinators to inquire about accessing a recording of the webinar.

Acceptance Period

Applications must provide one hundred twenty (120) calendar days for acceptance by WTSC from the due date for receipt of Applications.

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Americans with Disabilities Act Compliance

The WTSC complies with the Americans with Disabilities Act (ADA). Applicants may contact the RFA Coordinators to receive this RFA in Braille or on tape.

Commitment of Funds

The Director of WTSC or delegate is the only individual who may legally commit WTSC to the expenditures of funds for a contract resulting from this RFA. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

Complaint Process

Prospective Applicants may submit a complaint to WTSC about this RFA based on any of the following:

- The RFA unnecessarily restricts competition;

- The RFA evaluation or scoring process is unfair or unclear; or

- The RFA requirements are inadequate or insufficient to prepare a response.

The complaint must:

- Be in writing;

- Clearly articulate the basis for the complaint; and include a proposed remedy.

- Submitted to the WTSC RFA Coordinator prior to five business days before the Application response deadline.

The RFA Coordinators will respond to the complaint in writing. The response to the complaint and any changes to the RFA will be posted on Washington's Electronic Business Solution (WEBS). The Director of WTSC will be notified of all complaints and will be provided a copy of WTSC's response. An Applicant or potential Applicant cannot raise any issue during an Application protest that the Applicant or potential Applicant raised in a complaint. WTSC's action or inaction in response to a complaint will be final. There is no appeal process.

Contract and General Terms and Conditions

The Apparent Successful Applicant (ASA) will be expected to enter into a Contract drafted by WTSC. WTSC will not accept any draft contracts prepared by any Applicant. If the Applicant would like to review the WTSC Contract template, the Applicant may request a copy via email sent to the RFA Coordinators. The Applicant may submit exceptions as allowed in the Certifications and Assurances form, Exhibit 1B to this RFA. All requested exceptions must be submitted as an attachment to Exhibit 1B. WTSC will review requested exceptions and accept or reject the same at its sole discretion.

If, after the announcement of the ASA, and within the Acceptance Period, the ASA and WTSC cannot reach agreement on acceptable terms for the Contract, the WTSC may cancel the selection and Award the Contract to the next most qualified Applicant.

Costs to Apply

WTSC will not be liable for any costs incurred by the Applicant in preparation of an Application submitted in response to this RFA, in conduct of a presentation, or any other activities related in any way to this RFA.

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Debriefing of Unsuccessful Applicants

Any Applicant who has submitted an Application and been notified it was not selected for Contract award may request a debriefing. The request for a debriefing conference must be received by the RFA Coordinators no later than 5:00 p.m., local time, in Olympia, Washington, within three business days after the Unsuccessful Applicant Notification is e-mailed to the Applicant. The debriefing will be held within three business days of the request, or as schedules allow.

Discussion at the debriefing conference will be limited to the following:

- Evaluation and scoring of the Applicant's Application;
- Critique of the Application based on the evaluation; and
- Review of the Applicant's final score in comparison with other final scores without identifying the other Applicants.

Topics an Applicant could have raised as part of the complaint process cannot be discussed as part of the debriefing conference, even if the Applicant did not submit a complaint.

Aside from final scores, comparisons between Applications, or evaluations of the other Applications will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of thirty (30) minutes.

Definitions

This RFA will use the following terms and definitions:

Agency	The Washington Traffic Safety Commission is the agency of the State of Washington that is issuing this RFA.
Apparent Successful Applicant	The Applicants selected as the entities to perform the anticipated services, subject to completion of contract negotiations and execution of a written contract.
Applicant	Individual or organization that submits a proposal in order to attain a contract with the Agency.
Application	A formal offer submitted in response to this solicitation in the manner described in this packet.
Authorizing Official	Someone in the organization of then Applicant who is authorized to bind the organization in contract
Community	Geographic area within school district boundaries, or within High School Attendance Areas (HSAA), and their feeder schools.
Community-Based Organization or CBO	Public or private nonprofit organization of demonstrated effectiveness that is representative of a Community, or of significant segments of a Community, and that provides educational or related services to individuals in the Community. This includes faith-based and religious organizations.

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Contract	The agreement between WTSC and the Apparent Successful Applicant (ASA) to carry out the ASA's proposed program.
Contractor	The individual or organization whose application has been accepted by the Agency and is awarded a fully executed, written contract.
Direct Costs	The costs associated with Items A-E in the program budget.
Equipment	Durable items that cost more than $5,000 each.
Evidence-Based Program (EBP) or Best Practice	Program that has been tested in heterogeneous or intended populations that can be implemented with a set of procedures to allow successful replication in Washington. An EBP has had multiple randomized and/or statistically controlled evaluations, or one large multiple site randomized and/or statistically controlled evaluation, and the weight of the evidence from a systematic review demonstrates sustained improvements in at least one of the desired outcomes.
Focus Population	The specific population or sub-population the program is designed to affect.
Health Disparities	A particular type of health difference that is closely linked with social, economic, and/or environmental disadvantage. Health Disparities adversely affect groups of people who have systematically experienced greater obstacles to health based on their racial or ethnic group; religion; socioeconomic status; gender; age; mental health; cognitive, sensory, or physical disability; sexual orientation or gender identity; geographic location; or other characteristics historically linked to discrimination or exclusion.
Health Equity	The attainment of the highest level of health for all people. Achieving Health Equity requires valuing everyone equally with focused and ongoing societal efforts to address avoidable inequalities, historical and contemporary injustices, and the elimination of health and health care disparities.
Indirect Costs	These are costs for the organization to administer the grant and include such items as percentages of administrator and supervisor time, fiscal and accounting services, heat, electricity, telephone, internet, furniture, and office space. According to WTSC policy, these "shared costs" incurred by an organization as a result of an activity that benefits more than one project, grant award, or cost objective are considered indirect costs. General costs of government are unallowable. An agency can request payment of a fixed percent of these costs. Costs may not be reported as both indirect and direct. If the Applicant has a question about whether an expense can be included, please contact the RFA Coordinators.
Federal Indirect Letter	Agencies can apply to federal agencies they do business with to establish an indirect rate. The federal agency then provides a letter that identifies the authorized indirect rate. The agency issuing the letter is

called a "cognizant federal agency."

Innovative Program	Program that does not fall into the other program categories of Evidence-Based Programs, Research-Based Programs, or Promising Programs
Project Narrative	Applicant shall provide written answers to the questions included in Exhibit 1, Application Forms Section.
Promising Program	Program that is based on statistical analyses or a well-established theory of change, shows potential for meeting the "Evidence-Based Program" or "Research-Based Program" criteria, and could include the use of an Evidence-Based Program for outcomes other than the alternative use.
Public Agency	Examples of public agencies, for the purposes of this RFA, include school districts, law enforcement agencies, county agencies, city agencies, Educational Service Districts, and federally recognized tribes.
Request for Applications	Formal procurement process for which the purpose is to invite Applicants to submit applications for funding products or services.
Research-Based Program or Best Practice	Means a program that has been tested with a single randomized and/or statistically controlled evaluation demonstrates sustained desirable outcomes; or where the weight of the evidence from a systematic review supports sustained outcomes as identified in the term "Evidence-Based Program," but does not meet the full criteria for "Evidence-Based Program."
State funds supported projects	These projects will be supported by funding from the School Safety Zone Account, RCW 46.61.440 (5), administered by the Washington Traffic Safety Commission.
Subrecipient	Means a contractor operating a federal or state assistance program receiving federal funds and having the authority to determine both the services rendered and disposition of program. See OMB Super Circular 2 CFR 200.501 and 45 CFR 75.501, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards for additional detail.

Electronic Applications

Applications must be submitted using the designated SurveyMonkey links prior to the submission deadline of March 27, 2020, 5 PM, Pacific Time. Late applications will not be accepted and will be automatically disqualified from further consideration, unless WTSC e-mail is found to be at fault.

Applications may not be transmitted using facsimile transmission and mailed applications will not be processed.

Applicants should allow sufficient time to ensure timely receipt of the Application by the RFA Coordinators. All applications and any accompanying documentation become the property of WTSC and will not be returned.

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Electronic Payment

The state of Washington prefers to utilize electronic payment in its transactions. The ASA will be provided a form to complete with the contract to authorize such payment method.

Insurance Coverage

As a requirement of the resultant Contract, the ASA is to furnish WTSC with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below. Details of those requirements will be discussed during the contracting phase.

Most Favorable Terms

WTSC reserves the right to make an award without further discussion of the Application submitted. Therefore, the Application should be submitted initially on the most favorable terms which the Applicant can propose. WTSC reserve the right to contact an Applicant for clarification of its Application.

WTSC also reserves the right to use a Best and Final Offer (BAFO) before awarding any Contract to further assist in determining the ASA(s).

The ASA should be prepared to accept this RFA for incorporation into a Contract resulting from this RFA. The Contract resulting from this RFA will incorporate some, or all, of the Applicant's Application. The Application will become a part of the official procurement file on this matter without obligation to WTSC.

Multiple Applications for Funding

Applicants can submit multiple applications as long as they are for different activities. A complete application packet is required for each separate project.

No Obligation to Contract

This RFA does not obligate WTSC to enter into any contract for services specified herein.

Notification to Applicants

WTSC will notify the ASA of their selection in writing upon completion of the evaluation process. Applicants not selected for further negotiation or award will be notified separately by e-mail.

Pre-Award Negotiation

The actual budget and scope of work will be negotiated with the highest-ranking Applicants in the process of developing a contract. These conversations could result in changes to the budget amount or scopes of work from what was presented in the application.

Liability insurance may be required. Determinations about liability insurance will be made as part of the Pre-Award Negotiation. If required, the liability insurance must be in place before a contract is offered.

Proprietary Information/Public Disclosure

Applications submitted in response to this RFA will become the property of WTSC. All Applications received will remain confidential until the Apparent Successful Applicant is announced; thereafter, the Applications will be deemed public records as defined in chapter 42.56 of the Revised Code of Washington (RCW).

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Any information in the Application that the Applicant desires to claim as proprietary and exempt from disclosure under chapter 42.56 RCW, or other state or federal law that provides for the nondisclosure of a document, must be clearly designated. The information must be clearly identified and the particular exemption from disclosure upon which the Applicant is making the claim must be cited.

Each page containing the information claimed to be exempt from disclosure must be clearly identified by the words "Proprietary Information" printed on the lower right hand corner of the page. Marking the entire Application exempt from disclosure or as Proprietary Information will not be honored.

If a public records request is made for the information that the Applicant has marked as "Proprietary Information," WTSC will notify the Applicant of the request and of the date that the records will be released to the requester unless the Applicant obtains a court order enjoining that disclosure. If the Applicant fails to obtain the court order enjoining disclosure, WTSC will release the requested information on the date specified. If an Applicant obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to chapter 42.56 RCW, or other state or federal law that provides for nondisclosure, WTSC will maintain the confidentiality of the Applicant's information per the court order.

A charge will be made for copying and shipping, as outlined in RCW 42.56. No fee will be charged for inspection of Contract files, but 24 hours' notice to the RFA Coordinators is required. All requests for information should be directed to the RFA Coordinators.

