



Department of
Environmental
Conservation

GUIDELINES AND APPLICATION INSTRUCTIONS

**New York State
Department of Environmental Conservation**

**2018 Zero-Emission Vehicle (ZEV)
Clean Vehicle (Purchase or Lease)
Rebate Grant Opportunity**

**Environmental Protection Fund
Climate Smart Communities**

**NYS Grants Gateway Application ID No.:
DEC01-ZEVCV-2018**

**Application Due Date: 3:00 p.m. ET, July 26, 2019
(or until funding is exhausted, whichever occurs first)**

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Summary

The New York State Department of Environmental Conservation (DEC or Department) is pleased to announce funding for projects that will support the deployment of clean vehicles within the State of New York, including municipal clean vehicle purchases and leases. These initiatives are funded through the Environmental Protection Fund - Climate Smart Communities line.

1. Timetable of Key Events:

Event:	Date:
Application Period Begins	October 15, 2018
Question & Answer Period Ends	July 24, 2019
Applications Due	July 26, 2019
Award(s) Announced By (anticipated)	Rolling

2. 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 § 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.

3. Grant Information:

a) Funding

\$300,000 is available toward the purchase or lease of eligible clean vehicles to be placed in municipal service.

This grant program (Clean Vehicle Rebate Program Round 3) is being issued in conjunction with a related \$2,000,000 program (ZEV Infrastructure) for municipalities. The total amount available for both programs is \$2,300,000. If one program has excess funds after the funding time frame, those funds may be transferred to the other program.

b) Proposed Project Timeframes

Clean vehicle rebates are available to municipalities that purchased or leased an eligible vehicle at a dealer located within New York, on or after May 1, 2018. If the vehicle is leased, the minimum lease term is 36 months.

c) Minimum and Maximum Award Amounts

The minimum grant amount per vehicle is \$2,500; the maximum grant amount per vehicle is \$5,000.

d) Application Limit/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 made available through this solicitation may be awarded to any one municipality.

e) Eligible Projects

Clean vehicle rebates are available to municipalities that purchased or leased eligible clean vehicles, from dealers located within New York on or after May 1, 2018 and placed them into municipal service. If the vehicle is leased, the minimum lease term is 36 months.

4. Inquiries & Designated Contact Information:

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 “Municipal Clean Vehicle Rebate Program-Round 3” in the subject line of the email. Questions regarding this grant opportunity will be accepted by the Department until close of business July 24, 2019. All questions and answers will be uploaded to Grants Gateway to allow all applicants to view.

5. Application Submittal:

Applications must be submitted through the NYS Grants Gateway (<https://grantsgateway.ny.gov>). Paper or e-mailed applications will NOT be accepted. Applicants are strongly encouraged to submit their applications prior to the application deadline. Late applications will not be accepted.

Please note: those logged in as Grantees may work on the application, only those logged in as a **Grantee Contract Signatory or a Grantee System Administrator can submit the application to the State.** When the application is ready for submission, click the Status Changes tab, then click the “Apply Status” button under “Application Submitted”.

All applicants must be **registered** with Grants Gateway to submit an application. For more information about Grants Gateway, please visit the Grants Reform website (<http://www.grantsreform.ny.gov/Grantees>) or contact the Grants Reform Team at grantsreform@its.ny.gov. The Grants Reform help desk/hotline can be reached at (518) 474-5595.

Applicant Eligibility

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 § 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.

Applicant Registration

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 Reform Website.

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 time and date, your application will not be considered. **Such applications will be disqualified from further consideration.**

Below is a summary of the steps that must be completed to meet registration requirements.

1. Register for the Grants Gateway

- Download a copy of the [Registration Form for Administrator](#) from the Grants Reform Website. A signed, notarized, original form must be sent to the Grants Reform Team at the address provided in the instructions. You will be provided with a username and password allowing access to the Grants Gateway.
- If you have previously registered and do not know your username, please email grantsreform@its.ny.gov. If you do not know your password, please click the Forgot Password link from the main log in page and follow the prompts.

