



ELECTRIC VEHICLE INFRASTRUCTURE REIMBURSEMENT PROGRAM

**for assistance with projects that contribute to the
development of a County network of electric vehicle charging
stations**

PROGRAM GUIDELINES, 2017 PROGRAM YEAR

**Sullivan County Office of Sustainable Energy
PO Box 5012, 100 North Street
Monticello, NY 12701
(845) 807-0578**

Sullivan County Legislature

County Government Center

100 North Street

Monticello, New York 12701

Table of Contents

1.	BACKGROUND	2
2.	PURPOSE	2
3.	ELECTRIC VEHICLE INFRASTRUCTURE REIMBURSEMENT PROGRAM GRANTS	2
3.1.	2017 Program Funding	2
3.2.	Funding Cycle	2
3.3.	Geographic Distribution of Funds	3
3.4.	Amount of Awards	3
3.5.	Availability of Funds	3
4.	ELIGIBILITY & SELECTION CRITERIA	3
4.1.	Minimum Eligibility	3
4.2.	Preference Criteria	4
5.	APPLICATION PROCESS	4
5.1.	The Application	4
5.2.	Selection Process	5
6.	TRACKING & PERFORMANCE REVIEW	5
7.	SAMPLE CONTRACT	5
8.	COMPLIANCE WITH APPLICABLE LAWS	5
8.1.	Affirmative Action/Equal Employment Opportunity:	5
8.2.	Environmental Review:	6
8.3.	Historic Review:	6
8.4.	Building Code Requirements:	6
9.	DOCUMENTATION OF PROJECT EXPENSES & MATCH	7
9.1.	Proof of Purchase and Payment	7
9.2.	Documentation of Match	7
10.	AMENDMENT OF PROGRAM	8
	APPENDIX I: APPLICATION	1
	APPENDIX II: CONTRACT	1
	APPENDIX III: SAMPLE TABLE FOR DOCUMENTATION OF IN-KIND SERVICES	1

1. BACKGROUND

The Electric Vehicle Infrastructure Reimbursement Program (“Program”) promotes the development of a robust network of Electric Vehicle Charging Stations in Sullivan County, New York. Recent developments in the auto industry, including the release of affordable electric vehicles by several high profile companies, are anticipated to have a major impact on the number of electric vehicles in regular use. In addition, New York State will inaugurate a program on April 1, 2017 to offer \$2,000 rebates on the purchase of zero-emissions and plug-in hybrid vehicles. The Sullivan County Office of Sustainable Energy (“OSE”) believes that it is in the County’s best interest to promote the development of this network of charging stations because it will encourage EV drivers to consider Sullivan County as a location to live, work, shop and visit.

2. PURPOSE

The purpose of the Electric Vehicle Infrastructure Reimbursement Program is to help local municipalities and public library districts develop infrastructure to support a network of electric vehicle charging stations. These Program Guidelines are intended to:

- Provide information about the Program countywide and promote the Program through an initial allocation of funding to all legislative districts (see 3.2 below on geographic distribution);
- Foster projects that have county-wide or regional significance by strategically locating infrastructure to promote community and economic development;
- Increase the impact of the grants and provide accountability of the Program through enhanced project tracking.

3. ELECTRIC VEHICLE INFRASTRUCTURE REIMBURSEMENT PROGRAM GRANTS

3.1. 2017 Program Funding

The Electric Vehicle Infrastructure Reimbursement Program has been seeded by Sullivan County with \$50,000 in funding for 2017.

3.2. Funding Cycle

OSE will accept applications for grants under the Program on a rolling basis. Applications will be reviewed by the Program committee, and awards made, up to three times during the calendar year. Applications to be reviewed in the first round of funding must be received by 5:00 p.m., **May 25, 2017**. The second round will assess applications received by 5:00 p.m., **August 3, 2017** and the third round will assess applications received by 5:00 p.m., **September 28, 2017**. The latter round(s) of application reviews will take place only in the event there are funds remaining after the initial awards have been made.

3.3. Geographic Distribution of Funds

The Program committee intends to recommend distribution of funds throughout the county as broadly as possible, with a minimum of \$5,000 in funding to projects in each of the County's 9 legislative districts. Funds that remain unallocated after review of the second round of applications will be released from geographic restrictions, and the Program Committee may recommend awards of subsequent applications based on need, regardless of project location.