The submission of any public records request to WTSC pertaining in any way to this RFA will not affect the RFA Timeline, unless WTSC, in its sole discretion, determines that altering the schedule would be in WTSC's best interests.

Protest Procedure

Application protest may be made only by Applicants who submitted a response to this RFA and who have participated in a debriefing conference. Upon completing the debriefing conference, the Applicant is allowed five business days to file a protest with the RFA Coordinators. Protests must be received by the RFA Coordinators no later than 4:30 p.m., local time, in Olympia, Washington on the fifth business day following the debriefing. Protests must be submitted by e-mail or by mail.

Applicants protesting this RFA must follow the procedures described below. Protests that do not follow these procedures will not be considered. This protest procedure constitutes the sole administrative remedy available to Applicants under this RFA.

All protests must be in writing, addressed to the RFA Coordinators, and signed by the protesting party or an authorized agent. The protest must state (1) the RFA number, (2) the grounds for the protest with specific facts, (3) complete statements of the action(s) being protested, and (4) the relief or corrective action being requested.

Only protests alleging an issue of fact concerning the following subjects will be considered:

- A matter of bias, discrimination, or conflict of interest on the part of an evaluator; or,
- Errors in computing the score; or
- Non-compliance with procedures described in the RFA or WTSC requirements.

Protests based on anything other than those items listed above will not be considered. Protests will be rejected as without merit to the extent they address issues such as: 1) an evaluator's professional judgment on the quality of an Application; or 2) WTSC's assessment of its own needs or requirements.

Upon receipt of a protest, WTSC will undertake a protest review. The WTSC Director, or a WTSC delegate who was not involved in the RFA, will consider the record and all available facts. If the WTSC Director delegates the protest review to a WTSC employee, the Director nonetheless reserves the right to make the final agency decision on the protest. The WTSC Director or designee will have the right to seek additional information from sources he or she deems appropriate in order to fully consider the protest.

If WTSC determines in its sole discretion that a protest from one Applicant may affect the interests of another Applicant, then WTSC may invite such Applicant to submit its views and any relevant information on the protest to the RFA Coordinators. In such a situation, the protest materials submitted by each Applicant will be made available to all other Applicants upon request.

The final determination of the protest will:

- Find the protest lacking in merit and uphold WTSC's action; or

- Find only technical or harmless errors in WTSC's acquisition process and determine WTSC to be in substantial compliance and reject the protest; or

- Find merit in the protest and provide options to the WTSC Director, which may include:

  - Correct the errors and re-evaluate all Applications; or

  - Issue a new solicitation document and begin a new process; or

  - Make other findings and determine other courses of action as appropriate.

If the protest is not successful, WTSC will enter into a Contract with the ASA(s), assuming the parties reach agreement on the Contract's terms.

Questions and Updates

Beginning February 26, 2020, and then weekly thereafter, questions received about this Request for Application will be posted to the WTSC webpage: www.wtsc.wa.gov.

Receipt of Insufficient Number of Applications

If WTSC receives only one responsive Application as a result of this RFA, WTSC reserves the right to either: 1) directly negotiate and contract with the Applicant; or 2) not award any Contract at all. WTSC may continue to have the Applicant complete the entire RFA. WTSC is under no obligation to tell the Applicant if it is the only Applicant.

Reimbursement-based Contracts

All grants awarded from this Request for Applications are reimbursement-based, meaning the organizations awarded the funds will need to first pay for authorized costs and then submit an invoice to the WTSC for reimbursement of those expenses.

WTSC prefers contractors to submit billing invoices monthly. However, contractors may submit invoices quarterly, or semi-annually, or can choose to receive a single reimbursement at the conclusion of the grant.

Rejection of Applications

WTSC reserves the right, at its sole discretion, to reject any and all Applications received without penalty and not to issue any contract as a result of this RFA.

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Reporting Requirements

Infrastructure projects - automated speed enforcement, yellow flashing flights, and preliminary engineering plans - will all have one final report due at the conclusion of the project.

All other projects will have quarterly reports due every three (3) calendar months as well as a final report that "rolls up" all of the information from the four quarterly reports. Exceptions to the reporting requirement can be made on a case-by-case basis. For a project starting October 1, 2020, the first quarterly report is due on January 15, 2021, 15 days after the completion of the first three-month period. Contractors will use reporting templates provided by WTSC.

Responsiveness

The RFA Coordinators will review all Applications to determine compliance with administrative requirements and instructions specified in this RFA. An Applicant's failure to comply with any part of the RFA may result in rejection of the Application as non-responsive.

WTSC also reserves the right at its sole discretion to waive minor administrative irregularities.

Revisions to the RFA

WTSC can determine that it is necessary to change any part of this RFA. If that occurs, then WTSC will need to publish addenda on WEBS, at *https://fortress.wa.gov/ga/webs/*. Addenda will also be posted to the WTSC internet page at *https://wtsc.wa.gov/grants*. Responses to questions received will be posted at the same location.

WTSC also reserves the right to cancel or to reissue the RFA in whole or in part, prior to execution of this Contract.

Selection and Contracting

A panel will review project applications. There is a maximum of 250 points available for these applications. The highest scoring applications will be recommended to the WTSC Director for funding.

All Applicants must demonstrate the ability to accept an award and have a contract signed by June 30, 2020. The selection process will conclude by early April 2020. Successful Applicants will be notified by April 14, 2020 and negotiations of work plans and budgets will be completed by the end of April 2020. All projects will be expected to be ready to start on July 1, 2020.

Substantially Equivalent Scores

Substantially Equivalent Scores are scores separated by two points or less in the final points scored. If multiple Applications receive a Substantially Equivalent Score, WTSC may leave the matter as scored, or select as the ASA the Applications that are deemed by WTSC, in its sole discretion, to be in WTSC's best interest relative to the overall purpose and objective as stated in Section 1D of this RFA.

If applicable, WTSC's best interest will be determined by WTSC managers and executive officers, who have sole discretion over this determination. The basis for such determination will be communicated in writing to all Applicants with equivalent scores.

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II. PROPOSAL CONTENTS and SUBMISSION INSTRUCTIONS

Application Contents

Applications will be submitted through a SurveyMonkey link. Applicants will complete a short form on SurveyMonkey and then attach a single PDF document that contains completed versions of each of the Application materials described in this section. Please number the individual pages in the PDF document. The application can be submitted once the PDF document is attached to the SurveyMonkey form.

Applicant Intake Form (Exhibit 1A) (Mandatory)

The Applicant Intake Form must be completed, then signed and dated by a person authorized to legally bind the Applicant to a contractual relationship, e.g., the director of an agency, president or executive director of a corporation, managing partner of a partnership, or the proprietor of a sole proprietorship.

The Application Intake Form is used for tracking incoming Applications, contractor information, and proposed service areas. The Application Intake Form will also include the following information about the Applicant and any proposed subcontractors:

Certifications and Assurances (Exhibit 1B) (Mandatory)

The Certifications and Assurances form must be signed and dated by a person authorized to legally bind the Applicant to a contractual relationship, e.g., the director of an agency, president or executive director of a corporation, managing partner of a partnership, or the proprietor of a sole proprietorship.

Executive Order 18-03 Form (Exhibit 1C) Mandatory and Scored)

Pursuant to RCW 39.26.160(3) and consistent with Executive Order 18-03 - Supporting Workers' Rights to Effectively Address Workplace Violations (dated June 12, 2018), WTSC will evaluate Applications for best value and provide an Application preference in the amount of five (5) points to any Applicant who certifies, pursuant to the certification attached as Contractor Certification for Executive Order 18-03 - Workers' Rights, that their firm does not require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waiver. If Applicant's firm does require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waiver, the firm will receive zero (0) points for this section.

Project Narrative (Exhibit 1D) (Mandatory and Scored)

Each Application will be scored according to how well the requirements in each section of the Project Narrative have been addressed. The Project Narrative must be completed in the order presented and adhere to the following requirements:

Applicants must prepare a separate Application for each separate project they apply for. For example, if the Applicant is applying for both yellow flashing caution lights and walker and walk/bike encouragement funding, two Applications – and two Project Narratives - are required.

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Please address each question in the Project Narrative separately and completely. Please do not combine two or more questions into one response in the Project Narrative as this will likely cost points when the Application is reviewed. Please do not refer to other responses in previous Project Narrative questions. Instead, make sure to include the referenced information in the response to the new question.

Each response must begin with a restatement or paraphrasing of the question being addressed. If the Applicant cannot answer a specific question, they must provide the reason(s) within the answer to the question.

Budget and Justification (Exhibit 1E) (Mandatory and Scored)

The Budget documents must be presented in the order listed on Exhibit 1E. The Applicant must prepare a separate Budget for each Application.

The Budget(s) will be scored based on the reasonableness of the budget request and how well the requested funds match the work described in the remainder of the Application.

There are three elements in the Budget and Justification section and each must be completed and submitted:

- Budget – The Applicant will provide the estimated costs for the project by each line item.

- Budget Justification – The Applicant will explain the details of each budget line item and how the expenses are tied to the work proposed in the Application. For instance, under personnel, the Applicant will explain how the amount of money in the Budget section was calculated and how the identified personnel expenses are tied to the work described in the Application.

- Indirect Cost Request – The Applicant needs to indicate whether they are seeking indirect cost support. If indirect costs are being requested, the Applicant needs to indicate whether they are seeking the default 10 percent indirect rate or whether they have a letter from a federal cognizant agency that authorizes a higher rate. The cognizant agency letter must be included as part of the Budget and Justification section.

Project Timeline (Exhibit 1F) (Mandatory and Scored)

Please describe the key developmental milestones for this project. For example, if the project supported is an educational curriculum, you would identify the date when you think a contract for a curriculum consultant could be executed, when curriculum development would begin, when the draft curriculum would be submitted for review and approval, when teachers would be trained to use the curriculum, and when the curriculum would be piloted/taught.

Letters of Support (Exhibit 1G) (Mandatory)

There should be a minimum of three letters of support - one from the city, one from the individual school or school district, and one from the law enforcement agency with jurisdiction over the city or county. Letters of Support from local coalitions, task forces, or committees can be included to demonstrate the Applicant's current or previous coordination with these organizations. While mandatory, Letters of Support are not scored and will not count against the 12-page limit for the Project Narrative.

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Application Checklist (Exhibit 1H)

This checklist will allow the Applicant to show that all necessary materials have been included in the Application.

III. APPLICATION EVALUATION AND CONTRACT AWARDS

Evaluation Procedure

Applications will be evaluated strictly in accordance with the requirements stated in this RFA and any addenda issued. The evaluation of Applications will be accomplished by an evaluation team organized by WTSC. The evaluation team will determine the preliminary ranking of the Applications. Evaluations will only be based upon information provided in Applications. The preliminary list will be presented to the WTSC Director for approval.

All Applications received by the submission deadline of March 27, 2020, 5 p.m. Pacific Time, will be reviewed by the RFA Coordinators to ensure that the Applications contain all of the required information. Applications that contain all required elements from the RFA shall be considered responsive. Only responsive Applications will be forwarded for review and scoring by the evaluation team.

