

eB KE
VOUCHER PROGRAM

INFORMATION PACKET



Table of Contents

01 Program Overview

Program Overview	02
Program Goals	04
Goal Alignment with City Plans	05
Program Stipulations	06

02 eBikes & Bike Shops

eBikes Overview	08
Bike Shop Qualification	09
Bike Shop Required Consultation	10

03 Application & Selection

Applicant Qualification	13
Income Qualification	14
Applicant Selection	15

04 Vouchers & Redemption

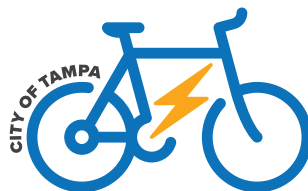
Vouchers	17
Redeeming Vouchers	18

05 Program FAQs

FAQs and Quick Reference	19
--------------------------	----

01

Program Overview



PROGRAM OVERVIEW

The City of Tampa Mobility Department will be continuing to offer an eBike Voucher Program for all city residents. This program will not only help overcome some of the existing barriers to eBike ownership, but will also provide access to reliable transportation to jobs, promote sustainable transportation, and improve the City's carbon footprint.

The eBike Voucher Program will provide qualified and approved applicants with an **upfront discount*** towards the purchase of a new eBike from a participating local bike shop. Directing the focus of the program towards City of Tampa residents and City of Tampa businesses encourages a positive local impact as an outcome from project implementation.

Vouchers provided through this program range in value from \$1,000 to \$3,000 based on the voucher type and the applicant's income qualifications.

** The City of Tampa eBike Voucher Program does not guarantee a free eBike to any voucher recipient as part of this program.*

Voucher vs. Rebate

A voucher redemption method was chosen over a rebate method to make the eBike voucher program more accessible for income-constrained individuals and families.

Using a rebate program, an applicant would be required to purchase the eBike at full purchase price at the time of sale; the City would then reimburse the applicant. Low-income individuals would be less likely to, or capable of, participating in such a program.

A voucher program can be more impactful for users by *lowering* the up-front cost to the applicant as it requires *less* out of pocket funds.



PROGRAM GOALS

The eBike Voucher Program was created with seven goals in mind aimed at improving the quality of life for City of Tampa residents:



Reduce the number of internal combustion engine vehicles on Tampa roadways.



Reduce the City of Tampa's greenhouse gas emissions.



Provide an incentive to adopting micro-mobility transit.



Improve bike safety within the City of Tampa.



Encourage the use of existing bicycle facilities.



Provide economic growth through the support of local businesses.



Provide connections to jobs and opportunities while encouraging healthy habits among City of Tampa residents.



GOAL ALIGNMENT WITH CITY PLANS

The eBike voucher program was designed with the goals and initiatives of three established City of Tampa plans in mind: the Resilient Tampa Plan, the M.O.V.E.S. Plan along with Vision Zero initiatives, and the Mayor’s Transforming Tampa’s Tomorrow (T3) initiatives. The table below, indicates how each goal of the eBike voucher program aligns with the different plans and initiatives.

TAMPA PLANS			
	Resilient Tampa	Tampa Moves	T3
	Goal 4.2	Vision for Strong Neighborhoods	
	Goal 3.2	Vision for Strong Neighborhoods	Sustainability & Resiliency
	Goal 4.2	Mobility for All	Transportation Housing Affordability Economy
		Public Safety	Transportation Sustainability & Resiliency
	Goal 3.2	Mobility for All Public Safety	Transportation
	Goal 4.1	Economic Opportunity	
	Goal 1.2 Goal 2.2	Mobility for All Economic Opportunity Vision for Strong Neighborhoods	Sustainability & Resiliency Transportation Development Services Economy

PROGRAM STIPULATIONS

The City of Tampa eBike voucher program will provide purchase vouchers to qualified applicants that are valid for Class I eBikes, Class II eBikes and Class I & II eCargo bikes. This program does not support the purchase of Class III eBikes, full suspension electric mountain bikes, or eBike conversion kits.

To qualify for the eBike Voucher Program, applicants must:

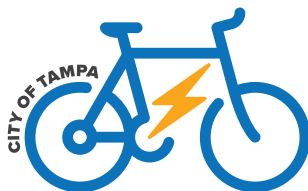
- Live within the City of Tampa limits (an interactive map of the city limits can be found here: https://apps.tampagov.net/mygovtsvcs_webapp/)
- Be 18 years old or older
- Intend to use the eBike to replace trips that would otherwise have been taken by an automobile
- Reach out to a participating bike shop for consultation and signed purchase quote prior to completing an application
- Agree to purchase a helmet at the time of voucher redemption from the bike shop

Vouchers are limited to one (1) per person, and will only apply toward the purchase of a new eBike from one of the participating program bike shops.



