INFORMATIONAL MEMORANDUM

TO: **Transportation and Infrastructure Services Committee**

FROM: **Hari Ponnekanti, Public Works Director**

BY: **Cyndy Knighton, Senior Program Manager – Transportation**

CC: **Thomas McLeod, Mayor**

DATE: **March 22, 2024**

SUBJECT: **Local Road Safety Plan Update**
Project No. 82010405
Task Force

ISSUE
Update the Transportation and Infrastructure Services Committee on the background and current work associated with the Local Road Safety Plan (LRSP) that is funded through a federal Safe Streets and Roads for All (SS4A) grant.

BACKGROUND
In 2023, the City was awarded a $200,000 grant to develop an LRSP aimed at preventing fatal and serious injury crashes for all modes. The grant requires the plan to accommodate all users of the transportation system (Complete Streets) and be consistent, systematically fair, and impartial of all individuals (Equity), as well as addressing underserved or disadvantaged communities (Climate Justice). The LRSP will analyze collision trends and identify priority locations for roadway safety on public roads using a systemic and data-driven approach. It will develop planning-level projects, strategies, and timelines for deploying low-cost high-impact countermeasures to address Tukwila's unique needs. Tukwila's development of this plan is being done concurrent with the Transportation Element (TE) update, as many of the goals and policies mirror those in a LRSP. Including the needs for safety improvements in the TE will also provide a comprehensive understanding of all transportation needs throughout Tukwila.

DISCUSSION
One key component of the LRSP development is forming a local Task Force or similar body charged with the oversite of the LRSP development, implementation, and monitoring of the action plan. Staff are currently working to put together the task force, which can include various stakeholders such as city staff, residents, businesses, partner agencies, and local officials. The Task Force is anticipated to meet three times throughout the LRSP development and will continue to meet likely once or twice per year thereafter for monitoring of the program's success and recommending future priorities for budgeting. A smaller committee is generally preferred over a larger one for ease of management. Membership can be rotated after the plan development to minimize time commitments to the non-staff positions and to ensure a variety of voices are heard during implementation and monitoring efforts.

FINANCIAL IMPACT
None.

RECOMMENDATION
Discussion Only.

ATTACHMENTS
Self-Certification Checklist.

All applicants should follow the instructions in the NOFO to correctly apply for a grant. See the SS4A website for more information.

Table 1 of the SS4A NOFO describes eight components of an Action Plan, which correspond to the questions in this worksheet. Applicants should use this worksheet to determine whether their existing plan(s) contains the required components to be considered an eligible Action Plan for SS4A.

This worksheet is required for all SS4A **Implementation Grant** applications and any **Planning and Demonstration Grant applications to conduct Supplemental Planning/Demonstration Activities only**. Please complete the form in its entirety, do not adjust the formatting or headings of the worksheet, and upload the completed PDF with your application.

Eligibility

An Action Plan is considered eligible for an SS4A application for an Implementation Grant or a Planning and Demonstration Grant to conduct Supplemental Planning/Demonstration Activities if the following two conditions are met:

- You can answer "YES" to Questions **3, 7,** and **9** in this worksheet; *and*
- You can answer "YES" to **at least four of the six remaining** Questions, **1, 2, 4, 5, 6**, and **8.**

If both conditions are not met, an applicant is still eligible to apply for a Planning and Demonstration Grant to fund the creation of a new Action Plan or updates to an existing Action Plan to meet SS4A requirements.

Applicant Information

Lead Applicant: _____   **UEI:** _____

Action Plan Documents

In the table below, list the relevant Action Plan and any additional plans or documents that you reference in this form. Please provide a hyperlink to any documents available online or indicate that the Action Plan or other documents will be uploaded in Valid Eval as part of your application. Note that, to be considered an eligible Action Plan for SS4A, the plan(s) coverage must be broader than just a corridor, neighborhood, or specific location.

Document Title	Link	Date of Most Recent Update

Action Plan Components

For each question below, answer "YES" or "NO." If "YES," list the relevant plan(s) or supporting documentation that address the condition and the specific page number(s) in each document that corroborates your response. This form provides space to reference multiple plans, but please list only the most relevant document(s).

1. Leadership Commitment and Goal Setting

Are **BOTH** of the following true?

- A high-ranking official and/or governing body in the jurisdiction publicly committed to an eventual goal of zero roadway fatalities and serious injuries; and
- The commitment includes either setting a target date to reach zero OR setting one or more targets to achieve significant declines in roadway fatalities and serious injuries by a specific date.