The RFA Coordinators may, at their sole discretion, contact the Applicant for clarification of any portion of the Applicant's Application. Applicants should take every precaution to ensure that all answers are clear, complete, and directly address the specific requirement.

Responsive Applications will be reviewed and scored by an evaluation team according to the following scale. Applications will be evaluated strictly in accordance with the requirements set forth in this RFA and any addenda issued.

In the case of multiple successful Applicants proposing to serve the same geographic population or segments of the same geographic population, the higher score determined by the criteria below may determine the successful Applicant. Exceptions may be made in the case of tribal Applicants proposing to serve similar geographic populations as other Applicants.

Final awards will be based on the funding available, the risk and needs of the communities being served, population density, and proposed numbers served. Multiple Contracts may be awarded to one geographical area at WTSC's sole discretion if it is deemed to be in the best interest of WTSC and the state of Washington.

Evaluation Weighting and Scoring

Responses that pass all mandatory requirements will be further evaluated and scored. Evaluators will evaluate and assign a score to each Scored requirement based on how well the Applicant's response matches the requirement.

The following points will be assigned to the Application for evaluation purposes:

Total Available Points = 250

Application Evaluation Item	Maximum Points Available
Executive Order 18-03	5
Project Narrative	
Project Summary	30

Problem Identification	30
Geographic Area for the Project	15
Goals	20
Majority of Impact from Project	25
Addressing Diversity of Population	40
Start Ready	20
Timeline and Process	15
Target Zero Strategies	10
Match • Match at required percentage = 10 points • Match at higher percentage than requirement = 15 points	15
APPLICATION TOTAL	**225**
Project Narrative Bonus Points for Free and Reduced Lunch Eligibility Rates – 2019 State average is 53.9% • At State Rate or Lower = 0 bonus points • 1% to 5% higher than state rate = 15 bonus points • 5.1% to 10% higher than state rate = 20 bonus points • 10.1% higher than state rate or higher = 25 bonus points	25
APPLICATION TOTAL - WITH BONUS POINTS	**250**

WTSC reserves the right to award the Contract to the Applicant whose Application is deemed to be in the best interest of WTSC and the state of Washington.

EXHIBIT 1

SCHOOL ZONE SAFETY ACCOUNT PROJECTS

There is a total of $215,000.00 in state funds for School Zone Safety Account Projects (RCW 46.61.440 (5)) focused on increasing safety for elementary and middle school students in the state. This is one-year funding only (July 1, 2020 – June 30, 2021). Maximum awards will be $75,000 and minimum awards will be $30,000. These funds can be used to support the following projects:

- Automated (Photo) Speed Enforcement

- Flashing Yellow Lights and Signage Improvement (including Pedestrian Actuated Beacon, Rectangular Rapid Flashing Beacons and other similar devices)

- Preliminary Engineering Studies and Designs

- Reducing Illegal Passing of School Buses

- Crossing Guard Program Improvement or Start-up of New Program

- Pedestrian and/or Bicycle Safety Audit

- Walk/Bike to School Encouragement Activities

- Other school zone safety efforts

A separate application is required for each type of project the Applicant wants to support. Each application will describe the needs of the communities proposed to be served, the program funding is being sought for, a plan for implementation, and a description for how Health Disparities will be addressed.

WTSC reserves the right to negotiate with the Apparent Successful Applicant (ASA) for project scope, geography to be served, number of individuals served, and funding amounts. Special consideration during selection may include Community geographic location(s) to ensure distribution of projects statewide and past performance of WTSC contracts.

Eligible Expenses

Examples of expenses that can be covered by this funding include:

- **Salaries and Benefits** – Staff needed to coordinate, plan, or implement the activities.

  Salaries and benefits must be correlated to specific work or activities.

  Examples:

  o A coordinator for a pedestrian/bicyclist education program who sets up schedules of instruction with the school(s).

  o Law enforcement patrols in school zones.

  o County or city staff to install yellow flashing lights.

School Safety Zone Account Projects Application Packet

- **Travel** – The budget justification should describe project-related travel. Travel costs will be limited to state lodging and per diem costs for the location of the travel. Only travel authorized through the final negotiated budget will be eligible for reimbursement.

  Examples:

  - Travel to participate in a training that is necessary to implement the project.

- **Contractual Services** - Services associated with coordinating/implementing the activities.

  Examples:

  - A contractor to install a yellow flashing beacon.

  - A contractor to stripe roads to help improve pick-up and drop-off zones.

  - Work associated with running dedicated power lines to yellow flashing lights, provided there is justification for needing to have direct power instead of being solar-powered.

- **Goods and Services** – Office supplies, printing, postage, registrations, and other expenses specifically related to project delivery, necessary subscriptions.

  Examples:

  - In most cases, new signage will be classified as goods to be purchased.

  - Similarly, any durable items under $5,000 each are considered supplies.

  - Registrations to conferences would go in this category as would paint used in striping a crosswalk.

- **Equipment** – Like travel, only equipment included in the final negotiated budget will be eligible for reimbursement.

  Examples:

  - Automated speed enforcement camera equipment and housings.

  - Yellow flashing caution light equipment.

- **Indirect** – These are costs for the organization to administer the grant and include such items as percentages of administrator and supervisor time, fiscal and accounting services, heat, electricity, telephone, internet, furniture, and office space. According to WTSC policy, these "shared costs" incurred by an organization as a result of an activity that benefits more than one project, grant award, or cost objective are considered indirect costs. General costs of government are unallowable. An agency can request payment of a fixed percent of these costs. Costs may not be reported as both indirect and direct. If the Applicant has a question about whether an expense can be included, please contact the RFA Coordinators.

  Indirect costs will not be automatically authorized for these projects. If indirect costs are requested and approved for the project, the maximum indirect for Applicants without an approved federal indirect rate shall be 10 percent of the total costs for items a-d in the Project Budget unless the Applicant can produce a current letter from a cognizant federal agency authorizing a higher rate of indirect. The maximum indirect for Applicants with an approved federal indirect rate will be that rate as a percentage of

items a-d in the project budget. In the event of a tie score between two or more applications, preference shall be given to applications with the lowest levels of indirect costs.

Expenses Not Eligible for Support

Examples of expenses that are not covered by this project include:

- Bus stop or pupil transportation improvements that involve permanent construction or concrete work.

- Buying prizes for competitions.

- Construction of a trail between buildings. Grading and building a start for a walkway would not be eligible expenses because these funds cannot be used for construction purposes.

- Construction of hardscape or permanent structures such as construction of sidewalks, ramps, or barricades.

- Incentives for participating in activities.

- Purchase of promotional items for use in messaging such as toys, office supplies, etc.

Priority Populations for Services Supported by These Funds

- **School Zone Safety Account Projects** - There will be a bonus of up to 25 points for applications for School Zone Safety Account Projects that can demonstrate that a majority of the effort from grant-related activities will be directed to students – and/or their families – from elementary or middle schools with free and reduced lunch rates greater than the average state rate of 42 percent.

  To determine an individual school's free and reduced lunch rate, please follow these instructions:

  1) Go to the webpage for [OSPI's School Report Cards](#)

  2) Scroll down the page and then type the name of the school district you are working with in the box beneath the title "I want to see data for a school or school district" and then click "Go."

  3) A list of schools should appear as a drop-down. Find the school you are working with and click on its name. Then click "Go."

  4) A report specific to that school should appear. Click on the Diversity Report tab.

  5) In the left menu, under the header of "Enrollment," click on the second choice in the list, "Enrollment by student program or characteristic."

  6) In the charts that appear next, go to the "Low Income" report. This is also the free and reduced lunch rate for that school. The yellow bar is the percentage for the school; the green bar is the overall percentage for the state.

  7) Repeat this process for each individual school you will be serving with this project.

  If your project will provide services across the entire school district, please find your district and the district's overall free and reduced lunch rate in Exhibit 4.

School Safety Zone Account Projects Application Packet

- If the school district does not participate in the free and reduced lunch program, the Applicant may still be able to qualify for the bonus points if the student demographics of the district are similar to another school district within 30 miles of their school. If that is the case, the Applicant can use the free and reduced lunch percentage for the other district if it offers a free and reduced lunch program to its students.

Bonus Points for Free and Reduced Lunch Eligibility Rates – 2019 State average is 42 percent

- Lower than the state rate of 42 percent = 0 bonus points

- State rate to 5% higher than state rate = 15 bonus points

- 5.1% to 10% higher than state rate = 20 bonus points

- 10.1% higher than state rate or higher = 25 bonus points

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© (3) status

- Public schools (and private schools with non-profit status)

Prior recipients of these funds are eligible to apply for new funding.

Note: Groups that do not fit one of these categories may still be able to receive these funds if they can get an eligible organization to apply on their behalf. The Non-Profit Assistance Center, (206) 324-5850, info@nacseattle.org, or a United Way agency in the area may be able to help find an eligible organization to submit an application.

Maximum and Minimum Grants Available

Maximum grant amount:

$75,000

Minimum grant amount:

$30,000

Match Requirements
School Zone Safety Account Projects

There are different match requirements depending on the project(s).

There is a 25 percent cash match requirement, based on funds awarded, for all automated speed enforcement and yellow flashing caution lights (including Rectangular Rapid Flashing Beacons or RRFBs.) Applicants for these projects will need to demonstrate $18,750 cash match for a $75,000 award, making a total project budget at least $93,750.

School Safety Zone Account Projects Application Packet

Those Applicants demonstrating the required 25 percent cash match will receive 10 points. Those Applicants demonstrating cash match amount greater than 25 percent will receive the 15 maximum points for this item.

There is a 10 percent cash match requirement, based on funds awarded for all other projects. Applicants will need to demonstrate $7,500 cash match for a $75,000 award, making the total project budget at least $82,750. Those Applicants demonstrating the required 10 percent cash match will receive 10 points. Those Applicants demonstrating a cash match amount greater than 10 percent will receive the 15 maximum points for this item.

Letters of Support Requirements

The following letters of support will be required for all projects:

- School District.
- City or County.
- Law enforcement agency with jurisdiction over the area to receive services.

Each letter of support must include the following six elements:

- Be signed by an authorized representative of the organization
- Be individualized to the project
- Specifically name the project
- Demonstrate knowledge about the project
- Express support for the project
- Describe any match being provided for the project by the letter writer and whether the match is cash or in-kind

Note: Since the letters of support must be submitted with the application, the Applicant will want to plan for an appropriate amount of lead-time to obtain the letters so that the complete application can be submitted on time.

Minimum Expectations for Sub-Recipients

- Implement the approved plan as proposed through the application and refined through the contracting process.
- Funds must be used to support program costs as described in the approved budget and budget justification.
- Submit quarterly reports regarding program activities.
- Submit a final report that "rolls up" all of the information from the four quarterly reports.
- Participate in meetings with WTSC Contract Manager as described in the contract.

Coordination with Department of Transportation (WSDOT) Regional Offices

For all automated enforcement or flashing yellow light projects located on a state highway, an additional letter of support from the Washington State Department of Transportation Regional Administrator is required. The Applicant will need to coordinate with the

School Safety Zone Account Projects Application Packet

Washington State Department of Transportation Regional Administrator.

