

New York State Energy Research and Development Authority (NYSERDA)

Clean Energy Communities

Version 3.0

Guidance Document

Program Opportunity Notice (PON) 3298

\$25,000,000 Available

NYSERDA reserves the right to extend and/or add funding to the Solicitation should other program funding sources become available.



Table of Contents

INTRODUCTION	4
CATEGORIES OF HIGH-IMPACT ACTIONS	14
1. BUILDINGS AND FACILITIES CATEGORY	14
BENCHMARKING	14
Benchmarking - Advanced Reporting	14
Benchmarking – CEC Energy Study Qualification	15
Benchmarking - Large Private Buildings	15
BUILD READY	16
Site Nomination	16
Site Selection	16
RENEWABLE ENERGY	17
CDG Subscription	17
Host Clean Energy Generation Installation on Municipal Property	17
Clean Energy Generation Installation Owned by Municipality	18
100% Renewable Electricity	19
CLEAN ENERGY UPGRADES AND MUNICIPAL BUILDING DEMONSTRATION	20
Clean Energy Upgrades	20
Municipal Building Demonstrations: Clean Heating and Cooling	21
Municipal Building Demonstrations: Net Zero	22
Municipal Building Demonstration: Pool Heat Pump	23
LED STREETLIGHTS	24
50% Conversion of Cobra Head Streetlights	24
50% Conversion of Decorative Streetlights	24
THERMAL ENERGY NETWORKS	25
Thermal Energy Network: Study	25
Thermal Energy Network: RFP	25
2. COMMUNITY ENGAGEMENT AND TRAINING CATEGORY	26
COMMUNITY CAMPAIGNS	26
Community Campaign for Community Solar	27
Community Campaign for Electric Vehicles (EVs)	27
Community Campaign for Clean Heating and Cooling	28
COUNTY HOSTED TRAININGS	30

ENERGY CODE ENFORCEMENT TRAINING32

3. LEGISLATION AND REGULATION33

CLIMATE SMART COMMUNITIES CERTIFICATION33

 Bronze CSC Certification..... 33

 Silver CSC Certification 33

COMMUNITY CHOICE AGGREGATION.....34

 CCA greater than or equal to 50% and less than 100% Renewable Default Supply Mix with 100% Opt-up Option 34

 CCA 100% Renewable Default Supply Mix 34

GREEN FINANCING36

 Open C-PACE Authorization 36

 Complete Open C-PACE Project 37

 NY Green Bank Project Closing..... 37

4. TRANSPORTATION AND LANDSCAPING38

CLEAN FLEETS – ELECTRIC VEHICLES AND CHARGING STATIONS38

 Light-Duty Electric Vehicles (Class-1-2) 38

 Medium/Heavy-Duty Electric Vehicles (Class 3-8) 39

 Light-Duty Non-Road Vehicles 39

 Medium/Heavy-Duty Non-Road Vehicles 39

 Level 2 Charging Stations 40

 DC Fast Charging Stations 40

ELECTRIC LANDSCAPING EQUIPMENT.....42

MUNICIPAL CLEAN FLEETS INVENTORY.....43

GENERAL CONDITIONS44

ATTACHMENTS.....47

Introduction

Launched in August 2016, NYSERDA's Clean Energy Communities (CEC) program is for municipal officials and staff who want their municipalities to benefit from the new clean energy economy but struggle with tight budgets and limited staff. Municipalities can participate in Clean Energy Communities Round 3.0 to continue to move New York State towards a clean energy and sustainable economy.

By providing grants, coordinator support, and clear guidance for implementing a range of high-impact clean energy actions, NYSERDA is helping municipalities save money, grow the local economy, and improve the environment.

The program will continue to offer free technical assistance through regionally based Clean Energy Communities Coordinators. These Coordinators can help municipalities identify High Impact Actions (HIA) items that meet the needs of the local community as well as access grants to provide funding for clean energy projects and initiatives.

Key advantages to participating in the Clean Energy Communities program include:

- 1) Free coordinator support**
- 2) Clear pathways for implementing high priority actions**
- 3) Flexible grant funding with no local cost share**
- 4) Recognition for your municipality's leadership**

Acceptance of applications for PON 3298

Applications are accepted on a rolling basis until 3:00 p.m. Eastern Time on December 31, 2025, until funds are exhausted, or until the solicitation is revised or closed by NYSERDA, whichever comes first.

Eligible Applicants

Municipalities (county, city, town, or village governments) in New York State are eligible to apply for funds. Applicants are defined as Municipalities applying for a CEC grant. Communities whose mayor, supervisor or other authorized elected official's office prefers not to or is unable to receive NYSERDA funding directly may propose in via a municipal subdivision with a letter of support from the elected official's office or, in the case of New York City, the Department of Citywide Administrative Services from a deputy assistant commissioner or above.

Program Updates

Program details and requirements may change from time to time to maximize program impact. Any changes to this solicitation will be posted on the Clean Energy Communities website at www.nysesda.ny.gov/cec

Questions

Program questions may be directed to Chris Reohr at 1-866-NYSERDA, ext. 3363, or cec@nysesda.ny.gov.

Contractual questions may be directed to Lori Armstrong at 1-866-NYSERDA, ext. 3142.

How to Participate

Step 1. Connect with a Clean Energy Communities Coordinator

Clean Energy Communities (CEC) Coordinators are based in each region of the state to help municipal staff navigate the program. Regions are defined as Regional Economic Development Council (REDC) regions. To access this support, please send an email to CEC@NYSERDA.NY.GOV or visit [HTTPS://WWW.NYSERDA.NY.GOV/ALL-PROGRAMS/CLEAN-ENERGY-COMMUNITIES/FIND-A-COORDINATOR](https://www.nyserdanyc.org/all-programs/clean-energy-communities/find-a-coordinator) to identify your local coordinator.

Step 2. Complete High-Impact Actions

High-Impact Actions are steps municipalities can take to save energy and improve the environment. The municipality completes the action by complying with a specific set of requirements. High Impact Action checklists and templates are available at [HTTPS://WWW.NYSERDA.NY.GOV/ALL-PROGRAMS/CLEAN-ENERGY-COMMUNITIES/HOW-IT-WORKS/TOOLKITS](https://www.nyserdanyc.org/all-programs/clean-energy-communities/how-it-works/toolkits) to help municipalities complete the necessary requirements for High Impact Action submittals.

Step 3. Submit High-Impact Actions

To earn credit for completing high-impact actions, please visit

[HTTPS://PORTAL.NYSERDA.NY.GOV/CEC HIGHIMPACT ACTION ITEM DOCUMENT PAGE?](https://portal.nyserdanyc.org/cec-highimpact-action-item-document-page?)

Documentation must meet the specific requirements detailed in this guidance document and in the relevant tool kit. NYSERDA will review the submitted documentation and provide notification that it has been approved or if it is incomplete and needs to be resubmitted. Municipalities are encouraged to submit documentation as each high-impact action is completed. Municipalities are strongly encouraged to work with their CEC Coordinators prior to submitting documentation. Unless otherwise stated, the point values identified for each HIA are only available to Municipalities that have submitted after December 13, 2023. All submittals are subject to NYSERDA review and approval.

Step 4. Earn a Clean Energy Grant

Municipalities may be eligible for either Action Grants or Designation Grants. Grants are available on a first-come-first-served basis until all grant awards are claimed or all funds are exhausted.

Action Grants

Action Grants are available for Community Campaigns. The requirements for the Action Grants may be found in the High Impact Actions section of this guidance document.

Designation Grants

Municipalities collect points by completing high-impact actions. Each high-impact action has a certain number of points assigned to it, as listed below in this document. Once a municipality collects enough points, they can move on to a different point threshold and designation level and earn more grant funding for higher point levels.

Through the program NYSERDA is offering different levels of designation as outlined in the tables below. Please note that the funding levels decrease after September 1, 2024 to reward communities taking actions sooner.

The following bullet points identify designation restrictions and requirements per the incentive table listed below:

- Municipalities that have earned points previous to December 13, 2023 will have their existing points carried over into the program following the release of this PON.
- If a municipality enters CEC Round 3.0 with points above a designation threshold and has already been awarded a grant for that threshold, they cannot earn a grant at that threshold again. This is applicable to all designation levels.
- Municipalities entering CEC Round 3.0 with 1,000 to 2,900 points are eligible for the 1-Star Designation grant upon completing one new High Impact Action after December 13, 2023.
- Municipalities that enter CEC Round 3.0 with more than 5,000 points and did not previously earn a corresponding 5,000-point incentive may earn grant funding at the current incentive levels in this PON upon completing one new High Impact Action after December 13, 2023.
- Municipalities entering CEC Round 3.0 with 7,000 points or more are eligible for the 4-Star Designation grant upon completing one new High Impact Action after December 13, 2023.
- Municipalities that were notified of grant eligibility under the terms of the Leadership Round PON but that have not yet been awarded a grant must submit an application for the grant amount identified in the notification email and are eligible for the Leadership Round's DAC bonus, even if the grant application is submitted after the release of this PON. Municipalities in this position must apply using the Leadership Round's Grant Application and procedures; please contact cec@nyserderda.ny.gov if you need a copy of the Leadership Round's Grant Application or terms.

How Can I Check My Community's Progress?

When NYSERDA approves a high-impact action, points are automatically added to the applicant's scorecard. Each community's point balance is available at [HTTPS://WWW.NYSERDA.NY.GOV/ALL-PROGRAMS/CLEAN-ENERGY-COMMUNITIES/TRACKING-PROGRESS/SCORECARD](https://www.nyserderda.ny.gov/all-programs/clean-energy-communities/tracking-progress/scorecard)

DESIGNATION GRANTS BEFORE 10/1/24:

To earn funding at these levels, the municipality must submit the required documentation for the action(s) that qualifies them for the designation grant by 9/30/24 at 11:59 PM EST. If the action(s) is rejected, municipalities will not be eligible for grant awards at this level.

