



Safe Routes to School PROJECT RECOMMENDATION OF ACCEPTANCE

Who initiates the Form?

The ODOT Safe Routes to School Program Manager initiates the Safe Routes to School Project Recommendation of Acceptance. Additional ODOT regional staff may complete the form.

When should the form be submitted?

When the Recipient has completed all on-site work, ODOT staff must recommend acceptance of the project by signing this form. Recipient must provide electronic before and after pictures to the ODOT Safe Routes to School Program Manager.

Action required by the ODOT Safe Routes to School Program Manager

The ODOT Safe Routes to School Program Manager or regional staff and other pertinent parties perform an on-site review. The form is completed by the ODOT staff member, and signed by the ODOT staff member and Recipient's Representative.

After the form is signed by both parties, the ODOT staff member forwards a signed copy of the form to the Safe Routes to School Program Manager at SRTSProgramMailbox@odot.state.or.us.

The ODOT staff member will also send before and after pictures of the project to the Safe Routes to School Program Manager at the same time the completed form is submitted.



Safe Routes to School PROJECT RECOMMENDATION OF ACCEPTANCE

PROJECT NAME		IGA NUMBER
RECIPIENT		REGION NUMBER
PROJECT WALK-THRU DATE	WALK-THRU COMPLETED BY (ODOT STAFF)	
IN COMPANY WITH		
REMARKS (SCOPE OF REVIEW, FINDING, RECOMMENDATIONS, INSTRUCTIONS, ETC.)		
<p>Original: ODOT staff keeps original in project file. (Before and after pictures must be submitted with this form to the SRTSPProgramMailbox@odot.state.or.us mailbox.</p> <p>Copy:</p> <p><input type="checkbox"/> SRTSPProgramMailbox@odot.state.or.us</p> <p><input type="checkbox"/> Recipient (and Consultant, if applicable)</p>	<p>All on-site work has been completed and I recommend acceptance.</p> <p>ODOT staff signature and date:</p> <p>_____</p> <p>Grantee signature and date:</p> <p>_____</p>	