



Department of
Environmental
Conservation

GUIDELINES AND APPLICATION INSTRUCTIONS

**New York State
Department of Environmental Conservation
Environmental Protection Fund
Climate Smart Communities**

**2021 Municipal Zero-emission Vehicle (ZEV) Infrastructure
Grant Program**

NYS Grants Gateway Application ID No.: DEC01-ZEVIN-2021

**Application Due Date: 4:00 p.m., October 29, 2021,
until DEC withdraws this request for applications, or
funding is exhausted, whichever occurs first.**

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Program Description

The New York State (NYS) Department of Environmental Conservation (DEC or Department) is pleased to announce the 2021 round of the Municipal Zero-emission Vehicle (ZEV) Infrastructure Grant Program. The program provides funding for municipalities to install ZEV infrastructure, including Level 2 (L2) and direct current fast charge (DCFC) electric vehicle supply equipment (EVSE) and hydrogen fuel cell (HFC) dispensing equipment utilizing hydrogen produced through electrolysis or biogas reformulation.

The program covers at least 80 percent of eligible EVSE and HFC installation costs including, but not limited to the purchase of, materials and equipment, hardware and software, and site preparation work. Electric utility installations or upgrades before the location's electrical panel are eligible if the upgrade is intended solely to support the installation of the EVSE or upgrade to additional or higher capacity EVSE. See eligibility section for additional details regarding eligible expenses.

All infrastructure must be available primarily for public use. Charging or fueling of municipal fleet vehicles is acceptable if a shared use plan is included with the application. See Shared-use Plan section on page 13 of this RFA for details.

Applications are accepted and awards are made on a rolling basis within the opportunity availability dates.

Funding Available

A total of \$2.5 million is available for the 2021 round of the ZEV Infrastructure Grant Program. Funding for this grant opportunity is provided by the Environmental Protection Fund, Environmental Conservation Law Article 54, Title 15, Climate Smart Community Projects line.

Minimum and Maximum Award Amounts

The maximum grant amount is \$250,000 per facility (location) and \$500,000 to any one municipality (for multiple locations). There is no minimum grant amount.

Application/Award Limit

There is no limit to the number of applications a municipality may file, the number of facilities for which a municipality may request grant funding, or the number of units per facility other than the maximum award amounts shown above.

A separate application **must** be submitted for each facility (location). A facility is defined as a single location within a municipality that can be identified using institutional or commercial boundaries (e.g., an airport, a park, a mall, a street) at which the ZEV infrastructure will be installed.

Match Requirement

The percent of match required varies according to the median household income (MHI) of the municipality in which the infrastructure will be installed, as per the following:

- A local match equal to 20 percent of total eligible costs is required for municipalities with 2019 median household incomes greater than or equal to the 2019 NYS MHI of \$72,108.

- A local match equal to 10 percent of total eligible costs is required for municipalities with a 2019 MHI that is greater than 80 percent of the 2019 NYS MHI (\$57,686) but less than 100 percent of the 2019 NYS MHI (\$72,108).
- No local match is required for municipalities with a 2019 MHI less than or equal to 80 percent of the 2018 MHI (\$57,686).

See Attachment B of this RFA for step by step instructions on how to determine 2019 MHI for the purposes of this program. The match percentage has been set to zero in the Grants Gateway application. It is the responsibility of the applicant to correctly calculate the match based on the total project cost and the MHI as returned in census table B19013.

The current fair market value of the land (excluding buildings) on which a facility is installed (the square foot area of parking for the vehicles served) may be used toward local match. A map identifying the property, copy of the appraisal, deed showing municipal ownership, and calculation of the value must be uploaded **at the time of application and approved as part of the review process** in order to be considered eligible. ZEV Infrastructure Program funds may **not** be used for land acquisition costs.

Funds appropriated through the Volkswagen Beneficiary Mitigation Plan may be utilized in combination with this funding for HFC dispensing equipment only.

Other state grants and federal funding may not be used to meet the municipal match requirement.

Awards under this infrastructure grant program may not be combined with awards from the NYSERDA Charge Ready NY program.

Project Timeframe

Funding is available to municipalities that have installed, or will install, eligible EVSE or HFC fueling infrastructure as defined by the criteria listed in this RFA.

Expenses must be incurred within the contract period, which will be set at June 1, 2020 through May 31, 2023. The earliest date expenses may be incurred under this solicitation is June 1, 2020. All grantees should strive to complete the project within the contract term. Extensions of contract term will be considered on a case by case basis upon written request and justification to the Department from the grantee. The absolute latest date to which a contract can be extended under this solicitation is May 31, 2025. Changes to the grant award amount are not permitted.

Grant Opportunity Inquiries

For general information regarding the ZEV Infrastructure program, completing this application, clarification of application requirements, contractual terms, and procedures contact the following:

Myra Fedyniak
zevrebate@dec.ny.gov (Include "ZEV Infrastructure Program" in the subject line of the email.)
 518-402-8444

Questions regarding this grant opportunity will be accepted by the Department until close of business on October 27, 2021. All questions and answers will be uploaded to the Grants Gateway to allow all potential applicants to view them.

Timetable of Key Events

| | |
|--|------------------|
| Application Period Begins | April 23, 2021 |
| Question and Answer Period Ends | October 27, 2021 |
| Applications Due | October 29, 2021 |
| Applications Accepted and Award(s) Announced | Rolling |

Eligibility

Eligible Applicants

Pursuant to 6 NYCRR § 492-1.1(j), the following entities are considered eligible applicants: municipalities defined as counties, cities, towns, and villages of the State of New York or boroughs of the city of New York.

Ineligible Applicants

Non-profit and not-for-profit organizations and political subdivisions such as municipal corporations, school districts, district corporations, boards of cooperative educational services, fire districts, public benefit corporations, industrial development authorities, and similar organizations are **not eligible** for this rebate program.

Municipalities may work together or with one or more non-eligible entities (e.g., a community college) to install ZEV infrastructure. If a proposed project involves partnership, only the eligible, lead municipal applicant may submit an application. This lead applicant must assume responsibility for the application, performance of work consistent with this RFA and the State of New York Master Contract for Grants or Letter of Agreement, own the infrastructure, and accept grant reimbursements. Written agreements substantiating the collaboration and agreeing to the provisions of a climate change mitigation easement, if required, signed by each partner entity are required at time of application. If an award is made, formal agreements must be signed prior to contract execution.

Eligible Infrastructure

Electric Vehicle Supply Equipment

EVSE includes Level 2 (L2) electric vehicle charging stations with one or more SAE J1772 ports, direct current fast charge (DCFC) pedestals with combined CHAdeMO/SAE or CCS/SAE ports, and off-grid charging units tied to solar panels or wind power for onsite electricity generation.

Charging hubs are permissible up to the funding limit per facility (\$250,000) and the funding limit per municipality (\$500,000).

All EVSE must meet the following requirements to qualify for this program:

- The equipment must be intended for installation following the National Electric Code (ANSI/NFPA 70) and be indoor/outdoor rated.
- The equipment must be new and designed to pass inspection per the National Electrical Code, Article 625.
- The equipment must be certified by a national recognized testing laboratory (e.g., UL category FFWA).
- Equipment must be installed in publicly accessible sites primarily for public use. Charging of municipal vehicles is acceptable if a shared-use plan is included with the application. See Shared-use Plan section on page 12 of this RFA for details.
- Equipment must be capable of collecting data on greenhouse gas (GHG) emission reductions or tracking usage data that allows the grantee to calculate GHG emissions reductions. GHG reductions reporting is required on a quarterly basis as a component of the quarterly report for each quarter of the contract period.
- Charging equipment and all accessories must include a base warranty of no less than 24 months. The warranty period must start the day the equipment is installed and ready for use.
- Equipment must include a cable management system, including a holster or similar feature for the connector to protect the connector from the elements and keep it off the ground.
- Type 2 listed surge protective devices shall be installed to protect EVSE.
- Each networked unit must be covered by a minimum 5-year in-service agreement with the service provider to guarantee the equipment will be functional at least 80 percent of the time.
- If the unit is not networked, the applicant must provide information on how the unit will be maintained by the grantee to guarantee availability to the public at least 80 percent of the time. This information must be included in the operations, maintenance, and mitigation monitoring plan.
- Non-networked units will only be allowed in areas of the state without access to a mobile broadband network that can support the unit. Applicants requesting a non-networked unit must upload a letter, signed by the municipal chief executive officer (CEO), detailing the lack of access to such a network within the municipality. This letter must be uploaded as part of the application in the Program Specific Questions. The need for repeaters to boost signal is not considered adequate justification for a non-networked unit.

