**Tips for Completing a SCA Application**

These tips are general guidelines for how to complete an application. A sample completed application is also included. If you have further questions about how to complete the application, please contact Alan Thompson at 503-986-7202

**Page 1**

Provide general information, name of city, address, name of person completing and signing grant application, their (work) phone number and email. This is critical, as this will be the person contacted if the grant is awarded/not awarded or if there are questions regarding the application.

Provide the amount of SCA funds requested, and total project cost. These are often different.

What is a good Project Name that concisely describes the project?

What is the length of the project (linear feet is preferred)

**General Location(s)**

The Application is designed to be simple and straightforward. Applicants can apply for a single street, or several streets. List all streets that are part of the project.

**Description of Need**

For a single street project, describe the need as it relates to the SCA Program (existing capacity or safety issue).

For Multiple street project, describe the need of the street deemed by the city in the worst condition (existing capacity or safety issue).

An example could start. “This is a safety issue because…” or, “This is an existing capacity issue, because…”

*Attach any supplemental pages that can help highlight Location, Need, and Project Description), including site maps and any photos of project area. Site Map can include Google Map with project area annotated.*

**Project Attributes**

Check all project attributes that apply. Is the project a full roadway overlay? Is it a Chip or Slurry Seal?

Will you be including sidewalks, curbs and gutters or curb ramps at corners, etc.

Is funding to be used as a match for a larger project?

If so, what is the source of funding for that larger project?

*(Page 2) Project Location*

Please annotate if project is only on a city owned street or on a county roadway. In addition, does the project abut, cross, run parallel and/or touch a state highway.
Conditions
This section examines the roadway conditions and usage in order to properly review and score the application. The city will complete the application to the best of their ability. Information provided is reviewed and verified by ODOT

Estimated Traffic Volumes: Is the level of traffic low, medium or high? For the application, low is considered less than 500 vehicles per day, medium is considered 500-999 vehicles per day, and high is considered over 1,000 vehicles per day. Vehicles are cars, motorcycles, trucks and commercial vehicles (also trucks).

Circle either low, medium or high.

Road Conditions: There are several tables, one for gravel, one for asphalt, and one for multi-modal. You will check the condition of each category as fair, poor, or severe. All categories must be checked.

For example, under gravel road condition, check potholes for either fair, poor, or severe. If no potholes, mark that category as N/A. Then move on to Washboarding and repeat the process. Do this for each category.

There is a category called “Other” in each of the tables which allows the applicant to flag a specific roadway condition that may have not been listed in any of the categories. Describe the condition and mark as fair, poor or severe.

Under Multi-Modal Road condition, complete it the same as the other sections. One difference in this section is there are several categories that start with “New” These are considered new infrastructure and are yes/no for missing/severe. Using one example, circling yes means that sidewalks or curbs/gutters are missing along the entire project area, and are going to be installed as part of the project.

If these categories are not going to be installed, circle no, or just write N/A for that row.

Signature
Print name and sign application. By signing, you are certifying that you are authorized by the city to apply for this grant.

Scan and email the completed application to smallcityallotments@odot.state.or.us
Make sure to also send a copy to your regional Transportation Project Manager. You may also send via regular mail (postmarked July 31st or earlier) to
Alan Thompson, SCA Program Manager,
ODOT TDD Building
555 13th Street NE
Salem OR 97301
City of: City of Smallville  Date: 7/31/2019

Address: 1234 Main Street, Smallville, OR 97333

Name: John Clink  Phone: 503.555-1212  Email: Cityengineer@smallville.org

SCA Funds Requested: $100,000  Estimated Total Project Cost: $105,000

Project Name: Bayside Drive Improvements  Project Length: 1,500 ft

General Location(s)* (identify the street names and general extent of project locations):
Bayside Drive from Field Street to corn silo road.

Description of Need* (describe the existing capacity or safety issues): Road surface has reached end of useful life and needs repair. Numerous cracks and defects allow water to enter and degrade road structure. Potholes slow traffic and present safety hazard. Children use roadway to walk to nearby school, further impacting safety.

Description of Project* (describe the proposed project and how it will address the need specified above):
Smooth and resurface roadway using chip seal or slurry seal to prevent water intrusion. Add new sidewalks, curbs and gutters and drainage. Install curb ramp at Field Street.

*Attach supplemental pages that can help depict Project Location, Current Conditions, and Project Description, include site maps and photos of the project area. Site Map can include Google Map with project area annotated.

