

Frequently asked questions regarding RFP 2021-01, “[Walker and/or Roller Safety Enhancement Projects](#)” from the Washington Traffic Safety Commission

Pre-proposal Conference

A recording of the February 23, 2021 Pre-proposal Conference has been posted to our webpage at <https://wtsc.wa.gov/grants/school-zone-grants>...School Walk Route Improvement Project Grants.

Frequently asked questions

March 1, 2021

- **Question:** Is there already a state approved or other approved curriculum to train or update law enforcement on ped and bike laws? I would have to think entry level LE gets this during their time at the Criminal Justice Training Center or the other training centers they use for new officers/troopers/deputies.

Response:

There is no single curriculum. There is an approved bicycle education used by OSPI's middle school bicycle safety instruction program. The contact for that curriculum is Debbie Lindgren, Debbie.lindgren@k12.wa.us, (360) 725-6325. Cascade Bicycle Club has a curriculum that is widely used in King and Snohomish Counties. The contact for that curriculum is Rachel Osias, rachelo@cascade.org, (206) 939-4339. There are many other quality curricula in use in various locales around the state. One of my favorites is an elementary walking and bicycling safety developed by City of Tacoma for implementation in Tacoma Public Schools. The contact for that curriculum is Carrie Wilhelme, cwilhelme@cityoftacoma.org, (253) 591-5560.

To the best of my knowledge, there is currently no continuing education at Criminal Justice Training Center (CJTC) about providing walking and bicycling instruction and I'm virtually certain that there is none of this instruction at the basic law enforcement academy.

- **Question:** Is there an established curriculum on LE to train or educate the public on ped and bike laws?

Response:

Not that I am aware of. But the other curricula described above can be used by law enforcement. OSPI and City of Tacoma deliver their curricula through physical education teachers.

- **Question:** Would purchase and distribution of bike helmets be an allowable expense? They aren't toys or a prize. They are rather the most effective injury prevention device for preventing the types of injuries and deaths they are designed to prevent. More prevention % than seatbelt/air bags, motorcycle helmets, lifejackets.

Response:

Bicycle helmets can be purchased with these funds, according to NHTSA guidelines. Distribution of the helmets must, however, be connected to bicycle safety education. These funds cannot be used for purchase of other common bicycle-related expenses like bike locks, lights and they cannot be used for bicycle maintenance expenses.

February 25, 2021

- **Question:** Can hours of paid staff from multiple agencies be used as match?

Response:

Yes, provided the staff from the other agencies are actually working on the project.

- **Question:** Could part of our project focus on providing education to those riding bikes and skateboards on the sidewalk?

Response:

Yes, programs directed at people who ride bicycles, scooters, or skateboards are all eligible for funding through this funding opportunity.

- **Question:** if we can't get the specifics of our program pulled together in time to apply for the grant before this year's deadline, when is the next time these grants will be available?

Response:

We generally offer this funding opportunity in January or February each year.

- **Question:** If we receive a grant now, are we more or less likely to receive one in the future? (or does that not get taken into consideration?) If we apply for a one year grant this year, could we apply for another grant next year to do a program that is similar but maybe better defined because we had the experience of already running the program?

Response:

Continuation of funding is totally based on whether you select one- or two-year project and how you performed, according to the contract statement of work.

- **Question:** How firm is the projected budget that we are submitting in the grant application. Since is based on reimbursement of expenses, I am guessing if costs end up less than projected, we will receive less... but is there a mechanism for asking for more for certain parts of the budget if they end up costing more than we thought they would?

Responses:

Budgets are the best estimates or ideas about what costs will be for the program. We can adjust the budget if conditions change during implementation of the project.

February 24, 2021

- **Question:** Can the grant funds be used to buy necessary supplies for traffic gardens like balance bikes and scooters?

Response:

Like with all other questions about eligibility, the key question is whether the purchases are necessary for the project. With a traffic garden being used for pedestrian and bicycle education – generally for elementary age children and toddlers – how are these supplies going to be used? Are they essential to implementing the project? These funds cannot, for instance, be used to purchase a bunch of balance bikes to give away as a means to promote bicycle ridership. Instead, there needs to be a project involving delivery of services. And then these kinds of expenses need to be shown as crucial to successfully implementing the project. You will need to explain that relationship in both the Project Summary and in the Budget Overview and Budget Justification sections of the application.

