

TOWN OF MT. CRESTED BUTTE  
RESOLUTION NO. 6  
SERIES 2024

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MT. CRESTED BUTTE, COLORADO, REVISING THE ELECTRONIC BICYCLE REBATE PROGRAM FOR APPROVED TOWN RESIDENTS IN ORDER TO RECEIVE GRANT FUNDS FROM THE COLORADO ENERGY OFFICE**

**WHEREAS**, the Town of Mt. Crested Butte is a home-rule municipality operating under a charter approved by its electors and governed by its Town Council (the “Council”); and

**WHEREAS**, the Council recognizes that incentivizing e-bike use contributes to the environmental benefits of reducing carbon emissions and promotes a more sustainable community; and

**WHEREAS**, pursuant to this authority and via Resolutions No. 9, No. 10, and No. 11, Series 2023, the Council previously adopted and revised the Mt. Crested Butte E-Bike Rebate Program (the “Program”) to be administrated by Town Staff, with an associated initial funding allocation; and

**WHEREAS**, the Town has been awarded a grant by the State of Colorado’s Energy Office in the amount of \$50,000 (the “Grant”) to further expand the Program; and

**WHEREAS**, the Council wishes to once again revise the Program in order to adopt the Grant program’s terms and provide for Staff ability to adjust the Program as needed to ensure ongoing Program viability.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MT. CRESTED BUTTE, COLORADO, THAT:**

**Section 1. Local Government Community E-Bike Rebate Grant Program E-Bike Grant Approval.** The Town Council hereby approves the *Local Government Community E-Bike Rebate Grants Statement of Work* attached hereto as **Exhibit A** and hereby appropriates \$25,000 of funding to satisfy the terms of the Grant.

**Section 2. Effective Date.** This Resolution shall be effective immediately upon adoption.

INTRODUCED, READ, AND ADOPTED at a regular meeting of the Town Council of the Town of Mt. Crested Butte on the 16<sup>th</sup> day of April, 2024.

  
By: Nicholas Kempin, Mayor

Attest:

  
Tiffany O'Connell, CMC, Town Clerk

# Exhibit A – Statement of Work

## *Local Government Community E-Bike Rebate Grants*

### I. Project Background and Description

The Grantee was awarded funding as part of the competitive Local Government Community E-Bike Rebate Grant Program Request for Applications (RFA). The Colorado Energy Office (hereinafter called “CEO” or the “State”) agrees to provide funding to the Town of Mt. Crested Butte (hereinafter called the “Grantee”) for the Mountain Pedal Power E-Bike Rebate Program.

The Grantee will develop and implement an e-bike rebate program in Mt. Crested Butte. The benefit to the State of Colorado is to increase the number of e-bikes in use as a way to reduce greenhouse gas emissions.

### II. Work Tasks, Deliverables and Timeline

Grantee shall perform the following work tasks and provide the following deliverables to CEO, each subject to CEO’s final approval and discretion. It is anticipated that the Grantee will begin work upon CEO’s issuance of a Small Dollar Grant Award. All final deliverables must adhere to the most recent published version of the Colorado Governor’s Office of Information Technology (OIT) [Accessibility Technical Standards](#).

#### Task 1. Project Communication and Administration

##### 1.1 Kick-off meeting

Following issuance of the Small Dollar Grant Award, Grantee will hold a project kick-off meeting with CEO and agency partners to discuss project scope, activities and milestones, and project schedule, within two weeks of Small Dollar Grant Award issuance.

##### 1.2 Monthly Reports

Grantee shall submit monthly progress reports to the CEO summarizing work accomplished to date including project status, description of the deliverables and tasks completed during the reporting period, findings or results, unanticipated outcomes or roadblocks, data collected, and next steps in the project. If work is behind schedule, a summary of reasons for delay and a plan of action to bring back on schedule will be included (template to be provided by CEO).

##### 1.3 Monthly coordination calls

Grantee will hold monthly coordination calls with CEO and other check-in calls as needed.

##### 1.4 Final Report

Grantee will submit a final 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:** summarize project challenges and how they were overcome, findings, and recommendations for future projects.
- **Data Collected:** summary of all data collected (outlined in Task 3) for the duration of the project.
- **Financial Status:** summary of project expenditures including eBikes and equipment, administrative costs, and any other project costs.
- **Project Communication:** Include a description of promotional activities including newsletter, email, or social media content, and photos documenting the project.
- **Other Information:** Other information as requested by CEO.

## Task 1 Deliverables and Timeline:

- Grantee shall organize and facilitate a 60-minute kick-off meeting within eight (8) business days of full execution of this small dollar grant agreement.
- Grantee shall provide the meeting agenda for the kick-off meeting to CEO at least one (1) business day in advance of the kick-off meeting.
- Grantee shall provide the kick-off meeting call summary and meeting minutes to CEO within two (2) business days after the kick-off meeting.
- Monthly reports and invoices must be submitted electronically to the CEO Program Manager by the 10th day of the following month.
- The final program report must be submitted electronically to the CEO Program Manager within the small dollar grant agreement term and within two (2) calendar weeks after the program end date.

