

Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - a) Budget request by source of funds ([Link](#))
 - b) Personnel salaries and wages ([Link](#))
 - c) Equipment and motor vehicles ([Link](#))
 - d) Capital project details ([Link](#))
 - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



TODD BOULANGER, EXECUTIVE DIRECTOR

2022.01.20

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE

THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Type of Grant Request:

Operating

Capital

Legal Name of Requesting Organization or Individual: Bikeshare Hawaii
Dba: Biki

Amount of State Funds Requested: \$ 103,800

Brief Description of Request (Please attach word document to back of page if extra space is needed):
Update the operational assumptions presented in the 2014 Honolulu Bikeshare Organizational study based on 5 years of experience: service areas, equity access, integration with Holo card and adoption of e-bikes/ charging stations; and Reestablish statewide discussions for planning of bikeshare services with county governments without existing bikeshare. Each task would have a technical memo

Amount of Other Funds Available:

State: \$ 0
Federal: \$ 0
County: \$ 0
Private/Other: \$ 45,000

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 49,862

Unrestricted Assets:

\$ 149,079

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:

- 501(C)(3) Non Profit Corporation
 Other Non Profit
 Other

Mailing Address:

PO Box 2362

City:

Honolulu

State:

HI

Zip:

96804

Contact Person for Matters Involving this Application

Name:
Todd A Boulanger

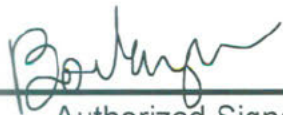
Title:
Executive Director / CEO

Email:
todd@bikesharehawaii.org

Phone:
808-347-5001

Federal Tax ID#:

State Tax ID#



Authorized Signature

Todd Boulanger, Executive Director

Name and Title

2022.01.20

Date Signed



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

BIKESHARE HAWAII

was incorporated under the laws of Hawaii on 01/02/2014 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 20, 2022

Director of Commerce and Consumer Affairs



**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Bikeshare Hawaii
(Typed Name of Individual or Organization)


(Signature) 2022.01.20
(Date)

Todd Boulanger Executive Director
(Typed Name) (Title)

Attachment – Public Purpose

This grant shall be used for a public purpose:

- *To provide the public with high quality, convenient, reliable, and affordable bike transit services;*
- *To enhance community livability and health (PAN 2030);*
- *To strengthen our transportation system (Healthy Hawai'i Strategic Plan);*
- *To connect people to more places where they live, work and play; and*
- *To support the State of Hawaii's energy, resiliency (Climate Ready Hawai'i) and climate emergency (SCR44) objectives.*

Application for Grants

If any item is not applicable to the request, the applicant should enter "not applicable".

I. Certification – Please attach immediately after cover page

1. Certificate of Good Standing (If the Applicant is an Organization)

BSH: See attached Certificate of Good Standing.

2. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes.

BSH: See attached statement.

3. Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

BSH: See attached statement

II. Background and Summary

Bikeshare Hawaii is a local non-profit founded in 2014* to provide oversight, planning, fundraising and community communications on the existing P3 bike transit service (aka Biki) on Oahu and technical outreach on bikesharing to neighboring counties. Biki started revenue service in June of 2017 and with its 1300 bikes at over 130 stations has served more than 300,000 customers over 4.8 million trips.

*Bikeshare Hawaii was established by a community coalition (with representatives from county, state and federal agencies). It received two initial grants of \$1m dollars from the Hawaii Department of Health and the City and County of Honolulu to initiate of public outreach for station siting, service type (docked bikeshare), hardware vendor, corporate sponsors and RFP selection for future operator.

The goals and objectives related to the request:

These funds, if awarded, will help support Bikeshare Hawaii (BSH) in making bikeshare a more resilient and sustainable public mobility service by supporting steps necessary to prepare it for operating in a COVID era mobility market, planning for the adoption and deployment of new communications (Holo card integration, 5G deployment) and fleet electrification technology (e-bikes and vehicle charging at Biki stations) and providing best practice model and coordination with local partners in other Counties (Maui and Kauai) interested in bikeshare and those with bikeshare (Hawaii County).

Furthermore, this support will help bridge the current challenging period when local businesses are not able to continue their past sponsorship of Bikeshare Hawaii's activities and until federal legislation updates funding aid definitions to allow bikeshare to be a direct recipient of transit operations funding (e.g. *Bikeshare Transit Act*). (BSH has not been able to be a recipient of any transit CARES Act Section 5307 funding in 2020-2021 due to an outdated programmatic definition of public transit.)

