Oregon Department of Transportation



INNOVATIVE MOBILITY

Fall 2026
Proposal Grant Guidance

Questions?

Reach out to Innovative Mobility Program Staff:

innovativemobility@odot.oregon.gov

503-986-3800

Informational webinar: Tuesday, Nov. 17 1-2 p.m.

Proposals due by 5 p.m. Friday, February 12, 2026

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Part 1: Program Overview

The Innovative Mobility Program (IMP) is a one-time initiative that is designed to increase access to public and active transportation. The IMP is funded by the Bipartisan Infrastructure Law (BIL) passed by Congress in November 2021 and State of Oregon dollars. It was created in 2022 at the direction of the Oregon Transportation Commission (OTC).

Program Objectives

The core objectives of the program are to:

1. Improve **under-resourced communities'** access to public and active transportation.
2. Reduce the number of drive-alone trips.
3. Reduce greenhouse gas emissions.

The term "under-resourced communities' refers to populations sharing a particular characteristic, as well as geographic communities, whose access to resources and opportunities have been limited due to structural deficiencies. This includes, but is not limited to, communities who have been under-resourced due to age, disability status, language, income, race/ethnicity, immigration status, or gender.

Applications for Innovative Mobility Program funds will need to demonstrate how their projects are aligned with the Program Objectives, including how under-resourced communities' benefit and how climate goals are supported.

Part 2: Solicitation Overview

Grant Type

Capital and Equipment Grants (non-infrastructure) are being offered in this solicitation. These grants are intended to support the purchase of capital and equipment for **microtransit/flexible shuttle** service and **shared micromobility** services[1] that improve access to public and active transportation for under-resourced groups. These funds do not support operation costs.

Funding

Capital and Equipment Grants will be funded using Federal Surface Transportation Block Grant (STBG) and Carbon Reduction Program (CRP) funds. **Applicants must provide 10.27% in matching funding upon federal grant award**. Local or state funds may be used as match, but federal funds generally may not be used to match other federal funds. Applicants must meet all federal requirements if granted federal funds.

Total Funding: ODOT plans to award up to $5,400,000 in federal funds for capital and equipment grants this cycle.

[1] See Shared Mobility Definitions from FTA and Shared-Use Mobility Center Definitions for more information.

Grant Request Limits

Applicants may submit proposals for a minimum of $200,000 in grant funds per project. There is no maximum.

Grant funds may be no more than 89.73% of total project costs and applicants must provide 10.27% of project costs in match funds. See Grant Requirements for a list of eligible match sources.

Solicitation Schedule

September 8 – October 14	Letters of Intent (LOI) accepted
September 14 – October 9	Office hours offered
November 4 – February 12 2027	Full proposals accepted
March – July 2027	Proposal scoring and project feasibility period
August 2027	Awards announced
September 2027 – Summer 2028	Post award grant processing

Eligible Applicants

The following entities are eligible to apply:

- Local, regional, Tribal, and state government agencies (excluding the Oregon Department of Transportation),
- Public schools, school districts, colleges, and universities (must be nonprofit or public entity),
- Transportation providers (must be nonprofit or public entity),
- Nonprofits with 501(c) status*,

*Nonprofit entities must be 1) designated by the Federal government as a 501(c) nonprofit entity 2) registered and certified with the Oregon Secretary of State as a nonprofit organization and 3) NOT on the Oregon Department of Justice list of Disqualified Charities.

Eligible Projects and Activities

Projects eligible for selection are limited to capital and equipment for **microtransit/flexible shuttle** service and **shared micromobility** services.

Microtransit/flexible shuttle

Microtransit/flexible shuttle projects will be funded using federal STBG funds. STBG funds are provided under Federal Highway Administration (FHWA) and offer flexible funding to best address state and local transportation needs.

Examples of eligible vehicles[2] under this category include:

- Cutaway bus or van
- Passenger van

[2] See Shared-Use Mobility Center Microtransit Vehicle Examples.