## Task 2. Rebate Program

### 2.1 Rebate Program Design

- I. The proposed e-bike rebate program by Grantee is anticipated to include a post-sale e-bike rebate program with a rebate amounts of \$1,000-1,500 depending on income level. Grantee shall finalize an e-bike rebate program for their community. The rebate program must meet the following specifications:
  - A. Rebates can be point-of-sale, in which a retailer offers a discount on the e-bike at the time of purchase or post-sale, in which an individual is reimbursed after the e-bike has been purchased.
  - B. Must be for low- and moderate-income community residents.
    1. To meet the income-qualifications for the low-income rebate, **household income** needs to be below 80% of the area median income (AMI)
    2. To meet the income-qualifications for the moderate-income rebate, **household income** needs to be between 80% - 100% of the area median income (AMI).

3. Although CEO has defined the income eligibility requirements, grantees have flexibility in how to verify and qualify individuals on these income requirements. Grantees may design a rebate program that has one or more incentive levels.

- C. Can offer rebates for solely e-bikes or e-bikes and equipment.
- D. Can offer rebates for all e-bikes including cargo or adaptive.
- E. E-bikes rebated under this program should be used primarily for commuting. Recreational or mountain e-bikes are not eligible under this program.
- F. Rebates may not be stacked with the State of Colorado's e-bike rebate but may be stacked with other incentives such as a utility rebate or State of Colorado tax credit.
  - 1. Point-of-sale rebates: Grantee will work with participating bike shops to notify them that rebates cannot be processed with both rebates.
  - 2. Post-sale rebates: Grantee will not process payments to a rebate recipient if receipt shows a State of Colorado e-bike rebate discount.
- G. While there is no minimum price threshold, the maximum retail price allowed for e-bikes are:
  - 1. \$5,000 for e-bikes
  - 2. \$8,500 for e-cargo bikes
  - 3. \$8,500 for adaptive e-bikes

- I. Grantee shall draft a rebate program guidance document, the Rebate Design Blueprint, based on the program design. The Rebate Design Blueprint should take into consideration the above specifications and detail the rebate design, process, timeline, data collection plan (further outlined in Task 3), and other relevant details of the program.

## 2.2 Implement Rebate Program

- I. Grantee shall implement the rebate program as detailed in the guidance document from Task 2.1.

## Task 2 Deliverables and Timeline:

- Grantee will create a rebate design within six (6) weeks of Small Dollar Grant Award issuance.
- Grantee will submit a draft of the Rebate Design Blueprint to CEO Program Manager within eight (8) weeks of Small Dollar Grant Award issuance for review and comment. CEO will review and respond within 7 business days?
- Grantee will submit a final draft of the Rebate Design Blueprint to CEO Program Manager within twelve (12) weeks of Small Dollar Grant Award issuance.
- Grantee will begin implementation of the e-bike rebate program, as detailed in the Rebate Design Blueprint, no later than June 15, 2024.

## Task 3. Data Collection

3.1 Grantee shall collect data and track key project metrics on a monthly basis. Data to be collected includes:

- I. Quantity of the different classes of e-bikes purchased (Class 1, Class 2, or Class 3)

- II. Manufacturers of e-bikes purchased
- III. Number of rebate applications received
- IV. Number of rebates issued to low-income community residents
- V. Number of rebates redeemed by low-income community residents
- VI. Number of rebates issued to moderate-income community residents
- VII. Number of rebates redeemed by moderate-income community residents
- VIII. Number of rebates redeemed for additional incentives (if applicable), e.g. for e-cargo bikes, and/or equipment
- IX. Total dollar amount of rebates issued to low-income community residents
- X. Total dollar amount of rebates redeemed by low-income community residents
- XI. Total dollar amount of rebates issued to moderate-income community residents
- XII. Total dollar amount of rebates redeemed by moderate-income community residents
- XIII. Total dollar amount of rebates redeemed for additional incentives (if applicable), e.g. for e-cargo bikes, and/or equipment

### Task 3 Deliverables and Timeline

- Grantee will collect the specified data above on a monthly basis and include it in the relevant monthly report.
- Grantee will include final rebate data totals in the final project report.

