

## Oregon Department of Transportation - Innovative Mobility Program Microgrant Program FAQ's

This is a living document updated with answers to questions about the microgrant program organized by topic. If your question is not addressed below, please contact [innovativemobility@odot.oregon.gov](mailto:innovativemobility@odot.oregon.gov)

### Program Goals

**Q: What constitutes a historically underserved group?**

A: ODOT takes a broad view of what “historically underserved” means. Examples include:

- Veterans
- People of color
- Tribal governments and Indigenous People
- People living with a disability
- Women
- Older adults (those over 65)
- Youth (those under 21)
- People who identify as LGBTQ+
- People living on low incomes
- People with limited or no English proficiency
- People experiencing homelessness
- Any group that has been historically excluded or whose needs have not been met by the existing transportation system.

### Funding

**Q: How much funding is allocated to the microgrant program?**

A: \$350,000 is allocated to microgrants in 2024 and \$300,000 is allocated in 2026.

**Q: Are the microgrants competitive?**

A: Microgrants are not competitive but \$175,000 of funding will be reserved for nonprofits.

**Q: How long will you be accepting microgrant applications?**

A: Applications will be accepted on a rolling basis from March 25, 2024 – November 29, 2024, or until the funding allocation is met.

**Q: My funding request is only \$10,000. Can I still apply?**

A: Yes. Microgrants are available for up to \$15,000. This means you can apply for less than \$15,000.

**Q: If my organization is awarded a grant in Cycle 2, how long do we have to spend the money?**

A: All grant funds must be spent by June 30, 2026.

**Q: Is match funding required?**

A: Match funding is not required for microgrants.

**Q: Are microgrants reimbursement based?**

A: For projects under \$7,500, awards will be paid up-front with no requirements for reimbursement. For projects above \$7,500, awards will be disbursed in two payments. The first \$7,500 will be paid up-front and the remaining portion will be paid upon review and approval of a progress report.

**Q: My organization would like to request \$10,000. How will we receive our grant award?**

A: The first payment of \$7,500 will be paid up-front. The remaining \$2,500 will be paid upon review and approval of a progress report.

## Eligibility

**Q: Can my organization receive more than one microgrant?**

A: Organizations are limited to a total of \$15,000 per cycle. An organization can only apply for an additional microgrant if they have completed their previous project and reporting is approved by IMP staff. For instance, if an organization receives a \$5,000 microgrant for one project, they can apply for a second microgrant of up to \$10,000 once they have completed the first project. Alternatively, an organization that receives a \$15,000 microgrant for its first project will not be eligible to receive another microgrant during the same funding cycle since they will have met their funding limit.

**Q: Can an agency only apply to the microgrant program once? Or is there a possibility for one agency to apply for multiple projects?**

A: Organizations are limited to a total of \$15,000 per cycle. An organization can only apply for an additional microgrant if they have completed their previous project and reporting is approved by IMP staff.

**Q: My organization was awarded a microgrant in Cycle 1, but we are not finished with our project. Are we eligible for a microgrant in Cycle 2?**

A: If you were awarded a microgrant in Cycle 1, you must submit a progress or final report to be eligible for funding in Cycle 2.

**Q: My organization was awarded two microgrants in Cycle 1, but we are not finished with the second project. Are we eligible for a microgrant in Cycle 2?**

A: If you were awarded two microgrants in Cycle 1, you will not be eligible to apply for a microgrant in Cycle 2 until final reporting is approved from your 2<sup>nd</sup> project.

**Q: Are parent groups eligible to apply for funds?**

A: Parent groups are eligible to apply for a microgrant if they have 501(c)(3) status and the proposed project meets the goals of the program.

**Q: Are private schools eligible to apply for funds?**

A: Private schools are eligible to apply for a microgrant they have 501(c)(3) status and the proposed project meets the goals of the program.

**Q: Are religious organizations eligible to apply for funds?**

A: Religious organizations are eligible to apply for a microgrant they have 501(c)(3) status and the proposed project meets the goals of the program.