All on-grid Level 2 EVSE must meet the following requirements to qualify for this program:

- The equipment must be a L2 charging system with one or more SAE-J1772 standard compliant ports intended to provide alternating current (AC) power to an electric vehicle equipped with an onboard charger unit.
- The equipment must have a rated power output of 7.2kW (30A) or higher.
- Equipment must use no more than 10 watts of power per port when not connected to a vehicle.
- Equipment must be listed by the New York State Energy Research and Development Authority (NYSERDA) as qualified for the Charge Ready NY Program <https://www.nyserda.ny.gov/All-Programs/Programs/ChargeNY/Charge-Electric/Charging-Station-Programs/Charge-Ready-NY/Qualified-Charging-Equipment-and-Networks>)
OR on the Office of General Services EVSE and Network Services [state contract \(https://online.ogs.ny.gov/purchase/spg/awards/4040423035CAN.HTM\)](https://online.ogs.ny.gov/purchase/spg/awards/4040423035CAN.HTM).

All DCFC EVSE must meet the following requirements to qualify for this program:

- The equipment must be a direct current fast charging system with CHAdeMO/SAE or CCS/SAE combo ports intended to provide direct current (DC) power to an electric vehicle equipped with an onboard charger unit.
- The equipment must provide at least 50kW charging capacity.

All off-grid EVSE must meet the following requirement to qualify for this program:

- Off-grid charging units tied to solar panels or wind power for onsite electricity generation must have **one or more** SAE-J1772 standard compliant ports or at least one CHAdeMO/SAE or CCS/SAE combo port. Add-ons, including but not limited to digital screens, bench seating, branding packages, 120 volt and USB outlets are not eligible.

Hydrogen Fuel Cell Dispensing Equipment

Hydrogen-dispensing equipment must supply hydrogen produced through electrolysis (splitting water into hydrogen and oxygen using only electricity) or biogas reformulation to be eligible. Hydrogen produced from methane or natural gas reformulation (except for biogas) is not eligible.

Hydrogen may be produced onsite or purchased and delivered to the project site. The station must supply hydrogen at a minimum pressure of 70 megapascals and have the capacity to dispense at least 100 kg/day.

Funds appropriated through the Volkswagen Beneficiary Mitigation Plan may be utilized as match in this funding program for HFC dispensing equipment only.

HFC fueling stations must be available for the general public. Dispensing equipment for dedicated fuel cell vehicle fleets is not eligible. Fueling of municipal vehicles is acceptable if a shared-use plan is included with the application. See Shared-use Plan section on page 13 of this RFA for details.

Each facility must obtain a minimum 10-year in-service agreement with the service provider to guarantee the equipment will be functional at least 80 percent of the time for at least 10 years.

Eligible Project Locations

All ZEV infrastructure projects funded through this program must be installed within the boundaries of the State of New York. Facilities funded in the past cannot be funded again unless additional charging ports or hydrogen dispensing capacity is being added to the facility. Locations of additional charging ports or dispensing capacity must be clearly delineated on the facility map uploaded to the application and differentiated from previously funded equipment. Paid parking and permit parking locations are allowable if the facility is also open to the public.

Eligible Expenses

EVSE

Eligible costs include personnel services (salary and fringe) and non-personnel services (contractual, materials, equipment, and other project related costs) directly related to the installation of the infrastructure (excluding a building and its structural components). Eligible costs includes but are not limited to, the purchase of materials and equipment (e.g., charging station equipment, cable management system, signage, paving materials, paint); hardware and software; labor in conducting site work, trenching, paving, wiring, installation of protective features such as wheel stops and bollards; and/or contractual services for installation of hardware, software, or electricity related to facility operation. A grant request may include the cost of electricity for up to two years, including demand charges, if the municipality does not

intend to charge users for electricity. Two years of networking fees and two years of warranty are also eligible expenses. Electric utility installations or upgrades before the location's electrical panel are eligible if the upgrade is intended solely to support the installation of the EVSE or upgrade to additional or higher capacity EVSE.

HFC Dispensing Equipment

Eligible costs include personnel services (salary and fringe) and non-personnel services (contractual, materials, equipment, and other project related costs) directly related to the installation of the infrastructure (excluding a building and its structural components). This includes but is not limited to, the purchase of materials and equipment (e.g., dispensers, sensors, transmitters, storage tank, compressors, electrolyzer, vaporizer piping); hardware and software; labor in conducting site work, trenching, paving, wiring, installation of protective features such as wheel stops and bollards and/or installation of clean energy generation components such as solar or wind power for the purposes of performing onsite electrolysis; software related to facility operation; and/or electrical grid integration and/or installation of onsite energy storage; networking fees for up to two years and warranty for up to two years.

Cost Categories

Personnel services: Salaries of staff, including fringe, directly devoted to project implementation. Grantees will be required to document date and hours worked and tasks completed via time records.

Contractual services: Tasks completed by professional and technical consultants (e.g., engineering, electrical, installation, and legal services) directly related to the project.

Equipment: Purchased equipment (e.g., charging station) or rental or use of equipment (e.g., backhoe) directly required to implement the project. In-kind use of equipment must be shown as matching funds in the application.

Space/Property: Land value can only be used as match. See the Match Requirement section of this RFA for further details.

Utilities: Utilities are defined as the direct cost of electricity for the EVSE. If there is not a separate meter, the cost must be calculated using the utility bill pricing and the amount of electricity used for the month via the tracking software. Municipalities that charge the user cannot request electricity reimbursement from the ZEV Infrastructure grant program.

Other: This line includes supplies and materials, defined as consumable products needed to directly implement the project (e.g., paving material, crushed stone, paint, electrical supplies).

Ineligible Expenses

The following expenses are not eligible as match or for reimbursement:

- General maintenance of the site such as snow plowing, parking lot or street maintenance, or parking enforcement
- Indirect or overhead costs of the municipality. (This category includes, but is not limited to, rent, telephone service, general administrative support, general-use computers, office equipment, general office supplies, and other general operations costs such as memberships and subscriptions, e.g., newspapers, professional and municipal associations.)

- Salaries and other expenses of elected officials incurred for purposes of project direction, execution, or legislation
- Fund-raising expenses
- Taxes, insurance, fines, deficit funding, bond interest, and associated fees
- Land acquisition
- Contingency costs
- Federal funds
- Other NYS grant funds

Application Requirements

All applications must be submitted through the Grants Gateway at https://grantsgateway.ny.gov/IntelliGrants_NYSGG/module/nysgg/goportal.aspx.

Paper, facsimile, or emailed applications will NOT be accepted.

Pursuant to the New York State Division of Budget Bulletin H-1032 Revised, effective July 16, 2014, New York State has instituted key reform initiatives to the grant contract process. Information on these initiatives can be found on the Grants Management Website at <https://grantsmanagement.ny.gov/>.