3.4. Amount of Awards

The Program will reimburse up to 50% of the applicant's costs associated with the installation of Electric Vehicle Supply Equipment (EVSE), with a maximum award of \$5,000.

3.5. Availability of Funds

- 3.5.1. The Electric Vehicle Infrastructure Reimbursement Program is a *reimbursement* program. To receive funds, participants must document expenditures and the required match (see 4.1.5 below).
- 3.5.2. Grant funding shall be tied to project cost. If the actual project expenditures are less than projected in the grant application, the award shall be reduced accordingly.
- 3.5.3. Grant recipients shall comply with County requirements for documentation of project costs and the required match, including submission of invoices, payment receipts, bank statements and any other necessary documentation. These requirements are set forth below under section 9.0.

4. ELIGIBILITY & SELECTION CRITERIA

4.1. Minimum Eligibility

In order to be eligible for a Program grant, an application must meet the following minimum criteria:

- 4.1.1. The applicant organization must be either a municipality of Sullivan County or a public library district operating within Sullivan County that is not part of County government;
- 4.1.2. The proposed project must be located within Sullivan County;
- 4.1.3. The funded activity must be a new project with a schedule and demonstrated outcome. Organizational operating expenses are not an eligible activity for program funding, nor is funding for projects and/or programs traditionally undertaken on an annual basis.
- 4.1.4. The applicant must demonstrate that at least 50% of the approved project/program cost will be provided by sources other than the Electric Vehicle Infrastructure Reimbursement Program. Acceptable sources of matching funds include local, state and federal funding, in-kind services by

municipalities or public libraries, and donations of materials and professional services from private for-profit businesses.

- 4.1.5. The location of the proposed project advances the County's goal of encouraging community and economic development.

4.2. Preference Criteria

Projects that meet the minimum eligibility requirements will be ranked based on the degree to which they meet the following additional criteria:

- 4.2.1. The project location is visible and can be easily accessed by the traveling public;
- 4.2.2. The project location will encourage use of Sullivan County businesses and attractions;
- 4.2.3. The applicant has joined the Climate Smart Communities program.
- 4.2.4. The project leverages County funding with matching funds higher than the required minimum 50%;
- 4.2.5. The project will result in a completed capital improvement within one year of the grant award;
- 4.2.6. The applicant has a demonstrated track record of completion of projects and satisfying grant requirements;
- 4.2.7. The project has demonstrated support from the broader community (business organizations, civic groups, *etc.*)
- 4.2.8. Impacts of the project will extend beyond the host community;
- 4.2.9. Impacts of the project will be long term;
- 4.2.10. Impacts of the project will be measurable;

5. APPLICATION PROCESS

5.1. The Application

Applications should be made using the two-page application form provided in Appendix I of this document. Supplementary material shall be provided as appropriate. Applications are available for download on the Sullivan County website at <http://co.sullivan.ny.us/Departments/DepartmentsNZ/OfficeofSustainableEnergy/ElectricVehicleInfrastructureReimbursement/tabid/3986/Default.aspx>. To request a hardcopy of the application to be mailed to you, please contact Heather Brown, Sustainability Coordinator via e-mail at heather.brown@co.sullivan.ny.us or by phone at (845) 807-0578.

Applications and supporting documentation must be submitted to Heather Brown, Sustainability Coordinator. Applicants may e-mail the scanned application with supporting documentation, or mail/hand deliver, the printed application and supporting documentation to the **Sullivan County Office of Sustainable Energy, County Government Center, 100 North**

Street, Monticello, NY 12701.

5.2. Selection Process

Applications will be reviewed by a committee consisting of:

- The County Manager, or designee
- The Sustainability Coordinator, or designee
- The Commissioner of Planning & Environment Management, or designee
- The Grants Administration Supervisor, or designee

Committee recommendations will be presented to the Sullivan County Agriculture and Sustainability Policy Committee for review. Final authorization for reimbursement will be granted via a resolution of the Sullivan County Legislature.

6. TRACKING & PERFORMANCE REVIEW

OSE report annually to the Sullivan County Agriculture and Sustainability Policy Committee regarding:

- Activities to promote the program
- Number of applicants and location of projects
- Awards made in the previous year
- Performance of grantees and status of projects
- Identified benchmarks to track project impacts

Grant recipients will be asked to provide information to help OSE evaluate the effectiveness of the program, which may include the number of charges per month/year; user feedback; user zip codes (if captured at the charge station); and anecdotal feedback from residents and surrounding businesses.

