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|  | 621 Woodland Square Loop SE  Lacey, WA 98503  PO Box 47250  Olympia, WA 98504-7250  (360) 664-1119 or (360) 664-1262  Fax: (360) 586-1150  Web: [www.utc.wa.gov](http://www.utc.wa.gov) |

**GRADE CROSSING PROTECTIVE FUND**

**2021 – 2023 GRANT APPLICATION**

**IMPROVEMENTS AT PASSIVE RAILROAD CROSSINGS**

The Washington Utilities and Transportation Commission (UTC), through the Grade Crossing Protective Fund (GCPF), provides grants for projects that eliminate or reduce public safety hazards at railroad crossings and along railroad rights-of-way in Washington State. As part of this emphasis the UTC is also committed to improving safety at passively protected railroad crossings in Washington.

GCPF funds may be used for purchasing stop signs[[1]](#footnote-1), yield signs, retro-reflective tape, posts (if required), retro-reflective cross buck signs, private crossing signs, and emergency notification signs to a maximum of $600 for each crossing. Under this program, GCPF funds may not be used for labor costs if labor is provided by the applicant with current staff. All installations must comply with the Manual on Uniform Traffic Control Devices, 2009 edition.

**To apply for a grant to improve safety at a passive railroad crossing, complete the following information and submit it and attachments to the UTC.**

**Please be sure to complete the entire form. Incomplete or missing information can delay the grant review process.**

**Applicant Information**

Applicant Name:

Signature:

Organization:

Address:

Phone:

Email:

**Project Information**

Attach additional sheets as necessary that provide the following:

1. A summary of the existing hazards at the crossing(s) and how the proposed project will mitigate or eliminate the hazard and improve public safety at the crossing(s).

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1. A list of all other companies, organizations, state agencies or local governments that may be involved in implementing this proposal and the contact’s name, address and phone number or email for each (if known).

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1. A list of each railroad crossing, by USDOT number, street name, and county, where the applicant plans to improve safety. Indicate which type of warning sign and necessary hardware or accessories or other measure will be installed at each crossing.

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1. A cost estimate, including:
   1. An itemized list of the materials and costs per item for each crossing included in the project. (Note: applicants may attach a spreadsheet that meets the requirements of both #2 and #3.)
   2. Names of parties contributing to the project, including the applicant, and the amount each is contributing.

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1. An estimated timeline of the project.

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1. A description of the applicant’s experience in grant management or successfully completing grant projects of this nature, including years of experience, types of projects completed and project cost/scope.

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1. Any other information the applicant believes would be useful to the UTC in evaluating the project.

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**Railroad Consent**

If the applicant does not own the railroad crossing, the applicant must submit the attached Railroad Consent form signed and completed by the railroad owning the crossing.

Submitting the Application

After completing the application, please send the original to:

Washington Utilities and Transportation Commission

Attention: Grade Crossing Protective Fund

621 Woodland Square Loop SE

Lacey, WA 98503

PO Box 47250

Olympia, WA 98504-7250

A signed application may be filed electronically at [records@utc.wa.gov](mailto:records@utc.wa.gov). When filing electronically, please specify “Grade Crossing Protective Fund” in the subject line.

**Assistance**

For questions or assistance, please contact:

* Mike Turcott at (360) 664-1119 or [mike.turcott@utc.wa.gov](mailto:mike.turcott@utc.wa.gov)
* Betty Young at (360) 292-5470 or [betty.young@utc.wa.gov](mailto:betty.young@utc.wa.gov)

**Railroad Consent**

The undersigned represents the Railroad Company in the accompanying GCPF grant application for funding to install a stop sign or yield sign, retro-reflective tape, or retro-reflective cross buck signs, posts, or emergency notification signs at the named railroad crossings. We have reviewed the application and agree to allow installation of the proposed safety devices as described in the application.

Printed name of Railroad Representative

Signature of Railroad Representative

Title

Name of Railroad

Mailing Address of Railroad

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Email

Date:

1. Replacement signs only. Proposals to install a stop sign at a public crossing not currently stop-controlled requires an on-site diagnostic meeting with UTC staff, the railroad and road authority, filing a petition and a UTC order authorizing the installation. [↑](#footnote-ref-1)