February 23, 2021

- **Question:** Can a school district and a non-profit apply together?

Response:

Sure. Both are eligible individually and that would just be a partnership.

The RFP is about walkers and rollers, yet I hear a lot about pedestrians. Is the RFP to include cyclists as well.

Rollers is the new vocabulary for bicyclists. But it is broader than that. Cyclists are one form of rollers, but folks on wheelchairs, folks on scooters, all those wheeled devices that roll about. That is all included in that roller designation. So, walkers and/or rollers is what we are focused on. So, bicyclists are part of the focus.

- **Question:** Can we give out prizes if they are funded from another source?

Response:

Absolutely. You will find that the prohibition here about incentives and prizes pretty much extends to most federal funding. Some state funding will allow purchase of incentives and prizes. Private donations can always be used for those kinds of expenses. So, for example, if a grocery store in your community wanted to donate free pizzas as gifts for kids participating in a bicycle education event, that would be perfectly fine.

- **Question:** Would it be possible to get one of the little machines to assess the bumpiness of the sidewalks?

Response:

There is an eligible expense called a pedestrian safety audit. It talks about what are the kind of ground conditions under which people are walking and/or rolling around the community, including how safe is the sidewalk. If it were low-cost, I think you could probably make a case for it.

- **Question:** Would safety signage along a mixed-use pedestrian/bicyclist trail be authorized or not?

Response:

If the signage is part of a project, so, we are educating the community by talking about a reduction in speed limit along a particular road, we need to accentuate that this speed limit is being reduced, then I think you could make a case for some signage. If it is just that I need to replace the signs in my community because they are faded, no. One of the key questions is going to be what the problem is you are trying to address. Is it a risk because of pedestrians and bicyclists crashing into each other – which is a legitimate thing? You would need to be able to talk about that in your problem statement. Or is the problem more about where the mixed-use path crosses roadways? And you need to figure out how to do that better – signage might be one of strategies.

- **Question:** If there was a bicycle education event, could the time for city staff like law enforcement and public works be covered by this grant?

Response:

Most likely. But we would likely discuss how this would work as part of the negotiation for the contract if you were a successful applicant.

- **Question:** Could the city staff time be counted as part of the match requirement?

Response:

Absolutely. That same city staff time could be considered cash match because it is an allocated resource. The example that is frequently used is that if there was a law enforcement event involving both officers on overtime and officers on regular time, the overtime could be paid from this grant the regular time could be calculated as match.

- **Question:** Can cash match be used for ineligible expenses? In other words, could the value of donated items be considered cash match?

Response:

No. That would be considered and in-kind match but would not be a cash match. However, using the earlier example of the grocery store donating to help the program, if the grocery store gave a monetary donation to put the event on, that could be considered as cash match.

- **Question:** Would the development of training materials and translation into threshold languages be eligible expenses for the grant?

Response:

Yes. In fact, that will be one of the things that gets emphasized with successful applicants as we develop the contract.

- **Question:** Can a local agency submit two applications – one for education and one for enforcement?

Response:

There probably is no advantage to two applications. This is one combined competitive pool. So, if you submit two applications, you are competing against yourself. Instead, if you have an education and enforcement component, I recommend that you try to make both work within those maximum amounts and submit one combined application.

- **Question:** How often is reimbursement?

Response:

We like to be able to do monthly reimbursement. The reimbursement is not 1/12th of the award. It is based on actual expenses. The office is fast about processing payments. If there is an invoice in, we usually try to have that processed for payment within three to five business days. And then it can take up to another two weeks to get an electronic payment disbursed. There are folks that monthly billing does not work very well. So, we then about what a quarterly billing might look like, or another time.

- **Question:** Is there a benefit to collaborations between non-profits and municipalities?

Response:

No specifically in the grant, but in the implementation of the project there could be a significant advantage in that non-profits can do things that municipalities cannot. Non-profits, for instance, can fund raise.

