

# Guidelines for Grant Recipients

## *Small City Allotment Program*



Lonerock, Oregon. Photo by Dan Meyers, Unsplash



Small City Allotment

A Dedicated Funding Option for Oregon's Smallest Communities  
December 2023

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## Disclaimer

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These guidelines are intended as a resource for Small City Allotment (SCA) grant fund recipients and should not be considered legal advice. They do not cover all details in the agreement or all circumstances, nor do they replace the agreement between the recipient and the Oregon Department of Transportation (ODOT). The agreement remains the binding legal document. The Small City Allotment program is governed by Oregon Revised Statutes 366.800 and 366.805. As statutory changes are possible for Small City Allotment funding cycles, this will be a living document and is subject to change.

## Purpose

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These guidelines were developed to assist SCA grant recipients in administering their awarded projects. While not all-inclusive, the guidelines touch on the most commonly asked questions from grant recipients and should serve as a quick reference to ensure grant funds are spent according to the applicable policies and rules. Recipients are responsible for ensuring expenditures are reasonable and necessary for their project.

## Overview

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The SCA 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 \$5,000,000 each year for cities with populations of 5,000 or less, per the most recent census. The funding is distributed between ODOT's five regions using an allocation formula based on the total number of eligible cities per region, total eligible population by region and total number of applications received per region. Individual project funding is limited to \$250,000 per project. Funds must be used on streets:

1. That are not part of the state highway system,
2. That are inadequate for the capacity they serve; or,
3. Are in a condition detrimental to safety.

ODOT will enter into project agreements with each city approved to receive funding. Projects are to be completed within two years of the agreement execution date.

## Roles

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The SCA Program Manager provides administrative oversight for the program. This oversight includes monitoring projects to ensure compliance, reviewing applications, executing project agreements, approving change requests and processing reimbursement requests. Regional staff assigned to support the program perform the pre-award project evaluations as well as the final project review. Both the Program Manager and assigned regional staff are available to answer your questions.

# Small City Allotment Fund

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Projects must be completed within two years of the agreement’s execution date. Grantees are required to submit their request for reimbursement within 90 days of the project completion date. These are key requirements and are listed within the agreement. The programs financing comes, in equal amounts, from city gas tax revenue and the state highway trust fund. Projects must comply with the requirements of Oregon law and regulations related to capital improvement projects.

When grantees accept Small City Allotment funds, they agree to adhere to applicable state and federal laws, regulations, rules, and any additional requirements specified in the Small City Allotment grant agreement. Grant monies must only be used for purposes consistent with these requirements. Improper use of funds may result in the state recovering grant monies disbursed to the grantee.

## Eligible Expenses

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Eligible project costs generally include the actual costs expended that are reasonable, necessary and directly related to the project and project delivery. They do not include indirect, administrative, working capital or operating costs.

Grant funds shall be used solely for the project described in the agreement and shall not be used for any other purpose. No grant funds will be disbursed for any changes to the project unless ODOT has preapproved such changes by amendment, pursuant to Section 4(c) of the agreement.

The list below provides some examples of eligible and ineligible expenditures.

<b>Examples of Eligible Capital Expenditures</b>
Design and engineering professional services
Capital construction costs
Materials necessary to complete the project

<b>Examples of Ineligible Expenditures</b>
Expenses incurred prior to receiving written Notice to Proceed
Ongoing operations, maintenance and repair costs
Administrative services performed by the recipient.
Right of way costs
Costs to adjust, reconstruct or relocate utilities
Work outside the public right of way
Equipment, tools or materials that could be used for work beyond the scope of the project

# Advance Payment/Reimbursement

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Upon execution of the agreement, you may submit a written request for an advance payment equal to 50% of the award amount. Payment requests must be submitted on city letterhead and identify the agreement number.

The SCA is a reimbursement program. Cities are reimbursed for project expenses after the project has been completed and project acceptance has been issued. Recipients must pay the invoices prior to seeking reimbursement.