Designation Level	Number of Points	Funding for Small Municipalities (Up to 39,999 population)	Funding for Large Municipalities (40,000 or greater population)
CEC Designation - must complete 4 high-impact actions	N/A	\$5,000	\$5,000
1-Star Designation ★	1,000	\$10,000	\$10,000
2-Star Designation ★★	3,000	\$50,000	\$125,000
3-Star Designation ★★★	5,000	\$100,000	\$200,000
4-Star Designation ★★★★	7,000	\$175,000	\$275,000
5-Star Designation ★★★★★	9,000	\$250,000	\$350,000

DESIGNATION GRANTS ON OR AFTER 10/1/2024:

Designation Level	Number of Points	Funding for Small Municipalities (Up to 39,999 population)	Funding for Large Municipalities (40,000 or greater population)
CEC Designation - Must complete 4 high-impact actions	N/A	\$5,000	\$5,000
1-Star Designation ★	1,000	\$10,000	\$10,000
2-Star Designation ★★	3,000	\$40,000	\$100,000
3-Star Designation ★★★	5,000	\$75,000	\$150,000
4-Star Designation ★★★★	7,000	\$125,000	\$200,000
5-Star Designation ★★★★★	9,000	\$200,000	\$300,000

The determination of small versus large community size is found in the above tables is based on 2010 Census data.

Step 5. Submit Grant Application

How to Access Grant Funding

Once a municipality completes all stated requirements for grant eligibility, NYSERDA will send an email to the community representative who submitted the action item documentation. This email will explain how to apply for the grant including the grant amount for which the municipality is eligible and the grant application due date; the applicant has three months from the date of this email to submit a grant application describing a proposed project. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is moved to the next business day. Projects must be ready to commence within three months of award notification and should be completed within three years of contract execution. Clean Energy Communities grant funds must be used for new work. If the proposed work is completed prior to execution of the NYSERDA grant contract, it is not eligible. No local cost share is required for grant applications, although cost share could result in a higher score. It is NYSERDA's expectation that the municipality will work with its CEC Coordinator to identify mutually beneficial grant project options.

Grant applications are accepted through an online grant application portal at <https://www.nyserda.ny.gov/cec>. Municipalities must propose either a pre-approved project type or a custom project that meets the selection criteria below. If you are having any trouble or are unable to submit via the portal, please contact your local Clean Energy Communities Coordinator for assistance or email CEC@NYSERDA.NY.GOV for assistance.

All project components located within a Disadvantaged Community (DAC) may be eligible for additional CEC grant funding. See Step 6 (Identify Opportunities for Disadvantaged Community Assistance) for additional details. DAC refers to the definition established by the NYS Climate Justice Working Group which used 45 indicators to determine DAC eligibility and is available here: <https://climate.ny.gov/resources/disadvantaged-communities-criteria/>

If a proposal is not approved, the applicant has one opportunity to revise and resubmit its rejected application within two months of rejection. Application extension requests are not available and will not be granted under this PON, as NYSERDA seeks to deploy funding in a timely manner. NYSERDA reserves the right to adjust funding levels and eligibility criteria as necessary to ensure the success of the program.

All grant-eligible municipalities must complete a CEC grant application workbook, located on the [CEC 3.0 webpage](#). There are three pathways to grant funding depending on the dollar amount of the award:

1. **For grants of \$5,000**, the applicant must describe the clean energy project in a paragraph format within the grant application workbook, and, if approved, the award will be paid in full directly without a contract.
2. **For grants of \$7,500 - \$30,000 (including DAC bonus funding, if applicable)**, the applicant must apply through pre-approved or custom project processes in the grant application workbook. Once approved, pre-approved projects will be paid in full directly without a contract with the exception of custom projects or building energy efficiency projects requesting a CEC Energy Study. Custom projects and building energy efficiency projects requesting CEC Energy Studies will require a contract with NYSERDA.
3. **For grants greater than \$30,000 (including additional DAC bonuses, if applicable)**, the applicant must propose either a pre-approved project type or a custom project in the grant application workbook that meets the selection criteria below. These projects will require a contract with NYSERDA.

Pre-Approved Projects

Municipalities proposing pre-approved project types must comply with the performance requirements included in the Statement of Work included within Sample Agreement (Attachment B) template provided with this PON. This template includes performance requirements for pre-approved project types including, but not limited to, conversion of streetlights to LED, installation of solar, purchase of electric vehicles, installation of electric vehicle charging stations, purchase of electric landscaping equipment, NYPA Clean Energy Solutions projects, and implementation of eligible building upgrades recommended in a Clean Energy Communities Energy Study or ASHRAE Level II or III Energy Audit completed no more than five years prior to application.

Custom Projects and Evaluation Criteria for Custom Projects

Applications for custom projects will be evaluated based on the following criteria, with a total number of possible points allocated to each. Municipalities that propose a custom project must earn a minimum threshold of the selection criteria points to be considered eligible. If a custom project proposal includes a pre-approved project element, the application

must identify exceptional factors which adversely affect the applicant's ability to apply for these elements as pre-approved project types. If the custom project is better suited for a pre-approved project type, NYSERDA reserves the right to shift the project to that application path. If the proposed project is located in a DAC area, the project is eligible for a DAC grant bonus of 50% of project grant funding.

The evaluation criteria below are listed in order of importance.

1. To what extent does the project/initiative have a positive direct impact on energy use and greenhouse gas emissions?
 - The total cost of the proposal achieves at least one ton of greenhouse gas savings annually per \$10,000 total dollars spent (1 MTCO_{2e} / \$10,000)
 - Does the proposal provide a clear estimate along with a brief description/methodology of annual energy savings and greenhouse gas emission reduction to support these estimates?
2. To what extent does the municipality present a thorough, sound, detailed approach for accomplishing the objectives of its proposal within a reasonable timeframe?
 - Is the project clearly and concisely defined?
 - Are project costs justified based on expected benefits?
 - Is the budget broken down by Task to match the Tasks established in the scope of work?
 - Is there an estimate of the timeframe for completing different phases of the project including the design phase and the construction/implementation phase?
 - Proposals seeking to offer rebates or mirror other existing utility, NYSERDA, or other NYS programs are not eligible.
3. To what extent will the project/initiative benefit [Disadvantaged Communities \(DAC\)](#), leverage public and private dollars, and/or generate economic development benefits (*i.e.*, temporary or permanent job creation and investment)?
 - Is the project located in a DAC (as defined in Step 6)?
 - Does the proposal include cost-sharing? If cost-sharing is included, is it documented?
 - Does the project provide direct economic development benefits including job creation or retention, savings, investment, or multiplier affects?
 - Approximately how many temporary or permanent jobs is the project likely to create?
4. To what extent will efforts be made to collaborate with other municipalities and to transfer knowledge to the broader region and state?
 - To what extent does the municipality provide specific tools and resources that other municipalities can use to facilitate collaboration or develop their own projects?
 - Is there a strategy in place to promote the project so that several other municipalities are made aware?
 - Will the municipality host an open house, presentation, website posting, or webinar to describe best practices and lessons learned from the project?

Application Requirements & Review Process

Applications will be scored and awarded on a rolling basis. No applicant or application is guaranteed funding. Applications will be reviewed as outlined below.

- The grant application and NYSEDA Portal for submitting the grant application are available at www.nyserda.ny.gov/cec.
- Attachments to PON 3298 include a spreadsheet-based Grant Application (Attachment A). The “Contract” tab of the Grant Application includes a draft Statement of Work (SOW) included within the Sample Agreement (Attachment B).
- For each funding award, the Grant Application and a letter of commitment on municipal letterhead and signed by the chief elected official of the applying jurisdiction must be uploaded to the NYSEDA Portal.
- NYSEDA may reach out to municipalities via email or telephone with specific follow-up questions after reviewing proposals. Should NYSEDA request additional information, NYSEDA will contact the applicant and identify the timeframe for this additional information.
- Applicants that propose a custom project must earn a minimum scoring threshold of available selection criteria points to receive an award. If a proposal is found to be incomplete or if it does not earn the minimum threshold, the applicant may reapply one time within two months of notification.
- Review meetings shall be held periodically on at least a quarterly basis, depending on the volume of applications.
- NYSEDA, in order to avoid double-funding projects or measures within projects, may adjust awarded funding amounts at any time based on new information regarding other project funding secured.
- NYSEDA reserves the right to adjust award amounts at its sole discretion.
- Municipalities proposing in for awards that require NYSEDA contracts (see p. 10 above) must agree, or provide written exceptions, to NYSEDA’s standard contracting Terms and Conditions, which can be found at www.nyserda.ny.gov/cec.
- All payments made in advance of work being completed are subject to recapture for non-compliance or non- performance.

Metrics Report

Measurement of benefits associated with Clean Energy Communities projects is required in all NYSEDA agreements. It is important to begin considering project benefits at the application stage. Once awarded, each successful applicant shall submit preliminary (design) and final (completion) quantified documentation of the benefits of the project, including greenhouse gas reductions and energy savings, determined and documented in Exhibit E of Attachment B, SOW, which can be found on the www.nyserda.ny.gov/cec webpage. Each successful applicant should design the project to achieve the benefits identified in these submissions. NYSEDA will use the Metrics Report to assess activities in the project, capture the extent of benefits delivered, and gauge performance of the project and of the CEC Program.

NYSEDA Verification

NYSEDA may independently verify completion of any high-impact action and grant project. NYSEDA may inspect or confirm the validity of the information provided or request additional information at any time. NYSEDA may also request applicable documentation including, but not limited to, photos of the funded project components.

Step 6. Additional Opportunities Available Through the CEC Program

Disadvantaged Community Opportunities

The Climate Leadership and Community Protection Act (Climate Act or Climate Law) requires State agencies, authorities, and entities to direct a minimum of 35%, with a goal of 40%, of the benefits of clean energy place-based spending to disadvantaged communities.

Designation or Action Grant awards greater than \$5,000 may be eligible for a grant bonus of up to 50% of the awarded grant amount for a clean energy project if located in a New York State Disadvantaged Community in the applying jurisdiction.

Grant applications will be assessed for the Disadvantaged Community Bonus based upon the definition that is in use at the time of application.

The DAC map can be found on the Climate Act website here: <https://climate.ny.gov/resources/climate-justice-working-group/>. A project location lookup tool is available at <https://climate.ny.gov/resources/disadvantaged-communities-criteria/>. Eligibility is subject to NYSERDA verification.

Clean Energy Communities (CEC) Energy Studies

What is a CEC Energy Study?

CEC Energy Studies are prepared by consultants working on NYSERDA's behalf, and include a comprehensive, fuel-neutral, unbiased evaluation of all potential cost effective low-cost/no-cost and capital improvement upgrades, as well as potential electrification measures using a standardized calculation methodology pre-approved by NYSERDA. The cost of the study(ies) are deducted from earned grant funding and then paid directly to the third-party vendor by NYSERDA.

