



**TOWN OF LEWISBORO  
TOWN BOARD MEETING AGENDA  
TOWN HOUSE  
MONDAY, APRIL 29, 2024  
7:30 P.M.**

- I. Presentation by Westchester County Executive, George Latimer and Deputy County Executive, Kenneth Jenkins**
- II. PUBLIC HEARING: Proposed Amendments to Comprehensive Master Plan**
- III. PUBLIC COMMENT I**
- IV. COMMUNICATIONS**
- V. CONSENT AGENDA**
  - a. Approval of Minutes of April 8, 2024 and April 10, 2024**
- VI. OLD BUSINESS**
  - a. Discussion: Employee Handbook**
  - b. Discussion: Highway Department Purchase of Winter Mix Blacktop**
- VII. NEW BUSINESS**
  - a. Discussion: No Parking Restriction during Winter Months**
  - b. Presentation: Proposed Eagle Scout Project**
  - c. Resolution: Approving Wolf Conservation Center Placing Cameras in Town Preserves**
  - d. Resolution: Approving Hiring Part Time Employee in Parks and Recreation**
  - e. Resolution: Appointing Katie Coluccini as Recreation Leader**
  - f. Resolution: Appointing Michael Portnoy as Recreation Leader**
  - g. Resolution: Updating OSPAC mission statement**
  - h. Resolution: Approving Hiring Ward Carpenter for Survey Work for Pickleball Courts**
  - i. Resolution: Approving Grossfield Macri Consulting Engineers for Structural Engineering Services for Pickleball Courts**

- j. Resolution: Approving KSCJ for Engineering Services for Pickleball Courts
- k. Resolution: Approving 2024 Cycle of Support Charity Bike Ride
- l. Resolution: Approving Renewal of License for AMG Waste Services to Collect and Dispose of Refuse and Recyclables
- m. Resolution: Renewal of Hach Service Contract for Wild Oaks Sewer
- n. Resolution: Authorizing Supervisor to Sign Insurance Renewal
- o. Discussion: NYSERDA Clean Energy Communities Grant
- p. Discussion: Oakridge Water District Rates

**VIII. PUBLIC COMMENT II For New Business Only**

**IX. APPROVAL OF CLAIMS**

**X. POLLING OF THE BOARD**

**XI. ANNOUNCEMENTS**

**Town Board Meeting – Monday, May 13, 2024, at 7:30 p.m., at the Town House, 11 Main Street, South Salem**

**MOTION TO GO INTO EXECUTIVE SESSION**

**Town Board Meetings Accessibility:** The Town of Lewisboro is committed to providing equal access to all its facilities, services, and activities to the fullest extent possible. The Town House, Cyrus Russell Community House, Onatru Farmhouse, and the Bouton Road Town Offices are accessible to persons with physical handicaps. If anyone who wishes to attend any meeting of the Town Board has special needs, please contact the Supervisor's Office (763-3151) at least one week before any scheduled in-person meeting, and we will try to accommodate whenever possible.

**Join Zoom Meeting**

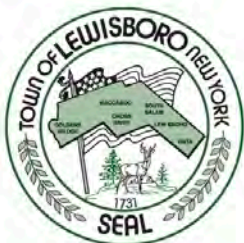
**<https://us06web.zoom.us/j/88040564503>**

**Meeting ID: 880 4056 4503**

**Dial by your location**

**+1 929 205 6099 US (New York)**

**Meeting ID: 880 4056 4503**



# Town of Lewisboro

## Parks & Recreation Department



**Nicole Caviola**  
Recreation Supervisor

**Michael Portnoy**  
Recreation Assistant

**Katie Coluccini**  
Recreation Leader

**Laura Stone**  
Senior Office Assistant

**Pam Veith**  
Senior Adult Coordinator

MEMO TO: Tony Goncalves, Supervisor  
Town Board Members

MEMO FROM: Nicole Caviola, Recreation Supervisor

DATE: April 23, 2024

RE: Wolf Conservation Center - Internship Program

The Open Space and Preserves Advisory Committee was presented with an internship program proposal by the Wolf Conservation Center to set up trail cameras for tracking wildlife and to attain a better understanding of the human-wildlife dynamics that occur in the town of Lewisboro's parks and preserves. Cameras will be checked weekly by WCC staff and interns, and monthly updates will be provided to the town that can further be shared with the community. The WCC has agreed to provide signage at all entrances/trailheads and near the trail cameras. Cameras will be located off-trail and face away from the trails.

After several requested revisions, The Open Space and Preserves Advisory Committee unanimously approved the proposal, as a pilot running approximately June 1, 2024 to December 31, 2024.



# ***2024 TRAIL CAMERA PROJECT***





# ***PURPOSE***

- ***THIS PROJECT IS DESIGNED TO SUPPORT THE WCC'S ONGOING RESEARCH.***
  - ***BY IDENTIFYING THE DISTRIBUTIONS, MOVEMENTS, AND BEHAVIORS OF COYOTES AND OTHER TYPES OF LOCAL WILDLIFE, WE HOPE TO ATTAIN A BETTER UNDERSTANDING OF HUMAN-WILDLIFE DYNAMICS IN THE AREA THROUGH THE DEPLOYMENT AND USE OF TRAIL CAMERAS***
- ***THIS PROJECT WILL ALSO GIVE THE WCC THE OPPORTUNITY TO ENGAGE WITH THE COMMUNITIES IN LEWISBORO AND TEACH ABOUT THE IMPORTANCE OF LOCAL WILDLIFE***



# ***LOCAL WILDLIFE***



***BOBCATS***



***COYOTES***



***DEER***



# ***LOCAL WILDLIFE***



***FOXES***



***RACCOONS***



***TURKEYS***



# ***LOCATION(S)***

- ***LEWISBORO PARKS & PRESERVES***
  - ***LEON LEVY PRESERVE***
  - ***OLD FIELD PRESERVE***
  - ***ONATRU FARM PARK***
  - ***FOX VALLEY PARK***
  - ***BROWNELL PRESERVE***
- ***EACH PARK OFFERS UNIQUE HABITATS AND WILDLIFE VIEWING OPPORTUNITIES, AND ACCESSIBILITY VIA TRAILS***
- ***THE WCC HAS CONDUCTED TRAIL CAMERA SURVEYS AT ONATRU FARM PARK PREVIOUSLY***



# ***PROJECT DETAILS***

- ***TRAIL CAMERAS WILL BE DEPLOYED IN TOWN PARKS/PRESERVES BETWEEN JUNE AND DECEMBER OF 2024***
  - ***SUMMER TERM: JUNE-AUGUST, APPROXIMATELY 6 WEEKS***
  - ***FALL TERM: SEPTEMBER-DECEMBER, APPROXIMATELY 12 WEEKS***
- ***TRAIL CAMERAS WILL BE CHECKED REGULARLY (ABOUT 1X/WEEK) THROUGHOUT EACH TERM, BY WCC STAFF AND INTERNS***
- ***THE PROJECT ENTAILS SETTING UP AND DEPLOYING UP A MAXIMUM OF 50 CAMERAS BETWEEN ALL PARKS AND PRESERVES***
- ***THE WCC WILL PRODUCE DELIVERABLES TO THE TOWN/PUBLIC ONCE A MONTH***
  - ***PRINTED DOCUMENT WITH FINDINGS, ONLINE SLIDESHOW, ETC.***



# ***MANAGEMENT***

- ***THIS PROJECT WILL BE MANAGED BY WCC STAFF AND INTERNS***
- ***TRAIL CAMERAS WILL BE LOCKED AND CABLE-TIED TO TREES***
- ***ANY PHOTOS CONTAINING PERSONALLY IDENTIFYING INFORMATION WILL BE DELETED***
- ***WCC WILL PROVIDE CERTIFICATE OF INSURANCE AS REQUESTED***
- ***SIGNS WILL BE PLACED AT TRAILHEADS AND NEAR TRAIL CAMERAS  
(SEE DESIGN ON NEXT PAGE)***



# ***TRAIL CAMERAS***







## **NOTICE: area under camera monitoring.**

The Wolf Conservation Center, in collaboration with Lewisboro Parks and Recreation, is conducting a local wildlife survey project. **Cameras will be placed off-trail, facing away from the trail, and any inadvertent pictures of people will be promptly removed.** Please do not tamper with or remove this equipment.