**Q: If awarded a microgrant, can my organization have subrecipients?**

A: Per the microgrant agreement, any subrecipients must be approved by IMP staff. A subrecipient is someone who partners with another organization to conduct a microgrant project together. The

organizations will submit a joint application and the subrecipient will be mentioned in the Scope of Work. The primary organization (the recipient) and the partner organization (the subrecipient) are required to follow all subagreement procedures as outlined in the grant agreement.

**Q: How do I know if my organization is a microgrant subrecipient or a vendor providing a service?**

A: A subrecipient is someone who partners with another organization to conduct a microgrant project together. The primary organization will submit a joint application with the partner organization and the partner organization (the subrecipient) will be mentioned in the Scope of Work. A vendor is someone who was hired by the microgrant recipient to provide a service. For example, an organization wants to host a series of bike rodeos. At the bike rodeo, the organization would like to have a bicycle repair station staffed by a bike mechanic. Once the project is underway, the organization searches for a vendor who can provide this service and hires them for the event. This is an example of a vendor providing a service. If the organization wants to jointly apply with another organization to plan and host the bike rodeo events together, then the partner organization would become a subrecipient.

**Q: If my organization is a subrecipient on another microgrant, are we eligible to apply for our own, separate project?**

A: Yes. A subrecipient is eligible to apply for their own, separate microgrant project.

**Q: Can microgrant recipients apply for other funding opportunities under the IMP when they become available?**

A: Being awarded a microgrant does not preclude an organization from receiving other IMP funding.

**Q: Is an accessibility project inside our building an eligible project?**

A: No. Any minor infrastructure projects, such as accessibility ramps, must be publicly accessible.

**Q: Can we use funds for giving helmets that can be kept? Or can they only be for shared use?**

A: Helmets can be distributed and kept by beneficiaries.

**Q: Can funds be used to provide subsidized fare to the unhoused community to help them commute, job-search, and seek permanent housing?**

A: Providing subsidized fare is an eligible expense.

**Q: Our organization has a year-round shelter. We have bike racks but need more. Is this an eligible expense?**

A: A bicycle rack falls under the category of minor infrastructure and is an eligible expense. Bicycle racks must be installed in an area that is publicly accessible.

## Application Process

**Q: Is there a deadline to apply?**

A: Microgrants applications will be accepted on a rolling basis from March 25, 2024 – November 29, 2024, or until the funding allocation is met.

**Q: When will I find out if my microgrant application has been approved?**

A: Applicants can expect to receive a funding decision within 8 weeks of application submission.

**Q: If my application is not approved and I am invited to revise and resubmit, how long do I have to resubmit?**

A: Applicants will have **20 business days** from the notification of non-approval to revise their application and resubmit. If an applicant does not revise and resubmit with the designated timeframe, the application will be closed.

**Q: Can I preview the microgrant application questions?**

A: Yes. You can visit [the form](#) and preview the entirety of the application questions. There are no additional pages to the form.

**Q: Do I have to use the project budget template?**

A: Yes. We require all microgrant applicants to use the project budget template.

## Insurance

**Q: What if my organization doesn't meet the insurance requirements?**

A: If your organization does not meet the insurance requirements detailed in the grant agreement, please contact IMP staff as soon as possible.

**Q: Why is it important that my organization has insurance coverage?**

A: Having insurance helps minimize organizational risk. Insurance is a risk transfer strategy which transfers a specified risk of loss, damage or liability from an organization to the insurer. Keep in mind that insurance coverage is applicable to an organization's operations (book of business) and is in effect for a year. Acquiring insurance may also be considered a business expense that is tax deductible. An estimate for a small non-profit to acquire Commercial General Liability coverage for a year is around \$650 and Automobile Liability coverage is around \$250.

