

# 2011-2013 Infrastructure Project Application



# SAFE ROUTES TO SCHOOL



Oklahoma Department of Transportation



For questions contact Ernestine Mbroh at:  
[embroh@odot.org](mailto:embroh@odot.org), 405.522.3570, [www.okladot.state.ok.us/srts](http://www.okladot.state.ok.us/srts)

The Oklahoma Department of Transportation (ODOT) ensures that no person or groups of persons shall, on the grounds of race, color, sex, age, national origin, disability/handicap, or income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by ODOT, its recipients, sub-recipients, and contractors.

## What to Know Before You Start



1. All Infrastructure and Non-Infrastructure proposals must be received by 4.00 pm October 21, 2011 to be eligible for funding. **There will be no exceptions.**
2. Before completing the form(s), read and follow the Travel Plan & Application Guidelines to ensure compliance.
3. All applications shall be stapled on the top left hand corner. Bound applications will not be accepted.
4. The application form is developed in Adobe Acrobat Professional, and will enable you to down load the application document on to your computer, save it, and type right in. The latest version is available for downloading on the home page at [www.okladot.state.ok.us/srts](http://www.okladot.state.ok.us/srts) .
5. Applicants must have a letter from ODOT instructing them to proceed to Phase II of the application process before proceeding (see Travel Plan & Application Guidelines for timeline). If you have not received a letter, contact the Safe Routes to School (SRTS) Program Director as soon as possible.
6. You must have a Travel Plan for each stand alone project to be considered for funding. Refer to the Travel Plan & Application Guidelines for detailed information.
7. Submitted proposals must be in the application format in order to be considered for funding, unless otherwise approved by the Department of Transportation (ODOT) in writing. **Deviation from the format and/or instructions will automatically lead to dismissal of your application.**
8. The Safe Routes to School (SRTS) Program is a reimbursement program. Applicants must have sufficient financial resources to support project implementation until approved costs are reimbursed by ODOT. If a successful Applicant cannot demonstrate that they have reimbursement resources available by the time a notice to proceed is granted by ODOT, their awarded project will be forfeited and awarded to another.
9. The Safe Routes to School (SRTS) Program is funded by Federal funds. Costs incurred prior to receiving a written "Notice to Proceed" document (after the contract has been executed) by ODOT will not be a reimbursable expense.
10. Successful funding recipients must send at least two representatives to attend a one day SRTS training workshop sponsored by ODOT.
11. Successful funding recipients will be required to conduct SRTS surveys as part of an evaluation process to measure effectiveness of their program(s).

## APPLICANT CONTACT INFORMATION SHEET

Complete the information below and provide as the first page of your proposal. Read the "Travel Plan & Application Guidelines" prior to completing the application form. The person identified as the "Contact" person will be the main point of contact for ODOT staff, and must be able to answer questions regarding the application.

Title of Proposed Project (use same as name from SRTS Travel Plan): \_\_\_\_\_

Applicant (name of organization): \_\_\_\_\_

Federal Employment Identification Number (FEI#): \_\_\_\_\_

Sponsor Type:  School District  City  County  State  Other

Sponsoring Public Authority (Contracting Agent): \_\_\_\_\_

Primary Contact Person (someone who can answer app. questions): \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

School District(s): \_\_\_\_\_

School Name(s): \_\_\_\_\_

Secondary Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Is Project(s) located in a Metropolitan Planning Organization's Jurisdiction?  Yes  No

Will you be submitting more than one project during this application cycle?  Yes  No

Will Project(s) require Right-of-Way?  Yes  No Will Project(s) require NEPA?  Yes  No

This program is a cost reimbursement program. Where will your operating capital for this project come from?

### Anticipated Funding Amount Requested for this project(s)

**Project Type**  Infrastructure – Amount Requested \$ \_\_\_\_\_

**Project Type**  Non-Infrastructure (the educational component) – Amount Requested \$ \_\_\_\_\_

**TOTAL \$** \_\_\_\_\_

I, \_\_\_\_\_ (print your name), admit to being authorized to sign for

(name of organization) \_\_\_\_\_

and that all information contained herein is true and correct to the best of my knowledge.

### Signature and Title

**of Person Submitting Proposal** \_\_\_\_\_ Date \_\_\_\_\_



# APPLICATION QUESTIONS FOR INFRASTRUCTURE PROJECTS

## SECTION 1:

**Describe the current conditions for walking, bicycling, and other active modes of transportation within a 2 mile radius of the school(s). Include all physical and perceived obstacles. If the question is not applicable to your proposal, simply state "N/A" (Do not exceed one additional page for this section)**

- a) What are the current obstacles (physical or perceived) to walking, bicycling or any other active modes of transportation to and from your school site(s)?

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- b) What are the current risks facing children who walk, bicycle or utilize other active modes of transportation to your school(s)?

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- c) Provide documents such as: accident data, traffic counts, demographics, community and school surveys or audits, speed limits, environmental factors as appropriate to support your concerns (label as "Section 1-C", and attach after this page).

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# APPLICATION QUESTIONS FOR INFRASTRUCTURE PROJECTS *(continued)*

d) Who is the targeted population for the proposed project?

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e) Who will maintain the facility after implementation (provide a letter of commitment, labeled "Section 2-E", and attach behind this page?)

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f) Provide a list of your financial resources which will maintain your project's implementation until reimbursed by ODOT (the ODOT reimbursement process can take 45 days).

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## APPLICATION QUESTIONS FOR INFRASTRUCTURE PROJECTS *(continued)*

g) Do you have right-of-way clearance for all property involved with your project?

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h) How will you collaborate with the school(s) and the community to ensure that parents will encourage their children to bicycle, walk or utilize other active modes of transportation to and from school?