If you have any questions, please see the below options:

Email: [info@nywolf.org](mailto:info@nywolf.org)

Phone: 914-763-2373







***QUESTIONS?***



# **OSPAC Mission Statement**

Version: 2.0  
Last Revised: February 9, 2024  
Adopted by Committee: April 9, 2024  
Adopted by Town Board: *Pending*

## **Authorization**

The Town of Lewisboro hereby creates a Committee hereinafter known as the Town of Lewisboro Open Space and Preserves Advisory Committee (the "Committee") which will advise the Parks and Recreation Department and, upon request, the Town Board on issues relating to open space and preserves.

## **Membership**

The Committee will consist of up to eleven (11) members appointed by the Town Board for two (2) year terms. In making such appointments, the Town Board shall endeavor to, to the extent possible, select residents from a cross-section of the hamlets which comprise the Town of Lewisboro and select individuals who have interest, knowledge, or related skills in helping to manage or promote our preserves and further look for opportunities to utilize and preserve open space. Said members shall serve without compensation. All members must be approved by the Town Board. Said members may, from time to time, be encouraged to complete training and continuing education programs, which properly further the function of the Committee. Included in the eleven (11) should be, to the extent possible, at least one (1) member from each of the (a) Parks and Recreation Advisory Council (PRAC) and (b) Conservation Advisory Council (CAC). In addition, the Town Board may appoint as many non-voting Associate members as it sees fit. No person who is a member of the Town Board shall be eligible for membership on the Committee.

## **Terms of Members First Appointed**

The terms of members of the Committee first appointed shall be for terms so fixed that the terms of six members shall expire at the end of the first calendar year in which said members were initially appointed. The terms of the remaining five members shall expire at the end of the second calendar year in which said members were initially appointed. At the expiration of the term of each member first appointed, his or her successor shall be appointed, or such member shall be reappointed for a term of two years. For those on the Committee that are the member representing the PRAC or CAC, their position on this Committee shall expire if their term on either of those respective committees expires and they are not reappointed to a new term at which point a new member from either of those committees is selected by the Chair of that committee and approved by the Town Board.



## **Chairperson**

The Chairperson shall be appointed by the Town Board. All meetings of the Committee shall be held at the call of the Chairperson and at such other times as the Committee may determine. Such Chairperson shall preside at all meetings of the Committee unless absent, in which event the Committee shall choose a member to preside at said meeting.

## **Removal of Members**

The Town Board shall have the power to remove any member of the Committee for cause. Any Committee member may be removed for non-compliance with minimum requirements relating to meeting attendance and training as established by the Town Board.

## **Vacancy in Office**

If a vacancy shall occur otherwise than by expiration of term, the Town Board shall appoint a new member to serve out the unexpired term.

## **Meetings**

Meetings shall be conducted on a regular basis, open to the public, and conducted within a Town facility. Notice of the time, place and location of such meetings shall be duly published in accordance with the laws of the State of New York. A quorum of five members shall be necessary to transact business and a vote of five members of the Committee is required for the recommendation to the Town Board of a particular parcel for possible action. Minutes of the meetings shall be kept and maintained by the Committee.

## **Purpose**

The purpose of the Committee, in coordination with the Parks and Recreation Department, is to manage and supervise town owned preserves and park trail systems. Additionally, the Committee shall make recommendations to the Town Board regarding opportunities to utilize and preserve open space and create new trails.

The Committee may also research inter-municipal efforts to preserve open space and recommend participation by the Town where deemed appropriate. The properties considered to serve this public purpose must be consistent with the goals of the Master Plan, provide a positive environmental purpose, and be referred to the Town Board for final approval.

The Committee shall be responsible for managing the Brownell, Leon Levy, Momsen, and Old Field Preserves, and trail systems at Onatru Farm Park and Preserve, Lewisboro Town Park and Fox Valley Park. New preserves could be added to this list in the future. In all instances the Town has a fiduciary obligation to preserve these assets together with easements, covenants and restrictions both physically and legally in addition to making them available for recreation and environmental education.



## Function

- Promote the maintenance, improvement and creation of trails within the preserves.
- Organize and champion the creation of management plans for each Town Preserve and present them to the Town Board for approval. Coordinate the implementation of preserve management plans.
- Recommend methods of implementation for each preserve management plan after considering the advantages and disadvantages of alternative ownership and access to professional preserve management.
- Advise the Parks and Recreation Department, and recommend for approval, all new additions, improvements and construction in town owned preserves and trail systems such as, but not limited to, kiosks, benches, bridges, signage, deer exclosures, invasives removal/restoration, new trails and wetland activity. Request the town Wetland Inspector approval for all construction within the 150-foot town wetland buffer. The Town Board shall give final approval for new trails following approval by the Committee.
- Offer guidance to the Parks and Recreation Department on policies and procedure adopted to pre-approve organized events and activities when such use includes disturbing or removing flora and other organic substances or leaving non-native objects or materials in the preserve after the activity.
- Draft and propose rules and regulations for the public use of the Preserves for approval, dissemination, and enforcement by the Parks and Recreation Department
- Protect town owned trails and preserves from damage by reviewing applications and making recommendations for approval or non-approval of non-emergency motorized vehicle use, in town preserves.
- Identify available sources for grants, draft grant applications with supporting documentation, and recommend for approval by the Parks and Recreation Department and/or the Town Supervisor. Review proposals and grant applications for town owned preserve and trail system work, additions, enhancements prior to commencing work or grant submission. Monitor compliance with grant conditions. To the extent possible, keep confidential any grant application as may be required for donors who wish a level of anonymity or confidentiality.
- Establish the specific criteria for evaluation of parcels taking into consideration such factors as; the Master Plan for the Town, protection of surface waters and aquifers, wetlands and buffers, steep slopes, key roads and vistas, recreation potential, unusual qualities, including vistas and viewshed, historic and/or cultural significance, unique or prominent natural features, location and any such other factors that the Committee and/or the Town Board deems relevant.
- Keep abreast of current and potential market opportunities and provide a preliminary market-value analysis both as developed and undeveloped land that includes a realistic assessment of the potential for development in light of planning, zoning and environmental controls.
- Investigate the means of obtaining the parcels and/or development rights, as well as research collaborative efforts of financing, through private donations, public grants on state, county and local levels, and Town participation. Some examples of this are gifts, easements, purchase/grant



combinations, or outright purchases using a bond or other creative financing to achieve the intended result.

- Present recommendations to the Parks and Recreation Department and Town Board for approval of specific action and/or alternatives based on its factual assessment of the opportunities, methods available, and necessity for intervention by the Town.
- Identify and index the easements to which the Town owns rights as a basis for proposing to Parks and Recreation Department and, upon request, the Town Board what the optimum use, if any, is of each easement.





## WARD CARPENTER ENGINEERS INC.

LAND SURVEYORS

76 MAMARONECK AVENUE  
WHITE PLAINS, NEW YORK 10601

TEL: (914) 949-6000

FAX (914) 949-1655

### PROFESSIONAL SERVICES AUTHORIZATION

April 18, 2024

Tony Goncalves, Town Supervisor  
P.O. Box 500  
11 Main Street  
South Salem, NY 10590

Re: Surveying Services at  
Lewisboro Town Park Pickleball Courts  
South Salem, NY

Dear Mr. Goncalves:

In response to a recent request for professional surveying services of the above referenced site, we will begin work after receiving written authorization to proceed.

We will prepare a map in accordance with Joe Cermele email on the above-described property. The map will be prepared in accordance with "Code of Practice for Land Surveys" adopted by the New York State Association of Professional Land Surveyors (NYSAPLS). We will also obtain topographic information on the site. The mapping will include two (2) foot contours, spot elevations in level areas, visible utilities and their appurtenances, rims and inverts, paved surfaces, all structures, etc.

**Fee: \$10,370.00**

We will locate trees 6" dbh or greater within the limit of disturbance. **Fee: \$1,750.00 (additional)**

Please send back a signed proposal along with a copy of Schedule A from the Title report if available. Final payment is due upon completion. Any balance remaining after thirty (30) days will be subject to a 1-½ % monthly finance charge on the unpaid amount. If you have any questions, please contact me.

