

Micro-Grant Guidance

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1. Introduction

[The Innovative Mobility Program](#) (IMP) is a new initiative from the Oregon Department of Transportation (ODOT) that aims to improve access to public transportation, reduce the number of single occupancy vehicle trips Oregonians make by car, and reduce the climate impact of travel by lowering greenhouse gas emissions. **The IMP has a special focus on equity and helping historically excluded groups to get to where they need to go more quickly, cheaply, and safely.** The IMP is funded by the Infrastructure Investment and Jobs Act, passed by Congress in November 2021, as well as State of Oregon funding. The program has a total of \$20 million for grants, contracts, and administration from 2022-2025.

A large competitive grants program is in the process of being developed with guidance set to be released in Summer 2023. **ODOT is currently offering \$5,000 micro-grants to eligible entities to help fulfill the goals of the IMP program.** The micro-grant program is a rolling grant program and has no deadline for application. Grants for eligible projects will be awarded on a first come, first served basis until the initial funding allocation of \$800,000 is exhausted. ODOT reserves the right to increase or decrease the overall amount of funding available, depending on the progress of awards and other program demands, but will only do so with 30 days' advance public notice.

Applicants are required to demonstrate how their project supports historically excluded groups, increases social equity, and reduces the climate impact of travel. ODOT is taking a broad view of what constitutes a "historically excluded group," including the following:

- Veterans
- Black, Indigenous and People of Color (BIPOC)
- Those living with a disability
- Women
- Those over 65
- Those under 21

- Those who identify as LGBTQ+
- Those living on low incomes (earning less than \$30,000/year for a family of 4 or \$15,000/year for a single person)
- Those with limited or no English proficiency

In addition, ODOT will consider applications that address the needs of any other social or demographic group that has been excluded or whose needs haven't been met by Oregon's existing transportation system.

2. Eligibility Criteria

2.1 Eligible Organizations

Any of the following entities are eligible to apply for a micro-grant:

- Local, regional, Tribal, and state government agencies (excluding the Oregon Department of Transportation),
- Public schools, school districts, and universities,
- Transportation management associations,
- Public transportation providers,
- Businesses providing community services, and
- 501(c)(3) registered nonprofits are eligible to apply.¹

Please note that organizations are limited to two grants in a 12-month period. No organization may apply for two grants for the same project. Similar, but distinct projects, (for example, two outreach or education events) will be eligible for separate grants.

Any organization applying for their second grant must first show that the initial project has been delivered, or is being delivered, in accordance with the IMP's goals of equity and reducing the environmental impacts of travel.

2.2 Eligible Activities

The IMP aims to encourage innovation and collaboration in meeting the transportation needs of members of historically excluded groups. The following examples are provided as guidance on the types of activities that are eligible, but it is not an exhaustive list. ODOT encourages organizations to think creatively. **Organizations must demonstrate how the proposed activity or activities supports the goals of the IMP program.**

- **Community Events:** Micro-grants may be used to support community events (e.g., Sunday Streets, Open Streets, etc.).
- **Bicycle Racks, Safety Gear, and Information:** Micro-grants may be used for:
 - Safety education and awareness activities and programs to inform pedestrians, bicyclists, and motorists on pedestrian/bike safety

¹ Private schools are eligible to apply for a micro-grant if they have 501(c)(3) status. Parent groups are not eligible entities unless they have 501(c)(3) status.