Applicants proposing to implement building upgrades as a Pre-Approved Project type must complete a CEC Energy Study or ASHRAE Level II or III Study. Previously performed ASHRAE Level II and III studies obtained by municipalities can be used as a prerequisite for Pre-Approved Building types in the same way as NYSERDA-funded CEC Energy Studies. Municipalities that propose to implement building upgrades as a Pre-Approved Project type and have already completed an ASHRAE Level II or III or CEC Energy study must have completed the study no more than five years prior to application. Municipalities requesting a CEC Energy Study should be prepared to provide at least 12 months of energy bills for the intended building of study upon request. NYSERDA reserves the right to discontinue offering CEC Energy Studies if it is unable to meet the demand with existing contracted engineering services or if funding is no longer available.

Opportunities to receive a CEC Energy Study

- 1. Through grant funding** - For grant awards greater than \$5,000, municipalities may apply to use funds for one or more CEC Energy Studies. An amount equal to the cost of the CEC Energy Study(ies) will be deducted from the original grant award. This deduction is reflected in the Total Amount of Award listed at the top of the grant agreement with NYSERDA. If the cost of the study(ies) exceeds the award amount, the applicant may negotiate with the NYSERDA-assigned vendor to pay the difference directly.
- 2. Completion of Benchmarking – CEC Energy Study Qualification High Impact Action** - Municipalities that have completed the Benchmarking – CEC Energy Study Qualification Item are eligible for a CEC Energy Study

conducted on their choice of one benchmarked building identified in the submitted Benchmarking – CEC Energy Study Qualification High Impact Action. This study will be provided at no cost and will not be deducted from any earned grant funding, but will be available based on the completion of the Benchmarking – CEC Energy Study Qualification action.

Categories of High-Impact Actions

1. Buildings and Facilities Category

Benchmarking

300 to 1,800 points | Applicable to All Municipalities

Description

Benchmarking is a policy that a municipality adopts that requires the annual reporting of energy used in buildings. Municipalities may require the annual disclosure of energy used in municipal buildings or in large private buildings. Measuring and sharing data on building energy use will help identify opportunities to cut energy waste.

Municipalities must complete one or more of the following to earn credit.

Benchmarking - Advanced Reporting

300 Points

Submission requirements:

- Submit a certified copy of an executed local law, ordinance, or resolution (template legislation can be accessed in the Benchmarking toolkit at www.nyserda.ny.gov/cec) that requires the applying jurisdiction to make available to the public on an annual basis, energy use information for each municipal building that is owned or occupied by the applying jurisdiction and is 1,000 square feet or larger. At a minimum, publicly disclosed energy use information shall include each building's energy use intensity (EUI), annual greenhouse gas emissions, and an energy performance score where available. Date of completion is when the legislation was adopted. The legislation must require the following:
 - Create an ENERGY STAR Portfolio Manager Account
 - Gather basic information required by Portfolio Manager and set up property profile(s)
 - Obtain monthly, whole building energy use data for all fuel types including, but not limited to, electricity, natural gas, fuel oil, chilled water, steam, and diesel
 - Enter property uses and details into profile(s)
 - Enter energy use data for all fuel types
 - Generate and review the building's report in Portfolio Manager
 - Make available to the public on the internet or other publicly accessible format annual summary statistics for each covered property including Energy Use Intensity (EUI), annual greenhouse gas emissions, and an energy performance score where available
 - Submit a screenshot of a webpage on the applying jurisdiction's website where a benchmarking report is posted that includes no less than 24-months of energy use information as described above for municipal buildings. If the jurisdiction does not have a website, the jurisdiction must attest that the report is available upon request.
- Share your municipality's Portfolio Manager account with NYSERDA. Add "NYSERDAcec1" contact in your My Contacts. Share with "view all read only access" permissions to the NYSERDAcec1 contact for all buildings and meters in your Portfolio Manager account. Submit a screenshot on the Sharing Tab of your Portfolio Manager

account which shows an accepted share request with NYSERDAcec1, or comparable information, stating that NYSERDA has accepted the sharing request. Date of completion is when the sharing request was accepted.

Benchmarking – CEC Energy Study Qualification

No Points Awarded; Free Energy Study

Completing an energy study on your municipal building is the first step to building a solid plan for improving energy efficiency. Municipalities that complete this action will be eligible for a free CEC Energy Study for one municipal building. Prepared by consultants working on NYSERDA's behalf, the CEC Energy Study is a comprehensive, fuel-neutral, unbiased evaluation of all potential cost effective low-cost/no-cost and capital improvement upgrades, as well as potential electrification measures using a standardized calculation methodology pre-approved by NYSERDA. The cost of the study will be paid directly by NYSERDA to the third-party vendor. To complete this action, the applicant must have previously been approved for Benchmarking – Advanced Reporting. Connect with your regional CEC coordinator for assistance with the Share Forward process if necessary. Date of completion is when “Share Forward” abilities were provided to NYSERDA.

Submission requirements:

- Enable “Share Forward” abilities to NYSERDA (“NYSERDAcec1”) with all properties in Portfolio Manager and submit a screenshot from Portfolio Manager, or comparable information, stating that NYSERDA has been granted “Share Forward” abilities.
- Submit a screenshot of a webpage on the applying jurisdiction's website where a benchmarking report is posted that includes at least the two, **most recent full calendar years of data** (i.e., 2021 and 2022 if submitting in 2023). If the jurisdiction does not have a website, the jurisdiction must attest that the report is available upon request.
- Submit a completed CEC Energy Study Qualification Submission form (accessed in the Benchmarking toolkit at www.nyserda.ny.gov/cec).

Once the action is approved, NYSERDA will provide further instructions and connection with the auditor. Municipalities are encouraged to use their Municipal Building Scorecard to identify a building with the greatest opportunity for energy and cost savings, which would be an ideal candidate for the energy study. NYSERDA reserves the right to reject buildings nominated by the municipality for the CEC Energy Study.

Benchmarking - Large Private Buildings

1,500 Points (applicable to cities, towns, and villages over 40,000 population)

Submission requirements:

- Submit a copy of an executed local law or ordinance, (template legislation can be accessed in the Benchmarking Private Buildings toolkit at www.nyserda.ny.gov/cec) as described for Municipal Buildings above, but apply the requirements to the owners of commercial and multifamily buildings that are 25,000 square feet or larger. Date of completion is when the legislation was adopted.

Build Ready

100 to 800 points | Applicable to all Municipalities

Description

The Build-Ready Program advances large-scale renewable energy projects on underutilized land, such as brownfields, landfills, former industrial sites, parking lots, and abandoned or existing commercial and industrial sites.

Working with local partners and stakeholders, the Build-Ready Program takes difficult sites and makes them “build-ready” for private renewable energy developers to ultimately construct and operate. The Build-Ready Program carries out the project design, engineering, permitting, and electric grid interconnection activities as well as developing a project host community benefit package. Once a site has reached specific develop milestones, the Build-Ready Program runs a competitive request for proposal to award and transfer the project to a private developer for final design, financing, construction, ownership, and operation and to procure Tier 1 Renewable Energy Certificates (RECs) created through the production of renewable energy from the Build-Ready project.

Additional information regarding the Build-Ready Program can be accessed at <https://www.nyscrda.ny.gov/build-ready>.

These actions must have been completed after December 13, 2023 to earn credit.

Site Nomination

100 Points

Prior to submission, make sure the submission materials include:

- ❑ The municipality must submit proof that a site in their municipality was submitted through the Build Ready program (e.g., a PDF of the nomination form or screenshot). An elected official, local community member, private company, or other interested party nominates a potential Build-Ready site using NYSERDA’s [Large-Scale Renewables “Build-Ready” Site Nomination Form](#). Site eligibility requirements can be found [here](#). Date of completion is when the site was nominated through the online form.

Site Selection

700 Points

Submission requirements:

- ❑ Submit a copy of the signed Memorandum of Understanding (MOU) between the municipality and NYSERDA. The Build-Ready Team has developed a Memorandum of Understanding (“MOU”) to facilitate the study and potential development of a site prior to NYSERDA entering into a lease-option agreement or other formal agreement. The MOU is a non-binding preliminary document that provides for information-sharing and states that, if preliminary analysis indicates that a site is suitable for development under the Program, the parties will negotiate in good faith to enter into mutually agreeable site-control documents such as a lease-option agreement. Date of completion is when the MOU was executed.

Renewable Energy

300 – 4,600 Points | Applicable to all Municipalities

Description

A municipality's decision to subscribe to clean Community Distributed Generation (CDG), and/or host or own clean distributed energy resources, like solar, hydro, wind, or battery energy storage, highlights its role as a leader in addressing climate change and protecting the environment.

Municipalities can receive points in the CEC program by subscribing municipal accounts to clean CDG (e.g., community solar), and/or hosting or installing clean distributed energy resources on municipal property.

As the CEC program strives to guide municipalities towards decarbonization and recognize their efforts, municipalities can gain additional points as they complete new actions over time. Municipalities can choose to complete any or all of the actions below.

CDG Subscription

300 points

Municipalities may subscribe to one or more clean CDG projects to receive utility bill discounts, saving money for the municipality. In addition, by municipalities entering into agreements to purchase energy as an “anchor” off taker, they may make it easier to develop CDG projects that benefit residents as well. This action encourages municipalities to serve as that anchor to enable more New Yorkers to benefit from CDG. Date of completion is when the CDG project began generating electricity.

Submission requirements:

- Submit a bill from the utility or CDG host demonstrating an active municipal subscription to a CDG project.
- Submit a completed Renewable Energy Certification Form (accessed in the Renewable Energy toolkit at www.nyserda.ny.gov/cec) showing the municipal electric load that is subscribed to CDG, including signing the certification that the applying municipality has **NOT** already received points for municipal CDG subscriptions through the Clean Energy Upgrades action in a previous round of the Clean Energy Communities program.

Host Clean Energy Generation Installation on Municipal Property

400-1,500 points

Finding suitable sites is one of the main barriers to siting solar, wind, or hydro. By allowing third-party owners to install clean energy installations on municipal rooftops, parking lots, landfills, or other sites, municipalities can address one of the key barriers to the clean energy transition. Municipalities can then take advantage of the installations through Power Purchase Agreements and/or CDG subscriptions. In addition, this action allows municipalities to host clean CDG projects, which provide utility bill discounts to local residents including low-income households. Eligible technologies for this action include solar, wind and hydro. The tiers and associated points for this action are cumulative and based on tier level accomplishment and must be submitted consecutively based on tier level of achievement. This action is not applicable to installations that the municipality owns (see Clean Energy Generation Installation Owned by Municipality to earn credit for municipality-owned installations). Date of completion is when the clean energy installation(s) started producing electricity. Municipalities that host a clean energy installation that started producing electricity on or after January 26, 2021 will be eligible for this action.