- **Question:** Does equipment for a pop-up traffic garden qualify?

Response:

Likely. But it must be in the context of the project. The questions will be, will the expense be necessary to deliver the project.

- **Question:** Will overtime for officers be run the same as HVE, direct from the agencies into WEMS?

Response:

Yes.

- **Question:** Will the agreements, if we are awarded a grant, be Interagency Agreements (IAA's) or Memoranda of Understanding (MOU's)?

Response:

Contracts between Washington Traffic Safety Commission and successful applicants will either be Interagency Agreements (IAA's) or "vendor" contract, depending on the circumstances.

- **Question:** Is there any benefit for the project being in a city safety plan?

Response:

I think that talks a lot about cross jurisdictional cooperation. I think that would be a great way to show that the project is a piece of what the city is planning to do.

February 22, 2021

- **Question:** Is number six partially rhetorical or a Part A. Part B. question? Part A.: Which Target Zero strategies are available to use with the project? And Part B.: From that list, which TZ strategies will the Applicant use and why?

Response:

The best way to address Question 6 is to compare the strategies that you will be applying for against the list of evidence-based practices for pedestrian and bicycle safety found on page 137-139 or the 2019 Target Zero document, www.targetzero.com. If there are strategies in the evidence-based list that match what you are applying for, copy them – reference code and all – and paste them into your application. Your answer will be evaluated by reviewers to determine the actual number of points that will be awarded for your response.

This is a good time in your application process to determine if the strategies you want to apply for are permitted under the grant. On page 8 of the RFP document, there is a list of expenses that are not eligible for funding. There are many of the evidence-based strategies, particularly engineering-focused strategies, that do not qualify for this funding. Do not list strategies that are not eligible for funding.

If there are no matching strategies, you can either leave the answer blank or write in “No Target Zero strategies.”

February 17, 2021

- Question: Can the match be in-kind instead of cash?

Response:

Applications need to have a minimum of 10 percent cash match. There are additional points available in scoring for having a higher percentage of cash match. Cash match does not need to be a direct allocation – for instance – from a city or county to support the program. Instead, the costs of resources that are already budgeted for that are allocated to support of the program you are applied for can be counted as cash match. For example, the costs for officers working an enforcement emphasis on their regular shifts can be considered cash match if they are deployed in support of a project supported by this grant.

February 12, 2021

- **Question:** Would I include all reports for All Roads, or just Clark County jurisdiction?

Response:

It depends somewhat on where you're wanting to focus the work. For instance, if you focused on a certain city – say Washougal - the crash data maps show incidents on both city streets as well as SR 14. And I would image that some of the roads in the picture are county roads as well. So, the answer if the focus is on Washougal is probably all roads. It might be a different response if you' focused on a different area, like Vancouver or Battle Ground.

February 11, 2021

- **Question:** Can this grant fund the development of an action plan or study that includes recommendations for implementation?

Response:

This grant cannot be used for planning studies. The funds are intended to support implementation of direct service project. WTSC will be releasing an RFP this spring (late March – early April) with state dollars that could be used for this purpose.

- **Question:** Can you confirm the maximum amounts for the 1 year and 2-year grants? I saw those as \$125k/\$250k in the RFP but wrote down \$75k/\$150k yesterday.

Response:

The maximum amounts are the same as in the RFP - \$125,000 for a one-year project and \$250,000 for a two-year project. The presentation had a dated slide that has since been updated.

- **Question:** Can staff time by a city employee funded by local sources count towards the match requirement?

Response:

The city employee would need to be directly working on the project; for example, a law enforcement event where there is a combination of officers receiving overtime and officers working their regular shifts in support of the project. The value of the time for the officers working their regular shifts could be counted as match.

- **Question:** Does equipment purchased by a city count towards the match?

Response:

No. Equipment would be considered in-kind match.

- **Question:** Can we use grant funding to measure progress on things like driver yielding rates or speeding after various education interventions?

