



Community Access to Electric Bicycles Grant Program

Request for Applications

Released: December 1, 2022

Concept Paper Deadline (must be submitted electronically)
December 16, 2022 - 5:00 p.m. MT

Application Deadline (must be submitted electronically)
January 27, 2023 - 5:00 p.m. MT

Section 1: Overview and Background

Project Summary

The Colorado Energy Office (CEO) is soliciting proposals to develop and implement eBike deployment projects that increase access to electric bikes (eBikes) for income-qualified individuals while maximizing air quality benefits. An eBike program eligible to receive grant funding must be one of two models:

1. An ownership program, whereby the program provides electric bicycles, equipment, and related services to individuals.
2. A bike share program using a fleet of electric bicycles.

Program Background

The [Colorado Greenhouse Gas Pollution Reduction Roadmap](#) begins with the following statement:

To address climate change, the Polis Administration has prioritized action on a just and equitable transition to renewable energy and pollution reduction that diversifies and strengthens our economy, creates good-paying, local jobs, and improves the well-being of our communities. This work is motivated by an imperative to protect the health and safety of all Coloradans, as well as the unprecedented opportunity to drive innovation and harness myriad consumer and economic benefits.

The growing popularity of eBikes aligns well with the Administration's climate and equity goals. eBikes, while the cost of which is still out of reach for some, are becoming more affordable as battery costs come down and new manufacturers enter the market. With most motor vehicle trips under [10 miles](#), eBikes are well-suited to replace those trips typically taken in a car. For many, eBikes make it possible to bike greater distances and over more challenging terrain, including steep grades that can be difficult for riders to climb.

In June 2020, the Polis Administration launched the Can Do Colorado Community Challenge. The Challenge tasked Colorado state agencies, nonprofits, and other partners to offer resources to local communities and businesses to help reopen the economy safely in the midst of the COVID-19 pandemic and help lead the state toward a healthier and more sustainable future. Among the new programmatic resources was a commitment by the CEO and its partners to launch a Low-Income Essential Workers eBikes/eScooters Pilot Program. The intent of the program was to provide grants that supported increased access to eBikes and eScooters and provided a healthy and inexpensive commuting option at a time when public transit options had been curtailed.

CEO completed a mini-pilot, while partnering with Bicycle Colorado, Northeast Transportation Connections, and National Renewable Energy Lab in Fall 2020. The success of this mini-pilot led to a full pilot in Spring 2021. Like the fall 2020 mini-pilot, this program sought to increase access to eBikes for low-income essential workers while maximizing air quality benefits. CEO funded five projects throughout the State of Colorado, and piloted a variety of eBike distribution models including individual ownership

and shared deployment, expanding eBike access in communities across the state, and laying a foundation for future scalability and replicability. Development and implementation of these individual eBike ownership pilot programs has greatly informed this Request for Applications (RFA).

The passage of [SB22-193](#) in 2022 established the [“Community Access to Electric Bicycles”](#) program, which provides funding for both an [eBike rebate program](#) and for [a grant program](#) to help finance ownership programs, will allow CEO to fully implement an eBike ownership program.

Program Objectives

The Community Access to Electric Bicycles Grant Program will provide funding for the development and implementation of eBike deployment projects in communities across the state. Collectively, projects proposed under this RFA shall:

- Increase access to eBikes for income-qualified individuals while maximizing air quality benefits and greenhouse gas (GHG) emissions reductions
- Close a gap rather than compete with established programs
- Represent the geographic diversity of Colorado communities
- Ensure viability beyond the term of this project

Section 2: Grant Program Guidelines and Requirements

Definitions

Relevant definitions from SB22-193 for the purposes of administering this program include:

Bike Share Program: a service in which bicycles a) are made publicly available to multiple users for rent on a short-term basis; and b) may either be picked up in one public location and dropped off at another public location or be checked out and returned at a single location.

Disproportionately-Impacted Community: a community that is in a census block group, as determined in accordance with the most recent United States census, where the proportion of households that are low income is greater than forty percent, the proportion of households that identify as minority is greater than forty percent, or the proportion of households that are housing cost-burdened is greater than forty percent; or is any other community as identified by a state agency, if: The community has a history of environmental racism perpetuated through redlining, anti-Indigenous, anti-immigrant, anti-Hispanic, or anti-Black laws; or the community is one where multiple factors, including socioeconomic stressors, disproportionate environmental burdens, vulnerability to environmental degradation, and lack of public participation, may act cumulatively to affect health and the environment and contribute to persistent disparities. As used in this subsection (2)(b)(II), "cost-burdened" means a household that spends more than thirty percent of its income on housing, and "low income" means the median household income is less than or equal to two hundred percent of the federal poverty guideline.

Electric Bicycle: has the same meaning as “electric assisted bicycle”; includes an electric adaptive bicycle

Local Government: a statutory or home rule municipality, county, or city and county.

Nonattainment Area: an area of the state that the federal Environmental Protection Agency has designated as being in nonattainment with a national ambient air quality standard.

Ownership Program: a program that provides electric bicycles, equipment, and related services to individuals in income-qualified households.

Program: a bike share program or an ownership program.

