Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is letter of commitment from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Road Authority] for the application submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for ODOT’s Engineering Assistance Program. The right-of-way that will be addressed by the proposed project is within our jurisdiction.

The ODOT Safe Routes to School Engineering Program provides consultant services in the preparation of technical studies and engineering documents that enable communities to increase their readiness to apply for funding programs such as the ODOT SRTS Competitive Construction Grant. Examples of potential outcomes are a greenway concept design, traffic analysis, lighting study, or hydrology analysis. The outcome of participation will be a technical document and related cost estimate if applicable.

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 Engineering 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).

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.

**Please select one option below and delete the other.**

**Option 1**

I understand that in order to maximize the benefits of Engineering Assistance Program participation, Engineering 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.

I will be the representative from the \_\_\_\_\_\_\_\_\_\_\_\_\_\_[Road Authority] to participate in this process. 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 road authority.
* Agree to participate in virtual Project Management Team meetings.
* Agree to participate in field visit (if needed).
* Provide requested data and review draft documents.

**Option 2**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Road Authority] supports \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[District] in proceeding with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[project]without\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Road Authority]’s active participation. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Road Authority] will review and provide feedback on draft deliverables.

Sincerely,

[Signature]

[Name, Title, Organization, Contact Information]