



INNOVATIVE MOBILITY PROGRAM MICROGRANTS – CYCLE 2

Webinar | March 18, 2024

Agenda

- Welcome and meeting expectations (5 min) - *ODOT*
- Microgrant program overview (30 min) – *ODOT*
 - Funding availability
 - Project eligibility
 - Application process & evaluation criteria
 - Grantee expectations
 - Resources
- Q & A (20 min) - *ALL*
- Wrap-up (5 min) – *ODOT*



Innovative Mobility Program

- Oregon Transportation Commission approved \$20M for the creation of the program in 2022.
 - \$10M Federal
 - \$10M State
- Microgrants use state funding and are a portion of the overall IMP funding strategy.

Program Objectives

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



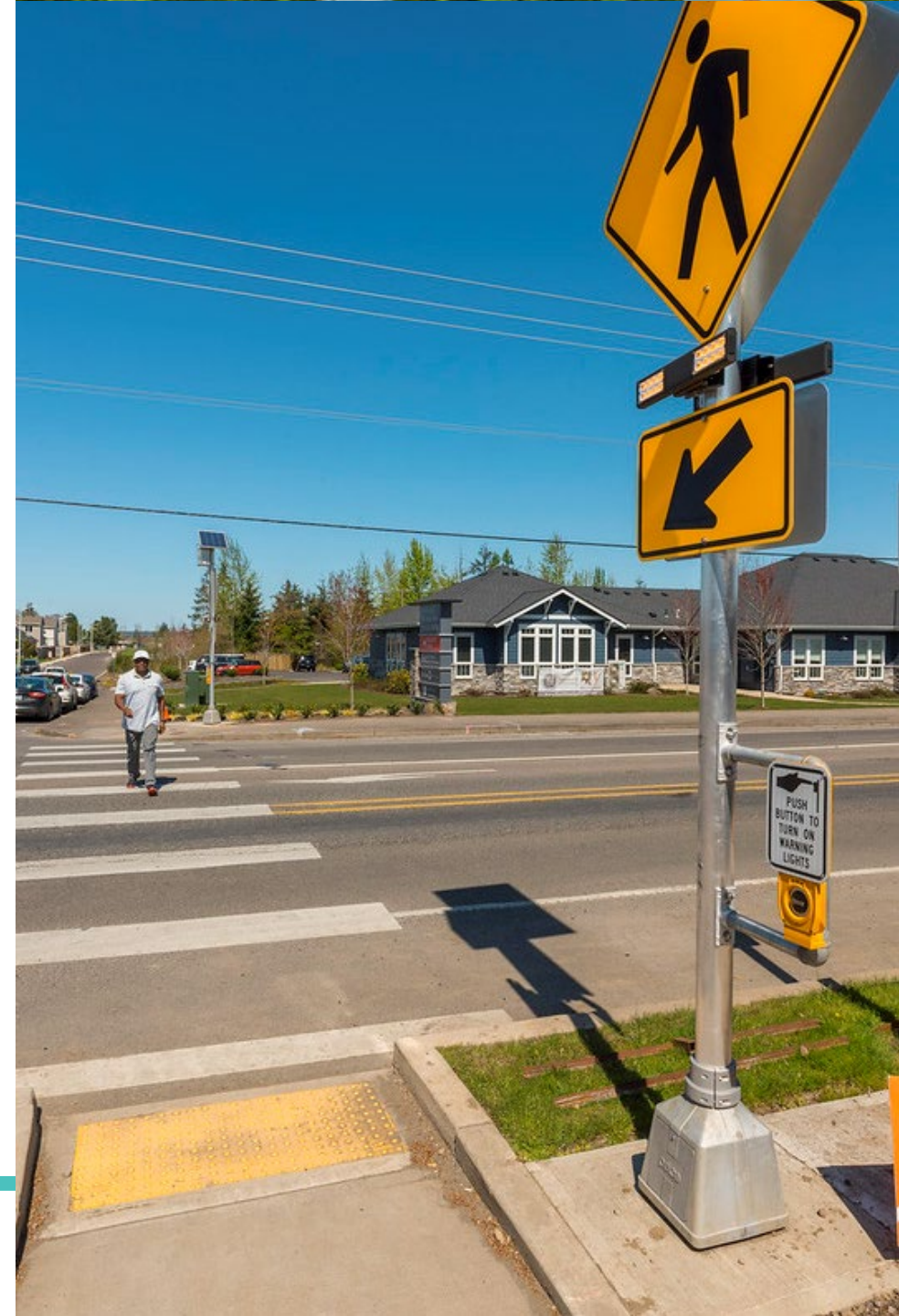
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How does ODOT define “historically underserved groups?”

