

Zero-Emission Vehicle Infrastructure Municipal Rebate Program Questions and Answers

May 21, 2018

- Q. If we are paying a lawyer to draw up the climate change mitigation easement to install the charging station on non-municipal property will that be considered an eligible expense?
- A. Yes, this would be an eligible expense under personnel costs or contractual depending on if the lawyer is a municipal employee or a contractor to the municipality.
- Q. We are a community college and the county owns all our real estate. Can the college apply or do we need to apply through the county?
- A. The college must apply through the county itself as only municipalities are eligible applicants. The county may add someone from the college as a grantee in the Grants Gateway to complete the application materials; however, the county must sign the contract, submit payment requests, and receive the grant funding.
- Q. What is required in terms of a "long-term operations and maintenance plan."
- A. The operations and maintenance plan should describe how the charging station will be maintained, both from a physical and technological standpoint. For example, will snow and ice removal be completed? By whom? What will be done about non-EV vehicles parked in EV charging spaces? How will the software be maintained, etc.?
- Q. How quickly are rebates typically issued once an application is approved?
- A. Issuance of rebates can vary greatly, depending on how much time it takes the municipality to provide all insurance information needed, update its budget and work plan, execute the contract, complete the work, and submit all the required paperwork - anywhere from 6 months to two years.
- Q. Can the municipality charge the public for using the electric vehicle charging stations?
- A. Yes, the municipality may charge users for the electricity to charge a vehicle. However, if the municipality will be charging the public for electricity usage it cannot use any part of the grant award toward electricity costs.
- Q. Can the NYSERDA Clean Energy Communities awards be used as the required match?
- A. No, state and federal funds are not eligible match as per the Environmental Protection Fund legislation.
- Q. Does the municipality need to apply before installing the charging equipment?
- A. Yes, the municipality will want to be notified of the award before starting work, unless the rebate is not critical to the installation of the equipment.
- Q. Can the charger be connected to a non-grid source?
- A. Yes, the charger can be connected to a non-grid source; however, it will most likely lead to higher costs for the municipality as the grant funds will only cover up to \$8,000 per port. Unless a non-grid source already exists, most of the installation costs of the non-grid source would fall to the municipality.
- Q. Is documentation of match needed?

- A. Documentation is not required; however, please describe where the match will be coming from (is it in-kind services, a cash match from the general fund, etc.) in the text box area where you answer the question. If there is a resolution or other documentation that states the county has set aside the matching funds please upload it to the documents section.
- Q. How does my municipality access the Grants Gateway to apply?
- A. If the municipality does not have access to the Grants Gateway it must apply for and receive a log-in and password for the “Grantee Delegated Administrator Role.” To register your municipality visit https://grantsgateway.ny.gov/IntelliGrants_NYSGG/module/nysgg/goportal.aspx and click on the “Request Access Now” link in the bottom right of the web page, then click on #2 Grants Gateway Registration Form. The municipality must mail a hard copy of the registration form to the address on page 2. The Grantee Delegated Administrator will need to create roles for the “Grantee” and “Grantee Contract Signatory.” The Grantee is often the project manager or consultant who will upload all the required documentation and edit the work plan and budget. In a small community, the “Grantee” and “Grantee Contract Signatory” may be the same person; however, only the municipal CEO can legally sign the contract.
- Q. The local library wants to install an EV charging station, would it qualify for a grant under the DEC program?
- A. Unless the library is owned by the municipality, it is not an eligible applicant; however, the library may partner with the municipality (see page 9 of RFA). The municipality will need to own the equipment, and the municipality and the library must execute a climate change mitigation easement per the guidelines on page 10 of the RFA.
- Q. Does any NY State agency or authority qualify for a ZEV grant?
- A. No, applicants must be a municipality of the State of New York – town, city, village, county, or borough of New York City.
- Q. Is a private parking garage for 1200 vehicles eligible for the grant program?
- A. No, a private facility is not eligible. The charging stations must be available to the general public.
- Q. Can an organization donate charging stations to a municipality and have the municipality treat the donation as local match, thereby using grant funds for installation costs?
- A. Yes, the donation can be used as match, but the grant funds can only be used toward the installation costs of installing a charging station with a standard SAEJ1772 Standard Port or a DC Fast Charge station containing both a CHAdemo and a SAE combo connector port.
- Q. A quasi-governmental entity would like to install charging stations on their property. Can they apply for this grant program?
- A. No, the applicant must be a municipality (Town, City, Village, or County of NYS). However, if the local municipality and the quasi-governmental entity are willing to work together, and the municipality is willing to apply for the grant and take ownership and maintenance responsibility for the equipment, then the entity and the municipality may enter into a Climate Change Mitigation Easement to complete the project. Information on the easement requirements can be found in the RFA on page 10.
- Q. Is there still funding available for this round?