No later than 90 days after the project completion date, grantees must submit their request for reimbursement to the SCA Program Manager at: [SmallCityAllotments@odot.oregon.gov](mailto:SmallCityAllotments@odot.oregon.gov). Failure to submit the request for reimbursement within 90 days could result in non-payment.

Your reimbursement request must include the following:

Invoice Requirements
Submitted on city letterhead
Must be made out to ODOT
Must be dated
Identify the agreement number
Reimbursement period (first and last date work was performed)
Total project cost
Advance payment received, if applicable
Total reimbursement requested
Contact name, title, phone #, email address
Summary of expenses (engineering, contractor, BOLI, materials)
Documentation supporting the expenses (receipts/invoices)
Photos of the completed project

Additional guidance on reimbursements may be found at:

[https://www.oregon.gov/odot/LocalGov/Pages/SCA\\_Program.aspx](https://www.oregon.gov/odot/LocalGov/Pages/SCA_Program.aspx)

ODOT may request proof of payments made to your consultant/contractor/vendor.

If complete information is provided with your reimbursement request, you can expect to receive payment within 45 days of ODOT's approval of the request.



### Things to remember:

- Costs incurred prior to the agreement execution date (date of final signature) or after the agreement expiration date are not reimbursable.
- You must expend the funds (paid bills) prior to seeking reimbursement.
- Make sure that any invoices you pay for materials or services have enough detail to demonstrate they are eligible for reimbursement with Small City Allotment funds.
- Final reimbursement requests must be submitted within 90 days of project completion or you risk not being reimbursed.
- If you are unsure of whether a cost is eligible for reimbursement, contact the program manager.

## Public Works/Prevailing Wages

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Because your project is funded with public funds, it is considered a public works project under Oregon Law. These projects are regulated by the Bureau of Labor and Industries (BOLI) and are subject to a contract fee paid directly to BOLI.

If the total cost of your project is \$50,000 or more, prevailing wage rate laws will apply. If you have questions regarding prevailing wage rate laws, contact BOLI or visit their website at:

<https://www.oregon.gov/boli/employers/pages/prevailing-wage.aspx>

## Change Orders

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As projects are awarded per a competitive process only minor changes to the project scope will be allowed. ODOT will examine any proposed changes to ensure they remain within the original intent of the project selected for funding. ODOT will pay particular attention to any changes that may alter the effectiveness of addressing safety or capacity issues. Any additional work must be pre-approved and supported by an amendment to the agreement prior to the work being performed. Additional improvements are required to be completed within the two year time frame.

The grant amount you have been awarded will not be increased. Recipients are responsible for all costs exceeding the award amount.

Change requests must be submitted in writing and include an explanation as to why the proposed change(s) are necessary, a detailed description of the project elements you propose removing as well as any additional proposed improvements. Submit the Change Request to the SCA program manager at: [SmallCityAllotments@odot.oregon.gov](mailto:SmallCityAllotments@odot.oregon.gov)

If approved, an amendment to the agreement must be executed prior to the recipient incorporating the approved changes.



### **Things to remember:**

- Only minor changes will be allowed as the project was evaluated, scored and awarded per a competitive process. Proposed changes may not have resulted in the project scoring high enough to be selected for funding.
- Changes must be approved per written amendment prior to being implemented.
- The grant amount you have been awarded will not be increased.
- Recipient is responsible for all expenses exceeding the grant amount.

## Project Acceptance

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Once we have been notified that your project has been completed, the SCA program manager, or designee, will conduct an on-site review to confirm the completed improvements match the project description identified in your agreement. Upon satisfactory review, ODOT will issue Project Acceptance. This action acknowledges that all work on the project has been completed to the satisfaction of ODOT. Final payment cannot be released until project acceptance has been issued.