Sincerely,

William H. Free Jr., L.S.  
Senior Vice President

Above terms acknowledged as agreed upon:

Client or Agent	Date
Please sign and return original	

Full payment can be made at this time by: Visa, Mastercard, Discover, AMEX, if desired.



**. G M C E P C .**  
**GROSSFIELD MACRI CONSULTING ENGINEERS, PC**  
34 SHADBLOW HILL ROAD, RIDGEFIELD, CT 06877 203.431.7700  
WWW.GMCEPC.COM

02 February 2024

Town of Lewisboro  
P.O. Box 500  
11 Main Street  
South Salem, NY 10590

Attn: Tony Goncalves, Town Supervisor.

Re:               Structural Engineering Services  
                    Lewisboro Town Park Tennis Court  
                    1079 NY-35, South Salem, NY 10590

Greetings:

At the request of Joe Cermele from KSCJ, we propose to furnish structural engineering services for the referenced project. The project consists of a new post tension concrete slab on ground to replace the asphalt tennis court surface. The courts are approximately 120 ft x 205 ft. Our scope is to provide engineering drawings for the structural slab as required.

In the absence of subsurface soil information, it is assumed that adequate soil bearing materials will be found at relatively shallow depths therefore, our design includes conventional footings.

**BASIC SERVICES**

1. Review geometric considerations that might be influenced by structural requirements.
2. Prepare schematic structural framing plans.
3. Establish the structural design parameters and requirements.
4. Prepare structural plans and details for the proposed structural post tensioned slab.
5. Specifications for structural work will be shown on the drawings.
6. Coordinate the structural work with your office and your other consultants.
7. Sign and seal drawings for filing with the Building Department.
8. Review contractor prepared shop drawings for compliance with the design intent.
9. Review reports of independent testing or inspection agencies.
10. Respond to Contractor requests for information.



### SPECIAL SERVICES

Any assignments in addition to the services itemized above shall be considered SPECIAL SERVICES and shall be specifically requested and authorized by you. We are prepared to offer the following SPECIAL SERVICES.

1. Revise construction documents as necessary after the design has been substantially completed to accommodate changes authorized by you.
2. Responding to ICC reviews.
3. Responding to town board reviews.
4. Design of deep pile foundations if required due to poor soil conditions.
5. Consult with contractors or suppliers during construction to investigate alternative methods or materials to reduce costs or expedite the work.
6. Revision or additional work due to field conditions or hidden items.
7. Administer Special Inspections required by the Building Department
8. Visit the site to observe structural work in progress and report our observations.

### SERVICES NOT INCLUDED

The following services are not included in this proposal:

1. Surveys, Site engineering
2. Borings, geotechnical engineering
3. Design or specification of mechanical, electrical or plumbing systems
4. Construction supervision
5. Contract administration
6. Special or Controlled Inspections
7. Preparation of "as-built" drawings
8. Cost estimating or budgeting

### FEE

The fee for BASIC SERVICES for the proposed scope of work as described above shall be Nine Thousand Eight Hundred Dollars (\$9,800.00).

Should you authorize any SPECIAL SERVICES the fee for such services shall be calculated in accordance with the following schedule of hourly rates. Site visits are billed for a minimum of three hours.

Principal .....	\$ 265.00
Associate .....	\$ 235.00
Engineer .....	\$ 195.00
Designer .....	\$ 155.00



### REIMBURSABLE EXPENSES

Reimbursable expenses shall include printing, plotting and reproductions, messenger service, express mail, or other such out-of-pocket expenses.

### METHOD OF PAYMENT

Bills on account of BASIC SERVICES shall be submitted monthly in proportion to the services performed and shall be paid within thirty (30) days. Invoices shall be deemed to be correct as submitted unless questioned in writing within 30 days of invoice date. Payments shall equal the following amounts at the end of each phase of work:

Preliminary Design Phase	\$ 2,500.00
Construction Documents Phase	<u>\$ 7,300.00</u>
Total	\$ 9,800.00

The additional fees for SPECIAL SERVICES, if such are authorized in writing by the client, and reimbursable expenses shall be billed periodically as incurred and shall be paid within 30 days of the invoice date. Any unpaid fees shall accrue interest at the rate of 1 ½% per month commencing 30 days after the scheduled payment date.

A Retainer in the amount of Two Thousand Five Hundred Dollars (\$2,500.00) shall be paid upon authorization to begin work. The retainer amount shall be applied to the final invoice(s).

If the project progress is delayed for four months or more prior to 100% complete contract drawings, GMCE, PC reserves the right to additional fees to re-start our work.

### INDEMNIFICATION

You shall require that all contracts with Contractors or Vendors provide that GMCE, PC and their agents be named as an additional insured on all project insurance policies. Copies of certificates of insurance shall be furnished to GMCE, PC prior to the start of construction work. Both parties to this agreement each agree to indemnify and hold the other harmless, and their respective officers, employees, agents, and representatives, from and against liability for all claims, losses, damages, and expenses, including reasonable attorney fees, to the extent such claims, losses, damages, or expenses are caused by the indemnifying party's negligent acts, error or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of the parties, they shall be borne by each party in proportion to its negligence. In any case, the maximum limit of liability of GMCE, PC shall not exceed the total amount of ten times fees paid for services. The parties expressly agree that this indemnity provision does not include, and in no event shall GMCE, PC be required to assume, any obligation or duty to defend any claims, causes of action, demands or lawsuits in connection with or arising out of this project or the services rendered by them.



OWNERSHIP OF DOCUMENTS

All documents produced by us for this project in accordance with this agreement are the product of professional service and shall remain our property and may not be modified or used by you or anyone else for any other endeavor without our written consent. Upon any early termination of this agreement, upon our request, all copies of our documents shall be returned to us.

If this proposal meets with your approval, please indicate your acceptance, and authorize us to begin by signing a copy and returning it to our office along with the retainer of \$2,500.00.

For:  
**GROSSFIELD MACRI**  
**CONSULTING ENGINEERS, PC**

By:  
*Michael A. Macri*  
Michael A. Macri, P.E.

MM/sp  
24000

\_\_\_\_\_  
Accepted for: Town of Lewisboro

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title



## CONTRACT

This agreement for the performance of engineering and consultation services is entered into this 18<sup>th</sup> day of April, 2024, by and between Kellard Sessions Consulting, Engineering & Landscape Architecture Planning, D.P.C. (hereinafter referred to as "KSCJ Consulting") and Town of Lewisboro (Client).

**KSCJ CONSULTING:** 500 Main Street  
Armonk, New York 10504

**CLIENT:**

**Name:** Mr. Tony Goncalves, Supervisor  
**Company:** Town of Lewisboro  
**Street Address:** 11 Main Street  
**City/State/Zip:** South Salem, New York 10590

**BILLING INFORMATION:**

**Name:** Same as Client

**PROJECT LOCATION:**

**Project** Lewisboro Town Park Pickleball Courts  
**Address:** Route 35  
**Town/State:** South Salem, New York

**PROPOSAL/SCOPE DATE:** April 18, 2024

**COST OF SERVICES:** See Page 7

Client hereby engages KSCJ Consulting to perform the services described and referred to herein and agrees to pay KSCJ Consulting for such services, and acknowledges that the terms of this agreement are subject to KSCJ Consulting's standard contract terms.

**TOWN OF LEWISBORO (CLIENT)**

**By:** (signature)

(printed) Mr. Tony Goncalves  
Supervisor

**Title:**

**Date:**

**KSCJ CONSULTING**

**By:** (signature)

(printed) Joseph M. Cermele, P.E., CFM  
Principal

**Title:**

**Date:**

April 18, 2024

[https://kellardsessionsconsulti.sharepoint.com/sites/Kellard/Shared/Joel/Proposals/Lewisboro\\_Pickleball\\_Courts\\_Site\\_Plan\\_Rev.docx](https://kellardsessionsconsulti.sharepoint.com/sites/Kellard/Shared/Joel/Proposals/Lewisboro_Pickleball_Courts_Site_Plan_Rev.docx)



## SCOPE OF SERVICES

KSCJ Consulting is pleased to submit our proposal to provide professional engineering services necessary for the preparation of a site plan package, reports and bid documents for improvements to the Lewisboro Town Park Pickleball Courts project located at Route 35 in the Town of South Salem. In consultation with the Town Parks and Recreation Department, it is our understanding that the Town proposes to demolish the existing asphalt tennis courts and replace them in their entirety with a new post-tensioned concrete slab for pickleball courts. Associated improvements include drainage improvements, fence, repair of existing stairs and an ADA compliant walk from the upper parking lot to the courts. KSCJ Consulting shall coordinate with a structural engineer (proposal attached) to design and detail the post-tensioned concrete slab.