The public purpose and need to be served is to continue the most affordable public shared mobility service in Honolulu (\$15 per month membership for unlimited trips), to support its expansion in adjoining Oahu service areas and within State Agencies (staff commuting and UH student U-Pass plan) and assist other Counties in planning for the adoption of bike transit services within their communities. The integration of Biki with the Holo card would both simplify modal choice by existing users (19% of Biki members report using transit with Biki) and expand the adoption of Biki by other transit users (35% of Oahu residents report that they live / work near a Biki station).

The majority of Biki bike trips are taken by residents of Hawaii (80% in 2020). The planned project's target population to be served is both diverse (adults from 16 to ~65 years in age) and focused on those most impacted by Hawaii's high cost of living, as over 60% of our members fit this ALICE definition of hardship or limited assets based on household income. Additionally, fleet electrification would allow a broader adoption of cycling as a transport mode by those needing help pedaling a bike (older or physically weaker individuals) or those living in elevated neighborhoods or those more distant from the urban core.

III. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. Describe the scope of work, tasks and responsibilities;
 - A) Each of the following tasks would be conducted over a month with two key informant / stakeholder meetings and include a technical memo:
 - Integration of e-bikes and e-stations into Oahu's bikeshare system and parallel ev charging network, including a refinement of minimum e-bike station capacity and design for DPP use;
 - Biki integration with Holo card, including a review of best practice, barriers and structure for fare income sharing;
 - Supporting service area maps to include-Biki station locations and Equity Expansion influenced by future fare revenue collection conditions and supplemental financial support (sponsors and or governmental); and
 - Biki member and community survey output reflecting on the technical bikeshare findings.

- B) Reestablish statewide discussions for planning of public bikeshare services with county governments without existing bikeshare services:
- Restart past bikeshare planning discussions with county staff (planning and transit) that ended with COVID19, including technology findings from A above;
 - Visit the islands of Maui and Kauai for service area assessment; and
 - Complete a technical memo of findings.

The primary responsibility for all work and planning tasks will be the responsibility of the Executive Director. The role of the Senior Marketing Manager will be communications and marketing lead and graphic support for the technical memos

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

Task #	Task Description	Start Date (Mo/Yr)	Expected Completion (Mo/Yr)
1	Best practice review memo	8/22	10/22
2	Electric vehicle and station design tech memo	11/22	01/23
3	Holo car integration tech memo	02/23	03/23
4	Service mapping memo and final report	04/23	05/23
5	County Bikeshare Planning Outreach	05/23	06/23

3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and

BSH will evaluate its work based on its ability to successfully accomplish the implementation activities within the projected timeframes noted.

The staff is responsible for implementing and monitoring the activities and working with the City & County and the Mayor's Advisory Committee on Bicycling (which includes State representatives from DOT, DOH and Oahu MPO) and other project partners to successfully accomplish the tasks. Reports will be made available per task outlined.

In addition, BSH will conduct its third semi-annual member survey in 2021 and include questions related to this grant request in order to identify related environmental, transportation service and technology trends.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency).

These project reports involve the activities necessary (and typical for a maturing bike share service) for updating Biki's services, technology and sustainability for the next

five-year period. They are discretely focused and thus can be easily measured in their completeness.

BSH has a functional and ongoing working relationship with the Mayor's Advisory Committee for Bicycling (MCAB). BSH will provide quarterly project progress reports to our state representatives on the Mayor's Advisory Committee on Bicycling (or other recommended agency/ contact at time of funding). The quarterly reports will include the following:

1. Project Description (Identify specific project phase and scope of work)
2. Current Project Status
3. Project Schedule
4. Project Issues/Risks
5. Remedies to Issues/Risks
6. Budget Needs and Requests

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds (Link)
 - b. Personnel salaries and wages (Link)
 - c. Equipment and motor vehicles (Link)
 - d. Capital project details (Link)
 - e. Government contracts, grants, and grants in aid (Link)
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2023.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$25,950	\$25,950	\$25,950	\$25,950	\$103,800

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2023.

BSH: To date BSH has submitted a 2023 application for OWP funds (Oahu MPO). BSH will also submit applications for various philanthropic grants (as identified, such as HCF, Walmart), private business sponsors (as identified or may contact us) and other public sector grants (as identified).

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

BSH: See attached contracts and grants sheet. No state or federal tax credits.

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2023 for program funding.

BSH: See attached Government Contracts sheet.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2021.

BSH: Has \$149,079 in unrestricted assets (cash) and over \$450,000 in equipment assets.

V. Experience and Capability

1. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request.

