

Indiana Safe Routes To School Program

Post Award Workshop

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Susie Kemp



Indiana SRTS Program Implementing Non-Infrastructure Activities — A District Perspective —

10 steps to a successful project



Know your Coordinator

- Crawfordsville -Susie Kemp (765)361-5228
- Fort Wayne - Dave Armstrong (260)969-8277
- Greenfield - Tonya Fortner (317)467-3973
- La Porte - Marcia Blansett (219) 325-7564
- Seymour - Debra Ault (812) 524-3969
- Vincennes - Jaclyn Schmitt (812) 895-7393



Know Your Project Manager

- The Project Manager is the individual responsible for assisting the LPA with project development, schedule changes, and general project support.



Creating a Safe Routes Team

- School and school district representatives
- Local planning and city, town or county engineering reps
- Parents of children attending the target school
- Law enforcement reps
- Health community or local hospital reps, particularly physical activity proponents
- Local pedestrian and bicycling advocates



INDOT LPA Contract

- The appropriate and legal expenditure of federal-aid transportation funds
- Following all federal, state, and local laws, regulations, and policies applicable to the legal completion of federal-aid projects in Indiana.



INDOT LPA Contract

- Safe Routes Plan or School Travel Plan
- Encouragement Activities
- Outreach and Promotion
- Education Materials
- Safety Skills Training
- Traffic Enforcement
- Equipment and Incentive Purchases



Student Tallies / Parent Surveys

- Surveys establish the base conditions against which we try to measure progress later.



Consultant Selection Process

- The Code of Federal Regulations Title 23 Part 172 (**23CFR172**) **These regulations require use of a “Qualifications Based Selection” (QBS) process**



LPA/Consultant Contract

- The LPA Consultant Contract shall be in accordance with the latest Boilerplate contract located on INDOT's website



Authorization of funds

- Any local money expended by the LPA prior to the federal project funding authorization (FMIS authorization) will not be eligible for federal-aid reimbursement.



Quarterly Reports / Tracking Funds

- For all federally funded local projects, project sponsors are required to complete and submit **Quarterly Tracking Forms** and are subject to required attendance at quarterly tracking meetings as directed by INDOT, the project sponsor, and/or the MPO (if applicable).



Claim Reimbursement

- What are reimbursable items?
- What is FMIS? (Financial Management Information System)
- What is a NOA? (Notice of Authorization)
- What is a NTP? (Notice to Proceed)



Fatal Flaws

- Consultant Selection procedures not followed
- Using other than standard contract
- Work performed prior to federal funding authorization
- LPA ERC (employee in responsible charge) not certified or having an expired certification. Exception for SRTS non-infrastructure projects
- Consultant Project Manager of primary consultant not Certified or having an expired certification.



Contact Information

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