Eligibility

This solicitation is open to all local governments, tribal governments, and non-profit organizations. Proposals must be submitted by a lead applicant, even if submitted in partnership with other parties, and must clearly describe the relationship with other parties to the proposal. If awarded, the lead applicant shall be the party that enters into a purchase order with CEO and will be considered responsible for all aspects of the project including ongoing reporting.

Participant demographics: Project proposals should prioritize participation by individuals making less than 80% Area Median Income (AMI), a chart by county with income thresholds can be found here: <https://cdola.colorado.gov/sites/dola/files/documents/HUD%20AMI%20Table%202022.pdf>. Applicants are encouraged to have a clearly defined target population (e.g. essential workers, employees centered in a specific employment corridor, restaurant workers, teachers, etc.) and should explain how they will prioritize and verify that participants meet the income requirement. If proposals include an eBike library or share, applicants must explain how the project prioritizes participation by income-qualified individuals.

CEO will prioritize applications for programming that occurs in one of more disproportionately-impacted (DI) communities or for programming that occurs in a nonattainment area. For proposals that meet either of these priority areas, applicants should briefly describe how their program meets these prioritization areas.

- DI communities can be found mapped here: <https://coenergy.maps.arcgis.com/apps/instant/lookup/index.html?appid=36357cd47f5d40dbbeeac0432a39aef3>

The areas shaded blue on this map identify DI communities in the State of Colorado using a combination of DI definitions. Included in CEO's definition are: [SB22-193](#), [Justice40](#), the [Transportation Equity Index as created by the EV Equity Study](#), CDPHE's [EnviroScreen](#), and Tribal areas.

- Nonattainment areas can be found mapped here:
<https://www.arcgis.com/apps/mapviewer/index.html?webmap=65ddf8db295440a2a9640a011a31b301>
(non-attainment areas are shaded dark blue)

Program Timing and Funding:

Timing

CEO anticipates making awards in mid-February 2023 with eBikes to be deployed by the awarded applicants beginning as early as May 2023. CEO recognizes that this is an aggressive timeline however it is critical for the success of the program that eBikes are deployed by Summer 2023. Proposals with timelines for eBike deployment later than this will not be considered under this solicitation. CEO also recognizes that the COVID-19 pandemic has had a significant impact on the bike industry and that manufacturing and distribution timelines as well as production volumes may see continued volatility. For this reason, applicants will be required to show documentation as part of their proposal that they have engaged bike shops or manufacturers. Successful applicants will be expected to submit quarterly project reports for an additional one year after all eBikes are deployed.

Funding Opportunity

This project is funded through [SB22-193](#) with approximately \$910,000 in total available funding in FY2023. CEO anticipates making six to ten awards, each between \$80,000 and \$175,000. A 10% match is required and CEO encourages applicants to identify other sources of funding that will help to increase the scale of the initial deployment and ensure ongoing sustainability of the proposed projects. Applicant match must be in the form of cash which can include funds from local or state agencies; utilities; grants, gifts, or donations; or other public or private entities; another form of cash match is staff time. Applicants choosing to meet the match requirement through staff time must document the expected hours staff will spend working on the project and include the hourly rate. Awarded funding may be combined with any existing or new funding source and may be used for equipment (eBikes, eBike charging infrastructure, eBike storage, and eBike accessories such as locks, helmets, and lights) and administrative costs directly related to program development and administration.

Eligible Costs

Eligible costs include the following:

- eBikes
- eBike charging infrastructure (for an eBike share program)
- eBike storage (such as bike lockers or storage sheds)
- eBike accessories such as locks, helmets, lights, panniers, bar mitts, snow tires, etc.
- Equipment insurance
 - Applicants may include the cost of insurance whether for a shared deployment project or for individual riders. If including insurance, applicants must provide a detailed explanation of what is covered by the insurance. Term of insurance should not exceed the term of the purchase order or one year, whichever is longer.
- Emergency transportation vouchers may be eligible.

- o Applicants may propose a modest budget to address the cost for emergency transportation. If doing so, applicants should provide a detailed explanation of how they will ensure vouchers are limited to true emergencies.
- Membership costs that include bicycle support and repair.
- Administrative costs associated with implementing the project.

Deployment model

Applicants may propose either of the below deployment models:

1. An ownership program, whereby the program provides electric bicycles, equipment, and related services to individuals.
 - o Applicants may require participants to make a small contribution to the cost of the eBike. If applicants choose to require a contribution, CEO suggests an amount not to exceed \$150 per participant.
 - o A bike share program using a fleet of electric bicycles, that a) are made publicly available to multiple users for rent on a short-term basis; and b) may either be picked up in one public location and dropped off at another public location or be checked out and returned at a single location.

Applicants must provide a detailed description of the deployment model, why it is being proposed, any costs due to individuals renting or owning eBikes, and how it increases access to eBikes for income-qualified individuals, while maximizing air quality benefits and GHG reductions more broadly. Applicants must explain how the proposed deployment model can be scaled up or replicated in other communities.

CEO is also interested in expanding eBike access in a way that maximizes air quality benefits. Proposals should prioritize participation by those with a demonstrated transportation need, likely to replace single occupancy vehicles, and use eBikes for a significant portion of their daily commute. Applicants must explain in their proposals how they will prioritize these participants and ensure their participation.

