

Walker and Bicyclist Safety Enhancement Projects Application Packet



Walker and Bicyclist Safety Enhancement Projects Washington Traffic Safety Commission Request for Application (RFA) 2020-03

Application Due Date: April 24, 2020

NOTE: The application due date is being extended from March 27, 2020 to April 24, 2020 due to the COVID-19 outbreak. Reviews of all qualifying applications received in response to this RFA will be conducted after the April 24, 2020 due date. An updated project timeline is included in the RFA. *Applicants that submit an application by March 27 will be given the option to withdraw their application, and work on it further before resubmitting by the new deadline.*

Project Start Date: August 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:

Walker and Bicyclist Safety Enhancement
Projects

August 1, 2020–September 30, 2021

(There is a possibility these projects could be extended depending on performance and availability of funding.)

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 Chapter 405 H of the federal highway safety block grant earmarked for increasing safety for walkers and bicyclists (23 CFR § 1300.27).

Funding Opportunity

There is a total of \$150,000.00 in federal funding available to support activities earmarked for increasing safety for walkers and bicyclists.

Walker and Bicyclist Safety Enhancement 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.

Match Requirements

Walker and Bicyclist Safety Enhancement Projects

There is a requirement for a minimum of 10 percent cash match on these projects.

Maximum points for this item come with match amounts that are greater than 10 percent of the award amount. Match requirements are detailed in Exhibit 1E.

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 Coordinator, as follows:

Name: Scott Waller

E-Mail Address: swaller@wtsc.wa.gov

Phone Number: (360) 725-9885

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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. Applicants are to rely on written statements issued by the RFA Coordinator. Communication directed to parties other than the RFA Coordinator 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 (<i>Optional</i>)	
	• 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	April 24, 2020
e)	Application evaluation completed	May 5, 2020
f)	Send recommendations for funding to WTSC Director	May 9, 2020
g)	Make funding offers to successful Applicants	May 14, 2020
h)	Contracts executed with successful Applicants	July 31, 2020
i)	Project start date	August 1, 2020
j)	Project end date	September 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. Distance participation will be available through the following options:

School Safety Zone Account and Walker and Bicyclist Safety Enhancement Projects

JOIN WEBEX MEETING

<https://watech.webex.com/watech/j.php?MTID=m28b7da5ae393b439d6aa95d2099cf4f5>

Meeting number (access code): 808 561 965;

Meeting password: i7jhgW6J

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JOIN FROM A VIDEO SYSTEM OR APPLICATION

Dial [sip:808561965@watech.webex.com](tel:sip:808561965@watech.webex.com)

Or, dial 173.243.2.68 and enter the 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 will be a WebEx and telephone meeting only.

School Safety Zone Account and Walker and Bicyclist Safety Enhancement Projects

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](tel: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 Coordinator to inquire about accessing a recording of the webinar.

Acceptance Period

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

Americans with Disabilities Act Compliance

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

Commitment of Funds

The Director of WTSC or his/her 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.

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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 Coordinator. 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.

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 Coordinator 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.

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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 municipal boundaries, or within specific catchment areas such as High School Attendance Areas (HSAA) and their feeder schools, recognized neighborhoods, or other geography that can be described in writing or shown on a map.
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.
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.

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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.
Federal funds supported projects	These projects will be supported by funding from Washington State's Highway Safety grant, 405(H) program funding, CFDA 20.616.
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 coordinator.
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

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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.”
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 April 24, 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 Coordinator. All applications and any accompanying documentation become the property of WTSC and will not be returned.

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.

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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).

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.

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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 Coordinator is required. All requests for information should be directed to the RFA Coordinator.

The submission of any public records request to WTSC pertaining in any way to this RFA will not affect the procurement schedule, as outlined in 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 Coordinator. 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 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 an 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

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any relevant information on the protest to the RFA Coordinator. 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.

Reporting Requirements

The 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.

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Responsiveness

The RFA Coordinator 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 for funding.

