



## 2026 Small City Allotment Grant Application Instructions

**PROGRAM DESCRIPTION:** The Small City Allotment program 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 \$5m each year (half from city gas tax revenue and half from the State Highway Fund) for incorporated cities with populations of 5,000 or less. Statute (ORS 366.805) dictates that these funds may only be used upon streets that are inadequate for the capacity they serve or are in a condition detrimental to safety. Grants are awarded per a competitive process, i.e., projects are evaluated and compared against other projects within the same region to determine which will be prioritized. Funding is limited to \$250,000 per project. Cities should not request more funds than they expect their project to cost.

### 2026 PROGRAM TIMELINE:

- Applications accepted March 2nd through April 30th.
- Cities must have previously awarded SCA projects completed prior to May 1, 2026.
- Project evaluations will be conducted by ODOT staff May 1 through June 30, 2026.
- Awards will be announced mid-July.

**APPLICANT REQUIREMENTS:** In addition to being an incorporated city with a population of 5,000 or fewer, cities must have all previously awarded Small City Allotment projects completed and their final reimbursement request submitted to ODOT prior to May 1st to be eligible to apply. If you think you might be able to meet the deadline, we recommend that you go ahead and apply. If it turns out the reimbursement request is not complete or ODOT does not issue Project Acceptance prior to July 1, 2026, the application will be removed from consideration.

**PROJECT SELECTION:** Choose a project that meets program criteria by addressing a safety or capacity issue, and that you have the budget and ability to complete within two years. Projects that will address the most critical conditions will score the highest.

**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 reconfiguring a roadway to accommodate a higher volume of vehicles, resurfacing, or otherwise improving roadway conditions that impact traffic flow like paving a gravel road or adding walkways and curb ramps.

**Safety** projects could include adding turn lanes, crosswalks, walkways or addressing drainage or visibility issues, widening travel lanes, adding shoulders, or improving road surfaces.

### Examples of Non-Eligible Projects/Expenses:

- Construction of new streets
- Paving parking lots
- Right of Way expenses
- Improvements outside of the public Right of Way
- Costs to adjust, reconstruct or relocate utilities.



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- Equipment, tools, or materials that could be used for work outside of the project.
- Costs incurred prior to the execution of the agreement or after the project termination date.
- Administrative services performed by the recipient.

**APPLICATION FORM** is available here: [2026 Small City Allotment Grant Application](#)

**DEADLINE:** Applications are due by 11:59 PM on April 30, 2026.

**HOW TO SAVE YOUR APPLICATION:** You can save your progress at any time by clicking the "SAVE" button at the bottom of the form. This action will auto generate an email to you that contains a link that will allow you to return to the application and resume your progress.

**CHARACTER LIMITS:** Please note that there are character limits (not word limits) on many of the narrative questions. The form will not accept your answer if it is over the limit.

**REQUIRED INFORMATION:** The application has fields that are required to be completed. These fields are identified by a red asterisk \*.

### APPLICATION SECTIONS

#### GENERAL INFORMATION:

- Applicant Contact Information (name, title, phone #, email address and mailing address)
- Project Name
- Total Project Length in feet (this should be the sum of all locations)
- Funding Request Amount (cost estimate should support the amount requested)
- Estimated Total Project Cost (only include costs that will be submitted to the SCA program for reimbursement)

**MATCH:** Cities may elect to use SCA funds as local match for an *existing* state or federally funded transportation project. You must provide a copy of the *executed funding agreement* for which the SCA funds will be used as match.

#### PROJECT LOCATIONS

Your project may include multiple locations. You must enter a Project Location for each street on which you plan to make improvements. Your project will be evaluated on the information you provide in each project location. To add additional locations, click on the “**Add Location**” box at the bottom of this section.

- Name of street, including the beginning and ending points
- Length of project improvements at this location, in linear feet
- Estimated cost of improvements at this location
- If the location is a County Road, special conditions apply
- If the location abuts a state highway, special conditions *may* apply



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**PROBLEM STATEMENT:** Describe the existing safety or capacity issues that the project is designed to address for each project location.

**PROJECT DESCRIPTION:** Describe the project improvements that will serve to resolve the issues described in the Problem Statement.

### PROJECT DETAILS:

Select the "Yes" option for each element that will be included in your project. When you select "Yes," the window for that item will expand to allow for more detailed information. Common project elements addressed within the application include:

Base Repairs Yes/No	Resurfacing Yes/No	Right of Way Yes/No
Curbs Yes/No	Storm Sewer Yes/No	Walkways Yes/No
Gutter Yes/No	Bridge Work Yes/No	Curb Ramps Yes/No
Multi-Use Paths Yes/No	Bike Lanes Yes/No	Other Yes/No

**Example:** If you were to select "Yes" for Resurfacing this is what would open:

#### Resurfacing

Identify existing surface and what material will be used to overlay or replace it.

Location (provide beginning and ending points)

Existing Width and Length

Proposed Width and Length



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### REQUIRED ATTACHMENTS

The following documents are *required* to be submitted with your grant application:

- Map of the proposed area, depicting start and end points for each project location.
- Photos showing current conditions. You will be required to submit photos of the improvements at project closeout. Do not submit more than five photos of the same project location.
- Proof of secured State and/or Federal funding if the grant will be used as matching funds for an existing project.
- Itemized Cost Estimate, if the applicant will be contributing to the project be sure to identify the items for which the city will be seeking reimbursement from the SCA program.

### SAVING THE APPLICATION

If you need to leave the application unfinished to return to later, you may click on the “SAVE” button at the bottom of the screen, this action will auto generate an email to you containing a link that will allow you to return to your application.

If you would like to make changes to your application after it has been submitted, please contact the Small City Allotment program administration by sending an email to:

[SmallCityAllotments@odot.oregon.gov](mailto:SmallCityAllotments@odot.oregon.gov).

Once received, we will email you a link that will allow you to access and edit your application. Please note that only minor changes/corrections will be allowed after the application deadline.

Regional ODOT personnel will conduct site evaluations May 1st through June 30th, and awards will be announced mid-July, after the results are presented to the Small City Allotment Advisory Committee and approved by ODOT's Statewide Investments Management Section Manager.