Equity Considerations

Beyond managing eBikes and data, the program's success and impact depend on effectively engaging, communicating, and building trust with participants. Establishing an inclusive program culture and applying a strengths-based approach to supporting income-qualified individuals are critical to ensuring the accessibility of riding an eBike through this program. Applicants must explain how they will most effectively recruit, engage, support, and communicate, initially and ongoing, with their participants.

Accessibility should be assessed comprehensively, beyond the cost of an eBike. While there are baseline characteristics that will help participants be successful (i.e. knowing how to ride a bike), in order to best serve and support participants from the proposed target population, applicants should demonstrate through their project plan an understanding of participant backgrounds and explain how they plan to address barriers participants may experience to riding an eBike or navigating eBike ownership.

eBikes and equipment

eBikes

In general, eBikes are classified based on the degree to which the motor provides power to the rider. Applicants may propose any class of eBike. Class 1 and Class 2 eBikes are recommended for individual ownership models because of their affordability, however Class 3 eBikes may provide additional versatility desired by some users. All eBikes must conform to the definition of Electrical Assisted Bicycle in Colorado Revised Statutes 42-1-102:

- (28.5) "Electrical assisted bicycle" means a vehicle having two or three wheels, fully operable pedals, and an electric motor not exceeding seven hundred fifty watts of power. Electrical assisted bicycles are further required to conform to one of three classes as follows:
 - Class 1 electrical assisted bicycle means an electrical assisted bicycle equipped with a motor that provides assistance only when the rider is pedaling and that ceases to provide assistance when the bicycle reaches a speed of twenty miles per hour.
 - Class 2 electrical assisted bicycle means an electrical assisted bicycle equipped with a motor that provides assistance regardless of whether the rider is pedaling but ceases to provide assistance when the bicycle reaches a speed of twenty miles per hour.
 - Class 3 electrical assisted bicycle means an electrical assisted bicycle equipped with a motor that provides assistance only when the rider is pedaling and that ceases to provide assistance when the bicycle reaches a speed of twenty-eight miles per hour.

All eBikes must display the labeling required in Colorado Revised Statutes 42-4-221:

- (9) (a) On or after January 1, 2018, every manufacturer or distributor of new electrical assisted bicycles intended for sale or distribution in this state shall permanently affix to each electrical assisted bicycle, in a prominent location, a label that contains the classification number, top assisted speed, and motor wattage of the electrical assisted bicycle. The label must be printed in the Arial font in at least nine-point type.

CEO is not prescribing minimum requirements for eBikes purchased under this solicitation however applicants are strongly encouraged to use the following guidance in selecting equipment:

- Range - eBikes should be able to go at least 30 miles on a single charge.
- Battery Size - Batteries should be rated at a minimum of 400 Wh and 36V.
- Battery Location - Preference for battery location is dependent on the proposed program model. Individual ownership/assignment models should consider a removable battery that makes it easier for participants to charge the battery without needing to bring an eBike inside. A shared eBike program might find that an integrated battery paired with a standalone charging station may be more appropriate.
- Motor Size - motor should not exceed 750 watts of power.
- Motor Location - CEO prefers a mid-drive motor location for individual ownership/assignment models as hub-drive location may make changing a rear tire more challenging.
- Pedal Assist Levels - CEO prefers eBikes with multiple levels of assist so that riders may choose how much assist they receive from their motor.

- Integrated Accessories - consider eBikes that integrate lights, racks, locks, pumps, and other equipment onto the bike frame.
- Tires - CEO strongly recommends high quality, flat-resistant tires even if included as aftermarket add-ons.

eBike Charging Infrastructure

There are many makes and models of charging infrastructure at a variety of price levels. CEO has not established minimum specifications for charging infrastructure, however for deployment models that require standalone charging infrastructure, CEO recommends that applicants select equipment from a reputable manufacturer that is third-party certified for safety and reliability.

eBike Accessories

Applicants may include accessories needed to ensure that participants can ride safely all year long. These include helmets, locks, lights, and floor pumps, as well as bar mitts and panniers. Accessories should be appropriate for the deployment model being proposed. Applicants should explain why the selected accessories are appropriate for the deployment model and needed to ensure success of the project. It is expected that any deployment model that includes individual ownership or assignment, at a minimum, include a helmet, durable lock, lights, and a floor pump.

eBike Maintenance

Applicants may include costs for participants to receive one bike tune-up. Costs for periodic bike maintenance are not eligible. Applicants are encouraged to hold a training or develop tutorials that will be provided to participants to ensure a basic level of competency on eBike operation and maintenance (e.g. fixing a dropped chain or repairing a flat).

Budget

Establishing a new or expanding an existing program requires initial and ongoing administration costs and while CEO is not setting a cap on administrative costs, it expects that the majority of project funds will be used to purchase eBikes, equipment, and accessories. CEO is also not setting limits on individual equipment costs. eBikes and equipment are available at a variety of price points and applicants should balance costs, safety and reliability, and maximizing project benefits.