All Applicants must demonstrate the ability to accept an award and have a contract signed by July 31, 2020. The selection process will conclude by early May 2020. Successful Applicants will be notified by May 14, 2020 and negotiations of work plans and budgets will be completed by the end of June 2020. All projects will be expected to be ready to start on August 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 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.

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.

Please address each question in the Walker and Bicyclist Safety Enhancement 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

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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 shown here. 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.

Application Checklist (Exhibit 1G)

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 April 24, 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

Walker and Bicyclist Safety Enhancement Projects Application Packet

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 <ul style="list-style-type: none"> • 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% <ul style="list-style-type: none"> • 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.

Walker and Bicyclist Safety Enhancement Projects Application Packet

EXHIBIT 1

WALKER AND BICYCLIST SAFETY ENHANCEMENT PROJECTS

There is \$150,000 in federal funds available for Walker and Bicyclist Safety Enhancement Projects (23 CFR § 1300.27) - This is funding for a 14-month period (August 1, 2020–September 30, 2021). Maximum awards will be \$75,000 and minimum awards will be \$30,000. (Note: There is a possibility that these projects may be extended depending on project performance and availability of funding). These funds can support the following types of projects:

- Training of law enforcement officials on state laws applicable to pedestrian and bicycle safety;
- Enforcement mobilizations and campaigns designed to enforce state traffic laws applicable to pedestrian and bicycle safety; or
- Public education and awareness programs designed to inform motorists, pedestrians, and bicyclists of state traffic laws applicable to pedestrian and bicycle safety.

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 project 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:

- A coordinator for a pedestrian/bicyclist education program who sets up schedules of instruction with the school(s).
- Law enforcement patrols in areas where walkers and bicyclists have an elevated likelihood of being involved in a crash with a vehicle.

- **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.

Walker and Bicyclist Safety Enhancement Projects Application Packet

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

Examples:

- A contractor to develop instructional videos for use in increasing elementary and middle school students' knowledge about walker and bicyclist safety.
- A contractor to develop media messaging focused on drivers who travel through area where there is an elevated risk of crashes for walkers and bicyclists.

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

Examples:

- Development of training materials for law enforcement.
- Printing of public education and outreach materials like rack cards and posters.
- Purchase of advertising for messages about walker and bicyclist safety directed toward drivers.

- **Equipment** – Like travel, only equipment included in the final negotiated budget will be eligible for reimbursement. Equipment purchases will be subject to the Buy American Act (BAA). Under the BAA, purchase of single pieces of equipment costing more than \$5,000 cannot occur unless the equipment passes a two-part test - (i) the end product must be manufactured in the United States; and (ii) at least 50% of the cost of the components must also be of U.S. origin. FAR 25.003.

- **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 Walker and Bicyclist Safety Enhancement Projects

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

- Automated speed enforcement equipment.

Walker and Bicyclist Safety Enhancement Projects Application Packet

- 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 crosswalk or other marking paint.
- Purchase of promotional items for use in messaging such as toys, office supplies, etc.
- Yellow flashing caution lights, including Rectangular Rapid Flash Beacon (RRFBs).

Priority Populations for Services Supported by These Funds

There will be a bonus of up to 25 points for applications that can demonstrate that services will be delivered in areas where there has been historically low investment in infrastructure that would make roadways safer for walkers, bicyclists, and other active transportation users. Areas with historically low investment in infrastructure are almost always areas with high levels of poverty and economic distress. The free and reduced lunch rate enrollment for the school(s) or school district will serve in this application as an indicator of high poverty levels. Schools or school districts with free and reduced lunch rates in excess of the state average of 42 percent of students will qualify for bonus points.

Bonus Points for Free and Reduced Lunch Eligibility Rates – 2018 State average is 42%

- Lower than state rate = 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](#)

Walker and Bicyclist Safety Enhancement Projects Application Packet

[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

There is a 10 percent cash match requirement, based on funds awarded, for applications for all other state funds-supported projects. That means an Applicant 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.