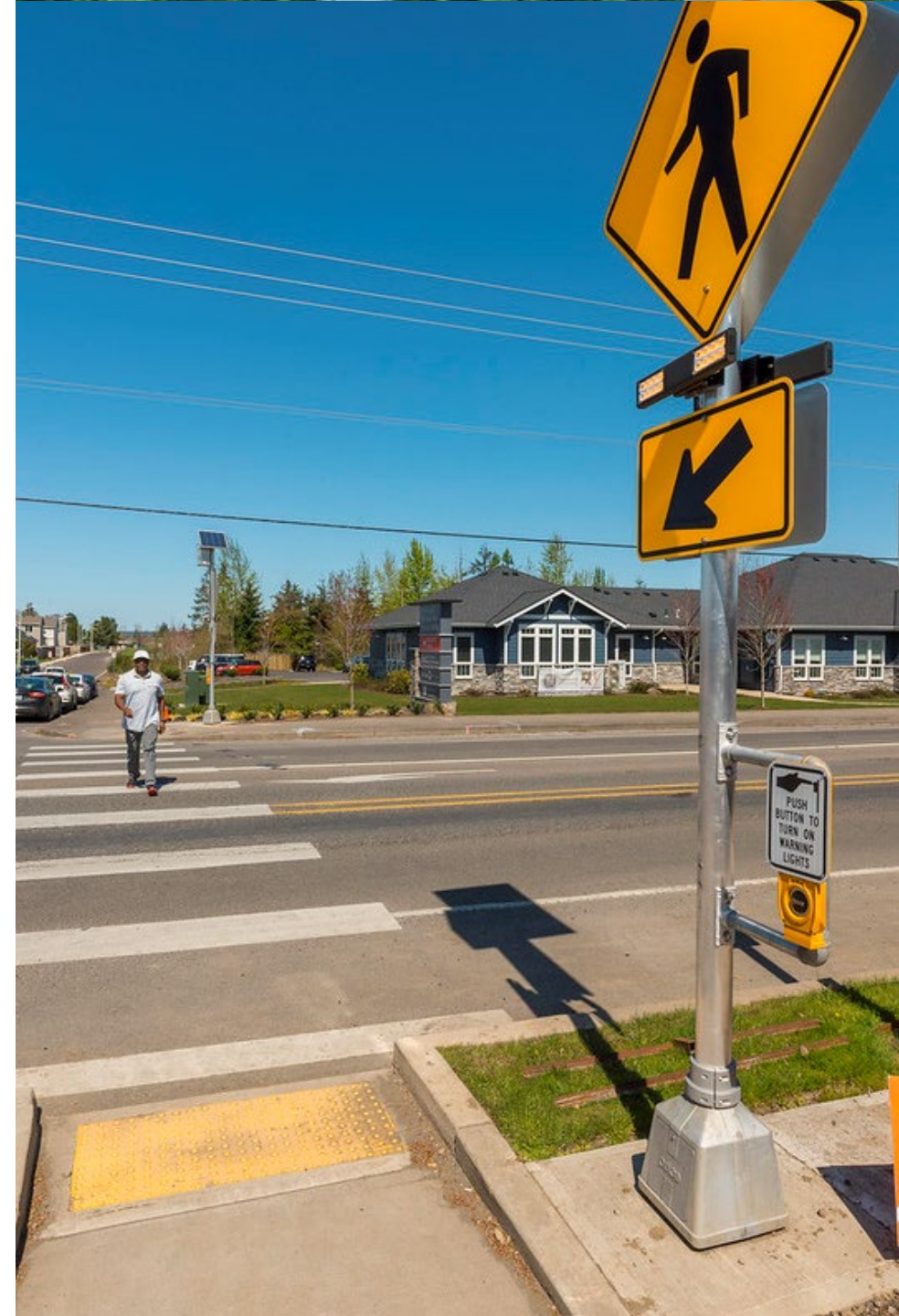
- Veterans
- People of color
- Tribal governments and Indigenous People
- People living with a disability
- Women
- Older adults
- Youth
- People who identify as LGBTQ+
- People living on low incomes
- People with limited or no English proficiency
- People experiencing homelessness



