



# State Highway Fund (SHF) Program Application Packet

Funding for Fiscal Years 2028 – 2030 *(July 1, 2027 - June 30, 2030)*



**BMPO**  
Bend Metropolitan  
Planning Organization



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# Overview

The Bend Metropolitan Planning Organization (BMPO) is soliciting transportation project proposals for its SHF Program for fiscal years 2028-2030 (FY28-FY30). The BMPO SHF Program includes a competitive, criteria-based project application process that is conducted every 2-3 years. The solicitation period for FY28-FY30 funding will occur in calendar year 2025. Table 1 shows the maximum funding available to be awarded for each fiscal year of the FY28-FY30 funding cycle and Table 2 includes the 2025 SHF Program solicitation schedule.

**TABLE 1: MAXIMUM FUNDING AVAILABLE BY YEAR**

FY28	FY29	FY30
\$313,250	\$313,250	\$313,250

**TABLE 2: 2025 SHF PROGRAM SOLICITATION SCHEDULE**

Date (2025)	Action
September 1	Project application submittal opens.
September 23	Project application submittal deadline. BMPO staff begin evaluating applications.
November 4	BMPO Technical Advisory Committee (TAC) application workshop. Opportunity for applicants to present projects seeking funding.
December 2	BMPO TAC to review applications and staff evaluations; make a funding recommendation to the Policy Board.
December 19	Applicant presentations to BMPO Policy Board. Policy Board awards funds.

## Eligible Projects

Projects and programs eligible for the BMPO SHF Program must be located within, or applicable to areas within, the BMPO boundary, consistent with the **2045 BMPO Metropolitan Transportation Plan (MTP)** Goals & Policies, and generally located within the public right-of-way. Eligible uses include:

- Roadway projects
- Bike and pedestrian facilities within the public right-of-way
- Signal projects



- Transit facilities within the public right-of-way and transit contracted service
- Travel options programs (including Safe Routes to School)
- Planning projects and studies

**Please contact BMPO staff regarding eligibility prior to application submittal.** For projects not eligible for SHF, it may be possible to exchange for federal funds.

Although the BMPO Policy Board is responsible for awarding SHF Program funds, final eligibility will be determined in consultation with the Oregon Department of Transportation (ODOT).

## Eligible Project Sponsors

Applicable to the BMPO, eligible sponsors for projects requesting funds are limited to local governments, transit agencies, natural resource or public land agencies, school districts, local educational agencies, schools, tribal governments, ODOT, local transportation-related non-profits, other local or regional governmental entities with responsibility for oversight of transportation, transportation programs, or recreational trails.

## Project Requirements

**Design and Construction Standards:** Projects must meet relevant design and construction standards.

**Project Size:** A minimum request of \$20,000 applies to all projects seeking FY28-FY30 funds.

**Cost Estimate:** A cost estimate must be attached to the application. Please use the attach button on the last page of the application.

**Annual Update:** Applicants awarded SHF Program funds may be asked to provide a brief update to the BMPO Policy Board on the progress of a funded project. The update should include the status of the funded project and, if applicable, how it is performing relative to the purpose/need originally described in the project application.

## Criteria-based Scoring and Project Selection

Each project application will be screened for SHF Program eligibility by BMPO staff, and an initial project scoring will be applied based on how well the information provided by the applicant supports the established criteria (see Table 3, Project Application Criteria, on Page 4). The BMPO TAC will then review all applications and hold a workshop (at a regularly scheduled, public TAC meeting) to finalize the criteria-based scoring and make a project funding recommendation to the BMPO Policy Board, by consensus.





***It is important to note that the scoring is used to inform both the TAC's project funding recommendation and the Policy Board's final funding determination***, as factors may exist that are not captured in the set of established criteria (e.g. funding available/requested, benefits or drawbacks not captured in criteria).

Applicants will be provided with the opportunity to present projects to the TAC and Policy Board. The Policy Board will make the final funding determination.

**TABLE 3: PROJECT APPLICATION CRITERIA**

Criterion	Level of Priority & Maximum Points
1. Project addresses a known <b>safety</b> concern or enhances safety.	High (6 points)
2. Project increases system <b>capacity, quality, and/or connectivity</b> for cyclists, pedestrians, transit users, and those who cannot drive.	Highest (10 points)
3. Project increases <b>system efficiency and/or reliability</b> without increasing lane capacity and demonstrates a system-wide benefit.	High (6 points)
4. Project reduces <b>Vehicle Miles Traveled (VMT)</b> and/or emissions.	High (6 points)
5. Project advances <b>equity</b> in transportation / provides benefit to transportation disadvantaged populations.	High (6 points)
6. Project includes <b>cost sharing</b> and/or includes investment from other funding sources.	Low (3 points)
Maximum Score:	37



# Step-by-Step Application Instructions

## Applicant Information

Provide the required information. The point of contact listed should be someone from the sponsor agency who will be able to answer questions regarding the submitted application.