Host Clean Energy Generation Installation on Municipal Property		
Tier Number	Total Project(s) Size	Points
Tier 1	5 kW - 49.9 kW DC	400
Tier 2	50 kW - 99.99 kW DC	+ 500 Additional Points
Tier 3	100 kW DC or more	+ 600 Additional Points

Submission requirements for any of the above:

- Submit a completed Renewable Energy Certification Form (accessed in the Renewable Energy toolkit at www.nyserda.ny.gov/cec) showing the location of the installation(s), the total size, and that the site(s) is currently producing electricity.
- Submit a copy of the hosting agreement or a screenshot of an incentive approval in the NY-SUN Program.

Clean Energy Generation Installation Owned by Municipality

600-2,100 points

With the recent passage of the Inflation Reduction Act, municipalities are now eligible for “Elective Pay,” which allows them to receive tax credits even though municipalities don’t pay federal income taxes, a positive change from prior tax rules. By owning a clean energy installation, municipalities may now receive all the financial benefits from the installation and can help more of the financial benefits stay local. The tiers and associated points for this action are cumulative and based on tier level accomplishment and must be submitted consecutively based on tier level of achievement. Date of completion is when the clean energy installation(s) started producing electricity. Municipalities that own a clean energy installation that started producing electricity on or after January 26, 2021 will be eligible for this action.

Own Clean Energy Generation Installation		
Tier Number	Total Project(s) Size	Points
Tier 1	5 kW - 49.9 kW DC	600
Tier 2	50 kW - 99.99 kW DC	+ 700 Additional Points
Tier 3	100 kW DC or more	+ 800 Additional Points

Submission requirements for any of the above:

- Submit a completed Renewable Energy Certification Form (accessed in the Renewable Energy toolkit at www.nyserda.ny.gov/cec) showing the location of the installation(s), municipal ownership of installations, the total size corresponding to the requested points in the table above, and that the installation is currently producing electricity.
- Submit the application number or a screenshot of an incentive approval in the NY-SUN Program. Or, if the project did not go through the NY-SUN Program, please submit an explanation on municipal letterhead for not applying to NY-SUN along with paid invoice and photographs of the completed project.

100% Renewable Electricity

700 points

A local government's decision to purchase renewable energy for its electricity needs highlights its role as a leader in addressing climate change and protecting the environment.

Submission requirements:

- Submit a completed 100% Renewable Electricity Certification Form (accessed in the 100% Renewable Electricity toolkit at www.nyserda.ny.gov/cec) or comparable information. Requested information includes the average annual load of all municipal electricity accounts and the percentage of the load that will be matched with New York renewable energy certificates (RECs) that are retired in a New York State Generation Attribute Tracking System (NYGATS). RECs generated by state-owned resources including New York Power Authority-owned facilities do not qualify. RECs must be produced in the same calendar year as the electricity consumption. To earn credit for this action, the electricity consumption must occur in 2021 and later.
- Date of completion for this action is defined as the date after January 26, 2021 when the renewable energy is delivered.

Clean Energy Upgrades and Municipal Building Demonstration

100 – 4,100 points | Applicable to all Municipalities

Description

As municipalities reduce their GHG emissions, conducting retrofits and upgrades to reduce GHG emissions in existing buildings is a critical step. Additionally, municipalities that go further and convert existing buildings or new municipal facilities to use heat pumps and/or to be zero emissions inspires the municipality to decarbonize. This action will give municipalities credit for converting and retrofitting a municipal building, installing energy efficient technology, and implementing energy efficiency operations strategies.

Each project component of the upgrades must have been substantially completed after August 1, 2016. Date of completion for these actions is the date the clean energy upgrades or net-zero demonstration achieved substantial completion, and/or the date that ground- and/or air-source heat pump systems become operational as the building’s primary heating and cooling systems, and/or the date that the pool heat pump became operational as the pool’s primary heating system.

Clean Energy Upgrades

500-1,000 points

For this category, municipalities must submit documentation that demonstrates a minimum percent reduction in emissions for all municipally owned or occupied buildings 1,000 square feet and larger. The tiers and associated points for this action are cumulative and based on tier level accomplishment and must be submitted consecutively based on tier level of achievement. Each project component of the upgrades must be substantially completed after August 1, 2016.

Clean Energy Upgrades			
Tier Number	% Reduction	Points	Prequalification
Tier 1	10% reduction	500	If you received points through a previous CEC PON for a 10% reduction, you are not eligible.
Tier 2	15% reduction (an additional 5% from the previous tier)	+ 200 Additional	Must have already received approval for the 10% reduction tier.
Tier 3	20% reduction (an additional 5% from the previous tier)	+ 300 Additional	Must have already received approval for the 10% and 15% reduction tiers.

Submission requirements for any of the above:

- Submit an ENERGY STAR® Portfolio Manager® benchmarking report including energy use information for each municipal building that is owned or occupied by the applying jurisdiction that is 1,000 square feet or larger. The report shall include each building’s energy use intensity (EUI) and annual greenhouse gas emissions. The report should cover at least 12 months of energy use of the portfolio from the year(s) prior to the commencement date of the upgrades as the baseline.
- Share read-only access to the applicant’s Portfolio Manager account with NYSERDA and submit an email from Portfolio Manager or screenshot of the Portfolio Manager Sharing Page, or comparable information, stating that NYSERDA has accepted the sharing request.

- ❑ Submit succinct and relevant documentation that demonstrates a minimum 10 percent reduction in greenhouse gas emissions against the baseline with projects that are substantially complete by the date of submission. The documentation may include 1) an ASHRAE Energy Audit, 2) an approved pre-and-post engineering study that identifies implemented Energy Conservation Measures, 3) an executed contract or agreement with an energy efficiency contractor, or 4) comparable information.
- ❑ Submit a complete Clean Energy Upgrades Certification Form, available in the Clean Energy Upgrades toolkit at www.nyserda.ny.gov/cec. Information required in the certification form includes, but is not limited to, specific equipment or infrastructure upgrades and estimated energy savings of implemented measures, as well as a certification that your municipality has completed the pre-qualifications as noted above.

Greenhouse gas emission reductions must be achieved by building energy efficiency improvements and cannot be achieved by the installation or subscriptions of renewable energy. Renewable energy projects including solar, community distributed generation (CDG), wind, hydro, or battery energy storage should be submitted under the Clean Energy Engagement action.

Municipal Building Demonstrations: Clean Heating and Cooling

700-1,700 points

Currently, fossil-fuel based thermal energy – primarily natural gas, propane and fuel oil – is the main energy source for space heating and domestic hot water in the residential and commercial sectors. It is responsible for about one-third of New York’s energy-related greenhouse gas emissions. Clean heating and cooling technologies such as ground- and air-source heat pumps provide environmental benefits, energy bill savings, increased comfort levels and health benefits compared to conventional heating and cooling technologies. Municipalities can lead by example by installing clean heat technology and play an important role in encouraging adoption of ground- and air-source heat pump systems. This action is designed to demonstrate the benefits of clean heating and cooling technologies.

Municipalities may earn credit for the Municipal Building Demonstrations: Clean Heating and Cooling 1,000-14,999 Square Feet action and the Municipal Building Demonstrations: Clean Heating and Cooling 15,000 Square Feet and Above action, if submitting for clean heating and cooling installations at separate buildings. However, municipalities may not earn credit for a clean heating and cooling installation that previously was approved through the Clean Heating and Cooling Demonstration action as part of the CEC Leadership Round. The tiers and associated points for this action are cumulative and based on tier level accomplishment and must be submitted consecutively based on tier level of achievement.

Municipal Building Demonstration: Clean Heating and Cooling		
Tier Number	Building Square Footage	Points
Tier 1	1,000-14,999 Square Feet	700
Tier 2	15,000 Square Feet and Above	1,000

Submission requirements for any of the above:

- ❑ Submit a completed Municipal Building Demonstration Certification Form (available in the Municipal Building Demonstration toolkit at www.nyserda.ny.gov/cec) confirming that at least one municipal building owned and operated by the applicant has been recently converted or built to use clean heating and cooling as its primary source (providing heating and cooling for 75% or greater of the building’s heating load). This includes signing the certification that the applicant is submitting for a clean heating and cooling installation at a building that did not already earn credit through the Clean Heating and Cooling Demonstration action as part of the CEC Leadership Round. Applicants may receive credit for clean heating and cooling actions if submitting for a clean heating and cooling installation at a municipal building that was not previously awarded credit. Eligible building(s) must:
 - Meet the square footage of the requested points amount in the table tier above
 - Be open to the public all year long.
 - Date of completion for this action is defined as the date that ground- and/or air-source heat pump systems become operational as the building’s primary heating and cooling systems. This date must be after August 1, 2016 to earn credit for this action.
- ❑ Submit at least one photograph of an educational kiosk, display, and/or materials intended to educate municipal staff and the public about beneficial electrification.

Municipal Building Demonstrations: Net Zero

500-1,300 points

As municipalities reduce their GHG emissions through various strategies, developing and retrofitting zero emissions buildings are a critical step to reducing overall GHG emissions. This type of project also inspires the municipality to decarbonize. This action will give municipalities credit for building or retrofitting a municipal building to be zero emissions through renewable energy technology installation, energy efficient technology installation, and implementation of energy efficiency operations strategies.

Please note that municipalities can also earn credit for the Municipal Building Demonstration: Net Zero action(s), the Municipal Building Demonstration: Clean Heating and Cooling action(s), Clean Energy Upgrades, and/or the Own Clean Energy Installation action(s), if all are applicable to a net zero building. The tiers and associated points for this action are cumulative and based on tier level accomplishment and must be submitted consecutively based on tier level of achievement.

Municipal Building Demonstration: Net Zero Building Size		
Tier Number	Building Square Footage	Points
Tier 1	1,000-14,999 Square Feet	500
Tier 2	15,000 Square Feet and Above	800

Submission requirements for any of the above:

- ❑ Submit a completed Municipal Building Demonstration Certification Form (see: Municipal Building Demonstration Toolkit) confirming that at least one municipal building owned and operated by the applying

jurisdiction has been recently converted to use clean heating and cooling as its primary source or built to be net zero emissions. Eligible building(s) must:

- Meet the square footage of the requested points amount in the table tier above
 - Be open to the public all year long.
 - Date of completion for this action is defined as the date that the building began operating as net zero. This date must be after August 1, 2016 to earn credit for this action.
- At least one photograph of the educational kiosk, display, and/or materials intended to educate municipal staff and the public about the benefits of a net zero building.