YES

NO

Note: This may include a resolution, policy, ordinance, executive order, or other official announcement from a high-ranking official and the official adoption of a plan that includes the commitment by a legislative body.

If "YES," please list the relevant document(s) and page number(s) that corroborate your response.

Document Title	Page Number(s)

2. Planning Structure

To develop the Action Plan, was a committee, task force, implementation group, or similar body established and charged with the plan's development, implementation, and monitoring?

YES

NO

Note: This should include a description of the membership of the group and what role they play in the development, implementation, and monitoring of the Action Plan.

If "YES," please list the relevant document(s) and page number(s) that corroborate your response.

Document Title	Page Number(s)

3. Safety Analysis

Does the Action Plan include **ALL** of the following?

- Analysis of existing conditions and historical trends to provide a baseline level of crashes involving fatalities and serious injuries across a jurisdiction, locality, Tribe, or region;
- Analysis of the location where there are crashes, the severity, as well as contributing factors and crash types;
- Analysis of systemic and specific safety needs, as needed (e.g., high-risk road features or specific safety needs of relevant road users); and,
- A geospatial identification (geographic or locational data using maps) of higher risk locations.

YES

NO

Note: Availability and level of detail of safety data may vary greatly by location. The [Fatality and Injury Reporting System Tool (FIRST)](#) provides county- and city-level data. When available, local data should be used to supplement nationally available data sets.

If "YES," please list the relevant document(s) and page number(s) that corroborate your response.

Document Title	Page Number(s)

4. Engagement and Collaboration

Did the Action Plan development include **ALL** of the following activities?

- Engagement with the public and relevant stakeholders, including the private sector and community groups;
- Incorporation of information received from the engagement and collaboration into the plan; and
- Coordination that included inter- and intra-governmental cooperation and collaboration, as appropriate.

YES

NO

Note: This should be a description of public meetings, participation in public and private events, and proactive meetings with stakeholders.

If "YES," please list the relevant document(s) and page number(s) that corroborate your response.

Document Title	Page Number(s)

U.S. Department of Transportation

5. Equity Considerations

Did the Action Plan development include **ALL** of the following?
- Considerations of equity using inclusive and representative processes;
- The identification of underserved communities through data; and
- Equity analysis developed in collaboration with appropriate partners, including population characteristics and initial equity impact assessments of proposed projects and strategies.

YES

NO

Note: This should include data that identifies underserved communities and/or reflects the impact of crashes on underserved communities, prioritization criteria that consider equity, or a description of meaningful engagement and collaboration with appropriate stakeholders.

If "YES," please list the relevant document(s) and page number(s) that corroborate your response.

Document Title	Page Number(s)

6. Policy and Process Changes

Are **BOTH** of the following true?
- The plan development included an assessment of current policies, plans, guidelines, and/or standards to identify opportunities to improve how processes prioritize safety; and
- The plan discusses implementation through the adoption of revised or new policies, guidelines, and/or standards.

YES

NO

Note: This may include existing and/or recommended Complete Streets policy, guidelines for community engagement and collaboration, policy for prioritizing areas of greatest need, local laws (e.g., speed limit), design guidelines, and other policies and processes that prioritize safety.

If "YES," please list the relevant document(s) and page number(s) that corroborate your response.

Document Title	Page Number(s)

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7. Strategy and Project Selections

Does the plan identify a comprehensive set of projects and strategies to address the safety problems in the Action Plan, with information about time ranges when projects and strategies will be deployed, and an explanation of project prioritization criteria?

YES

NO

Note: This should include one or more lists of community-wide multi-modal and multi-disciplinary projects that respond to safety problems and reflect community input and a description of how your community will prioritize projects in the future.

If "YES," please list the relevant document(s) and page number(s) that corroborate your response.

Document Title	Page Number(s)

8. Progress and Transparency

Does the plan include **BOTH** of the following?
- A description of how progress will be measured over time that includes, at a minimum, outcome data.
- The plan is posted publicly online.

YES

NO

Note: This should include a progress reporting structure and list of proposed metrics.

If "YES," please list the relevant document(s) and page number(s) that corroborate your response.

Document Title	Page Number(s)

9. Action Plan Date

YES

Was at least one of your plans finalized and/or last updated between 2019 and April 30, 2024?

NO

Note: Updates may include major revisions, updates to the data used for analysis, status updates, or the addition of supplemental planning documents, including but not limited to an Equity Plan, one or more Road Safety Audits conducted in high-crash locations, or a Vulnerable Road User Plan.

If "YES," please list your most recent document(s), date of finalization, and page number(s) that corroborate your response.

Document Title	Date of Most Recent Update	Page Number(s)

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