

Oregon Department of Transportation
Safe Routes to School Program

Applicant Information
Non-Infrastructure Activities

CALL FOR APPLICATIONS

for Federal Program Year 2010

Due June 15, 2009

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APPLICATION FORM (*Separate document, not attached*)

Application: Due JUNE 15, 2009

Note: As a courtesy, hard copies of reference documents are available upon request: email:
julie.a.yip@odot.state.or.us; (503) 986-4196.

PROGRAM DESCRIPTION

The Oregon Safe Routes to School (SRTS) Program will have available \$5 million over 2005-2009 for projects at schools serving grades K-8. The program administers funds received from the 2005 SAFETEA-LU transportation bill for Safe Routes to School programs.

The goals of the program are to increase the ability and opportunity for children to walk and bicycle to school; promote walking and bicycling to school and encourage a healthy and active lifestyle at an early age; and facilitate the planning, development and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption and air pollution within two miles of the school.

Two groups of funding are available through the SRTS program:

- 1) Non-infrastructure activities: education and encouragement, and traffic enforcement activities within two miles of the school.
- 2) Infrastructure projects (engineering) within two miles of the school;

The funds will be distributed by the ODOT Transportation Safety Division (TSD) as a reimbursement program through an open and competitive process, with the guidance of a Safe Routes to School citizen's advisory group. Costs incurred prior to TSD activity approval are not eligible for reimbursement.

A completed *Oregon Action Plan Template* with required supplemental documents must be received at time of application for every school that is affected by the proposed activity. The Action Plan is an essential component that initiates evaluation and community involvement activities that prepare the school or community to seek SRTS project funds through the state program, or to implement SRTS projects and activities with other funding sources. The Action Plan Template may be downloaded from the Oregon Safe Routes website:

www.oregon.gov/saferoutes.

WHO MAY APPLY

- 1) School districts, schools (public, private, parochial, charter or alternative education program offering instruction at levels K-8) in cooperation with the governing body (or bodies) with jurisdiction over the affected roadways or properties.
- 2) Units of state and local government in cooperation with a school district or a qualifying school.
- 3) Non-profit organizations in partnership with any of the above to perform education and enforcement activities that directly benefit a qualifying elementary or middle school.

ELIGIBLE NON-INFRASTRUCTURE ACTIVITIES

Education, traffic enforcement and increased community involvement are very important and cost-effective methods to increasing bicycling and walking among children.

Education activities include teaching pedestrian, bicyclist and traffic safety, and creating awareness of the benefits and goals of a SRTS program. Recipients of SRTS education may include students, parents, motorists and neighbors.

Enforcement strategies aim to deter unsafe behaviors of drivers, pedestrians and bicyclists, and to encourage all road users to obey traffic laws and share the road safely. Enforcement activities involve students, parents, adult crossing guards, school personnel and neighborhood watch programs working together with law enforcement.

The FHWA Guidance suggests the following non-inclusive list of activity options:

- Creation and reproduction of promotional and educational materials;
- Bicycle and pedestrian safety curricula, materials and trainers;
- Training, including SRTS workshops that target school and community-level audiences;
- Incentives for SRTS contests, and incentives that encourage more walking and bicycling over time;
- Safety and educational tokens that advertise the program;
- Reproduction and printing costs, including CDs, DVDs, etc.;
- Mailing costs;
- Costs for data gathering, analysis, and evaluation reporting at the local project level;
- Pay for substitute teacher if needed to cover for faculty attending SRTS functions during school hours;
- Costs for additional law enforcement (i.e., overtime hours or reserve officer staffing) or equipment needed for enforcement activities;
- Equipment and training needed for establishing crossing guard programs;
- Reimbursement of materials and expenses incurred by parents or staff coordinators for SRTS coordination and efforts;
- Costs to employ a SRTS Program Manager, which is a person that runs a SRTS program for an entire city, county, or some other area-wide division that includes numerous schools.
- Costs to engage the services of a consultant (either non-profit or for-profit) to manage a SRTS program as described in the prior bullet.

Applicants must ensure that the activity meets the purposes of the SRTS Program as specified by SAFETEA-LU, and that the item is generally comparable to those listed above or in the legislation. Federal funding may supplement and not supplant SRTS activities. SRTS funding may increase the level of funds that would, in the absence of the Federal funds, be made available from non-Federal sources for the SRTS components of Education/encouragement, and Enforcement. In no case may a program use Federal SRTS funds to supplant – take the place of – funds from non-Federal sources.

The award is for 2010, but activities may be scheduled for up to two years in length, subject to the approval of the Transportation Safety Division Administrator. The 2010 grant year is based on a Federal fiscal cycle, October 1, 2009 – September 30, 2010. The 2011 grant year is October 1, 2010 – September 30, 2011.