Grants Gateway Registration

COVID-19 Update: During the COVID-19 emergency, only Registrations submitted via email will be accepted. Hardcopy registration materials received after April 1, 2020 will not be processed. Per Governor Cuomo's Executive Order 202.7 (<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/EO%20202.7.pdf>), NYS notarization services may be performed remotely using audio-visual technology. Please contact a notary for additional information and instructions.

Please check the Grants Management registration page (<https://grantsmanagement.ny.gov/register-your-organization>) for updates to the registration process in the event that the COVID-19 emergency is lifted during this opportunity.

Applicants are strongly encouraged to begin the Grants Gateway registration process as soon as possible to participate in this grant opportunity

Registration in the NYS Grants Gateway is necessary for municipalities to be able to do the following:

- Apply and compete for a NYS grant opportunity.
- Enter into a grant contract.
- Amend an existing contract.
- Apply for grant reimbursements.

To register an organization, send a complete Registration Form for Administrators (<https://grantsmanagement.ny.gov/system/files/documents/2020/03/registration->

[form-administrators-03-27-2020_1.pdf](#)) and accompanying documentation by email to grantsreform@its.ny.gov.

If you have previously registered and do not know your username, please email grantsgateway@its.ny.gov. If you do not know your password, click the Forgot Password link from the main log in page and follow the prompts.

Resources are available in the following links to help you better understand how to use the NYS Grants Gateway:

- NYS Grants Gateway Registration: <https://grantsmanagement.ny.gov/register-your-organization>
- Videos: <https://grantsmanagement.ny.gov/videos-grant-applicants>
- User's Manual: <https://grantsmanagement.ny.gov/system/files/documents/2020/05/vendor-user-manual-3.2-5.7.20.pdf>
- Live Webinars: <https://grantsmanagement.ny.gov/live-webinars>

Contact the Grants Management Team for additional assistance with Grants Gateway:

Main Help Desk:

Contact the main help desk for assistance with registration, prequalification, applications, contracts, payments, and more.

Hours: Weekdays 8:00 am - 4:00 pm

Email: grantsgateway@its.ny.gov

Phone: (518) 474-5595

After Hours Support:

Contact the afterhours support desk on weekdays after 4:00 pm for help with account lockouts, lost User IDs, or basic information.

Hours: Weekdays 4:00 pm - 8:00 pm

Email: helpdesk@agatesoftware.com

Phone: (800) 820-1890

Work Plan

Each application must include a work plan that provides project objectives (goals), tasks associated with meeting each objective (tasks), and the performance measures (deliverables) associated with each task; this is the standard Grants Gateway format and cannot be changed.

The application includes state-defined tasks and deliverables, most of which are required; optional tasks and deliverables will be labeled as such in the application. Funding requests of \$25,000 or more must include the MWBE goal tasks. Some of these tasks require the applicant to provide more information, such as detailing the site work. A copy of the generic work plan and required tasks is available as Appendix A of this RFA. All recipients, whether the award is administered through contract or letter of agreement, will be required to provide the deliverables listed in the generic work plan.

Budget

Each applicant must also complete a budget summary worksheet, a budget detail worksheet, and a match detail worksheet as a component of the application. The budget must be itemized and provide details on the project-related expenses. Budget worksheets require the applicant to distinguish between expenses to be claimed under the ZEV Infrastructure grant and expenses composing the municipal match. Eligible and ineligible costs are identified in previous sections of this RFA.

Maps

A map showing the facility location with distance to downtown, highway, employment center, or other point(s) of interest must be uploaded to the application. The map, or an additional map, must also show the location and number of fueling or charging stalls within the facility and any additional fueling or charging stalls to an existing facility. The maps will be a required upload in the Program Specific Questions.

Operations, Maintenance, and Mitigation Monitoring Plan

Each application must include a facility operations, maintenance, and mitigation monitoring plan (OMMM). The plan must describe how the unit will be maintained to guarantee availability to the public at least 80 percent of the time. This plan must include, but is not limited to, physical access, software functionality, port and cable maintenance, and public safety. The plan must be uploaded in the Program Specific Questions as part of the application.

The OMMM plan must also describe how the applicant will track usage of the station and estimate reductions in GHG emissions. For EVSE, tracking ability is often included with the software for networked units. Unless expressly revoked after the close of the contract term, the grantee grants permission to the DEC to continue to access and use data from charging infrastructure funded through this rebate program indefinitely.

For non-networked units and HFC facilities, the applicant must create a monitoring plan to provide information on usage and GHG emissions reductions to DEC with each quarterly report for the duration of the contract. The monitoring plan must describe how usage will be monitored and the GHG calculation method to be used to determine reductions. The monitoring plan must be uploaded to the Program Specific Questions section of the application. Non-networked units will only be allowed in areas of the state without access to a mobile broadband network that can support the unit. Applicants requesting a non-networked unit must upload a letter, signed by the municipal CEO, detailing the lack of access to such a network within the municipality to the Program Specific Questions section of the application. The need for repeaters to boost signal strength is not adequate justification for a non-networked unit.

Shared-use Plan

All infrastructure must be available primarily for public use. Charging or fueling of municipal vehicles is acceptable if a shared-use plan is included with the application. The shared-use plan must describe when the facility will be available for public use and when the facility will be used for the municipal fleet. The shared-use plan must be posted publicly onsite, with municipal parking information, and on the municipal website. The shared-use plan must be uploaded in the Program specific Questions as part of the application.

Climate Change Mitigation Easement

If the infrastructure facility will be located on property that is not owned by the applicant municipality, the applicant shall obtain a climate change mitigation easement (CCME) from the owner of the property, pursuant to Environmental Conservation Law (ECL) § 54-1513, before installation of the infrastructure begins. The municipality and landowner shall develop and execute the climate change mitigation easement, which must ensure the following:

- The property shall be accessible to the municipality for any necessary work to achieve the funded purpose throughout the anticipated life of the project.
- The property shall provide the identified public benefit, e.g., publicly accessible ZEV charging or fueling, throughout the anticipated life of the project.
- The property shall be used to achieve climate protection and mitigation goals pursuant to ECL Article 54 Title 15 “Climate Smart Community Projects,” e.g., reduction of greenhouse gas emissions from municipal and community transportation, throughout the anticipated life of the project.
- The property owner shall provide information and data to the municipality or will provide access to the municipality for collection of data, as specified in the rebate contract.
- The term for the easement shall adequately accommodate the required expected useful life of the project, which is 10 years.

If a CCME is necessary, the applicant must submit proof of landowner agreement to enter into a CCME at the time of application as follows:

- If the property owner is a municipality – a certified resolution by the municipal property owner in support of the project, indicating an agreement to enter into a climate change mitigation easement with the applicant.
- If the property owner is not a municipality – a notarized written statement from the property owner in support of the project, indicating an agreement to enter into a climate change mitigation easement with the applicant.

The document must include the stipulations in the bulleted list above; the name, headquarters address, and contact information of both the property owner and municipality; and it must be signed and dated by the CEO or duly authorized representative of each party to the agreement. The letter of agreement must be uploaded to the Program Specific Questions as part of the application. Awards involving a CCME will not be moved to execution until the formal agreement is officially executed and a copy received by the DEC.

Multi-Partner and Inter-Municipal Projects

If a proposed project involves a cooperative agreement or partners, only one eligible, designated lead municipal applicant may develop and submit the on-line application for grant funding. The lead applicant must assume the responsibility for the project application, performance of work consistent with this RFA and the State of New York Master Contract for Grants or Letter of Agreement, own the infrastructure, and accept grant reimbursements. Letters or other written agreements, signed by all parties, substantiating the collaboration, and detailing the responsibilities, roles, and match contributions of each party to the agreement are required and must be uploaded in the Program Specific Questions as part of the application. If awarded, formal, finalized agreements, (such as memoranda of understanding [MOU]) executed by all parties must be provided to the DEC and include the name, headquarters address, and contact information of all partners and lead municipality; and must be signed and dated by the CEO or duly authorized representative of each party to the agreement. Awards involving a partnership agreement will not be moved to contract execution until the formal agreement is officially executed and a copy received by the DEC.