Response:

Absolutely. Evaluation expenses would generally be identified in the budget either as salary and benefits or as contractual services. When you describe your planned program in the Project Summary section of the Project Narrative, make sure to explain how these evaluation expenses will support the larger project. You will also need to develop a budget number for the evaluation expenses and a justification for how you calculated the requested evaluation funds.

- **Question:** Does the project need to be focused on school age children or could it be focused on getting drivers to pay special attention to especially vulnerable populations, like individuals with disabilities or older adults?

Response:

These funds can be used for multiple possible focus populations. In the Problems This Project Will Address section of the Project Narrative, it will be important to explain why you have decided to focus on, for example, individuals with mobility impairments. You will need to be able to provide data to support prioritizing the population.

February 10, 2021

- **Question:** Can these funds be used to pay for a part-time law enforcement cadet to implement the project?

Response:

Yes, but it is important to understand that what we want to see in the applications is a clear description of the project to be implemented. Staff could be supported as a budget expenses if you can explain how the staff are essential to implementing the project.

- **Question:** Can these funds be used to support law enforcement emphasis patrols focused on increasing walker safety?

Response:

Yes, but the emphasis patrols need to be part of a larger program, preferably one that involves both community outreach and education and enforcement. When you describe your planned program in the Project Summary section of the Project Narrative, make sure to explain how the emphasis patrols will be part of a larger program. You will also need to develop a budget number for the emphasis patrols and a justification for how you calculated the requested emphasis patrol funds.

- **Question:** Does the match literally need to be a cash allocation from our city to the program or is there another way to provide the match?

Response:

In addition to a direct allocation to the program, the cash match requirement can also be met by dedicating other resources that are already budgeted for to support this project. As an example, if part of your program involves law enforcement working on the project, you could use these grant resources for officer overtime and then could use the value of time from officers who are working their regular shift – but are helping with the project – as cash match.

- **Question:** Can these funds be used to pay for law enforcement overtime?

Response:

Yes, but the overtime needs to be part of a larger program, preferably one that involves both community outreach and education and enforcement. When you describe your planned program in the Project Summary section of the Project Narrative, make sure to explain how the law enforcement overtime will be part of a larger program. You will also need to develop a budget number for the overtime and a justification for how you calculated the requested overtime total.

February 9, 2021

- **Question:** Where will the recording of the February 9, 2021 Pre-Proposal Conference be posted?

Response:

Unfortunately, there were internet connectivity issues that made the recording largely unusable. There is another Pre-Proposal Conference scheduled on February 23, 2021, 3-4 PM. We'll try again to record that presentation. If that recording is successful, we will post a link on the WTSC grants page with all of the rest of the RFP documents.

- **Question:** from pre-proposal conference with this funding opportunity, is it necessary to specifically seek out woman- and minority-owned businesses for any contractual services?

Response:

There is not a specific requirement in the grant. However, you will need follow your own local procurement rules associated with contractual services.

- **Question:** from pre-proposal conference What is the average amount that applicants request?

Response:

There really is not a good way to do an average as the program changes somewhat each year. This year, for instance, the maximum grant has been increased to \$125,000 from \$75,000 for a one-year project and \$250,000 from \$150,000 for a two-year project. The budget is an important part of the application, but the budget needs to be linked clearly to the project summary – the “what are you planning to do about the identified problem(s)” part of the Project Narrative. With the budget, determine what needs to be done to achieve the work described in the summary, cost that out as closely as you can, and then request an amount that will meet the project needs but is less than the one-year and two-year maximum awards and greater than the one-year and two-year minimum awards.

February 3, 2021

- **Question:** We were wondering if thermo plastic and signage would qualify for this money, the improvements would be made to a local trail that is heavily used by pedestrians and bicyclists which can - and has - led to some collision issues.

Response:

The application will ask for identification of a specific problem that you are trying to address and then ask you to identify the ways you are planning to address the problem. An application for just the thermo plastics and signage would likely not be successful. There would be a higher likelihood of success for an application that addresses an identified problem with community education and awareness, enforcement, and – possibly – the thermoplastics and signage.

February 1, 2021

- **Question:** I would like to purchase a variable messaging trailer that our Public Works could move around randomly to different School walk route zones. I am confident we could show, by moving it randomly every couple of days, touching different drivers, we could effectively reduce speeds throughout our School Walk Routes. Is that type of equipment (\$18K-\$20K) eligible for this funding?