Please allow a minimum of two weeks to receive the letter. Contact information for each WSDOT region is available at *http://www.wsdot.wa.gov/Regions*.

Coordination with Local Jurisdictions

Projects like installation of flashing yellow lights potentially require involvement from lots of agencies and jurisdictions. For instance, a school district applied for a grant to install a yellow flashing light in a school zone. The school district could own the land where the light would be installed. However, the light will be regulating traffic on a roadway owned and operated by a city or county, so they will need to be involved in discussions about planning for the best installation of the light. In addition, the local law enforcement agency will need to be involved in those conversations as well, because they will be enforcing the school zone speed.

Local coordination is important to ensure that projects are completely and appropriately planned and that necessary permits and reviews associated with a project are applied for – and completed – appropriately and on time.

Points will be awarded through the review process for Applicants who are able to demonstrate that there is support for the project from other organizations in the service area.

Period of Performance

The period of performance of any Contract resulting from this RFA is tentatively scheduled to begin on or about July 1, 2020 and to end on the dates outlined below for each funding source.

School Zone Safety Account Project: July 1, 2020 - June 30, 2021

WTSC reserves the right to adjust the start date of Contracts and to extend the Contract for two (2) one-(1) year periods. Amendments extending the period of performance, if any, will be at the sole discretion of WTSC.

Application Submission Instructions

1. Assemble the completed Application documents in the following order:

   A - Applicant Intake Form (Exhibit 1A) (Mandatory)

   B - Certifications and Assurances (Exhibit 1B) (Mandatory)

   C - Executive Order 18-03 Form (Exhibit 1C) (Mandatory and Scored)

   D - Project Narrative (Exhibit 1D) (Mandatory and Scored)

   E - Budget and Justification (Exhibit 1E) (Mandatory and Scored)

   F - Project Timeline (Exhibit 1F) (Mandatory and Scored)

   G - Letters of Support (Exhibit 1G) (Mandatory for School Zone Safety Account Project Applications)

   H - Application checklist showing that all necessary materials have been included (Exhibit 1H) (Mandatory)

2. Convert the assembled documents into one PDF document.

School Safety Zone Account Projects Application Packet

3. Upload the single PDF document into the SurveyMonkey link.

4. Submit the Application through SurveyMonkey.

- **Safe School Zone Account Project Applications shall be submitted through this SurveyMonkey link,**
  https://www.surveymonkey.com/r/SchoolZoneSafetyProjects.

All Applications are due by 5:00 p.m. Pacific Time on March 27, 2020. The time stamp from SurveyMonkey will determine whether the Application was submitted on time. Applications submitted after the deadline will not be considered for funding.

The SurveyMonkey Application links will be opened on February 19, 2020.

Please note that the Applicant will need to answer all of the questions in the SurveyMonkey form, attach the documents, and submit the response in one session. Your Application cannot be saved until it is submitted through the online Application. If the Applicant leave the Application before it is finished, they will need to start over.

School Zone Safety Account Projects Application Forms

School Safety Zone Account Projects Application Packet

Exhibit 1A – Applicant Intake Form

Summary	
Project Title:	
Project Period:[1]	
Project Manager	
First Name:	
Last Name:	
Title:	
Organization:	
Address:	
City:	
Zip Code:	
Telephone:	
Email:	
Authorizing Official (Person with contracting authority)	
First Name:	
Last Name:	
Title:	
Organization:	
Address:	

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[1] How many months will the project be operating between July 1, 2020 and June 30, 2021?

School Safety Zone Account Projects Application Packet

City:	
Nine-digit Zip Code:	
Telephone:	
Email:	
Federal Employer Tax Identification number or Social Security Number:	
State of Washington Vendor (SWV) number for applicant organization:[2] *Provide either the SWV number or the date the SWV application was submitted.*	
Federal DUNS number for applicant organization:	

_____   _____
Signature   Date

_____   _____
Printed Name   Title

---

[2] If the Applicant does not currently an SWV number, they will need to apply for one using the forms found at *https://des.wa.gov/services/contracting-purchasing/doing-business- state/receiving-payment-state.*

School Safety Zone Account Projects Application Packet

Exhibit 1B – Certifications and Assurances

I/we make the following certifications and assurances as a required element of the Application to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

I/we declare that all answers and statements made in the Application are true and correct.

1. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single Application.

2. The attached Application is a firm offer for a period of 120 days following receipt, and it may be accepted by WTSC without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 120-day period.

3. In preparing this Application, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this Application or prospective contract, and who was assisting in other than his or her official, public capacity. If there are exceptions to these assurances, I/we have described them in full detail on a separate page attached to this document.

4. I/we understand that WTSC will not reimburse me/us for any costs incurred in the preparation of this Application. All Applications become the property of WTSC, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this Application.

5. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Applicant and will not knowingly be disclosed by him/her prior to opening, directly or indirectly, to any other Applicant or to any competitor.

6. I/we agree that submission of the attached Application constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.

7. No attempt has been made or will be made by the Applicant to induce any other person or firm to submit or not to submit an Application for the purpose of restricting competition.

School Safety Zone Account Projects Application Packet

8. I/we grant WTSC the right to contact references and other, who may have pertinent information regarding the ability of the Applicant and the lead staff person to perform the services contemplated by this RFA.

9. If any staff member(s) who will perform work on this contract has retired from the State of Washington under the provisions of the 2008 Early Retirement Factors legislation, his/her name(s) is noted on a separately attached page.

On behalf of the Applicant submitting this Application, my name below attests to the accuracy of the above statement. We are submitting a scanned signature of this form with our Application.

_____   _____
Signature   Date

_____   _____
Printed Name   Title

School Safety Zone Account Projects Application Packet

Exhibit 1C – Contractor Certification for Executive Order 18-03

WORKERS' RIGHTS - WASHINGTON STATE GOODS & SERVICES CONTRACTS

Pursuant to the Washington State Governor's Executive Order 18-03 (dated June 12, 2018), the Washington Traffic Safety Commission is seeking to contract with qualified entities and business owners who certify that their employees are not, as a condition of employment, subject to mandatory individual arbitration clauses and class or collective action waivers.

SOLICITATION: Prevention Community-Based Enhancement Grants RFP #: 3882

I hereby certify, on behalf of the firm identified below, as follows (check one):

- **No Mandatory Individual Arbitration Clauses and Class or Collective Action Waivers for Employees**. This firm does <u>NOT</u> require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

<div align="center">OR</div>

- **Mandatory Individual Arbitration Clauses and Class or Collective Action Waivers for Employees**. This firm requires its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the firm listed herein.

AGENCY/SCHOOL/FIRM NAME:_____ _____ _____
Print full legal entity name of firm

_____   _____
Signature   Date

_____   _____
Printed Name   Title

School Safety Zone Account Projects Application Packet

Exhibit 1D - State School Zone Safety Project Narrative

Prepare the responses to these questions. There is a 12-page limit on this section of the application.

1. Project Summary – 30 points maximum

   Please summarize the project in 1,000 words or less. Please identify the activity the Applicant wants funding for, who will be involved in the implementation of the activity, when the Applicant expects the activity to be implemented and what the timeline will be for implementation.

2. Problems the Project will Address – 30 points maximum

   What problem(s) does the project aim to address? Be specific. How does the Applicant know it is a problem? What does the Applicant want to change? Provide data about how the problem(s) affects the schools served by the project. Where possible, provide data about fatality or serious injury crashes that have occurred in the areas.

   State agencies like Washington Traffic Safety Commission, _https://wtsc.wa.gov/_ and choose "Research & Data," and Washington State Department of Transportation, _https://www.wsdot.wa.gov/mapsdata/crash/crashdata.htm_, or Washington State Patrol, _https://www.wsp.wa.gov/driver/collision-records/_, have data tools available to help provide the Applicant with information for the Application. Your local police department or city/county/tribal traffic planners or engineers will likely have data for the Applicant to use. If there is not much hard data available, please provide some anecdotes/stories that illustrate that there is a problem. For example, can the school principal or school nurse tell stories about students who have experienced "near misses" or "close calls" for crashes?

3. Geographic Area for the Project – 15 points maximum

   What is the planned geographic impact of the project? (Please be specific. Include the names and addresses of schools to be served by the project. Please include a map that shows the location of each school to be served in the Exhibit 1D responses).

4. Goals – 20 points maximum

   What are the specific goals of the project? (Clearly and briefly, describe the specific intended changes the Applicant wants to make happen by implementing this project. Goals need to be specific, measurable and time-bound. An example of an acceptable goal is, "Decrease incidence of _Behavior X_ by 10 percent during the project period."

5. Free and Reduced Lunch Rates – 25 points maximum

   What are the free and reduced lunch rates for each of the schools in the proposed service area? (Please enter the name(s) of the school(s), town(s) and free and reduced lunch rates).

6. Majority of Impact from Project – 25 points maximum

   How will the Applicant ensure that the majority of benefit from the activities benefits the students and families associated with the schools with free and reduced lunch rates greater than the state average of 42 percent.

School Safety Zone Account Projects Application Packet

7. Addressing Diversity of Population – 40 points maximum

   What is the diversity of the population this grant will serve? What will the Applicant do to ensure that the activities can address the diversity of the populations in the community(ies) the Applicant wants to serve?

   To address this question, please respond to each of the following:

   - Are there multiple literacy levels in the service area? (This means differences in abilities for people who speak English to understand information written in English.)

   - What will the Applicant do to ensure that language used in meetings and in materials is appropriate to the literacy levels and diversity in the community(ies)?

   - Are there multiple languages spoken in the service area?

   - What will the Applicant do to ensure that educational materials for this activity and information about the activity presented at public meetings are understandable to people who speak languages other than English?

8. Start Ready – 20 points maximum

   How will the Applicant ensure that this project can be in ready for a start date of July 1, 2020?

9. Timeline and Process – 15 points maximum

   Describe the timeline and process for evaluating the project. In responding to this question, please describe the following:

   - What measures will let the Applicant know that the process for determining what needs to be done with the project was effective?

   - What will be the key benchmarks/milestones that will let the Applicant know that the project is being implemented as the Applicant planned and on target to meet the goal?

   - How will the Applicant determine if the project goals (#4, above) were met?

10. Target Zero Strategies – 10 points maximum

    Which Target Zero strategies are available to use with the project? From that list, which Target Zero strategies will the Applicant use and why? (Refer to Exhibit 3 of the Application packet or the Washington State Strategic Highway Safety Plan 2019: Target Zero to identify specific Target Zero strategies that apply to the project.)

    If the Applicant is not using Target Zero strategies, provide a detailed explanation about why alternative strategies are being selected and what evidence the Applicant has that those strategies will be successful.

11. Match – 15 points maximum

    How much cash match is available for this project? In addition, what are the sources for the cash match?

School Safety Zone Account Projects Application Packet

Exhibit 1E – School Zone Safety Account Projects -- Budget and Budget Justification

Identify all costs in U.S. dollars including expenses to be charged for performing the services necessary to accomplish the milestones and goals associated with the Application. The Applicant is to submit a fully detailed budget including staff costs and any expenses necessary to accomplish the tasks and to produce the deliverables.