- Minivan

In addition to vehicle purchases, other related equipment may be purchased to support microtransit/flexible shuttle services. For example,

- Stop improvements such as benches, lighting, and shade
- Charging stations
- Bicycle racks for vehicles

This is not meant to be an exhaustive list. For more information on microtransit/flexible shuttle projects eligible to receive STBG funds, please refer to the STBG eligible activities and the FHWA's program fact sheet.

Shared micromobility

Shared micromobility projects will be funded using *either* federal STBG funds or federal CRP funds. CRP funds are another funding source provided under FHWA and are designed to reduce transportation emissions, defined as carbon dioxide (CO2) emissions from on-road highway sources.

Examples of eligible devices[3] under this category include:

- Electric assisted bicycle
- Electric cargo bicycle
- Motor assisted scooter

*Please note that electric devices must be equipped with a battery and electric drivetrain system that has been tested to common Underwriters Laboratories standards or similar.

In addition to device purchases, other related equipment may be purchased to support shared micromobility services. For example,

- Bicycle parking
- Charging stations
- Specialized equipment for maintaining pedestrian and bicycle facilities (sweepers, miniplows)

This is not meant to be an exhaustive list. For more information on shared micromobility projects eligible to receive STBG or CRP funds, please refer to the STBG eligible activities, CRP eligible activities and the FHWA's program fact sheet.

Ineligible Projects and Activities

Capital and Equipment Grants are limited to equipment, so funds may not be used for operations. Operation expenses are the day-to-day costs associated with operating the shared mobility service.

[3] See Oregon Micromobility, Moped, and Mini Motorcycle Guide.

Other ineligible expenses include:

- Small mobility devices that are not defined in Oregon Revised Statute or do not meet national battery safety or electric drive standards.
- Maintenance for purchased equipment.
- Construction costs are generally ineligible except for costs associated with the installation of purchased equipment.
- Accessories such as helmets, standalone locks, lights, reflectors and other safety gear.
- Items procured or work completed *prior* to ODOT issuing a Notice to Proceed (NTP).

Regulatory Requirements

All funded projects will be subject to federal and state regulatory requirements. These include Davis-Bacon wage and Build America, Buy America Act requirements, Disadvantaged Business Enterprise Program, National Environmental Policy Act, and others. In addition to the regulations listed here, all applicable federal and state laws and regulations will apply to the delivery of Innovative Mobility Program funds.

Build America, Buy America

The FHWA issued updated guidance in 2022 and 2023 around the Build America, Buy America Act to incorporate construction materials due to new provisions in the BIL. Understanding Build America, Buy America Act considerations are important during the project identification process to ensure project delivery. Applicants should be aware that Build America, Buy America Act requirements may apply when purchasing manufactured products, such as new vehicle purchases or components for charging stations.

In addition to the federal Build America, Buy America, Oregon House Bill 3332 enrolled may apply to projects delivered by ODOT. "The Department of Transportation shall require in each public improvement contract or contract for public works with an estimated contract price of $250,000 or more that steel, iron, coatings for steel and iron and manufactured products that a contractor purchases for or uses in the public improvement or public works, and that become part of a permanent structure, must be produced in the United States."

Davis-Bacon Act

The 1931 Davis-Bacon Act requires the payment of prevailing wage rates to all laborers and mechanics on Federal or Federally assisted contracts. Projects funded by the Innovative Mobility Program are considered Federal-aid Highway projects and are subject to Davis-Bacon requirements in most circumstances.

Disadvantaged Business Enterprise Program

The Disadvantaged Business Enterprise Program is a legislatively mandated program that applies to Federal-aid Highway dollars. The U.S. Congress established the Disadvantaged Business Enterprise Program to ensure nondiscrimination in the award and administration of Department of Transportation assisted contracts and remove barriers to the participation of Disadvantaged Business Enterprises in DOT-assisted contracts. The DBE Program was reauthorized in BIL and applies to projects funded with Innovative Mobility Program funding.

National Environment Policy Act (NEPA)

All funded projects will be subject to requirements under the National Environmental Policy Act (42 U.S.C. 4321 et seq.) and other applicable Federal environmental laws (e.g., the Endangered Species Act, the Clean Water Act, the National Historic Preservation Act). The process of addressing compliance is referred to as the "environmental review process."