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 Local Jurisdictions

These kinds of projects generally need communication between a number of agencies and entities. For instance, projects involving enforcement efforts to increase the safety of walkers can involve lots of agencies and other entities like local businesses. Enforcing traffic laws near a mall, for instance, where there are lots of walkers, will require communication and coordination not just in the law enforcement agency but also with the mall itself and city government so they know what is happening and what to do if they get a citizen complaint or comments.

Applicants should demonstrate how coordination of efforts will occur. That information can be written into the Project Narrative. You can also consider obtaining Letters of Support from affected agencies and entities. Letters of Support are not required for this application, but they can be part of the Application. Include any Letters of Support at the end of the Application document that will be submitted through SurveyMonkey. Letters of Support will not count against the 12-page limit for the Project Narrative.

Effective Letters of Support should feature the following:

- Signed by an authorized representative of the organization
- Individualized to the project

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- 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

Period of Performance

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

Walker and Bicyclist Safety Enhancement Projects: August 1, 2020 - September 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:

- 1A - Applicant Intake Form (Mandatory)
- 1B - Certifications and Assurances (Mandatory)
- 1C - Executive Order 18-03 Form (Mandatory and Scored)
- 1D - Project Narrative (Mandatory and Scored)
- 1E - Budget and Justification (Mandatory and Scored)
- 1F - Project Timeline (Mandatory and Scored)
- 1G - Application checklist (Mandatory)

2. Convert the assembled documents into one PDF document.

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

4. Submit the Application through SurveyMonkey.

- **Walker and Bicyclist Safety Enhancement Project Applications shall be submitted through this SurveyMonkey link,**

<https://www.surveymonkey.com/r/WalkerandBicyclistSafetyEnhancementProjects>

All Applications are due by 5:00 p.m. Pacific Time on April 24, 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.

Walker and Bicyclist Safety Enhancement Projects Application Packet

Walker and Bicyclist Safety Enhancement Projects Application Forms

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:	

¹ How many months will the project be operating between August 1, 2020 and September 30, 2021?

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Organization:	
Address:	
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 <i>Provide either the SWV number or the date the SWV application was submitted.</i>	
Federal DUNS number for applicant organization:	

Signature

Date

Printed Name

Title

² If the Applicant does not currently have 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>.

Walker and Bicyclist Safety Enhancement 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.

Walker and Bicyclist Safety Enhancement 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

Walker and Bicyclist Safety Enhancement 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 NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

OR

- **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 or type full legal name of Agency/School/Firm

Signature

Date

Printed Name

Title

Walker and Bicyclist Safety Enhancement Projects Application Packet

Exhibit 1D – Walker and Bicyclist Safety Enhancement Project Narrative

Prepare the responses to these questions. There is a 12-page limit to 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 you 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 community(ies) 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 and include a map that shows the location of each area to be served by the project in your 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

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

- 1) Go to the webpage for [OSP’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.”

Walker and Bicyclist Safety Enhancement Projects Application Packet

- 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 "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.

- 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

6. Majority of Impact from Project – 25 points maximum

How will the Applicant ensure that the majority of benefit from the activities benefit people living in areas where there has been historically low investment in infrastructure that would make roadways safer for walkers, bicyclists, and other active transportation users (federally funded projects)?

In most cases, areas with low infrastructure investment are also areas with high poverty and economic distress. The percentage of students enrolled in free and reduced lunches is the indicator used in this Application to measure high poverty levels.

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.)

Walker and Bicyclist Safety Enhancement Projects Application Packet

- 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 August 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 [Washington State Strategic Highway Safety Plan 2019: Target Zero](#) to identify specific Target Zero strategies that apply to the project.)

If the Applicant are 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 to describing the amount of match, please identify the source(s) for the cash match? (Note: Applications will receive 10 points for meeting the 10 percent cash match requirement and an additional 5 points if the cash match is greater than 10 percent.)

Walker and Bicyclist Safety Enhancement Projects Application Packet

Exhibit 1E – Walker and Bicyclist Safety Enhancement 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)		

Walker and Bicyclist Safety Enhancement 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.