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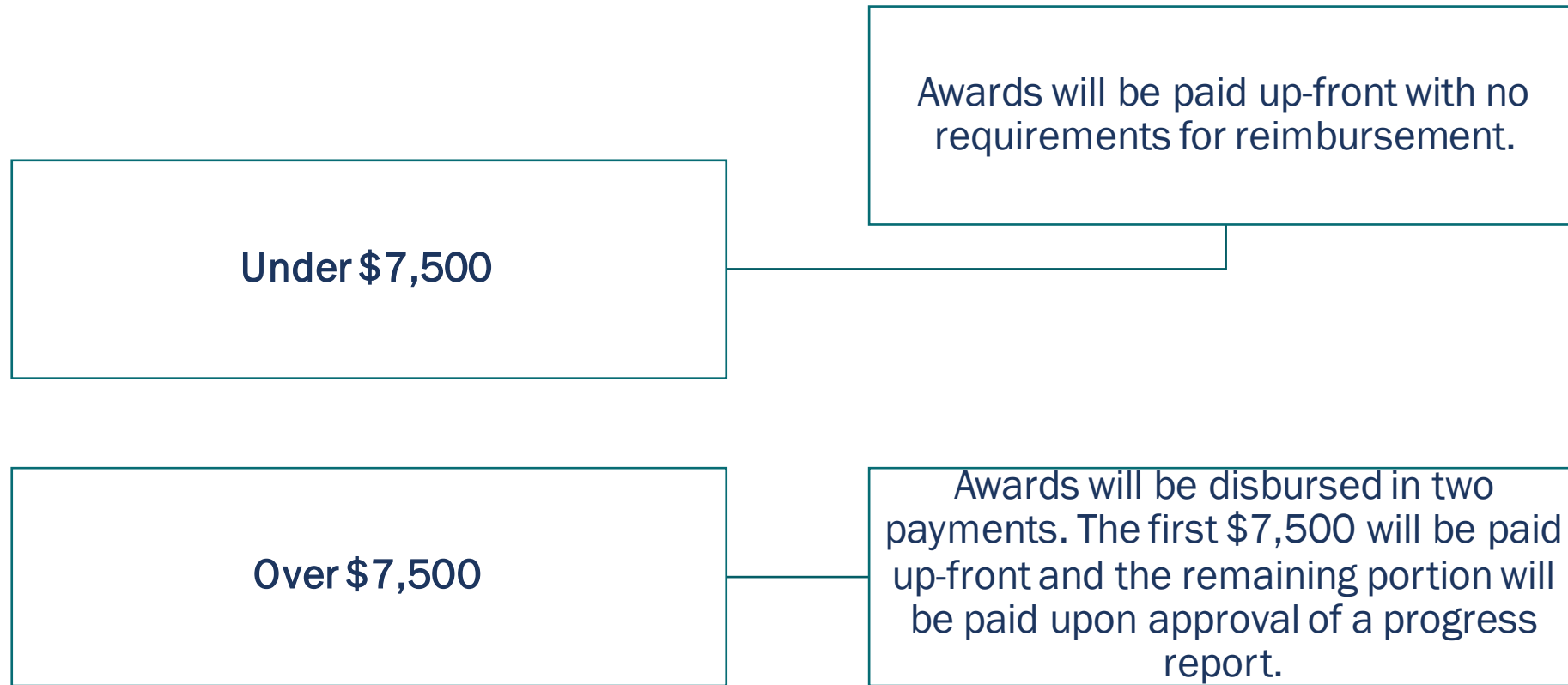
Any group that has been historically excluded or whose needs have not been met by the existing transportation system.



Microgrant Funding Availability

- Grants available for up to \$15,000
- \$350,000 funding allocation in 2024
 - Noncompetitive
 - \$175,000 is reserved for nonprofits and community benefit organizations.
- Applications are accepted on a rolling basis until the funding is allocated.
 - March 25 – November 29, 2024
- Organizations are limited to a total of \$15,000 per cycle.