Smart Growth Assessment Form

New York State's Smart Growth Public Infrastructure Policy Act (Act), Environmental Conservation Law Article 6, requires the Department and all state infrastructure agencies to assess whether each public infrastructure project that receives state funding is consistent with the State Smart Growth Public Infrastructure criteria specified in the Act, or that compliance with such criteria is considered to be impracticable, before making any commitment to fund such project(s).

All applicants must download the Smart Growth Assessment form from the Pre-submission Upload section, complete and save the form, and then upload the completed form back into the Pre-submission Upload folder as part of the application. Important note: Be sure to check the form after uploading to ensure the correct file is uploaded and is completed as required.

Sexual Harassment Prevention Certification

State Finance Law §139-l requires all applicants of grant funding to certify that they have a written policy addressing sexual harassment prevention in the workplace and provide annual sexual harassment training (that meets the Department of Labor's model policy and training standards) to all its employees. Where applying for grant funding is required pursuant to statute, rule or regulation, every application submitted to the state or any public department or agency of the state must contain the following statement: "By submission of this application, each applicant and each person signing on behalf of the applicant certifies, and in the case of a partnering application each party thereto certifies as to its own organization, under penalty of perjury, that the applicant has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law."

Applications that do not contain the certification will not be considered for award; provided however, that if the applicant cannot make the certification, the applicant may provide a signed statement with their application detailing the reasons why the certification cannot be made. After review and consideration of such statement, the DEC may reject the application or may decide there are sufficient reasons to accept the application without such certification.

All applicants must download the Sexual Harassment Prevention Certification Form from the Pre-submission Upload section, complete and save the form, and upload the completed form back into the Pre-submission Upload folder as part of the application, or upload a signed statement detailing the reasons why the certification cannot be made. Important note: Be sure to check the form after uploading to ensure the correct file is uploaded and is completed as required.

Application Evaluation and Scoring

All applications will be reviewed and scored by a review team in accordance with the evaluation and scoring criteria included in this solicitation. Applicants are strongly encouraged to read and address the following eligibility determination and project review and scoring sections as part of the process of developing an application.

Eligibility Determination

Eligibility of each application will be determined upon review of the factors listed below. Upon confirmation of eligibility, the application will move on to technical review.

ZEV Infrastructure Program Pass/Fail Eligibility Criteria

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|--|
| EVSE infrastructure is either a Level 2 charger with one or more SAE J1772 ports appearing on the NYSEDA or OGS lists and having a minimum charge capacity of 7.2kW, OR a DCFC with a CHAdeMO and SAE or SAE/CCS combo port with a minimum charge capacity of 50kW, OR HFC fueling infrastructure utilizing hydrogen derived from biogas reformulation or electrolysis with a minimum pressure of 70 megapascals and the capacity to dispense at least 100 kg/day. |
| If EVSE is not networked, a letter from the municipal CEO detailing the lack of access to such a network within the municipality. |
| Site is municipally owned OR applicant has submitted a letter signed by both parties indicating that a climate change mitigation easement pursuant to ECL § 54-1513 will be executed and filed with the applicable County Clerk upon award. |
| Applicant is a municipality: county, city, town, or village of the State of New York or a borough of New York City. |
| Match is correct based on 2019 MHI census data table B19013. |
| Operations, maintenance, and mitigation monitoring plan submitted. |
| Smart Growth Infrastructure Form completed and submitted. |
| Site of EVSE installation is publicly accessible. (Paid parking and permit parking are allowable if lot is also open to the public.) |
| Primary purpose of the facility is public charging or fueling of ZEVs. |
| If fleet use is planned for the facility, a shared-use plan has been developed and uploaded. |
| If a partnership is involved, applicant has submitted a letter signed by all parties that a formal partnership agreement will be executed upon award. |
| The sexual harassment prevention certification form or a signed statement detailing the reasons why the certification cannot be made has been submitted. |

Review and Scoring

Upon completion of eligibility review, the application will be evaluated and scored by at least two technical review team members. A minimum average score of 80 points is required for a successful HFC project. A minimum average score of 120 points is required for a successful L2 or DCFC project.

| Criteria for L2 | Points |
|--|--------|
| Facility could be expanded or renovated to add more charging facilities in the future. | 10 |
| Facility is being expanded to add more charging stations. | 15 |

| | |
|--|-----|
| Facility will be available to the public 24 hours per day/7 days per week. | 20 |
| Facility is directly connected to a source of, or exclusively purchases, electricity from renewable sources. | 15 |
| Facility is directly connected to energy storage (battery). | 15 |
| Applicant is a registered or certified Climate Smart Community. | 10 |
| Unit uses Open Charge Alliance's Open Charge Point Protocol (OCPP) v1.6 or later. The OCPP is an open communication protocol enabling several payment options without restriction based on network membership or subscription. | 30 |
| Facility is located within ¼ mile of a downtown, local retail center, attraction, recreational area, or other popular local destination. | 30 |
| Facility is located between ¼ and ½ mile of a downtown, local retail center, attraction, recreational area, or other popular local destination | 20 |
| Facility is located on the street in a street-parking-only residential, mixed-use, or commercial area. | 30 |
| Facility is located at a popular regional destination (e.g., stadium, trailhead, tourist attraction). | 20 |
| Facility is located on a state or county route. | 20 |
| Facility can be converted to a cleaner source of energy in the future. | 5 |
| Budget does not contain extraneous or ineligible expenses and supports the work plan | 20 |
| Applicant provided supplemental evidence of cost effectiveness such as quote(s) from vendors/contractors, standard government wage rates, current market prices for equipment, etc. | 20 |
| Budget lines are detailed with information such as type of contractor; title of personnel, hours expected, hourly or annual rate, list of materials to be purchased, etc. | 20 |
| Total available points | 300 |

| Criteria for DCFC | Points |
|--|--------|
| Facility could be expanded or renovated to add more charging facilities and/or faster charging in the future. | 10 |
| Facility is being expanded to add more charging and/or faster charging. | 15 |
| Facility will be available to the public 24 hours per day/7 days per week. | 20 |
| Facility is directly connected to a source of, or exclusively purchases, electricity from renewable sources. | 15 |
| Facility is directly connected to energy storage (battery). | 15 |
| Applicant is a registered or certified Climate Smart Community. | 10 |
| Unit uses Open Charge Alliance's Open Charge Point Protocol (OCPP) v1.6 or later. The OCPP is an open communication protocol enabling several payment options without restriction based on network membership or subscription. | 20 |

| | |
|---|-----|
| Facility is located within ¼ mile of a downtown, local retail center, attraction, recreational area, or other popular local destination. | 20 |
| Facility is located between ¼ and ½ mile of a downtown, local retail center, attraction, recreational area, or other popular local destination. | 10 |
| Facility is located at an airport, train station, transit center, or tourist destination. | 20 |
| Facility is located on the street in a street-parking-only residential, mixed-use, or commercial area. | 20 |
| Charging capacity is greater than 50kW. | 20 |
| Facility can support upgrade to power output greater than of 50kW in the future. | 15 |
| Facility is located on a state or county route. | 20 |
| Facility can be converted to a cleaner source of energy in the future | 10 |
| Budget does not contain extraneous or ineligible expenses and supports the work plan | 20 |
| Applicant provided supplemental evidence of cost effectiveness such as quote(s) from vendors/contractors, standard government wage rates, current market prices for equipment, etc. | 20 |
| Budget lines are detailed with information such as: type of contractor; title of personnel, hours expected, hourly or annual rate; list of materials to be purchased, etc. | 20 |
| Total available points | 300 |

