



Department of
Environmental
Conservation

GUIDELINES AND APPLICATION INSTRUCTIONS

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

2019 Municipal Zero-emission Vehicle (ZEV) Rebate Program
(Purchase or Lease)

NYS Grants Gateway Application ID No.: DEC01-ZEVCV-2019

Application Due Date: 4:00 p.m., July 24, 2020, when DEC chooses to withdraw this request for applications (RFA), or when funding is exhausted, whichever occurs first.

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Program Description

The New York State Department of Environmental Conservation (DEC or Department) is pleased to announce rebates to municipalities for the purchase of battery electric, plug-in hybrid, and hydrogen fuel cell vehicles for municipal fleet use.

Funding Available

A total of \$500,000 is available for the 2019 round of the Municipal ZEV Clean Vehicle (Purchase or Lease) Rebate Program. Funding for this grant opportunity is provided by the Environmental Protection Fund, Title 15, Climate Smart Community Projects line.

Timetable of Key Events

Event	Date
Application Period Begins	September 18, 2019
Question and Answer Period Ends	July 22, 2020
Applications Due	July 24, 2020
Award(s) Announced	Rolling

Eligibility

Eligible Applicants

For the purposes of this rebate program, 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, pursuant to 6 NYCRR subdivision 492-1.1(j). 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.

Eligible Vehicles

Eligible clean vehicles (as defined in ECL § 54-1521(1)(c) and 6 NYCRR subdivision 492-1.1(g)) include all-electric vehicles, plug-in hybrid electric vehicles, and hydrogen fuel cell vehicles that adhere to the following:

- have four wheels
- are manufactured for use primarily on public streets, roads, and highways
- contain a powertrain that has not been modified from the original manufacturer's specifications
- are rated at not more than eight thousand five hundred pounds gross vehicle weight
- have a maximum speed capability of at least fifty-five miles per hour
- are propelled, at least in part, by an electric motor and associated power electronics that provide acceleration torque to the drive wheels some time during normal vehicle operation
- draw electricity from a hydrogen fuel cell or battery that
 - has a capacity of not less than four kilowatt-hours; and
 - is capable of being recharged from an external source of electricity

Vehicles must be placed into municipal service at a dealership located in New York State to be eligible for rebate through this program.

Project Timeframe

Municipal ZEV Clean Vehicle rebates are available to municipalities that purchased or leased an eligible clean vehicle and placed it into municipal service at a dealership located within New York between July 1, 2019 and July 24, 2020. If the vehicle is leased, the minimum lease term is 36 months.

Minimum and Maximum Award Amounts

The minimum grant amount per vehicle is \$2,500. The maximum grant amount per vehicle is \$5,000. The maximum grant amount to any one municipality is \$250,000. Rebates of \$2,500 per vehicle will be issued toward the cost of an eligible clean vehicle with an all-battery electric range between 10 and 50 miles, and rebates of \$5,000 per vehicle will be issued toward the cost of an eligible clean vehicle with an all-battery electric range of greater than 50 miles. Rebate amounts cannot be a denomination other than \$2,500 and \$5,000. E.g., a request for \$1,000 will not be awarded.

Application/Award Limit

There is no limit to the number of applications a municipality may file or the number of vehicles for which a municipality may request rebates. However, no more than 50% of the funding (\$250,000) made available through this solicitation may be awarded to any one municipality.

Applications will be accepted until allocated funds are exhausted, DEC withdraws this RFA, or July 24, 2020, whichever comes first.

Match Requirement

There is no match requirement. Vehicle(s) must be purchased or leased prior to application. However, the total of all funding sources may not exceed the total cost of the vehicle(s) purchased. If the applicant is receiving funding from any other rebate or incentive, a copy of the budget breakdown or contract showing all funding received, amount applied to the clean vehicles for which a rebate is requested, and balance to be covered by this program and/or local grantee funds is required as part of the application.

Grant Opportunity Inquiries

For general information on completing this application and for clarification of application requirements, contractual terms, and procedures contact:

Myra Fedyniak
zevrebate@dec.ny.gov
Phone: 518-402-8448

Include "2019 Municipal ZEV Clean Vehicle Rebate Program" in the subject line of the email. Questions regarding this grant opportunity will be accepted by the Department until close of business July 22, 2020. All questions and answers will be uploaded to Grants Gateway every two weeks to allow all applicants to view them.

Application Requirements

All applications must be submitted through the Grants Gateway at https://grantsgateway.ny.gov/IntelliGrants_NYSGG/module/nysgg/goportal.aspx. **Paper or e-mailed 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/>.

All applicants must be registered in the Grants Gateway at the time and date that the application is due. Applications received from applicants that have not registered in the Grants Gateway by the application due date and time listed at the beginning of this document cannot be evaluated. If your organization is not registered at that date and time, your application will not be considered. Such applications will be disqualified from further consideration.

Grants Gateway Registration

Applicants must have a valid Federal Employee Identification Number (FEIN) and a NYS Vendor Identification Number to complete their Grants Gateway registration. If a municipality passes a resolution authorizing a department under its jurisdiction to apply for funding, that department can apply only if it is registered in the NYS Grants Gateway. Registration in the NYS Grants Gateway is necessary for municipalities to be able to do the following:

- apply for a NYS grant opportunity
- enter into a grant contract
- amend an existing contract
- apply for grant payments

Registration is NOT an online process. Register early to allow time for processing and postal mail delivery.