Response:

The application will ask for identification of a specific problem that you are trying to address and then ask for you to identify the ways you are planning to address the problem. An application for just the equipment to address a non-specific problem like speeding would likely not be successful. There would be a higher likelihood of success for an application to address that same speeding problem that includes community education and awareness, enforcement, and – possibly – the equipment. And the application would be strengthened further by concentrating on, for instance, one type of intersection near schools in your city.

One other consideration is that purchases of equipment for more than \$5,000.00 individually will need to meet the requirements of the Buy American Act (BAA). Under the BAA, purchase of single pieces of equipment costing more than \$5,000.00 cannot occur unless the equipment passes a two-part test: (1) the end product must be manufactured in the United States; and (2) at least 50 percent of the cost of the components must also be of U.S. origin. FAR 25.003. Equipment costing more than \$5,000.00 will require an approval letter before purchase.

- **Question:** Can we use tools and resources that other states have developed like BikeSafetyQuiz, <https://rideillinois.org/safety/bike-safety-quiz>, from Illinois?

Response:

There are lots of resources that could conceivably be used in community outreach and education efforts supported by these funds. This specific resource from Illinois is very good. But any tools like this – including this quiz – would need to be changed to incorporate Washington State laws and town and city and county ordinances.

- **Question:** What are the key considerations for implementing public outreach and education campaigns?

Response:

The strategy description that begins on Page 38 section of the RFP describes the basic components of community outreach and education campaigns that can be supported with these funds. Two key considerations for community outreach and education campaigns are: 1) campaigns need to feature information about state, town or city, and county laws and ordinances regarding walker and roller safety; and, 2) it is important to identify ways of measuring the effect of the community outreach and education campaigns.

January 28, 2021

- **Question:** Can these funds be used to pay for law enforcement emphasis patrols focused on increasing safety for walkers (pedestrians) and rollers (bicycles, skateboards, scooters, wheelchairs)?

Response:

Yes. The strategy description that begins on Page 37 section of the RFP describes law enforcement mobilizations that can be funded with these grant funds, especially when combined with effective community outreach and education.

- **Question:** There is a requirement described in the RFP for Insurance Coverage. What is that about?

Response:

Washington Traffic Safety Commission (WTSC) is responsible for the effective and responsible management of public funds it receives from federal and state sources. As part of that management responsibility, state law requires WTSC to protect the state against claims that result because of implementation of projects with the public funds. As a result, WTSC requires that the Apparent Successful Applicant (ASA) must furnish WTSC with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements.

January 27, 2021

- **Question:**

Do potential public outreach projects need to be on the State Transportation Improvement Plan (STIP)? Or our 6-year Transportation Improvement Program?

Response:

There is no requirement for projects to be identified in the Statewide Transportation Improvement Program (STIP) or on any local or regional strategic plans. However, there is a "Coordination with Local Jurisdictions " section on Page 9 of the RFP that describes the necessity of projects being coordinated with other agencies and jurisdictions, as necessary. This is a scorable item in the project narrative. Projects that are already identified on existing plans may already have established some of the required coordination.

- **Question:**

Can any of the funding be used for construction such as pedestrian path lighting?

Response:

These funds cannot be used to support any permanent structures or hardscape. We will have another RFP coming out in mid-March that could potentially be used for permanent structures. I will make sure you are on the list to receive that RFP when it is released.

- **Question:**

The RFP gives different dates for the project periods. For most of the RFP, the project period is given as beginning on October 1, 2021, and ending on either September 30, 2022 or 2023; however, it also provides a project period beginning on July 1, 2021, and ending on either June 30, 2022 or 2023. What is the correct project period for this program?

Response:

Applicants can seek support for one-year or two-year projects. The time period for the one-year projects will be October 1, 2021-September 30, 2022. The time period for the two-year projects will be October 1, 2021 – September 30, 2023 (subject to funding availability).

