Washington State Department of Transportation

Active Transportation Division

Electric bike lending library and ownership grant

Application guidance August 2025

Ebike.library@wsdot.wa.gov

Contents

E-bike Lending Library Grant Application Guidance

Important dates

Event	Date
Application opens	August 15, 2025
Q&A sessions	Auguust 21 & August 28
Application closes	September 26, 2025
Evaluation period	September 28 – October 30 2025
List of prioritized projects created	November 1, 2025
Awards made	November 1 2025
Projects close	June 30, 2027

Q&A sessions

Click this link to register for Thursday August 21, 8.30am-9.30am

Click this link to register for Thursday August 28, 8.30am-9.30am

Overview

About the Washington Electric Bike Lending Library Grant Program

The Washington electric bike lending library grant program provides grant funding for the establishment or administration of e-bike lending libraries and ownership programs with a qualifying service population.

Grants applications can be accepted from:

1. **State entities, local government and tribes** for programs that serve their employees for commute trip reduction purposes. (Employer E-bike Lending Library – EELL)
2. **Nonprofit organizations or tribal governments** for programs that serve people who are low-income or reside in overburdened communities (Community E-bike Lending Library- CELL)

All three models of lending library and ownership apply to this grant:

- **Community resource** – provide free or low-cost e-bikes as shared transportation assets, often targeting underserved populations
- **Try before you buy** – encourage eventual e-bike purchases by offering users the chance to test various models and explore financial incentives, such as rebates
- **Long term access and/or ownership** – lease bikes at below market rates or no cost to community members, enabling them to integrate e-bikes into their daily routines over extended periods.

The Washington e-bike lending library grant is intended to offer opportunities across the state for people to experience riding and using an e-bike for their day to day lives, and allow people to try adapting their lifestyle by replacing motor vehicle journeys with bike journeys. Beyond the loan of an e-bike through this program, there are pathways to ownership either through this grant or via the statewide WE-Bike rebate program.

Consistent with the goals of RCW 70A.65.240, this grant is intended to affect reductions in transportation sector carbon emissions through a variety of carbon reducing investments. The University of Washington will be collecting data throughout this project to review the outcomes against the goals.

Funding for this program comes from the Climate Commitment Act (CCA).

Funding available

We expect to award approximately $ 3,000,000 for 2025-2027

Project spend must be completed by June 30, 2027

Grant funds are provided on a reimbursement basis after submission of correct documentation for eligible expenses.

Application deadline

Friday September 26, 6.00PM

Administrative Screening

WSDOT Active Transportation Division will review submitted materials to ensure the following criteria are met before an application is forwarded for evaluation:

- Application is complete and submitted by the deadline
- Applicant and proposed project are eligible for a Washington e-bike lending library grant
- Applicant's bike borrowers meet the grant requirements (dependent on grantee)
- Applicant has agreed it will work with UW to provide data for research
- Applicant complies with WSDOT's in Good Standing policy

In Good Standing status

WSDOT is responsible for administering grant funds in accordance with state laws. To ensure compliance with state laws and commonly recognized best practices for grant management, WSDOT requires grantees to maintain In Good Standing status. Grantees must maintain this status throughout their grant cycle to receive payments and be eligible for future funding consideration from WSDOT. To be In Good Standing with WSDOT is evaluated by performance measures including staying on proposed schedules without unexplained delays, performing work as described in grantee's scope of work, maintaining costs within budget. Grantees must maintain accurate financial records for all grant-related expenses, along with submission of accurate, timely status reports and claims.

Eligible applicants

This is a competitive grant application process open to Washington government entities, nonprofits and tribes.

Government entities as defined in RCW 7.25.005. These include but are not limited to: cities, counties, housing or health authorities, ports, public colleges/universities, school districts, libraries and public transit agencies in Washington state. Successful government entity applicants must provide e-bike lending libraries and/or ownership programs to their employees as part of their Commute Trip Reduction efforts.

Washington state nonprofits are eligible to apply and if awarded must provide ebike lending libraries and/or ownership programs to their communities who are identified as low income and /or living in overburdened communities.