## Cost Estimate, Funding Requested & Readiness

Complete a basic cost estimate and attach it to the application. Include the **total project cost** by fiscal year (July 1 through June 30) and most applicable phase description. List the amount and year (FY28-FY30) of SHF Program funding requested and amounts of other committed funds. Confirm that the project will be ready to be implemented during year of funds requested. Note that cost overages are not the responsibility of the BMPO.

## Eligibility & Existing/New Project

Examples of eligible project types are listed in the SHF Program Application Packet (pp. 2-3). If you are unsure whether the project is eligible, please contact BMPO staff for confirmation. Indicate if the project is identified in an existing plan or program and include plan/program name and page number.

## Description of Project

Provide information on project need, problem to be addressed, expected outcomes, and other relevant information. Include work to be funded, such as what will be built, services provided, equipment to be purchased, or planning efforts that will be paid for with requested funds.

## Project Scoring Criteria & Additional Project Benefits

This section has six criteria focus areas, including a section to add information on other relevant factors not covered in the established criteria. It is up to the applicant to demonstrate how well the project supports each criterion. Including measurable objectives is encouraged, if applicable (e.g., linear feet of new pedestrian/bicycle facility, crash data, transit ridership, populations to benefit, etc.). Note the **BMPO Equity Mapping Tool** can be used to provide demographic information for the equity criterion.

## Attachment & Submittal Buttons

Use the Attachment button to attach maps, photos, cost estimates, or other supplemental documents when submitting your application. Use the Submittal button to email your application packet to BMPO staff or email the application packet directly to [kkennedy@bendoregon.gov](mailto:kkennedy@bendoregon.gov).

# APPLICATION FOR BMPO STATE HIGHWAY FUNDS (SHF)

Application Due	September 23, 2025
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<b>Project Title:</b>			
<b>Applicant:</b>			
<b>Applicant Contact:</b>		<b>Phone:</b>	
<b>Email:</b>			

## Project Cost, Funding Requested, Readiness

Please provide estimate for total project cost by state fiscal year (July 1-June 30) and project phase.

PHASE	YEAR	SHF REQUESTED	OTHER FUNDS	TOTAL
<b>TOTAL</b>				

Is project ready to be implemented during year of requested SHF? ☐ Yes ☐ Unsure

## Eligibility & Existing/New Project

Is this project eligible for SHF? ☐ Yes ☐ No ☐ Unsure

(See pages 2-3 of SHF Program Application Packet)

Is this project included in an existing plan or program? ☐ Yes ☐ No

Plan/program name with page and project number:

## Description of Project

**Describe the issue being addressed and work to be funded.** (Include what will be built, services provided, equipment to be purchased, planning work, etc.. Use button at end of application to attach maps/photos/graphics.):

### Project Scoring Criteria

BMPO staff screen projects for SHF eligibility and provide an initial project scoring based on how well the project application information appears to support the established criteria. The Technical Advisory Committee (TAC) will finalize the project scoring through a consensus process and use it to **inform** their funding recommendation to the MPO Policy Board. Results of the criteria-based scoring and ranking are simply a tool for the TAC to use when developing their project funding recommendation and for the Policy Board to consider in their final funding determination.

1. Safety (if applicable)		max. 6 points
Criterion:	Project addresses a known safety concern, or enhances safety.	
Describe how the project supports the criterion. (Include measurable objectives, if applicable):		

2. Multiple Users (if applicable)		max. 10 points
Criterion:	Project increases system capacity, quality, and/or connectivity for cyclists, pedestrians, transit users, and those who cannot drive.	
Describe how the project supports the criterion. (Include measurable objectives, if applicable):		

3. System Efficiency (if applicable)		max. 6 points
Criterion:	Project increases system efficiency and/or reliability without increasing lane capacity and demonstrates a system-wide benefit.	
Describe how the project supports the criterion. (If applicable, describe measurable objectives, including cost savings from technology-related projects):		

4. VMT and/or Emissions Reduction (if applicable)		max. 6 points
Criterion:	Project reduces VMT and/or emissions.	
Describe how the project supports the criterion. (Include measurable objectives, if applicable):		

5. Equity (if applicable)		max. 6 points
Criterion:	Project advances equity in transportation / provides benefit to transportation disadvantaged populations.	
Describe how the project supports the criterion. (Use <a href="#">Equity Mapping Tool</a> , if applicable):		

6. Cost Sharing / Other Funding Sources (if applicable)		max. 3 points
Criterion:	Project includes cost sharing beyond match and/or includes investment from other funding sources.	
Describe how the project supports the criterion. (Include measurable objectives, if applicable):		

Additional Project Benefits (if applicable)		not scored
Describe any additional project benefits not captured in the Project Scoring Criteria.		