| Criteria for HFC | Points |
|---|--------|
| Facility could be expanded or renovated to add more fueling stations in the future. | 10 |
| Facility is being expanded to add more fueling stations. | 20 |
| Facility will be available to the public 24 hours per day/7 days per week. | 30 |
| Applicant is a registered or certified Climate Smart Community. | 10 |
| Facility is located within ¼ mile of downtown, retail center, attraction, recreational area, or other popular destination. | 20 |
| Facility is located between ¼ and ½ mile of downtown, retail center, attraction, recreational area, or other popular destination. | 10 |
| Facility is located at an airport, train station, transit center, or tourist destination. | 20 |
| Facility is located on a state or county route. | 20 |
| Facility is capable of dispensing at least 250 kg/day. | 20 |
| Budget does not contain extraneous or ineligible expenses and supports the work plan. | 10 |
| Applicant provided supplemental evidence of cost effectiveness such as quote(s) from vendors/contractors, standard government wage rates, current market prices for equipment, etc. | 20 |

| | |
|---|-----|
| Budget lines are detailed with information such as type of contractor; title of personnel, hours expected, hourly or annual rate; list of materials to be purchased, etc. | 10 |
| Total available points | 200 |

Awards and Contracting

Awards will be made based on receiving a minimum score as described in the section above, in the order in which the applications are received in the Grants Gateway until allocated funds are exhausted, DEC withdraws this request for applications, or October 29, 2021, whichever comes first.

Successful applications for grant requests of \$50,000 or more will not be awarded until the grant opportunity has closed and the entire procurement package has been approved by the Office of the State Comptroller.

Notification of Award

Applicants selected to receive an award will be notified by an official Department award letter.

IMPORTANT NOTE: By accepting an award, applicant agrees to abide by all Master Contract for Grants (MCG) or Letter of Agreement (LOA) terms and conditions. Any changes to the terms and conditions will not be accepted.

State of New York Master Contract for Grants and Letter of Agreement (LOA)

Applicants selected to receive an award under \$10,000 will receive a “next steps” email requesting required insurance information and final budget and work plan. Once the insurance information is received and approved, a package consisting of the LOA, Attachment A-1 Program Terms and Conditions, signed purchase order, quarterly report form, and reimbursement forms will be emailed to the awardee. Applicants should review and be prepared to comply with all LOA and Attachment A-1 Program Terms and Conditions should grant funding be awarded. The LOA and attachments can be reviewed and/or downloaded in the Grants Gateway application under the screen name “Contract Document Properties,” or see the Office of Climate Change funding page at <http://www.dec.ny.gov/energy/109181.html> for a copy of Attachment A-1 ZEV IN.

Applicants selected to receive an award of \$10,000 or more will be sent a “Next Steps” email with instructions on completing the contracting process in the Grants Gateway. Grantees are encouraged to execute a Master Contract for Grants (MCG) within 60-90 days from the time of their award notification. Failure to submit required MCG documents in a timely manner could cause a grantee to lose its grant award. Applicants should review and be prepared to comply with all MCG terms and conditions should grant funding be awarded. The MCG and attachments can be reviewed and/or downloaded in the Grants Gateway application under the screen named “Contract Document Properties,” the generic MCG and Attachment A-1 Program Terms may also be accessed on the Office of Climate Change grant funding page at <http://www.dec.ny.gov/energy/109181.html> . The MCG and attachments include the following:

- MCG Grants Face Page
- NYS Standard Terms and Conditions
- Attachment A-1 Agency and Program Specific Terms and Conditions
- Attachment B-1 Expenditure Based Budget
- Attachment C Work Plan

Applicants (referred to as “Contractor” following grant award) should be prepared to comply with the following MCG and LOA requirements:

Insurance Requirements

Contractor will be required to carry appropriate insurance as specified in the MCG or LOA and Attachment A-1 Program Specific Terms and Conditions (see the Office of Climate Change funding page at <http://www.dec.ny.gov/energy/109181.html> for a copy of Attachment A-1 ZEV IN) and agree that each project consultant, project contractor, and project subcontractor secures and delivers to the contractor appropriate policies of insurance issued by an insurance company licensed to do business in the State of New York. Policies must name the State of New York and the New York State Department of Environmental Conservation as an additional insured, with appropriate limits, covering contractor’s public liability and property damage insurance, contractor’s contingency liability insurance, “all-risk” insurance and workers’ compensation/disability benefits coverage for the project.

Permit Requirements

Contractors agree to obtain all required permits, including but not limited to local, state, and federal permits prior to the commencement of any project related work. The Contractor agrees that all work performed in relation to the project by the Contractor or its agents, representatives, or contractors will comply with all relevant federal, state, and local laws, rules, regulations, and standards, zoning and building codes, ordinances, operating certificates for facilities, or licenses for an activity.

State Environmental Quality Review Documentation

With respect to the project, the Contractor certifies that it has complied, and shall continue to comply, with all requirements of the State Environmental Quality Review Act (SEQRA). The Contractor agrees to provide all environmental documents as may be required by the DEC. The Contractor has notified, and shall continue to notify, the DEC of all actions proposed for complying with the environmental review requirements imposed by SEQRA.

Iran Divestment Act

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), § 165-a, effective April 12, 2012. By entering into a Contract, the Contractor certifies that it is not on the “Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012” list (“Prohibited Entities List”) posted on the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List. Additional detail on the Iran Divestment Act can be found in the MCG, Attachment A-1 Program Specific Terms and Conditions.

Minority/women Business Enterprises (M/WBE) and Equal Employment Opportunities (EEO) Requirements

The DEC is required to implement the provisions of New York State Executive Law Article 15-A and 5 NYCRR Parts 142-144 (MWBE Regulations) for all State contracts with a value (1) in

excess of \$25,000 for labor, services, equipment, materials, or any combination of the foregoing or (2) in excess of \$100,000 for real property renovations and construction.

Applicants subject to executing a future NYS MCG agree, in addition to any other non-discrimination provision of the MCG and at no additional cost to the DEC, to fully comply and cooperate with DEC in the implementation of New York State Executive Law Article 15-A. These requirements include contracting opportunities for certified minority and women-owned business enterprises (MWBEs). Contractor's demonstration of "good faith efforts" pursuant to 5 NYCRR §142.8 shall be a part of these requirements. These provisions shall be deemed supplementary to, and not in lieu of, the nondiscrimination provisions required by New York State Executive Law Article 15 (the "Human Rights Law") or other applicable federal, state or local laws.

For the purposes of the ZEV Infrastructure Grant Program, an MWBE requirement of up to 30 percent of the grant amount will pertain to awards containing contractual services for electrical work, engineering, project management, or similar work in which MWBE firms are well represented.

The local government is responsible for designating someone to serve as their Affirmative Action representative. The governing body should make this designation through official means.

A list of certified MWBE enterprises can be obtained via the internet from the NYS Department of Economic Development at <https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp?TN=ny&XID=9885> .

Contracts which meet the established MWBE thresholds require the Contractor to submit quarterly MWBE reports. Required MWBE related forms can be found at <http://www.dec.ny.gov/about/48854.html> .

Failure to comply with MWBE requirements may result in a finding of non-responsiveness, non-responsibility, and/or a breach of contract leading to the withholding of funds or such other actions, liquidated damages, or enforcement proceedings.

Further information may be obtained from:

DEC M/WBE Compliance
NYS Department of Environmental Conservation
Bureau of Contract and Grant Development/MWBE Program
625 Broadway, 10th Floor
Albany, New York 12233-5028
Phone: (518) 402-9240
Fax: (518) 402-9023

Procurement of Contractors/Subcontractors

Municipalities must comply with General Municipal Law Sections 103 (competitive bidding) and 104-b (procurement policies and procedures). Failure to comply with these requirements could jeopardize full reimbursement of your approved eligible project costs.

