

# SafeRoutes

Oklahoma Safe Routes to School



2009-2011

Project Sponsor Kick-off Meeting

Welcome!

# Agenda

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- **Introductions**
- **Program History**
- **Break**
- **Safe Cyclist Program**
- **Project Agreements & Administration**
- **Claim and Reimbursement Process**
- **FHWA Infrastructure Requirements**
- **Lunch**
- **Non Infrastructure Projects**
- **Break**
- **Infrastructure Projects**
- **Adjourn**



Questions?

# Project Agreement Process

# Project Agreement Process

## Project Agreement:

- Agreement between the Project Sponsor & ODOT
- outlines contractual responsibilities and requirements for project implementation

## Draft & final agreement:

- Draft—for review /comments (contact ODOT my May 18)
  - Scope and contract amounts
  - Final Agreement – 4 copies to be signed as originals and returned to ODOT

## Signature requirements:

- The Resolution Page – Infrastructure projects Only
  - Contact your municipality as soon as possible to get on the City Council agenda
  - Monthly Council meeting

RESOLUTION NO. \_\_\_\_\_

BE IT RESOLVED BY THE CITY COUNCIL OF THE  
CITY OF NOBLE, CLEVELAND COUNTY, OKLAHOMA

THAT, WHEREAS it is in the best interest of the City of Noble, Cleveland County, Oklahoma, to execute this Safe Routes to School Project Agreement Number 1003 for Federal-aid Project Number SRS -155F(710)ST, State Job 26337(05)ST, by and between the City of Noble and the Oklahoma Department of Transportation;

NOW, THEREFORE, it is hereby resolved that the Mayor is hereby authorized and directed to execute the above described agreement on behalf of the City of Noble, and duly signed by the Mayor on this \_\_\_\_ day of \_\_\_\_\_, 2009.

City of City of Noble  
Mayor \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
City Clerk

Approved as to form and legality this \_\_\_\_ day of \_\_\_\_\_, 2009

\_\_\_\_\_  
Counsel

\_\_\_\_\_  
Date

# Project Agreement - Signature Pages

## CERTIFICATION:

I certify that all services documented by this invoice and for which payment is claimed were billed to the DEPARTMENT for services and or purchases expended by SPONSOR's consultants and service provider at the contractually specified rates for such staff members. I further certify that overhead rate as charged to this Contract has been audited by a certified public accounting firm, accepted by the DEPARTMENT, and have been properly applied to services provided under this Contract. I further certify that all sub-consultant's, sub-contractors and others who provided labor, equipment or supplies have been fully paid.

I understand that if the project which is subject of this Contract is financed in whole or in part by federally furnished funds, that if I, the company that I represent, or any employee or agent thereof, knowingly make any false statement, representation, report, or claim as to the character, quality, quantity, or cost of material used, or to be used, or quantity or quality of work performed or to be performed, or make any false statement or representation as a material fact in any statement, certificate, or report, I and the company that I represent may be subject to prosecution under the provisions of 18 U.S.C. Section 1001 and 1020.

\_\_\_\_\_  
Signature Printed Name

\_\_\_\_\_  
Position Firm Name

Signed before me the undersigned notary this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

(SEAL) \_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_ My Commission Number: \_\_\_\_\_

# Project Agreement - Signature Pages

**IN WITNESS WHEREOF:** The SPONSOR executes this contract on the \_\_\_\_ day of \_\_\_\_\_, 2009; and the DEPARTMENT on the \_\_\_\_ day of \_\_\_\_\_, 2009.

CITY OF NOBLE

\_\_\_\_\_  
City Clerk                      Date

ATTEST:

\_\_\_\_\_  
Mayor                              Date

APPROVED AS TO FORM  
AND LEGALITY

\_\_\_\_\_  
Counsel                              Date

**OKLAHOMA DEPARTMENT OF TRANSPORTATION**

Recommended for Approval:

\_\_\_\_\_  
Director of Engineering                      Date

\_\_\_\_\_  
Deputy Director/Chief Engineer                      Date

Approved as to Form and Legality:

\_\_\_\_\_  
General Counsel                      Date

Approved:

\_\_\_\_\_  
Federal Highway  
Administration                      Date

Transportation Commission Item No.: 190

Dated: December 8, 2008

# Project Agreement Process

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- **Communication between ODOT and Sponsors**
  - 90% email and 10% mail
  - Email to primary and secondary contacts – Recommend a person with project knowledge
  - Notify ODOT of changes
- **When can you begin work?**
  - Fully executed agreement and Notice to proceed letter
  - Note the authorized work date
  - Project completion timelines: 1 year for Education and 2 years for Engineering
- **ODOT Consultants**
  - Professional Engineers - Trained to administer SRTS, ODOT and Federal Projects
  - Consultant agreements with Sponsors
  - Negotiate scope and fee
- **Selecting Your Own Consultant ?**
  - Use Federal Procurement Guidelines
  - ODOT Approvals for: Selection Process, Selected Consultant and Final Contract
  - Retain all documents in your files and copy all to ODOT
  - Selected Consultant must be Professional Engineer or Professional Landscape Architect
  - Non-Infrastructure Consultant – Must be Certified in the National SRTS course
  - Potential time – 2 to 3 months
  - Selected Consultants must schedule meeting with ODOT before starting work



# Project Agreement Process

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- **In-house Staff will design project ?**
  - Staffer must be a professional engineer for Infrastructure
  - Will work with Staffer for Non-Infrastructure
  - Can not pay salaries of Staffers
- **Project Administration**
  - All projects are subject to a Federal Audit
  - Keep all project related documents in one folder
  - Keep Documents for 3 years

Questions?