Walker and Bicyclist Safety Enhancement 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.	

Walker and Bicyclist Safety Enhancement Projects Application Packet

Exhibit 1G – 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 <input type="checkbox"/> Exhibit 1A – Walker and Bicyclist Safety Enhancement Projects)		
Certifications and Assurances <input type="checkbox"/> Exhibit 1B – Walker and Bicyclist Safety Enhancement Projects)		
Executive Order 18-03 Form <input type="checkbox"/> Exhibit 1C – Walker and Bicyclist Safety Enhancement Projects)		
Project Narrative <input type="checkbox"/> Exhibit 1D – Walker and Bicyclist Safety Enhancement Projects)		
Budget and Justification <input type="checkbox"/> Exhibit 1E – Walker and Bicyclist Safety Enhancement Projects)		
Project Timeline <input type="checkbox"/> Exhibit 1F – Walker and Bicyclist Safety Enhancement Projects)		
Application checklist showing that all necessary materials have been included <input type="checkbox"/> Exhibit 1G – Walker and Bicyclist Safety Enhancement Projects)		

EXHIBIT 2

WALKER AND BICYCLIST SAFETY ENHANCEMENT PROJECTS – DESCRIPTION/EXPLANATION OF PRIORITY ACTIVITIES

Training of law enforcement officials on state laws applicable to walkers (pedestrians) and bicyclists (bicycle safety).

Training is essential to the safe conduct of any pedestrian safety enforcement operation, and is therefore a vital component of preparing for the operation. If the officers conducting the operation do not fully understand its objectives, as well as what actually constitutes a violation, the effort can be counterproductive, potentially creating public relations problems in addition to being unsafe. At least one officer conducting the operation should be trained, and all involved officers should participate in a pre-brief before the operation commences. For additional details, see the “Implementation” section of the report.

Some ideas about planning and implementing initiatives focused on increasing walker and bicyclist safety are discussed in the following excellent resource:

[*Pedestrian Safety Enforcement Operations: A How-To Guide – National Highway Traffic Safety Administration, 2013*](#)

Of foremost importance in training is the emphasis that pedestrian safety enforcement operations are about saving lives and preventing injuries – not about citations and enforcing statutes. The goal of these operations is to make roadways safer. Officers may have limited experience conducting this type of police work, and may find enforcing right-of-way legislation to be challenging since at first glance the offense - not yielding to a pedestrian - may appear to be “a more subjective infraction of a shared responsibility” (National Cooperative Highway Research Program, 2004).

Training helps officers fully understand the intent of the law, giving them the ability to notice and articulate violations when they occur. Perhaps most importantly, training provides officers with knowledge and tools to improve pedestrian safety both during special operations and in regular duty. Topics to cover in the training session include:

- Local or regional information on pedestrian safety, with a focus on why pedestrian safety efforts are important in any particular jurisdiction.
- Pertinent laws relating to crosswalks, red lights, and overtaking a stopped vehicle.
 - Example violations for drivers include failure to stop for a pedestrian in a crosswalk, passing a vehicle stopped for a pedestrian in a crosswalk, failure to yield right-of-way to pedestrians crossing on a “walk” signal, failure to stop at a clearly marked stop line, or failure to yield to a pedestrian on a right turn on red.
 - Example violations for pedestrians include failure to obey a “walk” or “don’t walk” signal, failure to yield right-of-way to a vehicle, failure to cross at a signalized intersection, or crossing an intersection diagonally.

