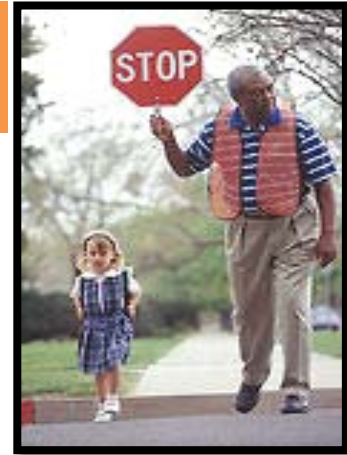


2011-2013 Non-Infrastructure Project Application



Bike Rodeo

SAFE ROUTES



TO SCHOOL



Oklahoma Department of Transportation



For questions contact Ernestine Mbroh at:
embroh@odot.org, 405.522.3570, 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 .
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 can not 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

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 NON-INFRASTRUCTURE PROJECTS

SECTION 1:

Describe the current conditions for walking, bicycling, and other active modes of transportation for 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)?

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

- 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).

APPLICATION QUESTIONS FOR NON-INFRASTRUCTURE PROJECTS

(continued)

d) Describe the affected student population and provide a brief history of the neighborhood traffic problems that might provide some insight and background for the project.

e) Complete the following information for **each** school affected by the proposed project (provide best available data).

School Name _____

Total Average Daily Membership (ADM) _____

Grade levels served at the school(s) _____

Estimated number and percentage of students who currently walk to school _____

Estimated number and percentage of students who currently bike to school _____

Estimated number and percentage of students who currently use other active modes of transportation to your school(s) _____

Specify the mode of transportation _____

Number and percentage of students that live within a 2 mile radius of the targeted school(s) _____

Distance eligibility for riding a bus (in miles) _____

Number and percentage of children ineligible and eligible for busing _____

Estimated number and percentage of students expected to benefit from your program _____

List any other elementary or middle school(s) that you will be partnering with _____

Number and percentage of students receiving free/reduced lunches _____

What percentage of your school's bonding capacity has been reached? _____

APPLICATION QUESTIONS FOR NON-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 non-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							
<input type="checkbox"/> Infra <input type="checkbox"/> Non-Infra							
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<input type="checkbox"/> Infra <input type="checkbox"/> Non-Infra							
<input type="checkbox"/> Infra <input type="checkbox"/> Non-Infra							
Total							

APPLICATION QUESTIONS FOR NON-INFRASTRUCTURE PROJECTS

(continued)

SECTION 7: 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;">REQUIRED: SCHOOL OFFICIAL</p> Name: _____ Title: _____ Representing: _____ Signature: _____ Date: _____	<p style="text-align: center;">REQUIRED (if applicable to your region): Metropolitan Planning Organizations (MPO)</p> Name: _____ Title: _____ Representing: _____ Signature: _____ Date: _____
<p style="text-align: center;">REQUIRED: SCHOOL DISTRICT OFFICIAL</p> Name: _____ Title: _____ Representing: _____ Signature: _____ Date: _____	<p style="text-align: center;">OPTIONAL: PARENT ORGANIZATION (PTA, PTO or Local School Council)</p> Name: _____ Title: _____ Representing: _____ Signature: _____ Date: _____
<p style="text-align: center;">REQUIRED: (if applying for Infrastructure funding): LOCAL GOVERNMENT OFFICIAL</p> Name: _____ Title: _____ Representing: _____ Signature: _____ Date: _____	<p style="text-align: center;">OPTIONAL: HEALTH ORGANIZATION (local public health agency, hospital, the Oklahoma Turning Point Council, county Health Department, nonprofit, etc.)</p> Name: _____ Title: _____ Representing: _____ 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 begins with the “Contact Information Sheet” and ends with the “Endorsement and Approval” sheet.
- 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 21st Street, Rm 2D-4
Oklahoma City, OK 73105-3204