The type of environmental review under NEPA is based on the potential effects of the project on environmental resources. For Capital and Equipment Grants, projects limited to vehicle purchase, requiring no ground disturbance or equipment installation, can be reviewed under a categorical exclusion process that takes approximately two weeks. Additional environmental review is required for projects involving installation of equipment and related construction activities. Such activities could, for example, affect historic resources or water quality in stormwater runoff, which may affect aquatic species downstream. While these projects still may meet the criteria for a categorical exclusion, the additional environmental review could take up to six months for field survey and analysis.

ODOT's environmental staff will conduct the environmental review process as part of the program award. The scope of ODOT's environmental review will be based on factors such as project location, type of equipment, and installation requirements, and will be determined after award in a Project Kick-Off Meeting. Grantees will be responsible for providing ODOT's environmental staff with the project information needed to conduct the environmental review process. An estimate of the cost for ODOT to conduct the environmental review process will be included as part of the project budget. Environmental review costs that exceed the estimate will be the responsibility of the grantee. Applicants are encouraged to connect with the Innovative Mobility Program Manager (InnovativeMobility@odot.oregon.gov) prior to submitting their proposal to estimate NEPA costs.

Grant Requirements

All grantees must:

- Enter into an agreement with ODOT that specifies legal and contractual obligations, including required federal terms and conditions.
- Meet the insurance requirements identified within the agreement. Exact coverage amounts will be dependent on the agreed-upon scope of work (SOW). Additionally, nonprofit recipients will be required to submit a Certificate of Insurance (COI) to ODOT before a grant agreement is executed and grant funds are made available.
- Deliver projects within the agreed-upon SOW, timeline, and budget. Note that any costs in excess of the estimated budget amount are the responsibility of the grantee, at 100% of cost.
- Provide a minimum match of 10.27% of the total project amount. IMP funds can pay up to 89.73% of project costs. Cash match (non-federal) or in-kind match (donated product or volunteer time) is required. In-kind match is subject to prior ODOT authorization, projects wishing to use in-kind should contact the program manager prior to submitting their proposal.
- An estimate of program funds will be included in the project budget for ODOT's conduct of the environmental review process. Grantees will be billed directly for their 10.27% match of

funds used by ODOT environmental staff for NEPA compliance. Note that any ODOT costs for environmental review under NEPA in excess of the estimated amount are the responsibility of the grantee, at 100% of cost.

- Follow federal procurement standards for purchases and third-party contracting. Applicants should consider these procurement requirements while planning and budgeting for the project.
- Have up-front funding available and sufficient to cover the costs associated with purchasing vehicles and/or devices.
- Submit quarterly reimbursement requests with supporting documentation for reimbursement associated with purchasing vehicles and/or devices.
- Submit quarterly progress reports using agreed-upon reporting methods and submit a separate final report at the end of the grant that summarizes the grant activity, results, and lessons learned.

Part 3: Project Delivery

Project delivery will vary based on the type of project. The examples here are illustrative and individual projects may follow different delivery paths:

- Certified Local Public Agencies will likely deliver their own projects in accordance with the rules and regulations for federal-aid projects and existing oversight agreements with ODOT.
- ODOT will deliver projects requiring installation for applicants that are not certified Local Public Agencies to ensure all federal-aid requirements are met.
- Awards for projects on tribal lands will be transferred to the Bureau of Indian Affairs for delivery, if appropriate.
- Projects with vehicle purchases will require local agencies to complete the purchases as subrecipients, requiring them to be able to meet all state and federal procurement laws.
- Transit projects may have FHWA funding flexed to the Federal Transit Administration for delivery. ODOT's Public Transportation Office may support delivery of these transit projects, or they may be delivered by the local agency. Applicants of transit projects should coordinate with one of ODOT's regional transit coordinators when developing their budgets and project concepts.

Depending on the complexity of the project, applicants should expect a year or more to complete the administrative requirements prior to the project being initiated. Installation timelines will vary depending on the staffing availability of the ODOT regions.