Award Distributions



NO MATCH REQUIRED.

Eligible Organizations



Local, regional,
Tribal, and state
government
agencies



Public schools,
school districts,
colleges, and
universities



Transportation
providers



Nonprofits and
entities with
501(c)(3) status



Organizations with fiscal
sponsorship from a
nonprofit with 501(c)(3)
status or public agency



Businesses providing
community services

PROJECT ELIGIBILITY

ELIGIBLE PROJECTS

Microgrants can be used to fund a variety of new and existing projects as long as they support historically underserved groups' access to public and active transportation.

Events and education

- Open streets
- Bike rodeos

Equipment and materials

- Safety gear
- Repair kits
- Wayfinding materials

Lending libraries and shared mobility services

- Bicycles, e-bikes, e-cargo bikes, adaptive devices, and scooters for lending libraries and shared services
- Vanpool/carpool subsidies

Minor infrastructure

- Improvements at or near transit stops
- Mobility hubs
- Micromobility parking and amenities

Demonstration projects

- Temporary pedestrian/bicycle installations
- On-demand shared ride services, such as microtransit

ELIGIBLE PROJECTS

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Planning & transportation needs assessments

- Mobility needs assessment

Transit passes and transportation wallets

- Subsidized fare

Marketing of existing services

- Outreach
- Updates to improve accessibility of information

Translation and culturally specific materials

- Translation of program materials

Chartered transportation*

- Shuttle bus to one-time event

Restrictions on uses of funds

- Incentives
 - Payment in the form of cash gift cards only may be used as an incentive for participation in an activity directly related to the scope of the microgrant-funded project.
- Staff time
 - May be used to fund operational and administrative expenses directly related to the scope of the project. Due to the limited funding of this grant program, this should not be considered an opportunity for ongoing support.
- Raffles or contests
 - Funds cannot be used to purchase materials or goods to award as prizes in a raffle or contest.

A woman with a briefcase stands on a sidewalk at a street intersection. In the background, a dark pickup truck is parked, and a large building with a gabled roof is visible. The scene is overlaid with a semi-transparent blue filter. The text "PROJECT EXAMPLES" is centered in white, bold, sans-serif font.

PROJECT EXAMPLES

Events and education

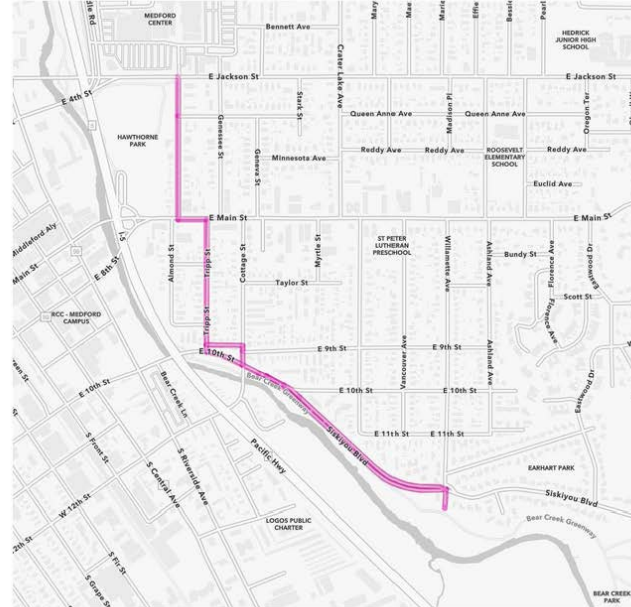
City of Medford Open Streets 2023

Open street event programming

- Bicycle maintenance station
- Bilingual marketing and signage



ROUTE



The Open Streets Route will be closed to traffic, but fully accessible for active transportation. Additional traffic closures and detour information will be available soon. Please check the [MedfordOpenStreets.org](https://www.MedfordOpenStreets.org) site or call the Medford Planning Department for more information.