SAFETEA-LU Section 1404 and the FHWA SRTS Program Guidance are available at: <http://safety.fhwa.dot.gov/saferoutes/overview.htm>. For expanded information on the components of Education and Enforcement in Safe Routes to School Programs, access the *Safe Routes to School Online Guide*, <http://www.saferoutesinfo.org/guide/steps/index.cfm>, at the National Center for Safe Routes to School website, <http://www.saferoutesinfo.org/>.

ACTIVITY REQUIREMENTS

The SRTS Program highly encourages a comprehensive approach that considers the components of education and outreach, engineering, and enforcement. There is a separate Application for Infrastructure Projects. Please refer to the Oregon SRTS website for this application: www.oregon.gov/saferoutes .

We have a target of funding 25 schools with an average of \$20,000 per school year for the non-infrastructure activities. School districts or local government agencies may bundle their activities into one combined application for efficiency and effectiveness. No bundle of school district activities may receive more than \$100,000 during this FY2010 allocation funding cycle. The award is for 2010, but activities may be scheduled for up to two years in length depending upon the number of applications awarded and available funding, and subject to the approval of the Transportation Safety Division Administrator.

Activity Locations

Traffic education and enforcement activities must take place within approximately two miles of a primary or middle school (grades K – 8). Other eligible activities do not necessarily have a location restriction.

Matching Funds – None Required

The SRTS Program funding designated from SAFETEA-LU Section 1404 is 100% Federal funding. No match funding is required.

Activities that are eligible for reimbursement must specifically serve the stated goals of the SRTS Program: increasing the ability and opportunity for children to walk and bicycle to school; promote walking and bicycling to school and encourage a healthy and active lifestyle at an early age; and facilitate the planning, development and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption and air pollution within two miles of the school.

Section 1404 funds may not be used for reoccurring costs except as specifically provided in the legislation. Funding requests for costs that are expected to be reoccurring costs in future years should include plans for how the costs will be funded in the future and a rationale for how federal funding will enable leveraging of future financial security for the activity.

APPLICATION PROCESS

A completed *Oregon Action Plan Template* with required supplemental documents must be received at time of application for every school K-8 that is affected by the proposed activities. The template may be downloaded from the Oregon Safe Routes website: www.oregon.gov/saferoutes.

Define the Activities before starting the Application

Identify activities that meet all the eligibility criteria and fit this current call for applications. Use the information derived from the Action Plan to guide your choice of activities. Consider the SRTS components of Education and encouragement, Engineering, and Enforcement. Applicants for Non-Infrastructure activities are not required to apply for Infrastructure projects. Use the Project Selection Criteria (page 7) to decide if the project will be competitive.

Complete the Application

The application is divided into the Project narrative, Objectives and Activities, Evaluation, Budget, Exhibits, Agreements and Assurances (for review purposes only), and Approval Signatures. Follow the **instructions** (pages 8-10) and the formatting requirements below. **Answer each question on the application form as briefly as possible.** All fields are required to be completed. Do not attempt to paste images or Excel tables into the text fields provided.

Format:

- Letter-size paper (A4 or 8½ x 11). Single-sided only. No covers or bindings.
- Font size 12 or larger for all text. Margins 1-inch or more on all sides.
- Black-and-white preferred (ODOT will make photocopies in black-and-white).

Copies:

- Two copies of the *Oregon Action Plan Template* and all required attachments;
- One CD containing electronic copies of the Oregon Action Plan Template, Student Hand Tally report (generated by the National Center for Safe Routes to School online DataTool), Parent Survey report (generated by the NCSRTS online DataTool), the Non-Infrastructure Application Form and the Budget Form;
- Four copies of the Non-Infrastructure Application Form, including Budget Form + two sets of required Exhibits;
- Submit all materials together at the same time.

Send to:

Julie Yip
ODOT Safe Routes to School Program
235 Union St. NE
Salem OR 97301

Applications must be delivered or postmarked by June 15, 2009

Mail or hand-delivery only – no fax or email

An application that is late, incomplete, or does not follow the prescribed format will be disqualified. Contact ODOT staff in advance if you have questions about preparing or submitting your application. Do not expect time to make corrections after the due date.

PROJECT SELECTION

The project selection process is summarized below. The Safe Routes Advisory Committee will serve as selection committee. The nine SRAC members are stakeholders from across the state, representing bicycle and pedestrian advocacies, traffic engineering, planning, community outreach, marketing, school districts, neighborhood associations, traffic safety committees, law enforcement, concerned citizens. Members individually score the applications based on established criteria (next page). They then meet to discuss projects and jointly develop a prioritized list with funding recommendations.