KSCJ Consulting shall provide the following services:

### **I. BASE MAPPING PHASE**

KSCJ Consulting shall prepare a CADD file of the existing conditions of the project site. The base file shall be prepared from a digital boundary and topographic survey to be provided by the project's surveyor. A copy of the proposal from Ward Carpenter Engineers, Inc., is enclosed for your review and authorization.

### **II. SITE PLAN PHASE**

KSCJ Consulting shall design and prepare a site plan package consisting of the following:

1. Existing Conditions – existing conditions and existing improvements identifying those to be demolished/removed.
2. Layout Plan – shown with dimensioning, courts, walkways, drives, steps, etc. Post-tensioned concrete court footprint to be provided by structural engineer for coordination on our plans.
3. Grading and Drainage Plan – proposed two (2) foot contours intervals, including spot grade elevations and finished elevations, of pickleball court areas. Stormwater collection and conveyance systems shall be illustrated with rim and invert elevations.
4. Erosion and Sediment Control Plan – illustrations and details of temporary control measures, which may include temporary construction access, silt fence, haybales, temporary sediment basins, diversion swales, check dams, etc.
5. Site Construction Details – typical site construction details to include pickleball courts, walkways, stairs, stormwater system components, fence and erosion and sediment controls.



### III. STORMWATER POLLUTION PREVENTION PLAN (SWPPP) PHASE

KSCJ Consulting shall prepare a SWPPP Report for the project. The SWPPP Report shall address the Best Management Practices required to comply with the Town's stormwater management law and New York State Department of Environmental Conservation (NYSDEC) SPDES General Permit for Stormwater Discharges from Construction Activity (GP-0-20-001). The SWPPP Report shall address the following:

#### A. Soil Testing

KSCJ Consulting shall perform deep and percolation tests to determine feasible locations for stormwater management practices. The soil test results shall be utilized in the design of the stormwater Best Management Practices (machinery to excavate test holes shall be coordinated with the Town Highway Department).

#### B. Erosion and Sediment Control Plan

KSCJ Consulting shall prepare illustrations and details of temporary control measures, which may include silt fence, haybales, temporary sediment traps, diversion swales, check dams soil stockpiles and catch basin liners.

#### C. SWPPP Narrative

KSCJ Consulting shall prepare a SWPPP narrative addressing erosion control measures, construction phasing, maintenance of temporary and permanent Best Management Practices, etc. Design calculations associated with stormwater management practices will also be prepared.

#### D. Stormwater Detention System

KSCJ Consulting shall prepare design computations and plans for the stormwater detention system required for the project. Designs shall mitigate for the 25-year storm frequency.

#### E. Notice of Intent (N.O.I)

KSCJ Consulting shall prepare and submit a NYSDEC Notice of Intent (N.O.I.) Application/MS4 Acceptance Form.

### IV. MEETINGS PHASE

KSCJ Consulting will attend meetings with the Town Board and Town staff to develop and review the project plan. For the purposes of this proposal, it is assumed that two (2) meetings with the Town Board and two (2) meetings with the Parks and Recreation Department will be required.



**V. BID DOCUMENTS PHASE**

**A. Specifications**

KSCJ Consulting shall prepare Specifications for competitive bidding. Bid Documents shall include Notice to Bidders, Instruction to Bidders, Proposal Form, Agreements, Labor and Bonding Requirements, General Conditions, Special Conditions and Technical Specifications. Technical Specifications for the pickleball court shall be provided by the structural engineer for coordination. KSCJ Consulting shall prepare a quantity take off of items of work and prepare Bid Sheets to be included in the Bid Documents.

The Bid Documents phase of work shall include three (3) copies of plans and specifications to be used for bidding purposes, as well as a digital copy for distribution by the Town Clerk. Additional copies that may be required shall be provided as an additional direct cost to the client.

**B. Bidding Phase**

KSCJ Consulting shall assist the client during the bidding process. Such work shall include:

- Review Bid Documents with the Town and revise the documents accordingly to address any comments prior to bidding the project.
- Field inquiries during the bidding process and prepare and distribute addenda to the Bid Documents, when necessary.
- Review all bids and prepare a line items Bid Analysis.
- Provide recommendations to the Town Board for the award of the bid.

**VI. CONSTRUCTION PHASE**

KSCJ Consulting shall provide consultation and inspection services during the construction phase of the project including:

**A. Shop Drawing Review**

KSCJ Consulting shall review shop drawings, samples and other data submitted by the contractor for conformance with the contract documents. Such review and approvals shall not modify or alter intended construction methods, techniques, sequences, procedures, or safety precautions and programs.

**B. Construction Inspection**

Construction inspection shall consist of inspection of construction for compliance with the plans and specifications, explanation or clarification of the intent of drawings, etc. KSCJ Consulting shall make visits to the site at intervals appropriate to the various stages of construction to observe that the progress and quality of the work are proceeding in accordance with the Contract



Documents. For the purpose of this proposal, KSCJ Consulting assumes a project duration of three (3) months.

KSCJ Consulting shall not undertake or assume the obligation of exhaustive on-site inspections, supervision of construction, supervision of safety measures, scheduling of work, and compliance with any and all Codes and Laws. Special inspections and certifications specific to the pickleball courts shall be performed by representatives approved/authorized by the manufacturer.

C. Consultation

KSCJ Consulting shall provide consultation to the client where conditions arise which require revision or modification to the project design. Furthermore, when required, KSCJ Consulting shall provide interpretation of the plans and specifications as they relate to the materials and methods of construction, payment limits, responsibilities and the completion of the work, as well as coordinate between the contractor and manufacturer.

D. Change Orders

KSCJ Consulting shall review and make recommendations to the client on change order requests.

E. Payment Requisitions

KSCJ Consulting shall take measurements and witness work performed to verify the quantities of material installed under the Contract. Such documentation shall be used in establishing and verifying payment quantities submitted by the contractor for the project. Furthermore, KSCJ Consulting shall review and provide recommendations for payment of requisitions submitted by the contractor.

F. Final Acceptance

KSCJ Consulting shall perform a final inspection of the work, prepare a final punch list and review the final work product for compliance with the Bid Documents.



## ADDITIONAL SERVICES

Additional services shall include all services not specifically defined within Scope of Services above. If required, additional services shall be billed in accordance with the hourly rate schedule for the year services are performed or under separate contract.

Additional services which may be required from KSCJ Consulting, although their need cannot be determined at this time include, but are not limited to:

- All other services not included within Scope of Services above.
- All surveying services.
- Plans, design reports, applications and permits not included within Scope of Services and which cannot be anticipated at this time.
- Geotechnical study.
- Structural design.
- Wetland delineation and mitigation plans.
- NYSDEC Freshwater Wetland Permit.
- Lighting Plan.
- Land Use Board reviews or approvals.



## COST OF SERVICES

I.	Base Mapping Phase .....	\$3,600.00
II.	Site Plan Phase .....	\$22,500.00
III.	Stormwater Pollution Prevention Plan (SWPPP) Phase .....	\$9,700.00
IV.	Meetings Phase .....	\$3,700.00
V.	Bid Documents Phase .....	\$16,200.00

**Subtotal Tasks I. Through V. = \$55,700.00**

Less 5% Discount = \$2,785.00

**Total Tasks I Through V. = \$52,915.00**

VI.	Construction Phase.....	T&M Not to Exceed \$35,000.00*
-----	-------------------------	--------------------------------

Less 5% Discount = \$1,750.00

**Total Task VI. = \$33,250.00**

\* The above estimated fee is for budgetary purposes and assumes a project duration of four (4) months. Should unforeseen conditions arise, that are out of the control of KSCJ Consulting, additional services may be required and shall be performed only after prior authorization from the client has been obtained.