Applicants will be asked to provide an overview of the eBike, equipment, and accessories procurement process including when orders will be made, when payment will be due and how much (partial or full), and when the applicant will request reimbursement from CEO. In general, CEO disperses grant funding on a reimbursement basis.

A 10% match is required and CEO encourages applicants to identify other sources of funding that will help to increase the scale of the initial deployment and ensure ongoing sustainability of the proposed projects. Applicant match must be in the form of cash which can include funds from local or state

agencies; utilities; grants, gifts, or donations; or other public or private entities; another form of cash match is staff time. Applicants choosing to meet the match requirement through staff time must document the expected hours staff will spend working on the project and include the hourly rate.

If applicants choose to collect contributions from participants and use towards project costs, then applicants should document how the funds will be used (e.g. for equipment, for trainings, establishment of an equipment fund, etc).

Tracking and reporting

Reporting

Awarded applicants will be required to submit monthly and quarterly reports, as well as a program final report. See Section 4 for a more detailed outline of the reporting requirements.

Tracking and Data Collection

Successful applicants will be expected to accurately track key project metrics and report to CEO (on a quarterly basis). Like eBikes and equipment, the data and data collection process will likely vary depending on the model. Whichever model is proposed, applicants will be expected to develop a thoughtful approach to data collection that is accurate, reliable, and easy to implement.

Applicants may use [NREL's OpenPATH](#) tool to collect data via a smartphone app. NREL's OpenPATH app is available to program awarded applicants at no cost. Program participants would use the OpenPATH app to track their travel modes and associated energy use and carbon footprint. Key capabilities of OpenPATH are:

- Creates end-to-end multi-modal trip diaries using sensed data; sensed data turns on and off automatically to avoid draining the phone battery
- Enables automated mode detection and trip and section segmentation
- Enables automated or customized trip labeling
- Enables user surveys based on individualized travel patterns
- Public dashboard functionality (e.g. [Durham](#), [MassCEC](#)) allows for multi-metric program comparisons
- Deployer dashboard functionality enables successful applicants to conduct real-time program monitoring

The NREL team will provide upfront and ongoing technical support to program grantees to ensure that the data collection and reporting strategies are appropriate for the deployment model with inputs and assumptions consistent across funded projects. The NREL team is able to calculate estimated energy impacts of a program with sufficient data, and will archive the data for long-term research in the NREL Transportation Secure Data Center.

Use of OpenPATH comes with technical support from NREL. The project team includes

- Andy Duvall (andrew.duvall@nrel.gov);

- K. Shankari (k.shankari@nrel.gov); and
- Sebastian Barry (sebastian.barry@nrel.gov)

Andy, Shankari and Sebastian are available throughout the solicitation period to discuss data collection and reporting. NREL aims to work closely with selected applicants to improve the platform based on participant feedback.

Applicants that propose use of OpenPATH as part of a proposal are required to coordinate with the NREL team to fully understand OpenPATH capabilities, and ensure that they are aligned with the proposed program monitoring plan prior to submitting full proposals. A memorandum of understanding (MOU) between the awarded applicants and NREL will be required to use OpenPATH.

Regardless of whether or not applicants choose to use OpenPATH, they will be required to provide data on participant eBike usage. Data that applicants might consider collecting include the following:

Individual Ownership/Assignment

- | | |
|---|---|
| ● Number of eBikes deployed | ● Frequency of eBike use (days per month) |
| ● Participant age | ● Total number of trips (per month) |
| ● Participant gender | ● Average trip length (per month) |
| ● Participant income | ● Total eBike miles (per month) |
| ● Participant occupation | ● Estimated emissions benefits |
| ● Participant main transportation option(s) | ● Qualitative data as appropriate |

eBike Library/Shared eBikes

- Number of eBikes deployed
- Number of unique and repeat users (per month)
- Frequency of eBike use (days per month)
- Total number of trips (per day/month)
- Average trip length (per month)
- Total eBike miles (per month)
- Estimated emissions benefits
- Qualitative data as appropriate

Section 3: Application Process and Requirements

Key Activities and Dates

RFA release	December 1, 2022
Webinar for potential applicants	December 5, 2022
Deadline to submit questions	December 7, 2022
RFA Answers Posted on CEO's website	December 9, 2022
Concept Papers Due	December 16, 2022
Evaluation of concept papers	December 19-30, 2022
Notifications to submit a Full Proposal	January 4, 2023
Technical assistance available	January 4 -January 20, 2023
RFA proposal submission deadline	January 27, 2023
Evaluation of RFA proposals	January 30- February 10, 2023
Notification of winners	February 14, 2023

Application Process

CEO is administering this Request for Applications (RFA) in two phases. In phase one applicants will be required to submit a concept paper that provides a high-level summary of the proposed project. Applicants whose concept papers demonstrate a thorough understanding of the Program's objectives and a well-designed deployment model that increases access to eBikes for income-qualified individuals will be invited to submit a full project proposal. Applicants that submit full proposals are eligible for up to 10 hours of technical support from Bicycle Colorado.

Questions:

Questions will be accepted at any time up until 5 PM on December 7, 2022 and shall be submitted here: <https://forms.gle/hMF475a4T8Sxt5BG6>.