Applicants are required to collect and pay Washington state sales and use taxes. Please note – as part of the identification of contractors in the Cost Proposal (below) - if the primary contractor or any subcontractors is certified with the Office of Minority and Women's Business Enterprises.

Budget

Project Title: _____

Summary of Costs	Description	Total Amount
A. Employee salaries and benefits		
B. Travel		
C. Contract Services		
D. Goods or other expenses (Examples: office/printing supplies, postage, software, conference registration fees)		
E. Equipment		
Total Direct Expenditures		
F. Indirect Costs *		
TOTAL FUNDING REQUEST (Direct + Indirect)		
G. Match Amount		
Total Project Cost (Total Funding Request + Match)		

School Safety Zone Account Projects Application Packet

Budget Justification

Note: To be completed and submitted as part of the Cost Proposal

Project Title: _____

For each activity in the proposal, the Applicant will need briefly explain why the expenses for that activity identified in the "Description" column within the *Project Budget* proposal are necessary.

Indirect Cost Letter

If requesting indirect cost, respond accordingly.

- Ten (10) percent or lower indirect cost request
  - Write a brief statement that says what percentage of indirect the project needs from zero to 10 percent. Include the statement with the Budget submission.
- More than 10 percent indirect cost request
  - Include documentation from an appropriate federal agency demonstrating the organization is authorized to have a higher indirect rate. Include the documentation with the Budget submission.

School Safety Zone Account Projects Application Packet

Exhibit 1F – Project Timeline (Mandatory and Scored)

Please describe the key developmental milestones for this project. For example, if the project supported is an educational curriculum, you would identify the date when you think a contract for a curriculum consultant could be executed, when curriculum development would begin, when the draft curriculum would be submitted for review and approval, when teachers would be trained to use the curriculum, and when the curriculum would be piloted/taught.

Milestone/Benchmark/Deliverable	Date Completed
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Exhibit 1G – Letters of Support – Mandatory for Safe School Zone Account Projects

Letters of Support Requirements

The following letters of support will be required for all projects:

- School District.

- City or County.

- Law enforcement agency with jurisdiction over the area to receive services.

- Washington State Department of Transportation Regional Office *if* the project is an automatic speed enforcement or flashing yellow caution light installation on a state highway.

Each letter of support must include the following six elements:

- Be signed by an authorized representative of the organization

- Be individualized to the project

- Specifically name the project

- Demonstrate knowledge about the project

- Express support for the project

- Describe any match being provided for the project by the letter writer and whether the match is cash or in-kind

Note: Since the letters of support must be submitted with the application, the Applicant will want to plan for an appropriate amount of lead time to obtain the letters so that the complete application can be submitted on time.

School Safety Zone Account Projects Application Packet

Exhibit 1H – Application checklist showing that all necessary materials have been included in the application - Mandatory

Document	Completed	Included in PDF to be submitted through SurveyMonkey
Applicant Intake Form ❑ Exhibit 1A – Safe School Zone Account Projects		
Certifications and Assurances ❑ Exhibit 1B – Safe School Zone Account Projects		
Executive Order 18-03 Form ❑ Exhibit 1C – Safe School Zone Account Projects		
Project Narrative ❑ Exhibit 1D – Safe School Zone Account Projects		
Budget and Justification ❑ Exhibit 1E – Safe School Zone Account Projects		
Project Timeline ❑ Exhibit 1F – Safe School Zone Account Projects		
Letters of Support ❑ Exhibit 1G - Required for Safe School Zone Account Projects – School District, City, Law Enforcement Agency, and WSDOT Regional Office if project involves construction along state highway.)		
Application checklist showing that all necessary materials have been included ❑ Exhibit 1H – Safe School Zone Account Projects		

<div style="background-color:#c0451a; color:white; padding:1em;">

Exhibit 2

SCHOOL ZONE SAFETY ACCOUNT PROJECTS - DESCRIPTION/EXPLANATION OF PRIORITY ACTIVITIES

</div>

2A - Automated (Photo) Speed Enforcement

Automated speed enforcement means the use of radar units to determine speed violations in designated areas and, when a violation is determined, a camera takes a picture of the license plate of the offending vehicle. A citation is then mailed to the registered owner of the vehicle.

State law currently allows the use of automated safety cameras within school zones, but only a few jurisdictions use this option. In the implementation of automated enforcement, Seattle emphasized outreach and education for communities so they could understand what the devices can do to increase safety for students. It is likely that similar community education and outreach efforts would be needed to gain the support of local officials for implementation of automated enforcement. It is also likely that further efforts will be needed to understand the public's and local officials' attitudes about automated enforcement.

In December 2012, Seattle began using fixed cameras to enforce the 20 mph school zone speed limit at four elementary schools (Cohort 1). The program expanded in September 2014 to an additional five schools (Cohort 2) and in September 2015 to five more schools (Cohort 3), bringing the total to 14 schools with speed photo enforcement. The speed cameras only operate when the school zone flashing beacons are in operation. The flashing beacon schedule is set by the Seattle Department of Transportation based on when students will be arriving and leaving school grounds. In each Cohort, there was a period where warnings were issued for speeding violations. Seattle also had community outreach to inform people living near the schools about the automated enforcement program.

The speed cameras only operate when the school zone flashing beacons are in operation. In Seattle, the Seattle Department of Transportation sets the flashing beacon schedule based on when students will be arriving and leaving school grounds.

A study of Seattle's system showed that automated speed enforcement camera citations in school zones decreased both the rate of speed violations and driver operating speeds during school travel times compared with the warning phase. In the absence of speed enforcement citations, it was common for drivers to travel in excess of 30 mph, increasing the likelihood of pedestrian fatalities. In the warning phase, maximum violation speeds reached 50 mph, a speed at which most crashes would result in a child being killed if struck (Quistberg, D.A., Thompson, L., Curtin, J., Rivara, F., and Ebel, B., 2018).

According to Dongho Chang, Chief Traffic Engineer for Seattle Department of Transportation, there have been no crashes involving motorists and children on bicycles or walking during the time the automated enforcement cameras have been operating. Additionally, operating speeds have been reduced around the Cohort schools by 4 percent, resulting in at least 10,000 fewer speeding drivers. The number of citations at the Cohort 1 schools has decreased markedly from 46,000 in the first year to just over 16,000 in 2017. Reductions in the number of citations have also occurred in Cohort 2 (citations down 25.6

percent) and Cohort 3 (citations down 26.1 percent). For the Cohort 1 schools, there has been a significant decrease in crashes in the five years that the cameras have been operating. However, there was a slight increase in crashes from the 2014-16 period to the 2015-17 period. There also was a slight increase in crashes for Cohort 2 during that period although Cohort 3 had a decrease in reported crashes (City of Seattle Police, 2018).

That means drivers are slowing down in the automated camera-patrolled areas and resulting in increased safety for children walking or riding bicycles. Reductions in citations have occurred in both Cohort 2 (down 25.6 percent) and Cohort 3 (down 26.1 percent).

Revenues from automated enforcement equipment in school walk areas could be used for investments such as bulb outs to decrease the distance that students need to travel to cross streets and improved signage in the areas covered by the walk route map.

Revenues could also be used to support operation of an expanded safety patrol where students – with adult direction – provide assistance in crossing streets safely.

Additional resources regarding Automated Speed Enforcement include:

- *Automated Speed Enforcement*, Centers for Disease Control and Prevention, Intervention - *https://www.cdc.gov/motorvehiclesafety/calculator/factsheet/speed.html*

Applicable legislative and policy strategies for reducing fatalities and serious injuries:.

INT.2.2 Implement automated speed enforcement cameras for approach speeds. (P, CMF) Washington State Strategic Highway Safety Plan 2019: Target Zero, Page 107.

PAB.4.1 Expand automated speed enforcement cameras to locations outside of school zones that are included in safe routes to school plans. (P, CTW)) Washington State Strategic Highway Safety Plan 2019: Target Zero, Page 137.

PAB.7.1 Implement pedestrian and bicyclist safety zones, targeting geographic locations and audiences with pedestrian/bicyclist crash concerns. (R, CTW) Washington State Strategic Highway Safety Plan 2019: Target Zero, Page 137.

2B – Student Crossing Guard Program Improvement

Adult school crossing guards play an important role in the lives of children who walk or bicycle to school. They help children safely cross the street at key locations. They also remind drivers of the presence of pedestrians.

The presence of adult crossing guards can lead to more parents feeling comfortable about their children walking or bicycling to school. While the primary role of an adult school crossing guard is to guide children safely across the street, children also remain responsible for their own safety. In this manner, a guard plays another key function — a role model helping children develop the skills necessary to cross streets safely at all times.

Some federal guidance exists and there are some state and local requirements pertaining to the operation of guard programs, but these vary across the country. Ideally, the development of an adult school crossing guard program involves a community partnership that includes the expertise of law enforcement agencies, traffic engineering or planning departments, and schools.

Working together with parents, this community group identifies the locations where adult school crossing guards are needed and the appropriate number of guards for each location. The group establishes crossing procedures for a variety of traffic situations as well as hires, trains and equips the guards, and secures long-term funding for the program.

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To help children walk and bike to school safely, each fiscal year we offer reimbursement grants up to $300 per school to assist with crossing guard equipment.

Additional resources regarding Crossing Guard Program Improvement include:

- *School Zone Safety Curriculum Kit and Resource Guide -* *http://cms.cityoftacoma.org/PublicWorks/SafeRoutes/SchoolZoneSafetyKit.pdf*

- *Elements of a School Crossing Guard program.* (n.d.). Safe Routes to School Guide *- http://guide.saferoutesinfo.org/crossing_guard/elements_of_an_adult_school_crossing_guard_program.cfm.*

- *The Role of the Adult School Crossing Guard.* (n.d.). Safe Routes to School Guide - *http://guide.saferoutesinfo.org/crossing_guard/the_role_of_the_adult_school_crossing_guard.cfm.*

Applicable legislative and policy strategies for reducing fatalities and serious injuries from Washington State Strategic Highway Safety Plan 2019: Target Zero.

- No specific reference in Target zero plan.

2C - Flashing Yellow Lights and Other Signage Improvement

The flashing yellow beacon lighting is one of the most effective ways to reduce the speed of vehicles in school zones. On average, drivers travel five to seven miles per hour slower when the flashing yellow school zone lights are present.

A study conducted by the WTSC (Moffat, 2001) showed drivers slowed when they saw yellow flashing beacons, especially if the beacons were not constantly on. For instance, drivers were more likely to slow down if the yellow lights flashed when people were in the intersection.

A letter of support from the local jurisdiction will need to be uploaded with the Application if the Applicant is interested in using these funds to install flashing yellow lights or to do other signage improvements. This is true for two reasons. First, counties and cities actually install new school speed zone flashing beacons and road signs.

Second, it will be necessary to consult with local jurisdictions to ensure that the type of equipment being contemplated is even acceptable for use.