## APPENDIX A

### **KSCJ CONSULTING GENERAL CONDITIONS**





[LOGIN](#)

[DONATE](#)

[About the Ride](#)

[Register](#)

[Our Sponsors](#)

[Childrens Mental Health](#)

[Contact](#)

## This Year's Ride



# This year, you can join us for our in-person and create your own Cycle of Support ride to help us raise funds and awareness for children’s mental health!

## Ride with us this Summer!

Create your own personal ride designed around your own schedule: whether you create your own route outside and ride solo or with others, use an indoor stationary bike to rack up those miles, take a hike or walk, or use your voice to advocate for and support children's mental health, anything you do can make a difference.

Join us at our Kick Off event this June 10 at Kaplan House. Please rsvp at [hlarrison@jbfcs.org](mailto:hlarrison@jbfcs.org) by June 1.

## Join us in person on Sunday, September 10, 2023

Our outdoor ride will be taking place at Purchase College at 735 Anderson Hill Road, Purchase NY, feature your choice of route (10, 20, or 62 miles), bike rentals, refreshments and snacks to fuel up at our rest stops, and a delicious BBQ courtesy of Ember’s by Smokey Joe. Look for us at West Parking Lot 1.

### What Time Does the In-Person Ride Start?

There are three different ride lengths with three different registration and start times. If you miss the start time of the ride you register for, you will not be able to head out onto the road until the NEXT start time. If you miss the start time for the 10 mile route, you will not be permitted to ride. **Click the routes for GPS information.**

Route	Route Color	Registration Time	Start Time
<b><u>62 miles</u></b>	Blue	6:00-7:00 am	7:15 am
<b><u>20 miles</u></b>	Green	8:30-9:30 am	9:45 am
<b><u>10 miles</u></b>	Orange	9:45-10:15 am	10:30 am

Hear from past and current Cycle of Support riders on why they ride for children's mental health

No matter how you support the ride, you're invited to bring yourself (and others!) to our closing ceremony, where we'll be celebrating our riders and sharing how their support impacts children's mental health.

## How to Get Involved

1. **Register to ride – it's free.** [Go to our registration page](#) or contact Hope Larson at [HLarson@jbfcs.org](mailto:HLarson@jbfcs.org).
2. **Create your personal rider page!** Set your mile and fundraising goal, add an inspiring image, and write why children's mental health matters to you.
3. **Invite family and friends to support the cause.** Encourage others to join by inviting them to ride on your team or make a charitable gift. All riders who raise or donate a minimum of \$150 will receive a 15 Year Anniversary Cycle of Support T-Shirt.
4. **Ride!** Registered riders who need a rental bike can reserve a rental bike with Unlimited Biking prior to the ride for a fee of \$50 (limited supply). Riders who raise a minimum of \$250 get a free rental (limited supply). E-bikes are available, limited supply and must reserve in advance, additional fees will be applied.

## Questions?

To learn more, please contact Hope Larson at [HLarson@jbfcs.org](mailto:HLarson@jbfcs.org).

© 2009-2023





## 2024 Cycle of Support 62 Mile (April 8)

62.7 miles

Leg	Dir	Type	Notes	Total
	↑	Generic	START - CYCLE OF SUPPORT RIDE	0.0
0.0	↑	Generic	Start/Finish - Congregation B'nai Israel. 2 Banksville Road Armonk	0.0
0.0	←	Left	Left onto Banksville Road	0.0
0.4	←	Left	Turn left onto Sniffen Rd	0.5
0.2	→	Right	Turn right onto Spruce Hill Rd	0.6
0.4	←	Left	Turn left onto Windmill Rd	1.0
0.1	→	Right	Turn right onto Maple Way	1.1
0.3	←	Left	Turn left onto Upland Ln	1.4
0.1	↑	Control	CAUTION WHEN ENTERING BEDFORD ROAD/RT 22	1.5
0.0	→	Right	Turn right onto NY-22 N	1.5
0.8	↑	Generic	CAUTION WHEN MAKING LEFT TURN ONTO BALDWIN ROAD	2.3
0.0	←	Left	Turn left onto Baldwin Rd	2.4
0.3	↑	Generic	CAUTION WHEN MAKING LEFT TURN ONTO BYRAM LAKE ROAD	2.7
0.0	←	Left	Turn left onto Byram Lake Rd	2.7
2.5	↑	Straight	Continue onto Cox Ave	5.2
0.2	→	Right	Turn right into Modern Barn parking Lot	5.4
0.0	↑	Generic	REST STOP - MODERN BARN	5.4
0.0	↑	Generic	CAUTION WHEN MAKING A LEFT ONTO COX AVENUE WHEN LEAVING REST STOP	5.4
0.4	↑	Generic	Turn left onto Cox Avenue	5.8
0.2	↑	Straight	Continue straight onto Byram Lake Rd	6.0
2.5	→	Right	Turn right onto Baldwin Rd	8.4
0.3	↑	Generic	CAUTION WHEN MAKING LEFT TURN ONTO BEDFORD ROAD /RT 22	8.7
0.0	←	Left	Turn left onto NY-22 N	8.8

Leg	Dir	Type	Notes	Total
0.1	↑	Generic	CAUTION WHEN MAKING LEFT TURN ONTO CHESTNUT RIDGE ROAD	8.9
0.0	←	Left	Turn left onto Chestnut Ridge Rd	8.9
0.9	↑	Generic	EXIT NORTH CASTLE	9.8
1.9	↑	Generic	CAUTION WHEN MAKING A LEFT TURN ONTO BEDFORD ROAD / RT 172	11.6
0.0	←	Left	Turn left onto NY-172 W	11.7
0.9	→	Right	Turn right onto W Patent Rd	12.5
1.6	↑	Generic	CAUTION WHEN MAKING A LEFT TURN ONTO BROAD BROOK ROAD	14.1
0.0	←	Left	Turn left onto Broad Brook Rd	14.2
0.0	→	Right	Turn right onto Springhurst Rd	14.2
0.6	→	Right	Turn right onto Bedford Center Rd	14.8
2.5	↑	Generic	CAUTION - ONCOMING TRAFFIC WHEN BEARING LEFT	17.3
0.0	←	Left	Slight left to stay on Bedford Center Rd	17.3
0.1	←	Left	Turn left onto NY-22 N	17.4
1.9	←	Left	bear left and continue on Rt 22/Jay Street	19.3
1.8	↑	Generic	CAUTION WHEN MAKING LEFT TURN ONTO CROSS RIVER ROAD / RT 35	21.1
0.0	←	Left	Turn left at the 1st cross street onto NY-35 W	21.1
1.9	→	Right	Turn right onto NY-100 N	23.1
3.1	→	Right	Turn right onto NY-138 E	26.1
2.3	←	Left	Turn left onto Fairmount Rd	28.4
0.4	←	Left	Turn left onto Wild Oaks Rd	28.8
0.0	↑	Straight	At the traffic circle, continue straight to stay on Wild Oaks Rd	28.9
0.2	→	Right	Turn right onto NY-22 N/Goldens Bridge Rd/Main St	29.0
2.0	→	Right	Turn right onto Titicus River Rd	31.0
0.4	←	Left	Turn left onto Mills Rd	31.4
1.0	↑	Generic	Hydration Station	32.4