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- Other violations officers might encounter include speeding and DWI/DUI³, as well as outstanding warrants and impaired pedestrians.
- In jurisdictions following the Uniform Vehicle Code, pedestrians can legally cross the street mid-block outside a marked crosswalk as long as the two nearest intersections are not signalized; however, they are required to yield the right-of-way. Thus, operations should only be conducted at marked mid-block crosswalks where pedestrians have right-of-way.
- Statutes pertaining to crosswalks and locations where pedestrians can legally cross the street, including a thorough review of both state statutes and local ordinances to identify “unmarked” crosswalks and other locations where pedestrians can legally cross the street. For example:
 - Locations with traffic control signals, points where streets meet at right angles or anywhere a sidewalk would continue may be considered “unmarked” crosswalks in many localities, and pedestrians typically have right-of-way in these crossings. Pedestrians may also be able to legally cross the street (although not with the right-of-way) anywhere the two nearest intersections are not signalized.
- “Due care” laws, which require motorists to avoid striking pedestrians, even if the vehicle has the right-of-way.
- The role of speed in pedestrian collisions, and the relationship between higher speeds and increased pedestrian injuries and fatalities.
- Appropriate stopping distances—including reaction times—at various speeds.
- Vulnerable pedestrians, including young, elderly, inebriated, and hearing- and vision-impaired pedestrians.
- The special cognitive and behavioral limitations of children, including impulse control, and a less accurate ability to judge an object’s speed and distance and the direction a sound is coming from. While classroom training on how to conduct a pedestrian safety operation is helpful, it should be combined with hands-on training whenever possible. Hands-on training is typically more informative and enjoyable for participants (Malenfant & Van Houten, 2011).

If hands-on training is not possible, the use of visual aids in traditional classroom training may be helpful. For example, video of enforcement operations in action allows officers to visualize the activity prior to implementing the enforcement operation. One such video, developed by the city of Portland, Oregon, is available at: www.streetfilms.org/portland-or-crosswalk-enforcement-actions . This guide can also be used as a part of officer training.

Enforcement mobilizations and campaigns designed to enforce state traffic laws applicable to walkers (pedestrians) and bicyclists (bicycle safety).

The pedestrian safety zone concept was developed in a joint effort study by National Highway Traffic Safety Administration (NHTSA) and Federal Highway Administration (FHWA) (Blomberg & Cleven, 1998). The idea is to strive for large decreases in pedestrian crashes and injuries by more effectively targeting resources to problem areas. Specifically, the objective of pedestrian safety zones is to increase cost-effectiveness of interventions by

³ Driving While Intoxicated (DWI), Driving Under the Influence (DUI)

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targeting education, enforcement, and engineering measures to geographic areas and audiences where significant portions of the pedestrian crash problem exist (NHTSA, 2008).

Pedestrian zone programs can target a full range of pedestrian crash problems within a limited geographic area or focus on particular types of problems that make up a large portion of the problem within a limited area.

Blomberg and Cleven (1998) implemented and analyzed an early pedestrian safety zone program in Phoenix, Arizona. Crash data were analyzed to identify areas where older pedestrian crashes occurred and “zones” were drawn around the high-incidence areas. Countermeasures were developed for the kinds of crashes that involved older pedestrians. The measures included lengthening the signal timing to allow more time for older pedestrians to cross the street, providing communications and outreach to both drivers and pedestrians living near the crash zones, and enhanced enforcement. The result was a significant reduction in crashes and injuries involving older pedestrians in the target areas.

In a Miami-Dade County, Florida, comprehensive application of the safety zone strategy, high crash zones were identified, and then the characteristics of those crashes were further analyzed within the zones (Zegeer, Blomberg, et al., 2008). The four zones, comprising less than 1% of the total land area of the County, accounted for about 20% of the total number of collisions (Zegeer, Henderson, et al., 2008). Further analyses identified high child involvement in crashes in some areas, young adult involvement in others (particularly at night), and older adult involvement in certain corridors. Overall, there was an 8.5% to 13.3% reduction in pedestrian crash rates during and following the program implementation compared to control groups (Zegeer, Blomberg, et al., 2008).

Montgomery County, Maryland reduced crashes in high incidence areas using a combination of education, enforcement, and engineering measures (Dunckel, Haynes, Conklin, Sharp, & Cohen, 2014). After three years of the program, crashes in ten high-incidence areas fell by 43% and countywide pedestrian crashes fell by 7%, with a 38% decrease in pedestrian fatalities.