Additional resources regarding Flashing Yellow Lights and other Signage Improvement include:

- *20 mph or not? School zone rules, explained.* (2015). Everett Herald. *http://www.heraldnet.com/news/20-mph-or-not-school-zone-rules-explained.*

- Blowers, C. *Keeping kids safe when 'school zones' become 'danger zones.* (2017). St. George News. *https://www.stgeorgeutah.com/news/archive/2017/08/17/cgb-keeping-kids-safe- when-school-zones-become-danger-zones/#.Wk8R-rdKupo.*

- *Driving Safely in School Zones: What You Need to Know to Keep Kids Safe.* (2013). Edmunds. *https://www.edmunds.com/car-safety/driving-safely-in-school- zones.html.*

Applicable legislative and policy strategies for reducing fatalities and serious injuries:

PAB.2.2 Invest in and increase the use of rectangular rapid flashing beacons and pedestrian hybrid beacons where these crosswalk enhancements are needed. (R, CMF) Washington State Strategic Highway Safety Plan 2019: Target Zero, Page 137.

PAB.4.3 Apply consistent signing and other pedestrian crossing features in school zones as appropriate (based on the number of lanes, speeds, age of pedestrians, etc.). (R, FHWA) Washington State Strategic Highway Safety Plan 2019: Target Zero, Page 138.

2D - Pedestrian and/or Bicycle Safety Audit

Pedestrian and/or Bicycle Safety Audits are a form of Road Safety Audit (RSA), a formal safety performance examination of an existing or future road or intersection by an independent, multidisciplinary team. Each audit qualitatively estimates and reports on potential road safety issues and identifies opportunities for improvements in safety for all road users. Road safety audits can help determine higher risk areas within an elementary school's designated walk area.

The aim of a RSA is to answer the following questions: What elements of the road may present a safety concern, to what extent, to which road users, and under what circumstances? What opportunities exist to eliminate or mitigate identified safety concerns?

Uses for the information are varied. For instance, the Federal Highway Administration (FHWA) works with state and local jurisdictions and Tribal Governments to integrate RSAs into the project development process for new roads and intersections, and encourages RSAs on existing roads and intersections.

Road safety audits can be used in any phase of project development from planning and preliminary engineering, to design and construction. The pedestrian RSA materials provide more detail on pedestrian safety issues than the traditional RSA.

One of the key features of the pedestrian RSA materials is a set of prompt lists. These prompt lists help ensure that audit teams consider key issues for pedestrian safety when out in the field. The prompt lists should empower users with different levels of expertise on pedestrian safety issues to conduct successful RSAs.

Additional resources regarding Pedestrian and Bicycle Safety Audits include:

- *School Walk and Bike Routes: Guide for Planning and Improving Walk and Bike to School Options for Students. https://www.wsdot.wa.gov/NR/rdonlyres/5463FD69-F7B9-477D-B9AA- D21CEEFCF722/0/SchoolWalkBikeGuide_TechnicalUpdate.pdf.*

- *Pedestrian Road Safety Audits, (n.d.).* Federal Highway Administration. *https://safety.fhwa.dot.gov/ped_bike/tools_solve/ped_rsa.*

- *Pedestrian Road Safety Audit Guidelines and Prompt Lists,* (n.d.). U.S. Department of Transportation. *https://safety.fhwa.dot.gov/intersection/other_topics/fhwasa09027/190.htm.*

Applicable legislative and policy strategies for reducing fatalities and serious injuries:

PAB.1.2 Invest in and construct roadway reconfigurations, roundabouts and other recommended FHWA safety countermeasures specific to pedestrian and bicyclist safety. (R, FHWA) Washington State Strategic Highway Safety Plan 2019: Target Zero, Page 137.

PAB.4.3 Apply consistent signing and other pedestrian crossing features in school zones as appropriate (based on the number of lanes, speeds, age of pedestrians, etc.). (R, FHWA) Washington State Strategic Highway Safety Plan 2019: Target Zero, Page 138.

2E - Preliminary Engineering Studies and Designs

These funds can be used to start the process for identifying engineering and construction solutions to traffic safety issues that preclude students being able to walk or bike to school.

These funds can pay for the costs of some preliminary work so that the project will take less time to develop once funding becomes available for the final design and construction. These funds cannot be used to develop final designs and cannot pay for actual construction.

Engineering and design tasks that can be supported with these funds:

- Identifying design requirements – What is the nature of the problem to be addressed? And, what would be an appropriate expectation for the effectiveness of possible remedies?

- Feasibility study - an evaluation and analysis of the potential of a proposed project to support the process of decision-making.

- Conceptualization - Once an engineering issue or problem is identified, potential solutions must be identified.

- Preliminary design - the overall system configuration is defined, and schematics, diagrams, and layouts of the project may provide early project configuration.

The dividing line between preliminary design and final design is not always clear. Final design means any design activities following preliminary design, but where does preliminary design stop? Preliminary design stops at the point where a declaration of initiation of Final Design begins. The definition of Final Design is identified in the FHWA Directive 6640.1A A Policy on Permissible Project Related Activities during the National Environmental Policy Act (NEPA) Process. Unless there is clarity between preliminary and final design, the NEPA process may be open to challenge as being compromised.

Final design clearly includes the preparation of construction plans and detailed specifications for construction work to be performed. To ensure that those plans and specification will be time-effective and cost-effective, the right steps need to be taken to ensure focused preliminary design.

Additional resources regarding Pedestrian and Bicycle Safety Audits include:

- Ertas, A. & Jones, J. (1996). The Engineering Design Process. Second Ed. New York, N.Y., John Wiley & Sons, Inc.

- FHWA Center for Accelerating Innovation. (n.d.). Clarifying the Scope of Preliminary Design. *https://www.fhwa.dot.gov/innovation/everydaycounts/edc- 1/prelimdesign.cfm*.

- Wolfe, L. (2017) How to Write a Feasibility Study Step by Step. *https://www.thebalance.com/what-is-a-feasibility-study-3514853*.

Applicable legislative and policy strategies for reducing fatalities and serious injuries from Washington State Strategic Highway Safety Plan 2019: Target Zero.

PAB 1.3 Revise design practices to emphasize context and target speed to reflect the needs of people walking and biking. (R, FHWA) Washington State Strategic Highway Safety Plan 2019: Target Zero, Page 137.

PAB.2.1 Reduce crash exposure safety at pedestrian and bicyclist crossings by investing in and installing refuge islands and raised crossings, and shortening crossing distances with

bicycle friendly curb extensions where these crosswalk enhancements are needed. (P, NCHRP) Washington State Strategic Highway Safety Plan 2019: Target Zero, Page 137.

2F - Reducing Illegal Passing of School Buses

These funds can be used to support installation of automated school bus safety cameras on the exterior of school buses. These cameras – when combined with appropriately delivered public information and outreach – can be effective in reducing the illegal activity of passing of school buses when the stop paddles are deployed.

According to RCW 46.63.180, the cameras must meet the following criteria:

- Shall be of a color that does not contrast with the background and they shall not interfere with any safety system lettering.

- Shall not extend more than six inches from the surface of the bus.

- Shall be mounted as high as possible on bus.

Several school districts in Washington currently deploy cameras on school buses to reduce the highly dangerous activity of drivers choosing to pass school buses while the stop paddles are deployed for loading/unloading students. The following link provides excellent information about automated school bus safety cameras: https://vehiclevideocameras.com/driver-risk-related/school-bus-stop-arm-violati.html.

The cost for initial installation of external cameras for use in catching drivers illegally passing buses is between three and seven thousand dollars per bus.

There are generally three options for initiating and operating a school bus safety camera program:

1. *Shared Revenue business model*

   In this model a vendor provides the cameras and support gear at no cost to the district and maintains the operation in exchange for a share of the fine revenues from violators, generally 50-70 percent. This business model is often criticized by those who claim this is just about money, as the one providing the service is greatly enriched with citation fines robust revenue stream, while the district is left with a trickle of revenue.

2. *District Operated business model*

   In this model there is no Third Party diverting revenue from the district citations generated so there is less animosity generated, and far more revenue to the district. Funds from this project could be used to purchase the camera equipment, supportive gear, and software.

3. *Hybrid model*

   The district owns and maintains the cameras but a vendor does the work involved in reviewing images and referring them for prosecution, again in exchange for a percentage of the fine revenues.

The following three special considerations for Applications for support of school bus safety cameras apply.

- The school district letter of support for this project must contain explicit mention of support for implementation of automated bus safety cameras to reduce illegal passing of school buses.

- A letter of support will be required from the prosecutor for the appropriate jurisdiction

saying that the prosecutor supports the automated bus safety camera project and that the prosecutor's office agrees to prosecute illegal passing violations using the camera images as evidence. In districts that cover more than one jurisdiction, a letter from the prosecutor for each jurisdiction shall be required.

- As part of the need statement in Part B of the Application, the Applicant will also need to demonstrate that it has reached out to automated bus safety camera vendors to discuss which of the three options is best for the school district. You can find out the names of possible vendors by executing a web search for "school bus stop arm safety companies Washington state". As a result of this web search you will also see references to several Washington State school districts that are currently using school bus safety cameras.

2G - Walk/Bike to School Encouragement Activities

Parents often cite traffic safety issues as the primary reason they are reluctant to allow their children to walk or ride a bicycle to school. Providing safety education and adult supervision may help reduce those worries for families who live within walking or bicycling distance to school. Encouragement activities recognized as best practice include:

Bicycle and Pedestrian Safety Instruction

Bicycle and pedestrian safety instruction generally focuses on making people aware of how to operate a bicycle safety. Instruction often occurs as a part of a school's curriculum. Many service clubs and community organizations also offer bicycle safety instruction.

Additional resources regarding Bicycle Safety Instruction include:

- *Bike Safety.* (n.d.). Kids Health. *http://kidshealth.org/en/kids/bike-safety.html.*

- *Kids and Bike Safety.* (n.d.). U.S. Department of Transportation *https://icsw.nhtsa.gov/people/injury/pedbimot/bike/kidsandbikesafetyweb.*

- *Smart Cycling.* (n.d.). The League of American Bicyclists *https://bikeleague.org/content/find-take-class.*

- *Tips for Pedestrian Safety.* (n.d.). AAA Exchange *http://exchange.aaa.com/safety/pedestrian-safety/tips-pedestrian- safety/#.Wk7Gk9-nFGM.*

Applicable legislative and policy strategies for reducing fatalities and serious injuries from Washington State Strategic Highway Safety Plan 2019: Target Zero.

PAB.4.1 Expand automated speed enforcement cameras to locations outside of school zones that are included in safe routes to school plans. (P, CTW) Washington State Strategic Highway Safety Plan 2019: Target Zero, Page 138.

PAB.4.5 Implement pedestrian and bicycle safety training curriculum in schools. Develop and implement an additional module focused on teachers, parents, volunteers, and other school personnel. (R, CTW). Washington State Strategic Highway Safety Plan 2019: Target Zero, Page 137.

PAB 6.9 Encourage bicycle helmet use for children and adults. (R, DOH) Washington State Strategic Highway Safety Plan 2019: Target Zero, Page 137.

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PAB.7.3 Improve training on pedestrian and bicyclist laws for law enforcement officers at state, tribal, and local levels, including training on equity issues for enforcement. (R, CTW). [Washington State Strategic Highway Safety Plan 2019: Target Zero](), Page 138.