7. SAMPLE CONTRACT

Sullivan County will require a contract with all grant awardees, based on the sample provided in Appendix II.

- **Each contract will require an attached Project Description detailing what the grantee will accomplish in order to receive funding. Grantees will be expected to identify a mechanism by which usage of the charging station(s) will be monitored and reported.**
- Applicants should review the contract prior to submission in order to ensure they will be able to comply with its requirements.

8. COMPLIANCE WITH APPLICABLE LAWS

8.1. Affirmative Action/Equal Employment Opportunity:

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

The County of Sullivan will take positive action to ensure equal employment opportunity without regard to age, race, religion, creed, color, national origin, sex, disability, marital status, and other non-merit factors in compliance with state and federal law.

The activities encompassed by the Affirmative Action Plan include advertising, recruiting, interviewing, testing, training, transfers, compensation, promotion, discipline, termination, employee benefits, supplier relations, access to programmatic benefits, and maintenance of Sullivan County facilities on a non-discriminatory basis.

Sullivan County will employ all necessary procedures to ensure that this employment policy continues to be fully supported and expects that all elected or appointed department heads, in all activities, undertake a personal commitment to assure themselves that the principles of equal employment opportunity are fully implemented in every action they take.

Sullivan County is committed to programs of Affirmative Action. Article 15A of the Executive Law pertains to Minority and Women-owned Business Enterprises (MWBE) Equal Employment Opportunity (EEO). Municipalities will be required to document and certify their compliance with these regulations.

8.2. Environmental Review:

Capital projects receiving funds under the Electric Vehicle Infrastructure Reimbursement Program shall meet the requirements of the State Environmental Quality Review Act, where applicable.

8.3. Historic Review:

Any project that involves a building that is listed on the National Register must conform to the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation. For structures on the NYS register, approval of the scope of proposed work by the New York State Historic Preservation Office shall be required.

8.4. Building Code Requirements:

All relevant projects will need to comply with article 625 of the NFPA 70 of 2014 (the National Electrical Code) and the Americans with Disabilities Act. A letter from the municipal building inspector or code enforcement officer stating that such conditions have been met shall be provided prior to project commencement. Municipalities can research best practices for zoning, permitting and site design for electric vehicle infrastructure at www.nyserda.ny.gov/Communities-and-Governments/Local-Governments and <https://www.nyserda.ny.gov/Researchers-and-Policymakers/Electric-Vehicles/Resources/Best-Practice-Guides-for-Charging-Stations>.

9. DOCUMENTATION OF PROJECT EXPENSES & MATCH

In order to obtain the awarded funding, grant recipients must provide detailed documentation of project activities and expenses, along with proof of the committed match. Grant payments cannot be processed without adequate documentation.

The required match for the Program may include monetary contributions, in-kind services, or donated goods and services.

9.1. Proof of Purchase and Payment

Grant recipients will be required to submit proof that the goods and/or services funded by the program have been provided and paid for. The legal business entity's information should be printed on the receipt and/or invoice. These documents should contain the date of the transaction, itemization of the items and/or services received, total cost and amount paid as well as the method of payment(s) such as cash, check or credit card.

- 9.1.1. If a purchase has been paid for in cash, the grantee should have the vendor indicate this on the invoice or receipt and provide a signature.
- 9.1.2. If the purchase has been paid for by check, the grantee should submit a copy of the cancelled check along with the itemized invoice and/or receipt.
- 9.1.3. If the purchase has been paid for by credit card, the grantee should attach the credit card receipt along with the itemized invoice and/or receipt.

The grant recipient should sign and date the invoice or receipt, indicating that all items were received.

The signature of the vendor is required if the receipt has been hand written, if the payment has been made in cash, or if it is an invoice that indicated a balance due which is now being marked as paid in full.

9.2. Documentation of Match

The Program requires contributions by the grantee to the project cost that match or exceed the award amount. Submissions for reimbursement must demonstrate that this match requirement has been met. Documentation will vary depending on how the match has been provided, however, all submissions for reimbursement shall include a statement detailing the total project budget, the portion of the budget to be considered as a match, and the source(s) of the match.

