

CALL FOR GRANT APPLICATIONS

Electric Bike Commute Program

TO:	All Prospective Applicants
SUBJECT:	Call for Grant Applications: Sonoma Clean Power E-bike Commuter Program (Individual)
DATE ISSUED:	February 14, 2024
RESPONSES DUE:	April 3, 2024

1. PROJECT SUMMARY

Sonoma Clean Power Authority (“SCP”) issues this Call for Grant Applications from qualified organizations (“Applicants”) for funding through SCP’s Electric Bike Commuter Grant Project (“Project”).

Applicant organizations may apply for up to \$20,000 in total grant funds (\$5,000 minimum) and must provide a detailed plan for how they plan to manage their funds over the course of the two-year grant period. A small number of individual applicants will also be considered for grants funding a 24-month electric bike lease.

A. About Sonoma Clean Power

SCP is a public, locally-run Community Choice Aggregation (CCA) power provider, covering approximately 230,000 customers in Sonoma and Mendocino Counties (except Healdsburg and Ukiah). SCP’s mission is to turn the tide on the climate crisis through bold ideas and practical programs. For more information about SCP go to: www.sonomacleanpower.org.

B. Grant Funding Timeline

EVENT	DEADLINE
Grant Submittal Period Open	February 14, 2024
Submit Questions for Grant Application	February 28, 2024
SCP Posts Answers to Questions	March 13, 2024
Grant Applications Due	April 3, 2024
Target Date for Grant Approvals	May 22, 2024

C. Project Background

With vehicle-related travel comprising a major source of greenhouse gas emissions in our service territory, SCP is committed to assisting our customers in the purchase and use of low-carbon mobility options.

Electric bikes (e-bikes) use an on-board electric motor to assist riders, making carless travel easier and more convenient. The increased availability of electric bicycles (e-bikes or electric bikes) is a key emerging emissions-free mode of transport for those with shorter commutes and as a last-mile connection option for other services, such as rail transit and buses.

D. Project Scope

The overall goal of this Project is to offset light-duty vehicle emissions and congestion from commuting through the use of electric bikes. Other key objectives include familiarizing commuters with electric bike technology, providing leading examples for other workplaces to follow, and creating viable transportation alternatives for low- and median-wage workers in Sonoma and Mendocino Counties.

Although this Project is focused on helping organizations provide electric bikes to their commuting staff, Sonoma Clean Power recognizes that this framework may not apply to many commuters. Therefore, SCP will fund 24-month bike leases for up to 10 individuals, based on the criteria below.

2. GRANTEE SELECTION PROCESS

A. Individual Qualification Requirements

- i. Be a Sonoma Clean Power customer with an active account in good standing.
- ii. Live at the address listed on the account and commute to a work site from that address at least three days a week.

B. Selection Criteria For Individuals

- i. Situational Need (50%)
- ii. Financial Need (30%)
- iii. Letter of Support (20%)

3. INDIVIDUAL GRANTEE PROGRAM REQUIREMENTS

A. General Participation Requirements

- i. Be willing to sign a liability waiver requiring the Grantee to assume responsibility of all associated risks of participation.
- ii. Agree to use the provided electric bike only for approved program purposes. Grantee shall be at least 18 years old and follow all state and local traffic and helmet laws.
- iii. Agree to participate in any and all marketing or public relations efforts as requested by SCP.
- iv. Inform SCP of any accidents or injuries within seven days of occurrence.

B. Reporting

Grantees must provide detailed semi-annual reports to SCP to support Project grant budget tracking, monitor program progress, and track key metrics. Complete reports will consist of, at minimum, the following:

- i. Semi-annual and total mileage for the electric bike provided through the program.
- i. Any accidents or injuries that have occurred, including location and severity.
- ii. Periods of non-use (more than one week) or repair, including date(s) of issue(s), what type (e.g., flat tire), and repair timelines.

C. Program Close and Evaluation

When the Project nears completion, Grantees will support SCP in gathering final metrics, documentation, and feedback through the following activities:

- i. Submit a final report with mileage statistics, accidents, expenses, and maintenance issues.
- ii. Participate in exit interviews and surveys

4. APPLICATION SUBMITTAL PROCESS

A. Submittal Deadline: The deadline for submittal of Application is set forth in Section 1. No Applications will be accepted after that time.

B. Place and Form of Submittal: SCP will provide a PDF form for submitting grant applications. Mailed, hand delivered, or faxed submittals will not be accepted. Please submit a completed form, including a detailed budget breakdown and any other attachments to programs@sonomacleanpower.org. Use the subject line “*E-bike Call for Grant Applications - Individual*”.

C. Individual Submittal Requirements

- i. Applicants must provide basic personal and commute information, including:
 - a. Home address and work address
 - b. Contact email and phone number
 - c. Name of employer and length of employment
- ii. Situational Need: Describe how the grant funds and electric bike will improve your ability to commute to work, benefit your health, and/or otherwise improve your circumstances.
- iii. Financial Need: If you'd like to be considered for equity financial assistance, provide proof of income in the form of a W-2 or pay stub.
- iv. Provide a signed letter of support from your employer that includes verification of your employment status and written support of your application.
- v. Agree to the Grantee Program Requirements in Section 3.

D. QUESTIONS REGARDING THE CALL FOR GRANT APPLICATIONS AND POTENTIAL ADDENDA

For questions regarding this Call for Grant Applications, please contact: programs@sonomacleanpower.org with the subject line clearly marked “*E-bike Call for Grant Applications - Questions.*” Questions must be received no later than the deadline set forth in section III. SCP will not guarantee providing answers to questions submitted after the question deadline but will make reasonable efforts to do so.

In the event it becomes necessary to revise any part of this Call for Grant Applications, SCP will issue written addenda. Any amendment to this Call for Grant Applications is only valid if it is in writing and issued by SCP. No oral interpretations or answers will bind SCP. All addenda issued by SCP will become part of this Call for Grant Applications.