PROJECT SELECTION SCHEDULE

JUNE 15, 2009	Action Plan and applications due – Two (2) sets of Action Plan Template and required attachments for <u>each</u> school affected by project; Four (4) copies of Non-Infrastructure Application; Two (2) sets of Supporting Documents
June 16 - July 15, 2009	ODOT: Compliance review. Technical review to assess feasibility, readiness to proceed. Identify finalists for scoring/selection process. Safe Routes to School Advisory Committee: Project scoring and selection.
August 2009	Transportation Safety Division Administrator: Approve projects for FY2010 program. ODOT: Notify all applicants
Sept. – Oct. 2009	Applicants: Sign reimbursement grant with Transportation Safety Division. Once grant paperwork is signed by all parties, activities to begin after receipt of Notice to Proceed (typically projects start on or after October 1, 2009, and end September 30, 2010).

PROJECT SELECTION CRITERIA

Points

25	<p>BENEFIT</p> <ul style="list-style-type: none"> ▪ Potential to improve the ability of students to walk and bicycle safely to school. ▪ Potential to increase the number of students walking and bicycling safely to school.
25	<p>MERIT</p> <ul style="list-style-type: none"> ▪ Alignment of SRTS education and encouragement, and/or enforcement activities to the problems and barriers identified in the Action Plan Template. ▪ Efficient and cost-effective use of SRTS funds.
25	<p>SUPPORT and READINESS</p> <ul style="list-style-type: none"> ▪ Support of the school district for the project as demonstrated by a letter of commitment and endorsement. ▪ Readiness to proceed with the project as demonstrated by a proposed start date, identification of other available funding, or other indicators as provided by the applicant. ▪ Financial support for project from applicant or partners including cash, products, in-kind services.
25	<p>SUSTAINABILITY</p> <ul style="list-style-type: none"> ▪ Ability to continue the SRTS program and activities once SRTS funding ends.
0-5	<p>BONUS POINTS</p> <ul style="list-style-type: none"> ▪ Project takes into account the 3 E's (engineering, education, enforcement).

100 points possible (not including Bonus Points)

APPLICATION FORM INSTRUCTIONS

Read the Applicant Information (pages 2 – 7) before starting.

PROJECT NARRATIVE:

Project Description

Briefly describe the proposed activities in terms of Education, Encouragement and/or Enforcement and how they relate to enabling and encouraging the school's children to walk and bicycle to school.

Problem Statement

- A. Describe the problem(s) you intend to impact with these reimbursement funds. Relate the information gathered through the Action Plan process to support the proposed activities.
- B. Provide summary data about the problem(s). Relate the data gathered through the Action Plan process (e.g., Student Tally and Parent Survey information; traffic and speed assessments; mapping activities, traffic incidents that have occurred within 2 miles of the school, etc.) to support the proposed activities.
- C. List current activities and associated agencies already involved. If there is a current project, list the objectives of the project and progress in achieving them. If also applying for SRTS Infrastructure funding, include that information.

OBJECTIVES:

Describe quantifiable products or outcomes that address those problems identified in the Problem Statement that should result from the proposed activities. Normally, at least three very specific objectives should be given and each should include beginning and ending dates.

PROPOSED ACTIVITIES:

- A. List major activities to be carried out to achieve the objectives. List the start and end date for each activity, and include in your description **what** will be done, **who** will do it, and **who** will be affected.
- B. Coordination – list the groups and agencies with which you will be cooperating to complete the activities of the project. Explain how you will be working together. Include Letters of Commitment in Exhibit C if you will be relying on other agencies to accomplish the objectives of the project. In those projects not requiring the involvement of other agencies, a statement justifying the ability of the applicant to carry out the project independently should be included.
- C. Continuation – describe the plan to continue the project activities after funding ceases.

EVALUATION:

- A. Report on the identified Objectives. At a minimum, each objective should be rephrased as an evaluation question. Add questions that demonstrate expected or potential impact

of the project on the ability of children to walk and bicycle to and from the school. Avoid yes/no evaluation questions.

- B.** Data requirements – All applicants receiving SRTS reimbursement funds will be required to conduct the Student Tally and the Parent Survey at the beginning of the school year and again at the end of the school year. The forms used must be the National Center for Safe Routes to School’s “Student Hand Tally” and the “Parent Survey.” The results will be presented as Exhibit A and are to be submitted with the required quarterly reports.
- C.** Data system – Describe how the data will be collected, stored and tabulated.
- The data entry for the Student Tally and the Parent Survey must be entered online at the National Center for Safe Routes to School online DataTool, (www.saferoutesinfo.org/tracking). Reports and Excel spreadsheets are downloadable once the school, contact information, and data are entered. The resulting summary reports will be submitted to the Safe Routes to School Program following the requirements given in the Agreements and Assurances, Section B, Paragraph 6.

BUDGET:

Consider the major budget items for which you are applying and work out the necessary steps to implement the activities.

If you are requesting a coordinator position for use in the school, contact the school or district’s human resource department to discuss the mechanism for implementation.

