| General Instructions |
| --- |

Applicants should complete and sign the Application Summary Sheet (Attachment 1) and include it as the first page of the submitted application. All applicants should complete the remainder of the application using this form.

Applications, excluding any cover page, table of contents, pictures, maps, other required forms, and attachments, should not exceed 20 consecutively numbered, 8.5x11-inch pages of single-spaced, standard 11-point type with 1-inch margins and black text. Formal page count does not include the Application Summary document, General Instructions included in the Application Form, or any required attachments.

**Please send proposals in Word and PDF format to** **sarah.thorne@state.co.us****. Proposals are due by January 27, 2023 at 5:00 pm MST**.

All attachments should be included in ONE (1) document containing a table of contents which denotes the appropriate title and page number of each item. Use the following convention in naming proposal documents:

eBike Application– Lead Applicant Name

eBike Attachments – Lead Applicant Name

| Applicant Information  |
| --- |

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 Abstract  |
| --- |

|  Project Narrative |
| --- |

|  eBikes, Equipment, and Accessories |
| --- |

**eBikes, equipment, and accessories**

**Maintenance activities**

| Project Work Plan  |
| --- |

**Project Schedule**

**Project Development**

**eBike Deployment**

**Ongoing Support and Maintenance**

| Project Budget and Narrative  |
| --- |

**Project Budget**

**Budget Narrative**

| Organization and Staff Experience |
| --- |

| Exception(s) to State Small Dollar Grant Award Terms and Conditions and City Personal Services Agreement Terms and Conditions  |
| --- |

Provide a brief written statement noting any exceptions to the State’s terms and conditions, included as Attachments 4 to the RFA on the Colorado Energy Office website.

| Conflict of Interest  |
| --- |

Provide a brief written statement noting any conflict of interest as defined within the “Conflict of Interest” section of the RFA.

| Debarment and/or Suspension |
| --- |

Provide a brief written statement noting any debarment and/or suspension as defined within the “Organizational Conflict of Interest” section of the RFA.