

Special City Allotment Program

A Dedicated Funding Option for Oregon's Smallest Communities



Program Overview

The Special City Allotment (SCA) is an annual allocation of state funds for local transportation projects. Through an agreement between the League of Oregon Cities and ODOT, ODOT sets aside \$1,000,000 each year (half from city gas tax revenue and half from the State Highway Fund) for cities under 5,000 residents.

Eligible agencies are those with less than 5,000 in population that have completed all prior SCA projects.

Eligible projects are those on city streets not a part of county road or state highway system. Additionally, SCA funds can only be used on streets that are "inadequate for the capacity they serve or are in a condition detrimental to safety" (ORS 366.805). Some agencies use SCA as local match for larger projects that also meet the intent of SCA.

Ineligible projects are those where any SCA funds have already been expended within the last ten years or not meeting the criteria above.

Individual project funding is limited to \$50,000 per project, with cities able to request an advance of up to one half (\$25,000). Project invoices are sent to the region LAL for reimbursement.

SCA project application and selection is administered jointly by Region staff and ODOT's Program and Funding Services Unit (detailed process on reverse).

Projects other than roadway improvements such as the purchase of equipment is not automatically eligible for SCA funding. Contact ODOT's Program and Funding Services for more details.

SCA is authorized by ORS 366.805 and governed by the [ODOT-LOC Special City Allotment Guidelines and Working Agreement](#).

Bay City Paving Project with SCA Funds



Initial road condition (2015)



Road condition at final inspection (2016)

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SCA Project Selection and Funding Process

1	Region Local Agency Liaisons (LALs) send their eligible city partners application materials
2	LALs receive applications by August 1st of each year
3	Program & Funding Services (PFS) calculates SCA amounts available to each ODOT Region
4	ODOT Regions rank applications & provide rankings to PFS
5	PFS obtains Intergovernmental Agreement (IGA) number for each project
6	LALs coordinate IGA execution for their respective project
7	PFS establishes project Expenditure Account (EA) following IGA execution
8	LAL provides city approval to commence work
9	City may request one half (up to \$25,000) of the total SCA amount in advance from PFS
10	City & LAL conduct a final project inspection at closeout; LAL requests final payment from PFS
11	PFS will close the EA and provide the Region with a summary of payments
12	PFS will provide Regions with a summary of SCA payments made each year

Special City Allotment Contacts

For project-level questions or to discuss delivery options, contact the following ODOT headquarters staff or your region SCA administrator below:

Program & Funding Services: Flower Shobe | 503.986.5374 | flower.e.shobe@odot.state.or.us

Region 1: Justin Shoemaker | 503.731.8486 | justin.d.shoemaker@odot.state.or.us

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For questions or comments about the contents of this paper, contact:

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