

Small Cities Allotment Program:

The application window is June 1 – July 31, and the maximum award is \$250,000.00.

I've attached the guidelines, but specifically of note, 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.

In addition, new this year is the following requirement:

If any of the improvements included in your Small City Allotment application will be on or along (abut) a state highway and considered to be an *alteration*, you must submit your application and any supporting documentation to the appropriate ODOT District Office for their review and approval prior to the July 31 deadline.

Per ODOT's Project Manager Shelly White-Robinson **"Projects on a dead-end street are not scored differently than those that are not. The projects are selected on a competitive process based on the current conditions and proposed improvements."**

Per ODOT's Statewide Investments Manager Deanna Edgar, **"I would point out that per statute the funds are required to be used upon streets that are *insufficient for the capacity they serve or are in a condition detrimental to safety*. Projects are scored on current conditions and proposed improvements, typically those projects that present the most severe conditions will score the highest.**





The program receives \$5M per year that is distributed amongst ODOT's five regions using a formula that considers:

- Total population of the eligible cities within each region,
- The number of eligible cities within each region, and,
- The number of applications received by each region.

If all the applications, we received were to request the maximum award amount of \$250,000 (and most do) we would only be able to award 20 projects across the entire state. I would point out that cities only compete against other cities within the same region, and we often see the same project submitted multiple times over the years, whether they ever get selected for funding depends on the projects submitted by the other cities within the region.

It looks like the projects that were awarded in R2 in 2023 scored in a range from 97 points down to 79 points. Wheeler only came in just 3 points below this, so they weren't too far off."

Region 2 - 2023 SCA Evaluations

Area 	City 	Evaluation Rating 	Surface Wear Rat 
	OAKRIDGE	97.0	19.0
	IDANHA	90.0	12.4
	BAY CITY	85.0	16.6
	RAINIER	84.0	16.2
	YACHATS	84.0	15.4
	DAYTON	82.0	16.2
	NEHALEM	81.0	15.0
	DETROIT	80.0	15.6
	AMITY	79.0	14.8
	HUBBARD	79.0	17.0
	GARIBALDI	78.0	15.2
	ADAIR VILLAGE	77.0	14.0
	ROCKAWAY BEACH	77.0	14.6
	AUMSVILLE	76.0	14.0
	WHEELER	76.0	9.4
	YAMHILL	75.0	0.0
	SILETZ	74.0	14.6
	GATES	73.0	13.2
	HALSEY	72.0	14.0
	MONROE	70.0	15.0
	TOLEDO	70.0	13.8
	DEPOE BAY	67.0	12.4
	MILL CITY	65.0	13.2
	ST. PAUL	60.0	11.8
	DUNDEE	51.0	10.0
	CLATSKANIE	49.0	9.6



Oregon

Kate Brown, Governor

Department of Transportation

Statewide Investments Section

355 Capitol ST NE, MS 21

Salem, Oregon, 97301-4178

Phone: (503) 986-4453

FILE CODE:

December 2, 2022

Mary Johnson, City Manager
City of Wheeler
PO Box 177
Wheeler, Oregon 97147

Subject: 2023 Small City Allotment Program Results

Dear Mary,

On November 9th ODOT staff met with the Small City Allotment Advisory Committee to prioritize those projects that best address streets that are in a condition detrimental to safety or that are inadequate for the capacity they serve. Regional personnel performed site visits for each project submitted, scored and ranked the projects. Please note that projects compete for funding only against other projects within the same region.

I am sorry to inform you that the project submitted by the City of Wheeler did not make the award list. We received 84 applications this year requesting a total of \$18,920,300 with just \$6.3M to distribute. The award cap was also increased this year from \$100,000 to \$250,000 but the program's funding remains at \$5M resulting in fewer projects being funded. We were able to add \$1.3M to the annual allocation this year but sadly it was due to the fact that several cities forfeited previous awards, unable to complete their projects due to inflation.

Your participation in the program is appreciated and even though your project was not selected this time, by submitting an application you helped your region receive a higher split of the available funds.

The next application period will run June 1st through July 31st. Beginning in 2023 cities will be required to have all previously awarded SCA projects completed before being eligible for another round of funding.

If you have questions regarding the SCA program please contact me at (503) 986-3441 or by emailing smallcityallotments@odot.oregon.gov.