If you are looking to implement a bicycle and pedestrian safety program with the school, you should have program requirements and contact information to include in the Exhibits.

For traffic enforcement beyond the regular enforcement activities of the agency, you must enlist the cooperation of the agency that has jurisdiction over the proposed enforcement area (city police, county sheriff, Oregon State Patrol). Reimbursement is available only for overtime enforcement and reserve officer straight time.

If enforcement activities include use of a portable speed trailer, you must have already discussed this option with the agency with jurisdiction over the roadway and received written endorsement for the activity or project.

EXHIBITS:

Exhibit A: Data Tables for Student Tally and Parent Surveys

Submit hard copies of the summary reports for the Student Tally and the Parent Survey, generated by the National Center for Safe Routes to School online DataTool, along with the completed Oregon Action Plan Template.

Exhibit B: Job Descriptions

Provide a copy of job descriptions for all positions assigned to the project 500 hours or more and paid with reimbursement funds.

Exhibit C: Letters of Commitment

Provide copies of letters of commitment from those agencies you will be relying upon to accomplish the objects of the project.

Exhibit D: Conditions of Approval

To be developed at a later date.

AGREEMENTS AND ASSURANCES (see Appendix B, pg. 16 of this Booklet)

Read, but do not sign until the grant is approved by Transportation Safety Division and returned to you for signature. **Do not attach Agreements document to the Application.**

APPROVAL SIGNATURES:

The agency named in this document is prepared to become a recipient of the SRTS reimbursement funds should the funds be awarded.

The *Project Director* is responsible for fulfilling the project agreement and establishing and maintaining procedures that will ensure the administration of the project objectives.

The *Authorizing Official* is the person who has ability to bind the organization or agency into a contract. This person varies by organization but could be the City Manager, School Superintendent, Mayor, School Board Chair.

SRTS Applicant's Checklist

(for applicant's use only – do not submit with application)

NOTICE:

All applications will be checked for adherence to the following requirements.
Deficient applications and ineligible proposals will be removed from consideration.
Do not expect time to correct deficiencies after the application deadline.

Documents Required for Submission

- Completed *Oregon SRTS Action Plan Template* + all required supplements, for each school affected by the project: Two (2) sets
- Application Form: Four (4) sets
- Budget form: Four (4) copies
- Endorsements or supporting documents for Exhibits, if required: Two (2) sets
- CD** containing electronic copies of the following:
 - ✓ Oregon Action Plan Template
 - ✓ Summary report for the school's Student Tally (downloaded from www.saferoutesinfo.org/tracking)
 - ✓ Summary report for the school's Parent Survey Spreadsheet (downloaded from www.saferoutesinfo.org/tracking)
 - ✓ SRTS Non-Infrastructure Application form
 - ✓ Completed Budget and Cost Allowance form

Eligibility Criteria

- Qualified public agency or school applicant
- Qualified SRTS project type
- Promotes walking and bicycling within 2 miles of the school, K-8

Format of Application

- Font size 12 or larger in text and forms.
- Letter-size pages (8½x11" or A4), single side only.
- Margins at least 1" or 2.5 cm.

Other Requirements

- Required number of copies submitted
- Received on or before deadline of June 15, 2009 (postmark of June 15 accepted)

Appendix A

Contact List

ODOT Safe Routes to School Program

Transportation Safety Division

Julie Yip

(503) 986-4196

julie.a.yip@odot.state.or.us

Oregon Department of Education

Pupil Transportation (School Busing, Crossing Guards)

Steven Huillet

(503) 947-5873

steven.huillet@state.or.us

ODOT Region Traffic Safety Coordinators:

Region 1 Transportation Safety (Portland Area)

KC Humphrey

(503) 731-4965

charles.humphrey@odot.state.or.us

Pager: 503-921-2616

Region 2 Transportation Safety (Northwest Oregon, excluding Portland)

Cindy Bradley

(503) 986-2763

cynthia.l.bradley@odot.state.or.us

Region 3 Transportation Safety (Southwestern Oregon)

Rosalee Senger

(541) 957-3657

rosalee.a.senger@odot.state.or.us

Region 4 Transportation Safety (Central Oregon)

Debbie Miller

(541) 388-6429

debbie.a.miller@odot.state.or.us

Region 5 Transportation Safety (Eastern Oregon)

Patty McClure

(541) 963-1387

patricia.j.mcclure@odot.state.or.us

ODOT Transportation Safety Division Programs, Statewide:

Administrator, Transportation Safety Division
Troy E. Costales (503) 986-4192
troy.e.costales@odot.state.or.us

Bicyclist and Pedestrian Safety, Youth Safety
Sue Riehl (503) 986-4197
susan.j.riehl@odot.state.or.us