Grants Gateway registration instructions

1. Visit the Grants Management website at <https://grantsmanagement.ny.gov/register-your-organization>. Scroll down to the “How to Register” section and click on the “Registration Form for Administrators” link.
2. Complete the form according to the instructions provided. The completed form must be signed and notarized.
3. Mail the original, signed and notarized, hard copy to the address provided in the instructions.
4. After the form is received and reviewed at Grants Management, the person designated “Grantee Delegated Administrator” in the registration form will be provided with a username and password allowing access the Grants Gateway.
5. The Grantee Delegated Administrator may then log in to the Grants Gateway at https://grantsgateway.ny.gov/IntelliGrants_NYSGG/module/nysgg/goportal.aspx and change their password at the bottom of the profile page when prompted. Enter a new password and click the SAVE button located on the top, right-hand side of the page.
6. The Grantee Delegated Administrator must now create roles for the “Grantee” and “Grantee Contract Signatory.” The “Grantee” is often the municipal project manager or consultant who will upload all the required documentation and edit the work plan and budget. The “Grantee Contract Signatory” is the municipal chief executive officer who is legally authorized to sign the state assistance contract. Refer to Section 2.2 of the “Grantee User Guide,” located on the Grants Management website at <https://grantsmanagement.ny.gov/grantee-documents> for instructions on creating user roles in the Grants Gateway.

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.

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

Resources are available to help you understand how to register with and use the Grants Gateway:

- NYS Grants Management <https://grantsmanagement.ny.gov/>
- Videos: <https://grantsmanagement.ny.gov/videos-grant-applicants>
- 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

Vehicle Information

All of the following documentation must be submitted with the application for a Municipal ZEV Clean Vehicle Rebate:

- A list of all vehicles against which rebates are requested that includes the vehicle year, make, model, electric range, rebate amount requested, and vehicle identification number (VIN).
- Proof of temporary or permanent vehicle registration for each vehicle.
- Bill of sale, purchase agreement, or executed and signed vehicle lease (of at least 36 months) for each vehicle clearly showing the vehicle was placed into municipal service at a dealership located in New York State.
- If the applicant is receiving funding from the New York State Energy Research Development Authority's (NYSERDA) Clean Energy Community (CEC) Program, or any other rebate or incentive program, a copy of the budget breakdown or contract showing all funding received, amount applied to the clean vehicles for which a rebate is requested, and balance that the other incentive program funding is not covering is required. Rebate amounts cannot be a

denomination other than \$2,500 and \$5,000. E.g., a request for \$1,000 or \$3,456 will not be considered.

Expenditure Budget

Applicants must complete a budget in the NYS Grants Gateway. For vehicle rebate requests, show the rebate amount as the Grant Funds and the balance of the cost of the vehicle(s) as Other Funds.

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.

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, Scoring, and Selection

Eligibility will be determined according to the factors listed in the table below through review of documents uploaded with the application.

Eligibility Criteria	Score
Vehicle(s) is an eligible clean vehicle as defined by ECL §54-1521(1)(c) and 6 NYCRR subdivision 492-1.1(g).	Pass/Fail
The vehicle(s) was purchased or leased and placed into municipal service on or after July 1, 2019.	Pass/Fail
If leased, the term of the lease is no less than 36 months.	Pass/Fail
Vehicle was placed into municipal service at a dealership located in New York State.	Pass/Fail

No further review will take place for Municipal ZEV Clean Vehicle Rebates. All applications meeting the minimum requirements will be awarded a rebate corresponding to the number of all-electric miles the vehicle is capable of, in the order the applications are received in the Grants Gateway until allocated funds are exhausted, DEC withdraws this RFA, or July 24, 2020, whichever comes first.

Awards and Contracting

Awards will be made on a rolling basis, in the order in which the applications are received in the Grants Gateway until allocated funds are exhausted, DEC withdraws this RFA, or July 24, 2020, whichever comes first.

Successful applications for rebates that total \$50,000 or more will not be awarded funding 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

Applicants selected to receive an award under \$10,000 will be mailed a letter of agreement (LOA) package consisting of the LOA, Attachment A-1 Program Terms and Conditions, signed purchase order, and reimbursement request forms. 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 Agency and Program Specific Terms and Conditions ZEV CV.

Applicants selected to receive an award of \$10,000 or more will be sent a "Next Steps" e-mail with instructions for completing the contracting process in the Grants Gateway. Grantees are required to execute a Master Contract for Grants (MCG) within 60-90 days from the date of their award letter. 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 can 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

Contract extensions will not be permitted for the Municipal ZEV Clean Vehicle Program.

Payments

Payments cannot be made until a Master Contract for Grants or Letter of Agreement has been fully executed. After execution, payments up to the eligible reimbursement amount will be made upon submittal of appropriate payment request information and forms.

Project costs eligible for reimbursement must be incurred between the Master Contract for Grants (MCG) or the Purchase Order (PO) term start and end dates. Costs incurred prior to the MCG or PO term start date or after the MCG or PO term end date will not be considered eligible for reimbursement. Copies of supporting cost documentation (timesheets, paid invoices, receipts, cancelled checks, etc.) must be audited and approved by the DEC before payment is processed.

Department of Environmental Conservation Reserved Rights

The Department of Environmental Conservation reserves the right to

- 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 to the next highest scoring application in the event a grantee fails to negotiate a grant contract with the Department within 60 to 90 days of the grant award;
- not fund projects that are determined to be inconsistent with the Smart Growth Public Infrastructure Policy Act (ECL Article 6);
- reject any or all applications in response to this solicitation at the agency's sole discretion; and reduce the rebate amount based on ineligible match or ineligible project costs; and
- reclaim funds paid to grantee if false statements regarding eligibility of the project or any of 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 calendar days of receipt of the notice that their proposal did not result in an award.