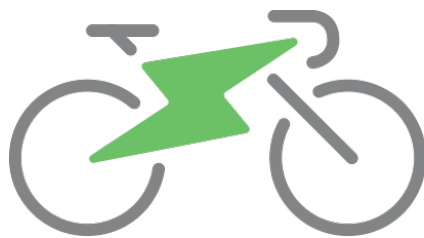


**State of Connecticut Electric Bicycle
(eBike) Incentive Program**

IMPLEMENTATION MANUAL

June 2023



**Connecticut
Electric Bicycle
INCENTIVE PROGRAM**

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1 DEFINITIONS

Applicant – An individual that submits an application for a Standard Voucher and/or Voucher+ from the Connecticut Electric Bicycle Incentive Program.

Automated Clearing House (ACH) – A computer-based electronic network for processing financial transactions.

Electric Bicycle (eBike) – A bicycle equipped with operable foot pedals and an electric motor of less than 750 watts of power, which is of the following classes:

- Class 1: Limited to a top speed of 20 miles per hour, with pedal assist only;
- Class 2: Limited to a top speed of 20 miles per hour, but have both pedal assist and a throttle; OR
- Class 3: Limited to a top speed of 28 miles per hour, with pedal assist only.

Eligible eBike – An eBike that meets all the eligibility criteria of the Connecticut Electric Bicycle Incentive Program, has been approved by DEEP, and is listed on the publicly available “Eligible eBikes List”.

Manufacturer’s Suggested Retail Price (MSRP) – The recommended sale price that is determined by the eBike’s manufacturer. This price does not include additional upgrades that the consumer elects to add-on, or warranties additional to the standard warranty.

Original Equipment Manufacturer (OEM) – The company that produces parts and equipment directly for the eBike.

Participating eBike Retailer – A retail location within the State of Connecticut that sells eligible eBikes and has agreed to the Connecticut Electric Bicycle Incentive Program Terms and Conditions.

Proof of Residency – A valid Connecticut Driver’s License, Connecticut Non-Driver ID card, or a recent utility bill (previous three (3) months) showing an Applicant’s name and an address within the State of Connecticut.

Voucher Transfer Form – A form that is signed by an Applicant and the Participating eBike Retailer that authorizes the Program voucher to be paid directly to the Participating eBike Retailer.

Voucher+ – The additional incentive granted to Residency and Income-Qualified Applicants.

Voucher+ Qualifying Applicants – A Connecticut resident who resides in an Environmental Justice Community or Distressed Municipality, participates in an approved state or federal income-qualified program or has a household income less than three-hundred percent (300%) of the Federal Poverty Level.

Standard Voucher – The base incentive granted to qualifying Connecticut residents.

2 PROGRAM OVERVIEW

Transportation related air pollution from cars and trucks significantly impacts air quality and public health in Connecticut. These emissions are also the single largest contributor to Connecticut’s greenhouse gas (GHG) inventory. The Connecticut Department of Energy and Environmental Protection (DEEP) has selected the Center for Sustainable Energy (CSE) to assist in developing and administering an innovative and emerging program referred to as the Connecticut Electric Bicycle Incentive Program (CT eBike or Program). The first phase of the Program will be a pre-purchase voucher for all eligible Connecticut residents redeemed at the point-of-sale, from a Participating eBike Retailer, for the purchase of a new eligible electric bicycle (eligible eBike), as defined in Conn. Gen. Stat. Section 14-1.¹ Public Act 22-25 requires the Program to maximize the air quality benefits while also prioritizing the inclusion of Connecticut residents who reside in environmental justice communities² or are income-qualified consumers. Program funding is limited, and the dollar value of issued vouchers shall not exceed funds allocated to the program.³ Day-to-day operations of the Program will be managed by CSE (Program Administrator).

Connecticut resident wishing to participate in the program (Applicants) must first complete an online Prequalification Voucher application. Applicants may qualify for a Standard Voucher of \$500. Applicants meeting the residency or income qualification criteria (Voucher+ Qualifying Applicants) may receive an additional \$1,000 Voucher (Voucher+) for a total incentive of up to \$1,500.

Once approved, an Applicant can redeem their voucher in a sales transaction for an Eligible eBike at the point of sale at a Participating eBike Retailer. The Participating eBike Retailer shall note the voucher value on the sales receipt and reduce the purchase price of the Eligible eBike by the corresponding amount at the time of sale and complete an online Voucher Redemption Form to finalize the voucher redemption process. The Participating eBike Retailer will then be reimbursed directly by the Program Administrator.

