Dear [insert stakeholder name];

I am writing on behalf of the Morgantown Municipal Bicycle Board (“Bicycle Board”). We are writing to let you know about an exciting opportunity to participate in an Environmental Protection Agency (EPA) funded Building Blocks for Sustainable Communities program and to request your willingness to attend a one or two day workshop designed to explore the potential for creating a bike share program here in Morgantown.

What is a bikeshare program? According to the Federal Highway Administration, it is an “innovative transportation program, ideal for short distance point-to-point trips providing users the ability to pick up a bicycle at any self-serve bike station and return it to any bike station located within the system’s service area.”[[1]](#footnote-1)

 As you may know, the Bicycle Board is actively working to reduce automobile congestion, improve air quality, and increase overall public health and quality of life. Due to our efforts, Morgantown was named in March 2012 as a Bronze-Level Bicycle Friendly Community by the League of American Bicyclists. To continue with that momentum, we feel the now is the best time to consider a bikeshare program in Morgantown.

The technical assistance we plan to apply for with your support is offered through the EPA’s Building Blocks for Sustainable Communities Program, which provides quick, targeted technical assistance to selected local governments and communities using a variety of tools developed by the EPA and contracted consultants, which have shown positive results. These tools have helped numbers of communities across the country to reach development goals, improve quality of life, and become more economically and environmentally sustainable.[[2]](#footnote-2)

The specific tool we are requesting is technical assistance in planning a bikeshare program. If we are one of the 44 communities selected, we will receive technical assistance in early 2013 including:

* A one day workshop with an evening session open to the public and morning/ afternoon sessions with local government and other key stakeholders,
* Direct consultation with relevant decision-makers,
* A memo outlining specific steps to implement the ideas generated during the site visit.

A key component to the success of our application is the support of local stakeholders and decision makers, such as yourself, with a commitment to attend the workshop and planning sessions. It’s important to emphasize that we are not asking for you to support a particular bikeshare program. However, we are asking you to support the opportunity to explore the feasibility and options for such a program in Morgantown with members of the Bicycle Board and EPA during a one to two day workshop. Further information about the program can be found at: http://www.epa.gov/smartgrowth/buildingblocks.htm

The application deadline is Friday, October 26th so we would greatly appreciate a response by Tuesday, October 16th. Thanks for your attention and consideration of this request. We look forward to working with you.

Sincerely,

Derek Springston

Chair, Morgantown Municipal Bicycle Board - EPA Building Blocks Program Committee

1. DOT- FHA, *Bicycle Sharing in the United States: State of the Practice and Guide to Implementation*, http://www.bicyclinginfo.org/promote/bikeshareintheus.pdf [↑](#footnote-ref-1)
2. EPA, epa.gov/smartgrowth/buildingblocks.htm [↑](#footnote-ref-2)