



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

# E-bike Commuter Program

## Organizational Grant Application Form

Send your completed form, along with any attachments, to [programs@sonomacleanpower.org](mailto:programs@sonomacleanpower.org) with the subject line: *"E-bike Call for Grant Applications – Submittal"*.

### Eligibility

Is your organization a Sonoma Clean Power customer?

**Yes**

**No**

Primary Contact Name: \_\_\_\_\_

Primary Contact Phone Number: \_\_\_\_\_

Primary Contact Email Address: \_\_\_\_\_

Do you meet the following requirements?      **Yes**      **No**

- Be located in Sonoma Clean Power territory, which includes all of Sonoma and Mendocino Counties, except for the incorporated areas of Healdsburg and Ukiah.
- Hold an active business license, be a public entity, be registered as a tax-exempt organization (e.g., 501(c)(3)), be a federally-recognized tribe, local government, or an accredited educational institution.
- 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.
- Have at least five (5) commuting staff, volunteers, or students (18 years of age or older) that commute using light-duty vehicles.

## Basic Organizational Information

Organization Name: \_\_\_\_\_

Organization Type:

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP Code: \_\_\_\_\_

How many full-time employees make less than \$75,000/yr\*? (Optional)

How many full-time employees make less than \$50,000/yr\*? (Optional)

*\*before taxes*

*Note: Income information is not required, but helps us evaluate organizational and commuter need.*

Please provide a brief history of your organization, including years in operation, business sector, and number of full-time and part-time employees or staff.

## **Proposal Information**

Please describe your proposed program, including the structure, how you will encourage participation, the number of e-bikes to be purchased or leased, safety equipment needed, existing infrastructure and infrastructure needed to support e-bike ridership, and data collection and reporting methods. You may also choose to include this information as an attachment to your application. See Section 2 of the Call for Applications on the selection criteria for proposed programs.

What other (funded or non-funded) program support does your organization plan to provide to participating commuters?

Tell us how this program will benefit your employees or staff.

What motivates your organization's desire to participate in this program?

What types of sustainability efforts does the organization currently engage in?

Please describe the safe biking routes and transit options available to your workplace commuters.

Who will be your Program Champion? This individual will need to have dedicated hours to coordinate on-site commuter activities, communicate with SCP on program progress, and submit reimbursement requests and program reports.

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

In addition to the details above, please submit detailed budget (minimum \$5,000, maximum \$20,000) and attach it to your email when you return this application. You can find an example of a budget breakdown in Section 4 of the Call for Applications.

Do you have any objections to the standard grant Agreement linked on the program web page? (please explain)

Do you agree to the Terms and Conditions below?

Yes

No

## Program Terms and Conditions

A. **Proof of Status:** An organization must provide documented proof of operation as a business, non-profit organization, government or Tribal government, or educational institution by providing any of the following:

- 1) A copy of a current business license granted by a locality, the State of California, or the federal government;
- 2) Registration status with the Internal Revenue Service (IRS) as a tax-exempt organization;
- 3) Documentation of recognition as a federally-recognized tribal government;
- 4) Documentation of accreditation as an educational institution from a qualified regional or state body.

B. **Electric Bicycle Purchases and Leases:** Grantee shall be responsible for the negotiation of electric bicycle and supporting equipment terms with the dealer/retailer. SCPA shall not participate in the negotiation of the purchase or lease, and SCPA makes no representations, warranties, or guarantees with respect to the condition or future performance of the e-bikes or supporting equipment or their suitability for Grantee's intended uses.

C. **Eligible Electric Bicycles:** Purchased or leased e-bikes must be of type Class 1 or Class 2, have at least 500 watt-hours of battery capacity, and have the ability to track total mileage electronically.

D. **Electric Bicycle Usage:** Purchased or leased e-bikes may only be used by participating Commuters for approved program purposes. Grantee shall ensure that all Commuters are at least 18 years old and follow all state and local traffic and helmet laws.

E. **Marketing Collaboration:** Grantee agrees to participate in any and all marketing or public relations efforts as requested by SCPA.

F. **Reporting:** For a period not less than two years following transfer of funds, the Grantee must provide quarterly reporting to SCPA, covering mileage for each e-bike, itemized receipts for eligible grant purchases and/or leases, and e-bikes out of service (with dates). Accidents and injuries must be reported to SCPA within seven (7) days of



occurrence.

G. **Agreement Expiration:** Grantee shall complete purchase or lease of e-bikes intended for use under this Agreement within six months from the effective date; otherwise the contract expires and all funds must be returned within 90 days. SCPA retains the right to cancel this Agreement pursuant to Section 6, Sub-section A.

H. **Return of Funds:** Grantee must return any unapproved or unspent funds not more than 90 days after the end of the grant period, which is 24 months from the date of approved grant funding transfer.

Funding Discretion: All determinations of eligibility of expenses incurred under the grant will be made solely by SCPA. SCPA may at any time, within its sole discretion, cancel funding for any grantee, at which time, all unapproved and unspent funds must be returned within 90 days of notice.

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