¹:www.cga.ct.gov/2022/act/Pa/pdf/2022PA-00025-R00SB-00004-PA.PDF

² Environmental Justice Communities (ct.gov)

³ Initial three-year incentive funding is \$1,500,000, however this amount is subject to change

Voucher funds are reserved at the time the Applicant receives a voucher from the Program Administrator. An Applicant is limited to one voucher for the lifetime of the program.

Additional details on the voucher application and redemption process are included in the sections below.

3 ELIGIBILITY

The Program is funded by greenhouse gas emissions reduction fees paid by motor vehicle registrants. Program incentives are therefore limited to the purchase of eBikes expected to primarily serve basic transportation needs of Connecticut residents and to reduce or avoid vehicle miles travelled in an automobile or other means of transportation operated by fossil fuels. Connecticut residents intending to purchase eBikes solely for recreation are not eligible. The Program's eligibility requirements related to the Applicants, Participating eBike Retailers, and Eligible eBikes are detailed below.

3.1 APPLICANT REQUIREMENTS

3.1.1 Residency

Applicants must be a Connecticut resident at the time of submitting their voucher application. **A legible copy of a valid Connecticut driver's license or Connecticut Non-Driver ID card is required as Proof of Residency.** If an Applicant does not have a valid Connecticut driver's license or non-Driver ID card, a recent utility bill (within three (3) months of the date of voucher application submittal) with the Applicant's name and address will be required. During the voucher redemption process (Section 5.3), An Applicant's name on the sales receipt must match the name on the Proof of Residency.

As described in the Program Terms and Conditions, Applicants must self-certify that their purchase of an Eligible eBike is primarily for transportation purposes, and not solely for recreation.

3.1.2 One Per Individual for adults 18 years of age or older

Vouchers are available for a maximum of one (1) eBike voucher per Applicant over the lifetime of the Program. Applicants must be at least eighteen (18) years of age at the time of voucher application submittal to be eligible for a voucher.

3.1.3 Voucher+ Eligibility

To qualify for a Voucher+, an Applicant must meet the eligibility criteria for the Standard Voucher, and must meet one (1) of the following criteria:⁴

- Reside at an address located within an Environmental Justice Community or Distressed Municipality; OR
- Have a household income less than 300% of the Federal Poverty Level; OR
- Currently participate in an approved state or federal income-qualified program. Approved state and federal income-qualified programs are listed in Appendix A.

3.1.4 Voucher Validity Period

Once an Applicant receives a Standard Voucher and/or Voucher+ from the Program Administrator, an Applicant will have ninety (90) calendar days from the date of voucher issuance to redeem the voucher at a Participating eBike Retailer. Vouchers not redeemed within ninety (90) calendar days will be cancelled and the funds will be returned to the Program.

3.2 PARTICIPATING EBIKE RETAILERS

To be eligible to redeem a voucher at the point-of-sale and enroll as a Participating eBike Retailer, an entity must meet the following conditions:

- Have a physical storefront (“brick and mortar”) in the State of Connecticut;
- Be in good standing with the State of Connecticut and possess a current Certificate of Legal Existence with the Connecticut Secretary of State;
- Offer for sale at least one (1) Eligible eBike model; and
- Submit a completed Participating eBike Retailer Enrollment Form which indicates agreement with and acceptance of Program Terms and Conditions.

Participating eBike Retailers must submit a Participating eBike Retailer Enrollment Form, and must be approved by the Program Administrator prior to redeeming a voucher. Prospective Participating eBike Retailers must upload a completed enrollment form to this secure upload link. Participating eBike Retailer Enrollment Forms may take up to five (5) business days to review.

The Program does not issue an IRS Form 1099 for incentive payments made to Participating eBike Retailers or Applicants that receive a voucher. It is the sole responsibility of the

⁴ More information about Voucher+ eligibility criteria is available at: <https://portal.ct.gov/DEEP/Air/Mobile-Sources/CHEAPR/Electric-Bicycles>

Participating eBike Retailers and/or Applicant to seek professional advice and determine any tax consequences of participation in the Program.

3.3 ELIGIBLE EBIKES

DEEP, in conjunction with the Program Administrator, maintains the Eligible eBike list, which is available on the [Program website](#).