Responses to questions and other updates will be posted to CEO's website at:

<https://energyoffice.colorado.gov/zero-emission-vehicles/ebikes/community-access-to-electric-bicycles-grant-program>

Optional Webinar:

Applicants may attend an optional webinar on December 5 at 3-4 pm MST. The webinar will be an opportunity to hear from program managers from the Can Do Colorado Pilot Program, who will be discussing their pilot project, lessons learned, and answering any questions. Applicants may register for this webinar at:

<https://us02web.zoom.us/meeting/register/tZwod-ygqDlpGtLkx8aFGfhmwlwawEDZieH6>

Decisions:

Additional information may be requested from Applicants by CEO prior to final award determination. CEO may invite Applicants for interviews to discuss their applications. CEO is under no obligation to fund any application and reserves the right to deny applications for any reason.

Funding is limited. Applications meeting all of the program's general policy guidelines may not necessarily receive an award. CEO may award partial or full funding requested of an application depending on the number of applications and requested funding. Any modifications to the application and evaluation criteria will be posted to the CEO's website. It is the responsibility of the Applicant to check for these changes.

Awards are anticipated to be made shortly after applications are received but within two weeks of the Technical Advisory Committee's determinations via email. Awardees are expected to sign and return the contract agreement to the CEO within two weeks of receiving the document unless otherwise noted in writing though CEO recommends awardees return the signed contract as quickly as possible given the short timeline. Funding decisions are final.

Response Format

General Instructions

Official communication for this solicitation including notices, Q&A, and RFA modifications will be published on the CEO website:

<https://energyoffice.colorado.gov/zero-emission-vehicles/ebikes/community-access-to-electric-bicycles-grant-program>

Applicants will be notified when and if additional information or documentation is required. All information required to complete the application for funding is provided in this solicitation or as an attachment. CEO may invite applicants for interviews to discuss their full proposals.

Concept Papers

The first phase of this solicitation is a concept paper. The concept paper will be used by CEO and its technical advisory committee 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 a cover page that includes the project title, lead applicant name and contact information, and partners to the project including name and contact information. Applicants will 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 2 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
- Status of project team coordination with NREL and eBike and equipment provider

Based on a review of concept papers submitted for review, CEO may invite some or all applicants to submit a full application.

Concept papers should be prepared using 8.5x11-inch pages of single-spaced, standard 11-point type with one-inch margins and black text. No hard copy concept papers will be accepted. Concept papers shall be submitted in both Microsoft Word and PDF format to sarah.thorne@state.co.us by December 16, 2022 at 5:00 pm MT. Use the following convention in naming concept papers:

Concept Paper – Lead Applicant Name

Full Proposals

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.

No hard copy applications will be accepted. Digital applications in both Microsoft Word and PDF format are required and must be sent to sarah.thorne@state.co.us by January 27, 2023 – 5:00 pm MT.

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

Technical Support

Applicants that are invited to submit a full proposal can request up to 10 hours of technical support from Bicycle Colorado to assist in developing the full proposal. Bicycle Colorado has extensive experience developing and implementing programs and as CEO’s lead contractor on the 2020 mini pilot, understands what it will take to launch a successful project. As part of its technical support Bicycle Colorado can review the concept paper, participate in up to three one-hour meetings with the project team, and provide one review of the draft proposal. Bicycle Colorado may provide verbal feedback but will not provide written feedback, conduct research, or help prepare proposals.

Full Proposal Components

Applicants must include the following information in their applications for the proposed project(s):

A. Project Abstract

Provide a brief description of the proposed project that includes an explanation of the deployment model, anticipated project participants, and project benefits including how the project will help meet the Community Access to Electric Bicycles Program objectives. The abstract should be no more than 350 words.

B. Project Narrative

Expand on the Project Abstract by providing a detailed description of the proposed project that includes the following:

- Additional details on the deployment model and why this model was selected
- Project benefits including how the project meets the program objectives listed on page 2 of this RFA and any other benefits resulting from the project
- How the project complements stakeholder objectives including program partners and community-based organizations, local governments, local businesses, or others
- Who is expected to participate in the program and whether the proposal is seeking flexibility in how income-qualified individuals are defined
- Description of your equity approach, including how the project will effectively recruit, engage and communicate with the income-qualified individual population served, and how it will address barriers to increase accessibility of owning and riding an eBike
- Overview of project partners and their roles including letter of support from all listed partners
- Data collection and reporting including how the project intends to measure project benefits
- **Required documentation:** Letter of support or commitment from any party listed as a partner to this proposal that is not listed as the lead applicant.

C. eBikes, Equipment, and Accessories

Provide a detailed description of eBikes and equipment including:

- Proposed eBikes including make and model and how they align with guidance listed in section 3
- Why these eBikes were selected and how they are appropriate for the expected ridership
- If proposing charging equipment, make and model, why it is needed, how it was selected, and if it is third-party certified for safety and reliability
- Any additional equipment or accessories, how they complement the proposed deployment model, and why they were selected
- Any risks to receiving eBikes and equipment within the project timeline and how the applicant intends to mitigate the risks

In addition, describe the maintenance activities:

- Anticipated eBike maintenance following deployment including how and when tune ups will take place
- Training or tutorials that will be provided to participants to ensure a basic level of competency on eBike operation and maintenance (e.g. fixing a dropped chain or repairing a flat)

Applicants must include documentation of engagement with a bike shop or manufacturer indicating their understanding of the applicant's proposal and expected ability to deliver on the order including the anticipated timeline. Applicants may submit a letter of commitment or project estimate indicating the

types and volumes of equipment can be ordered within the proposed timeline. Applicants should also submit spec sheets for eBikes and charging equipment.

