

Oregon Department of Transportation - Innovative Mobility Program

What to Expect if Awarded a Microgrant

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Disclaimer

These guidelines are intended as a general resource for Innovative Mobility Program (IMP) microgrant fund grantees and should not be considered legal advice. They do not cover all details in the agreements or all circumstances, nor do they replace the grant agreement between the grantee and the Oregon Department of Transportation (ODOT). The grant agreement remains the binding legal document. This is a living document as future changes to the program are made at staff discretion.

1. Introduction

IMP microgrants are available for up to \$15,000 and are intended to support new and existing projects that meet program goals. The microgrant program is funded in 2024 and 2026, with a \$350,000 funding allocation in 2024. Applications will be accepted on a rolling basis from March 25 – November 29, or until the yearly funding allocation is met. Although microgrant funding is not competitive, \$175,000 of funding will be reserved for nonprofits. This guide describes what to expect once awarded an IMP microgrant.

2. Technical Assistance

IMP staff are available to provide technical assistance with the microgrant process. We can help with things like insurance, understanding your grant agreement, or reporting. Please reach out to the IMP Coordinator, Bridgette Bottinelli, at Bridgette.Bottinelli@odot.oregon.gov to schedule a meeting or sign up for a meeting through our [booking page](#).

3. Language Translation

IMP staff are in the process of translating microgrant materials into additional languages. To request materials in a specific language or get individual assistance with the help of an interpreter, please contact IMP Coordinator, Bridgette Bottinelli, at Bridgette.bottinelli@odot.oregon.gov.

4. Microgrant Process

The graphic below outlines the microgrant award process with an estimated timeframe of each step. We aim to disperse funding to grantees within three months of application; however, the timeline is dependent upon email responsiveness, complexity of application, and staff capacity. A detailed step-by-step diagram can be found at the [end of this document](#).



After your application for a microgrant is approved, you will be required to complete the following.

- Provide a signed copy of your W9.
- Review and sign a legal grant agreement.
- Nonprofit/private applicants will also be required to submit a Certification of Insurance (COI) that meets the coverage limits set within the grant agreement.

Important: 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.

5. Legal Agreement with ODOT

A grant agreement must be signed to receive funding. A grant agreement is a legal document that lays out the conditions of the grant and the responsibilities of each party. IMP staff are available to answer questions about the agreement. A grant agreement template can be found on our [webpage](#). We recommend reviewing the template after submittal of your application so that you understand what will be included in a grant agreement.

Steps you can expect:

Step 1: IMP staff will begin working on your grant agreement after your application is approved and will draft Exhibit A: Scope of Work. This section will be based on your application, budget, and additional email correspondence relating to the project. *

Step 2: The IMP Coordinator will send a draft Scope of Work. Please review and ensure that everything is correct and achievable. If needed, you may request to make changes.

Step 3: Once you confirm the Scope of Work is acceptable, the IMP Coordinator will send the entire grant agreement for review. Carefully read each section and understand your responsibilities. You may want to review this agreement with others on your team. IMP staff are available to address questions or concerns.

Step 4: If the grant agreement is acceptable, your legally designated representative, and your fiscal sponsor if you have one, will sign the final agreement and send it back to IMP staff.

Step 5: ODOT staff are the last to sign the agreement. Once all signatures are collected, you will receive a NTP and a copy of the fully executed agreement. From that point on, you can begin to expend grant funds for your project.

***Nonprofit/private applicants:** Insurance requirements must be met before IMP staff can start working on your grant agreement.

5.1 Scope of Work

The scope of work (SOW) describes the general activities that ODOT expects to you to complete. By signing the grant agreement, you agree to carry out the activities outlined in the SOW. Grant funds cannot be spent on activities or purchase materials not specified in the SOW.