An eBike must meet the following criteria to be eligible for an incentive from the Program:

- A bicycle equipped with operable foot pedals and an electric motor of less than 750 watts of power, which is of the following classes:
 - Class 1: Limited to a top speed of 20 miles per hour, with pedal assist only;
 - Class 2: Limited to a top speed of 20 miles per hour, but have both pedal assist and a throttle; OR
 - Class 3: Limited to a top speed of 28 miles per hour, with pedal assist only.
- Be newly purchased from a Participating eBike Retailer, with original proof of purchase;
- Have a MSRP of not more than \$3,000;
- Have a manufacturer’s warranty for frame and components for a period of not less than one (1) year;
- Have an electrical drive system certified by an accredited testing laboratory for compliance with UL 2849⁵ or EN 15194.⁶

To request an eBike model be added to the list of Eligible eBikes, a eBike OEM may complete and submit an [Eligible eBike Application Form](#) to the Program Administrator. The application form must be accompanied by a certificate of compliance demonstrating compliance with either UL 2849 or EN 15194.

4 VOUCHER AMOUNTS

Voucher amounts are determined by an Applicant’s eligibility for either the Standard Voucher or Voucher+. The total voucher amount will be capped at the purchase price of the eligible eBike, including sales tax.

⁵ https://www.ul.com/micromobility-device-safety-testing-and-certification?utm_mktocampaign=consumertech_micromobility&utm_mktoadid=609795351104&campaignid=17691794560&adgroupid=140354181082&matchtype=b&device=c&creative=609795351104&keyword=ul%202849%20certification&gad=1&gclid=EAIAIQobChMI0N7N4pnI_wIVUEVyCh1K2A_jyEAAYASAAEgIUSvD_BwE

⁶ <https://www.en-standard.eu/ilnas-en-15194-cycles-electrically-power-assisted-cycles-epac-bicycles/>

Table 1 Voucher Amounts

Applicant Type	Voucher Amount
Standard Voucher	\$500
Voucher+	\$1,000
Maximum available voucher (if eligible for Standard Voucher and Voucher+)	\$1,500

5 APPLICATION PROCESS

5.1 VOUCHER APPLICATION

An Applicant must receive a Standard Voucher or Voucher+ prior to purchasing an Eligible eBike.

To apply for a Standard Voucher or Voucher+ an Applicant must complete and submit an online Prequalification Voucher application, and provide the following information:

- Applicant name, contact information (phone and email), home address and valid Driver's License/Non-Driver ID card number;
- Acknowledgment of understanding and acceptance of Program Terms and Conditions; and
- *(Optional)* Choice of eligibility pathway for Voucher+.

Additionally, an Applicant will be requested to upload the following documents:

- Proof of Residency; and
- *(Optional)* Proof of eligibility for Voucher+ (i.e., household tax transcripts, proof of current enrollment in an approved state or federal income-qualified program, etc.).

an Applicant will receive a confirmation email at the email address provided upon submitting their application.

The Program Administrator will review and approve voucher applications in the order in which they are received (*see* Section 5.2 Prioritization of Voucher+ Applicants). The Program Administrator may request that an Applicant provide additional or clarifying information to confirm eligibility. The Program Administrator will contact Applicants at the email address provided and Applicants shall have fourteen (14) calendar days to provide the requested information. If the information is not provided within fourteen (14) calendar days of the request, the Program Administrator may cancel the application.

Once approved, an Applicant will receive a voucher ID via email. The voucher will be eligible for ninety (90) calendar days from the date of issuance. If the voucher is not redeemed within ninety (90) days, it will be cancelled, and the funds will be returned to the Program.

By participating in the Program, Applicant agrees to be contacted by the State of Connecticut and/or the Program Administrator for purposes of related to the administration and improvement of the Program and further agrees to the State of Connecticut and/or the Program Administrator sharing Applicant’s contact information, including postal and email addresses with their electric service provider and agrees to be contacted regarding programs and information on energy use and conservation data.

5.2 PRIORITIZATION OF VOUCHER+ APPLICANTS

Section 22a-202(e) of the Connecticut General Statutes requires the Program “prioritize providing vouchers to residents of environmental justice communities, residents having household incomes at or below three hundred per cent of the federal poverty level, and residents who participate in state and federal assistance programs . . .”

As such, the voucher application shall remain open to all Applicants for an initial open application period of ten (10) calendar days, commencing on the day⁷ the Program opens to applications. During this 10-day period, if total voucher applications exceed the available incentive funds, the Program Administrator will first review all Voucher+ applications in the order they were received. If funding remains after all Voucher+ applications have been reviewed, the Program Administrator will then review Standard Voucher applications in the order they were received.

If total voucher applications received in the first ten (10) calendar days of program opening do not exceed the available incentive funds, the Program will remain open to new voucher applications and the Program Administrator will review voucher applications in the order in which they were received.

5.3 VOUCHER REDEMPTION

The Standard Voucher and/or Voucher+ will be applied directly to the purchase of an Eligible eBike at a Participating eBike Retailer at the time of purchase. The voucher amount applied shall not exceed the purchase price of the Eligible eBike, including sales tax.