Tribes are eligible to apply for either or both of these purposes. They can provide e-bike lending libraries and/or ownership programs to their employees and/or their communities who are identified as low income and/or living in an overburdened community. Under RCW 19.405.020 as referred to in RCW 70A.02.010 overburdened communities include "a community located in census tracts that are fully or partially on "Indian country" as defined in 18 U.S.C. Sec. 1151."

2025 Washington electric bike lending library grant recipients may apply for funding to establish an e-bike lending library and ownership program or administer an existing e-bike lending library and ownership program. Loan of e-bikes and equipment must be free to participants.

Applicants must show clearly which purpose their lending library is for:

1. Their employees for commute trip reduction purposes
2. For their community - low-income persons and / or those living in an overburdened community.

If you have questions about eligibility, contact **ebike.library@wsdot.wa.gov**

Project Costs

Eligible operational costs include but are not limited to:

- Third-party contract, lease or purchase of eligible e-bikes and charging equipment
- Third part contract for ongoing e-bike maintenance and/or e-bike education
- Subcontracts with third-party providers for e-bike services such as scheduling and payment systems, application and screenings, and maintenance.
- Construction or installation of e-bike storage and associated charging points at lending library site
- Operational costs to develop, implement and manage an e-bike lending library or ownership program including staff time to plan, implement, procure and manage the program
- Application process for individuals to apply to borrow an e-bike
- Data capture activities
- Community consultation for program design
- Education and outreach activities (e.g., events to promote E-bike Lending Library program or to provide training to new users; promotional or instructional materials for E-bike Lending Library; free test-rides for new users).
- Marketing and translation services to provide E-Bike Lending Library materials to a broad population and meet the requirements of Title VI and the Americans with Disabilities Act for availability in languages and formats to meet the needs of the people being served.

Eligible direct costs include but are not limited to:

- Lease or purchase of eligible Class 1 or Class 2 e-bikes and e-trikes, including adaptive equipment as defined in RCW 46.04.169
- Costs of replacement parts for e-bikes during maintenance
- Communications equipment and computer hardware, software and data systems to support the project. For example, software applications, GPS tracking devices or mileage devices to report VMT or location of bike for security.

- Safety and security equipment to reduce potential for harm to bike borrower or theft of the bikes, including but not limited to: bike helmets, locks, lights, phone mounts, security cameras, signs and lighting for e-bike charging outlets or points if necessary
- Bike cargo equipment including not limited to pannier racks and bags, baskets etc.

Infrastructure and capital construction

Eligible infrastructure and construction projects include but are not limited to:

- Electrical upgrades or updates for the purposes of installing e-bike charging outlet or points at the library location
- Capital construction of an e-bike storage and charging facility at the library location.

Ineligible project costs include but are not limited to:

- Installation of charging stations or bike storage outside of the location of the lending library
- Used e-bikes
- Electric vehicles, scooters, mobility devices
- Class 3 e-bikes or e-trikes
- Electric bicycles with motors producing greater than 750 W
- Any electric bike with 4 wheels
- Kit bikes / modified bikes
- Electric moped or motorcycles
- Any e-bike without certification for battery and electrical components provided through one of Occupational Safety and Health Administration's (OSHA) Nationally Recognized Testing Laboratory.
- Peer to peer e-bike sharing
- Any cost that does not relate to the project

Insurance requirements

- Grantees must hold appropriate liability insurance
- Grant recipients must show proof of fully comprehensive insurance before they may operate e-bike lending libraries.
- WSDOT recommends personal injury protection insurance for the e-bike rider.
- Property insurance is required for project equipment.
- The grant recipient will be responsible for any insurance claim deductibles or replacement of items stolen.
- To the fullest extent permitted by law, the grant recipient will indemnify, defend, and hold harmless the state of Washington, WSDOT, agencies of the state, and all officials, agents, and employees of the state for, from, and against all claims for injuries or death arising out of or resulting from the Washington state e-bike lending library.

Grant funded property

Property and assets bought with e-bike lending library funds by grantees must be used only for the e-bike lending library program. If the property or asset is sold, the proceeds must be used for the e-bike lending library program only. The useful life of the e-bikes for this program is four (4) years. At the 2 year end point of the e-bike lending library program, grantees may:

- Request an additional 2 years of funding for the program;
- Include an ownership component to the program and distribute the lending library e-bikes as part of their ownership program to community members who are identified as low income and/or living in an overburdened community;

- End the program and reimburse the state the fair market value (at that time) for the e-bikes or other assets purchased with state funds.