5.2 Notice to Proceed

A Notice to Proceed (NTP) is used to inform grantees that work can legally start on a project. You will receive a NTP with a copy of your fully executed grant agreement. A fully executed grant agreement means that all required parties have signed the agreement. **You may only start work on your project once you receive a NTP with a copy of your fully executed agreement.**

5.3 Grant Agreement Adjustments

We understand that your project may evolve during the course of the grant period. Speak with IMP staff as soon as you realize the project scope or budget may need to shift. If the change is significant, we may need to amend your grant agreement with an updated SOW. IMP staff will use their discretion when determining if a scope change is needed and if the change is in alignment with IMP goals.

6. Insurance Coverage

IMP microgrant insurance requirements were determined at a program level and based on factors like industry standards, program structure, and project scope. As outlined in the grant agreement, ODOT requires that grantees have Commercial General Liability, Automobile Liability, and Workers' Compensation and Employer's Liability insurance coverage for the duration of the grant. To demonstrate proof of coverage, **all nonprofit and private applicants are required to submit a Certificate of Insurance**

(COI) and supporting documentation to ODOT before a grant agreement is executed and grant funds are made available. A COI will be requested after receiving notice that your application is approved.

The [IMP Microgrant Insurance Guidelines](#) explain the types of insurance coverage and the minimum coverage limits set within the grant agreement that are needed to receive a microgrant award. If you have concerns about this requirement, please reach out to IMP staff as soon as possible.

7. Role of Fiscal Sponsor

Upon microgrant award, a fiscal sponsor should expect to participate in the following ways.

- Grantees and their fiscal sponsors will enter into an agreement with ODOT that specifies legal and contractual obligations. Fiscal sponsors must review and sign the agreement. A copy of the grant agreement is available on the [IMP webpage](#).
- ODOT requires that microgrant applicants submit proof of insurance coverage before their grant agreement can be executed. Fiscal sponsors may provide insurance coverage, as applicable, for the duration of the project.
- Fiscal sponsors should be available to receive the grant award from ODOT and distribute funds to the applying entity in a timely and appropriate manner.

The entity that applies for and receives the IMP microgrant will be responsible for fulfilling the reporting requirements.

8. Receiving Your Grant Money

IMP staff will disperse payment only after a NTP is issued using the following distribution process:

- For projects under \$7,500, awards will be paid up-front with no requirements for reimbursements.
- For projects above \$7,500, awards will be dispersed 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.

IMP staff will authorize payment via check to the address listed on an organization's W9. In certain circumstances, payment may be made to a different address. Please let IMP staff know as soon as possible if you would like to make this request, as it may add additional time to the process. If you receive a check from ODOT for the wrong amount or notice other issues, please contact IMP staff immediately.

9. Reporting

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

9.1 Progress Reporting

Progress reporting is required for organizations awarded more than \$7,500. **Progress reporting must be submitted within 6 months of receiving a NTP.** IMP staff will evaluate the progress report to ensure that spending is aligned with the SOW and budget, preliminary data is being collected, and the project is

moving along as expected. Upon approval of the progress report, IMP staff will distribute the remaining award amount.

To submit a progress report, grantees are required to submit a [progress report form](#). Please be prepared to address the following components in the progress report.

Project Update

You should be prepared to share how your project is going, including what has been accomplished and what is planned. You must also share how you are tracking preliminary project outcomes.

Expenditures

You should be prepared to provide an update on preliminary grant spending. Staff understand that spending will not be complete.

- To fulfill this requirement you must,
 - Attach documentation for equipment, services, staff time, or other materials procured as part of the grant.
 - Examples include receipts, invoices, spreadsheets, expense reports, or other supporting documentation.

OR

- Provide a narrative of spending to date and explain why there may not be expenditure documentation to share yet.

Remember: Project work and preliminary spending should be aligned with your Scope of Work. If you believe your scope or budget needs to shift, please reach out to IMP staff as soon as possible.

9.2 Final Reporting

All grantees must submit a **final report to ODOT 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. Grantees may request adjustments to their reporting timelines by coordinating with IMP staff. **If a grantee fails to submit reporting or misuses grant funds, they will not be eligible for future IMP funding.**

To submit a final report, grantees are required to submit a [final reporting form](#). Please be prepared to address the following components in the final report.

