

[MN-5] SMALL URBAN FUNDS - Rev. 8/19/03

The following process is to be followed for requests for small urban funds:

A. Applicant's Responsibility

Requests for small urban funds will be received from municipalities, counties, businesses, school and industrial entities and NCDOT staff.

A written request should be submitted to the Division Engineer providing technical information such as location, improvements being requested, timing, etc. for thorough review.

B. General Guidelines for Requests

1. \$250,000 maximum amount per request per fiscal year
2. Must be within two miles of city limits
3. Right of way to be provided at no cost to NCDOT
4. Cities responsible for utility relocation
5. Each division has \$2 million of small urban funds

C. Technical Review and Approval by NCDOT

1. Division Engineer does field inspection, investigates other possible projects in the area, previous work and/or funding by NCDOT, determines traffic and safety concerns
2. Division Engineer completes check list with recommendation, including Board member's recommendation. Division Engineer notifies local government of request. Application submitted to the Chief Engineer for review and recommendation to the Contingency and Small Urban Funds Committee.
3. Chief Engineer reviews documentation for adequacy and division's recommendation.
4. Chief Engineer presents request to the Contingency and Small Urban Funds Committee with recommendations.
5. Committee reviews and makes a recommendation to the Secretary for consideration.
6. If approved, the Chief Engineer will place project funding on Board agenda for consideration.
7. The Chief Engineer will advise the Division Engineer and Board member of final action. The Division Engineer will give a written response to the applicant on the final decision. The Division Engineer will be the contact person for the applicant.

D. Contingency and Small Urban Funds Committee

Requires that anyone who requests these funds complete an application process that includes a signed written justification. These funds will be reviewed by a committee of the following officials: The Deputy Secretary for Transportation, the State Highway Administrator, Deputy Secretary for Legislative Affairs, and the Chief Financial Officer.

Click here for a copy of the [Request for Small Urban Funds](#) form.