



## SORTPO TRANSPORTATION MINI PLANNING GRANT APPLICATION

**Federal Fiscal Year 2023  
Deadline February 3, 2023**

**SPR Funding Request (80%)** \_\_\_\_\_  
**Local Match (20%)** \_\_\_\_\_  
**Total Project Cost** \_\_\_\_\_  
**Date Submitted** \_\_\_\_\_

<b>Municipality</b> _____	<b>County</b> _____
<b>Point of Contact Name</b> _____	
<b>Title</b> _____	
<b>Address</b> _____	
<b>Phone (office)</b> _____	<b>Cell</b> _____
<b>Email</b> _____	

### **Information and Documents to be submitted**

- Description of proposed project including Engineer's or Planning Consultant's Scope of Work and Cost Estimate.
- Engineering/Planning contact information: name, address, phone number and email address.
- Copy of the signed contract with Engineering firm/individual or provide documentation that the Engineer/firm is on Oklahoma Department of Transportation (ODOT), or Office of Management Enterprises (OMES) approved contractor's list.
- Beginning/Completion Dates and Milestone Dates
- Does the contract include transportation planning studies/transportation planning activities? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Funding commitment letter/council resolution. Grantee will be responsible for a 20% cash match for their project.
- Letter of support from the ODOT District Engineer.
- Other letters of support.

NOTE: The maximum SPR funds that can be applied for in this application is \$25,000.

*SORTPO FFY 2023 Mini Planning Grant Application*

Process:

1. Submit application and supporting documents electronically to [Julie@swoda.org](mailto:Julie@swoda.org) no later than February 3, 2023, 5:00 pm CST.
2. Within 30 workdays of application closing date the applications will be reviewed by staff and forwarded to the SORTPO Transportation Technical Committee and SORTPO Transportation Policy Board for consideration at their March 2023 meeting.
3. Applicants will be notified in writing within 5 days of the SORTPO Transportation Policy Board's action.
4. The applicant will be required to enter into an agreement for funding and performance with SWODA. The agreement will be provided to the applicants awarded the grant. Work on the project cannot begin until two original signed agreements have been signed by applicant and SWODA. One original signed agreement will be provided to the applicant.
5. Applicants awarded grants must submit a Monthly Report summarizing progress, changes to milestone or completion dates.
6. Awardees must submit final report/project/files within 30 days of completion of project. Items to submit include but is not limited to electronic files such as maps, tables, and illustrations.
7. Awardees must submit paid project invoices for reimbursement to SWODA by the last day of the month. The invoice will be reviewed and submitted in a monthly claim to ODOT. The claims are submitted to ODOT on the 10<sup>th</sup> of each month and takes 60-90 days for reimbursement. Within 10 days of receipt of the 80% reimbursement from ODOT; SWODA will issue a check to the municipality.