Americans With Disabilities Act

In the event the monies defined herein are to be used for the development of facilities, outdoor recreation areas, transportation or written or spoken communication with the public, the Contractor shall comply with all requirements for providing access for individuals with disabilities

as established by Article 4A of the New York State Public Buildings Law, Americans with Disabilities Act, and relevant sections of the New York State Uniform Fire Prevention and Building Code. Standards for certain Recreation Facilities are found in the 2010 ADA Standards for Accessible Design while others are found in the Architectural Barriers Act Accessibility Guidelines for Outdoor Recreation Areas <https://www.access-board.gov/guidelines-and-standards>.

Signage

The contractor shall install signage onsite that identifies the site as a ZEV charging/refueling facility, promotes public use of the facility, and acknowledges rebate funding from the DEC. Signage developed for use at a DEC funded facility shall state "This infrastructure was funded in part by Title 15 of the Environmental Protection Fund through the NYS Department of Environmental Conservation." Signs may also limit use duration, allow for towing of non-ZEV vehicles, or any other enforcement needs the municipality deems necessary.

Mapping

Awardees must add the location of all ZEV charging or fueling facilities funded by this program to the Department of Energy Alternative Fueling Station Locator Map at <https://afdc.energy.gov/stations/#/station/new> and any online mapping applications available to the municipality, such as PlugShare.

Climate Change Mitigation Easement

See page 13 of this RFA.

Mitigation Monitoring and Reporting

All successful grantees will be required to track customer usage, electricity usage, and GHG emission reductions for each piece of infrastructure installed.

Grantees using ChargePoint will grant rights to DEC using OrgID ORG27201- New York State Department of Environmental Conservation. Grantees using another network provider will create a viewing rights only account for DEC and provide the project manager with the username and password for access.

Non-networked units will only be allowed in areas of the state without access to a mobile broadband network that can support the unit. Applicants requesting a non-networked unit must upload a letter, signed by the municipal CEO, detailing the lack of access to such a network within the municipality to the Program Specific Questions as part of the application. The need for repeaters to boost signal is not adequate justification for a non-networked unit.

Grantees with non-networked units and HFC facilities must develop a plan to track usage and estimate GHG emissions reductions as part of the application and will follow that protocol to collect and deliver the information with the required quarterly report until the end of the contract or LOA term.

Ownership

Pursuant to ECL §54-1515 all infrastructure must be owned by the grantee and cannot be transferred to another entity for the duration of the infrastructure's useful life. Through a Climate

Change Mitigation Easement, the infrastructure may be placed on property not owned by the municipality.

In-service Agreement

All grantees must obtain a minimum five-year in-service agreement for EVSE or a minimum ten-year in-service agreement for HFC to guarantee the networked EVSE and HFC fueling stations will be functional at least 80 percent of the time for at least five-years or ten-years respectively. Grantees with non-networked EVSE must provide a detailed operations, maintenance, and mitigation monitoring plan.

Operations, Maintenance, and Mitigation Monitoring Plan

Each application must include a facility operations, maintenance, and mitigation monitoring plan (OMMM) for the proposed facility. The OMMM plan must describe how the unit will be maintained to guarantee functionality at least 80 percent of the time. This plan must include, but is not limited to, physical access, software functionality, port and cable maintenance, parking restrictions, and public safety.

For non-networked units and HFC facilities, the applicant must create a monitoring plan to provide information on usage and GHG emissions reductions to DEC with each quarterly report for the duration of the contract. The monitoring plan must describe how usage will be monitored and the GHG calculation method to be used to determine reductions.

The grantee must provide a customer support number that is clearly visible and posted on or near the equipment to assist customers with difficulties accessing or operating the equipment at the facility.

Pricing Information

If the customer will be charged for use of the EV charging facility, the grantee must display the pricing information through either a digital display on the equipment or appropriate signage including the unit of sale (kWh, time, etc.), pricing per unit of sale, and additional fees, if any (e.g., parking fees, dwelling time surcharges). Any limitations to extended parking after a charging session is completed should be clearly indicated on parking space signage.

Reimbursements

Reimbursements cannot be made until the opportunity has closed and the Office of the State Comptroller has approved the procurement and a MCG or LOA is fully approved by DEC and, as applicable, the Attorney General and the State Comptroller, expenses are incurred, and reimbursement request is submitted with all required documentation. Advance payments are not authorized as part of the Municipal ZEV program. Project costs eligible for reimbursement and project match must be incurred between the MCG term start and end dates. Costs incurred prior to the MCG term start date or after the MCG term end date will not be eligible for grant reimbursement or match. Copies of supporting cost documentation (paid invoices, receipts, cancelled checks, etc.) must be audited and approved by the DEC for costs to be eligible for grant reimbursement.

If a reimbursement request exceeds 85 percent of the award amount before the project is completed, 15 percent of the total award amount will be held until the project is completed and the DEC has approved all deliverables.

Contract extensions will be considered on a case-by-case basis upon written request from the grantee. The absolute latest date to which a contract can be extended under this solicitation is May 31, 2025.

Reporting

Quarterly reports must be submitted in narrative form, including data regarding GHG emissions reductions, no later than 30 days from the end of the calendar quarter. The reports will summarize how the project progressed towards meeting project objectives and deliverables during the respective quarter. Include expense information in section VI. Financial Status and GHG emissions reduction data in section VII. Greenhouse Gas (GHG) Emissions Reduction Report.

Quarterly reimbursement requests will be accepted prior to submittal of a final closeout reimbursement request. Approved project design, required permits, and landowner permissions must be in place and quarterly reports and deliverables must be approved in order to submit a reimbursement request.

A final report and all final deliverables must be submitted and approved by the DEC prior to the release of the final reimbursement to the grantee. The grantee must submit the final report no later than 60 days after the end of the contract period. The final report should detail all aspects of the program, how the grant funds were used in achieving the tasks set forth in the approved work plan, and the project outcomes.

A DEC onsite inspection may be required to confirm all work was completed in accordance with the approved project work plan (including the installation of signage, if applicable, at the project site).

Reserved Rights

DEC reserves the right to do the following:

- Award additional and available funding for scored and ranked projects consistent with this grant opportunity.
- Award an agreement for any or all parts of this RFA in accordance with the method of award.
- Withdraw this RFA at any time at the Department's sole discretion.
- Award only one grant to a single project in the event there are several applications submitted for the same project or for components of the same project.
- Monitor the progress of all grant awards and withdraw grant funding if the grantee fails to make significant and timely progress on the project or fails to receive the necessary permissions and permits for the project.
- Refuse to fund projects that are determined to be inconsistent with the Smart Growth Public Infrastructure Policy Act (ECL Article 6).
- Refuse to fund projects that are determined to be inconsistent with the Climate Leadership and Community Protection Act or its implementing regulations.¹
- Reject any or all applications in response to this solicitation at the agency's sole discretion.
- Reduce the award amount based on ineligible match or ineligible project costs.

¹ The Climate Leadership and Community Protection Act is in Chapter 106 of the Laws of 2019.

- Reclaim funds paid to grantee if false statements regarding eligibility of the project or any if its components are discovered after award or payment has been made.

Debriefing

In accordance with section 163 of the NY State Finance Law, the Department must, upon request, provide a debriefing to any unsuccessful applicant that responded to the RFA, regarding the reasons that the proposal or bid submitted by the unsuccessful applicant was not selected for an award. An unsuccessful applicant wanting a debriefing must request a debriefing in writing, within fifteen (15) calendar days of receipt of the notice that their proposal did not result in an award. Email the request to zevrebate@dec.ny.gov.