- A. Yes, funding will be available until May 31, 2018 or until the funds are exhausted, whichever comes first.
- Q. Can my school district/university/non-profit organization/public benefit corporation/quasi-government entity apply?
- A. No, only municipalities are eligible for the Zero-Emission Vehicle and Infrastructure Municipal Rebate Program. Municipalities are defined as towns, cities, villages, and counties of the State of New York and boroughs of the City of New York.
- Q. I recently leased an EV and I was wondering if there are any type of credits that homeowners would be eligible for to install a charging station at their residence for their own vehicle.
- A. Only municipalities are eligible for the Zero-Emission Vehicle and Infrastructure Municipal Rebate Program. Municipalities are defined as towns, cities, villages, and counties of the State of New York and boroughs of the City of New York. To our knowledge, there are not any incentives for individual homeowners to install charging infrastructure. Chargers are available at several retail stores
- Q. Is a solar EV charging product an eligible use of the grant funding?
- A. Yes, but only up to \$8,000 per port or \$32,000 per pedestal. The additional cost of the solar charger will be responsibility of the municipality.
- Q. Can funding be used to install electric supply to Tesla chargers?
- A. No, the eligible electric vehicle supply equipment is a level 2 networked charging station with at least one SAEJ1772 Standard Port or a DC Fast Charging station containing both a CHAdeMO and SAE combo connector port.
- Q. My community is looking into the possibility of installing a charging station at a local business. Is that possible through the grant program?
- A. Yes, the municipality must own the charging station and the municipality and the business must enter into a Climate Change Mitigation Easement, details may be found in the RFA on page 10.
- Q. How do I get details on the available rebate for EV charging infrastructure?
- A. Visit <http://www.dec.ny.gov/energy/109181.html> , click on "Grants Gateway Grant Opportunity Portal," then click on "Search Now" and enter zero-emission vehicle into the "Search by Grant Opportunity" box.
- Q. Please clarify the 20% match.
- A. NYS DEC will cover 80% of project costs up to a maximum of \$8,000 per port or \$32,000 per pedestal. Example – a project with a total cost of \$10,000 for one port would receive \$8,000 in state funding; a project with a total cost of \$12,000 for one port would receive \$8,000 in state funding; a project with a total cost of \$15,000 for 2 ports would receive \$12,000 in state funding; a project with a total cost of \$20,000 for 2 ports would receive \$16,000 in state funding; and a project with a total cost of \$25,000 for 2 ports would also receive \$16,000 in state funds; the balance is local share, which cannot be other state funds nor federal funds.
- Q. What is the timeline for getting an award and payment?
- A. The time it takes to get an award and payment depends on many factors. The quickest is the rebates for the vehicles themselves as the applicant must provide all the required information at

the time of application; the fact that the rebates are for smaller amounts and can be done with a purchase order results in the quickest turn around. The infrastructure grants are accepted on a rolling basis so the sooner one applies the sooner the application would be reviewed. If the project is under \$10,000 it is done through a purchase order which is faster than a contract, where the insurance, work plan, budget, and contract all need approval. Time to complete a contract is potentially 6 months to a year but depends on the following factors, among others: how fast the community completes edits to the work plan and budget, identifying and uploading the proper insurance certificates and obtaining new certificates if needed, time between board meetings, where authorization to sign the contract can be given, the municipality's proficiency in using the Gateway, ability to provide all necessary information, photos, final report, etc. and forms correctly filled out when vouchering.

- Q. Are these incentives available for new projects only, or may a community apply for the associated funds to reimburse costs that have been incurred due to the installation of charging infrastructure prior to applying?
- A. All work must occur within the contract period. Work should not begin until an award has been made.
- Q. Within the Grants portal is a summary of the grant indicating the "Anticipated Award date" of 10/17/17, please clarify.
- A. Please disregard the 10/17/17 date. There are 2 deadlines for this round. In this first part of the cycle there are 3 categories: Vehicle rebates (\$200,000), EVSE infrastructure (\$1 million), and hydrogen fuel cell infrastructure (\$1 million). Applications for the 3 categories will be taken until 12/31/17. After that date the remaining funds will be pooled so that there will no longer be 3 categories. This will allow all remaining funds to be used for all three categories. The final deadline for the pooled funds will be 5/31/18 or when funding runs out, whichever comes first. Awards will be made on a first-come first-served basis as applications are received and reviewed.
- Q. I can see the opportunity but not the application in the Grants Gateway.
- A. Completing an application in the Gateway requires the appropriate Gateway role for initiating an application – see the Quick Start Guide - Applications for more information.
- Q. Must specific copies of quotations from contractors be submitted along with filing out the electronic application or do I just need to fill in the amount of the budgeted figures we based on quotes we receive?
- A. Uploading quotes is not necessary; however, the municipality should obtain more than one quote to get an accurate estimate of the project cost.
- Q. How assured can we be of receiving the money once the charging station is purchased.
- A. Applications must be submitted online in the Grants Gateway by a person who has the appropriate Gateway role for developing and submitting an application. More information on how to apply for an online opportunity can be found in the Quick Start Guide - Applications. In general, reading the request for applications in its entirety should give you a good sense of what is eligible and the types of information that will be requested for the purpose of achieving the necessary 70 "technical review" points. Applications received by the deadline will be selected to receive grant funding on a first-come, first-served basis. Rebate grants will be awarded until May 31, 2018 or until all allocated funding is exhausted, whichever comes first.