E-bikes ownership programs must have clearly defined eligibility parameters which are set in collaboration with WSDOT. E-bikes provided through ownership programs are not for re-sale and must remain in the ownership and use of the original participant.

Grant rules
- E-bikes must be delivered and accepted by the grant recipient before invoicing for reimbursement
- E-bikes must be certified by a Nationally Recognized Testing Laboratory (NRTL) that is recognized by the Occupational Safety & Health Administration (OSHA)
- **E-bikes must only be operated in Class 1 or Class 2 modes.**
- E-bikes must be fully insured before they can be operated
- E-bikes must be appropriately equipped with lights functioning brakes etc.) and insured prior to use
- E-bikes must be stored safely and never left blocking exits
- E-bikes must be charged only with the manufacturer issued charging cable
- E-bikes must never be charged overnight or in the rain
- Grantees must consider theft prevention systems for e-bikes such as Global Positioning Service (GPS) trackers or GPS locks
- Grantee must collaborate with University of Washington to collect trip/ride data for program evaluation
- All participants must wear helmets when operating an e-bike in this program.
- All participants must be aged 16 or older and live in Washington
- All participants must be made aware of and agree to support data collection from UW
- Any marketing or promotion of the grantees program must credit WSDOT and utilize appropriate CCA logo and branding provided by WSDOT

Matching funds
There is no match requirement for this grant.

Number of applications
You must submit one application per project. A single project may have multiple sites. A single project may have multiple partners who collaborate on the application.

Reporting requirements
Grant recipients will provide quarterly progress reports to WSDOT and submit a final report on their experience at the end of the grant period. Reports will be in a format agreed upon between grantee and WSDOT.

Grant recipients must collaborate with University of Washington to provide trip data from their e-bike lending library participants for research and analysis.

Resources

Recent report documenting variety of models across the United States
 [E-bike Lending Libraries Trends and Practices in the United States](#)
Tracker with links to different programs across the US
[North American E-Bike Lending Libraries- working draft](#)

E-bike lending library grant application

Application process

Submit your application via Survey Monkey Apply **by 6pm Friday September 26**. Questions about the program can be directed to Adele Peers at **ebike.library@wsdot.wa.gov**

WSDOT strongly encourages applicants to design projects in partnership with the end users who will use the lending libraries to maximize accessibility of the program and the materials. Some suggestions are:

- Clearly define the project objectives and target population
- Center community in the approach
- Choose a fleet of bikes that meets the diverse needs of the community, for example: step through, cargo, adaptive, and a range of accessories (baskets, panniers, helmets, vests)
- Intentionally plan outreach and training activities for the specific needs of the community
- Consider pop ups/trial days before people apply
- Partner with local bike shops and local organizations who provide technical expertise, maintenance, education, outreach and trusted community connections
- Consider the length of each loan to maximize opportunity for applicants to engage with e-bikes as a mode of transport
- Station e-bikes in locations that promote safety and ease of use for all levels of ability
- Translate program materials and signage into languages that remove barriers to access
- Create paths to participation for community members without bank accounts, who have limited access to technology, or who otherwise face barriers to using the e-bike lending library
- Establish comprehensive user agreements outlining responsibilities for bike care, usage rules and return policies as well as insurance and liability waivers
- Train e-bike lending library staff and those using the service on safe riding practices, e-bike features and maintenance basics.
- Consider hosting events like group rides and e-bike safety demonstrations

Application questions

Organization contact information

Enter the appropriate contact information for each of the positions indicated in the form. You must complete all fields. You may list the same person multiple times as appropriate.