Applicants are strongly encouraged to begin the registration process as soon as possible to participate in this grant opportunity. Please do not delay in beginning and completing the registration process. If you are not yet registered with Grants Gateway, there are many resources available to help you understand how to register:

- [The NYS Grants Reform Website](#)
- [Video: Grants Gateway Registration](#)

The Grants Reform Team offers regular live webinars for anyone who is interested in additional information about Grants Gateway or submitting online applications. Learn more, including times and dates for these webinars at <http://grantsreform.ny.gov/training-calendar>. Any additional technical training related to this application will also be posted to the training calendar.

The Grants Reform Team can be contacted at the following for additional assistance:

Phone: (518) 474-5595
Email: GrantsReform@its.ny.gov

Grant Opportunity General Information and Conditions

1. Funding

\$300,000 is available for Clean Vehicle Rebates. 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. Eligible clean vehicles (as defined in ECL § 54-1521(1)(c) and 6 NYCRR § 492-1.1(g)) include all-electric and 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 from a battery that
 - has a capacity of not less than four kilowatt-hours; and
 - is capable of being recharged from an external source of electricity

All of the following documentation must be submitted with the application for each vehicle for which a rebate is requested:

- documentation including: vehicle year, make, and model; electric range; rebate amount requested; and vehicle identification number (VIN)
- proof of temporary or permanent vehicle registration
- bill of sale
- executed and signed vehicle lease or purchase agreement. If the vehicle is leased, the minimum lease term is 36 months.

Applications that do not include this required information will not be considered for rebates. Rebates will be awarded to eligible applicants in the order applications are received in the Grants Gateway, based on the earliest submittal date recorded in the Grants Gateway.

This grant program (Clean Vehicle Rebate Program Round 3) is being issued in conjunction with a related \$2,000,000 program (ZEV Infrastructure) for municipalities. The total amount available for both programs is \$2,300,000. Funds may not be transferred from one opportunity to another until all viable applicants have been exhausted.

2. Proposed Project Timeframes

Clean Vehicle Rebates are available to municipalities that purchased or leased an eligible vehicle at a dealer located within New York, on or after May 1, 2018. The vehicle must be placed into municipal service before the application deadline. If the vehicle is leased, the minimum lease term is 36 months. All projects over \$10,000 must complete the grant contracting process and have defined objectives, tasks, and deliverables accounted for in performance measures that can be completed and invoiced within a 2-year contract period/term. Time extensions beyond the

contract/purchase order term/end date will not be allowed. Applicants should not submit an application if they do not anticipate their project can be completed within the specified contract term. Changes to the grant award amount are not possible.

3. Minimum and Maximum Award Amounts

Minimum rebate amount per vehicle is \$2,500; maximum rebate amount per vehicle is \$5,000.

4. Application Limit/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 made available through this solicitation may be awarded to any one municipality.

5. Eligible Project Locations

Clean vehicle rebates are available to municipalities that purchased or leased eligible clean vehicles, from dealers located within New York on or after May 1, 2018 and placed them into municipal service. If the vehicle is leased, the minimum lease term is 36 months.

6. Match Requirement and Expenditures

No local match is required as this is a rebate program in which the vehicle must be purchased or leased before application.

7. Debriefing Request

In accordance with section 163 of the NY State Finance Law, the Office of Climate Change must, upon request, provide a debriefing to any unsuccessful offeror that responded to the RFA, regarding the reasons that the proposal or bid submitted by the unsuccessful offeror was not selected for an award. An unsuccessful offeror 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.

8. Department of Environmental Conservation Oversight

The Department 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 solicitation in accordance with the method of award;
- withdraw the solicitation at any time at the Department's sole discretion;
- award only one application for funding in the event there are multiple application submittals for a single project or for pieces of a single 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;
- reject any or all applications in response to the solicitation at the agency's sole discretion; and
- reduce the award amount based on ineligible project costs.

Grant Application Requirements and Conditions

Applications that do not include this required information cannot be considered for funding.