Walk/Bike to School Days

Walk/Bike to School Days are just that – designated days when school students and school staff are encouraged to walk or ride to school. These are days to get out and get some exercise while enjoying the weather. The goal of Walk/Bike to School Days is to raise awareness and support for the health, community and environmental benefits of regularly walking or biking to school. There is a National Walk/Bike to School Day – the first Wednesday of October each year. However, Walk/Bike to School Days can be scheduled throughout the school year and can be stretched into designated weeks or months. During these promotional events, it is important that great care is taken to protect students and staff as they walk to school so outreach to area media and to public education for residents who live near schools is extremely important.

Additional resources regarding Walk/Bike to School Days include:

- *Walk to School Day and Bike to School Day*. (n.d.). National Center for Safe Routes to School. *http://www.saferoutesinfo.org*.

- WSDOT. (2017). *Safe Routes to School. https://www.wsdot.wa.gov/LocalPrograms/SafeRoutes*.

Applicable legislative and policy strategies for reducing fatalities and serious injuries from [Washington State Strategic Highway Safety Plan 2019: Target Zero]().

PAB.4.3 Apply consistent signing and other pedestrian crossing features in school zones as appropriate (based on the number of lanes, speeds, age of pedestrians, etc.). (R, FHWA). [Washington State Strategic Highway Safety Plan 2019: Target Zero](), Page 138.

PAB.4.4 Distribute and encourage the use of "School Walk and Bike Routes: A Guide for Planning and Improving Walk and Bike to School Options for Students" to assist in creating school walk route maps. (R, WSDOT). [Washington State Strategic Highway Safety Plan 2019: Target Zero](), Page 138.

PAB.4.5 Implement pedestrian and bicycle safety training curriculum in schools. Develop and implement an additional module focused on teachers, parents, volunteers, and other school personnel. (R, CTW). [Washington State Strategic Highway Safety Plan 2019: Target Zero](), Page 138.

PAB.4.7 Invest in and implement the Safe Routes to School Program to construct pedestrian and bicyclist facilities near schools. (R, CTW). [Washington State Strategic Highway Safety Plan 2019: Target Zero](), Page 138.

Walking School Bus/Bicycle Train

Studies show that fewer children are walking and biking to school. Changing behaviors of children and parents requires creative solutions that are safe and fun. Implementing a walking school bus can be both. A walking school bus is a group of children walking to school with one or more adults. If that sounds simple, it is, and that is part of the beauty of the walking school bus. It can be as informal as two families taking turns walking their children or as structured as a route with meeting points, a timetable, and a regularly rotated schedule of trained volunteers.

A variation on the walking school bus is the bicycle train, in which adults supervise children riding their bikes to school.

Additional resources regarding Walking School Bus/Bicycle Train include:

- *Starting a Walking School Bus.* (n.d.). National Center for Safe Routes to School - http://www.walkingschoolbus.org.

- *The Walking School Bus: Combining Safety, Fun and the Walk to School*. (n.d.). www.saferoutesinfo.org SRTS Guide http://guide.saferoutesinfo.org/walking_school_bus.

Applicable legislative and policy strategies for reducing fatalities and serious injuries from Washington State Strategic Highway Safety Plan 2019: Target Zero.

PAB.4.6 Implement education, enforcement, and engineering elements of the Safe Routes to School program, including campaigns such as Walking School Buses and Bike Trains. (R, CTW). Washington State Strategic Highway Safety Plan 2019: Target Zero, Page 138.

2H – Other School Zone Safety Projects

The activities listed here are among the best-known approaches for increasing pedestrian or bicycling safety in school zones and for promoting walking and bicycling among school students. It is also possible that we have missed some activities that should have been on our list. If you has another strategy in mind that is not on this list, feel free to apply for funding just as long as the point of the strategy is to increase walking or biking safety or to increase walking or biking around schools. Just choose "Other" from the project list and provide responses to the Application questions.

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EXHIBIT 3

TARGET ZERO MANAGERS

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Target Zero Manager

The WTSC supports a network of 17 Target Zero Managers (TZMs) throughout the state (shown in the map below). TZMs are actively involved in the coordination and fiscal management of many of the WTSC's grant-funded projects. They coordinate all High Visibility patrols including DUI Holiday, Click It or Ticket, Drive Sober or Get Pulled Over, and Talk, Text and Ticket Campaigns.

In addition, TZMs manage other projects such as Target Zero Teams, speed reduction projects, and pedestrian safety zone projects. Other activities include coordinating media campaigns, monitoring local data to identify emerging trends, leading planning and outreach efforts for the local traffic safety coalition, and evaluating performance data from enforcement activities. Through utilization of the TZM network, the WTSC is able to maximize the reach of these programs to the local communities.

Each WTSC region has at least one traffic safety task force. These task forces meet at least quarterly throughout the year. They review traffic safety issues in their region and make decisions about programming. The regional TZM leads these task forces, which include a mix of law enforcement and other traffic safety stakeholders.

Contact Information: *Target Zero Manager Network*

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EXHIBIT 4

FREE AND REDUCED LUNCH ENROLLMENT, BY SCHOOL DISTRICT, 2018

Office of Superintendent of Public Instruction
2018-19 Washington Public School Data for Area Eligibility Report
National School Lunch Program - Free and Reduced Enrollment by Public School District
October 31, 2018

*Districts with Free and Reduced Lunch Enrollments **higher** than the state average of 42% – Alphabetically sorted by district name*

Public School District	October 31, 2018 Enrollment		
	Free and Reduced Lunch Enrollment	**Total Enrollment**	**% Free & Reduced**
Aberdeen School District Total	2,593	3,476	74.6%
Auburn School District Total	8,894	17,153	51.9%
Bethel School District Total	9,615	20,358	47.2%
Blaine School District Total	1,096	2,288	47.9%
Boistfort School District Total	57	108	52.8%
Bremerton School District Total	3,044	5,020	60.6%
Brewster School District Total	678	958	70.8%
Bridgeport School District Total	756	836	90.4%
Brinnon School District Total	75	92	81.5%
Burlington - Edison School District Total	1,999	4,199	47.6%
Cape Flattery School District Total	352	499	70.5%
Cashmere School District Total	733	1,594	46.0%
Castle Rock School District Total	669	1,379	48.5%
Centralia School District Total	3,072	3,466	88.6%
Chehalis School District Total	1,253	2,934	42.7%
Cheney School District Total	2,609	5,529	47.2%
Chewelah School District Total	410	795	51.6%
Chimacum School District Total	473	992	47.7%

Clarkston School District Total	**1,338**	**2,496**	**53.6%**
Clover Park School District Total	**8,314**	**13,233**	**62.8%**
College Place School District Total	**730**	**1,478**	**49.4%**
Columbia School District-Stevens Total	**99**	**131**	**75.6%**
Columbia School District-Walla Walla Total	**393**	**776**	**50.6%**
Colville School District Total	**935**	**1,884**	**49.6%**
Concrete School District Total	**402**	**503**	**79.9%**
Cosmopolis School District Total	**85**	**171**	**49.7%**
Crescent School District Total	**112**	**237**	**47.3%**
Curlew School District Total	**112**	**188**	**59.6%**
Cusick School District Total	**130**	**264**	**49.2%**
Darrington School District Total	**236**	**473**	**49.9%**
Davenport School District Total	**289**	**591**	**48.9%**
Dayton School District Total	**226**	**420**	**53.8%**
Deer Park School District Total	**1,082**	**2,131**	**50.8%**
Dixie School District Total	**13**	**17**	**76.5%**
East Valley School District - Spokane Total	**2,255**	**4,239**	**53.2%**
East Valley School District - Yakima Total	**1,716**	**3,254**	**52.7%**
Eastmont School District Total	**3,412**	**6,196**	**55.1%**
Easton School District Total	**65**	**120**	**54.2%**
Elma School District Total	**1,071**	**1,498**	**71.5%**
Endicott School District Total	**68**	**106**	**64.2%**
Entiat School District Total	**183**	**336**	**54.5%**
Ephrata School District Total	**1,315**	**2,607**	**50.4%**
Evergreen School District - Clark Total	**11,179**	**25,177**	**44.4%**
Evergreen School District - Stevens Total	**28**	**36**	**77.8%**
Federal Way School District Total	**13,725**	**22,456**	**61.1%**
Ferndale School District Total	**1,963**	**4,662**	**42.1%**
Finley School District Total	**675**	**949**	**71.1%**
Franklin Pierce School District Total	**6,398**	**8,247**	**77.6%**
Garfield School District Total	**70**	**140**	**50.0%**
Glenwood School District Total	**48**	**92**	**52.2%**
Goldendale School District Total	**550**	**972**	**56.6%**
Grand Coulee Dam School District Total	**555**	**843**	**65.8%**
Grandview School District Total	**3,131**	**3,585**	**87.3%**
Granger School District Total	**1,528**	**1,528**	**100%**
Granite Falls School District Total	**874**	**2,060**	**42.4%**
Green Dot Public Schools Destiny Total	**133**	**166**	**80.1%**

Green Dot Public Schools Excel Total	98	125	78.4%
Green Dot Public Schools Rainier Valley Total	223	264	84.5%
Green Mountain School District Total	73	159	45.9%
Harrington School District Total	99	149	66.4%
Highland School District Total	1,026	1,381	74.3%
Highline School District Total	12,972	19,084	68.0%
Hood Canal School District Total	277	310	89.4%
Hoquiam School District Total	1,312	1,763	74.4%
Impact Public Schools Total	112	178	62.9%
Inchelium School District Total	217	217	100%
Index School District Total	17	39	43.6%
Kahlotus School District Total	38	50	76.0%
Keller School District Total	34	34	100%
Kelso School District Total	2,589	5,056	51.2%
Kennewick School District Total	11,383	19,182	59.3%
Kent School District Total	12,810	26,696	48.0%
Kettle Falls School District Total	508	875	58.1%
Kiona-Benton City School District Total	962	1,428	67.4%
Kittitas School District Total	321	661	48.6%
Klickitat School District Total	67	85	78.8%
La Conner School District Total	410	712	57.6%
Lake Chelan School District Total	834	1,470	56.7%
Lake Quinault School District Total	209	222	94.1%
Lamont School District Total	25	34	73.5%
Lind School District Total	190	222	85.6%
Longview School District Total	3,971	6,883	57.7%
Loon Lake School District Total	109	161	67.7%
Lopez Island School District Total	104	247	42.1%
Lummi Indian Business Council Total	270	330	81.8%
Lyle School District Total	176	276	63.8%
Mabton School District Total	824	836	98.6%
Mansfield School District Total	69	97	71.1%
Manson School District Total	428	649	65.9%
Mary M Knight School District Total	123	157	78.3%
Mary Walker School District Total	366	463	79.0%
Marysville School District Total	5,509	11,743	46.9%
McCleary School District Total	191	352	54.3%
Mill A School District Total	23	49	46.9%

