

## Oregon Department of Transportation – Transportation Options Sponsorship Program Eligibility Criteria

For general inquires, contact [toinvoices@odot.oregon.gov](mailto:toinvoices@odot.oregon.gov).

### 1. Eligibility Criteria

ODOT's Transportation Options (TO) Program offers a limited number of annual sponsorships. Sponsorship maximum dollar amount is \$5,000 per project. Sponsorships are reimbursement based, and reimbursement requests must be submitted within one year of project submission. Organizations may apply for a sponsorship no more than twice for the same project.

#### 1.1 Eligible Organizations

The following entities are eligible to apply for a TO sponsorship:

- Local and Tribal government agencies,
- Public transportation districts,
- Nonprofits and entities with 501(c)(3) status,

#### 1.2 Eligible Projects and Activities

The goal of the TO Sponsorships program is to promote and increase safety for people walking, biking, and riding transit. Sponsorships can be used to fund a variety of projects and activities so long as they have a clear and direct safety benefit for the community. The following examples are provided as guidance on the types of projects and activities that are eligible, but it is not intended to be an exhaustive list. **Please read the list below before submitting your application.** If you are unsure whether your proposed project or activity is eligible, please reach out to TO Program staff at [TOinvoices@odot.oregon.gov](mailto:TOinvoices@odot.oregon.gov) for assistance.

- **Events and Vendor-Provided Services:** Sponsorships may be used to support transportation-focused events. Examples include but are not limited to:
  - Open streets and bike rodeos
  - Bike repair/tune-up station
  - Safety barricades
  - Temporary bike racks
  - Sanitation stations
- **Safety Education:** Sponsorships may be used to support safety education and awareness activities and programs. Examples include but are not limited to:
  - Safety education and awareness activities and programs to inform pedestrians, bicyclists, and motorists on pedestrian/bike safety
  - Trainings and lessons
- **Equipment and Materials:** Sponsorships may be used to purchase equipment and materials that support safety in public and active transportation, including but not limited to:
  - Helmets, lights, reflectors and other safety gear (except bike locks)
  - Repair kits
  - Translation and culturally specific materials

- **Installation Projects:** Sponsorships may be used to fund supportive infrastructure for active and public transportation with a clear and direct safety benefit (limitations: equipment cost only, requires pre-approval and confirmation to ODOT that the recipient has permission for installation and funding to pay for installation labor, the site does not impede ROW or constitute an ADA hazard). Examples of installation projects include:
  - Improvements at or near transit stops, such as benches, lighting, etc.
  - Signage and wayfinding for pedestrian and bicycle routes
  - Accessibility ramps
  - Pedestrian/bicycle infrastructure
  - Repair stations
- **Safety Assessments:** Sponsorships may be used to fund safety assessments, including:
  - Road safety assessment for pedestrians and cyclists
  - Vulnerable road user safety assessment
  - Trail assessment
  - Safety program technical assessment (for peds/bicyclists)
- **Limited Food and Drink:** Sponsorships may be used for light snacks and refreshments to support a public outreach event if necessary.

Sponsorship funding may also be used as supplemental funding for a larger project that meets the eligible criteria. Organizations must demonstrate proof of secured supplemental funding.

### 1.3 Restrictions on Use of Funds

The following restrictions apply to the use of grant funds:

- **Giveaway limits:** Items purchased as giveaways must be safety related and directly support the scope of your project or event. For example, helmets or reflective gear can be distributed at a bike rodeo event. Any giveaway item for an event that is NOT clearly safety-related is not eligible (things like water bottles, sunglasses, cups, pens, stress balls).
- **Bike locks:** The purchase of bike locks is not eligible.
- **Bikes:** The purchase of bikes is not eligible.
- **Incentives:** Incentives or stipends of any kind including gift cards and transit passes are not eligible.
- **Staff time:** Sponsorships may be used to fund operational and administrative expenses directly related to the scope of the project. Examples of eligible forms of operations include staff and contractor time whose scope of work is directly related to the project (e.g., bike mechanics providing repair services for an event) and installation expenses (e.g., installation of bike racks). Requests for operational expenses and staff time must be clearly outlined in the application and documented in grant reporting. ODOT staff will request documentation on the number of staff, hours worked, the amount paid, and the connection to the project. Due to the limited funding of this grant program, this should not be considered an opportunity for ongoing support. General operations that do not have a connection to the sponsorship project will not be funded.
- **Raffles or contests:** Grant funds cannot be used to purchase materials or goods to award as prizes in a raffle or contest.

- **Food:** Grant funds may be used to purchase light snacks and refreshments directly related to the scope of the project. Sponsorship funds cannot be used to provide a meal replacement, such as serving pizza or sandwiches. Alcoholic purchases are not allowed.
- **Any other cost not addressed above, not included in the grant scope of work, or not previously approved by ODOT.**