Part 4: Proposal Requirements and Submission Information

Entities interested in applying for funding must submit a complete proposal via an online form by 5 p.m. on Friday, February 12, 2027. Program staff will screen all proposals to ensure that the organization and project are eligible for funding. Program staff may follow up with an applicant to ask clarifying questions during the initial screening phase. After the initial screening, a scoring committee will score proposals using the program's selection criteria. In addition, ODOT will

conduct a scope, schedule, and budget review of projects to assess whether projects can be delivered as proposed. **Please note that proposals submitted by entities that did not submit a pre-application will not be considered unless prior arrangements were made with program staff**. Information about each proposal component is provided below.

Proposal Requirements

1. Key Information (Not Scored)

All applicants will be prompted to provide the following information in the online form:

- Name of organization/entity
- Organization/entity mailing address
- Organization/entity website
- Contact name, title, email and phone number
- Eligible applicant type
- Project service area
- Equipment installation location (include latitude and longitude coordinates, if possible)
- Type of shared service (Microtransit/flexible shuttle or Shared Micromobility)
- Project name
- One sentence project description
- Total project budget
- Amount of grant funds requested
- Length of proposed project

2. Project Narrative (Scored)

The primary purpose of the project narrative is for the applicant to describe how the proposed project meets the selection criteria. Applicants will be required to submit a document that addresses all sections of the project narrative outlined below. (A template for the Capital and Equipment Grant Narrative is provided as a guide. Usage of the template is optional.) **The project narrative should not exceed five (5) pages. Applicants may include images or other reference materials as appendices to the project narrative.** The project narrative will be scored.

Section 1: Community Benefit (20 points possible)

Proposals must include:

- A narrative description identifying what community need the proposed equipment will address, and how the need was identified. If the requested equipment is referenced in a local plan, please identify and describe the plan. ***(10 points possible)***
- A narrative description identifying how the proposed equipment will fill a gap in the transportation system and/or facilitate improved connections between modes. ***(10 points possible)***

Section 2: Alignment with ODOT Priorities (30 points possible)

Proposals must include:

- A narrative description identifying how under-resourced communities will be served by the project. ***(5 points possible)***
- A narrative description identifying how the project will support or encourage non-drive-alone modes of travel. ***(5 points possible)***
- How the project aligns with priorities in the Oregon Transportation Plan or one of the related topic or modal plans, such as the Oregon Bicycle and Pedestrian Plan and/or the Oregon Public Transportation Plan. ***(20 points possible)***

Section 3: Project Approach and Readiness (50 points possible)

Proposals must include:

- A list of anticipated project activities along with a timeline of key milestones and deliverables to show that the project can be realistically accomplished in the designated timeframe. ***(10 points possible)***

  Key considerations for NEPA:

  - ODOT environmental staff will conduct the environmental review process required under NEPA and other federal environmental laws as part of the program award. The scope of ODOT's environmental review will be based on factors such as project location, type of equipment, and installation requirements, and will be determined after award in a Project Kick-Off Meeting. Grantees will be responsible for providing ODOT's environmental staff with the project information needed to conduct the environmental review process. The timeline for completing NEPA will depend on project activities. It could range from two weeks for installations with no ground disturbance, to up to six months if field survey and clearances are needed. Please prepare your project schedule conservatively.
- A staffing overview that identifies roles and responsibilities for the project management team. Describe the availability of the project manager and other staff to scope the proposed project and participate in tasks. ***(5 points possible)***
- A narrative description identifying potential risks or barriers to the proposed project and how the applicant intends to address those barriers, as applicable. ***(10 points possible)***

  Key considerations:

  - Applicants should consider risks for the project including but not limited to right of way availability, utility relocation needs, availability of vehicles on the market, supply chain disruptions, inflation, Build America, Buy America, etc.
- A plan for maintenance and operations detailing how the equipment will be maintained to operate at a full level of performance. This should document anticipated maintenance and operations costs and how the applicant intends to fund those costs. ***(20 points possible)***

- A brief description of the applicant's experience implementing federally funded projects, if any. ***(5 points possible)***

3. Project Budget (Not scored)

All applicants **must submit a project budget** that is complete, clear, and appropriately scaled to the proposed project with a description of estimated expense categories using the program's budget template. **(Applicants must use the provided budget template.)**

The first tab in the document includes instructions for how to fill out the budget. The second tab includes the budget the applicant should complete. The third tab shows an example budget for a Capital and Equipment Grant.