The strategic decision-making is the responsibility of the BSH Executive Director, the Senior Marketing Manager, Secure Bikeshare Hawaii operations and technical staff, the members of the Mayor's Advisory Committee on Bicycling (MACB) and the BSH Board of Directors. The Executive Director or is responsible for the day-to-day administrative duties of the program which includes finance, contract administration, resource development, human resources, Strategic planning, and state outreach functions.

2. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request.

The Biki system has over 130 bikeshare stations and up to 1300 bicycles in its 5 years of service. Biki has over 90% of all the shared bicycles and stations in the State of Hawaii.

The Biki has also been repeatedly been ranked as one of the top six docked bikeshare systems in the US by the National Association of City Transportation Officials (NACTO), the other cities: NYC, Chicago, greater San Francisco, DC and Boston.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

BSH has been the program oversight manager for the Biki bikeshare transit system for 5 years of revenue service by the time of the start of the 2023 budget year. The Executive Director will have over 3.5 years managing BSH (the non-profit) and over 25 years working professionally as a transportation planner in Hawaii and internationally. The Senior Marketing Manager will have over 5 years with BSH.

The Bikeshare Hawaii Board of Directors is a stable board with all but one member having been involved for over three years and most having been there since the start of Biki's revenue service. They represent a broad selection of public and private organizations involved with transportation, local business services, the environment and education sector.

Director Name:	Entity:	Role:
Greg Gaug	Uluono Initiatives	SVP of Investments & Analytics & BSH Board Chair
Rick Egged	Waikiki Improvement Association	President
Josh Feldman	Tori Richard Ltd.	President/ CEO
Marcy Fleming	Kamehameha Schools	Director of Transactions
Danielle Harris	Elemental Exclerator	Director of Innovation, Mobility
Randolph Moore	University of Hawaii	Regent
Michael Robinson	Hawaii Pacific Health	VP Government Relations & Community Affairs

2. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

BSH: See attached form

3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

BSH:

- Executive Director/ CEO: \$108,000 to \$114,000
- Senior marketing Manager: \$78,000 to \$80,000
- Board of Directors: \$0 (all volunteer)

VII. Other

1. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

BSH: There are no pending litigation which BSH is a party to.

2. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

BSH: Bikeshare Hawaii is a member in good standing of the North American Bikeshare Scooter Association (NABSA).

3. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.

BSH: These funds will not be directly used to support or benefit a sectarian or non-sectarian private educational institution.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2022-23 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2022-23, but
- (b) Not received by the applicant thereafter.

BSH: The identified tasks and work items once funded and completed in 2022-23 are discrete and will only need minor administrative updating if any new technology or partners appear in the next three years. By this point in time local business

sponsorships should return to levels prior to COVID19 and thus help fund any future work, as they had during 2017 to 2020.

Bikeshare Hawaii will continue its efforts to raise funds from the City and County, private sector, particularly corporate sponsorships from Hawaii-based and national companies.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

App

Bikeshare Hawaii

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	103,800	0	0	10,000
2. Payroll Taxes & Assessments	0	0	0	12,000
3. Fringe Benefits	0	0	0	12,000
TOTAL PERSONNEL COST	103,800	0	0	34,000
B. OTHER CURRENT EXPENSES			0	
1. Airfare, Inter-Island	0	0	0	2,000
2. Insurance	0	0		0
3. Lease/Rental of Equipment	0	0	0	0
4. Lease/Rental of Space	0	0	0	0
5. Staff Training	0	0	0	0
6. Supplies	0	0	0	0
7. Telecommunication	0	0	0	0
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				2,000
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	0			
TOTAL (A+B+C+D+E)	103,800			36,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	103,800	Todd Boulanger 275 7810		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	2022.01.20		
(d) Total Private/Other Funds Requested	36,000	Signature of Authorized Official Date		
TOTAL BUDGET	139,800	Todd Boulanger, ED Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2022 to June 30, 2023

Bikeshare Hawaii

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1	\$114,000.00	70.00%	\$ 79,800.00
Senior Marketing Manager	1	\$80,000.00	30.00%	\$ 24,000.00
				\$ -
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				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				\$ 103,800.00
JUSTIFICATION/COMMENTS:				

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Apf Bikeshare Hawaii

Contracts Total:

174,222

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Biki Barriers Evaluation Project	10/19 to 09/20	DOH - SNAP	State	49,862
2	Paycheck Protection Program grant 1	05/20 to 06/20	US SBA	Federal	52,492
3	Paycheck Protection Program grant 2	2/21 to 6/21	US SBA	Federal	71,868
4					
5					
6					