Summary of project information

GRANTEE TYPE
- Government entity
- Tribe
- Nonprofit

COMMUNITY SERVED
- Project serves community
- Project serves employees

PROJECT TYPE
- Project is a new e-bike lending library
- Project is a new e-bike ownership project
- Project is a new combined lending library and ownership program

PROJECT MODEL
Check the model(s) which are best fit for your proposal:
- Community resource
- Try before you buy
- Long term ownership

PROJECT PRIMARY GOALS (check)
- Equity
- Sustainability
- Ownership
- Utility
- Recreation
- Economic vitality

PROJECT SUMMARY
- Provide a short, detailed description of the proposed project (200 word limit)

LIBRARY LOCATION SERVICE AREA
- street address of lending library location (s) and how this location contributes towards access / program success.
- anticipated service area by zip code +/ legislative district, location within/adjacent to an Overburdened community

GEOGRAPHIC AREA SERVED

Provide a short description of the specific geographic area this project will serve (200 word limit)

COMPLEMENTARY PROJECTS
- If relevant, briefly describe complementary projects existing out of the same project site, e.g., food bank, housing association etc. (200 word limit)

COMMUNITY BENEFIT

Describe the community your e-bike lending library pilot project will serve and how the community will benefit from this project in your responses. Include information about current transportation options and infrastructure as relevant. Applicants for a grant to support the ongoing implementation of an existing e-bike lending library or ownership program should

describe the community the existing project serves with details on current and expected benefits from expanding/extending the project.

Use data to support your application where possible:

- Use [overburdened communities map](#)
- Describe how you will identify 'low income' communities/ individuals
- Use demographic data to identify overburdened communities and or low-income households, and employees.
- Include air quality data for the community that will benefit from this project if they experience emissions / air pollution that exceeds state or federal standards.

Include any data/information around current transportation needs and gaps which impact on the target community's access to essential resources (e.g. food, healthcare, education, employment).

Project coordination

Eligible applicants **must** have a demonstrated history of implementing and managing innovative projects for underserved or low to moderate income communities. Experience with government contracts is desirable but not essential, as is experience with transportation projects, clean air grants or micromobility projects.

Key partners & subcontractors Identify all organizations you will coordinate with on the implementation of your e-bike lending library or ownership project. Provide the legal name and organization type (e.g., public sector, private sector, tribe). Briefly describe the role of each partner and any coordination already in progress.

Project team experience Describe your project team's experience implementing and managing innovative projects. Highlight any experience with government contracting, clean-fuel transportation, commute trip reduction initiatives or shared-mobility projects for underserved or low- to moderate-income communities. Include details on procurement and contract management experience as well as any e-bike or bicycle specific experience.

Community engagement Describe how you plan to engage your community or employees as agents in the program design process. Include how you will use inclusive design principles for engagement, particularly around application and use of the lending libraries. Community members providing lived experience consultation must be compensated as per Office of Equity guidance.

Project implementation

Describe each component of your e-bike lending library or ownership program with details on how it will be implemented and managed.

Applicants for a grant to support the ongoing implementation of an existing e-bike lending library should identify program components in place and describe the additional components requested for this grant cycle.

Your descriptions of project implementation must include:

Procurement

E-bike & equipment – type and cost must be reasonable for the proposed project.

- Identify the approximate number and type of e-bike(s) for the project e.g. 3-4 cargo bikes, 5-10 class 1 and 2-4 class 2.
- Describe how you'll procure and maintain the e-bikes and equipment
- Describe why you've selected the e-bikes for your library project and how they will meet the needs of the community your project will serve, alternatively describe how you will identify the e-bikes your service will use.

Logistics

E-bike storage / charging stations.

- Describe the e-bike library site location and any storage and charging infrastructure already in place at the host property.
- If the necessary infrastructure is not in place, describe what will be needed to establish a safe and secure e-bike storage and charging facility.
- Describe the tracking system you plan to use to protect the e-bikes e.g. GPS lock
- Describe the security strategies you will implement to maximize safety of the e-bike library users and property, including emergency procedures.

Insurance

Describe how the e-bike (s) and equipment will be insured.

E-bike library membership/lending process

- Describe the criteria you will use to determine eligibility to join the e-bike lending library or ownership program.
- Describe how prospective e-bike lenders can apply and how you will screen them.
- Describe how you will ensure the bikes will be stored, charged and ridden safely when in the possession of the person lending the e-bike.
- Describe how approved e-bike lenders will reserve an e-bike
- If administering an ownership program, describe the steps needed to qualify for ownership
- Describe any accommodations embedded in the process, and library location to enable equal access for all community members (e.g. older populations, neurodiverse populations, those with a disability, those with limited skills in technology, those for whom English is not their first language, those without a permanent address)
- Describe language and translation supports available
- If access to a smartphone or a computer is needed to apply for or reserve and use an e-bike, describe the options your project will have available for community members with limited access to technology.