Sincerely,

Deanna Edgar

Deanna Edgar
Statewide Investments Section Program Analyst
Encl: 2023 Small City Allotment Awards by City

Cc: Shelly White-Robinson, Project Manager

2023 Small City Allotment Award Recipients

City	Award
Region 1	
North Plains	\$250,000
Region 1 Total	\$250,000
Region 2	
Amity	\$250,000
Bay City	\$250,000
Dayton	\$250,000
Detroit	\$250,000
Hubbard	\$250,000
Idanha	\$250,000
Nehalem	\$247,430
Oakridge	\$250,000
Rainier	\$120,802
Yachats	\$250,000
Region 2 Total	\$2,368,232
Region 3	
Canyonville	\$171,075
Gold Beach	\$250,000
Gold Hill	\$220,775
Myrtle Point	\$250,000
Oakland	\$250,000
Region 3 Total	\$1,141,850
Region 4	
Bonanza	\$129,065
Lakeview	\$250,000
Rufus	\$250,000
Region 4 Total	\$629,065
Region 5	
Elgin	\$250,000
Haines	\$250,000
Huntington	\$117,301
John Day	\$250,000
Lostine	\$250,000
Pilot Rock	\$250,000
Ukiah	\$125,000
Vale	\$250,000
Region 5 Total	\$1,742,301
2023 Program Total	\$6,131,448



2022 Small City Allotment Grant Application

PROGRAM DESCRIPTION: The Small City Allotment Program is designed to help Oregon cities, with populations of 5,000 or less, repair or reconstruct streets that are inadequate for the capacity they serve or are in a condition detrimental to safety. A sum of \$5M is allocated each year per a competitive grant process with a maximum award of \$250,000 per selected project. Projects are required to be completed within two years from the agreement execution date. This year applications will be accepted July 1st through August 31st. Cities may have no more than one active project as of September 1, 2022 to be eligible to apply for this round of funding.

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

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

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.

General Information

Applicant Contact Information

Contact Person Name

Mary Johnson

Title

City Manager

Name of City

City of Wheeler

Phone

(503) 812-7105

Email

citymanager@ci.wheeler.or.us

Applicant Mailing Address

PO Box 177

Address Line 1

Address Line 2

Wheeler	Oregon	97147
City	State	Zip Code

Project Name	Total Project Length (Feet)
Pennsylvania Avenue	1,056

Maximum 100 characters.

SCA Funding Request Amount	Estimated Total Project Cost
\$250,000.00	\$1,184,818.00
Amount requested	Amount

Match

Will funding be used to meet the match requirements of an existing State or Federally funded project? To be eligible, the City must have an executed funding agreement in place for the primary project.

☐ Yes ☒ No

Project Locations

The following fields must be completed for each project location (street) that will be included in the project. Click +Add Location button located near the bottom of the application to add additional streets.

Location 1

Name of Street, or Road on which the project is located. Include beginning and ending points. Example: (Main Street from Third Avenue to Sixth Avenue.)

Pennsylvania Avenue from Highway 101 (Nehalem Blvd.) to (undeveloped) 3rd Street (end of Pennsylvania Avenue).

Maximum characters 500

Project length in feet:	Estimated Project Cost
1,056	\$1,184,818.00
	Amount

Select all that apply.

☒ City Street

☒ Abuts/Crosses/Touches a State Highway*

***Note:**

Special conditions may apply when project work is in close proximity to a State Highway. For additional information, see contact information at the bottom of the application.

Problem Statement

Describe existing conditions and how they present either a safety or capacity issue.

Penn. is a partially paved residential road that doubles as a tsunami evacuation route and is the only access to one of the city's two water tanks, which provide potable water and fire protection. Ensuring access to our emergency routes and services is imperative for the safety and wellbeing of our community. This area has many springs, several of which surface near this road and/or flow underneath, causing the pavement to crack and potholes to form. Inadequate storm water mitigation on this road and heavy rains throughout much of the year cause flooding on personal properties, landslides onto the road (near Hwy 101), and for a steady stream of water to flow across the road during the winter months making for unsafe driving conditions.

Maximum characters 750

Project Description

Describe the proposed project and how it will address the issues described above.

As noted above, the current storm water mitigation on this road is inadequate. The proposed project would provide a long-term solutions, including: crowning the road, additional storm drain inlets, additional storm drain basis, PVC piping and manhole. With these improvements, water should flow through the catchment system and alleviate flooding on personal property, lessen the likelihood of water-related landslides, and limit heavy water flow across and/or under the road. The project goal is to control the water flow to provide safer roadways to residences and for emergency services. The addition of multi-use bike-ped paths will also allow for safer travel for non-motorized use.