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Morton School District Total	212	388	54.6%
Moses Lake School District Total	5,235	8,674	60.4%
Mossyrock School District Total	305	538	56.7%
Mount Adams School District Total	785	841	93.3%
Mount Baker School District Total	895	1,811	49.4%
Mount Vernon School District Total	3,980	6,400	62.2%
Mukilteo School District Total	7,220	15,729	45.9%
Naches Valley School District Total	665	1,372	48.5%
Napavine School District Total	347	803	43.2%
Naselle-Grays River Valley School District Total	179	335	53.4%
Nespelem School District Total	125	157	79.6%
Newport School District Total	695	1,139	61.0%
Nooksack Valley School District Total	998	1,885	52.9%
North Beach School District Total	502	750	66.9%
North Franklin School District Total	1,494	2,141	69.8%
North Mason School District Total	1,294	2,288	56.6%
North River School District Total	44	67	65.7%
Northport School District Total	127	175	72.6%
Oakville School District Total	148	226	65.5%
Ocean Beach School District Total	603	1,081	55.8%
Ocosta School District Total	473	598	79.1%
Odessa School District Total	133	261	51.0%
Okanogan School District Total	557	1,026	54.3%
Omak School District Total	1,416	1,788	79.2%
Onalaska School District Total	446	813	54.9%
Onion Creek School District Total	36	50	72.0%
Orient School District Total	30	50	60.0%
Orondo School District Total	204	204	100%
Oroville School District Total	411	549	74.9%
Othello School District Total	4,171	4,659	89.5%
Palisades School District Total	20	24	83.3%
Pasco School District Total	13,165	19,008	69.3%
Pateros School District Total	220	321	68.5%
Paterson School District Total	82	118	69.5%
Pe Ell School District Total	139	275	50.5%
Pioneer School District Total	538	895	60.1%
Pomeroy School District Total	154	317	48.6%
Port Angeles School District Total	1,821	3,806	47.8%

Port Townsend School District Total	645	1,331	48.5%
Prescott School District Total	238	267	89.1%
PRIDE Prep Schools Total	260	497	52.3%
Prosser School District Total	1,781	2,708	65.8%
Queets Clearwater School District Total	17	17	100%
Quilcene School District Total	95	215	44.2%
Quileute Tribal School Total	91	100	91.0%
Quillayute Valley School District Total	651	1,076	60.5%
Quincy School District Total	2,251	3,006	74.9%
Rainier Prep Total	241	341	70.7%
Rainier School District Total	376	873	43.1%
Raymond School District Total	485	592	81.9%
Renton School District Total	7,602	16,262	46.7%
Republic School District Total	283	283	100%
Ritzville School District Total	98	213	46.0%
Riverside School District Total	724	1,465	49.4%
Rochester School District Total	1,102	2,308	47.7%
Rosalia School District Total	139	218	63.8%
Royal School District Total	1,341	1,746	76.8%
Saint John School District Total	64	151	42.4%
Satsop School District Total	28	55	50.9%
Sedro-Woolley School District Total	2,513	4,590	54.7%
Selah School District Total	1,888	3,845	49.1%
Selkirk School District Total	147	291	50.5%
Sequim School District Total	1,232	2,829	43.5%
Shelton School District Total	2,698	4,421	61.0%
Skamania School District Total	56	88	63.6%
Skykomish School District Total	44	48	91.7%
Soap Lake School District Total	442	526	84.0%
SOAR Academy Public Charter School Total	200	220	90.9%
South Bend School District Total	394	536	73.5%
Southside School District Total	89	211	42.2%
Spokane School District Total	17,579	30,944	56.8%
Sprague School District Total	45	79	57.0%
Stevenson Carson School District Total	451	928	48.6%
Sultan School District Total	1,008	1,866	54.0%
Summit Public Schools - Atlas Total	177	331	53.5%
Summit Public Schools - Olympus Total	128	195	65.6%

Summit Valley School District Total	69	89	77.5%
Sunnyside School District Total	6,537	6,740	97.0%
Tacoma School District Total	17,880	29,942	59.7%
Taholah School District Total	128	171	74.9%
Tekoa School District Total	123	217	56.7%
Tenino School District Total	652	1,264	51.6%
Thorp School District Total	95	207	45.9%
Toledo School District Total	413	818	50.5%
Tonasket School District Total	803	1,195	67.2%
Toppenish School District Total	3,687	4,012	91.9%
Touchet School District Total	124	235	52.8%
Tukwila School District Total	2,356	3,498	67.4%
Union Gap School District Total	610	626	97.4%
Valley School District Total	177	251	70.5%
Vancouver School District Total	9,796	22,795	43.0%
WA HE LUT Indian School Agency Total	120	127	94.5%
Wahkiakum School District Total	319	521	61.2%
Wahluke School District Total	2,230	2,555	87.3%
Waitsburg School District Total	152	292	52.1%
Walla Walla School District Total	3,264	6,012	54.3%
Wapato School District Total	3,415	3,537	96.6%
Warden School District Total	890	944	94.3%
Washtucna School District Total	38	56	67.9%
Waterville School District Total	161	285	56.5%
Wellpinit School District Total	384	386	99.5%
Wenatchee School District Total	4,802	7,642	62.8%
West Valley School District-Spokane Total	2,086	4,167	50.1%
White Pass School District Total	284	429	66.2%
Wilbur School District Total	124	288	43.1%
Willow Public School Total	64	103	62.1%
Wilson Creek School District Total	100	158	63.3%
Winlock School District Total	536	695	77.1%
Wishkah Valley School District Total	72	144	50.0%
Wishram School District Total	198	198	100%
Woodland School District Total	1,106	2,516	44.0%
Yakima School District Total	15,051	16,079	93.6%
Zillah School District Total	725	1,302	55.7%
State Totals	462,899	1,103,400	42.0%

Active Transportation Safety Enhancement Projects Project Grants Application Packet

School DIstrict	Free and Reduced Lunch Enrollment	Total Enrollment	% Free & Reduced
Adna School District Total	*152*	*619*	*24.6%*
Almira School District Total	*41*	*118*	*34.7%*
Anacortes School District Total	*657*	*2,684*	*24.5%*
Arlington School District Total	*1,828*	*5,875*	*31.1%*
Asotin-Anatone School District Total	*207*	*677*	*30.6%*
Bainbridge Island School District Total	*227*	*3,743*	*6.1%*
Battle Ground School District Total	*3,636*	*13,219*	*27.5%*
Bellevue School District Total	*3,445*	*21,429*	*16.1%*
Bellingham School District Total	*3,912*	*11,716*	*33.4%*
Camas School District Total	*874*	*7,288*	*12.0%*
Carbonado School District Total	*56*	*203*	*27.6%*
Cascade School District Total	*480*	*1,297*	*37.0%*
Centerville School District Total	*36*	*97*	*37.1%*
Central Kitsap School District Total	*3,580*	*11,944*	*30.0%*
Central Valley School District Total	*4,870*	*13,819*	*35.2%*
Cle Elum-Roslyn School District Total	*312*	*844*	*37.0%*
Colfax School District Total	*162*	*555*	*29.2%*
Colton School District Total	*42*	*180*	*23.3%*
Conway School District Total	*95*	*501*	*19.0%*
Coulee-Hartline School District Total	*73*	*203*	*36.0%*
Coupeville School District Total	*268*	*937*	*28.6%*
Creston School District Total	*29*	*93*	*31.2%*
Dieringer School District Total	*175*	*1,475*	*11.9%*
Eatonville School District Total	*686*	*1,764*	*38.9%*
Edmonds School District Total	*6,837*	*20,514*	*33.3%*
Ellensburg School District Total	*1,167*	*3,310*	*35.3%*
Enumclaw School District Total	*1,134*	*4,097*	*27.7%*
Everett School District Total	*7,567*	*20,669*	*36.6%*
Fife School District Total	*1,608*	*3,887*	*41.4%*
Freeman School District Total	*210*	*950*	*22.1%*
Grapeview School District Total	*88*	*215*	*40.9%*
Griffin School District Total	*125*	*670*	*18.7%*
Hockinson School District Total	*332*	*1,975*	*16.8%*

Issaquah School District Total	1,566	20,795	7.5%
Kalama School District Total	394	1,033	38.1%
La Center School District Total	342	1,687	20.3%
Lake Stevens School District Total	2,073	9,249	22.4%
Lake Washington School District Total	2,879	27,123	10.6%
Lakewood School District Total	850	2,541	33.5%
Liberty School District Total	165	541	30.5%
Lynden School District Total	1,038	3,121	33.3%
Mead School District Total	3,111	10,728	29.0%
Medical Lake School District Total	662	1,985	33.4%
Mercer Island School District Total	103	2,963	3.5%
Meridian School District Total	589	1,631	36.1%
Methow Valley School District Total	227	678	33.5%
Monroe Public Schools Total	1,901	5,885	32.3%
Montesano School District Total	456	1,392	32.8%
Mount Pleasant School District Total	0	0	#DIV/0!
Nine Mile Falls School District Total	307	1,381	22.2%
North Kitsap School District Total	1,754	6,087	28.8%
North Thurston School District Total	5,881	15,480	38.0%
Northshore School District Total	2,901	22,980	12.6%
Oak Harbor School District Total	2,496	6,622	37.7%
Olympia School District Total	2,906	10,490	27.7%
Orcas Island School District Total	179	435	41.1%
Orchard Prairie School District Total	0	0	#DIV/0!
Orting School District Total	706	2,756	25.6%
Palouse School District Total	61	196	31.1%
Peninsula School District Total	1,771	9,154	19.3%
Pullman School District Total	869	2,945	29.5%
Puyallup School District Total	7,752	22,961	33.8%
Reardan-Edwall School District Total	240	660	36.4%
Richland School District Total	5,170	14,135	36.6%
Ridgefield School District Total	778	3,439	22.6%
Riverview School District Total	403	3,464	11.6%
San Juan Island School District Total	342	868	39.4%
Seattle School District Total	16,929	55,042	30.8%
Shoreline School District Total	2,319	9,423	24.6%
Snohomish School District Total	1,750	9,843	17.8%
Snoqualmie Valley School District Total	578	6,817	8.5%

South Kitsap School District Total	*3,500*	*10,163*	*34.4%*
South Whidbey School District Total	*343*	*1,315*	*26.1%*
Spokane International Academy Total	*194*	*500*	*38.8%*
Stanwood School District Total	*1,220*	*4,558*	*26.8%*
Steilacoom Historical School District Total	*686*	*3,235*	*21.2%*
Summit Public Schools - Sierra Total	*146*	*373*	*39.1%*
Sumner-Bonney Lake School District Total	*2,581*	*9,553*	*27.0%*
Tahoma School District Total	*1,060*	*8,973*	*11.8%*
Toutle Lake School District Total	*260*	*662*	*39.3%*
Tumwater School District Total	*1,741*	*6,355*	*27.4%*
University Place School District Total	*1,906*	*5,654*	*33.7%*
Vashon Island School District Total	*316*	*1,569*	*20.1%*
Washougal School District Total	*996*	*3,025*	*32.9%*
West Valley School District-Yakima Total	*2,229*	*5,331*	*41.8%*
White River School District Total	*1,215*	*4,108*	*29.6%*
White Salmon Valley School District Total	*533*	*1,296*	*41.1%*
Willapa Valley School District Total	*165*	*452*	*36.5%*
Yelm School District Total	*2,272*	*5,874*	*38.7%*
State Totals	**462,899**	**1,103,400**	**42.0%**