



City of Bainbridge Island E-Bike Voucher Program Description

Program Summary

The City is piloting an e-bike incentive program that provides pre-purchase vouchers to residents for the purchase of e-bikes. The purpose of this pilot program is to reduce vehicle miles traveled (VMT) and greenhouse gas (GHG) emissions by incentivizing the purchase of e-bikes which can be used to replace short-distance vehicle trips. Some key attributes of the program are:

- Voucher awards are variable based on income of the applicant's household.
- Additional incentives provided for cargo or adaptive e-bikes.
- Vouchers redeemable at local bike shops.

All questions about this program can be directed to Hannah Boettcher at ebikes@bainbridgewa.gov.

Program Rationale

In 2022, the City of Bainbridge Island City Council adopted the Connecting Centers scenario of the Sustainable Transportation Plan (STP) which establishes a vision and implementation plan for the improvement of non-motorized and low-emission transportation on the Island. The STP specifically identifies e-bike share and subsidy programs as part of the suite of non-capital mobility projects and programs included in the Connecting Centers implementation plan.

In 2023 the City contracted transportation consulting firm, Fehr & Peers, to measure the GHG emissions reduction potential of the Connecting Centers scenario of the STP and evaluate the strategies and transportation projects that would create the biggest impact towards reducing GHG emissions on Bainbridge Island. This report found e-bike subsidies provide the lowest cost per VMT eliminated. Furthermore, the report noted that as non-motorized capital projects such as high-quality bike lanes are completed, the cost per VMT reduced of e-bike subsidies decreases pointing to the long-term effectiveness of the strategy.

This pilot program is intended to provide a trial run for a larger-scale e-bike incentive program in future years when adequate funding can be requested to provide an increased number of vouchers to Bainbridge Island residents.

Program Details

Incentive Type: This e-bike voucher pilot program will use point of sale vouchers. These vouchers are redeemed at local participating bike shops and the total purchase price of eligible items are discounted according to the value of the voucher.

Utilizing this type of voucher eliminates the need to reimburse participants individually and enables participants to purchase an e-bike without needing to “front” the full cost of the purchase before receiving the incentive. This method results in administrative time savings for City staff and makes e-bike purchase more feasible for low-income participants.

Eligible Bike Types: Class 1 and Class 2 e-bikes, including cargo and adaptive e-bikes, are eligible for purchase using the vouchers. Electric mountain bikes (i.e. e-bikes with full suspension) are not eligible for purchase using these vouchers. The City will work with participating bike shops to identify e-bike models that are eligible for purchase using this program. See the table below for a more detailed description and examples of eligible bike types.

E-Bike Voucher Program: Eligible E-Bike Types

	Class 1	Class 2	Cargo	Adaptive
Description	pedal assist only; top speed 20 mph	pedal assist and throttle; top speed 20 mph	extended frame; min payload of 350 lbs.	trikes, recumbent, or hand bikes that aid balance and mobility.
Examples	Gazelle Medeo T9, Voya E+ 1	RadCity 5, Aventon Level.2	RadWagon, Specialized Haul ST	RadTrike

**Mountain E-bikes are not eligible for purchase under this program.*

Incentive Values: Vouchers vary in value based on income level with income-qualified vouchers available for both moderate- and low-income applicants. A limited number of bonuses are available for the purchase of cargo and adaptive e-bikes. The value of the different voucher types is shown in the table below. If the voucher amount exceeds the cost of the e-bike, any remaining value on the voucher may be applied to the cost of helmet, bike light, and bike lock purchase. Vouchers may not be redeemed for cash.

E-Bike Voucher Program: Voucher Types and Amounts

Voucher Types	Income Threshold	Base Voucher	Cargo/Adaptive Bonus
Standard	none	\$300	\$200
Income Qualified	120-80% AMI <i>adjusted for household size</i>	\$1,000	\$200
	Less than 80% AMI <i>adjusted for household size</i>	\$1,200	\$200

Voucher Distribution: Approximately 70% of project funding will be allocated to income-qualified vouchers. The remaining funding will be split between standard vouchers (18%), cargo and adaptive e-bike bonuses (10%). This distribution of funds is expected to provide 44 vouchers in total with 23 of these vouchers provided to income-qualified applicants. See the table below for a full breakdown of voucher distribution.

