



P.O. Box 1030, Santa Rosa, CA 95402

CALL FOR GRANT APPLICATIONS

Electric Bike Commute Program

TO:	All Prospective Applicants
SUBJECT:	Call for Grant Applications: Sonoma Clean Power Electric Bike Commuter Grant Program
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”). This Project will provide funding to qualifying Applicants for purchasing electric bikes for their commuting staff, along with other safety, security, and storage resources.

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.

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.

A. 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 15, 2024

B. 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.

C. 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.

For organizations, this Project is intended to provide the comprehensive funding and support needed to create and sustain an electric bike commuting program for their staff. Electric bikes may be purchased or leased, depending on the needs of the Grantee. In addition to the purchase of electric bikes, grant funds can be used to buy safety and security equipment, install bike racks and chargers, and provide other benefits and perks to commuters that participate in the program (e.g., free lunches or a bus pass). To help make Grantee partner programs more successful, SCP can host a kick-off event for staff and will cover any maintenance expenses as well. SCP will also provide access to on-bike rider safety courses.

2. GRANTEE SELECTION PROCESS

A. Organizational Requirements

All Applicants must adhere to the following minimum qualifications to be considered:

- i. Be located in Sonoma Clean Power territory, which includes all of Sonoma and Mendocino Counties, except for the incorporated areas of Healdsburg and Ukiah.
- ii. Hold an active business license, be registered as a tax-exempt organization (e.g., 501(c)(3)), or be a federally-recognized tribe, local government, or accredited educational institution.
- iii. Be a Sonoma Clean Power customer, meaning all relevant electricity accounts need to have service provided by SCP. Organizations willing to switch their service to SCP may be considered on an individual basis.
- iv. Have at least five (5) commuting staff, volunteers, or students (18 years of age or older) that commute using light-duty vehicles.

B. Selection Criteria for Organizations

Applications will be scored based on the following weighted criteria:

- i. Program Design Quality and Thoroughness (20%)
 - a. Program Structure and Creativity
 - b. Justification and Organizational Need
 - c. Organizational Commitment
- ii. Equity and Access (20%)
 - a. Environmental and Social Justice Impact
 - b. Low- and Moderate-Income Commuters
 - c. Safe Routes and Transit Access
- iii. Funding Strategy (15%)
 - a. Planning and Priorities
 - b. Relevance to Program Goals
- iv. Employee Support (15%)
 - a. Workplace Charging and Storage
 - b. Program Promotion Activities
 - c. Ancillary Benefits Offered
- v. Metrics Tracking and Reporting (10%)
 - a. Collection Methods
 - b. Reporting Methods

- vi. Safety and Security (10%)
 - a. Equipment and Resources
 - b. Rider Education
- vii. Energy and Sustainability (10%)
 - a. Estimated Vehicle Miles Replaced
 - b. Organizational Sustainability Efforts
 - c. Related Employee Benefits

SCP will prioritize Applicants located in social justice communities, employing low- and moderate-income workers, and/or existing for community benefit (including as a as a 501(c)(3), 501(c)(4), or 501(c)(5) tax exempt organization). SCP staff will evaluate Applications, and may, in its discretion, interview selected Applicants. Issuance of this Call for Grant Applications is not a guarantee that SCP will approve grant funds for any Applicant. Applicants and Applications that do not meet the requirements of the Call for Grant Applications will not be fully reviewed for approval.

3. ORGANIZATIONAL GRANTEE PROGRAM REQUIREMENTS

A. Fund Management

Grantees must manage grant funds responsibly and in good faith, with the following requirements and limitations:

- i. Grant funds may not be used for any purpose not related to supporting the approved workplace commute program.
- ii. Grantees must track and report all funds spent on Program equipment, services, and ancillary costs, and provide associated receipts and invoices to SCP.
- iii. Approval will need to be obtained in advance for items not explicitly listed as eligible expenses or included in approved Applications, and SCP has the right to determine whether or not to recognize unapproved purchases.
- iv. SCP has the right to revoke funds for Grantees who do not meet the fund management, program management, or reporting requirements of the Project.

Any unspent funds remaining following the two-year grant period must be returned to SCP within 90 days.