Community Programs, Safe Communities, Public Information and Education
Walter McAllister (503) 986-4187
walter.j.mcallister@odot.state.or.us

Driver Education Standards
John Harvey (503) 986-4413
john.l.harvey@odot.state.or.us

Emergency Medical Services (503) 986-3293
Kelly Hampton
kelly.a.hampton@odot.state.or.us

Impaired Driving
Gretchen McKenzie (503) 986-4183
gretchen.a.mckenzie@odot.state.or.us

Occupant Protection, Child Safety Seat Information, Airbag Information
Carla Levinski (503) 986-4199
carla.l.levinski@odot.state.or.us

Police Traffic Services, Speed
Steve Vitolo (503) 986-4446
steve.d.vitolo@odot.state.or.us

Roadway Safety, Safety Corridors, Work Zone Safety
Anne Holder (503) 986-4195
anne.p.holder@odot.state.or.us

Safe Routes to School Program
Julie Yip (503) 986-4196
julie.a.yip@odot.state.or.us

Vehicle Equipment, Vehicle Codes, Motorcycle Safety
Michele O'Leary (503) 986-4198
michele.a.oleary@odot.state.or.us

Assistant to Division Administrator, General Division information, OTSC
Rachelle Nelson (503) 986-4188
rachelle.l.nelson@odot.state.or.us

ODOT Transportation Safety Division Programs, Statewide (continued):

Billings, Purchase Orders, Accounts Payable, Grant Accounting
 Gayla Wilson (503) 986-4194
gayla.k.wilson@odot.state.or.us

Grant Assistant, Grant Contact, Fairs
 Kelly Mason (503) 986-4202
kelly.m.mason@odot.state.or.us

Grant/Contract Coordinator, Traffic Records, Publications
 Nicole Charlson
Nicole.l.charlson@odot.state.or.us (503) 986-4193

Operations Section Manager
 Stacey Johnson (503) 986-4146
stacey.a.berning@odot.state.or.us

Operations Support, Web Administrator
 Stacey Edwards (503) 986-3462
stacey.a.edwards@odot.state.or.us

Driver Education Administrative Specialist (503) 986-4291
 Shari Davis
shari.c.davis@odot.state.or.us

Program Support, Safety Belt Exemptions
 Melody McGee (503) 986-3590
melody.r.mcgee@odot.state.or.us

ODOT Lending Library for Safety Videos

Laura Wilt (503) 986-3280
laura.e.wilt@odot.state.or.us

ACTS Oregon (Alliance for Community Traffic Safety)

www.actsoregon.org (800) 772-1315; (503) 643-5620

A non-profit organization whose mission is to reduce fatalities, injuries and the severity of injuries resulting from vehicle crashes throughout Oregon. ACTS Oregon works with communities and their traffic safety problems by providing resources, technical training and education.

To access a list of established Traffic Safety Committees, go to:

<http://www.actsoregon.org/cts/subtext/success.html#TSCs>

Bicycle Transportation Alliance

Lynne Mutrie, SRTS Manager, Portland
Angela Koch, SRTS Statewide Director
www.bta4bikes.org

(503) 226-0676 (x18)
(503) 226-0676 (x19)

A non-profit bicycle advocacy organization based in Portland, OR. The BTA creates healthy, sustainable communities by making bicycling safer, more convenient and more accessible.

Community Cycling Center

(503) 288-8864

www.communitycyclingcenter.org

A non-profit organization that builds skills and fosters personal development of youth through community-oriented educational and recreational bicycle programs and services. CCC refurbishes donated bicycles and redirects them for use in programs.

Appendix B

AGREEMENTS AND ASSURANCES

The following Agreements and Assurances apply to all grants funded by the Transportation Safety Division (TSD), Oregon Department of Transportation:

A. General

1. The activity described in this grant is undertaken under the authority of Public Law 109-59, Section 1404 (SAFETEA-LU), and is subject to the administrative regulations established by OMB Circulars A-21, A-87, A-122, A-133, 23 CFR Chapter II, 45 CFR Part 74, 48 CFR Part 31, 49 CFR Part 18, Part 19, and the Highway Safety Grant Funding Policy for NHTSA/FHWA Field-Administered Grants.
2. Any federal funds committed shall be subject to the continuation of funds made available to TSD by the National Highway Traffic Safety Administration (NHTSA) and the Federal Highway Administration (FHWA) by statute or administrative action. Projects are funded for the federal fiscal year, which is October 1 through September 30 or the state fiscal year, which is July 1 through June 30. Typical grants are for one year but may be continued for up to two additional years. Public information and education projects are continued indefinitely.
3. The grantee shall ensure compliance with 49 CFR Part 18.42 which addresses retention and access requirements for grant-related records. The State, the federal grantor agency and the Comptroller General of the United States, or any of their authorized representatives, shall have the right of access to any books, documents, papers or other records of the grantee which are pertinent to the grant. These records must be retained for a period of three years starting on the date the grantee submits its final request for reimbursement for this grant.
4. Any obligation of grant funds extends only to those costs incurred by the grantee after "Authorization to Proceed" for the particular part of the program involving costs.
5. Grant funds shall not be used for activities previously carried out with the grantee's own resources (supplanting).
6. Income earned through services conducted through the project should be used to offset the cost of the project and be included in the Budget and Cost Summary.
7. The grantee shall ensure that all grant-related expenditures are included as a part of entity-wide audits conducted in accordance with the Single Audit Act of 1984 (31 USC 7561-7). The grantee shall provide TSD a copy of all Single Audit Reports covering the time period of the grant award as soon as they become available. Federal funds received have the following Catalog of Federal Domestic Assistance (CFDA) numbers: 20.600, State and Community Highway Safety; 20.601, Alcohol Traffic Safety and Drunk Driving Prevention Incentive Grants; 20.602, Occupant Protection Incentive Grants; 20.603, Highway Safety Data Improvements Incentive Grants; 20.604, Safety Incentive Grants for Use of Seat Belts; and, 20.605, Safety Incentive Grants to Prevent Operation of Motor Vehicles by Intoxicated Persons.
8. The grantee shall reimburse TSD within 30 days for any ineligible or unauthorized expenditures as determined by a state or federal review for which grant funds have been claimed and payment received.
9. In accordance with The Anti-Lobbying Act, 18 U.S.C. § 1913, and 49 U.S.C. § 30105:
 - The grantee and its contractors are prohibited from the use of appropriated federal funds, directly or indirectly, to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device intended or designed to influence in any manner members of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose,

by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy or appropriation.

- Additionally, these prohibitions apply to any activity specifically designed to urge a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body.

-The grantee and its contractors must submit disclosure documentation when non-federal funds are used to influence the decisions of federal officials on behalf of specific projects. Signing this Agreement constitutes a certification of compliance with these lobbying restrictions.

-The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, and contracts and subcontracts under grants, subgrants, loans, and cooperative agreements) which exceed \$100,000, and that all such subrecipients shall certify and disclose accordingly.

- This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Title 31, USC Section 1352.

- Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

- The grantee will comply with the provisions of 5 U.S.C. 1501-1508 and implementing regulations of 5 CFR Part 151, concerning "Political Activity of State or Local Offices, or Employees."

10. The grantee, its subcontractors, if any, and all employers working under this agreement are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656-017, which requires them to provide workers' compensation coverage for all their subject workers.
11. The grantee shall comply with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327-330) as supplemented by Dept. of Labor regulations (29 CFR Part 5).
12. The grantee shall make purchases of any equipment, materials, or services pursuant to this Agreement under procedures consistent with those outlined in the Oregon Department of Administrative Services Administrative Rules (Oregon Administrative Rules, Chapter 125, and ORS Chapters 279A, 279B and 279C).
13. Grantee shall defend, save and hold the State of Oregon harmless, including the Oregon Transportation Commission, the Oregon Transportation Safety Committee, the Department of Transportation, the Transportation Safety Division, and their members, officers, agents, and employees from all claims, suits, or actions of whatever nature arising out of the performance of this Agreement, including claims brought by the contractor, or others resulting from grantee's failure to comply with the terms of this Agreement, and excluding claims arising out of the negligent acts or omissions of the State of Oregon, its employees, or representatives. This provision is subject to the limitations, if applicable, set forth in Article XI, Section 10 of the Oregon Constitution and in the Oregon Tort Claims Act, ORS 30.260 to 30.300.

B. Project Director's Responsibilities

The Project Director is responsible for fulfilling this Agreement and establishing and maintaining procedures that will ensure the effective administration of the project objectives. The Project Director shall:

1. Establish or use an accounting system that conforms to generally accepted accounting principles, and ensure that source documents are developed which will reliably account for the funds expended.