Planning Department: (541) 774-2380



CALLES ABIERTAS
12 - 4

GRATIS

SÁBADO 20 DE MAYO

Calles Abiertas de Medford es un evento cuando aprovechamos los espacios publicos mas grandes - nuestras calles - para caminar, rodar, y jugar. Para mas informacion o para registrar, visite: [Medford Open Streets \[dot\] org](https://www.MedfordOpenStreets.org)

SISKIYOU VELO **ROGUE CREDIT UNION** **TCS TRAFFIC CONTROL SERVICES Medford, OR** **RVTD** **United Way of Jackson County** **OREGON DEPARTMENT OF TRANSPORTATION**

Demonstration project

Hood River County School District Middle school demonstration project

- Lane separators for a 2.5-month pilot.



Minor infrastructure

One Community Health
Bicycle repair station at One Community Health facilities in Hood River and The Dalles.



APPLICATION PROCESS & EVALUATION

Application Preview

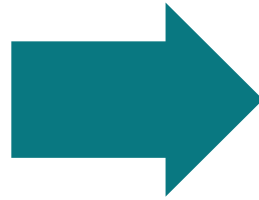
- [Innovative Mobility Program \(IMP\) Microgrant Application \(cognitoforms.com\)](https://cognitoforms.com)

Budget Template

Estimated Project Budget EXAMPLE				
Organization Name:	BikeTime			
Project Name:	Bicycle Education at Affordable Housing			
Item	Cost/Unit or Hourly Rate	Units or Hours	Requested Amount	Comments
Materials and supplies				
<i>Flyers to promote events</i>	\$ 0.75	200	\$ 150.00	
<i>Event supplies (handouts, etc.)</i>	\$ 500.00	1	\$ 500.00	
<i>Adult helmets</i>	\$ 45.00	50	\$ 2,250.00	We plan to distribute helmets to local residents.
<i>Youth helmets</i>	\$ 35.00	50	\$ 1,750.00	Youth helmets will be used during the learn-to-ride events.
Equipment				
<i>Youth bicycles for fleet</i>	\$ 250.00	10	\$ 2,500.00	
<i>Adult bicycles for fleet</i>	\$ 400.00	5	\$ 2,000.00	
<i>Bicycle locks</i>	\$ 25.00	20	\$ 500.00	
Staff time/labor				
<i>Outreach coordinator (appx. 10 hrs.)</i>	\$ 30.00	10	\$ 300.00	Our staff outreach coordinator will help promote learn-to-ride events.
<i>Program coordinator (appx. 15 hrs.)</i>	\$ 30.00	15	\$ 450.00	Our staff program coordinator will be staffing the learn-to-ride events and will be teaching bicycle safety.
<i>Bicycle mechanic (appx. 10 hrs.)</i>	\$ 30.00	10	\$ 300.00	We will have a bicycle mechanic on site for two events to teach basic bicycle maintenance skills.
Other expenses				
<i>Translation of materials</i>	\$ 400.00	1	\$ 400.00	
	\$ -		\$ -	
Total Requested			\$ 11,100.00	
Funding Sources				
ODOT IMP Microgrant	\$ 11,100.00			
	\$ -			
	\$ -			
	\$ -			
Funding Total	\$ 11,100.00			

Application Review Process

1. Pre-screening

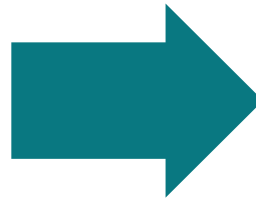


2. Application
Evaluation

Application Review Process

1. Pre-screening

- ✓ Affiliation with eligible entity
- ✓ Proposed project is eligible for funding.



2. Application Evaluation

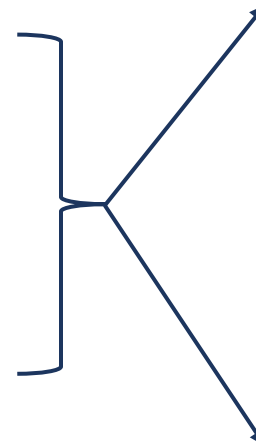
- ✓ Application is evaluated by review committee.
- ✓ Approved, revise and resubmit, denied.

Evaluation Criteria

1. Does the proposed project demonstrate how it meets the goals of the program?
2. Does the applicant reasonably demonstrate how the proposed project supports historically underserved groups?
3. Has the applicant sufficiently shown how they will track and measure project outcomes, including social/demographic data?
4. Is the proposed project commensurate with the award amount requested?