- **Required documentation:** Letter of commitment or project estimate from bike shop or manufacturer and spec sheets for eBikes and charging equipment.

D. Project Work Plan

Applicants shall provide a detailed work plan that describes all aspects of the project including project schedule, project development, application process, income verification, eBike deployment, and ongoing support and maintenance. The Work Plan should demonstrate that the applicant has a clear understanding of what will be required to ensure a well-designed deployment model that increases access to eBikes for income-qualified participants while maximizing air quality benefits. For each section, the applicant shall identify any potential risks to the project and strategies to mitigate those risks. The Work Plan should include a detailed description of activities required at each stage including but not limited to project development, eBike deployment, and ongoing support and maintenance.

Project Schedule

Applicants must submit a project schedule that includes a list of project tasks and milestones. The schedule should identify a reasonable and timely plan for project development and deployment that includes eBike deployment during summer 2023. A chart (Gantt or similar) may be used to outline project tasks and milestones.

Project Development

The Proposal should provide a detailed description of the activities required prior to eBike deployment including, but not limited to, any work or decisions needed to:

- Finalize program design
- Identify and/or recruit potential participants
- Complete eBike and equipment procurement including storage
- Promote the program with key constituencies
- Prepare for data collection and reporting
- Any other activity needed to ensure a smooth and successful eBike deployment

The description should identify responsible parties along with a timeline that includes critical milestones.

eBike Deployment

This section of the work plan should include all activities associated with eBike deployment including, but not limited to:

- How the applicant will communicate with participants
- How eBikes and equipment will be deployed
- Any training or materials to accompany eBike deployment
- Initial support provided to participants
- Post-deployment promotional activities
- Process and frequency of data collection

The description should identify responsible parties along with a timeline that includes critical milestones.

Ongoing Support and Maintenance

Provide a description of activities expected to take place after eBikes have been deployed for a period of 60 days and after, including, but not limited to:

- How applicants intend to continue communicating with and supporting program participants

- Anticipated maintenance or other activities expected to take place during the remainder of the purchase order term

The description should identify responsible parties along with a timeline that includes critical milestones.

E. Project Budget and Narrative

Project Budget

Provide a detailed project budget that breaks out eBikes and equipment, equipment insurance, administrative costs, and any program-related costs such as training or eBike maintenance. Administrative costs should be broken out by staff member titles for project development, eBike deployment, and ongoing support and maintenance. Budget should clearly delineate how much is being requested as part of this proposal, how much is funded through other sources, and include a breakdown of how applicants intend to meet the 10% match. Any funding available after the term of the purchase order should also be included.

Budget Narrative

Provide a detailed explanation of the project budget that includes the following:

- Clear explanation of eBike and equipment costs, administrative costs, and any other costs needed to develop and implement the project
- Any additional funding available to the applicant including the source of the funding
- Clear and detailed description of the 10% match
- How the project seeks to maximize funds for equipment purchase including how the project balances quality and number of eBikes and related equipment.
- If applicants choose to collect contributions from participants and use towards project costs, then applicants should document how the funds will be used (e.g. for equipment, for trainings, establishment of an equipment fund, etc).

In addition, include a description of the proposed reimbursement process for eBike procurement that includes:

- Timing for eBike, equipment, and accessories order
- Timing and frequency for eBike, equipment, and accessories payment to shops/manufacturers and whether it's full or partial payment
- Timing and frequency that CEO is likely to be invoiced for eBikes and equipment

F. Organization and Staff Experience

Provide a detailed description of your team including the following:

- Organization and other parties to the proposal
- Team members including those of lead applicant and other parties to proposal
- Why the team is well-suited to develop and implement the proposed project*
- Specific roles and responsibilities of each member from the lead applicant and other parties to the proposal
- For each team member, include a brief summary of qualifications
- Description of past projects similar to the proposed project including results as appropriate*
- If there are relevant reports or case studies which summarize previous experience, these may be included as attachments.

*Be sure to include experience serving and collaborating with income-qualified individuals, the project's target population and/or communities of color.

Evaluation Criteria

Full applications should build upon the information contained in the concept papers both in terms of the depth of information provided and additional information as requested. When evaluating projects for funding, the evaluation committee will use the criteria in the table below. The overall quality of the application, containing all required information in a clear and concise format, is a prevailing consideration throughout all categories. The potential maximum number of points is listed to the right for each category. Priority will be given to applications for programming in one or more disproportionately-impacted communities and/or in a nonattainment area.