1. Required Documentation

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

- list of all vehicles against which rebates are requested, including 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 for each vehicle
- executed and signed vehicle lease for a period of at least 36 months or purchase agreement for each vehicle

2. Expenditure Based Budget

Applicants must complete an itemized budget in the NYS Grants Gateway that provides details of the proposed project-related expenses. Budget detail must clearly distinguish between expenses to be claimed under the state grant share and expenses comprising the match. The itemized budget should also include appropriate level of information for the breakdown of costs for each budget item. For vehicle rebate requests, show the rebate amount as the grant funding and the balance of the vehicle cost as the local match.

Application Evaluation, Scoring, and Selection

All applications will be reviewed in accordance with the eligibility criteria contained in this solicitation.

Step 1: Application Eligibility Determination

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

	Clean Vehicle Purchase/Lease Eligibility Criterion	
Eligibility Criteria	Vehicle is an eligible clean vehicle as defined by ECL § 54-1521(1)(c) and 6 NYCRR § 492-1.1(g)	Pass/Fail
	Vehicle purchase is an eligible purchase as defined by ECL § 54-1521(1)(b) and 6 NYCRR § 492-1.1(h), and, specifically, the vehicle was purchased or leased on or after May 1, 2018 and placed into municipal service before the application deadline.	
	If leased, the term of the lease is no less than 36 months.	

Eligible clean vehicles (as defined in ECL § 54-1521(1)(c) and 6 NYCRR § 492-1.1(g)) include all-electric and 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 from a battery that
 - has a capacity of not less than four kilowatt-hours, and
 - is capable of being recharged from an external source of electricity

All of the following documentation must be submitted with the application:

- list of all vehicles against which rebates are requested, including the vehicle year, make, and model; electric range; rebate amount requested; and vehicle identification number (VIN)
- proof of temporary or permanent vehicle registration for each vehicle
- bill of sale for each vehicle, and
- executed and signed vehicle lease for a period of at least 36 months or purchase agreement for each vehicle.

Step 2: Project Evaluation, Scoring, and Selection

No further review will take place for the Clean Vehicle Rebates. All applications meeting the minimum requirements will be awarded a rebate corresponding to the number of all-electric miles the vehicle receives and in the order the applications are received in the Grants Gateway until allocated funds are exhausted or July 26, 2019, whichever comes first.

Grant Program Payments

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

Eligible Expenditures

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

- have four wheels
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- 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 from a battery that
 - has a capacity of not less than four kilowatt-hours; and
 - is capable of being recharged from an external source of electricity

What to Expect If You Receive an Award

1. Notification of Award

Applicants selected to receive a grant award will be notified by in an official Department award letter followed by a purchase order (PO) package for awards made by PO (under \$10,000), or a next steps e-mail for awards made by contract (over \$10,000); the NYS Grants Gateway will also provide award status.

IMPORTANT NOTE: By accepting an award, applicant agrees to abide by all Master Contract for Grants (MCG) or purchase order terms and conditions. Any changes to the terms and conditions will not be accepted and may affect an applicant's award.

2. State of New York Master Contract for Grants (MCG)

An applicant selected to receive a grant award of more than \$10,000 will be required to execute a MCG **within 60 to 90 days** from the time of award notification. Failure to submit timely required MCG documents 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 MCG and attachments include the following:

- MCG Grants Face Page
- Standard Terms and Conditions (NYS standard terms and conditions)
- Attachment A-1 Program Specific Terms and Conditions (*Agency and Program specific terms and conditions*)
- Attachment B-1 Expenditure Based Budget (*project expense categories and detail*)
- Attachment C Work Plan (project objectives, tasks, and performance measures)
- Attachment D Payment and Reporting Schedule (claims for reimbursement and grant reporting provisions)

IMPORTANT NOTE: Project related costs must be incurred within the term of the MCG to be considered eligible for reimbursement or match. Contract payments will not be approved or processed by the DEC until a MCG is fully approved by the DEC, and as applicable, the Office of the Attorney General and the Office of the State Comptroller. All contracts must be approved by the contract start date, which will be determined at the time of an official award. Contract extensions will not be permitted for the Clean Vehicle Program.