- **Question:**

Is the match required to be in cash? Page 9 of the RFP file mentions that applicants should detail in-kind match provided by project partners. Is this an eligible source of match, or do applicants simply have to detail the in-kind contributions?

Response:

There is a requirement for a 10 percent cash match. Applications with a larger cash match amount will qualify for additional points in scoring. Actual costs such as portions of a salary can be used to meet the match requirement. The reference to in-kind match is to allow partners to describe in a letter how they will support the project with either a cash or in-kind support.

- **Question:**

On the website there is a note about funds sometimes being available for flashing light school zone signs, but I was unable to see that as an option/allowable activity in the published opportunities. Can you please advise if this is available during the current funding cycle and which opportunity into which it is nested?

Response:

We will be issuing a Request for Proposal (RFP) for projects like flashing lights in mid-March. I will make sure that you receive the announcement that the RFP is available.

January 26, 2021

- **Question:**

We have bicycle safety lanes and maintain those ourselves. The city has their own spray equipment, but it's about 30 years old. Would it be possible to apply for funding for new equipment to maintain the required pedestrian crosswalks and other safety road markings?

Response:

The application will ask for identification of a specific problem that you are trying to address and then ask for you to identify the ways you are planning to address the problem. An application for just the equipment to address a problem of people using crosswalks and drivers being respectful of people in bike lanes would likely not be successful. There would be a higher likelihood of success for an application to address that same identified problem that includes community education and awareness, enforcement, and – possibly – the equipment.

- **Question:**

The PDF with the information and grant application does not allow for editing or allow typing into the application.

Response:

The application forms and directions are now available in Word at <https://wtsc.wa.gov/download/11991/>

January 25, 2021

- **Question:**

We would like to see about putting an actual safety stop sign at the cross walk in front of our school. Is this something that would qualify. Please let me know.

Would signage of bike / pedestrian paths along, State, county and city streets be applicable?

Response:

This particular funding opportunity cannot support that kind of signage. But there will be another funding opportunity coming from my agency in mid-March that can provide funding support for signage and signals around school zones and school walk areas.

- **Question:**

One area of emphasis I have been looking at (like most Public Works Directors) is speed control in our School Walk Routes (SWR). That said, I was unable to determine if that type of equipment (\$18K-\$20K) fits into this grant category or not?

Response:

The application will ask for identification of a specific problem that you are trying to address and then ask for you to identify the ways you are planning to address the problem. An application for a project to reduce speed, either in the whole city or just in a part of the city, that only asks for equipment support will likely not be successful. There would be a higher likelihood of success for an application to address that same identified problem that includes community education and awareness, enforcement, and – possibly – the equipment.

- **Question:**

Before opening your attachment, would you please confirm that this truly came from you? I'm a little gun-shy these days about phishing and attachments.

Response:

Understandably cautious! Yes, the email – and attachments – came from a state agency. They were sent on a work computer and originated from behind the state's security firewall.

- **Question:**

We noticed that the grant does not cover hardscapes like sidewalks. Would this include pavement and permanent structures that are part of an educational tool like a traffic garden?

Response:

No hardscape would extend to any permanent structure, including pavement. But grant resources could likely be used for temporary or “pop-up” treatments to surfaces. These temporary or “pop-up” treatments are often used to regulate the speed and direction of vehicle traffic. But those same principles might be able to be applied to traffic gardens as well.

- **Question:**

Does the grant require the traffic garden to be located at or near a school? Or is it possible to install the garden at a city/county park or other space accessible to the public?

Response:

The point of the project is to get young people to participate in traffic gardens. So, the central question to be answered is where the best places are to reach young people in your community. Whatever that answer is for your community, it will be essential to demonstrate the support for traffic gardens by either the school district or parks authority.

- **Question:**

My company has a strong track record in producing animated PSAs for organizations such as King County Metro and Seattle Police. I'd like to find out what suggestions and ideas you might have regarding the need for such videos and who appropriate partners might be.

Response:

For profit companies are not eligible to apply for these funds on their own. Instead, they would need to be included as part of a project submitted by one of the eligible applicants. For instance, both of the law enforcement agencies you mention would be eligible to prepare an application and submit it for funding consideration.