Evaluation Criteria

1. Does the proposed project demonstrate how it meets the goals of the program?
2. Does the applicant reasonably demonstrate how the proposed project supports historically underserved groups?



Application

3. Please briefly describe your organization. What does your organization do and who does it serve? Be specific about which historically underserved groups are served by your organization. *

4. Which category or categories does your project fall under? Select all that apply. *

- | | |
|---|--|
| <input type="checkbox"/> Events and education | <input type="checkbox"/> Transit passes and "transportation wallets" |
| <input type="checkbox"/> Equipment and materials | <input type="checkbox"/> Marketing of existing services |
| <input type="checkbox"/> Lending libraries and shared mobility services | <input type="checkbox"/> Translation and culturally specific materials |
| <input type="checkbox"/> Minor infrastructure | <input type="checkbox"/> Chartered transportation |
| <input type="checkbox"/> Demonstration projects | <input type="checkbox"/> Other <input type="text"/> |
| <input type="checkbox"/> Planning projects and transportation needs assessments | |

5. Please tell us about your proposed project. Who will this project serve, and how will historically underserved groups benefit from it? *

6. Please tell us about your anticipated project timeline.

Start Date *

The date you would like to start your project.

End Date *

The date you anticipate wrapping up your project. If your funding is for a one-time event, the start and end date can be the same.

Evaluation Criteria

3. Has the applicant sufficiently shown how they will track and measure project outcomes, including social/demographic data?

Suggestion: Review the reporting form to see what you will be asked to report on.



Application

1. Project Activities and Outcomes

What activities do you plan to conduct using microgrant funds? Use the table below to list each activity and explain how you will track project outcomes. Add as many rows as necessary by clicking the + Add Row button.

Examples of project outcome measurements:

- We will track the number of ____ we distribute.
- We will track the number of ____ we repair.
- We will compare the impacts of ____ by ____.
- We will estimate the number of single-occupancy vehicle trips reduced.
- We will estimate the number of ____ trips taken. (Example: bike, bus, carpool, etc.)
- We will track the number of events we hold/attend/conduct outreach at.
- We will track the number of people who attend ____ events.
- We will track the number of people enrolled in ____.
- We will estimate the number of people engaged.
- We will estimate the number of people who safely learned a new form of transportation.

Activity *	How will your organization track project outcomes related to this activity? *
Example: Host a bicycle safety event at our affordable housing complex.	Example: We will track the number of people who attend the bicycle safety event. We will also track the number of bike safety items we distribute at the event.

Evaluation Criteria

4. Is the proposed project commensurate with the award amount requested?

Considerations:

- Using the budget template, have you created a thoughtful project proposal that includes estimated costs for everything?
- Think about a multi-faceted project for larger award amounts.

What to Expect

Pre-approval

- Brainstorm your project!
- Prepare an application.
 - Scope out your project and create a budget, using the budget template.

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Upon approval

- Meet insurance requirements*
- Review scope of work and grant agreement.
- Provide a copy of W9.
- Provide contact information for those coordinating your finances.

Microgrant Insurance Requirements

- All nonprofit and private recipients will be required to submit a Certificate of Insurance (COI) before a grant agreement is executed and grant funds are made available.
- Workers' Compensation and Employer's Liability
- Commercial General Liability
- Automobile Liability*
- Additional Insured Endorsement
- Primary and Noncontributory coverage

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After Notice to Proceed

- Work on your project!
- Submit progress report*
- Submit a final report
 - Fill out the expenditure template.
 - Provide documentation for equipment, services, staff time, or other materials procured as part of the grant

Reporting Requirements

- Project narrative
 - Share how your project went.
- Data
 - Report on the outcomes of all grant activities.
- Expenditures
 - Document how grant funds were spent.
 - Documentation
 - Expenditure template



Reporting Requirements

- Project narrative
- Data
- Expenditures

Tip: Review the [reporting form](#) to see what questions will be asked of you!





Resources

- [Program Guidance](#)
- [What to Expect if Awarded a Microgrant](#)
- Budget Template
- Expenditure template
- [Insurance Guidelines](#)
- [FAQ](#)
- Agreement template (*coming soon*)

STILL HAVE QUESTIONS?



Email IMP staff at
innovativemobility@odot.oregon.gov



Schedule a [technical assistance meeting](#)



Thank you!