



## Transportation (Roads) Program

P.O. Box 137

Concho, Oklahoma 73022

Ph: (405)-262-0345, Ext. #27468

Fax: (405)-262-4865

*Improving the mobility of Tribal Members!*

### **DRIVEWAY ASSISTANCE PROGRAM**

#### **POLICY**

The Driveway Assistance Program, or DAP, provides the necessary materials, labor, and/or contract services to improve the access (driveways) to Tribal members homes. Improvements shall include the redesign, restructure, and/or rebuilding of driveways to improve the mobility of Tribal Members. The Driveway Assistance Program receives funding from Motor Fuels Tax Revenues which are allocated on a quarterly basis. Therefore, in order to ensure a uniform application of services and to ensure program funds are expended in the most economical manner for its intended purpose, the following policy regulates the Driveway Assistance Program.

- Request for services are initiated through a completed Driveway Assistance Program (DAP) Application;
- Applicant must provide proof of Tribal Membership
  - Submit copy of CDIB, or;
  - Complete attached Release of Information Form (Enrollment);
- Applicant shall provide proof of ownership of home and/or land for which the improvement is requested;
- Applicant shall permit the Transportation Program staff access to project site to accurately survey and assess the driveway for which improvements are requested;
- Transportation (Roads) Program shall provide sufficient notice, at least 24-hours, to applicant when survey and assessment of driveway is scheduled;
- Transportation (Roads) Program shall be responsible for developing a Scope of Work (SOW) and a Construction Schedule based on the applicant's survey and assessment (needs);
- Transportation (Roads) Program shall provide a Scope of Work to include, at a minimum, the following:
  - Locating utilities within or near project site (shall ensure all known utilities are flagged prior to the initiation of any work);
  - Securing City Permits and/or State Driveway Permits (depending on the location of the project);
  - Driveway roadbed preparation;
  - Delivery and installation of new materials, including but not limited to asphalt, concrete, drain structures, sod, and even signs;
  - Clean-up of area disturbed during construction activities; and,
  - Acquisition of maintenance contracts, if applicable.
- Applicant shall refrain from signing any agreements on behalf of the Tribes (any work agreed to between the Applicant and Contractor shall hold the Tribes free and harmless of any liability from any nature occasioned by work performed under an agreement signed by the Applicant);
- In special circumstances (referencing to Housing Authority or other ownership), Applicant shall provide the Transportation Program additional information as requested and shall provide additional time related to special circumstance;
- Applicant shall opt to sign a Release Form for publication purposes (news articles, progress reports, public notices, and/or general information purposes);
- Applicant shall be required to sign the Driveway Assistance Program Waiver of Recurring Requests Form; and,
- Applicant shall be responsible for maintaining the driveway after improvements are made.



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**APPLICATION**

**PERSONAL INFORMATION**

Date of Application \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_  
Street/P.O. Box City Zip Code

Finding Directions, if necessary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Phone Number(s) Main: \_\_\_\_\_ Alt. \_\_\_\_\_

Have you provided necessary proof of Tribal Membership? Yes No  
Provided a copy of CDIB Completed Enrollment Release of Info Form

Type of Ownership: Individual Trust Fee Status Mutual HUD Home (IHA)  
Other Proof of Ownership attached? Yes No

**DESCRIPTION OF NEED(S)**

Please describe the types of services and/or work you feel are necessary to improve access to your home.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, the undersigned APPLICANT, hereby certify that the above information is true and correct to the best of my knowledge. It is further understood that I have read the Driveway Assistance Program Policy and agree to comply with and abide by the terms and conditions of said policy.

\_\_\_\_\_  
Applicant Date

DAP STAFF ONLY