02

eBikes & Bike Shops



EBIKES OVERVIEW

The City of Tampa eBike voucher program defines an eBike as a bicycle that is equipped with an electric motor that provides assistance while pedaling or with the use of a throttle. Under this definition it is understood that the electric motor component is meant to augment human power, not completely replace it.

The three qualifying types of eBikes for this program are identified in more detail below:



CLASS I EBIKE

A bicycle equipped with a motor which provides assistance only when the rider pedals, with speeds up to 20 mph.



ECARGO BIKE

A bicycle of larger size, equipped with a gear-hauling motor which allows for the transport of passengers or groceries with pedal assist at speeds up to 20 mph.



CLASS II EBIKE

A bicycle equipped with a motor and throttle which, with speeds up to 20 mph.



BIKE SHOP QUALIFICATION

To qualify for participation in this program bike shops must meet the following criteria:

- Business must be brick-and-mortar (eBike vouchers awarded as part of this program will not cover the purchase of any online sales)
- Business must be located within the City of Tampa boundaries (an interactive map of the city limits can be found here: https://apps.tampagov.net/mygovtsvcs_webapp/).
- Business must sell eBikes at the indicated physical location.
 - » A site visit will be conducted by program staff to verify this.
- Business must be capable of providing on-site maintenance for eBikes.
 - » A site visit will be conducted by program staff to verify this.

As part of the eBike Voucher Program, the participating bike shop must provide a consultation with applicants wishing to purchase from their shop. This consultation shall include a discussion about the intended use of the eBike and the subsequent class or standard of eBikes that would best suit the customer. The consult should identify the correct height and size of eBike for the applicant, available stock in-store, basic eBike ownership expectations, and answer the applicants questions to the best of the shops ability. The participating bike shop must provide the applicant with a quote for the sale of an eBike to include the make/model of the eBike they plan to purchase, any assembly/maintenance fees, and the cost of the helmet the customer plans to purchase at the time of redemption.

BIKE SHOP REQUIRED CONSULTATION

Participating bike shops and prospective program applicants are required to conduct a bike shop consultation. Program applicants are encouraged to conduct this consultation with **ALL** participating bike shops to get a better understanding of the different types/brands/costs of eBikes offered at each of our participating shops.

When completing the application, the applicant will be required to identify the bike shop as well as the specific eBike they will be purchasing should they be awarded a voucher as part of this program*. Applicants will also be required to upload a signed quote from the bike shop indicating that the applicant is aware of the cost of the bike after the awarded voucher amount is applied.

** Awarded vouchers cannot be transferred to other participating shops once awarded. It is the applicant's responsibility to identify the bike shop and bike they plan to purchase prior to applying for the program.*

BIKE SHOP REQUIRED CONSULTATION

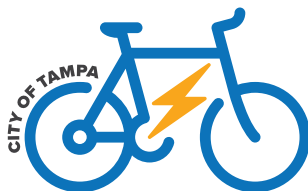
Use the checklist below to guide your consultations with our participating bike shops:

- Types of program qualifying eBikes that would best fit applicant's intended use. (i.e. Trips to work, taking kids to school, going to the grocery store)
- Difference between a Class I and Class II eBike.
- Difference between a Standard and eCargo Bike.
- How much the program qualifying eBikes at the shop cost and what the potential applicant would be expected to pay out of pocket if a voucher is awarded.
- "I am applying for the ____(Voucher Type)___ which is valid for ____(Voucher Amount)___ off the purchase of an eBike from your shop. How much will I have to pay out of pocket for the eBike if I am awarded this voucher?"
- Are there any additional charges the voucher recipient should be aware of at your store when they come to redeem their voucher, such as an assembly or maintenance fee?
- Identification of the correct height and size of eBike for the applicant.
- Current available stock at your business and your ability to meet the 60 day timeframe of redeeming the voucher.
- Basic eBike ownership and maintenance expectations.
- If you find the eBike you would like to purchase through this program be sure you obtain a signed quote from the bike shop that indicates the full cost of the bike as well as any additional fees which will be uploaded to your application

** Awarded vouchers cannot be transferred to other participating shops once awarded. It is the applicant's responsibility to identify the bike shop and bike they plan to purchase prior to applying for the program.*

03

Application & Selection



APPLICANT QUALIFICATION

This program was designed to benefit all residents within the City of Tampa. To qualify for the program, applicants must live within the City of Tampa city limits and be eighteen (18) years of age or older.