Municipal Building Demonstration: Pool Heat Pump

100 points

Converting a municipal pool to use a heat pump pool heater or building a new pool using a heat pump pool heater can be a strategy to reduce emissions and reduce costs.

Submission requirements:

- Submit a completed Municipal Building Demonstration Certification Form (see: Municipal Building Demonstration Toolkit) confirming that at least one municipal pool owned and operated by the applying jurisdiction has been recently converted to use a heat pump pool heater or a new pool has been built to use a heat pump pool heater. Date of completion for this action is defined as the date that the pool began being heated by a pool heat pump. This date must be after December 13, 2023 to earn credit for this action.
- At least one photograph of the installation and an educational kiosk, display, and/or materials intended to educate municipal staff and the public about beneficial electrification.

LED Streetlights

200 – 900 Points | Applicable to All Municipalities

Description

By replacing conventional streetlights, municipalities can reduce street light energy use by as much as 65 percent, generating cost savings and emission reductions. In addition, street light projects can contribute to creating a well-lit, safer, and more attractive municipality. LED streetlights last up to 100,000 hours and require much less maintenance than conventional streetlights. The opportunity to incorporate smart, connected technology such as dimming functions and parking management offers potential for additional energy savings benefits. Even those municipalities that do not own their own streetlights have options for converting streetlights in their jurisdiction to LED.

50% Conversion of Cobra Head Streetlights

700 points

Submission requirements:

- Submit a completed LED Street Light Certification Form (accessed in the LED Streetlights toolkit at www.nyserda.ny.gov/cec) or comparable information demonstrating a minimum of 50% of all municipal and utility-owned cobra-head-style streetlights have been converted to LED. This documentation should include the number of streetlights converted, including the proportion of converted cobra-head streetlights to total cobra-head streetlights. Date of completion is the date on which fifty (50) percent of the streetlights or, for those municipalities with less than 20 streetlights, 10 fixtures were converted to LED. A minimum of 10 fixtures per jurisdiction must be converted to LED to qualify.

50% Conversion of Decorative Streetlights

200 points

Submission requirements:

- Submit a completed LED Street Light Certification Form (accessed in the LED Streetlights toolkit at www.nyserda.ny.gov/cec) or comparable information demonstrating that a minimum of 50% of all municipal and utility-owned decorative-style streetlights have been converted to LED. This documentation should include the number of streetlights converted, including the proportion of converted decorative streetlights to total decorative streetlights. Date of completion is the date on which fifty (50) percent of the streetlights or, for those municipalities with less than 20 streetlights, 10 fixtures were converted to LED. A minimum of 10 fixtures per jurisdiction must be converted to LED to qualify.

Thermal Energy Networks

500-1,000 points | Applicable to All Municipalities

Description

A thermal energy network uses a network of pipes to connect multiple buildings together, often including a large anchor off-taker (e.g., college/university, hospital), and to thermal sources and sinks, such as geothermal, surface water, waste heat, and the air, to provide space heating cooling and domestic hot water. This technology is an effective way for municipalities to reduce greenhouse gas emissions.

Thermal Energy Network: Study

500 Points

Points will be awarded to municipalities for Thermal Energy Network feasibility studies funded through NYSERDA's FlexTech Program for which the municipality provided significant resources or facilitation of the study. Applications to FlexTech must be submitted after December 13, 2023 to be eligible for points. Date of completion is when the Thermal Energy Network Study was completed through NYSERDA's FlexTech program.

Submission requirements:

- Submit the Thermal Energy Network study completed through NYSERDA's FlexTech program.

AND

- Submit documentation that indicates the municipality contributed at least \$5,000 of funding to the study.

OR

- Submit a Thermal Energy Network Certification Form, (accessed in the Thermal Energy Network toolkit at www.nyserra.ny.gov/cec), showing a list of facilities/buildings included in the study along with their square footage and documenting at least 40 hours of staff time spent by activity to provide proof that the municipality supports the study.

Thermal Energy Network: RFP

500 Points

Issuing a Request for Proposal (RFP) is one of the first critical steps to developing a Thermal Energy Network. Date of completion is when the RFP is released. The RFP must be released after December 13, 2023 to earn credit for this action.

Submission requirements:

- Submit a publicly posted RFP that includes detailed information on the specific scope of the project. The project must be within the municipality applying for CEC credit. The RFP must include the following components:
 - A list of buildings to include in the Thermal Energy Network.
 - The RFP should be issued in a way that doesn't lock the municipality or its partners into a specific design, business model, or ownership structure.
 - The RFP must include design and/or construction. It may also include a study, but an RFP for a study alone is not eligible for this action. If a study is part of the RFP scope, the study must meet NYSERDA's FlexTech program requirements.

2. Community Engagement and Training Category

Community Campaigns

200 to 3,800 points | Action Grant Eligible | Applicable to all Municipalities

Description

Community-scale campaigns can be an effective way during project implementation to encourage adoption of new, innovative technologies to generate value and savings for consumers while advancing state and local clean energy goals. Campaigns are typically short-term, local efforts that bring together groups of potential customers through widespread outreach and education. Well-organized campaigns are a great way to be active and visible in the community. Campaigns will primarily be initiated and supported by the municipality however, they can also be supported by local volunteers and other parties.

Municipalities that have completed Community Campaigns for Tiers (previously referred to as Achievement Level) 2 or 3 in any of the categories below must submit projects, subscriptions, or purchases that have been completed after June 1, 2023. Municipalities that have previously received a Community Campaign Tier 1 award are not eligible for an additional Tier 1 award.

Municipalities may complete any of the following campaign types, but no more than one campaign per campaign type Tier, to earn credit for this action. While a single campaign may cover more than one technology, municipalities should submit documentation separately under each campaign type. The tiers and associated points for this action are cumulative and based on tier level accomplishment and must be submitted consecutively based on tier level of achievement.

NYSERDA strongly encourages partnerships with Regional Clean Energy Hubs on campaigns.

To earn credit for this action, each campaign must complete the following steps:

Step 1 – During the planning phase of the campaign, the applying jurisdiction must submit a completed NYSERDA Scoping Document. NYSERDA will then review the scoping document and provide notification by email if the campaign may proceed.

- Submit a completed Community Campaigns Scoping Document which is available in the Community Campaigns toolkit at www.nyserderda.ny.gov/cec.

Step 2 – Once the campaign is complete, the applying jurisdiction must submit the following:

- Submit documentation to demonstrate direct municipal participation in a campaign. Documentation should be dated and include the name of the applying jurisdiction, and may consist of one or more of the following: a press release, a flyer from an event hosted by the jurisdiction, a website screenshot, a local press article, a certified resolution, or comparable information. Date of completion is when the scoping document is submitted.
- Submit a completed Community Campaigns Certification Form which is available in the Community Campaigns toolkit at www.nyserderda.ny.gov/cec.
 - Customers/participants must reside within the boundaries of the applying jurisdiction.
 - Date of completion for this action is defined as the date on which NYSERDA approved the scoping document.

Community Campaign for Community Solar

200-1,000 points

Commonly referred to as Community Solar, Community Distributed Generation (CDG) is a renewable energy project that will typically offer guaranteed cost savings to subscribers. The municipality enters partnerships with regional CDG projects and promotes Community Solar subscriptions to its constituents. CDG projects may include solar, wind, or hydro facilities. For the purpose of this High Impact Action, the municipality itself may not be considered a customer, CDG subscription related to the applying jurisdiction's municipal electric accounts are not eligible to be counted. Community Solar providers must be listed on the NYS Power to Choose Distributed Energy Resources (DER) list at <http://documents.dps.ny.gov/PTC/der>.

Tier 1 – 200 Points		
Municipality Size by Population	Required Number of Campaign Participants	Action Grant Amount
Large (40,000+)	25	\$15,000
Small/Medium (0-39,999)	10	\$5,000

Tier 2 – Additional 300 Points		
Municipality Size by Population	Required Number of Campaign Participants	Action Grant Amount
Large (40,000+)	100 (125 total participants)	\$30,000
Small/Medium (0-39,999)	50 (60 total participants)	\$10,000

Tier 3 – Additional 500 Points		
Municipality Size by Population	Required Number of Campaign Participants	Action Grant Amount
Large (40,000+)	250 (375 total participants)	\$60,000
Small/Medium (0-39,999)	100 (160 total participants)	\$20,000

Community Campaign for Electric Vehicles (EVs)

200-1,000 points

Electric vehicles can provide a substantial reduction of greenhouse gas emissions. The municipality along with partner organizations and volunteers initiate and develop partnerships with car dealerships, platform providers, and/or other EV industry partners to offer local residents and businesses a variety of makes and models of electric vehicles. The offer may be promoted through ride and drive events and other outreach efforts. Vehicles must be new and purchased to qualify. Municipalities can use the Electric Vehicle Registration Map to track electric vehicle registrations in their community <https://data.ny.gov/Transportation/Vehicle-Snowmobile-and-Boat-Registrations/w4pv-hbkt/explore>. For

the purposes of this High Impact Action, the municipality may not be counted as a customer; EVs purchased by the applying jurisdiction are not eligible to be counted. Municipalities interested in purchasing EVs should refer to Transportation HIAs.

Tier 1 – 200 Points		
Municipality Size by Population	Required Number of Campaign Participants	Action Grant Amount
Large (40,000+)	10	\$15,000
Small/Medium (0-39,999)	5	\$5,000

Tier 2 – Additional 300 Points		
Municipality Size by Population	Required Number of Campaign Participants	Action Grant Amount
Large (40,000+)	50 (60 total participants)	\$25,000
Small/Medium (0-39,999)	15 (20 total participants)	\$7,500

Tier 3 – Additional 500 Points		
Municipality Size by Population	Required Number of Campaign Participants	Action Grant Amount
Large (40,000+)	100 (160 total participants)	\$40,000
Small/Medium (0-39,999)	50 (70 total participants)	\$15,000

Community Campaign for Clean Heating and Cooling

500-1,800 points

The aim of Clean Heating and Cooling is to efficiently use electrical energy to replace other forms of energy such as fossil fuels. The municipality along with partner organizations can help educate residents in the region. NYSERDA strongly encourages partnerships with Regional Clean Energy Hubs on Clean Heating and Cooling campaigns. The municipality can organize a structured campaign to encourage the adoption of clean heating and cooling technologies (e.g., ground- and air- source heat pump systems and heat pump water heaters) to heat and cool homes, businesses, and community institutions. Campaign project submittals must be clean heating or cooling technologies. For the purpose of this High Impact Action item, the municipality may not be considered a customer; installations in the applying jurisdiction’s municipal buildings are not eligible to be counted.