Project Narrative

You should be prepared to share how your project went and how it contributed to equitable outcomes for historically underserved groups. Include project successes and opportunities for improvement.

- Photos and/or testimonials from those who benefit from the grant are encouraged but not required.

Data

You should be prepared to report on the number of people reached by this grant, including social/demographic information on beneficiaries. These numbers can be estimates.

You will also be asked to report the outcomes of all grant activities as outlined in the example below.

Activity	Outcome	Measurement
Explain the activity. <i>Example: Distribute bus passes.</i>	Explain the result of the activity. <i>Example: Recipients reported that the bus pass allowed them to get to essential services, such as travel to medical appointments. 10 recipients had never used the bus before and learned a new form of transportation.</i>	Explain how you kept track of this activity. <i>Example: 75 bus passes were distributed at 5 events.</i>

Expenditures

You should be prepared to show how the grant money was spent and that your organization, in good faith, met or attempted to meet the agreed upon scope of work for the project. Expenditures must be consistent with the Scope of Work attached as Exhibit A to the grant agreement.

- To fulfill this requirement you must,
 1. Fill out the [expenditure template](#). The template contains instructions and provides an example expenditure report. You will submit the template as an attachment in the reporting form.
 2. Attach documentation for equipment, services, staff time, or other materials procured as part of the grant.
 - Examples include receipts, invoices, spreadsheets, expense reports, or other supporting documentation.
 - Please refrain from including any personally identifiable information in your documentation, such as first and last names of staff or constituents. Substitute names with less identifying names, such as “program participant,” “bike mechanic,” etc.

10. Records Retention

Grantees must document the expenditure of all funds dispersed by ODOT in accordance with the microgrant agreement. Per the grant agreement, recipients must keep project and financial records for six years after project completion and final report.

Innovative Mobility Program - Microgrant Process Diagram

The diagram below outlines the microgrant process and provides an estimated timeline.

Application Review 3-8 weeks	Request for Materials 2-6 weeks	Grant Finalization 1-2 weeks	Execution and Payment 2-4 weeks
<p>Step 1 Submit your application online. Be sure to attach any relevant supporting documentation, such as a 501(c)(3) status letter.</p> <p>Step 2 IMP staff will pre-screen your application for eligibility and completeness. If your application is deemed complete, it will be sent for evaluation by the microgrant review committee.</p> <p>Step 3 The IMP review committee will evaluate your application and make a funding determination.</p>	<p>Step 4 Receive confirmation of application approval and request for information from the IMP Coordinator.</p> <p><u>You will be asked to:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide a copy of your organization’s W9 <input type="checkbox"/> Carefully review the draft grant agreement, especially the Scope of Work. <input type="checkbox"/> Provide contact information for those who will be signing the grant agreement and coordinating financial information. <input type="checkbox"/> If applicable, you must provide a Certificate of Insurance (COI) that meets the grant agreement requirements. * <p>*Insurance coverage should not be a barrier to receiving this grant. Please reach out to IMP staff if you have concerns.</p>	<p>Step 5 Once materials from Step 4 are received, the IMP Coordinator will send you a grant agreement for final review and signature.</p> <p><u>You will be asked to:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Carefully review the grant agreement. <input type="checkbox"/> Send the signed agreement back to the IMP Coordinator. <p>Step 6 The IMP Coordinator will collect ODOT staff signatures. Your grant agreement is not fully executed until all parties sign the agreement (your organization + ODOT staff) and you receive a Notice to Proceed.</p>	<p>Step 7 Once all signatures have been acquired, the IMP Coordinator will email you a Notice to Proceed with a copy of the fully executed agreement. This means that the project is legally effective.</p> <p>Note: You are not legally allowed to start work on the project until you receive a Notice to Proceed.</p> <p>Step 8 ODOT Finance will set up your organization in ODOT’s financial system. A check will be sent to the mailing address on your W9. *</p> <p>*In certain circumstances, payment made be made to a different address.</p>