- 9.2.1. Monetary contribution. Commonly referred to as a "cash match," this type of match occurs when the grantee pays for a portion of the project cost. Any "cash match" shall include proof of purchase and proof of payment, as detailed above in sections 9.1 and 9.2.
- 9.2.2. In-kind services. In-kind services are non-monetary contributions to a project that include, but are not limited to, organizational staff or volunteer time given to a project, the use of existing equipment, or the use of existing

facilities. Documentation of in-kind services shall be made by providing a spreadsheet or table with information on the service provided, date(s) provided, the value of the contribution, and how that value was calculated. The submission shall include a signature of the organizational representative attesting to the execution and completion of the in-kind contributions. A sample table is provided in Appendix III, followed by explanations for each column entry.

- 9.2.3. Donated goods and services. Calculation of the match may also include donated project materials or services (*e.g.*, installation, construction, design, promotion). These shall be documented with a receipt for the goods provided by the donor, and containing all of the information required above for a proof of purchase (9.1).

9.3 Documentation of Project Completion

To assist the County in documenting and tracking the impact of this program, grant recipients are asked to provide documentation of their projects that can be used in reports. Such documentation may include, but is not limited to, before and after photos, project narratives, testimonials, news coverage, etc.

10. AMENDMENT OF PROGRAM

The County reserves the right to amend this program.

APPENDIX I: APPLICATION



Sullivan County Office of Sustainable Energy

2017 Electric Vehicle Infrastructure Reimbursement Program Application

I. APPLICANT INFORMATION

Name of Applicant Organization: _____

Contact Person: _____

Mailing Address: _____

Phone: ___-___-___ Email: _____@_____

Organizational Website: _____

Legislative district(s) that will benefit from the project (see map): _____

Project Name: _____

Total Project Cost: _____ Grant Amount Requested: _____

II. PROJECT DESCRIPTION

1) Describe the project, including location, accessibility, specifications of the electric vehicle charging station (i.e.: number of ports, level of service), and proposed fee/subscription structure (for example: will electricity be provided free of charge, and if not how does the applicant plan to collect fees from users). If applicable, describe how will the project support the municipality's goals as expressed in your Comprehensive Plan or Climate Smart Communities Pledge.

2) Describe how the project will encourage the use of Sullivan County businesses and attractions, as well as the environmental benefits associated with the project.

3) How will the project will be managed and by whom? Please note whether subcontractors will be used, if applicable, and who will supervise the work.

III. PROJECT BUDGET

1) Project Cost. Provide an itemized project budget in the table below. Use additional pages if needed.

Item	Cost Estimate	Source of Cost Estimate (1)	Source of Cost Estimate (2)
TOTAL PROJECT COST			

2) Project Match.

a. What percentage of the total project cost will be provided as a match? [___] %

b. Provide a breakdown of how the match will be provided, using the table below.

Match Type	Estimated Value of Match	Source(s)	Basis for Estimate
Monetary Match			na
In Kind Services to be provided by organizational staff and/or volunteers			
Donated Goods or Services			
Other			
TOTAL MATCH VALUE			

3) Funding need. Why does this project need County funding?

IV. PROJECT SCHEDULE

1) What is the project's estimated start date? _____

2) What is the project's estimated end date? _____

3) Special considerations:

V. ATTACHMENTS

Please note any supporting documentation on the project that will accompany this application:

- Resolution of the municipality/district authorizing the project, expenditures, and/or third party contracts
 - Additional project information such as location photographs, plans and sketches, scope of work, etc.
 - Evidence of meeting County and/or municipal objectives, such as excerpts of planning documents, Climate Smart Communities Pledge, documentation of public meetings, board minutes, etc.
 - Community support for project evidenced by documentation of public comment, letters of support etc.)
 - Documentation of your municipality's efforts to promote Electric Vehicle Supply Equipment (EVSE) infrastructure, such as addressing EVSE permitting and zoning.
 - Additional budget detail (e.g. budget spreadsheets, copies of estimates, etc.)
-

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINT NAME

Date

APPENDIX II: CONTRACT

**ELECTRIC VEHICLE INFRASTRUCTURE REIMBURSEMENT PROGRAM
AGREEMENT BETWEEN COUNTY OF SULLIVAN
AND**

AGREEMENT made as of the ____ day of _____, 2017, consists of the following terms and conditions:

1. **PARTIES:** This Agreement is by and between the County of Sullivan, a municipal corporation of the State of New York with its offices at the Sullivan County Government Center, 100 North Street, Monticello, New York 12701, hereinafter, designated as "County" and _____ with an address of _____, hereinafter designated as "Grant Recipient".
2. **PROJECT DESCRIPTION:** The Grant Recipient shall undertake the actions described in the grant application attached hereto as Schedule "A".
3. **PAYMENTS:** The County shall pay the Grant Recipient a total amount not to exceed \$_____.
4. **DOCUMENTATION:** The Electric Vehicle Infrastructure Reimbursement Program is a reimbursement program. In order for the Grant Recipient to be eligible for the receipt of payment provided in Section No. 3 above, the Grant Recipient must submit a voucher to the Sullivan County Office of Sustainable Energy, together with proof of expenditures such as invoices, itemized receipts, copies of cancelled checks, records of in-kind services provided, and/or other fiscal information as may be required by the Office of Audit and Control and pursuant to the Electric Vehicle Infrastructure Reimbursement Program guidelines.
5. **HOLD HARMLESS:** The Grant Recipient shall defend, indemnify, and hold harmless the County, its officers, employees, and agents, against and from any and all losses, claims, actions, damages, expenses or liabilities, including reasonable attorneys' fees, as a result of a negligent act, omission or willful misconduct of the Grant Recipient, its employees, representatives, agents, subcontractors or assigns.
6. **INDEPENDENT CONTRACTOR:** The Grant Recipient agrees that its relationship to the County is that of an independent contractor and that neither it nor its employees or agents will hold themselves out as, nor claim to be, officers or employees of the County, or of any department, agency or unit thereof, and they will not make any claim, demand or application to or for any right or privilege applicable to an officer or employee of the County, including, but not limited to, Worker's Compensation coverage, health coverage, Unemployment Insurance Benefits, Social Security coverage or employee retirement membership or credit. The Grant Recipient shall not act as agent, or be an agent, of the County. As an independent contractor, the Grant Recipient shall be solely responsible for determining the means and methods of performing the services and shall have complete charge and responsibility for the Grant Recipient's personnel engaged in the performance of the services. However, if any personnel of the Grant Recipient act in a manner that is detrimental to the County, the County may require the Grant Recipient to remove or replace such personnel with respect to the performance of services required.
7. **TERMINATION:** The County may, by written notice to the Grant Recipient effective upon mailing, terminate this Agreement at any time upon the Grant Recipient's default.

8. **MODIFICATION:** This Agreement may be modified only by a writing signed by both parties.
9. **AUTHORIZATION:** This Agreement is authorized by Resolution No. ____-17, adopted by the Sullivan County Legislature on _____, 2017; and Resolution _____ adopted by _____ (*Municipality or District Name*) on _____, 2017.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date noted above.

NAME OF GRANT RECIPIENT

COUNTY OF SULLIVAN

By:

By: Joshua Potosek, County Manager

APPROVED AS TO FORM

Office of the County Attorney

APPENDIX III: SAMPLE TABLE FOR DOCUMENTATION OF IN-KIND SERVICES

Description of Service	Date of Service	Staff, Equipment or Facility	Cost Basis (e.g. hourly rate)	Length of Service (e.g. hours worked)	Value of Contribution
Total Value of In-Kind Services					(sum of this column)

Description of Service: Information in this column shall address the type of in-kind contribution (personnel time, equipment, or facilities) and, when relevant, the activities that were performed.

Date of Service: Each date on which services were provided shall be given its own entry. So if an individual donated a total of 50 hours to a project spread but that time was spread over 10 days, there shall be an entry for each of those 10 days.

Cost Basis: Hourly personnel rates should be based on salary. Volunteer contributions may be valued at a flat rate of \$25/hour. Professional services may be given a higher value, but shall be documented per the requirements of 9.3.3 below, addressing donated goods and services.

Staff, Equipment or Facility: For most in-kind services, this column will feature the name of the individual providing the service. However, if the in-kind service involves use of equipment of a facility (e.g., the use of a Town Hall for a public meeting), the name of the equipment or facility shall be indicated in this column.

Length of Service: This column shall show the number of hours the service was provided on that date only.

Value of Contribution: This column should equal the cost basis times the length of service.