## Other Provisions

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### ***Maintenance and Repair***

As a condition of your Small City Allotment grant, you are required to maintain the improvements for a period of seven (7) years. All maintenance and repair costs are your responsibility. Any portion of a street upon which SCA funds have been expended will not be eligible for additional SCA funding for similar improvements until the maintenance period has ended.

### ***Records Retention***

Grant recipients and their contractors must keep project and financial records for six (6) years after project completion.

### ***Americans with Disabilities Act (ADA)***

Your project is subject to the requirements of the Americans with Disabilities Act. Any work on or along the state highway system must be completed according to ODOT's standards.

*Definition:* "on or along the state highway" includes public sidewalk and accessible route features that are adjacent to the state highway road system regardless of who has public ownership, public easements, or intergovernmental agreements of the underlying property where the accessible route feature resides.

Useful links:

[https://www.oregon.gov/odot/Business/Specs/2024\\_STANDARD\\_SPECIFICATIONS.pdf](https://www.oregon.gov/odot/Business/Specs/2024_STANDARD_SPECIFICATIONS.pdf)

<https://www.oregon.gov/odot/ada/pages/engineering.aspx>

### **Photos**

You must submit before and after photos of your project. Pre-construction photos are required to be submitted during the application process; post construction photos must be submitted with your final request for reimbursement. Please submit your photos to the SCA program manager at:

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



#### **Things to Remember:**

- You must obtain a permit to work on or along a state highway.
- Curb ramp work on or along a state highway requires that the contractor must have ADA Certified supervisory personnel who will directly supervise the curb ramp work. This may be a difficult requirement to fill as there is not an abundance of workers who have obtained this certification.
- ADA ramps must pass inspection conducted by an ODOT Certified Curb Ramp Inspector prior to the recipient releasing their contractor or being reimbursed by ODOT.

## **Contracting**

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When you hire a contractor to perform work on your project, you must follow ORS 279C if you are a public body.

All contracts or agreements you have with consultants/contractors/vendors for materials or work on your Small City Allotment project must be in writing.

Recipient will require its contractor(s) to meet the minimum insurance requirements as provided in Exhibit C of the agreement.

ADA Certification for Contractors is required for all personnel who will directly supervise any curb ramp work on or along a state highway.

When bidding a project that has work subsequent to the Small City Allotment project, we require that the SCA work is identified as a separate bid item. Small City Allotment costs are not to be combined with costs related to a second project. All project costs must be itemized. Reimbursable costs are those that are actual, documented and incurred after the agreement execution date.



#### **Things to Remember:**

Make sure that any invoices you pay for materials or services have enough detail to demonstrate they are eligible for reimbursement with Small City Allotment funds.



## Self-Performed Work

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If you plan to self-perform any portion of the project, you must seek prior approval from the SCA program manager. Please note that in general, overhead, profit, administrative, project management, and construction management costs incurred directly by the grantee (and not through a contract) are not eligible for reimbursement. Some costs that may be permitted are construction labor, materials and equipment operating costs (rental, fuel, insurance).

Public contracting agencies who intend to self-perform work must comply with the cost analysis requirements of ORS 279C.305.

## Resources

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Below are a list of resources and forms you may find on the Small City Allotment website:

[https://www.oregon.gov/odot/LocalGov/Pages/SCA\\_Program.aspx](https://www.oregon.gov/odot/LocalGov/Pages/SCA_Program.aspx)

Guidelines for Grantees

Reimbursement Request Guidelines

SCA Regional Contact List

## Summary

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The Small City Allotment program funds critical infrastructure in Oregon's smallest cities. When accepting a Small City Allotment grant, you are also accepting the responsibility to follow the laws and rules guiding the use of those funds. ODOT staff stand ready to answer questions and assist you to ensure a successful delivery of your project.

For assistance please reach out to the Small City Allotment Program Manager:

**Deanna Edgar | (503) 602-0494 | [SmallCityAllotments@odot.oregon.gov](mailto:SmallCityAllotments@odot.oregon.gov)**