

SMALL CITY ALLOTMENT PROGRAM

LOCAL PROGRAMS ADVISORY COMMITTEE

MAY 1ST, 2024



Agenda

- Program Overview
- Funding Allocation – Regional Split
- Eligible Projects
- Commonly Funded Projects
- Project Selection
- Program Timeline
- Project Execution

Program Overview

- ❑ The Small City Allotment (SCA) program was created through Oregon statute (ORS 366.805) in 1991 to provide small cities with funding for local transportation projects.
- ❑ The program's annual allocation is \$5M, half coming from city gas tax revenue and half from the State Highway Fund. The maximum award amount is \$250,000.
- ❑ This funding is available through a competitive grant program and is in addition to the cities' per capita distribution of Highway Trust Funds.
- ❑ ODOT and the League of Oregon Cities collaborate to establish guidelines and working procedures for the administration of the SCA program.
- ❑ The Small City Allotment Advisory Committee, was established in 2017. The committee is comprised of one representative from an eligible city in each of ODOT's five regions. The committee advises on policy development and processes.



Program Overview

- ❑ Eligible cities must be incorporated and have a population of 5,000 or fewer.
- ❑ There are 241 incorporated Cities in Oregon, 159 that qualify for the SCA program.
- ❑ Populations of the eligible Cities range from 25 (Lonerock) to 4,714 (Lafayette).
- ❑ Over the past five years the program has averaged 88 applications per year and has been able to fund approximately 42% of those applications.
- ❑ Prior to the application deadline, cities must have completed all previously awarded SCA projects to be eligible to reapply.

Funding Allocation – Regional Split

Available funds are split between ODOT's five regions using a formula based on the average of three values:

- % of total eligible city population by region
- % of total number of eligible cities by region
- % of total number of applications received per region
- Example: Region 3 has 21.13% of the entire SCA population in the state, 14.38% of the SCA eligible cities, and 21.42% of the applications received. The average of these values (18.98%) is the percent of available funds Region 3 will receive.

Eligible Projects

Per ORS 366.85, money from the account may only be used upon streets that:

1. Are not a part of the state highway system;
2. Are within cities with populations of 5,000 or fewer; and
3. Are inadequate for the capacity they serve *or* in a condition that is detrimental to safety.

Funds may be used as local match for an *existing* State or Federally funded project if the project includes SCA eligible improvements that are equal to or more than the funding request.

Commonly Funded Projects

- Reconstruction
- Base repairs
- Widening roadway
- Drainage work
- Asphalt overlays
- Pedestrian Facilities



Re-graveling and chip sealing.



Ukiah, Population 203.



Richland, Population 166.

Construction of curbs, gutters, sidewalks, and curb ramps



Myrtle Point. Population 2,479.

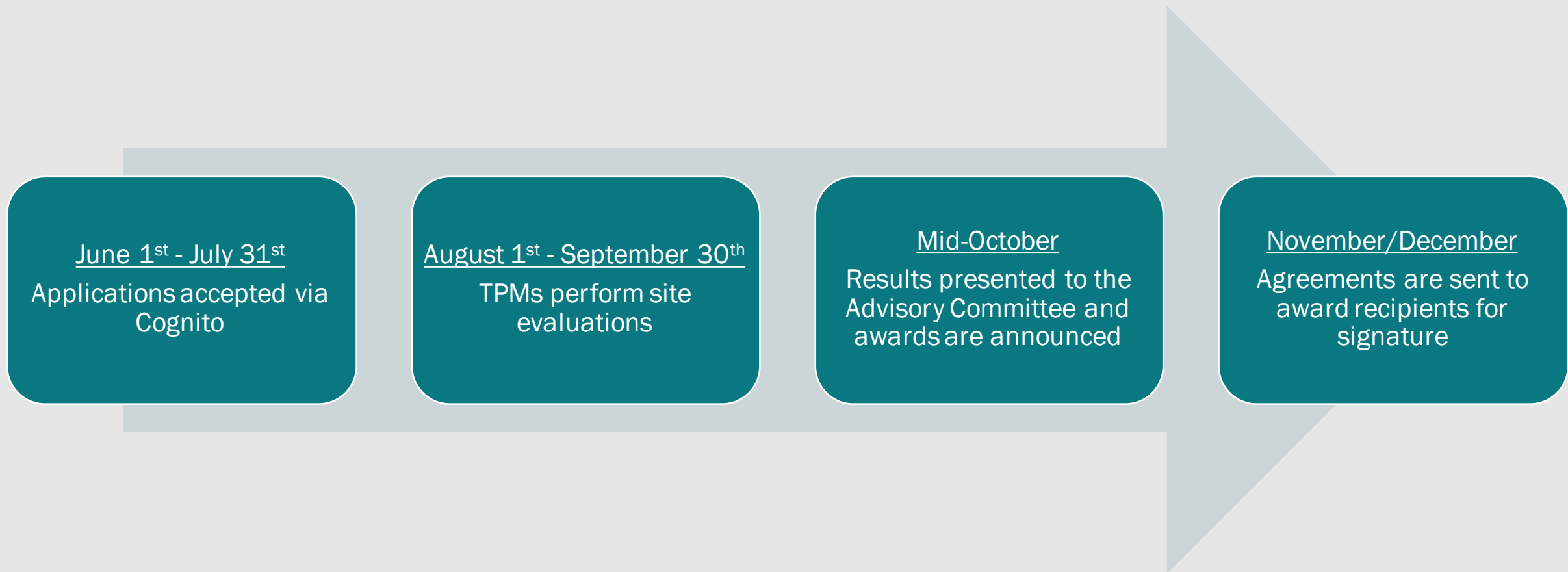


Gaston. Population 672.

Project Selection

- ❑ Projects are only compared against other projects within the same region.
- ❑ Regional ODOT personnel perform onsite project evaluations, score and rank the projects.
- ❑ Projects are evaluated on current conditions and proposed improvements.
- ❑ Projects that best address a safety and/or capacity issue will score the highest.
- ❑ Consideration is given for the number of years since the city was last funded and for 5-year population growth.
- ❑ After applying the regional allocation formula, the program manager determines how many projects can be funded in each region.
- ❑ A prioritized list is presented to the SCA Advisory Committee for final approval.

Program Timeline



Project Execution

- ❑ Once a city has an executed agreement in place, they may request an advance payment equal to 50% of their award.
- ❑ Any changes must be pre-approved and supported by a written amendment prior to being implemented.
- ❑ Upon project completion, award recipients submit their final reimbursement request to the program manager and the appropriate TPM for their region.
- ❑ Receipt of the reimbursement request prompts the TPM to schedule a site review.
- ❑ Upon successful review of the project the TPM issues project acceptance and the program manager processes the reimbursement.
- ❑ Funded projects are required to be completed within two years, unless extended by amendment.

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