



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 be used only upon streets that are inadequate for the capacity they serve or are in a condition detrimental to safety. Funds are distributed per a competitive process with cities competing against other cities within the same region. Each project is evaluated, scored and ranked and those that best meet the program criteria will be awarded to the degree funding allows. Funding is limited to \$250,000 per project. Cities should not request more funds than the anticipated cost of their project; unexpended funds will remain in the account to be reallocated the next program year. Cities may have no more than one active project as of September 1st to be eligible to apply for this round of funding. Applications will be accepted July 1st through August 31st.

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.

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, curb ramps or bikeways.

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

Eligibility: Cities may have no more than one active project as of September 1, 2022 to be eligible to apply.

Examples of Non-Eligible Projects/Expenses:

- Construction of new streets
- Right of Way expenses
- Improvements outside of the public Right of Way
- Costs to adjust, reconstruct or relocate utilities
- Equipment, tools or materials that could be used for work outside of the project
- Costs incurred prior to the execution of the agreement
- Administrative services performed by the recipient.

Application form and additional information may be found on the Small City Allotment webpage:

https://www.oregon.gov/odot/LocalGov/Pages/SCA_Program.aspx

Deadline: Applications are due by 11:59 on August 31, 2022.



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SCORING CRITERIA: Projects are required to address either safety or capacity issues, projects that best meet this criteria will score the highest. An ODOT representative will perform a site evaluation on each eligible proposal; projects will be scored and ranked to determine which should be given priority. Scoring is based on current conditions and proposed improvements.

HOW TO SAVE YOUR APPLICATION: You can save your progress at any time by clicking the "save" button at the bottom of the form. You will then be emailed a link to 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: Throughout the application there are pieces of information that are required when submitting a Small City Allotment grant application. Each of these items is marked with a red asterisk *.

APPLICATION SECTIONS:

GENERAL INFORMATION:

- Applicant Contact Information
 - Applicant Contact Information (name, title, phone #, email address and mailing address)
 - Project Name
 - Total Project Length (this should be the sum of all locations)
 - Funding Request Amount (may not exceed the Total Estimated Project Cost)
 - Estimated Total Project Cost (itemized cost estimate must be included)

MATCH: Cities may elect to use SCA funds as local match for an *existing* state or federally funded 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 within the City. You are required to complete the Project Location section for each street on which improvements will be made. Your project will be evaluated on the information you provide in this section. To add additional locations click on the "Add Location" box at the bottom of this section.

- Name of street, include beginning and ending points
- Length in feet of project work at this location
- Estimated Cost of Improvements at this Location
- Is it a City Street (under the jurisdiction of the city)?
- Does the street abut or otherwise touch a state highway?

PROBLEM STATEMENT: Describe the safety or capacity issue the project is designed to address for each project location.



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

PROJECT DETAILS

- **Surface Type:** enter current surface type at this project location (If the intent is to resurface at this location complete the remaining fields of this section):
 - Location (beginning and ending points of resurfacing)
 - Existing width and length
 - Proposed width and length
 - Proposed surface type and thickness

PROJECT ELEMENTS

Select the “Yes” option for each item that will be included in your project. When you select “Yes”, the window for that item will expand to show the required information. Here is a list of the possible items that may be a part of your project:

- Storm Sewer
- Curbs
- Gutters
- Walkways
- Curb Ramp
- Bike Lanes
- Multi-use Paths
- Bridge Work
- Right of Way
- Other

REQUIRED ATTACHMENTS

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

- Map of the proposed area, depicting start and end points.
- Photos depicting current conditions. You will be required to submit photos of the improvements at project closeout.
- Proof of secured State and/or Federal funding if grant will be used as match for an existing project.
- Itemized Cost Estimate

If you need to leave the application unfinished to return at a later date, you may click on the “Save” button at the bottom of the screen and a link will be emailed to you to use when you return.



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If you would like to make changes to your application after it has been submitted, please contact the Small City Allotment office by sending an email to SmallCityAllotments@odot.oregon.gov. At this point we will email you a link to access your application.