Bike education, outreach & marketing

- Describe how you plan to advertise the opportunity to lend an e-bike
- Describe any education you will provide on safe riding, safe charging, basic e-bike maintenance such as a handbook for lenders
- Describe any training you will deliver for lenders
- Describe any community building activities you plan to offer e.g. community rides

Cost of use

- All e-bike loans or ownership programs must be provided free of charge. Grantees may choose to require a reasonable deposit for using the e-bikes and equipment,

Research

- Describe how you plan to co-ordinate with the University of Washington for their research.
- Describe what kind of data and information you plan to collect for quarterly updates and/or end of project report.

Project timing & Milestones

Describe how you will develop, run and manage the e-bike lending library or ownership project.

- **Project timeline** – Provide a project timeline in a table, GANTT chart or similar, with estimated quarterly costs and a summary of anticipated project activities per quarter.
- **Identify the date you expect the e-bike lending library to be operational.** If your e-bike lending library program is already operational, enter the date the program started.
- **Describe risks (minimum of two) that could delay your project schedule.** Describe possible solutions for mitigating these risks to complete the project on time.

Additional funding or in-kind donations

- Describe any additional funding you have for your project and any in-kind donations to support your project.

Evaluation & results

- Describe any goals you have for the program and how you plan to evaluate progress towards those goals and project success. The proviso parameters should feature in your goals.

Sustainability

- Describe how you plan to continue the program after the project funding ends

Budget

Provide budget details for the project's activities in the appropriate table(s) by adding rows. Include all funding needed to implement the proposed project for the 2025-2027 biennium.

Operating projects may not include costs for depreciation of bikes purchased with grant funds or costs incurred outside of the grant period (i.e., prepaid insurance coverage).

Equipment is defined as an article of nonexpendable, tangible property that has a useful life of at least one year. Develop your equipment budget line item(s) using the following guidelines:
Equipment with a replacement value greater than $50,000 must have an individual budget line item for each piece of equipment.
Equipment with an individual replacement value of less than $50,000 will be one line item with a combined total cost. For example, if the grant is purchasing 10 pieces of equipment at $2,000

each, the line item will be $20,000 total. For two pieces of equipment at $30,000 each, the line item will be $60,000 total.

Use the budget template attached in the application form in Survey Monkey Applu.

	No. hours	Hourly rate	Weighted labor rate (%)	Max cost
PERSONNEL				
Program manager	*1*	*100*	*23*	*$123*
Program coordinator				
Additional items				
Subtotal				$
Indirect rate 15% max				
SUBCONTRACTORS/CONSULTANTS				
Bike maintenance				
Educator				
Community consultation/compensation				
Additional items				
Subtotal				$
EDUCATION & MARKETING MATERIALS				Max cost
Printing				
Translation				
Web based products				
Additional items				
Subtotal				$
DIRECT COSTS - equipment	**Amount**	**Max cost per item**		**Max cost**
E-bikes				
Helmets				
GPS locks				
Accessories				
E-bike parts/replacement during maintenance				
Additional items				
Subtotal				$
Total Request				$

Please check that your entries and totals are correct before submitting your application.

Budget Summary

Budget	Cost ($)
Personnel	
Indirect rate	
Consultants	
Facilities/overheads	
Education & marketing materials	
Direct costs	
Travel @ WA state rates	
TOTAL	

Attachments

Optional attachments/additional documentation to support your application may include but is not limited to site assessments; insurance quotes; and quotes for proposed e-bikes, equipment or maintenance, letters of support, certificates etc.

Grant application evaluation and selection process

Applications must be submitted through Survey Monkey Apply. You will be able to save and return your application as needed prior to submitting. There are word limits on some questions so aim for details yet concise.

Evaluation panel review

WSDOT's Active Transportation Division will select applications for the e-bike lending library grant through a competitive review process. The evaluation panel will include both internal and external reviewers with subject matter experts in active transportation.

Upon completion of all evaluations and a review of the results, the panel will identify priority projects to award. WSDOT intends to fund multiple projects, ensuring where possible, a distribution across the state to increase opportunities for e-bike lending libraries and increased transportation options in underserved communities.