# Claim/Reimbursement Process

# SRTS is a Reimbursement Program

SRTS is a reimbursement program for incurred eligible project costs, and, as with anything, there are rules and processes.

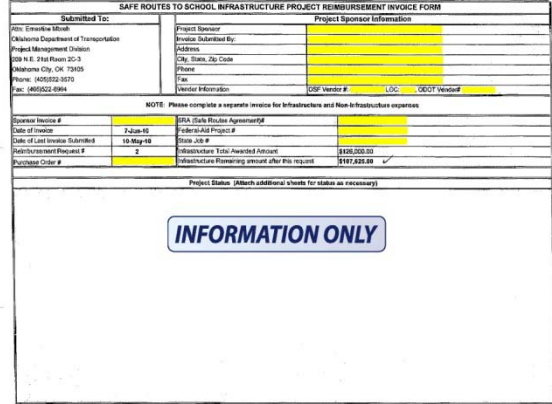
## A few rules:

- Applicants must have sufficient financial resources to support project implementation until approved costs are reimbursed by ODOT.
- Costs incurred prior to receiving a written “notice to proceed” document from ODOT will not be a reimbursable expense, and turned in by project closeout.
- Any amount listed in your final cost estimate form as “Committed Local Funds” will have to be substantiated through receipts during the claim process.
- Unapproved expenses, and expenses over the agreed amount specified within the executed contract agreement (overruns) will be the responsibility of the Project Sponsor.



# Reimbursement

- Vendor Form - Please complete and turn in as soon as possible.
- Use SRTS Claims Form for all reimbursements.
- Infrastructure and Non-Infrastructure will have different account numbers.
- These documents will be provided to you with your account information already filled out. Complete the form and just make sure that you fill out the correct form for the account used.
- We pay for 40% of project cost – when an ODOT consultant is used, and 60% of the project has been funded.
- When you reach 60%, let us know.



The image shows a form titled "SAFE ROUTES TO SCHOOL INFRASTRUCTURE PROJECT REIMBURSEMENT INVOICE FORM". The form is divided into several sections:

- Submitted To:** Oklahoma Department of Transportation, Project Management Division, 800 N.E. 17th Street, Oklahoma City, OK 73105. Phone: (405)252-3030, Fax: (405)252-0994.
- Project Sponsor Information:** Project Sponsor, Invoice Submitted By, Address, City, State, Zip Code, Phone, Fax, Vendor Information (OSP Vendor #, LOC, ODOT Vendor #).
- NOTE:** Please complete a separate invoice for Infrastructure and Non-Infrastructure expenses.
- Invoice Details:** Invoice #, Date of Invoice, Date of last Invoice Submitted, Subcontract Request #, Purchase Order #.
- Financials:** SRA (Safe Routes Agreement) #, Federal Aid Project #, Invoice #, Infrastructure Total Awarded Amount (\$126,200.00), Infrastructure Remaining amount after this request (\$187,822.89).
- Project Status:** Project Status (Attach additional sheets for status as necessary).

At the bottom of the form, there is a large box with the text "INFORMATION ONLY".

Page 1

# Reimbursement continued...

- For Submittals of Non-Infrastructure Claims, you need 3 things:

1.) A copy of the Approved Purchase Request

2.) A completed and signed Non-Infrastructure Claim Form

3.) Supporting Documents.

- For Submittals of Infrastructure Claims, you need 2 things:

1.) An initialed and dated invoice from Service Provider.

2.) Supporting Documents including a copy of the check.

October 12, 2010  
Invoice No:  
Remit to:  
Oklahoma City, OK 73117  
or  
EFT Remittance:  
A/C#

Ma. J. L.  
Town Clerk  
Municipal Complex  
OK

**INFORMATION ONLY**

Professional Services Through October 3, 2010

City Portion - 40%	Fee	Percent Complete	Earned	Previous Billing	Current Billing
Project Initiation	1,000.00	100.00	1,000.00	1,000.00	0.00
Environmental	805.00	100.00	800.00	800.00	0.00
Design	17,820.00	100.00	17,820.00	17,820.00	0.00
Total Fee	19,625.00		19,620.00	19,620.00	0.00
Total City					\$0.00

ODOT Portion - 40%	Fee	Percent Complete	Earned	Previous Billing	Current Billing
Design	4,200.00	44.00	3,924.00	1,817.50	1,106.50
Right of Way Clearances	1,200.00	100.00	1,200.00	0.00	1,200.00
Blading	2,300.00	0.00	0.00	0.00	0.00
Construction	4,800.00	0.00	0.00	0.00	0.00
Total Fee	12,800.00	32.00	4,124.00	1,817.50	2,306.50
Total ODOT					\$ 2,306.50

Percent Complete	Fee	Previous Billing	Earned	Billing
Total Project	32,200.00	73.00	23,442.50	21,376.50

engineering | planning | architecture

# Reimbursement continued...

- You can submit one claim per month – but can have multiple invoices in one claim.
- Allow up to 45 days for reimbursement.
- All forms will be provided and can be returned by email.



# The process in a nutshell:

Unless otherwise agreed to in writing, the following process will be used for the reimbursement of eligible costs during the life of the project:

- The Project Sponsor procures services from a Service Provider in a manner approved by ODOT.
- The Service Provider invoices the Project Sponsor for expenses incurred.
- The Project Sponsor pays the entire invoice in full.
- The Project Sponsor invoices ODOT using the ODOT invoicing form provided, and attaches supporting documentation such as, but not limited to: bids, detailed cost break down, and evidence of having paid the Service Provider.
- ODOT will process claim and issue a check for payment (process takes approximately 45 days in optimum conditions.)