The Participating eBike Retailer is responsible for completing the voucher redemption process by submitting an online Voucher Redemption Form that requires the following information:

⁷June 28, 2023

- Voucher ID
- Retailer information
 - Name
 - Address
 - Contact information
- Applicant information
 - First name
 - Last name
 - Email
- eBike information
 - eBike Make and Model
 - Purchase price
 - Date of sale

Additionally, the Participating eBike Retailer will be requested to upload the following documents:

- Sales Agreement/Receipt
 - Applicant name (must match the name on the Proof of Residency)⁸
 - Sales date
 - Sales price
 - eBike make/model
 - eBike unique ID
 - Applied voucher amount
- Voucher Transfer Form

Participating eBike Retailers will have fifteen (15) calendar days from the transaction date to redeem a voucher through the online [Voucher Redemption Form](#). The Participating eBike Retailer will receive a confirmation email at the email address provided upon submitting their application. The Program Administrator will send requests for clarification or additional information required to confirm eligibility to the email address provided by the Participating eBike Retailer on the Participating eBike Retailer Enrollment Form.

5.3.1 Voucher Amount

The Program Administrator will only reimburse the Participating eBike Retailer up to the amount stipulated on the voucher issued to an Applicant by the Program Administrator. **It is the**

⁸ If an Applicant's name does not appear on the sales receipt, other sales documentation must be provided with the application that allows the Program Administrator to verify that the Eligible eBike was purchased by an Applicant that received the voucher.

sole responsibility of the Program Administrator, and not the Participating eBike Retailer, to verify Applicant eligibility for the Standard Voucher and/or Voucher+.

An Applicant that received a Standard Voucher but believes they qualify for Voucher+ may not receive an incentive at the point-of-sale without first receiving a Voucher+ from the Program Administrator. In the event that an Applicant received a Standard Voucher but believes they qualify for Voucher+, they should contact the Program Administrator to submit a Voucher+ application, pending availability of funds.

5.3.2 Participating eBike Retailer Reimbursement

Once a Participating eBike Retailer has submitted an online Voucher Redemption Form, the Program Administrator will review the voucher redemption within 7-10 business days. Additional time may be required if the Program Administrator requires additional information from the Participating eBike Retailer to confirm eligibility and adherence to Program requirements.

If the application meets all requirements, electronic transfer of funds will be made to the retailers with ten (10) days of application approval.

6 APPEALS PROCESS

DEEP will consider appeals to the denial of a voucher application or voucher redemption on a case-by-case basis. To request DEEP consider an appeal, an Applicant or Participating eBike Retailer must contact cheapr@energycenter.org within sixty (60) calendar days of the date of voucher application or voucher redemption denial. The appeal must include all facts that form the basis for the appeal.

7 CUSTOMER SUPPORT

If you have questions about this Implementation Manual or the Program Terms and Conditions, contact the Program Administrator by phone at 855-704-6350 or by email at cheapr@energycenter.org. Customers needing additional support with the application process or having difficulty providing supporting documentation for the State incentive program should contact Program Administrator's customer support for further assistance with incentive submittals.

APPENDIX A – STATE AND FEDERAL INCOME-QUALIFIED PROGRAMS

All supporting documents must contain the following information:

- Applicant’s name;
- Name of qualifying program;
- The government entity (state, federal or tribal) or the managed care organization that issued the document; and
- Issue date.

Unless otherwise stated below, the supporting document must be dated within the last twelve (12) months OR have a future expiration date beyond the date of Program voucher application.

Table 2 List of State and Federal Income-qualified Programs and Acceptable Documentation

Program	Acceptable Documentation
Energy Assistance Program (CEAP)	CEAP Eligibility Confirmation Letter
Weatherization Assistance Program (WAP)	CT- WAP Participation Card (or similar form by the Community Action Agency)
Supplemental Nutrition Assistance Program (SNAP)	SNAP Notice of Eligibility
Temporary Assistance for Needy Families (TANF), Temporary Family Assistance (TFA) or Tribal TANF	Award letter or Notice of Action
Head Start Income Eligible	Award letter, Notice of Action, Approved Head Start application, or Proof Enrollment in Head Start
Supplemental Security Income (SSI)	Benefits Verification Letter
National School Breakfast and Lunch Program (NSLP)	Notice of Application Approval. Must be dated within current school year
Bureau of Indian Affairs General Assistance	Award letter or Notice of Action
Medicaid	Award Letter or Notice of Action
HUD Housing Choice Voucher Program (“Section 8”)	Award Letter, Notice of Action, or Housing Voucher