- Maps (for pedestrians/bicyclists/transit)
- Bicycle helmets (tied to safety promotion)
- Bicycle parking (bike racks or lockers)
- Bicycle repair station (air pump, simple tools)
- Bicycles and e-bikes for bike lending libraries
- **Transit Passes:** Microgrants may be used to purchase transit passes to be distributed to organizational beneficiaries.
- **Marketing of Existing Services:** Micro-grants may be used to publicize or market existing services if the marketing is targeted to a social or demographic group that has been historically excluded AND it is for a service or product that meets the Innovative Mobility Program's equity and climate goals. Micro-grants may not be used for marketing or lobbying for services that are not currently operational or funded.
- **Translation and Culturally Specific Materials:** Micro-grants may be used for translation and for the creation and promotion of culturally specific materials that promote services or products that are in line with the Innovative Mobility Program's equity and climate change mitigation goals.
- **Minor Infrastructure Projects:** Micro-grants may be used to fund, in whole or in part, minor infrastructure projects such as accessibility ramps, benches by transit stops, safety and information signage.
- **Research:** Micro-grants may be used to fund, in whole or in part, research aimed at better understanding the transportation needs and behaviors of historically excluded groups. However, projects that contribute towards graded coursework will not be eligible for micro-grants. Any research conducted using micro-grants must be shared with ODOT and ODOT reserves the right to use the research in policymaking, communications and engagement, and similar activities. ODOT commits to crediting the authors whenever it makes use of research conducted using micro-grant monies.
- **Preparation for the IMP Competitive Grants Program:** Micro-grants may be used to assist organizations in preparing applications for the IMP competitive grants program, which is anticipated to open in late 2023. Eligible preparatory activities include:
 - Costs related to convening partners including room rental, lunch, and facilitation costs if in person and technology costs, if virtual.
 - Research, including focus groups and surveys.
 - Equitable engagement participation incentives (if delivered as gift cards, discounted travel vouchers or similar non-cash incentives).
 - Printing costs.
 - Translation and interpretation services.

2.3 Ineligible Activities

While there are a broad range of activities that micro-grants can be used for, the following types of activities are not eligible.

- **Day-to-Day Operations:** Micro-grants cannot be used to offset the regular, scheduled costs of running/maintaining a program or project. This includes salary, rent, bill payments, fuel costs and other day-to-day expenses.

- **Cash Payments to Individuals:** Micro-grants cannot be used to make cash payments to individuals. If grants are intended for use in subsidizing travel, this must be done through the pre-purchase of passes, credits or tickets and a receipt for the purchase must be included in the post-grant wrap up report.
- **Donations to Individuals with a Value of More Than \$100:** Micro-grants cannot be used to purchase items intended for donation to individuals if the donated items have a value of more than \$100 dollars. However, items with a value of more than \$100 dollars may be lent to individuals if the applicant retains ownership and title over the item.
- **Lobbying, Marketing or Promotion of Services That Are Not Currently Operational or Funded:** Micro-grants cannot be used to pay for materials that promote or raise awareness of proposed services that are not currently operational or that have not already secured the full funding required to make them operational in future, or for materials designed to influence policy or decision-making.

3. Application Requirements

To apply for a micro-grant, organizations must complete a short application available on the [IMP website](#). The following information is required to complete the application:

- Name of organization/entity
- Contact name, title, email, and phone number
- Amount requested (up to \$5,000)
- Description of the proposed activity or project, including how the funds will be used.
- Description of the activity or project's intended outcomes and how historically excluded groups will benefit from the activity/project (i.e., increased access to bicycles for people with low incomes.)
- Description of how outcomes will be measured and tracked, including a plan for the collection of social/demographic data.

Additionally, please note the following application requirements apply in some cases:

- Nonprofit applicants will be required to submit proof of status as a legal entity, such as an IRS Determination Letter.
- Applicants interested in using a micro-grant to purchase bike racks, lockers, and/or a repair station will need to submit documentation to demonstrate:
 - Estimated cost of the selected product(s)
 - That there's approved location for installation
 - That there is funding and/or a plan for installation
 - That the approved location does not impede right-of-way or constitute an ADA hazard (Americans with Disabilities Act).
- Nonprofit/private recipients will be required to submit a Certificate of Insurance (COI) to ODOT before their grant is executed.

3.1 Guidelines for Certificates of Insurance (COI's)

This section only applies to nonprofit and private recipients.

The State of Oregon requires Certificates of Insurance (COIs) and supporting documentation from recipients of grants and contracts. These documents help the state verify that businesses meet the insurance requirements identified within the grant or contract.

Innovative Mobility Program (IMP) microgrant insurance requirements were determined at a program-level and based on factors like industry standards, program structure, and the types of projects we fund. All **nonprofit and private** recipients are required to submit a COI to the Oregon Department of Transportation (ODOT) before their grant goes into effect.