Category	Weight
Project Design and Deployment	15%
Project Benefits and Alignment with Program Objectives	10%
eBikes and Equipment	15%
Project Work Plan	20%
Budget and Narrative	20%
Organization and Staff Experience	10%
Priority- DI community served and/or nonattainment area served	10%
Total	100%

Administrative Information:

Conflict of Interest/Ethics

The Applicant must disclose in its proposal any potential or actual conflict of interest in connection with a response to this RFA. A conflict of interest may include, but is not limited to, access to any non-public information by the Applicant regarding the RFA or its subject matter.

The Applicant acknowledges that even the appearance of a conflict of interest may be harmful to the State's interests. The Applicant shall disclose in its proposal whether there currently is, or potentially could be, the appearance of a conflict of interest regarding this RFA, its staff, any proposed subcontractors or partners, or any related business with the State.

Requirements set forth in this Section are continuing requirements throughout the RFA process and, for the awarded Applicant, the Small Dollar Grant Award term, including any extensions. Reference §24-18-201, C.R.S., et seq. (Proscribed Acts Related to Contracts and Claims); §24-50-507, C.R.S. (Conflict of Interest); §18-8-301, C.R.S., et seq. (Bribery and Corrupt Influence); §18-8-401, C.R.S., et seq. (Abuse

of Public Office); §6-4-101, C.R.S., et seq., (Colorado Antitrust Act of 1992); §24-109-105, C.R.S. (Debarment and Suspension); and Procurement Rule R-24-101-107-01 (Ethics).

RFA Response Material Ownership

All material submitted in response to this RFA becomes the property of the State.

Documents After Award

Prior to Agreement execution, the awarded Applicant must provide the State with Proof of Good Standing with the Colorado Secretary of State and an insurance certificate documenting coverage according to the applicable Model Grant Agreement. Applicants do not need to submit these documents unless they are awarded this solicitation.

Binding Offer

An application submitted in response to this RFA shall constitute a binding offer. Acknowledgment of this condition shall be indicated by the signature on the Application Summary Sheet (Attachment 1) of the Applicant or an officer of the Applicant legally authorized to execute contractual obligations and bind the Applicant to the application. By submitting an application, the Applicant affirms its acceptance of the terms and requirements of this RFA, including its attachments and appendices, without exception, deletion, or qualification - and without making its offer contingent. The Applicant further agrees to cooperate with the CEO and expedite the contracting process upon notice of award.

State of Colorado Small Dollar Grant Award Terms and Conditions

The CEO will issue a Small Dollar Grant Purchase Order to the Awarded Applicant(s). The small dollar grant purchase order terms and conditions are posted at https://docs.google.com/document/d/1qyA4KnP4DBnPtX_jLVXol17bpvmCOJA/edit. Any and all exceptions to the terms and conditions contained in this RFA must be clearly and specifically stated in the Vendor's proposal. Failure to specifically state an exception shall be conclusively deemed a waiver of any such objection. Applicants are cautioned that the State believes modifications to the standard provisions, terms and conditions constitute an increased risk to the State and increased costs. Therefore, the scopes of requested exceptions are considered in the evaluation of applications

Debarment and Suspension

By submitting a proposal in response to this RFA the Applicant certifies to the best of its knowledge and belief that it, its principals, and proposed subcontractors (if any): Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency;

Have not within a three-year period preceding the Due Date of this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or

receiving stolen property; Are not presently under investigation for, indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph IV.K.2 of the Code of Federal Regulations (CFR); and Have not within a three-year period preceding the Due Date of this proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

If the Applicant is unable to certify to any of the statements in this certification, it shall provide an explanation as an attachment to the proposal. This explanation is exempt from page limitations on the proposal, if any. The inability of the Applicant to provide the certification will not necessarily result in disqualification of the Applicant. The explanation will be considered in connection with the CEO's determination whether to select an applicant.

Proprietary/Confidential Information

CEO requests that no confidential business information be included with an application and reserves the right to return applications that have included such information.

Disclaimer

All statistical and fiscal information contained within this RFA, and any amendments and modifications thereto, reflect the best and most accurate information available to the CEO at the time of RFA preparation. No inaccuracies in such data shall constitute a basis for legal recovery of damages or protests, either real or punitive, except to the extent that any such inaccuracy was a result of intentional misrepresentation by the CEO.

Federal Employer Identification Number (FEIN)

Applicants are required to provide their FEIN in their proposal. Additionally, vendors are required to submit their FEIN prior to contract, or purchase order issuance, or payment from the State of Colorado; and as directed by The State Office of the Controller. A W-9, Taxpayer Identification form provided by the State is required to be completed and submitted by the Vendor, shown in Attachment 2, Request for Taxpayer Identification Number and Certification (W-9).

Incurred Costs

The CEO is not liable for any cost incurred by the Applicant prior to issuance of a legally executed contract, purchase order or other authorized acquisition document. No property interest, of any nature, shall occur until a Small Dollar Grant Award is issued by the State.