Use: Nationwide, there is limited use of pedestrian safety zones. As of June 2019, three cities or counties in Washington State are using some version of pedestrian safety zones in their communities. The Washington State implementations are all customized to fit local enforcement and cultural realities.

Clark County Pedestrian Safety Zone Project

Description: This project provided continued support for enforcement and awareness efforts in high-risk areas for pedestrian injuries and fatalities. The Region 6 enforcement task force examined pedestrian crash data to determine where enforcement efforts needed to be implemented. The majority of education and enforcement efforts focused on Vancouver because it has the highest frequency for pedestrian fatalities and injuries in Clark County.

Results: There were 301 hours of enforcement focused on pedestrian safety during the year with a total of 265 violations, 86 citations issued to pedestrians for violations like failure to obey pedestrian signals and 179 citations issued to drivers for various violations, the most common being speeding. A media contractor was hired to organize and implement a community outreach and awareness plan. During the six month period between April and September 2019, there were more than 833,000 impressions from bus ads and other display advertising, more than 312,000 impressions from movie pre-roll advertising, and more than 123,000 people were reached by Facebook

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advertising (with a response click rate of almost 30 percent for those receiving Facebook advertising). Pedestrian fatalities decreased from eight in 2016 to five in 2018 while the number of serious injuries for pedestrians has stayed the same during that same time period - 17 per year.

Contact: Hilary Torres, Region 6 Target Zero Manager, targetzero@hilarytorres.com.

Snohomish County Pedestrian Safety Campaign

Description: This project provided continued support to focused enforcement and public education and outreach efforts in Snohomish County surrounding pedestrian safety. There were four separate enforcement/education campaigns in four different communities. Each campaign began with law enforcement making “informational stops” at the intersections on which they would focus. The participating agencies then began actually enforcing laws while digital and radio advertising saturated the area.

Results: There were more than 216,000 media impressions from digital and radio advertising during the enforcement campaigns. There were more than 141 hours of enforcement time committed to the project with 366 citations issued to drivers, mostly for failure to yield to pedestrians. In one location, distracted drivers nearly struck the “decoy” officer twice while he was crossing a street in a crosswalk.

Contact: Stacey McShane, Region 10 Target Zero Manager, target.zero@co.snohomish.wa.us.

Spokane County Pedestrian Safety Zones

Description: This project continued the data driven pedestrian education (media, publicity, outreach), and high visibility enforcement in high incident pedestrian/driver crash locations in the City of Spokane.

Results: There were 306 hours of enforcement focused on pedestrian safety during the year with a total of 122 violations, one issued to a pedestrian for failure to obey pedestrian signals and 121 citations issued to drivers for various violations, the most common being speeding. The project also implemented a pilot program designed to reach walkers who were looking at their screens while walking. On a major pedestrian route in Spokane, the words “Look Up” were painted onto the sidewalk at five intersections. The effect of the pilot project will be measured by reviewing videotape from City of Spokane cameras to see how many people look up before entering the intersections. More than 142,000 people viewed pedestrian safety media messages during the six-month period from April to September 2019. In that same period, there were 1.3 million media impressions. The media contractor used billboards, radio and Facebook.

Contact: Karen Wigen, Region 16 Target Zero Manager, KWigen@spokanecounty.org.

Effectiveness: Properly designed and implemented pedestrian zone programs have been shown effective in reducing crashes and injuries for older pedestrians (Blomberg & Cleven, 1998), for impaired pedestrians (Blomberg & Cleven, 2000), and for child and adult pedestrian crashes in Miami-Dade County (Zegeer, Blomberg, et al., 2008; Zegeer, Henderson, et al., 2008) and in decreasing pedestrian fatalities (Dunckel et al., 2014).

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Costs: Pedestrian zone programs require up-front analysis and planning, countermeasure development and tailoring, and implementation. Time to implement: Medium. A pedestrian zone program can take several months of concentrated activity before countermeasures can be implemented.