2. Maintain copies of job descriptions and resumes of persons hired for all project-related positions which are funded at 0.25 FTE or more.
3. Maintain records showing actual hours utilized in project-related activity by all grant-funded personnel and by all other staff personnel or volunteers whose time is used as in-kind match.
4. Complete a Quarterly Highway Safety Project Report, including a Data Table as provided in the Traffic Safety Grant Application Packet. Each report must be signed by the Project Director or the Designated Alternate, and submitted to TSD by the tenth of the month following the close of each calendar quarter for the duration of the grant period. The Designated Alternate is an individual who is given the authority to sign Quarterly Highway Safety Project Reports for the Project Director, in the event he/she is unable to sign due to circumstances beyond his/her control.
5. Submit a Claim for Reimbursement within 35 days of the end of the calendar quarter in which expenses were incurred, using the form provided by TSD as follows:
 - a. Copies of invoices and/or receipts for all specified items must be submitted to TSD upon request with the Claim for Reimbursement;
 - b. claims may be submitted monthly, and must be submitted at least quarterly; and,
 - c. claims must be signed by the Project Director or the Designated Alternate (duplicated signatures will not be accepted).
6. Prepare a Project Directors Final Evaluation Report in accordance with the Evaluation Plan described in the grant document. The report will be no more than ten pages and will include the following elements:
 - a. A summary of the project including problems addressed, objectives, major activities, and accomplishments as they relate to the objectives;
 - b. a summary of the costs of the project including amount paid by TSD, funded agency, other agencies, and private sources. The amount of volunteer time should be identified;
 - c. discussion of implementation process so that other agencies implementing similar projects can learn from your experiences; What went as planned? What didn't work as expected? What important elements made the project successful or not as successful as expected?
 - d. responses to Evaluation Questions. List each question and answer(refer to Data Table); and,
 - e. completed Data Table.

The Project Director's Final Evaluation Report must be submitted within 35 days following the last day of the grant period.

C. Project Revision

1. Any proposed changes in the project objectives, key project personnel, time period, budget, or mailing address must be requested in writing, and receive approval by TSD. A Grant Adjustment Form will be signed by both TSD and the grantee.
2. Any time extension in the project period must be requested at least six weeks prior to the end of the project period and approved by the federal grantor agency if the end of federal fiscal year is involved.

D. Non-Discrimination Assurance

1. The grantee and its contractors will comply with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act (ADA) of 1990, and as implemented by 49 CFR parts 21 and 27, and with the Executive Order 11246, entitled "Equal Employment Opportunity" as amended by Executive Order 11375 and supplemented by Department of Labor regulations 41 CFR Part 60, and shall ensure that no person shall on the grounds of race, color, creed, sex, national origin or disability be excluded

from participation, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity under this project.

2. The grantee and its contractors shall ensure that employment and procurement of goods and services made in connection with the project will be provided without regard to race, color, national origin or handicap.
3. The grantee and its contractors shall take all necessary affirmative steps in accordance with 49 CFR Part 23 to ensure that minority business enterprises and/or business enterprises owned and controlled by women have the maximum opportunity to compete for and to perform contracts.
4. The grantee and its contractors shall ensure that no otherwise qualified handicapped person shall, solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity related to this grant.
5. The grantee shall ensure that any contracts and subcontracts awarded in excess of \$10,000 shall contain a provision requiring compliance with the standards set forth in paragraphs 1 through 4 of this section.

E. Contracts and Other Service Agreements

1. Any contracts or other service agreements that are entered into by the grantee as part of this project shall be reviewed and approved by TSD to determine whether the work to be accomplished is consistent with the objectives of the project, and whether the provisions of paragraphs 2 through 4 of this section are considered.
2. All contracts awarded by the grantee shall include the provision that any subcontracts include all provisions stated in this section or the provision that no subcontracts shall be awarded.
3. The grantee shall ensure that each contractor adhere to applicable requirements established for the grant and that each contract include provisions for the following:
 - a. Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate;
 - b. mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (PL 94-163);
 - c. access by the grantee, the state, the federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives, to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract, for the purpose of making audit, examination, excerpts, and transcriptions. Grantees shall require contractors to maintain all required records for three years after grantees make final payments and all other pending matters are closed;
 - d. notice of grantor agency requirements and regulations pertaining to reporting, requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract, and requirements and regulations pertaining to copyrights and rights in data; and,
 - e. requirements given in Section A. 9-12.
4. Where applicable, grantee's contracts with its contractor(s) shall include the following provisions:
 - a. Termination for cause and for convenience by the grantee including the manner by which it will be effected and the basis for the settlement (Contracts in excess of \$10,000);

- b. Compliance with Executive Order 11246 of September 24, 1965 entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967 and supplemented in Dept. of Labor regulations (41 CFR Part 60)
(Contracts in excess of \$10,000);
- c. Compliance with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327-330) as supplemented by Dept. of Labor regulations (29 CFR Part 5)
(Contracts in excess of \$2,500);
- d. Bidders, proposers, and applicants must certify that neither they nor their principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any federal agency or department
(Contracts in excess of \$25,000).

F. Travel

1. The grantee shall keep a record of all significant travel. In-state trips outside the grantee's jurisdiction should be summarized on Quarterly Highway Safety Project Reports.
2. All out-of-state travel must be pre-approved by TSD. To receive authorization, the trip must be detailed on the project budget or requested in a grant adjustment. Reports on out-of-state trips shall be summarized on Quarterly Highway Safety Program Report.
3. Reimbursement will only be authorized for travel of persons employed by the grantee in project-related activities unless prior written approval is granted by TSD.