B. Milestones

Grantees will receive funding on a milestone-based schedule, as described below:

- i. Milestone One: Provide either: 1) a paid invoice for purchased electric bikes or, 2) a purchase order for electric bikes to be purchased, showing brand, model, and size. Once the milestone requirements have been met, SCPA will release 50% of the grant funds or the full cost of the purchased bikes, whichever is greater.

- ii. Milestone Two: Provide a list of the participating commuters, including name, home address, contact number, and email address. Once the milestone requirements have been met, SCPA will release all awarded grant funds associated with rider safety and security equipment (e.g., locks and helmets), infrastructure support (e.g., bike racks), and ancillary purchases (e.g., bike panniers)
- iii. Milestone Three: Coordinate with SCPA to schedule a kick-off event and any rider safety classes. Once the milestone requirements have been met, SCPA will release all remaining awarded grant funds (e.g., for commuter benefits).

C. Program Management

Grantees will need to identify a primary contact for program management, communication, and reporting. Additionally, organizations will need to:

- i. Effectively recruit participants, communicate program requirements, and make commuters aware of the SCP and organizational offers available to them.
- ii. Coordinate with SCP on program launch events and/or rider safety trainings.
- iii. Regularly communicate program issues and feedback to SCP Program Manager.

D. Reporting

Grantees must provide detailed quarterly 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. Quarterly and total mileage for each electric bike purchased through the program.
- ii. Any accidents or injuries that have occurred, including location and severity.
- iii. Any bikes that were out of service, including date(s) of issue(s), what type (e.g., flat tire), and repair timelines.
- iv. Expenses incurred with dates, descriptions, and receipts.

E. 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. Coordinate with SCP Program Manager to return any unspent funds.
- iii. Participate in exit interviews and distribution and collection of surveys to commuters.
- iv. Report organizational decisions to continue, discontinue or modify the commute program.

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 – Submittal*”.

C. Organizational Submittal Requirements

- i. Applicants must provide only complete and accurate information. Inaccurate or misleading statements will result in disqualification.
- ii. Provide organizational information, including:
 - a. A brief history of the organization
 - b. Company name, address, and years in operation
 - c. Business sector (e.g., food service, non-profit, agricultural)
 - d. Number of low (less than \$50,000) and moderate income (less than \$75,000) staff
- iii. Provide evidence of compliance with the organizational requirements listed in Section 2 (Grantee Selection Process).
- iv. Present detailed information showing how the proposed program meets the selection criteria listed in Section 2 (Grantee Selection Process).
- v. Identify a Program Champion, who will be responsible for on-site coordination of program activities, reporting metrics and submitting expenses, and ensuring all grant milestones and requirements are met.
- vi. Provide a detailed budget for all proposed expenses to be covered under the grant, including for e-bikes, infrastructure, equipment, and ancillary benefits.
- vii. 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.

E. Example Organizational Budget Breakdown

The following provides an example of what a grant budget might look like for an organization planning to buy seven electric bikes to be shared by ten commuters. It includes security, safety and storage equipment, along with employee support such as public transit passes and lunches. Each organization will have different priorities and needs and this is not intended to be prescriptive or comprehensive.

Item	Quantity	Cost	Sub-total
Brand A – Medium Step-Through Electric Bike	3	\$2,122.00	\$6,366.00
Brand B – Large Step-Over Electric Bike	2	\$1,857.00	\$3,714.00
Brand A – Small Step-Through Electric Bike	1	\$2,122.00	\$2,122.00
Brand A Helmet Medium	5	\$85.00	\$425.00
Brand A Helmet Large	5	\$95.00	\$475.00
Brand B Helmet Small	2	\$75.00	\$150.00
Brand A Bike Lock	10	\$68.00	\$680.00
Double-side Bike Panniers	3	\$102.00	\$306.00
Single-side Bike Panniers	3	\$78.00	\$234.00
Indoor Bike Storage Rack	3	\$224.00	\$672.00
Spare charging cord	3	\$79.00	\$237.00
Portable Electric Air Pump	1	\$79.00	\$79.00
Pre-paid Clipper Card	10	\$50.00	\$500.00
Commuter Lunch Party	4	\$120.00	\$480.00
Total			\$16,440.00