Tier 1 – 500 Points		
Municipality Size by Population	Required Number of Campaign Participants	Action Grant Amount
Large (40,000+)	10	\$15,000
Small/Medium (0-39,999)	5	\$5,000

Tier 2 – Additional 600 Points		
Municipality Size by Population	Required Number of Campaign Participants	Action Grant Amount
Large (40,000+)	20 (30 total participants)	\$30,000
Small/Medium (0-39,999)	10 (15 total participants)	\$10,000

Tier 3 – Additional 700 Points		
Municipality Size by Population	Required Number of Campaign Participants	Action Grant Amount
Large (40,000+)	30 (60 total participants)	\$60,000
Small/Medium (0-39,999)	15 (30 total participants)	\$20,000

County Hosted Trainings

300 to 1,200 points | Applicable only to County Governments

Description

County Governments are uniquely positioned to convene and support municipalities to advance local action on clean energy. The County Hosted Trainings high-impact action is designed to help municipalities understand how to manage responsible clean energy development in their communities.

Trainings must be hosted by the county in coordination with NYSERDA CEC Coordinators. The municipality must provide NYSERDA a minimum of four (4) weeks lead time prior to the requested training. For the training to qualify, municipal staff members, elected officials, or members of an official municipal board or committee representing at least 35 percent of the municipalities in the county must attend. Trainers will be provided by NYSERDA and may be available on a limited basis. Email cleanenergyhelp@nyserda.ny.gov to schedule trainings. The host county is responsible for logistics including coordinating with NYSERDA to schedule the training, publicizing, and promoting the training, and tracking attendance. Each county will have the opportunity to host each course once. If the attendance threshold is not met, the county may document their municipalities' attendance at a course hosted by another entity, including other counties. However, the county seeking credit for their municipalities' attendance is responsible for seeking out those alternate training opportunities, gathering documentation demonstrating attendance, compiling documentation, and submitting to NYSERDA. NYSERDA will not schedule a second session of the same course for the same county. Counties may choose to reschedule sessions by notifying NYSERDA at least three business days prior to the anticipated training sessions. If there are extenuating circumstances that prevent a scheduled course from occurring with fewer than three days' notice, NYSERDA, at its sole discretion, may allow the county to schedule a make-up session. Date of completion is the date the training(s) was held.

The host county representative must be involved as a partner in the presentation by providing an introduction explaining why the topic is necessary and important in the county and helping with Q&A. Trainings may be virtual or in-person. County governments may also coordinate with municipalities to determine whether continuing education credit for Planning Board and Zoning Board of Appeal may be available. Where indicated below, Building Safety Inspectors and Code Enforcement Officials are eligible for in-service credits from the NYS Department of State, Division of Building Standards and Codes.

County Hosted Training Type	Description	Points
Overview of Model Solar Energy Law	Provides an in-depth review of the customizable template zoning law contained in NYSERDA’s Solar Guidebook for Local Governments. Municipal board members, code enforcement officials, and staff are encouraged to attend.	300
Overview of Model Battery Energy Storage System Law	Provides an in-depth review of the customizable template zoning law contained in NYSERDA’s Battery Energy Storage System Guidebook for Local Governments. Municipal board members, code enforcement officials, and staff are encouraged to attend.	300
Clean Energy and Your Comprehensive Plan	Offers an introduction to best practices and strategies for incorporating clean energy goals and objectives into a new or updated municipal comprehensive plan. Municipal board members, planning staff, and comprehensive plan committee members are encouraged to attend.	300
Solar PV Permitting and Inspecting	Offers an in-depth review of permitting and inspecting solar energy systems in New York State from start to finish; topics covered include the NYS Unified Solar Permit and various components of the NYS Uniform Fire Prevention and Building Code. Code enforcement and building officials are encouraged to attend. (Approved for 2-hours of In-Service training credit.)	300

Submission requirements for any of the above:

- Submit a completed County Hosted Trainings Certification Form (accessed in the County Hosted Trainings toolkit at www.nyserda.ny.gov/cec) including a list with the name and date of the training, and attendee information – including name, title, email or phone number, and associated municipality – to demonstrate the requirements of this action have been met. A toolkit of resources is available at www.nyserda.ny.gov/cec.

Energy Code Enforcement Training

300 points | Applicable if the municipality enforces the Energy Code for private buildings

Description

The Energy Code is a minimum building standard for energy efficiency, applicable to new construction and renovation of commercial and residential buildings in New York State. The Energy Code is a complex document and one of nine building codes in New York State, making implementation and enforcement complex and time consuming. Since buildings represent roughly 60% of New York's total energy consumption, there is significant opportunity for energy savings through improved Energy Code compliance.

Submission requirements:

- At least one code official must complete a NYSERDA-approved Clean Energy Communities Energy Code Enforcement Training series including both residential and commercial workshops. Municipalities whose code official(s) completed Energy Code Enforcement Training prior to January 26, 2021 must retake the training to earn points for this action. Trainings are available on a limited basis.
- Submit a copy of the notification of completion email to earn credit for this action.

Date of completion for this action is defined as the date of the notification of completion email. For more information, please reach out to your CEC Coordinator or visit www.nysesda.ny.gov/cec.

3. Legislation and Regulation

Climate Smart Communities Certification

800 to 1,400 points | Applicable to all Municipalities

Description

The New York State Department of Environmental Conservation's (NYS DEC) Climate Smart Communities Certification (CSC) program provides municipalities with a robust framework to guide their climate action and celebrates the leadership of high-performing municipalities. Designed around the CSC pledge elements, the certification program awards points for actions that reduce greenhouse gas emissions and build community resilience to climate change.

CSC Certification Level	Points
Bronze CSC Certification	800
Silver CSC Certification	+ 600 Additional

Submission requirements for any of the above:

- Submit a screenshot of the www.climatesmart.ny.gov website, email notification from NYS DEC, or comparable information, that demonstrates the applying jurisdiction has been listed as a Bronze or Silver Certified Climate Smart Community. (Please note that Silver CSC Certified communities are eligible to earn credit for both Bronze Certification and Silver Certification. **Please submit for each separately to earn 1,400 points total.**) The date of completion is the date on which NYS DEC provides notification to the municipality regarding its achievement of the applicable certification level. The certification level must be current at the time of application.

Community Choice Aggregation

500 to 2,000 points | Applicable to eligible Cities, Towns and Villages

Description

Community Choice Aggregation (CCA) allows municipalities to choose where their community's energy comes from. CCA is a municipal energy procurement model that replaces the utility as the default supplier of energy for virtually all homes and small businesses within the jurisdiction. CCA puts control of energy supply decision making in local hands. By pooling demand, municipalities can aggregate the volume necessary to negotiate competitive rates with private suppliers and are able to choose cleaner energy. A CCA can allow whole communities to participate in the clean energy economy by ensuring that a greater percentage of electricity is coming from renewable sources.

As the CEC program strives to guide communities towards decarbonization and recognize their efforts, municipalities can reapply and gain points as they attain new percentages over time.

Community Choice Aggregation (CCA)

CCA greater than or equal to 50% and less than 100% Renewable Default Supply Mix with 100% Opt-up Option

500 points

Submission requirements:

- ❑ Submit a copy of the approval letter from the New York State Department of Public Service (DPS) naming the applying jurisdiction as authorized to move forward with CCA, or submit a copy of adopted legislation authorizing the municipality's participation in an opt-out CCA program.
- ❑ Submit a copy of an executed and current electric service agreement between the applying jurisdiction and an Energy Services Company (ESCO) to supply electricity to participating CCA customers on an **opt-out basis that is a default \geq 50% renewable clean energy product mix, as well as an opt-up option for 100% renewable energy**, or comparable information. The ESCO electric service agreement or comparable information should indicate that the ESCO will retire renewable energy certificates (RECs) on behalf of the municipality in a New York State Generation Attribute Tracking System (NYGATS) Account (with reports on such retirements to the municipality) in a manner that is compliant with the environmental attributes and delivery rules of the New York Public Service Commission Environmental Disclosure Program. The electrical energy associated with the renewable energy certificates must be consumed by retail customers in New York State.

Municipalities are eligible for this action if they signed a contract on or after January 1, 2023. Municipalities that were approved by NYSERDA for the CCA high-impact action prior to December 13, 2023 must resubmit to earn points for this action if the municipality signs a new contract. Date of completion is the date on which the electric service agreement or addendum was fully executed.

CCA 100% Renewable Default Supply Mix

1,500 points

Submission requirements:

- ❑ Submit a copy of the approval letter from the New York State Department of Public Service (DPS) naming the applying jurisdiction as authorized to move forward with CCA, or submit a copy of adopted legislation authorizing the municipality’s participation in an opt-out CCA program.
- ❑ Submit a copy of an executed and current electric service agreement between the applying jurisdiction and an Energy Services Company (ESCO) to supply electricity to participating CCA customers on an **opt-out basis that is a default 100% renewable clean energy product mix**, or comparable information. The ESCO electric service agreement, or comparable information, should indicate that the ESCO will retire renewable energy certificates (RECs) on behalf of the municipality in a New York State Generation Attribute Tracking System (NYGATS) Account (with reports on such retirements to the municipality) in a manner that is compliant with the environmental attributes and delivery rules of the New York Public Service Commission Environmental Disclosure Program. The electrical energy associated with the renewable energy certificates must be consumed at retail in New York State.

Municipalities are eligible for this action if they signed a contract on or after January 1, 2023. Municipalities that were approved by NYSERDA for the CCA high-impact action prior to December 13, 2023 must resubmit to earn points for this action if the municipality signs a new contract. Date of completion is the date on which the electric service agreement or addendum was fully executed. (Please note that municipalities who have completed a 100% Renewable Default Supply Mix CCA are eligible to earn credit for both CCA greater than 50% but less than 100% Default Supply Mix with 100% Opt-up Option and CCA 100% Renewable Default Supply Mix. **Please submit for each separately to earn 2,000 points total.**)

Green Financing

200 to 1,000 points | C-PACE Applicable to counties and cities outside Westchester County; cities and towns in Westchester County. NY-Green Bank financing is applicable to all municipalities.