Leg	Dir	Type	Notes	Total
0.3	←	Left	Turn left to stay on Mills Rd	32.7
1.8	←	Left	Turn left onto Turkey Hill Rd	34.5
0.1	→	Right	Turn right to stay on Turkey Hill Rd	34.6
0.0	→	Right	Turn right at the 1st cross street onto NY-116 E	34.6
1.0	→	Right	Sharp right onto NY-121 S	35.6
0.9	←	Left	Turn left onto Hawley Rd	36.5
0.1	→	Right	Turn right onto Post Rd	36.6
0.6	↑	Straight	Continue onto Mead St	37.2
1.1	→	Right	Turn right onto Chapel Rd	38.3
1.1	←	Left	Turn left onto NY-121 S	39.4
2.5	→	Right	Turn right onto NY-121 S/NY-35 W	41.9
0.6	↑	Generic	CAUTION WHEN TURNING LEFT ONTO OLD POST ROAD / RT 121	42.5
0.0	←	Left	Turn left onto Old Post Road / NY-121 S	42.6
0.8	←	Left	Turn left onto Honey Hollow Rd	43.4
1.7	←	Left	Turn left to stay on Honey Hollow Rd	45.0
1.3	→	Right	Turn right onto NY-137 N	46.4
1.0	←	Left	Turn left onto NY-121 S	47.4
0.9	←	Left	Turn left onto Indian Hill Rd	48.3
1.0	→	Right	Turn right onto NY-172 W/Pound Ridge Rd	49.4
0.3	→	Right	Slight right onto Village Green	49.7
0.1	↑	Straight	Continue onto Cantitoe St/Old Post Rd	49.8
0.0	→	Right	Turn right onto Court Rd	49.8
0.3	←	Left	Turn left onto Seminary Rd	50.1
0.2	←	Left	Turn left onto NY-121 S	50.3
0.3	→	Right	Turn right onto NY-22 N	50.6

Leg	Dir	Type	Notes	Total
1.1	←	Left	Slight left onto Bedford Center Rd	51.6
2.6	↑	Generic	CAUTION WHEN MAKING LEFT TURN ONTO SPRINGHURST ROAD	54.2
0.1	←	Left	Turn left onto Springhurst Rd	54.3
0.5	↑	Generic	CAUTION WHEN MAKING LEFT TURN ONTO BROAD BRROK ROAD	54.8
0.0	←	Left	Turn left onto Broad Brook Rd	54.9
0.0	→	Right	Turn right onto W Patent Rd	54.9
1.6	↑	Generic	CAUTION WHEN MAKING A LEFT TURN ONTO BEDFORD ROAD	56.5
0.1	←	Left	Turn left onto Bedford Road / NY-172 E	56.5
0.9	→	Right	Turn right onto Chestnut Ridge Rd	57.4
1.9	↑	Generic	ENTER NORTH CASTLE	59.3
0.9	↑	Generic	CAUTION WHEN MAKING RIGHT TURN ONTO BEFORD ROAD / RT22	60.2
0.0	→	Right	Turn right onto NY-22 S	60.2
0.9	↑	Generic	CAUTION WHEN MAKING A LEFT TURN ONTO UPLAND LANE	61.1
0.0	←	Left	Turn left onto Upland Ln	61.1
0.1	→	Right	Turn right onto Maple Way	61.2
0.3	←	Left	Turn left onto Windmill Rd	61.6
0.1	→	Right	Turn right onto Spruce Hill Rd	61.7
0.4	←	Left	Turn left onto Sniffen Rd	62.0
0.2	→	Right	Turn right onto Banksville Rd	62.2
0.4	→	Right	right turn into parking lot	62.7
0.0	↑	Generic	FINISH - CYCLE OF SUPPORT	62.7

Ride With GPS · <https://ridewithgps.com>





USACYCL-24

MRODRIGUEZ

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/11/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Fairly Consulting Group, LLC 1800 S. Washington, Suite 400 Amarillo, TX 79102	CONTACT NAME: <b>Fairly Group Certificates</b>		
	PHONE (A/C, No, Ext):	FAX (A/C, No):	
	E-MAIL ADDRESS: <b>certs@fairlygroup.com</b>		
	INSURER(S) AFFORDING COVERAGE		
INSURED  <b>USA Cycling, Inc. 210 USA Cycling Point, Suite 100 Colorado Springs, CO 80919</b>	INSURER A : <b>Accredited Surety and Casualty Company, Inc.</b>		NAIC # <b>26379</b>
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: <b>Per Event</b>	X	X	1-TRE-CO-17-01338745-00	12/31/2023	12/31/2024	EACH OCCURRENCE \$ <b>2,000,000</b>
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>2,000,000</b>
							MED EXP (Any one person) \$ <b>0</b>
							PERSONAL & ADV INJURY \$ <b>2,000,000</b>
							GENERAL AGGREGATE \$ <b>4,000,000</b>
							PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>
							<b>PART. LEGAL LIA</b> \$ <b>Included</b>
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						AGGREGATE \$
							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Job 2024-9155

IL 1201 - Endt #1 - Named Insured Extension:

Event Organizers and/or Promoters are Named Insureds. It shall be a condition of coverage that all organizers/promoters for whom coverage is afforded under this policy execute a USAC Event Permit Application and coverage will be afforded only for the specific event and date(s) on the permit.

The General Liability policy includes a blanket automatic additional insured endorsement that provides additional insured status to any person or organization if required by a written contract or agreement provided such contract or agreement was executed prior to the occurrence or offense. Please see SEE ATTACHED ACORD 101

## CERTIFICATE HOLDER

## CANCELLATION

Town of Lewisboro 11 Main Street, PO Box 500 South Salem, NY 10590	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

**ADDITIONAL REMARKS SCHEDULE**

AGENCY <b>Fairly Consulting Group, LLC</b>		NAMED INSURED <b>USA Cycling, Inc. 210 USA Cycling Point, Suite 100 Colorado Springs, CO 80919</b>
POLICY NUMBER <b>SEE PAGE 1</b>		
CARRIER <b>SEE PAGE 1</b>	NAIC CODE <b>SEE P 1</b>	EFFECTIVE DATE: <b>SEE PAGE 1</b>

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:  
attached endorsement CG 20 26 (12/2019).

Event Number: 2024-9155  
Event Name: Cycle of Support  
Event Location: North Castle, NY  
Event Date(s): 09/15/2024  
Setup Date(s): 09/14/2024



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### **SCHEDULE**

**Name Of Additional Insured Person(s) Or Organization(s):**

ANY PERSON OR LEGAL ENTITY IN WHICH YOU HAVE A WRITTEN CONTRACT, AGREEMENT OR PERMIT WHICH REQUIRES THAT YOU NAME THE CONTRACTING PARTY AS AN ADDITIONAL INSURED.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US (WAIVER OF SUBROGATION)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
ELECTRONIC DATA LIABILITY COVERAGE PART  
LIQUOR LIABILITY COVERAGE PART  
POLLUTION LIABILITY COVERAGE PART DESIGNATED SITES  
POLLUTION LIABILITY LIMITED COVERAGE PART DESIGNATED SITES  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART  
RAILROAD PROTECTIVE LIABILITY COVERAGE PART  
UNDERGROUND STORAGE TANK POLICY DESIGNATED TANKS

### **SCHEDULE**

<b>Name Of Person(s) Or Organization(s):</b>
Any person or organization if required by an insured contract provided such contract was executed prior to the occurrence or offense.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph 8. **Transfer Of Rights Of Recovery Against Others To Us** of Section IV – Conditions:

We waive any right of recovery against the person(s) or organization(s) shown in the Schedule above because of payments we make under this Coverage Part. Such waiver by us applies only to the extent that the insured has waived its right of recovery against such person(s) or organization(s) prior to loss. This endorsement applies only to the person(s) or organization(s) shown in the Schedule above.



Rec'd on  
4/5/24

TOWN OF LEWISBORO  
TOWN HOUSE  
11 MAIN STREET  
SOUTH SALEM, NEW YORK 10590


THIS IS AN APPLICATION FOR LICENSE TO COLLECT AND DISPOSE OF REFUSE  
AND RECYCLABLES IN THE TOWN OF LEWISBORO.

RESIDENTIAL X  
COMMERCIAL \_\_\_\_\_

If applying for renewal, date the current license expires April 25, 2024

The Town will ensure that confidential proprietary documents submitted as part of this license  
application are maintained under seal and free from Freedom of Information disclosure.

Applicant shall be responsible for designation of document to be so protected.

1. Name of Applicant AMG Waste Services  
Business Address P.O. Box 1303 White Plains, N.Y. 10602  
Business Telephone & Fax Numbers (914) 556-3550  
Home & Emergency Telephone Numbers 

2. VEHICLES

<u>Make</u>	<u>Model</u>	<u>Body Type</u>	<u>License Number</u>
Freightliner	Dump		47262N2
Kenworth	Dump		43835NC
Kenworth	Dump		35868NE

It is understood that all equipment is and shall be maintained in good working condition.