Scoring methodology

Criteria	Point Value
Community benefit	20
Project implementation	25
Project team experience	15
Community coordination and consultation	15
Inclusive design	10
Safety	15
Total	**100**

Community benefit – 20 points

Awarded for opportunities an e-bike lending library will create to improve access to transportation options, essential resources, and cleaner air for low income individuals and those living in overburdened communities

Project implementation – 25 points

Awarded for readiness to proceed with project activities as demonstrated by the reasonableness of the scope, budget and timeline to successfully implement the proposed e-bike lending library program. Projects will need to be underway t by April 30, 2026.

Project team experience – 15 points

Awarded for demonstrated prior experience of the project team in successfully implementing and managing shared mobility, projects, innovative new projects or bike related programming for employee or low-income groups.

Community co-ordination and consultation -15 points

Awarded for strong coordination with community partners and groups to successfully implement and maintain the e-bike lending library project, as well as the robustness of outreach, training, marketing and education plans. The e-bike lending library requires a substantial level of involvement from community-based, equity focused organizations.

Inclusive design - 10 points

Awarded for demonstrated understanding and implementation of inclusive design principles and practice in project plan.

Safety - 15 points

Awarded for demonstrated consideration of safety throughout the project plan. At a minimum: e-bike safety (incl not limited to: maintenance, battery use, charging, riding), e-bike riding safety, road safety, safe storage and maintenance of e-bikes and equipment, staff and participant safety including protection of sensitive information.

WSDOT reviews evaluation panel recommendations

- WSDOT will review the independent evaluation panel's recommended list and select projects to fund.
- WSDOT may use the following priority to further prioritize projects for funding:
  - Geographic diversity across rural and urban communities in different counties

- • WSDOT reserves the right to fund a portion of a proposed project.

WSDOT sends award letters and finalizes grant agreements
WSDOT will:

- - Send letters notifying applicants of funding decisions. Evaluation comments are available by request.
- - Finalize grant agreements for projects funded in WSDOT's budget.

Glossary
Bike accessories means items which support using bikes for transportation such as pannier racks and back, frames and baskets, equipment for transporting children or cargo

Bike borrowers mean people identified as eligible to lend bikes from grantee organizations under this grant

CCA means Climate Commitment Act, a cap and invest program codified into law RCW 70a,65 Greenhouse Gas Emissions

CELL means community e-bike lending library – where the grantee is a nonprofit or tribe and eligible lenders are those identified as low-income and or living in overburdened communities.

Charging points means a place where e-bikes that are part of the lending library can be stored, charged and checked out.

E-bike means a class 1, 2 or 3 electric bicycle as defined by [RCW 46.04.169](). This includes adaptive equipment suitable for people with disabilities, family e-bikes/trikes and cargo e-bikes/trikes. All references to 'e-bikes' in this grant application include these equipment types. The proviso explicitly excludes e-mountain bikes from eligibility for the rebate. The program excludes Class 3 electric bikes.

E-bike Lending Library means a structured program to identify eligible participants who will receive a class 1 or 2 e-bike and associated safety equipment at no cost for a fixed period.

EELL – employer e-bike lending library – where the employer is the grantee and eligible lenders are employees.

GPS means Global Positioning Service

Grantee means a government entity, tribe or nonprofit awarded a grant under the Washington electric bike lending library program

HEAL Act means *Healthy Environment for All,* a statewide law in Washington state that prioritizes environmental justice. RCW 70A.02

Inclusive design means an approach to create accessible products, experiences and services that are usable and understandable by as many people as possible. It goes beyond accessibility to consider users' diverse needs, backgrounds and experiences of those interacting with the product, experience or service.

Eligible participant means an individual who has met the criteria set by the grantee to borrow an e-bike for a fixed period of time

NRTOL means Nationally Recognized Testing Laboratories

OSHA means Occupational Safety and Health Administration

Overburdened communities mean communities living in geographic areas across Washington state identified by Executive Directive 24-11, as defined in RCW 70A.02.010. Map: overburdened communities

Safety equipment – items which support safe riding including bike helmets, bike locks, bike lights, high vis vests

Target community means the group of people the electric bike lending library aims to serve through this grant