| General Instructions |
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Applicants should complete the concept paper and clearly address the topics outlined below. The Colorado Energy Office and technical advisory committee will use the concept paper to evaluate an applicant’s understanding of the Community Access to Electric Bicycles Grant Program’s objectives and the potential for a well-designed deployment model that increases access to eBikes for income-qualified individuals. Concept papers shall be no more than three pages plus the General Instructions and Applicant Information. Use the following convention in naming the concept papers:

Concept Paper – Lead Applicant Name

**Please send concept papers in Word and PDF format** sarah.thorne@state.co.us. **Concept papers are due by December 16, 2022 at 5:00 pm MST**.

| Applicant Information |
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Lead Applicant Name/Title:

Project Title:

Lead Applicant Email Address:

Lead Applicant Phone Number:

Lead Organization Name:

Lead Organization Address:

Lead Organization DUNS Number:

Project Partners:

Project Partner Phone Number:

Project Partner Email Address:

| Project Concept / Description |
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Please address the following topics:

* Description of deployment model and why it was selected
* Target population of who the project will serve
* How the project meets the Program Objectives listed on page 3 and any other project benefits identified by the applicant
* Project budget broken down by eBikes and equipment, administration, and any other costs
* Other funding available to support the project initially and over time by source and amount
* Overview of your understanding of the population you aim to serve and strategies to address potential challenges in engaging income-qualified individuals
* Potential risks to the project and strategies to mitigate those risks
* Experience by lead applicant and partners in similar or related projects