DATE

RE: Road Authority Letter of Commitment for Safe Routes to School Planning Assistance Program

This is letter of commitment from ROAD AUTHORITY, the main Road Authority of the roads around the focus school identified in the application submitted by APPLICANT for ODOT’s Planning Assistance Program (formerly known as the Project Identification Program or PIP).

The ODOT Safe Routes to School Planning Assistance Program provides a service to school communities to identify infrastructure projects and non-infrastructure programs that address barriers to students walking and biking to school in a newly-created local plan.

I, NAME, understand that consultant services will assist our community (school representatives, school community, and local road authority representative). ODOT's consultant will coordinate and implement the Project Identification Program process in our community for each school and provide support in collecting necessary background data, conducting outreach for community participation, and developing a SRTS Plan for your community (including one or more schools).

I understand that in order to maximize the benefits of Planning Assistance Program participation, Planning Assistance Program recipients are expected to attend all scheduled calls, provide timely responses (within two weeks) to requests for data or other information, follow through on assigned tasks, and work to meet the scheduled timeline. ODOT's SRTS Infrastructure Technical Assistance Provider will schedule and coordinate all conference calls, collect available background data, conduct planning and engineering assessments, and provide draft and final documents via email.

I will be the representative from the Road Authority to participate in this process. I understand that ODOT anticipates it will take up to a year to complete our new Safe Routes to School Plan. I understand that ODOT expects this service to be completed before the end of next school year.

I will:

* Attend conference calls (kick-off, preliminary product review, draft product review)
* Provide data as requested
* Invite local project partners
* Attend walk audit observation and community meeting
* Review draft materials and provide timely, consolidated feedback
* Circulate Public Review Draft materials
* Prepare letter of support for projects

Sincerely,

NAME