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

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 checklist in this document. ODOT is also available to coordinate with your insurance broker(s). Many insurance brokers will not charge you to produce a COI or add the details for “additional insured” and “primary and noncontributory.”

COI Checklist

If approved, ODOT will need the following information before your microgrant agreement is executed. Please note that this is just a guide to help understand and meet the insurance requirements set within the microgrant agreement. In-depth details will be outlined in a grant agreement.

☐ **Workers' Compensation**

- ODOT requires all employers as defined in ORS 656.027 to provide proof of Worker's Compensation, unless they are exempt under ORS 656.126(2).

☐ **Employer's Liability**

- ODOT requires Employer's Liability coverage of at least \$500K per accident.

☐ **Commercial General Liability**

- ODOT requires coverage of at least \$1M per occurrence, and \$2M aggregate.
- Additional Insured
 - Please provide a Blanket Additional Insured endorsement or Additional Insured endorsement endorsing “State of Oregon, the Oregon Transportation Commission and the Department of Transportation, and their respective officers, members, agents and employees” as an endorsed Additional Insured.
- Primary and Noncontributory
 - Please provide an endorsement or supporting documentation stating that the coverage is on a Primary and Noncontributory basis.

☐ **Automobile Liability**

- ODOT requires coverage of at least \$1M combined single limit.
- Additional Insured

- Please provide a Blanket Additional Insured endorsement or Additional Insured endorsement endorsing “State of Oregon, the Oregon Transportation Commission and the Department of Transportation, and their respective officers, members, agents and employees” as an endorsed Additional Insured.
- Primary and Noncontributory
 - Please provide an endorsement or supporting documentation stating that the coverage is on a Primary and Noncontributory basis.

☐ **Certificate Holder**

- Please make sure that ODOT is the certificate holder of the COI you are submitting to us, as shown below:
 ODOT Procurement Office
 MS#5-1
 355 Capitol St. NE
 Salem, OR 97301

ODOT’s Procurement Office will be available to help you understand the requirements and coordinate with your insurance broker(s) to get the correct information. For questions or concerns regarding the COI requirements, please contact the IMP Program Manager [Dorian Pacheco](#).

4. Application Evaluation

In order to be approved for a micro-grant, applicants must demonstrate the following:

1. Affiliation with an [eligible entity](#)
2. Proposed activity/project is [eligible under the program guidance](#) **AND** it supports historically excluded groups
3. Applicant will be able to meet reporting requirements by demonstrating that project outcomes will be measured and tracked, and the project includes social/demographic data collection plans.

If an application does not meet these requirements, it will not be approved.

Evaluation will be conducted by ODOT staff. Three individuals will independently evaluate the application and come to a consensus one of the following decisions:

- **Application Approved** - The applicant has met all criteria and has provided a clear description of the project, the intended outcomes, and how outcomes will be measured and tracked.
- **Application Conditionally Approved** – The applicant meets all or nearly all criteria, but evaluators need minor clarification, information, or documentation from the applicant. Once the applicant provides the requested information or documentation, the application will be formally approved. If the applicant does not provide the requested information or documentation within 30 calendar days, the application will not be approved, and the applicant will be invited to reapply.
- **Applicant Invited to Revise and Resubmit** – The applicant has not completed all requirements and/or has not demonstrated how the activity or project meets the goals of the IMP program in supporting historically excluded groups. In this case, applicants will be invited to revise and

resubmit. If an application is evaluated and not approved, applicants will be informed in writing of the reasons why this decision was made within 40 days of receipt of the application. Applicants will have **60 days** from when notification of non-approval is sent to revise their application or provide additional information.

- **Application Denied** – Applications will be denied if the applying entity is not eligible for a micro-grant or if the applicant has requested funding for ineligible activities.

ODOT commits to evaluating all applications within 30 days of receipt and will inform applicants of the outcome within 40 days of receipt.

Application or receipt of a micro-grant will not prejudice future applications for competitive grants or contracts. However, organizations that are successful in securing an IMP competitive grant or contract will not be eligible for micro-grants while the competitive grant or contract is ongoing.