ATTACHMENT A: Generic Work Plan

Municipal Zero-emission Vehicle Infrastructure Grant Program Generic Work Plan

Objective 1: Develop and execute climate change mitigation easement. **(This objective is only necessary if municipality does not own the property where the charging station is to be installed.)**

Task 1: Grantee and property owner will develop, execute, and file with the appropriate county clerk's office a climate change mitigation easement that ensures the following:

- The property shall be accessible to the municipality for any necessary work to achieve the funded purpose throughout the anticipated life of the project.
- The property shall provide the identified public benefit throughout the anticipated life of the project.
- The property shall be used to achieve climate protection and mitigation goals pursuant to ECL Article 54 Title 15 "Climate Smart Community Projects" throughout the anticipated life of the project.
- The property owner shall provide information and data to the municipality or will provide access to the municipality for collection of data, as specified in the grant contract.
- A minimum ten-year term for the easement to adequately reflect the expected useful life of the project.

Performance Measure 1 - Climate change mitigation easement executed and filed. Copy provided to the Office of Climate Change (OCC).

Objective 2: Procure engineering consultant(s) and/or contractor(s) and ensure compliance with MWBE goals, including documenting all "good faith efforts" in the case a waiver is needed.

(Required - Be specific about the procurement to be undertaken for this project.)

Task 1: Draft RFP/prepare BID documents including MWBE goals

Performance Measure 1: Submit draft RFP/Bid docs to OCC for review.

Task 2: Release RFP/BID

Performance Measure 1: Copy of final RFP/BID and copies of advertisements placed for RFP through appropriate media, such as local newspaper and professional journals submitted to OCC.

Task 3: Compile all MWBE "good faith efforts" as described in the document entitled MWBE Overview_ZEV and provide to mwbe@dec.ny.gov with a cc to the DEC program manager if waiver is requested. **(Required for funding requests of \$25,000 or more.)**

Performance Measure 1: email from grantee to DEC MWBE office with all good faith effort documentation.

Task 4: Select consultant/contractor

Performance Measure 1: List of applicants, Intent to hire letter, MWBE compliance breakdown, copy of executed contract.

Task 5: Project kickoff meeting with consultant, grantee, and OCC.

Performance Measure 1: Summary of meeting and timeline/plan for completing the scope of work submitted to OCC.

Objective 3: Preparation of site (**Required - Be specific about the work to be done at your site.**)

Task 1: Preparation of site (e.g., excavation, installation of electric lines, survey, bollard installation)

Performance Measure 1: Site properly prepared to house ZEV infrastructure

Performance Measure 2: Photographs of site before, during, and after preparation provided to the OCC.

Objective 4: Installation and activation of Zero Emission Vehicle (ZEV) infrastructure (**Required**)

Task 1: Installation of ZEV infrastructure

Performance Measure 1: ZEV infrastructure installed

Performance Measure 2: Photographs of installed ZEV infrastructure provided to the OCC

Task 2: Activation and testing of installed infrastructure

Performance Measure 1: Successful activation and test run of equipment

Performance Measure 2: Verification that infrastructure is operational provided to OCC

Task 3: Add the ZEV infrastructure location with Department of Energy [Alternative Fueling Station Locator Map at https://afdc.energy.gov/stations/#/station/new](https://afdc.energy.gov/stations/#/station/new).

Performance Measure 1: Screen shot of map showing new location provided to the OCC.

Objective 5: Signage (**Required**)

Task 1: Install signage identifying zero emission vehicle (ZEV) infrastructure locations. Signs may limit use duration, allow for towing of non-ZEV vehicles, or any other enforcement needs the municipality deems necessary. All signs must include the following acknowledgment: This infrastructure was funded in part by Title 15 of the Environmental Protection Fund through the NYS Department of Environmental Conservation.

Performance Measure 1: ZEV infrastructure signage installed.

Performance Measure 2: Photographs of installed signage provided to OCC.

Objective 6: Data collection (**Required for networked EVSE**)

Task 1: Municipality will provide the OCC a log-on username and password for the purposes of downloading data on ZEV infrastructure use. OCC will use these data to track the growth of ZEV infrastructure in New York State as well as to inform calculations of greenhouse gas reductions. If using ChargePoint, grant rights to OrgID ORG27201-New York State Department of Environmental Conservation and select "Detailed Usage Reporting" from the Rights Dropdown List.

Performance Measure 1: Log-on username and password or notification of rights granted provided to OCC.

OR for non-networked units/HFC filling stations

Task 1: Municipality will provide the OCC with a quarterly report of GHG emissions reductions. The report will include a total for each month of the quarter and an aggregate total for the quarter. Usage reports and calculations/calculator used will be provided to substantiate the totals reported.

Performance Measure 1: Quarterly GHG emissions reduction report provided to OCC for each quarter of the contract period.

Objective 7: In-service Agreement (Required for networked EVSE and HFC filling stations; non-networked units will report on the OMMM Plan included with the application in quarterly reports)

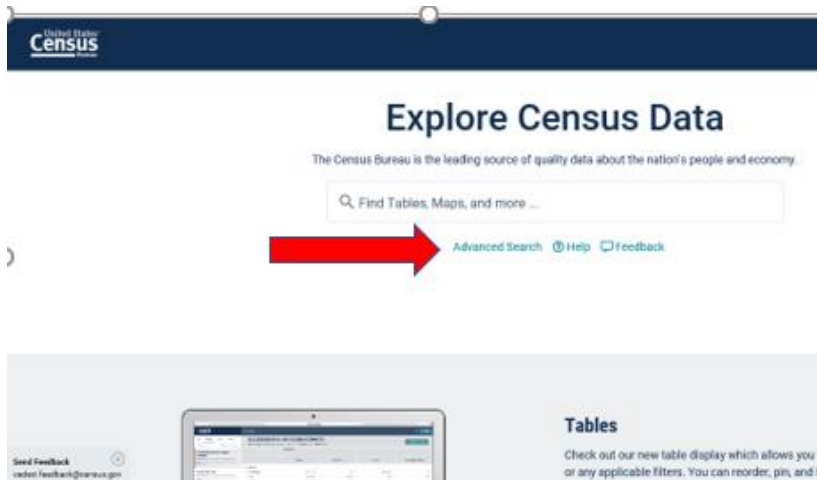
Task 1: Municipality will obtain a minimum five-year in-service agreement for EVSE or 10-year in-service agreement for HFC filling stations guaranteeing the equipment will be functional at least 80 percent of the time.

Performance Measure 1: Copy of in-service agreement provided to the OCC.

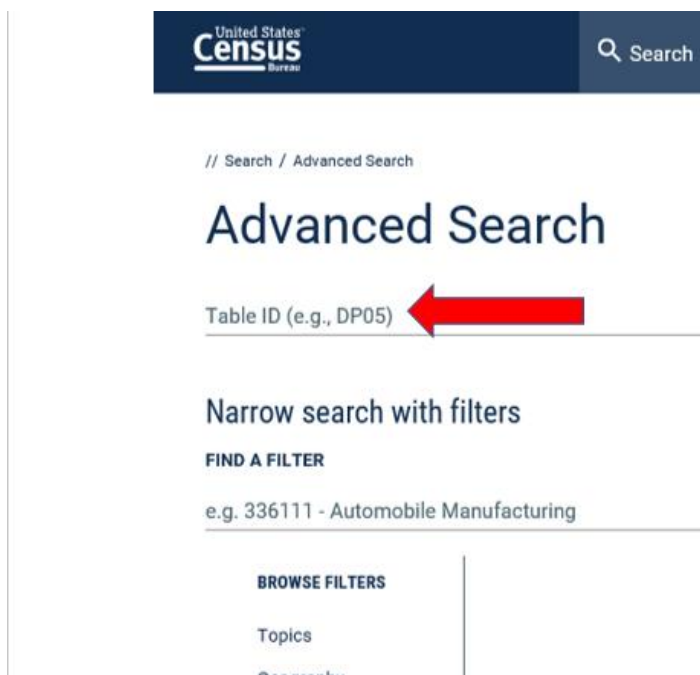
Attachment B: Median Household Income (MHI)

Using the U.S. Census Webpages to Obtain Median Household Income (MHI)

1. Open the U.S. Census data search page: <https://data.census.gov/cedsci/> .
2. Click on “Advanced Search.”



3. Type “B19013” under the words “Advanced Search.” This will cause the database to access the correct table - “Median Household Income in the Past 12 Months (In 2019 Inflation-adjusted Dollars).” Ignore the “Narrow Search with Filters” and “Find a Filter Section.”