Description

C-PACE (Property Assessed Clean Energy), also known as Commercial PACE (C-PACE) Financing, is a program adopted by an eligible municipality that allows commercial or non-profit property owners to pay back the cost of clean energy upgrades to their property over a term that can go as long as 20-30 years and is secured through a benefit assessment lien on the improved property. C-PACE enables eligible non-profit or commercially-owned buildings in New York State to secure private funds to tackle significant energy upgrades and renewable energy projects in existing building and new construction. C-PACE is available in NYS through the Energy Improvement Corporation (EIC), a non-profit, local development corporation designated as C-PACE administrator across NYS, except for the City of New York, and through New York City Energy Efficiency Corporation (NYCEEC), the City of New York's designated administrator of the NYC Accelerator PACE Financing program. Both administrators are in charge of ensuring C-PACE Financing conforms with the enabling legislation and NYSERDA C-PACE guidelines.

NY Green Bank (NYGB) is a New York State-sponsored investment fund at NYSERDA dedicated to filling financing gaps in clean energy and sustainable infrastructure markets. Its investments contribute to greenhouse gas emissions reductions, energy efficiency, clean energy generation, and the mobilization of private capital in key market sectors. As a State investment fund that collaborates with private investors, NY Green Bank plays a unique role in New York's transition to a green economy, which was written into law under the Climate Leadership and Community Protection Act (Climate Act). NY Green Bank uses public capital to mobilize private investment into underserved green sectors, filling market gaps and advancing public climate targets, with the goal of enabling private investors to expand their sustainable infrastructure portfolios in a meaningful way. NYGB is able to provide \$5-50 million in financing for projects that are located in or serving the jurisdiction of the municipality.

Municipalities may partner with clean energy and sustainable infrastructure project developers to encourage them to apply for C-PACE or NYGB financing when traditional lenders are not available to support their projects. The goal is to encourage project developers, with the help of municipal support, to apply directly for market-rate financing through C-PACE or NYGB to promote the development of clean energy projects. Municipalities will be recognized for bringing **eligible** projects through C-PACE or NYGB that lead to a successfully closed transaction.

For purposes of this category, municipalities must demonstrate completion of the Green Financing action by completing one or more of the below three options:

Open C-PACE Authorization

200 points

Submission requirements:

- Submit proof of the applying jurisdiction having authorized the C-PACE. Authorization requires adoption of a local law and signing a municipal agreement with the C-PACE Administrator.

Complete Open C-PACE Project

400 points

Submission requirements:

- Submit documentation closing of one or more C-PACE projects located in the jurisdiction, or comparable information. To be eligible, the jurisdiction must complete the *PACE Financing – C-PACE Authorization* action. Date of completion is date of the first finance closing.
- Submit proof of community outreach regarding C-PACE financing prior to the loan closing. This could include a screenshot or webpage, social media posts, flyers, etc.

NY Green Bank Project Closing

400 points

Submission requirements:

- Submit screenshot of social media/news posts uploaded to the municipality’s website promoting NYGB financing opportunities.
- Submit proof of outreach to developers regarding NY Green Bank Financing programs prior to the loan closing. This shall include email blasts or flyers addressed to the developer or a targeted email correspondence to the developer. It is expected that the municipality will also maintain continuous contact with the developer through the financing approval process.
- Submit the relevant NY Green Bank Transaction Profile PDF (accessed <https://greenbank.ny.gov/Our-Impact/Portfolio>) demonstrating that one of the targeted developers achieved closing of one or more NY Green Bank projects located in the applying municipality’s jurisdiction. The submitted documentation must include the date of the finance closing, which is the date of completion for this action.

4. Transportation and Landscaping

Clean Fleets – Electric Vehicles and Charging Stations

200 to 6,700 points | Applicable to all Municipalities

Description

Clean Fleets is an effort by municipalities to invest in electric vehicles and infrastructure while increasing opportunities for constituents to access electric vehicle charging stations. Compared to gasoline-powered cars, Electric Vehicles (EVs) are more energy efficient and cost about 50 to 70% less to operate per mile. EVs reduce greenhouse gas emissions and pollutants that cause smog and acid rain.

Complete one or more of the following to earn credit for the Clean Fleets - Electric Vehicles and Charging Stations actions. Point eligibility based on vehicle type and category will be determined by NYSERDA. Municipalities are eligible for the High Impact Actions below even if they previously submitted for a clean fleets action in a previous CEC PON.

Electric Vehicles

Submission requirements for electric vehicles are listed at the end of this section.

Light-Duty Electric Vehicles (Class-1-2)

300-1,500 Points

Municipalities that implement a battery electric class 1-2 vehicle in the municipal fleet are eligible for this action. A battery electric vehicle is an all-electric vehicle. Vehicles must be new and manufactured for use primarily on public streets, roads, and highways and have a speed capability of at least fifty-five miles per hour. The vehicle(s) must be active at the time of submittal. Date of completion is when the equipment was put into service. All vehicles must be purchased after January 26, 2021. For Tier 2 and Tier 3, at least 1 vehicle in each submittal must be purchased after December 13, 2023. The tiers and associated points for this action are cumulative and based on tier level accomplishment and must be submitted consecutively based on tier level of achievement. Municipalities that already earned credit for the Clean Fleets – Light/Medium Duty EV action in the CEC Leadership Round are not eligible to resubmit for the Light-Duty Electric Vehicles Tier 1 action. Please include the total number of EVs required for the tier you are submitting for, as explained in the table below, including previously submitted vehicles.

Light-Duty Electric Vehicles		
Tier Number	Total Deployment	Points
Tier 1	1	300
Tier 2	At least 2 additional vehicles to tier 1 (3 vehicles total).	+ 500 Additional
Tier 3	At least 3 additional vehicles to tier 2 (6 vehicles total).	+ 700 Additional

Medium/Heavy-Duty Electric Vehicles (Class 3-8)

600 Points

Municipalities that purchase a battery electric class 3-8 vehicle in the municipal fleet are eligible for this action. A battery electric vehicle is an all-electric vehicle. Vehicles must be new and manufactured for use primarily on public streets, roads, and highways and have a maximum speed capability of at least fifty-five miles per hour. The vehicle(s) must be active at the time of submittal. Date of completion is when the equipment was put into service. All vehicles must be purchased after December 13, 2023. Class 1-2 vehicles should be submitted under Clean Fleets – Light-duty Electric Vehicles.

Light-Duty Non-Road Vehicles

200 Points

Eligible light-duty non-road vehicles are listed on the Clean Fleets Certification Form. Municipalities may only submit for one vehicle under this category. All vehicles must be purchased after December 13, 2023.

Medium/Heavy-Duty Non-Road Vehicles

700 Points

Eligible medium/heavy-duty non-road vehicles are listed on the Clean Fleets Certification Form. Municipalities may only submit for one vehicle under this category. All vehicles must be purchased after December 13, 2023.

Submission requirements for any of the above:

- Submit a completed Clean Fleets Certification Form (accessed in the Clean Fleets toolkit at www.nyserda.ny.gov/cec) or comparable information to demonstrate municipal purchase and deployment of at least one battery-electric non-road vehicle. Vehicle(s) must be active at the time of submittal. Date of completion is when the equipment became operational. Customers can only submit for one vehicle for all electric vehicle actions except for Light-Duty Electric Vehicles.

Charging Stations

Electric vehicle adoption is rapidly accelerating in New York – as many as three million electric vehicles (EVs) are expected to be on the road statewide by 2030. As more drivers make the switch to EVs, deploying charging infrastructure to match demand is essential. Municipalities can be well-positioned to install charging stations due to their high traffic and longer parking durations.

Municipalities can receive points for Level 2 Charging Stations and DC Fast Charging Stations. Municipalities that already earned credit for the Clean Fleets – Charging Stations action in the CEC Leadership Round are not eligible to resubmit for the Level 2 and/or DC Fast Charging Stations Tier 1 actions. Please include the total number of charging ports required for the action and tier you are submitting for, as explained in the table below, including previously submitted ports.

Level 2 Charging Stations

200 – 1,200 Points

Level 2 Charging Stations		
Tier Number	Total Ports	Points
Tier 1	Minimum of 2 ports	200
Tier 2	Minimum of 4 additional ports (6 total ports)	+ 400 Additional
Tier 3	*Minimum of 10 additional ports (16 total ports)	+ 600 Additional

Submission requirements for any of the above:

- Submit a completed Clean Fleets Certification Form (accessed in the Clean Fleets toolkit at www.nyserda.ny.gov/cec) to demonstrate municipal provision from one or more of the above tiers. Equipment must be active at the time of submittal. The municipality must own or lease the equipment or enter into a site host agreement with a company to lease municipal land for charging equipment. Charging Stations may be used for government operations or public use. Date of completion is when the equipment became operational. All equipment must be purchased after January 26, 2021. For Tier 2 and Tier 3, at least 1 port in each submittal must be purchased after December 13, 2023. The tiers and associated points for this action are cumulative and based on tier level accomplishment and must be submitted consecutively based on tier level of achievement. *If applying for a total of 16 or more ports, at least 50% of the ports must be available for public use.

DC Fast Charging Stations

500-2,500 Points

DC Fast Charging Stations		
Tier Number	Total Ports	Points
Tier 1	Minimum of 1 port	500
Tier 2	Minimum of 2 additional ports (3 total ports)	+ 800 Additional
Tier 3	Minimum of 3 additional ports (6 total ports)	+ 1,200 Additional

Submission requirements for any of the above:

- Submit a completed Clean Fleets Certification Form (accessed in the Clean Fleets toolkit at www.nyserda.ny.gov/cec) to demonstrate municipal provision of one or more of the above tiers. Equipment must be active at the time of submittal. The municipality must own or lease the equipment or enter into a site host agreement with a company to lease municipal land for charging equipment. Charging Stations may be used

for government operations or public use. Date of completion is when the equipment became operational. All equipment must be purchased after January 26, 2021. For Tier 2 and Tier 3, at least 1 port in each submittal must be purchased after December 13, 2023. The tiers and associated points for this action are cumulative and based on tier level accomplishment and must be submitted consecutively based on tier level of achievement.

Electric Landscaping Equipment

200 points | Applicable to all Municipalities

Description

Landscaping Equipment for municipal operations is a significant contributor to operational GHG emissions, noise, and other pollutants. NYSERDA will provide credit to municipalities that have purchased electric landscaping equipment (e.g., electric lawn mowers, leaf blowers, etc.).