E-Bike Voucher Program: Voucher Distribution

Voucher Type	# of Vouchers Distributed	% of Budget
Standard	21	18%
Income Qualified 120%	12	35%
Income Qualified 80%	11	36%
Cargo/Adaptive Bonus	Up to 17	10%

Income Qualification: Income qualification will be based on [US Department of Housing and Urban Development \(HUD\) Income Limits](#) for the Bremerton-Silverdale metropolitan statistical area (MSA). The income thresholds for income-qualified incentives are 120-80% area median income (AMI) and below for vouchers valued at

\$1000, and less than 80% AMI for vouchers valued at \$1200. Income thresholds will be adjusted for household size and will follow HUD 2023 Income Limits methodology. Income thresholds are shown in the table below.

E-Bike Voucher Program: Income Thresholds

% AMI	Household Size						
	1 person	2 people	3 people	4 people	5 people	6 people	7+ people
80% or less	\$67,050 or less	\$76,000 or less	\$86,200 or less	\$95,750 or less	\$103,450 or less	\$111,100 or less	\$118,750 or less
80%-120%	\$67,051 - \$100,800	\$76,001 - \$114,900	\$86,201 - \$129,300	\$95,751 - \$143,650	\$103,451 - \$155,200	\$111,101 - \$166,650	\$118,751 - \$178,150

Source: HUD 2024 Income Limits, Bremerton-Silverdale MSA

While the 2024 AMI for the Bremerton/Silverdale MSA is \$119,700, the median family income for Bainbridge Island is higher at \$180,240 (ACS 2022 5-year estimates). The upper threshold for income-qualified vouchers is set at 120% AMI to account for this discrepancy between AMI and local median income (LMI) and to capture residents who may be below the LMI but above the AMI.

Income Verification Method: To demonstrate income qualification, applicants must submit one of the following:

- first page of 2023 or 2024 tax return form (1040 form)
- proof of enrollment in SNAP

Applicants who submit proof of enrollment in SNAP will be considered income-qualified at the 80% AMI and below level.

Applicant Criteria: Applicants must meet the following criteria to be considered eligible for this program:

- be 18 years of age, or older;
- be a Bainbridge Island resident;
- agree to all program terms and conditions

Applicants must be able to provide proof of residency (i.e. driver's license, insurance policy, voter registration, vehicle registration, utility bill, etc.) at the time of applying.

Program terms and conditions:

- Agree to own, use, and maintain the bike for at least one calendar year from the date of purchasing the bike;
- Agree to use the bike for the primary purpose of replacing vehicle trips;
- Agree to complete quarterly use surveys;
- Agree to take the bike into a participating bike shop for routine maintenance at least one time in the first calendar year from the date of receipt of the e-bike

Program Performance Evaluation: To assess program performance and receive participant feedback, the City will administer surveys to program applicants and voucher recipients. Optional post-application surveys will be distributed to collect feedback on the application process and ease of program understanding. Voucher recipients will be surveyed quarterly for the first year of owning their e-bike. Survey responses will be used to estimate progress toward stated program goals and objectives. Feedback received through these surveys will be used to develop future iterations of the e-bike voucher program.

- [Optional Post-Application Survey](#)
- [Quarterly Survey for Voucher Recipients](#)

Application/Voucher Distribution Process: Upon launching the program, residents will have two weeks to apply. At the close of the application period, all applications will be reviewed for eligibility. Any applicants who do not meet the eligibility criteria will not be considered for a voucher. The remaining eligible applications will be sorted based on voucher type (standard, IQ 120, IQ 80) and recipients will be randomly selected from these categories. Cargo/adaptive bonuses will be distributed randomly amongst selected applicants (applicants must indicate in their application if they want to be considered for a cargo/adaptive e-bike bonus).

Selected applicants will be notified of their voucher award via email (or physical mail if no email has been provided) and will have 2 weeks to accept their voucher. Once accepted, recipients will receive a physical copy of their unique e-bike voucher which can be redeemed at the point of sale. At the end of the two-week acceptance window, any unassigned vouchers and bonuses will be distributed to the remainder

of the eligible applicant pool with a preference for providing vouchers to income-qualified residents.

Voucher recipients will have 60 days upon receiving their vouchers to redeem the vouchers. At the conclusion of the 60-day purchase period, any unclaimed vouchers will be forfeited.

Funding Sources

The full project budget is an estimated \$40,000. This pilot program will be funded from the Sustainable Transportation allocations from the City's Climate Action Plan implementation funding. The development of communication materials and print assets will be completed in-house and the scope of advertising will be constrained due to launching with a limited number of vouchers.