3. FEES (Suggested: See note re Town Rate)

COMMERCIAL:

Size of Container

/

Pickup Frequency

/

Suggested Rate (Per Yard)

/

Note: The Town Rate will be set by the Town Board each December for the following year. Actual rate charged may not exceed Town Rate. The fee schedule filed with the Town for the license period shall remain in effect for the license period, as defined herein, unless any change therein is filed with the Town no less than 60 days prior to date said revised fee schedule is to take effect.

RESIDENTIAL:

- A. Curbside \$143.<sup>00</sup> a month
- B. Driveway less than 125 feet \$60.<sup>00</sup> a month
- C. Driveway more than 125 feet same

4. METHOD OF BILLING

Monthly or by contract agreement

monthly

5. AREAS TO BE SERVICED, IF NOT ENTIRE TOWN OF LEWISBORO

Town of Lewisboro

6. LOCATION OF TRANSFER SITES

Danbury, Ct

7. PLACE OF DISPOSITION OF REFUSE

Danbury, Ct

8. WESTCHESTER COUNTY DEPARTMENT OF HEALTH PERMIT NO. \_\_\_\_\_

9. INSURANCE INFORMATION

<u>Name of Agent</u>	<u>Insurance Company</u>	<u>Policy No.</u>	<u>Policy Period</u>
Joseph Giardina	Erie Ins.	Attached	9/23 - 9/24
Joseph Grasso	NYSIF	X2252 330-2	12/23 - 12/24

(Attach copy of Insurance certificate evidencing coverage amounts and naming Town as additional insured. New Certificate to be mailed automatically to Town upon renewal of change in and of the above information. Be sure to include Workmen's Compensation and Disability insurance coverage)



10. DETAILED DESCRIPTION OF APPLICANT'S EMPLOYMENT COMPLIMENT, INCLUDING JOB CLASSIFICATIONS

---

---

---

11. SET FORTH ACTUAL OR BENEFICIAL OWNERS OF THE BUSINESS, OR IF CORPORATION, THE STOCKHOLDERS, DIRECTORS AND OFFICERS OF THE CORPORATION AND ALL RELATED BUSINESSES.

Mike Gentile

---

---

---

12. NUMBER OF CUSTOMERS

1000

---

IF INITIAL LICENSE, NAMES AND ADDRESSES OF A MINIMUM OF FIVE COMMERCIAL ACCOUNTS.

---

---

---

---

13. CONTINGENCY PLANS (Set forth in detail plans for providing service in the event of equipment failure, labor disputes of disposal difficulties or other factors which would affect service).

extra truck and help

---

---

---

14. PLEASE MAKE SURE TO SEND THE TONAGE REPORT (TOTAL GARBAGE AND TOTAL RECYCLABLES) TO THE TOWN IN JANUARY OF EACH YEAR. IT CAN BE EMAILED TO [townclerk@lewisborogov.com](mailto:townclerk@lewisborogov.com).

Mike Gentile being duly sworn, does hereby depose and say that all the statements herein contained are true and correct, that I have received a copy of, have read and understand, and will comply with all of the provisions of the applicable Refuse Collection Law of the Town of Lewisboro, and that all personnel have been instructed to comply with the provisions of applicable Refuse Collection Law of the Town of Lewisboro.

April 1, 24  
Date

Mike Gentile owner  
Applicant Title

(Corporate Seal)

Sworn to before me this 1 day of April, 2024.

Alessandra Reda  
Notary Public



**ALESSANDRA REDA**  
NOTARY PUBLIC  
State of Connecticut  
My Commission Expires  
January 31, 2025

Refuse License Fees:

Residential: \$35 for each truck over 10 cubic yards  
\$15 for each truck under 10 cubic yards

Commercial: \$100 for each truck over 10 cubic yards  
\$50 for each truck under 10 cubic yards

For office use:

Total fee paid: \_\_\_\_\_

Receipt No./Date: \_\_\_\_\_





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/27/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> North Castle Agency 5 MacDonald Ave  Armonk NY 10504		<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> (914) 240-7350 <b>E-MAIL ADDRESS:</b> CertRequest@NorthCastleInsurance.com <b>FAX (A/C, No):</b>	
<b>INSURED</b> AMG Waste Services Inc. P.O. Box 1303  White Plains NY 10602-1303		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Erie Insurance Company <b>INSURER B:</b> Hiscox Insurance Company <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 26263	

**COVERAGES** **CERTIFICATE NUMBER:** CL2371316801 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			Q61-0226844	09/22/2023	09/22/2024	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						\$
A	<b>AUTOMOBILE LIABILITY</b>			Q09-7230308	09/22/2023	09/22/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			Q33-7270052	09/22/2023	09/22/2024	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 1,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N <input type="checkbox"/>	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
B	Errors and Omissions			P101.810.801.2	09/23/2023	09/23/2024	Occurrence Limit 1,000,000
							Aggregate Limit 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is included as an Additional Insured as required by written agreement.

## CERTIFICATE HOLDER

## CANCELLATION

Town of Lewisboro Town House 11 Main Street  South Salem NY 10590		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
		AUTHORIZED REPRESENTATIVE <i>Joseph Giardina</i>

© 1988-2015 ACORD CORPORATION. All rights reserved.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/01/2024PRODUCER (203) 288-4995  
Grasso Associates, LLC  
3074 Whitney Ave  
Bldg. 3, 2nd Floor  
Hamden CT 06518-

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED  
AMG Waste Services Inc  
P.O. Box 1303

White Plains NY 10602-

## INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: NY State Insurance Fund

INSURER B:

INSURER C:

INSURER D:

INSURER E:

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
LTR	INSRD					
		GENERAL LIABILITY		/ /	/ /	EACH OCCURRENCE \$
		<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY		/ /	/ /	DAMAGE TO RENTED PREMISES (Ea occurrence) \$
		<input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR		/ /	/ /	MED EXP (Any one person) \$
				/ /	/ /	PERSONAL & ADV INJURY \$
				/ /	/ /	GENERAL AGGREGATE \$
		GEN'L AGGREGATE LIMIT APPLIES PER:		/ /	/ /	PRODUCTS - COMP/OP AGG \$
		<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		/ /	/ /	
		AUTOMOBILE LIABILITY		/ /	/ /	COMBINED SINGLE LIMIT (Ea accident) \$
		<input type="checkbox"/> ANY AUTO		/ /	/ /	BODILY INJURY (Per person) \$
		<input type="checkbox"/> ALL OWNED AUTOS		/ /	/ /	BODILY INJURY (Per accident) \$
		<input type="checkbox"/> SCHEDULED AUTOS		/ /	/ /	PROPERTY DAMAGE (Per accident) \$
		<input type="checkbox"/> HIRED AUTOS		/ /	/ /	
		<input type="checkbox"/> NON-OWNED AUTOS		/ /	/ /	
		GARAGE LIABILITY		/ /	/ /	AUTO ONLY - EA ACCIDENT \$
		<input type="checkbox"/> ANY AUTO		/ /	/ /	OTHER THAN EA ACC \$
				/ /	/ /	AUTO ONLY: AGG \$
		EXCESS/UMBRELLA LIABILITY		/ /	/ /	EACH OCCURRENCE \$
		<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE		/ /	/ /	AGGREGATE \$
				/ /	/ /	\$
		<input type="checkbox"/> DEDUCTIBLE		/ /	/ /	\$
		<input type="checkbox"/> RETENTION \$		/ /	/ /	\$
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	X 2252 330-2	12/20/2023	12/20/2024	X WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/>
				/ /	/ /	E.L. EACH ACCIDENT \$ 1,000,000
				/ /	/ /	E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
				/ /	/ /	E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A		OTHER New York State Disability	7673 04-0	03/31/2024	03/31/2025	
				/ /	/ /	
				/ /	/ /	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

## CERTIFICATE HOLDER

( ) - ( ) -  
  
Town of Lewisboro  
Town House  
11 Main Street  
South Salem NY 10590-

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2001/08)

INS025 (0108),05

ELECTRONIC LASER FORMS, INC. - (800)327-0545

© ACORD CORPORATION 1988

Page 1 of 2



## **IMPORTANT**

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

## **DISCLAIMER**

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.



