



Arizona Department of Transportation

Intermodal Transportation Division

206 South Seventeenth Avenue Phoenix, Arizona 85007-3213

Janice K. Brewer
Governor

John S. Halikowski
Director

Jennifer Toth
State Engineer

August 1, 2012

Linda Perry
Peter Howell Elementary School
401 North Irving Street
Tucson, Arizona 85711

Subject: Peter Howell Elementary School – Walking School Bus “Kick-Start” Program (\$11,000)

Congratulations! We are pleased to officially inform you that your Safe Routes to School Walking School Bus “Kick-Start” pilot project has been approved. Congratulations! We are pleased to officially inform you that your Safe Routes to School Walking School Bus “Kick-Start” pilot project has been approved. However, based on the conversation between Linda Perry and Kristin Myers on July 24, 2012, Howell Elementary School must confirm its funding source (fiscal agent) within the next 30 days via a letter addressed to Brian Fellows, SRTS Program Coordinator. If the funding source does not meet ADOT’s satisfaction, unfortunately this award will need to be withdrawn. Please be aware that this will not affect future applications that you may submit.

Based on the assumption that a funding source is found and approved, the next step is for ADOT, working with you and your agency’s legal staff, to create a project contract. We expect to complete the contracts sometime this fall, pending any council/board approvals. All SRTS grant recipients are required to attend a kick-off meeting to provide the award recipients with valuable information on the regulations and other procedures you will need to follow throughout your “Kick-Start” project. The meeting will be held via a conference call with the SRTS staff. In the next month or so, I will provide you with information on this meeting.

Another very important stipulation of your SRTS grant is that you **cannot** begin performing work on your “Kick-Start” project until your Joint Project Agreement with the ADOT is executed. You will be receiving a draft Agreement within the next 4 weeks for review and comment. This Agreement will require a legal determination by both your legal staff and the Arizona Attorney General’s Office. It will also be filed with the Arizona Secretary of State at which time the Agreement is executed. Any work that you perform prior to this time is not reimbursable by the ADOT.

Prior to the meeting you may direct your SRTS questions to Brian Fellows (SRTS Program Coordinator) at (602) 712-8010 or bfellows@azdot.gov. If you require additional information, please contact me at (602) 712-6258 or tflaitz@azdot.gov.

Sincerely,

Tammy Flaitz, Manager
Transportation Enhancement & Scenic Roads Section

Cc: Brian Fellows
Kristin Myers