5. Required Reporting

Reporting on IMP micro-grants is intended to enable transparent and accountable expenditure of public funds, help ODOT improve the design and accessibility of the IMP micro-grant program and future IMP programming, and help ODOT track the equity and climate outcomes of micro-grant funded projects.

It aims to strike a balance between ensuring that funds are spent in a responsible manner that furthers the IMP's equity and climate goals and minimizing the burden on applicants. IMP micro-grant reporting requirements are:

- A short (1-2 page) outcome report with metrics that demonstrate the outcomes or impacts of the project, social/demographic information on beneficiaries of the grant, and receipts, invoices, or other proof of grant expenditures. Pictures and testimonials from those who benefit from the grant are encouraged, but not required.
- Any other reasonable evidence that demonstrates how the money from the grant has been spent, what outcomes it has resulted in, and that the applicant, in good faith, met or attempted to meet the project description.

Applicants must submit a report to ODOT within 60 days of project completion if the project includes an event or the installation of signage/infrastructure and 60 days from purchase if the grant is for equipment or communications/marketing materials. If a project has multiple components or does not fit well into either of these categories, applicants must coordinate with the IMP Manager to determine a reporting timeline. Eligible entities will not be eligible for a future micro-grant until reporting is submitted and approved.

If the amount requested by the applicant is not spent in full and the amount of the remainder is less than \$200, ODOT staff will work with the applicant to identify other eligible activities on which the money can be spent. If the amount is greater than \$200, applicants must return the full amount to ODOT via bank transfer or check.

6. Quick FAQs

Q. Are parent groups eligible to apply for funds?

A. Parent groups are not eligible entities for micro-grants unless the group has 501(c)(3) status. Parent groups that are interested in seeking funding should coordinate with a school or school district, which are eligible entities.

Q. How many microgrants can one organization receive?

A. Organizations are limited to two micro-grants in one 12-month period, but no organization may apply for two grants for the same project. Similar, but distinct projects, (for example, two outreach or education events) will be eligible for separate grants. The second microgrant will be awarded upon receipt and approval of the reporting that the first microgrant has been delivered or is being delivered successfully.

Q. How much funding is available for microgrants?

A. The initial funding allocation for the micro-grant program is \$800,000.

Q. Is there a deadline to apply?

A. The micro-grant program is a rolling grant program and has no deadline for application. Grants for eligible projects will be awarded on a first come, first served basis until the initial funding allocation of \$800,000 is exhausted.

Q. What constitutes a historically excluded group?

A. ODOT is taking a broad view of what constitutes a historically excluded group, including the following:

- Veterans
- Black, Indigenous and People of Color (BIPOC)
- Those living with a disability
- Women
- Those over 65
- Those under 21
- Those who identify as LGBTQ+
- Those living on low incomes (earning less than \$30,000/year for a family of 4 or \$15,000/year for a single person)
- Those with limited or no English proficiency

In addition, ODOT will consider applications that address the needs of any other social or demographic group that has been excluded or whose needs haven't been met by Oregon's existing transportation system.

Q. When will I find out about if my microgrant application has been approved?

A. ODOT commits to evaluating all applications within 30 days of receipt and will inform applicants of the outcome within 40 days of receipt.

Q. I want to apply for a competitive IMP grant when those become available. Will I be excluded from applying if I have received a microgrant?

A. Application or receipt of a micro-grant will not prejudice future applications for competitive grants or

contracts. However, organizations that are successful in securing an IMP competitive grant or contract will not be eligible for micro-grants while the competitive grant or contract is ongoing.

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 **60 days** from when notification of non-approval is sent to revise their application or provide additional information.

Q. Are IMP microgrants the same as Transportation Options sponsorships?

A. No, IMP micro-grants 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: What if I don't meet the Certificate of Insurance requirements as a nonprofit or private applicant?

A: If your organization has concerns about the insurance requirements, please contact the IMP Program Manager [Dorian Pacheco](#).

Q. Who can I contact if I have additional questions about the microgrant program?

A. Please contact the IMP Program Manager [Dorian Pacheco](#) if you have additional questions or want to discuss your project idea before submitting an application.