G. Development of Printed or Production Materials

1. The grantee shall provide TSD with draft copies of all materials developed using grant funds. TSD may suggest revisions and must approve production.
2. All brochures; course, workshop and conference announcements; and other materials that are developed and/or printed using grant funds shall include a statement crediting TSD and federal participation.
3. Materials produced through this project shall be provided to TSD for its use and distribution and may not be sold for profit by either the grantee or any other party.

H. Equipment Purchased with Grant Funds

1. A Residual Value Agreement shall be completed and submitted to TSD if grant funds are used in whole or in part to acquire any single item equipment costing \$5,000 or more or at TSD discretion. A copy of the original vendor's invoice indicating quantity, description, manufacturer's identification number and cost of each item will be attached to the signed agreement. All equipment should be identified with a property identification number.
2. All material and equipment purchased shall be produced in the United States in accordance with Section 165 of the Surface Transportation Assistance Act of 1982 (Pub. L. 97-424; 96 Stat. 2097) unless the Secretary of Transportation has determined under Section 165 that it is appropriate to waive this agreement.
3. Material and equipment shall be used in the program or activity for which it was acquired as long as needed, whether or not the project continues to be supported by grant funds. Ownership of equipment acquired with grant funds shall be vested with the grantee. Costs incurred for maintenance, repairs, updating, or support of such equipment shall be borne by the grantee.

4. If any material or equipment ceases to be used in project activities, the grantee agrees to promptly notify TSD. In such event, TSD may direct the grantee to transfer, return, keep, or otherwise dispose of the equipment.

I. Debarment

The grantee, in accepting this Agreement, certifies that the agency or its officials are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any state or federal agency or department.

J. Termination

1. TSD may terminate this Agreement for convenience in whole or in part whenever:
 - a. The requisite state and/or federal funding becomes unavailable through failure of appropriation or otherwise; or,
 - b. The requisite local funding to continue this project becomes unavailable to grantee; or,
 - c. Both parties agree that continuation of the project would not produce results commensurate with the further expenditure of funds.
2. TSD may, by written notice to grantee, terminate this Agreement for any of the following reasons:
 - a. The grantee takes any action pertaining to this Agreement without the approval of TSD and which under the provisions of this agreement would have required the approval of TSD; or,
 - b. The commencement, prosecution, or timely completion of the project by grantee is, for any reason, rendered improbable, impossible, or illegal; or,
 - c. The grantee is in default under any provision of this Agreement.

K. Conditions of Project Approval

Actions taken by the Oregon Transportation Safety Committee, if any, regarding conditions under which this project is approved are given in the Conditions of Approval. The grantee agrees to follow these conditions in implementing the project.

L. Contract Provisions and Signatures

It is understood and agreed that the grantee shall comply with all federal, state, and local laws, regulations, or ordinances applicable to this agreement and that this Agreement is contingent upon grantee complying with such requirements.

This Agreement shall be executed by those officials authorized to execute this Agreement on the grantee's behalf. In the event grantee's governing body delegates signature of the Agreement, grantee shall attach to this Agreement a copy of the motion or resolution which authorizes said officials to execute this Agreement, and shall also certify its authenticity.

M. The Drug-free Workplace Act of 1988 (49 CFR Part 29 Sub-part F)

The grantee will provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace.
 - b. The grantee's policy of maintaining a drug-free workplace
 - c. Any available drug counseling, rehabilitation, and employee assistance programs.
 - d. The penalties that may be imposed upon employees for drug violations occurring in the workplace.

3. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (1).
4. Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee under the grant, the employee will:
 - a. Abide by the terms of the statement.
 - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
5. Notifying the agency within ten days after receiving notice under subparagraph (4) (b) from an employee or otherwise receiving actual notice of such conviction.
6. Taking one of the following actions, within 30 days of receiving notice under subparagraph (4) (b), with respect to any employee who is not convicted:
 - a. Taking appropriate personnel action against such an employee, up to and including termination.
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5), and (6) above.

N. Buy America Act

The grantee will comply with the provisions of the Buy America Act (23 USC 101 Note) which contains the following requirements:

Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and of a satisfactory quality; or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

NOTE: This form is a separate electronic file and can be downloaded at the Oregon Safe Routes to School website: www.oregon.gov/saferoutes, or requested by email: julie.a.yip@odot.state.or.us

Oregon Department of Transportation
Safe Routes to School Program

**NON-INFRASTRUCTURE
APPLICATION FORM
for Federal Program Year 2009**

- Oregon SRTS Action Plan Template
- Application Form + Budget

Due: JUNE 15, 2009

NOTE: This form is a separate electronic file and can be downloaded at the Oregon Safe Routes to School website: www.oregon.gov/saferoutes, or requested by email: julie.a.yip@odot.state.or.us