In addition to meeting the application requirements above, program applicants must also agree to:

- Use the eBike purchased as part of the program to replace vehicle trips.
- Purchase an eBike using the voucher at one of the participating program bike shops.
- Maintain ownership of the eBike for one (1) calendar year from the date of receipt of the eBike.
- Use the eBike for personal use only.
- Provide basic maintenance for the eBike for a minimum of one (1) calendar year from the date of receipt of the eBike.
- Participate in three (3) surveys over the course of one (1) calendar year from the date of receipt of the eBike.



INCOME QUALIFICATION

The eBike Voucher Program is open to all City of Tampa residents, but offers additional assistance to households that fall under the program income-qualification requirements.

Two levels of Income-Qualified Vouchers will be offered:

- Low Income-Qualified Voucher
 - » To qualify for this voucher, applicants must meet and provide documentation of **household income of 80% or lower*** of the Federal Median household income. For reference please use the table below:

Persons in Family							
1	2	3	4	5	6	7	8
48,650	55,600	62,550	69,500	75,100	80,650	86,200	91,750

- Very Low Income-Qualified Voucher
 - » To qualify for this voucher, applicants must meet and provide documentation of **household income of 50% or lower**** of the Federal Median household income. For reference please use the table below:

Persons in Family							
1	2	3	4	5	6	7	8
30,450	34,800	39,150	43,450	46,950	50,450	53,900	57,400

One of the key goals guiding the design of the eBike Voucher Program was to aid individuals in obtaining reliable and affordable transportation to work. Income-qualified vouchers are double and triple the value of the standard voucher to provide additional purchase assistance to those who qualify.

For more information, please visit:

* <https://www.huduser.gov/portal/datasets/il/il2023/2023ILCalc3080.odn>

or

** <https://www.huduser.gov/portal/datasets/il/il2023/2023ILCalc.odn>

APPLICANT SELECTION

To help ensure program fairness, a “Lottery” process will be used to select program awardees. Once the application window opens, it will remain open for a period of two (2) weeks to allow applicants time to reach out to the participating bike shops, and provide time for individuals that may not have reliable internet access at home to complete the application.

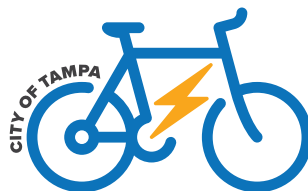
In-person application assistance sessions will be offered, as well as the opportunity to fill out paper-based applications rather than the online application.

2024 PROGRAM FUNDING	SPRING 2024 FUNDED EBIKES	SUMMER 2024 FUNDED EBIKES
\$518,00	Standard - 30	Standard - 28
Total Vouchers - 238	Low Income-Qualified - 45	Low Income-Qualified - 35
	Very Low Income-Qualified - 55	Very Low Income-Qualified - 45
	Total vouchers - 130	Total vouchers - 108



04

Vouchers & Redemption



VOUCHERS

Applicants can apply for one of three (3) different types of vouchers as part of the eBike voucher program Standard Vouchers and two types of Income-Qualified Vouchers that have differing household income requirements.

Vouchers are intended to provide an upfront discount to the recipient at the time of purchase, not to provide the recipient with a free eBike!

The program will offer **60 Standard Vouchers** valued at \$1,000 and any applicant meeting the basic application requirements may apply for this type of voucher. There will be **90 Low Income-Qualified Vouchers** offered valued at \$2,000 that residents in households making 80% or less of the Federal Median Household Income can qualify for. Additionally, the program will offer **110 Very Low Income-Qualified Vouchers**, valued at \$3,000, to residents of households making 50% or less of the Federal Median Household Income. All vouchers may be applied to either a standard Class I or II eBike or eCargo Bike.

Approved vouchers will identify the type of approved voucher, an expiration date, the applicant's name, the applicant's address, the name of the bike shop the applicant indicated they would be purchasing the eBike from, the address of that bike shop, a unique identification number, and the value of the voucher. The values indicated above for each voucher type, will be split across the two application rounds (*Spring 2024 and Fall 2024*).