APPENDIX B – FEDERAL POVERTY LEVEL INCOME GUIDELINES

Table 3 2023 300% of Federal Poverty Level Guidelines

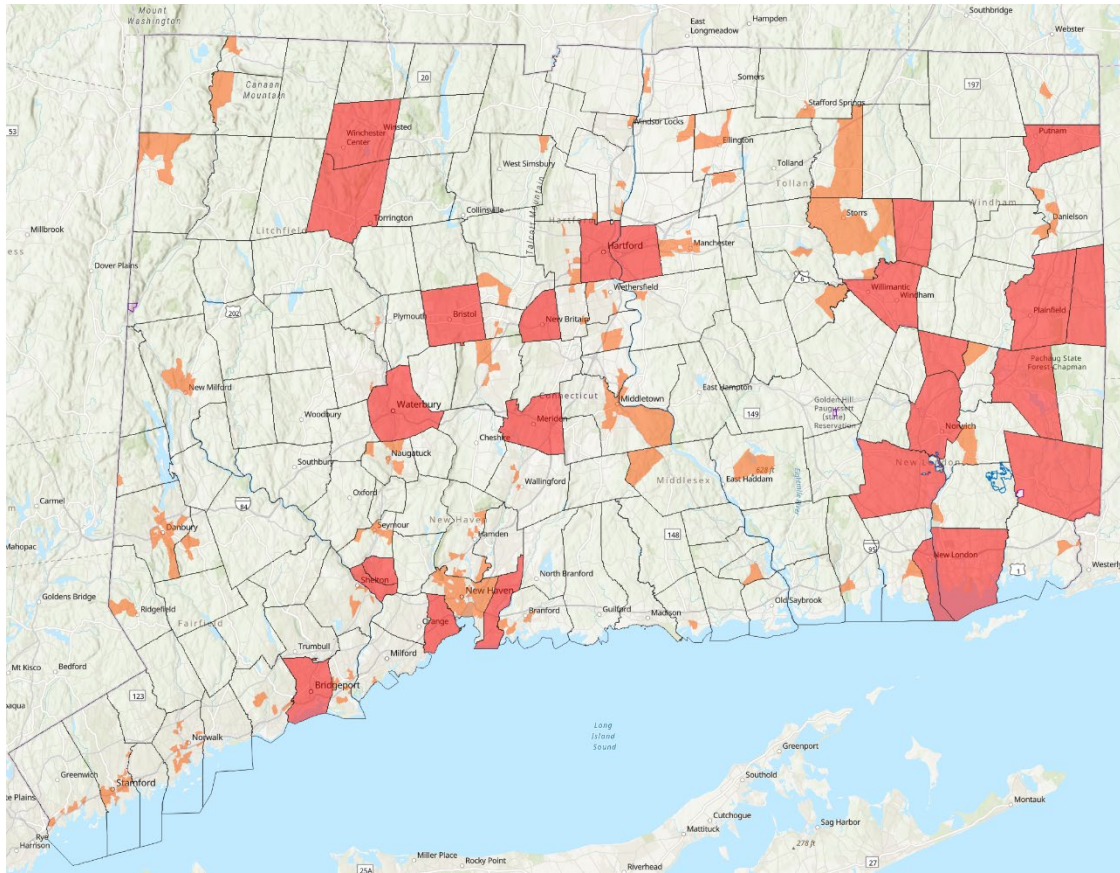
Household/ Family Size	300% of Federal Poverty Level
1	\$43,740
2	\$59,160
3	\$74,580
4	\$90,000
5	\$105,420
6	\$120,840
7	\$136,260
8	\$151,680
9	\$167,100
10	\$182,520
11	\$197,940
12	\$213,360
13	\$228,780
14	\$244,200

Source: 2023 HHS Poverty Guidelines (<https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines>). The 2023 poverty guidelines are in effect as of January 19, 2023.

APPENDIX C – CONNECTICUT ENVIRONMENTAL JUSTICE COMMUNITIES AND DISTRESSED MUNICIPALITIES

To verify residency within a Connecticut Environmental Justice Community or Distressed Municipality, the Program Administrator will utilize the current version of the Connecticut Environmental Justice Communities map.⁹

Figure 1 Connecticut 2022 Environmental Justice Communities Map



CT Towns Distressed Municipalities Environmental Justice Block Groups



Connecticut Tribal Lands



Federally Recognized



State Recognized

⁹ Accessible at <https://ctdeep.maps.arcgis.com/apps/webappviewer/index.html?id=d04ec429d0a4477b9526689dc7809ffe>