# NYSERDA Clean Energy Communities Scorecard

Thank you for participating in NYSERDA's Clean Energy Communities Program. This scorecard shows your community's accomplishments and how they compare to others in your region and across New York State.

Select Your Community: Town of Lewisboro

## Town of Lewisboro



A NYSERDA Clean Energy Community

**12,411**

POPULATION (2010 CENSUS)

**Mid-Hudson**  
REGION

**Westchester**  
COUNTY

**85**

DESIGNATED COMMUNITIES  
IN THE REGION

**41**

ADVANCED (v3.0) COMMUNITIES  
IN THE REGION

**1**

DESIGNATED COMMUNITIES  
STATEWIDE

**1**

ADVANCED (v3.0) COMMUNITIES  
STATEWIDE

## Accomplishments

**Advanced (v3.0) (★★)**

(Earn 1,900 points for 3-Star status)

**6**

ACTIONS COMPLETED



**3,100**

POINTS EARNED

### High Impact Actions

	Count	Points
Community Choice Aggregation	2	1,500
Energy Code Enforcement Training	1	200
LED Street Lights	1	700
Legislation and Regulation	1	500
PACE Financing	1	200
Grand Total	6	3,100

## Leaderboard

### Regional Leaders

	Points
Town of Lewisboro	3,100

### Statewide Leaders

Points



Read more at:  
[www.nyserderda.ny.gov/cec](http://www.nyserderda.ny.gov/cec)



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

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



<b>ENERGY CODE ENFORCEMENT TRAINING .....</b>	<b>32</b>
<b>3.      <i>LEGISLATION AND REGULATION</i> .....</b>	<b>33</b>
<b>CLIMATE SMART COMMUNITIES CERTIFICATION .....</b>	<b>33</b>
Bronze CSC Certification.....	33
Silver CSC Certification .....	33
<b>COMMUNITY CHOICE AGGREGATION.....</b>	<b>34</b>
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
<b>GREEN FINANCING .....</b>	<b>36</b>
Open C-PACE Authorization .....	36
Complete Open C-PACE Project .....	37
NY Green Bank Project Closing.....	37
<b>4. <i>TRANSPORTATION AND LANDSCAPING</i> .....</b>	<b>38</b>
<b>CLEAN FLEETS – ELECTRIC VEHICLES AND CHARGING STATIONS .....</b>	<b>38</b>
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
<b>ELECTRIC LANDSCAPING EQUIPMENT.....</b>	<b>42</b>
<b>MUNICIPAL CLEAN FLEETS INVENTORY.....</b>	<b>43</b>
<b>GENERAL CONDITIONS .....</b>	<b>44</b>
<b>ATTACHMENTS.....</b>	<b>47</b>

## 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.nyserda.ny.gov/cec](http://www.nyserda.ny.gov/cec)

### Questions

Program questions may be directed to Chris Reohr at 1-866-NYSERDA, ext. 3363, or [cec@nyserda.ny.gov](mailto:cec@nyserda.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](mailto:CEC@NYSERDA.NY.GOV) or visit [HTTPS://WWW.NYSERDA.NY.GOV/ALL-PROGRAMS/CLEAN-ENERGY-COMMUNITIES/FIND-A-COORDINATOR](https://www.nyserdanyc.com/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.com/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.com/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@nyserda.ny.gov](mailto:cec@nyserda.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.nyserda.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](mailto: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<sub>2</sub>e / \$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 NYSERDA Portal for submitting the grant application are available at [www.nyserda.ny.gov/cec](http://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 NYSERDA Portal.
- NYSERDA may reach out to municipalities via email or telephone with specific follow-up questions after reviewing proposals. Should NYSERDA request additional information, NYSERDA 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.
- NYSERDA, 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.
- NYSERDA reserves the right to adjust award amounts at its sole discretion.
- Municipalities proposing in for awards that require NYSERDA contracts (see p. 10 above) must agree, or provide written exceptions, to NYSERDA’s standard contracting Terms and Conditions, which can be found at [www.nyserda.ny.gov/cec](http://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 NYSERDA 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](http://www.nyserda.ny.gov/cec) webpage. Each successful applicant should design the project to achieve the benefits identified in these submissions. NYSERDA 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.

## **NYSERDA Verification**

NYSERDA may independently verify completion of any high-impact action and grant project. NYSERDA may inspect or confirm the validity of the information provided or request additional information at any time. NYSERDA 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.nyserdera.ny.gov/cec](http://www.nyserdera.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 NYSDAcec1, or comparable information, stating that NYSDA 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 NYSDA'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 NYSDA. The cost of the study will be paid directly by NYSDA 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 NYSDA.

### *Submission requirements:*

- ☐ Enable “Share Forward” abilities to NYSDA (“NYSDAcec1”) with all properties in Portfolio Manager and submit a screenshot from Portfolio Manager, or comparable information, stating that NYSDA 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.nysda.ny.gov/cec](http://www.nysda.ny.gov/cec)).

Once the action is approved, NYSDA 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. NYSDA 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.nysda.ny.gov/cec](http://www.nysda.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.nyserda.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](http://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
<b>Tier 1</b>	5 kW - 49.9 kW DC	400
<b>Tier 2</b>	50 kW - 99.99 kW DC	+ 500 Additional Points
<b>Tier 3</b>	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](http://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
<b>Tier 1</b>	5 kW - 49.9 kW DC	600
<b>Tier 2</b>	50 kW - 99.99 kW DC	+ 700 Additional Points
<b>Tier 3</b>	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](http://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](http://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](http://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.

<b>Municipal Building Demonstration: Clean Heating and Cooling</b>		
<b>Tier Number</b>	<b>Building Square Footage</b>	<b>Points</b>
<b>Tier 1</b>	1,000-14,999 Square Feet	700
<b>Tier 2</b>	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](http://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](http://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](http://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.nyseda.ny.gov/cec](http://www.nyseda.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.nyserda.ny.gov/cec](http://www.nyserda.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.nyserda.ny.gov/cec](http://www.nyserda.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.

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

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

<b>Tier 3 – Additional 500 Points</b>		
<b>Municipality Size by Population</b>	<b>Required Number of Campaign Participants</b>	<b>Action Grant Amount</b>
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.

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

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

<b>Tier 3 – Additional 700 Points</b>		
<b>Municipality Size by Population</b>	<b>Required Number of Campaign Participants</b>	<b>Action Grant Amount</b>
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](mailto: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.

<b>County Hosted Training Type</b>	<b>Description</b>	<b>Points</b>
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](http://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](http://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.nyserda.ny.gov/cec](http://www.nyserda.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](http://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 NYSEDA C-PACE guidelines.

**NY Green Bank (NYGB)** is a New York State-sponsored investment fund at NYSEDA 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 NYSDA. 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](http://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](http://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](http://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.nyserda.ny.gov/cec](http://www.nyserda.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](http://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, andxlsx). 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 \[PDF\]](https://www.nyscrda.ny.gov/Funding-Opportunities/Current-Funding-Opportunities.aspx)" located in the "Current Opportunities" section of NYSERDA's website (<https://www.nyscrda.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@nyscrda.ny.gov](mailto:cec@nyscrda.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.nyscrda.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.nyscrda.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](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](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. NYSEDA will use the Sample Agreement including Sample SOW (Attachment B) to contract successful proposals. NYSEDA 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. NYSEDA may decline to contract with awardees that are delinquent with respect to any obligation under any previous or active NYSEDA agreement.

### Accessibility Requirements

NYSEDA 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 [NYSEDA's Accessibility Requirements](#).

### Limitation

This solicitation does not commit NYSEDA to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. NYSEDA 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 NYSEDA's best interest. NYSEDA 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 NYSEDA after the award of a contract, NYSEDA 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. NYSEDA reserves the right to issue revisions to this solicitation at any time. Any revisions will be announced and posted on NYSEDA's website at [www.nyserda.ny.gov](http://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 NYSEDA 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](http://www.nyserda.ny.gov/cec).

## Attachments

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