REDEEMING VOUCHERS

Applicants selected through the lottery process will receive an email with their voucher to the email listed on the application. A copy of the applicant's voucher will also be emailed to the indicated participating bike shop.

Voucher recipients will have sixty (60) days from the date of issuance to redeem the voucher. Voucher expiration dates are listed on the voucher.

To redeem a voucher, the applicant must bring the emailed approved voucher, and valid ID to the indicated bike shop. The bike shop will then verify the information on the voucher using the emailed copy received from the City program representative. Once verified, the bike shop will scan the applicants ID, then apply the full value of the voucher toward the purchase of the eBike. Any value of the voucher not redeemed shall be forfeited.

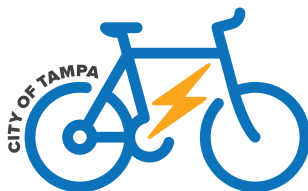
Within seven (7) days of the in-store voucher redemption, the bike shop will provide the following to the City representative:

- An invoice of the bike sold using the eBike Program Voucher
- The voucher number redeemed
- A scan or photograph of the applicant's photo ID used to verify identification at the time of sale.



05

Program FAQs



PROGRAM FAQs

Do I qualify for the City of Tampa's eBike Voucher Program?

- Residents living within the City of Tampa defined boundaries who are at least 18 years old or older qualify for this program.

What documentation will I need to fill out the application?

- You will need the following items to fully complete and submit your eBike Voucher Program application:
 - » Proof of Identification and Date of Birth (*Only Florida Driver's Licenses, a Birth Certificate or a valid U.S Passport will be accepted*)
 - » Proof of Residency (Only a current rental/lease agreement, Florida Voter Registration card, Florida Vehicle Registration or Title, or the most recent utility bill will be accepted)
 - If you provide your Florida Driver's License as your Proof of Identification and Date of Birth, no additional documentation is needed to be submitted for this.
 - » A signed purchase quote from the bike shop you plan to purchase from if awarded a voucher.
 - » A signed Applicant Consent Form
 - » Proof of Household Income (Only required if applying for one of the Income-Qualified Vouchers)
 - Applicants must provide 1 of the following for **EACH member of the household**
 - ◆ Most recent paystub, Social Security check/benefits
 - ◆ Most recent W2 or 1099
 - ◆ Unemployment Benefits/ Workers Comp Benefits

Is this voucher for a free eBike?

- NO. The eBike Voucher Program is designed to provide an upfront discount to recipients at the time of purchase to make it easier to obtain this micromobility transit option.

What needs to be included in the signed quote from the bike shop that I have upload with my application?

- The quote submitted as part of your application must have the following information provided:
 - » Class, brand, and cost of eBike you are planning to purchase from the shop
 - » Date the quote was created/provided
 - » Cost of the helmet that you will be required to purchase if awarded a voucher
 - » Signature and printed name of bike shop representative that provided you with the quote

Can I change the bike shop I selected during the application after I have received a voucher?

- NO. Vouchers will only be created for the bike shop you indicate on your application.

Can I change the type of voucher I selected during the application after I have received a voucher?

- NO. Vouchers will only be created for the type of voucher you indicate on your application.



Where am I allowed to ride my eBike?

- Information on Florida Statutes that regulate where eBikes can be operated can be found here: http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0300-0399/0316/Sections/0316.2065.html

Where can I find information about bike routes and facilities within the City of Tampa?

- The City of Tampa's existing bicycle facilities map can be accessed here: <https://www.tampa.gov/document/existing-bicycle-facilities-map-26276>

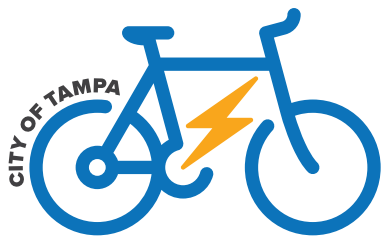
Where can I find information about locations that I can park my eBike within the City of Tampa?

- The City of Tampa's existing micromobility parking map can be accessed here: <https://tampa.maps.arcgis.com/apps/dashboards/e668b583378d4feb83ac706d5942f828>

How can I find out if I live within the City of Tampa boundaries?

- An interactive map that you can put your address into to determine its location with respect to the City of Tampa boundary can be accessed here: https://apps.tampagov.net/mygovtsvcs_webapp/





eB  **KE**
VOUCHER PROGRAM