### Project Deployment Schedule

**Project Schedule (proposed, final schedule included in the Rebate Design Blueprint)**

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24
<b>Total Project Timeline</b>											
<b>1. Administration</b>	<b>State 1: Administration</b>										
Execute Contract with CEO	█										
Draft Program Guidelines		█									
Update Data Collection & Reporting Tools		█									
Town Council Work Session			█								
Finalize Program Guidelines				█							
Program Kick Off					█						
<b>2. Rebate Program Management</b>	<b>Stage 2: Rebate Program Management</b>										
Announcement of Phase 2					█						
Applicants Submit Purchase Information						█					
Tracking and Data Collection						█					
Program End										█	

3. Reporting		Stage 3: Reporting
CEO Monthly Report		
Analysis of Program		
Final Report to CEO		
Final Report to Town Council		

### III. Key Personnel

Grantee shall immediately notify the State if any of the below Key Personnel cease to serve. Provided there is a good-faith reason for the change, if Grantee wishes to replace its Key Personnel, it shall notify the State and seek its approval. Such approval is at the State’s sole discretion, as the State issued this PO in part reliance on Grantee’s representations regarding Key Personnel. Such notice shall specify why the change is necessary, who the proposed replacement is, what their qualifications are, how Grantee plans to ensure quality assurance and quality control of the program, and when the change would take effect.

Anytime Key Personnel cease to serve, the State, in its sole discretion, may direct Grantee to suspend work until such time as their replacements are approved by CEO.

- Tiffany O’Connell, Mt. Crested Butte Town Clerk
- Deputy Finance Director
- Marketing and Communications Officer
- Planner

### IV. Acceptance Criteria

CEO shall determine whether deliverables meet the task requirements outlined in this Exhibit A, Statement of Work and Budget. Grantee shall provide professional, high-quality deliverables that have gone through an internal quality assurance process. If the deliverables, invoices, and reports are inadequate, the CEO Program Manager(s) shall notify Grantee with a request to correct, modify, or replace as needed.

### V. Reporting

Grantee shall produce and submit to CEO monthly progress reports that include descriptions of the work tasks performed, progress made, and budget spent and remaining by task and deliverable, hours worked by personnel by task, if applicable, and any challenges or setbacks encountered. The report shall be accompanied by an invoice for services rendered and shall be submitted to CEO by the 10<sup>th</sup> day of the following month.

## VI. Budget

The maximum amount payable under this small dollar grant award to Grantee by CEO shall be \$50,000 as determined by the State from available funds. Budget line items under the lesser of 10% or \$10,000 may be moved between Tasks without written pre-approval from CEO program manager. Budget line items over the lesser of 10% or \$10,000 may be moved between Tasks with written pre-approval from CEO program manager. All budget changes less than 10% or \$10,000 must be emailed to the CEO program manager and included on the next monthly report.

Project Expenses			
Rebate Program Expenses			
Rebate Type	Cost	Total Number of E-Bike Purchases Anticipated	Total Cost
Rebate for low-income	\$1,500	16	\$24,000
Rebate for moderate-income	\$1,000	46	\$46,000
<b>Total Project Expenses</b>			<b>\$70,000</b>
Program Staff Time Expenses*			

\*Staff time will be considered in-kind, and funding is not requested as part of this grant application.

Project Phase	Staff Members	Anticipated Staff Hours
1. Administration	Tiffany O'Connell, Planner	20
2. Rebate Program Management	Tiffany O'Connell, Planner, Marketing and Communications Officer	35
3. Reporting	Tiffany O'Connell	5

Project Funding			
Rebate Program Funding			
	CEO Grant Funding		\$50,000
	Mt. Crested Butte Cash Match		\$20,000
Other Program Expenses Funded by Town of Mt. Crested Butte			
	Program Marketing		\$1,000
	Mt. Crested Butte Administrative Staff Time		\$4,000
<b>Total Project Funding</b>			<b>\$75,000</b>

Grantee will contribute at least 10% cash match to this project.

## VII. Payment

Payments shall be made in accordance with the provisions set forth in the Small Dollar Grant Award. The State shall pay Grantee the reasonable, allocable, and allowable costs for work performed based on satisfactory progress of the work defined in this Small Dollar Grant Award.

Grantee shall invoice based on completion of deliverables outlined in Section II or based on a time and materials basis, if applicable, according to the task and deliverable budget above.

Grantee shall be compensated only for work and services performed by Grantee and accepted by the CEO pursuant to the terms of this Small Dollar Grant Award. Payment shall also be contingent upon CEO's timely receipt and acceptance of required reports described herein. Grantee shall be reimbursed no more than once a month based on the submission of Grantee's invoice and progress report. The progress report will provide detail of the work performed on each task or deliverable. The progress report shall substantiate the amounts on the invoice for each task/deliverable. Grantee shall bill by task on an hourly basis for Tasks according to the budget and rate tables provided above.

## VIII. Small Dollar Grant Award Term

The Grantee shall begin work upon the later of the Service From Date as shown on the cover page of this Small Dollar Grant Award or upon Grantee's acceptance of this Small Dollar Grant Award. This Small Dollar Grant Award shall terminate on February 28, 2025, unless sooner terminated or further extended as specified elsewhere herein.