



2024 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. 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.

ELIGIBILITY 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 September 1, 2024, 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 if ODOT does not issue Project Acceptance prior to November 1st, 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 are scored on current conditions and proposed improvements, typically those locations in the most critical condition will score the highest if the proposed improvements will address the conditions.

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.

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.
- 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.



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DEADLINE: Applications are due by 11:59pm, on August 31, 2024.

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 on many of the narrative fields. 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
 - 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
- *Only include only 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. To be eligible, the city must have an executed agreement in place for the primary project.

PROJECT LOCATIONS

Your project may include multiple locations within the city. You are required to enter a Project Location for *each* street that you are proposing to make improvements to. 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 of project improvements at this location
- Estimated Cost of Improvements at this location
- Is the project on a City street or County road? *If on a County Road, special conditions apply.
- If any project location will abut a State Highway, and will be adding a new feature, remediating an existing feature, or includes improvements that could alter existing facilities (overlays can affect curb ramps) you must obtain pre-approval from both the Area and District Manager. If permission is granted, you must negotiate the maintenance terms and conditions so, *if your project is selected for funding, you will know what to expect upfront.*



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PROBLEM STATEMENT: Describe the safety or capacity issue 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 show the required information. Here is a list of the possible items that may be a part of your project:

- Resurfacing
- Storm Sewer
- Curbs
- Gutters
- Walkways
- Curb Ramp
- Bike Lanes
- Multi-use Paths
- Bridge Work
- Right of Way
- Other (Use to identify improvements not listed above).

REQUIRED ATTACHMENTS

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

- ODOT Area & District Managers approval of the scope of work for projects that will abut a state highway and is adding a new feature, remediating an existing feature, or that includes improvements that could alter existing facilities. *Overlays can impact curb ramps.
- 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 three 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 they will seek 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 initiate an email to you containing a link that will allow you to return to your application.



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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 program administration by sending an email to:

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 August 31, 2024.

Regional ODOT personnel will conduct site evaluations September 1, through October 31, 2024. Awards will be announced mid-November.