Key considerations:

- Budgets should include sufficient contingency to cover project risks, inflation, and other factors. ODOT recommends a contingency of 20-30% depending on the project.
- For transit projects, applicants should coordinate with their Regional Transit Coordinator to make sure their project budget will align with Federal Transit Administration delivery practices. Applicants are encouraged to connect with the Innovative Mobility Program Manager (InnovativeMobility@odot.oregon.gov) if they need assistance connecting to their Regional Transit Coordinator.

4. Letters of Commitment (If Applicable)

Applicants that plan to partner with other organizations or entities to deliver the project must submit letters of commitment from the partner organizations or entities confirming their willingness to help deliver the project should it be funded.

Part 5: Selection Criteria and Scoring Rubrics

The review committee will score proposals on three criteria and proposals can be awarded up to 100 points. The scoring criteria are:

- Community benefit (20 possible points)
- Alignment with ODOT priorities (30 possible points)
- Project plan and readiness (50 possible points)

Category	Maximum Number of Points
Community Benefit	20
Alignment with ODOT Priorities	30
Project Approach and Readiness	50
Total Maximum Score	**100**

The review committee will use the following rubrics to score proposals:

- **Capital and Equipment Grants Scoring Rubric**

The scoring rubric shows the questions that applicants are required to answer in their project narrative along with the information reviewers will use to score each response. Applicants will be awarded full points, partial points, or no points for each response according to the rubric provided. Applicants are encouraged to be as detailed, specific, and clear as possible so that reviewers have a firm understanding of the proposed project. (Responses will be scored based on content only; spelling and grammar will not be part of the scoring considerations.)

More Information

IMP staff will host an informational webinar on **Tuesday, November 17th from 1 - 2PM**. Advance registration is required. This webinar will be recorded and available to view afterwards.

One-on-one calls will be offered to perspective grantees between November 9 and December 9. Each applicant will have one hour to walk through their project approach and receive support of concept refinement. Applicants can schedule virtual calls with staff via the Microsoft Bookings link provided in the proposal announcement email.

If you have questions, IMP staff can be reached by email at **innovativemobility@odot.oregon.gov** or by phone at 503-986-3800.

You can also see answers to Frequently Asked Questions on our FAQ page. This page will be updated periodically throughout the proposal window.

Appendices

Acronyms

BIL	Bipartisan Infrastructure Law
CRP	Carbon Reduction Program
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
IMP	Innovative Mobility Program
NTP	Notice to Proceed
ODOT	Oregon Department of Transportation
ORS	Oregon Revised Statutes
OTC	Oregon Transportation Commission
RTC	Regional Transit Coordinator
SOW	Scope of Work
STBG	Surface Transportation Block Group

Resources

- FTA Shared Mobility Definitions: This webpage includes a list of definitions for shared mobility terms, including bikesharing, carsharing, micromobility, and more, as used by the Federal Transit Association (FTA).
- Shared-Use Mobility Center Definitions: This resource from the Shared-Use Mobility Center includes a list of shared mobility related definitions, including terms like "first and last mile".
- Shared-Use Mobility Center Microtransit Learning Module: This resource from the Shared-Use Mobility Center goes over the operational components, applications, and steps to support a successful microtransit solution.
- Oregon Micromobility, Moped, and Mini Motorcycle Guide: This guide defines different micromobility devices, provides an overview of associated regulations and references where devices are included in Oregon Revised Statutes (ORS).
- Transportation Equity Needs Assessment Toolkit: This resource was developed by researchers at the University of South Florida with funding from the US Department of Transportation (USDOT). It includes a definition of a “transportation equity needs assessment” along with a series of tools to use.