Match Funding

Match funding or match share means cash contributions provided by the Applicant and other parties to the application. Match may also come from grants, rebates, staff time or other third party contributions. Match share percentage is calculated by dividing the total match share of eligible costs by the total eligible costs. Eligible project costs are the sum of the CEO's reimbursable share and the Applicant's match share. Match share expenditures must adhere to the following requirements:

- All match share expenditures must conform to the terms and conditions of this solicitation and the resulting agreement (see model contract).
- Applicants must disclose the source and provide verification and documentation for the match share funding committed to the project. For any match share committed by a third party, Applicants shall submit a letter from each match share partner identifying the source(s) and availability of match funding.
- Grantees will be required to document and verify all match share expenditures through invoices submitted to CEO.
- Match share expenditures are allowable under an agreement only if they are incurred after CEO notifies the Applicant and the project has been awarded and enters into a contract agreement. Match expenditures incurred prior to the approval and execution of an agreement may not be used toward Applicant's match.

COLORADO OPEN RECORDS ACT (CORA)

Documents submitted in response to this RFA are subject to the Colorado Open Records Act, C.R.S. §§ 24-72-200.1, et seq. ("CORA"). If the proposer believes that any information, data, process or other material in its proposal constitutes trade secrets, privileged information, or confidential commercial, financial, geological, or geophysical data, then the proposer should mark those items as confidential or proprietary and provide a list of those items with specificity as to the page and paragraph and on what basis it believes the material is confidential or proprietary. The City is not bound by the proposer's determination as to whether materials are subject to disclosure under CORA and reserves the right to independently determine whether the materials are required to be made available for inspection or otherwise produced under CORA. All proposals become a matter of public record and shall be regarded as Public Records, with the exception of those specific elements in each proposal which are designated by the proposer as Business or Trade Secrets and plainly marked "Trade Secrets", "Confidential", "Proprietary", or "Trade Secret". Items so marked shall not be disclosed unless disclosure is otherwise required under the Open Records Act. If such items are requested under the Open Records Act, the City will use reasonable efforts to notify the proposer, and it will be the responsibility of the proposer to seek a court order protecting the records, and to defend, indemnify, and hold harmless the City from any claim or action related to the City's non-disclosure of such information.

PROOF OF REGISTRATION WITH THE COLORADO SECRETARY OF STATE

Prior to Small Dollar Grant Award issuance, the awarded Applicant(s) must provide the CEO with Proof of Good Standing with the Colorado Secretary of State.

If you are already registered, obtain a copy of your certificate here:

<http://www.sos.state.co.us/biz/BusinessEntityCriteria.do>. Enter in your business name and click search.

If this is the first time your business is registering, register here:

<http://www.sos.state.co.us/pubs/business/fileAForm.html>

Section 4: Awarded Applicant Reporting and Payment

Monthly Reporting Requirements

Grantees will submit a monthly written progress report, to be submitted electronically to the Program Manager by the tenth day of the following month in which work was completed, up until all eBikes are deployed. Progress reports will include:

- Project status including a description of the deliverables and tasks completed during the reporting period
- Findings or results
- Unanticipated outcomes or roadblocks
- Next steps in the project
- Whether or not work is proceeding according to schedule, and if behind, a summary of the reasons for the delay and a plan of action to bring the project back on schedule.

CEO will provide grantees with a reporting template at time of contract execution.

Quarterly Reporting

Grantee shall provide quarterly reports for one year following eBike deployment with the first report falling at the beginning of the subsequent quarter and then each following quarter for a total of four reports. Reports should be submitted by the end of the first month of the quarter. In other words, if a project is completed anytime during the second quarter (April through June), the first report would be due by the end of July. This information will be used to benchmark program effectiveness, inform future programming, and communicate project results via various strategies including press releases, case studies and the CEO website. Reporting criteria will include, but may not be limited to, the following:

- Quantitative data as identified in section 3
- Qualitative data including data collected through surveys, project anecdotes, and project observations
- Testimonials/Quotes including statements about the project's importance from participants that could be used for communications
- Summary of Communications including press releases, advertising, or newsletters

At any time, the CEO may determine that additional reporting information is needed and reserves the right to request this information at any time during the reporting period.

Final Report

Grantee will produce and submit to the CEO a project completion report that provides a summary account of the total work performed including all tasks contained in the project work plan. The report shall include:

- Project Summary Narrative: This should summarize the project and its achievements including project objectives and benefits, if and how they were met, project participants, and anything else about project development and implementation.
- Project Lessons Learned: This should summarize project challenges and how they were overcome, findings, and recommendations for future projects.

- Financial Status: Include a summary of project expenditures including eBikes and equipment, administrative costs, and any other project costs.
- Project Communication: Include a description of promotional activities including newsletters, emails or social email content, and photos documenting the project.
- Other Information: Other information as requested by CEO.

Billing Procedures

Payments must be made in accordance with the provisions set forth in the grant. The State of Colorado will reimburse grantee for the reasonable, allocable, and allowable costs based on satisfactory submission of monthly progress reports and required documentation of the work defined in the grant, as determined by CEO. CEO generally accepts invoices on a monthly basis however grantees may request more frequent reimbursement if needed to coincide with eBike and equipment procurement. The grantee will be compensated only for completed work or costs incurred by the grantee and accepted by CEO pursuant to the terms and conditions of the grant. The grantee will be reimbursed based on the submission of a Request for Payment providing a detailed account of the costs, including receipts/invoices, incurred relating to line items per the project budget.