

Small City Allotment Grants

Call for Projects

2021 -2022

How much is available?

\$5 million each year, distributed annually through a competitive grant program.

Who can apply? Incorporated cities with a population of less than 5,000.

What kind of projects are eligible? A project may be on a City Street or a County Road within the City limits, but not on a State Highway. The project must address a capacity or safety issue, defined as follows:



Capacity projects must

address issues that increase the efficiency of transportation whether it is by vehicle or another mode such as walking or biking. Examples include: redesigning or reconfiguring a roadway to accommodate a higher volume of vehicles; repaving, sealing, resurfacing, or otherwise improving roadway conditions that impact traffic flow; paving a gravel road to an existing development/populated area; or adding walkways or bikeways where none exist. Capacity projects would *not* include paving a dirt or gravel road to a planned development.

Safety projects must address a safety issue or concern. Examples include: adding turn lanes, crosswalks, or other safety countermeasures to roadways, improving road surfaces that are in poor or severe condition and present a hazard to the traveling public; or adding walkways or bikeways where none exist.

THE MAXIMUM FUNDING REQUEST IS \$100,000.

What is the match requirement?

There is no match requirement and the ability to contribute is not considered when scoring applications. Grant recipients are responsible for all Project costs not covered by Grant Funds.

HOW TO APPLY

Where and when can I apply?

Applications are accepted June 1st through July 31st each year. The application form can be accessed by using this link: <https://www.oregon.gov/odot/Forms/2ODOT/7345255.pdf>

PROJECT SELECTION



What kinds of projects will rise to the top for funding?

Projects intended to improve severe roadway conditions consistently score high as do projects that include Multi-Modal elements, i.e., walkways and bikeways. Keep in mind that this is a *competitive* grant program and projects are scored on existing conditions and proposed improvements, you will be required to complete the project as described in your application.

Project Costs

Select a project that the City has the capacity to complete within two years from the time the grant agreement is executed. We recommend that Cities develop a project cost estimate and submit it with their application. Your project cost estimate should include all project elements required to complete the project, including ADA improvements.

ADA Requirements

Cities are required to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended. Failure to comply with ADA requirements may jeopardize project funding. It is the Cities responsibility to determine if a project triggers ADA improvements that are on either the local system or on ODOT's system (if the project is on or along a state highway).

Additional resources can be found at:

<https://www.oregon.gov/ODOT/Engineering/Pages/Accessibility.aspx>

Time Frame

Small City Allotment projects are to be completed within two years of the Agreement execution date. The Small City Advisory Committee urges Cities who are not prepared to deliver their project within the two year time frame to wait for a subsequent funding cycle to apply.

NEXT STEPS

What happens once I have submitted my application?

Regional Transportation Project Managers (TPMs) will be busy performing site reviews August 1st through September 30th and will score and rank all eligible projects.

The Program Manager applies a funding distribution formula based on the total number of eligible cities, number of applications received and population, consistent with ORS 366.805. This allows us to determine the funding level available to each region and subsequently how many projects can be awarded. Projects compete only against other projects within the same region.

The Program Manager then presents a ranked list of the highest priority projects (per Region) to the SCA Advisory Committee as well as the funding allocation split. The Committee reviews the rankings and makes recommendations on the selection process. Upon the Committee's consent the list is presented to ODOT's Executive Director for final approval.

- Upon the Director's approval of the Project List the Cities will be notified whether or not their project will be funded. This information will be provided no later than October 31, 2021.
- ODOT staff will prepare Project Agreements which will be sent to the Cities for authorized signatures. Cities are required to return the appropriately signed agreement within 90 days of receipt.
- Once an executed Agreement is in place a City may request an advance payment equal to 50% of the award amount.
- Projects must be completed within two years of the Agreement execution date.
- Upon project completion the City will provide notification to ODOT along with the final invoice and pictures of the completed project.
- An ODOT Transportation Project Manager will schedule a site review of the completed project and upon Project Acceptance the final invoice will be processed for a payment.