**Q: How do I get a Certificate of Insurance (COI)?**

A: Please contact your insurance broker(s). They will help produce the certificate(s) you need and ensure that they have the details that ODOT requires. You can provide them with a copy of the IMP Microgrant Insurance Guidelines and Exhibit C of the grant agreement, available on [the webpage](#). ODOT may also be available to coordinate with your insurance broker(s). Many insurance brokers will not charge you to produce a COI or add the details needed for "Additional Insured" and "Primary and Noncontributory."

**Q: When will my organization be expected to submit a COI?**

A: You will be asked to submit a COI after receiving an award notice. A grant agreement cannot be executed until ODOT receives a COI that meets the grant agreement requirements. It is important to be aware of this requirement before you apply for a microgrant so you know what to expect.

**Q: My organization is volunteer-run. Am I exempt from Workers' Compensation and Employer's Liability requirements?**

A: It depends on whether your organization has any "subject workers," which are defined in [ORS 656.027](#). If your organization has any workers with these definitions, then Workers' Compensation and Employer's Liability are required. If your organization does not have any workers under these definitions, IMP staff will ask you to review and sign a Workers' Compensation and Employer's Liability Nonsubject Worker Status Certificate.

**Q: My organization doesn't own any vehicles. Do I still need Automobile Liability?**

A: Automobile Liability Insurance is required if a vehicle will be used for any part of the project. (The only exception is if you order items to be delivered to your organization. This requirement does not apply to a commercial delivery driver.) Automobile Liability applies to vehicles your organization owns,

as well as those that it doesn't. For example, if a staff member drives a personal vehicle to participate in the project and is involved in a collision, your organization may be at risk. If you have concerns about this requirement, please contact IMP staff.

**Q: Our project does not involve the usage of vehicles. Do I still need Automobile Liability?**

A: Automobile Liability helps protect your organization from claims against you if there were any injuries or damage to people and/or property. If automobiles are involved in any part of your project—such as driving people or goods from one location to another—then you will need Automobile Liability coverage that meets the requirements within the grant agreement. If you have concerns about this requirement, please contact IMP staff.

**Q: I need help with insurance, who can I contact?**

A: First, we ask that you review the [IMP Microgrant Insurance Guidelines](#). You may want to share this document with an insurance broker. You can also reach out to the IMP Coordinator, [Bridgette.bottinelli@odot.oregon.gov](mailto:Bridgette.bottinelli@odot.oregon.gov) for support.

## Project Execution

**Q: When can I start spending money on my grant project?**

A: You may only start work on your project once you receive a notice to proceed (NTP) with a copy of your fully executed agreement from IMP staff. Microgrants cannot cover costs for activities, events, materials, etc., that occurred prior to receiving a NTP from IMP staff.

**Q: I signed a grant agreement, but I want to adjust my project. What should I do?**

A: Speak with IMP staff as soon as you realize your project scope or budget may need to shift. If the change is significant, we may need to amend your grant agreement with an updated scope of work.

## Reporting

**Q: Can I preview the reporting questions?**

A: Yes. You can visit [the form](#) and preview the entirety of the reporting questions. There are no additional pages to the form.

**Q: Can I save my work when filling out the reporting form?**

A: Yes. To save your work and return to your application, click the Save button at the bottom of the form. You will receive an email with a link to continue where you left off.

**Q: When is final reporting for Cycle 2 due?**

A: Final reporting is due within 60 calendar days of project completion. A project is considered complete when all grant funds have been expended and the grant impact has been measured. All Cycle 2 grant awards must be spent and reported on by June 30, 2026.

## Miscellaneous

**Q: Are IMP microgrants the same as Transportation Options sponsorships?**

A: No, IMP microgrants are separate from Transportation Options sponsorships. Transportation Options sponsorships are part of the [Transportation Options Program](#), which have different requirements. If you are interested in a Transportation Options sponsorship, please contact the Transportation Options Program Manager [Hope Estes](#).

**Q: Are there any details/timeline that can be shared on the launch of the larger competitive grants program?**

**A: We will be announcing additional funding opportunities soon!**