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# APPLICATION QUESTIONS FOR INFRASTRUCTURE PROJECTS *(continued)*

## SECTION 6: Estimated Project Cost (Do not exceed one additional page for this section)

Provide a cost estimate of all anticipated eligible expenses for the proposed project. A sample of a completed budget for infrastructure projects can be found in the “Travel Plan & Application Guidelines”.

Note: Indirect costs will **NOT** be reimbursed. Indirect costs are those that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular project, but contribute to the ability of the applicant to support the program. Samples of indirect costs include but are not limited to: depreciation and use allowances, general administration and general overhead, project administration expenses, operation and maintenance expenses, etc. Contingencies are not allowed within this program. **Any overruns would be the responsibility of the grantee.**

Estimated Project Costs							
Project Type	Item	Quantity	Unit	Unit Price	Request SRTS Funds	Committed Local Funds	Total Cost
<input type="checkbox"/> Infra <input type="checkbox"/> Non-Infra							
<input type="checkbox"/> Infra <input type="checkbox"/> Non-Infra							
<input type="checkbox"/> Infra <input type="checkbox"/> Non-Infra							
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<b>Total</b>							

## SECTION 7: NEPA Check List

According to the National Environmental Policy Act (NEPA), Categorical Exclusions are "a category of actions which do not individually or cumulatively have a significant effect on the human environment . . . and for which, therefore, neither an environmental assessment nor an environmental impact statement is required". DOT Regulations implementing this Act are found in 23 CFR 771.117. See <http://a257.g.akamaitech.net/7/257/2422/14mar20010800/edocket.access.gp>

The following questions are provided as a resource to help determine whether your proposal qualifies as a Categorical Exclusion. This is not a comprehensive list, and it is highly recommended you meet with your community partners to determine specific requirements. Complete and include with your Infrastructure Application.

Will your project . . .

- Affect any (a) federally listed endangered or threatened species or designated critical habitat or (b) species listed as wildlife of special concern in Oklahoma?
- Affect any recognized state natural area, or other ecologically critical area?
- Involve habitat alteration or land use changes such as planting, burning, removal of native vegetation, clearing, grazing, water manipulation, or modification of public use?
- Involve any new or modified construction or development in floodplains, wetlands or other bodies of water?
- Potentially involve locations containing hazardous materials and/or petroleum residue?
- Result in any discharge which will conflict with Federal or State air or water quality regulations?
- Affect any archaeological, historical or cultural site and districts?
- Impact designated wild or Scenic River, wilderness area, national trail, or other protective national or state designation (i.e., Unique Waters, Area of Critical Environmental Concern, National Conservation Area, etc.)?
- Require the acquisition of Right-of-Way or residential and commercial relocation?
- Require land use from a publicly owned park?

# APPLICATION QUESTIONS FOR INFRASTRUCTURE PROJECTS *(continued)*

## SECTION 8: Non-Infrastructure Endorsement and Approval

Community involvement and strong partnerships are critical to the success of this program. The Proposed Project has been endorsed by the following representatives:

<p style="text-align: center;"><b>REQUIRED: SCHOOL OFFICIAL</b></p> Name: _____ Title: _____ Representing: _____ Signature: _____ Date: _____	<p style="text-align: center;"><b>REQUIRED (if applicable to your region): Metropolitan Planning Organizations (MPO)</b></p> Name: _____ Title: _____ Representing: _____ Signature: _____ Date: _____
<p style="text-align: center;"><b>REQUIRED: SCHOOL DISTRICT OFFICIAL</b></p> Name: _____ Title: _____ Representing: _____ Signature: _____ Date: _____	<p style="text-align: center;"><b>OPTIONAL: PARENT ORGANIZATION (PTA, PTO or Local School Council)</b></p> Name: _____ Title: _____ Representing: _____ Signature: _____ Date: _____
<p style="text-align: center;"><b>REQUIRED: (if applying for Infrastructure funding): LOCAL GOVERNMENT OFFICIAL</b></p> Name: _____ Title: _____ Representing: _____ Signature: _____ Date: _____	<p style="text-align: center;"><b>OPTIONAL: HEALTH ORGANIZATION (local public health agency, hospital, the Oklahoma Turning Point Council, county Health Department, nonprofit, etc.)</b></p> Name: _____ Title: _____ Representing: _____ Signature: _____ Date: _____
<p style="text-align: center;"><b>REQUIRED: (if project is on the highway system or ODOT right-of-way): DEPARTMENT OF TRANSPORTATION (ODOT) FIELD DIVISION</b></p> Name: _____ Title: _____ Field Division No: _____ Signature: _____ Date: _____	

## BEFORE TURNING IN THE PROPOSAL MAKE CERTAIN THAT ...



- The Applicant has necessary staff to administer federal funding.
- The Applicant has necessary funds to sustain project cost until reimbursed by ODOT.
- The Applicant has sufficient resources to support the continuation and maintenance of project.
- The application packet to be turned in includes Pages 2-17.
- The Written answers are brief, clear and single-spaced. Applications which are hard to read may compromise Committee review, and jeopardize your chance for funding.
- The Responses are numbered according to the section and question numbers.
- The Appropriate documents are attached (i.e. maps, photographs, endorsement and approval form, etc.).
- The Proposals are received by 4:00 pm October 21, 2011.
- You mail an original, 12 photocopies and one CD containing all application information (if applying for both Infrastructure and Non infrastructure projects, you may put both sets of application information on one CD) to:

**Ernestine Mbroh, Safe Routes to School Program Director**  
**Oklahoma Department of Transportation**  
**200 N.E 21<sup>st</sup> Street, Rm 2D-4**  
**Oklahoma City, OK 73105-3204**