Maximum characters 750

Project Details

Surface Type

Existing Surface Type (gravel, chip seal, asphalt, etc):

Pavement (roughly 2/3 of the Penn) and gravel (roughly 1/3 of Penn)

If resurfacing complete the following:

Location (provide beginning and ending points):

Resurfacing pavement - Pennsylvania Avenue from Highway 101 (Nehalem Blvd.) to River View St.;
Currently gravel (to be paved) - Pennsylvania Avenue from River View St. to (undeveloped) 3rd Street
(end of Pennsylvania Avenue)

Existing Width and Length:

Resurfacing pavement - 24' wide and 628' long;
Currently gravel (to be paved) - 24' wide and 428' long.

Proposed Width and Length:

Resurfacing pavement - 24' wide and 628' long;
Currently gravel (to be paved) - 24' wide and 428' long.

Proposed Surface Type and Thickness:

Aggregate base - 4"

Pavement - 2"

Project Elements

Select the items below that will be constructed or re-constructed as part of the project and complete the appropriate fields. (Select all that apply.)

Storm Sewer

☐ Yes ☒ No

Bike Lanes

☐ Yes ☒ No

Curbs

☐ Yes ☒ No

Multi-use Paths

☒ Yes ☐ No

Gutters

☐ Yes ☒ No

Bridge

☐ Yes ☒ No

Walkways

☐ Yes ☒ No

Right of Way

☐ Yes ☒ No

Curb Ramp

☐ Yes ☒ No

Other

☐ Yes ☒ No

Storm Sewer

Provide a description of the intended storm sewer improvements and complete the following fields.

The proposed improvements to the storm drain system include: additional storm drain inlets, additional storm drain basis, PVC piping and 48" drop manhole. As you will see from the photos provided, there are existing storm basins in place, however they are insufficient for the heavy rains experienced on the coast. The current system has also been challenged by the inadvertent filling in of culverts by residents and/or nature. The crowning of the road will alleviate this issue by directing the waterflow to the improved storm drain system.

Adjustments

Pipe Diameter

8"

Inlets

4

Pipe Length

Manholes

1

Pipes

Reminder: To save your application, scroll to the bottom and click the "save" button in the lower right hand corner.

Multi-use Path

Provide a brief description of the intended improvements, include surface type, width, & length.

Location

A bike-ped path will be included on the length of Penn. The City is nearly complete with a regional TSP. One of the projects identified is the addition of a bike-ped path, to provide much needed safety for those walking and biking. The multi-use path would be 10' wide, 1,056' long and will be painting directly onto the pavement to clearly mark that vehicles are to share the road and be aware of bikes and pedestrians.

Identify which side of the street: North, South, East, West, and beginning and ending points.

Please complete this section, providing above information for each location covered in your project. (Click on +Add Location button below to add another location.)

I understand that if I am granted this award only the eligible costs expended after the Notice to Proceed are eligible for reimbursement

☒ Yes ☐ No

By submitting this application, you are confirming that the information contained within is true and accurate.

Contact Deanna Edgar, 503-986-3441, if you have any comments or concerns about the application or have an inability to provide required information.

Authorized Signature



Printed Name

Mary Johnson

Title

City Manager

Required Attachments

Map of proposed project area, depicting start and end points

WHEELER PENN AVE WORKING 8-15-22-C1.pdf

WHEELER PENN AVE WORKING 8-15-22-C2.pdf

Photos depicting current conditions. Photos of the improvements will be required at project closeout.

IMG_4323.HEIC

IMG_4326.HEIC

IMG_4330.HEIC

IMG_4340.HEIC

IMG_4351.HEIC

IMG_4346.HEIC

IMG_4347.HEIC

IMG_4352.HEIC

IMG_4331.HEIC

IMG_4327.HEIC

IMG_4350.HEIC

IMG_4342.HEIC

IMG_4324.HEIC

IMG_4348.HEIC

IMG_4332.HEIC

IMG_4335.HEIC

IMG_4334.HEIC

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IMG_4343.HEIC

IMG_4341.HEIC

IMG_4333.HEIC

IMG_4336.HEIC

IMG_4345.HEIC

IMG_4354.HEIC

IMG_4337.HEIC

Proof of secured State and/or Federal funding if grant will be used as match for an existing project.

Itemized Cost Estimate

WHEELER PENN AVE COST EST 8-18-22.pdf

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

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

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

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

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

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

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.

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

Examples of Ineligible Expenditures
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

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. 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

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

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

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

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

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

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/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



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

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

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

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

Guidelines for Grantees

Reimbursement Request Guidelines

SCA Regional Contact List

Summary

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