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 the anticipated cost of their project.

2025 PROGAM TIMELINE:

- Applications will be accepted March 3rd through April 30th.
- Previously awarded SCA projects must be completed, *and* final reimbursement request submitted prior to May 1st.
- Project Evaluations will be conducted May 1st through June 30th.
- Awards Announced mid-July.

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, curb ramps or bikeways.

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

Eligibility: Incorporated cities with populations of 5,000 or less are eligible to apply if all previously awarded SCA projects have been completed, *and* the city has submitted their request for reimbursement prior to May 1, 2025. If a city has an active project that they believe will be completed in time, we recommend you apply but knowing it will be removed from consideration if the deadlines are not met.

Examples of Non-Eligible Projects/Expenses:

- Construction of new streets
- Right of Way expenses
- Improvements outside of the public Right of Way

- Costs to 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.

APPLICATION FORM is available here:
https://www.cognitoforms.com/ODOT2/_2025SmallCityAllotmentGrantApplication

DEADLINE: Applications are due by 11:59 PM on April 30, 2025.

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 containing 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 (the sum of all locations identified within the application)
- Funding Request Amount (your cost estimate should support the amount requested)
- Estimated Total Project Cost (an itemized cost estimate must be provided)

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 within the City. You are required to complete a Project Location 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.
- Approximate linear feet of project at this location.
- Estimated cost of improvements at this location.
- Indicate if the project location is a City Street or County Road, if on a County road, special conditions apply.

- If the project location will abut a State Highway, special conditions may apply.

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 at this project location. When you select "Yes" a window will expand to allow for more detailed information. Common project elements addressed within the application include:

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

REQUIRED ATTACHMENTS

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

- Map of the proposed area(s), depicting start and end points of each location provided.
- Photos showing current conditions. You will be required to submit photos of the improvements at project closeout. Do not submit more than three photographs of each 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 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.

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. Only minor changes to the application will be accepted 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.