Date:

This is letter of commitment from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the focus school) for the application submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for ODOT’s Planning Assistance Program (formerly known as the Project Identification Program or PIP).

The ODOT Safe Routes to School Planning Assistance Program services will assist the community (representatives from the school/district and local road authority) to identify infrastructure needs near one school or a cluster of schools feeding into the same middle or high school. Recommendations will focus on all streets within a quarter mile of the school, as well as critical issues within two miles of the school.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 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 Planning Assistance 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 school 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.
* Confirm commitment to participate from the affected school.
* Agree to participate in virtual Project Management Team meetings.
* Agree to participate in field visit outreach and field visit.

Sincerely,