



P.O. Box 137

Concho, Oklahoma 73022

Ph: (405)-262-0345, Ext. #27432

Fax: (405)-422-8265

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 Department of Transportation staff access to project site to accurately survey and assess the driveway for which improvements are requested;
- Department of Transportation shall provide sufficient notice, at least 24-hours, to applicant when survey and assessment of driveway is scheduled;
- Department of Transportation shall be responsible for developing a Scope of Work (SOW) and a Construction Schedule based on the applicant's survey and assessment (needs);
- Department of Transportation 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 Department of Transportation 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.



P.O. Box 137
Concho, Oklahoma 73022
Ph: (405)-262-0345, Ext. #27432 Fax: (405)-422-8265

Improving the mobility of Tribal Members!

DRIVEWAY ASSISTANCE PROGRAM

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.

DAP STAFF ONLY

Applicant _____ Date _____