More comprehensive programs, such as in Miami-Dade, may be multi-year long programs involving data analysis and onsite evaluations, lining up partners, and identifying, implementing, and evaluating countermeasures. Programs to date have included local task forces, usually assembled for the program, to take critical leadership roles.

Public education and awareness programs designed to inform motorists, pedestrians, and bicyclists of state traffic laws applicable to pedestrian and bicycle safety.

This strategy generally takes one of two forms – curriculum development and implementation or public awareness campaigns.

Curriculum Development and Implementation

Tacoma: Improving Bike & Pedestrian Safety Around Schools

Description: This project supported enforcement of speeding and other laws around two Tacoma School District schools, provided instruction regarding safe walking and bicycling to students and their families, and developed a curriculum for use in elementary school physical education classes to teach safe walking behaviors. The two schools – Blix and Stanley Elementary Schools – have each had students struck and killed in vehicle crashes within the past three years.

Results: The project successfully met each of its goals.

Goal One – Increase public perception of risks associated with travel through school zones and risks associated with pick up and drop off at school. The Tacoma Police Department assigned officers to enforce traffic safety in two schools' school zones before and after school in December and June. In June, the officers reported significantly fewer speeding or failure to yield to pedestrian violations. The officers also provided safety mini-lessons in multiple classrooms during school hours while assigned to work at the two schools.

Goal Two – Increase walking and bicycling to school at the two schools. The number of students walking and biking to school in June, when school was ending, as compared to October when the project first started. At each school, there was an observed increase in student – and school staff – walking and bicycling. The project worked with area parent groups to teach about “Walking School Buses” where a group of students walks to school together with a group of adults. Additionally, bicycle rodeos held at each school for more than 100 elementary school students taught bicycle skills and proper use of a bicycle helmet.

Goal Three – Teach students to walk and bike safety on their own. The project worked with a consultant and elementary physical education (PE) teachers from across the school district to develop a curriculum that PE teachers could use to teach walking and bicycling safety at their own schools. As part of the pilot implementation of the curriculum, 10 teachers received training to implement the curriculum. The curriculum

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consultants incorporated their feedback into the curriculum for implementation in classrooms beginning with the start of the 2019-20 school year. A second teacher training is also scheduled for Fall 2019.

Contact: Carrie Wilhelme, cwilhelme@cityoftacoma.org.

Bikes on the Road

Description: This project brought bicycle education and riding skills training to grade school students in Walla Walla County.

Results: There were four bicycle education events held during the grant period and 186 participants completed the education series. Those who completed all of the education stations received a bicycle helmet.

Region 17 TZM Nancy McClenny-Walters, nwalters@co.walla-walla.wa.us.

Public Awareness Campaigns

What is a public awareness campaign?

A public awareness campaign is a marketing effort to build public recognition of a problem through media, messaging, and an organized set of communication tactics. These campaigns target a large number of people over a specific period of time to try and generate specific outcomes or achieve pre-determined goals.

Why are public awareness campaigns important?

Public awareness campaigns are important because they can be used to contribute to policy change by putting pressure on policy-makers and encouraging the community to take action. These campaigns can inform the community about a current problem by highlighting and drawing attention to it in such a way that the information and education provided can solicit action to make changes.

A good resource for finding the basics of public awareness campaigns is:

[*What is a public awareness campaign?*](#)

Public awareness campaigns are used to highlight a variety of issues:

[*29 Effective Examples of Public Relations Campaigns and Tactics to Inspire Your Strategy*](#)

Walker (Pedestrian) Safety Campaigns in Washington and Elsewhere

[*Bellingham – “Travel With Care”*](#)

[*Heads Up Pedestrian Safety Campaign*](#)

[*Florida DOT Launches Pedestrian Safety Campaign in Miami-Dade County*](#)

[*Pedestrian Safety Materials Developed in Washington State*](#)

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EXHIBIT 3

TARGET ZERO MANAGERS

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 Enforcement 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%

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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%

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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%
Morton School District Total	212	388	54.6%

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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%

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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%

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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%

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

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

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

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