4. Select “Geography” below “Narrow search with filters.”

United States Census Bureau

Search

B19013

Advanced Search

Narrow search with filters

FIND A FILTER

e.g. 336111 - Automobile Manufacturing

BROWSE FILTERS

- Topics
- Geography**
- Years
- Surveys
- Codes

GEOGRAPHY

☐ Show Summary Levels

- Nation
- Region
- Division
- State

5. In the box to the right of “Geography,” counties will select “County” while cities and villages will select “Place” and towns will select “County Subdivision.”

County

United States Census Bureau

Search

B19013

Advanced Search

Narrow search with filters

FIND A FILTER

e.g. 336111 - Automobile Manufacturing

BROWSE FILTERS

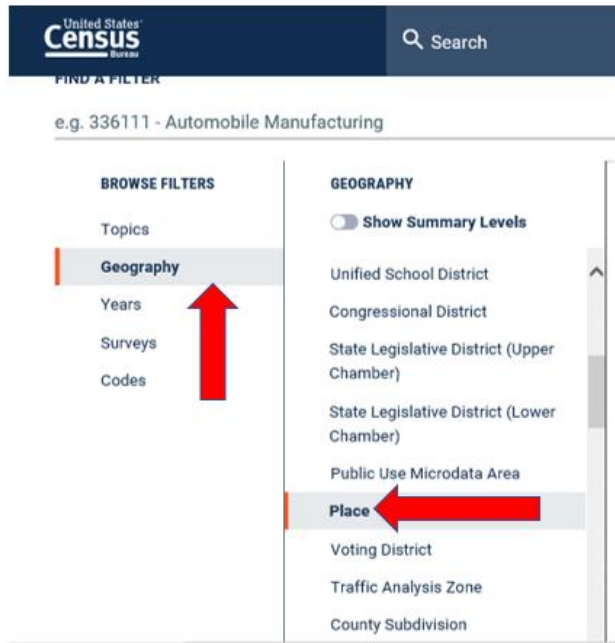
- Topics
- Geography**
- Years
- Surveys
- Codes

GEOGRAPHY

☐ Show Summary Levels

- Nation
- Region
- Division
- State
- County**
- Tract

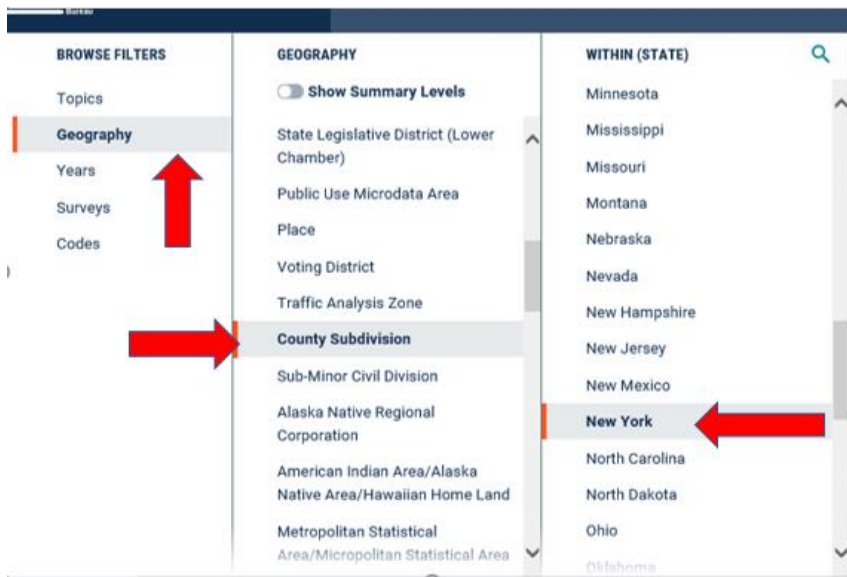
CITY and VILLAGE



TOWN



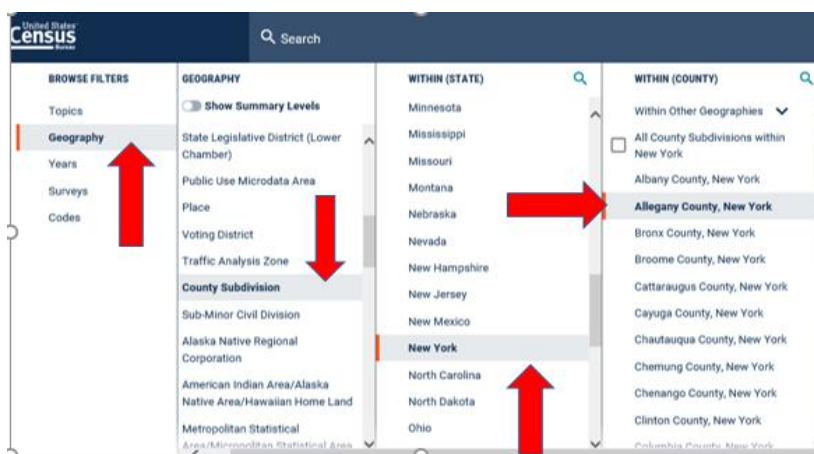
6. Under “Within State,” select “New York.”



7. In the box to the right of “New York,” select your county.

County applicants will now hit “Search.” The first result should be the table called “Median Household Income in the Past 12 Months (In 2019 Inflation-adjusted Dollars)” for the selected municipality. Counties go to Step 9.

All other municipalities go to step 8.



8. Select your municipality, then hit “Search.” The first result should be the table called “Median Household Income in the Past 12 Months (In 2019 Inflation-adjusted Dollars)” for the selected municipality.

The screenshot shows the Census Bureau's data selection interface. The left sidebar has a 'Geography' section highlighted. The main area shows a hierarchy of geographic levels: 'WITHIN (STATE)' with 'New York' selected, 'WITHIN (COUNTY)' with 'Allegany County, New York' selected, and 'ALLEGANY COUNTY, NEW YORK' with 'Alma town, Allegany County, New York' selected. A 'SEARCH' button is at the bottom right.

9. Verify the table is for the correct municipality. Read the 12-month MHI from the table.

The screenshot shows the Census Bureau's data table for 'Median Household Income in the Past 12 Months (In 2018 Inflation-Adjusted Dollars)' for 'Alma town, Allegany County, New York'. The table has two columns: 'Estimate' and 'Margin of Error'. The 'Estimate' column shows the median household income in the past 12 months as 56,875.

| MEDIAN HOUSEHOLD INCOME IN THE PAST 12 MONTHS (IN 2018 INFLATION-ADJUSTED DOLLARS) | |
|--|--------------------------------------|
| Survey/Program: American Community Survey Years: 2018,2017,2016,2015,2014,2013,2012,2011,2010 Table: B19013 | |
| | Alma town, Allegany County, New York |
| | Estimate Margin of Error |
| Median household income in the past 12... | 56,875 +/-11,351 |