Project Attributes (check all that apply)

- X Roadway Overlay
- ___ Slurry Seal
- ___ Bike Lane(s): if yes, then N / S / E / W (circle all that apply)
- ___ Storm Sewer: If yes, Storm Sewer is: New / Repair (Circle one)
- ___ Bridge Repair: If yes, Bridge Name is: ___________________

- X Sidewalk(s): if yes, then N/S/E/W (circle all that apply)
- X Curb(s)/Gutter(s): if yes, N/S/E/W (circle all that apply)
- X Chip Seal
- X Curb Ramp: if yes, then N / S / E / W (circle all that apply)

Estimated Daily Sidewalk Foot/Bike Traffic 50

Is funding to be used as match for an existing project? Yes / No (Circle One)
**Project Location** *(check all that apply):*

- [X] City Street
- [ ] County Road
- [ ] Abuts / crosses / runs parallel / touches a State Highway (circle all that apply)

**Conditions:**

*Please note: Applicant is self-certifying road conditions as true and correct to the best of their ability. Information provided will be reviewed and verified by ODOT.*

**Estimated Daily Traffic Volumes** *(select the location with the highest traffic volumes):*

Motor Vehicle (cars, trucks and commercial vehicles) Traffic: Low / Medium / High  *(Circle One)*

- Low = Less than 500 vehicles
- Medium = 500-999 vehicles/day
- High = more than 1,000 vehicles/day

**Gravel Road (if applicable to the project)**  N/A

<table>
<thead>
<tr>
<th>Gravel Road Condition</th>
<th>Fair</th>
<th>Poor</th>
<th>Severe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potholes</td>
<td>n/a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wash boarding</td>
<td>n/a</td>
<td></td>
<td></td>
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<tr>
<td>Rutting (vehicle weight causing ruts in lanes)</td>
<td>n/a</td>
<td></td>
<td></td>
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<tr>
<td>Missing Aggregate/Gravel</td>
<td>n/a</td>
<td></td>
<td></td>
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<tr>
<td>Dusting (aggregate decomposing to smaller particles)</td>
<td>n/a</td>
<td></td>
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<tr>
<td>Other (Describe):</td>
<td>n/a</td>
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</tbody>
</table>

**Scoring Key:**

**SEVERE** *(throughout the project area)*

**POOR** *(some deterioration within the project area)*

**FAIR** *(small segments within the project area)*
## Pavement (if applicable to the project)

<table>
<thead>
<tr>
<th>Scoring Key</th>
<th>Asphalt Road Condition</th>
<th>Fair</th>
<th>Poor</th>
<th>Severe</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SEVERE</strong></td>
<td>Potholes</td>
<td></td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td><strong>POOR</strong></td>
<td>Cracking along the roadway (parallel)</td>
<td></td>
<td>✔</td>
<td></td>
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<tr>
<td></td>
<td>Rutting where tires tracks are depressed</td>
<td></td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cracking crossing (perpendicular) the roadway</td>
<td></td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rough Pavement</td>
<td></td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td><strong>FAIR</strong></td>
<td>Other (describe): __</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Poor drainage eating away at roadway edge.</td>
<td></td>
<td></td>
<td>✔</td>
</tr>
</tbody>
</table>

## Sidewalks / Bike Lanes (if applicable to the project; check all that apply):

<table>
<thead>
<tr>
<th>Scoring Key</th>
<th>Multi/Modal Road Condition</th>
<th>Fair</th>
<th>Poor</th>
<th>Severe/Missing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SEVERE/MISSING</strong></td>
<td>Uneven sidewalk slabs</td>
<td>n/a</td>
<td></td>
<td></td>
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<tr>
<td><strong>POOR</strong></td>
<td>Sidewalk obstructed, cracked</td>
<td>n/a</td>
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<td></td>
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<tr>
<td></td>
<td>Curb ramps needed</td>
<td></td>
<td>✔</td>
<td>Y / N</td>
</tr>
<tr>
<td></td>
<td>Curbs and Gutters (installation)</td>
<td></td>
<td>✔</td>
<td>Y / N</td>
</tr>
<tr>
<td></td>
<td>Bike lane missing</td>
<td>n/a</td>
<td></td>
<td>Y / N</td>
</tr>
<tr>
<td></td>
<td>New Sidewalk or bike lanes to connect to school, downtown, shopping or transit</td>
<td></td>
<td></td>
<td>✔ / N</td>
</tr>
<tr>
<td></td>
<td>Other (describe): __</td>
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<td></td>
</tr>
</tbody>
</table>

## Signature:

__________________________________________      _________________________________
Printed Name                                                                     Authorized Signature

Email to: smallcityallotments@odot.state.or.us  copy the ODOT Project Manager/Transportation