Submission requirements:

- ❑ Submit an Electric Landscaping Certification Form that identifies sufficient pieces of electric landscaping equipment purchased for municipal operations will save at least five (5) tons of carbon dioxide equivalent annually. The Electric Landscaping Certification Form (accessed in the Clean Fleets toolkit at www.nyserra.ny.gov/cec) will help calculate these emissions. Date of completion is when the equipment was put into service. The equipment must have been purchased on or after December 13, 2023 to earn credit.

Municipal Clean Fleets Inventory

200 points | Applicable to All Municipalities

Description

As a leading source of emissions, transitioning vehicles from internal combustion engines to zero-emission propulsion is an important component of the State's Climate Action Plan. Municipalities have a wide range of vehicles across their fleet, varying from light-duty cars (e.g. police cruisers and inspection vehicles) to medium & heavy-duty (box trucks and shuttles). Through this action municipalities can plan their transition to electric vehicles in a thoughtful and efficient manner by starting with an inventory of all fleet vehicles.

Submission requirements:

- ❑ Submit a complete Clean Fleets Inventory Certification Form, available in the Transportation toolkit at www.nyserda.ny.gov/cec. At minimum, the fleet inventory must include at least five vehicles, and must include all required 11 categories for every four-wheeled vehicle owned or operated by the municipality. Date of completion is when the most recent inventory was completed. The inventory must have been completed on or after January 1, 2023 to earn credit.

GENERAL CONDITIONS

Application Submission: Online submission should be submitted via the Salesforce portal. Proposers may submit Word, Excel, or PDF files (file formats include: doc, docx, pdf, xls, and xlsx). Individual files should be 100MB or less in file size. For ease of identification, all electronic files must be named using the proposer's entity name in the title of the document. NYSERDA will also accept proposals by mail or hand-delivery if online submission is not possible. For detailed instructions on how to submit a proposal (online or paper submission), click the link "[Application Instructions and Portal Training Guide \[PDF\]](#)" located in the "Current Opportunities" section of NYSERDA's website (<https://www.nysерda.ny.gov/Funding-Opportunities/Current-Funding-Opportunities.aspx>).

No communication intended to influence this procurement is permitted except by contacting Christopher Reohr at (518) 862-1090, ext. 3363 or by e-mail cec@nysерda.ny.gov. If you have contractual questions concerning this solicitation, contact Lori Armstrong at (518) 862-1090, ext. 3142. Contacting anyone other than the Designated Contacts (either directly by the proposer or indirectly through a lobbyist or other person acting on the proposer's behalf) in an attempt to influence the procurement: (1) may result in a proposer being deemed a non-responsible offerer, and (2) may result in the proposer not being awarded a contract.

*** All applications must be received by 3pm Eastern Time on the date noted above. Late, faxed, or emailed proposals will not be accepted.** Incomplete proposals may be subject to disqualification. It is the proposer's responsibility to ensure that all pages have been completed/included in the application. Please note: for online submission, there are required questions that you will have to answer in addition to uploading attachments and you should allot at least 60 minutes to enter/submit applications. The online application system closes promptly at 3pm, files in process or attempted edits or submission after 3pm Eastern Time on the date above, will not be accepted. If changes are made to this solicitation, notification will be posted on the "Current Opportunities" section of NYSERDA's website (<https://www.nysерda.ny.gov/Funding-Opportunities/Current-Funding-Opportunities.aspx>)

Proprietary Information: Careful consideration should be given before confidential information is submitted to NYSERDA as part of the applicant's proposal. Review should include whether it is critical for evaluating a proposal, and whether general, non-confidential information, may be adequate for review purposes. The NYS Freedom of Information Law, Public Officers law, Article 6, provides for public access to information NYSERDA possesses. Public Officers Law, Section 87(2)(d) provides for exceptions to disclosure for records or portions thereof that "are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise." Information submitted to NYSERDA that the municipality wishes to have treated as proprietary and confidential trade secret information, should be identified and labeled "Confidential" or "Proprietary" on each page at the time of disclosure. This information should include a written request to except it from disclosure, including a written statement of the reasons why the information should be excepted. See Public Officers Law, Section 89(5) and the procedures set forth in 21 NYCRR Part 501 <http://www.nysерda.ny.gov/About/-/media/Files/About/Contact/NYSERDA-Regulations.ashx>. However, NYSERDA cannot guarantee the confidentiality of any information submitted.

Procurement Lobbying Requirements - State Finance Law sections 139-j and 139-k

NYSERDA is required to comply with State Finance Law sections 139-j and 139-k. These provisions contain procurement lobbying requirements which can be found at

<http://www.ogs.ny.gov/aboutogs/regulations/advisoryCouncil/StatutoryReferences.html>

The attached Proposal Checklist calls for a signature certifying that the municipality will comply with State Finance Law sections 139-j and 139-k and the Disclosure of Prior Findings of Non-responsibility form includes a disclosure statement regarding whether the municipality has been found non-responsible under section 139-j of the State Finance Law within the previous four years.

Tax Law Section 5-a – NYSEDA is required to comply with the provisions of Tax Law Section 5-a, which requires a prospective contractor, prior to entering an agreement with NYSEDA having a value in excess of \$100,000, to certify to the Department of Taxation and Finance (the "Department") whether the contractor, its affiliates, its subcontractors and the affiliates of its subcontractors have registered with the Department to collect New York State and local sales and compensating use taxes. The Department has created a form to allow a prospective contractor to readily make such certification. See, ST-220-TD (available at http://www.tax.ny.gov/pdf/current_forms/st/st220td_fill_in.pdf). Prior to contracting with NYSEDA, the prospective contractor must also certify to NYSEDA whether it has filed such certification with the Department. The Department has created a second form that must be completed by a prospective contractor prior to contacting and filed with NYSEDA. See, ST-220-CA (available at http://www.tax.ny.gov/pdf/current_forms/st/st220ca_fill_in.pdf). The Department has developed guidance for contractors which is available at <http://www.tax.ny.gov/pdf/publications/sales/pub223.pdf>.

Omnibus Procurement Act of 1992 - It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority- and women-owned business enterprises, as bidders, subcontractors, and suppliers on its procurement Agreements.

Information on the availability of New York subcontractors and suppliers is available from:

Empire State Development
Division For Small Business
625 Broadway
Albany, NY 12207

A directory of certified minority- and women-owned business enterprises is available from:

Empire State Development
Minority and Women's Business Development Division
625 Broadway
Albany, NY 12207

Contract Award

NYSEDA may award a contract based on initial applications without discussion, or following limited discussion or negotiations pertaining to the Statement of Work (included within Attachment B, Sample Agreement). Each offer should be submitted using the most favorable cost and technical terms. NYSEDA may request additional data or material to

support applications. NYSERDA will use the Sample Agreement including Sample SOW (Attachment B) to contract successful proposals. NYSERDA reserves the right to limit any negotiations to exceptions to standard terms and conditions in the Sample Agreement to those specifically identified in the submitted proposal. Municipalities should keep in mind that acceptance of all standard terms and conditions will generally result in a more expedited contracting process. NYSERDA may decline to contract with awardees that are delinquent with respect to any obligation under any previous or active NYSERDA agreement.

Accessibility Requirements

NYSERDA requires contractors producing content intended to be posted to the Web to adhere to New York State's Accessibility Policy. This includes, but is not limited to, deliverables such as: documents (PDF, Microsoft Word, Microsoft Excel, etc.), audio (.mp3, .wav, etc.), video (.mp4, .mpg, .avi, etc.), graphics (.jpg, .png, etc.), web pages (.html, .aspx, etc.), and other multimedia and streaming media content. For more information, see [NYSERDA's Accessibility Requirements](#).

Limitation

This solicitation does not commit NYSERDA to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. NYSERDA reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources, or to cancel in part or in its entirety the solicitation when it is in NYSERDA's best interest. NYSERDA reserves the right to reject proposals based on the nature and number of any exceptions taken to the standard terms and conditions of the Sample Agreement.

Disclosure Requirement

The municipality shall disclose any indictment for any alleged felony, or any conviction for a felony within the past five years, under the laws of the United States or any state or territory of the United States, and shall describe circumstances for each. When a proposer is an association, partnership, corporation, or other organization, this disclosure requirement includes the organization and its officers, partners, and directors or members of any similarly governing body. If an indictment or conviction should come to the attention of NYSERDA after the award of a contract, NYSERDA may exercise its stop-work right pending further investigation, or terminate the agreement; the contractor may be subject to penalties for violation of any law which may apply in the particular circumstances. Municipalities must also disclose if they have ever been debarred or suspended by any agency of the U.S. Government or the New York State Department of Labor.

Disclaimer

All projects must address the qualifications and eligibility requirements listed in this Guidance Document. NYSERDA reserves the right to issue revisions to this solicitation at any time. Any revisions will be announced and posted on NYSERDA's website at www.nyserda.ny.gov. High-Impact Actions may be adjusted, phased out, or newly developed based on a variety of factors including, but not limited to, new opportunities to help communities drive local energy action, level of uptake in communities relative to other actions, changes in the regulatory environment, consistency with NYSERDA and other New York State agency program offerings, and availability of external assistance, such as federal programs, tools, and resources.

EO 16 Protocols

Pursuant to Executive Order No. 16 issued on March 17, 2022, all vendors responding to bids or contracting with New York State must certify, using the form provided as part of this solicitation, their status with regard to conducting business operations in Russia, and that any such business operations in Russia conducted on behalf of the vendor are determined to be permitted under any of the allowable exemptions. The term vendor is intended to encompass bidders prior to contract award, contractors who have received a contract award, contract assignees, or contractors for whom an extension to an existing contract is being pursued. Exemption decisions are in NYSERDA's sole discretion and are final NYSERDA Clean Energy Communities 29 decisions. NYSERDA reserves the right to solicit additional materials or information regarding the responses or materials provided by a vendor. Pursuant to Executive Order No. 16, all vendors will be vetted to ensure that they are not on the federal sanctions list at <https://sanctionsearch.ofac.treas.gov/>. There is no waiver or exemption process for vendors appearing on the federal sanctions list. The Executive Order remains in effect while sanctions imposed by the federal government are in effect. Accordingly, vendors who may be excluded from award because of current business operations in Russia are nevertheless encouraged to respond to solicitations to preserve their contracting opportunities in case sanctions are lifted during a solicitation, or after award in the case of some solicitations.

Additional Resources

All program resources and guidelines can be found on the Clean Energy Communities webpage at the following location: www.nyserda.ny.gov/cec.

Attachments

Attachment A – Grant Application including Sample Agreement with Statement of Work (SOW)