

# Inter County Association of Western New York

% Ontario County Board of Supervisors, 20 Ontario Street, Canandaigua, NY 14424

Phone (585) 396-4447

Email: [karen.demay@co.ontario.ny.us](mailto:karen.demay@co.ontario.ny.us) or [brenda@co.steuben.ny.us](mailto:brenda@co.steuben.ny.us)

Robert A. Green, Jr., President – Ontario County  
Peter Yendell, 1<sup>st</sup> Vice President – Livingston County  
Shelley Stein, 2<sup>nd</sup> Vice President – Genesee County  
Karen R. DeMay, Secretary – Ontario County  
Brenda K. Mori, Treasurer – Steuben County

## RESOLUTION COMMITTEE:

Donna Vickman, Cattaraugus County  
John Pastrick, Chemung County  
David Callard, Orleans County

*Representing the Counties of Allegany, Cattaraugus, Cayuga, Chautauqua, Chemung, Erie, Genesee, Livingston, Monroe, Niagara, Ontario, Orleans, Schuyler, Seneca, Steuben, Tompkins, Wayne, Wyoming, and Yates*

## GENESEE COUNTY HOST

<b>DATE:</b>	<b>FRIDAY, October 21, 2016</b>
<b>TIME:</b>	9:30 A.M. - Registration/Continental Breakfast
<b>LOCATION:</b>	Mercy Grove 7758 East Main Road, LeRoy, NY 14482
<b>RESERVATIONS:</b>	<b>NO LATER THAN</b> Friday, October 14, 2016 (\$20.00 covers registration, etc.) Pamela LaGrou, Clerk to the Legislature Address: 7 Main Street, Batavia, NY 14020 e-mail: <a href="mailto:pam.lagrou@co.genesee.ny.us">pam.lagrou@co.genesee.ny.us</a>

## AGENDA

**9:30 AM** Arrival and Registration with Continental Breakfast

**10:00 AM** Call to Order – Association President, Robert A. Green, Jr.  
Pledge of Allegiance to the Flag  
Invocation  
Roll Call of Counties  
Welcome from Host County – Raymond F. Cianfrini, Legislature Chairman  
Approval of Minutes

- August 19, 2016
- September 21, 2016 (Joint meeting)

Approval of Treasurer's Report

- To be distributed at meeting

Correspondence  
On file  
Comments by members and guests  
NYSAC ~  
Old Business  
New Business  
Resolutions

**11:00 AM** Presentations: John P. Jakubowski, Strategic Workforce Development for Genesee County  
Lynne Belluscio, LeRoy Historian-History of Mercy Grove

**12:00 PM** Adjournment and Lunch

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## *MINUTES – August 19, 2016*

The meeting, held at Double M Schuster Barn, 6464 Liberty Pole Road, Sparta, NY, hosted by Livingston County, was called to order by Association President Bob Green (*Ontario*) at 10:00 a.m. President Green remarked how fortunate we are to live in Western New York. Our thoughts and concerns go out to those in Louisiana and California with floods and fire. He then introduced NYS Assemblyman Bill Nojay (*133<sup>rd</sup> District*) who led the Association in the Pledge of Allegiance, and S. Stein (*Genesee*) who provided the invocation.

#### Roll call of counties

- The following 12 counties answered roll call:

Cattaraugus (3), Chautauqua (1), Chemung (3/1), Genesee (2), Livingston (3/9), Monroe (2) Ontario (2), Orleans (1), Steuben (2), Wayne (2), Wyoming (1/1), and Yates (1). **23 members, 16 guests in attendance.**

#### Welcome from Host County

Livingston County Board Chairman Eric Gott welcomed everyone to ‘downtown’ Sparta, Livingston County. It is very fitting to discuss agri-business and agri-culture here today at the Double M Schuster Barn, a barn that has been repurposed.

President Green introduced Assemblyman Bill Nojay. Assemblyman Nojay first remarked what a beautiful day in Upstate New York! Our region holds 100 years supply of energy, one-seventh of the world’s fresh water, Tillable soil, and infrastructure to move heavy freight. These are 4 attributes of our region are much desired. We continue to educate downstate that we a necessary to their wellbeing. There is a bright future for Upstate New York.

#### Approval of Minutes

S. Stein (*Genesee*), made the motion, seconded by R. Lemon (*Chautauqua*), to accept the minutes of the June 17, 2016, as written; motion carried.

#### Approval of Treasurer’s Report

J. Patrick (*Chemung*), made the motion, seconded by S. Leroy (*Wayne*), to accept the Treasurer’s report dated July 31, 2016; motion carried.

	-	+	Net
Treasury Balance ending May 31, 2016			<b>\$6,113.96</b>
“Cash Box” as of July 31, 2016		\$30.00	
Check Book Balance as of July 31, 2016		\$5,909.65	
<b>Receipts:</b>			
June Meeting Registrations – Chemung County Meeting ( 43 pd attendees)		\$860.00	
Canandaigua Yacht Club, Refund of overpayment (May Mtg @ Ontario)		\$168.00	
<b>Disbursements:</b>			
Ck#1160 – Sweet n Saucy – Chemung County Meeting	\$1,202.31		
<b>Treasury Balance ending July 31, 2016</b>			<b>\$5,939.65</b>

**NYSAC Update**

Association President Green introduced Dave Lucas, Director of Finance and Intergovernmental Relations at NYSAC, who presented an Albany update. Mr. Lucas provided packets of information to each county. This included a summary of all legislative bills and their status along with sales tax data, maps, and charts. He addressed the following topics and items of interest. Discussion on these topics occurred during the presentation.

- NYSAC Fall Conference, September 19-21, 2016.
- Indigent Defense Bill, cost to counties; 400 million. There will be a gradual phase in during the seven-year takeover by the State. Next hurdle is to get the Governor to sign the Bill. Our counties will realize fiscal relief throughout this gradual takeover. NYSAC is working closely with NYS Office of Indigent Legal Services (OILS).
- White Paper, on NYSAC Website A Primer on NY’s Heroin Epidemic was referenced. It shows examples of what counties are doing to address this issue.
- Sales Tax 2<sup>nd</sup> quarter report is out and shows many counties down. (chart distributed in packets). In part, due to lower motor fuel costs.
- The current Property Tax Cap is set at .68%. It is not expected that the cap will go back to 2% for many years. Frustration grows on the part of many municipalities, especially smaller ones dealing with highway maintenance expenses from heavy equipment to salt. These increased well over the tax cap.
- Medicaid: Federal Government is reviewing State process. We expect the shares we send to Albany will drop, less than ½ of one percent. Fractional change in calculation.
- Pressure builds to stay within tax cap. NYS Comptroller reported that tax receipts are coming in lower than budgeted and spending is a little higher than anticipated. This is due, in part; to the Governor signing the Enhanced Vet Bill after budget was passed. It was not part of the budget. Deficits for next year are projected to go up.
- Signed into law, 16-17 year olds are allowed to be organ donors. This can be rescinded by a parent, though.

President Green thanked Dave Lucas and all members for discussion about these critical issues.

**Old Business:**

None.

**New Business:** Association President Green stated it is time to establish a Nominations Committee for the upcoming year, 2017. He is appointing Mark Schuster (*Livingston*) to lead that committee with two members; Shelley Stein (*Genesee*) and Mark DiDio (*Cayuga*). A slate of officers will be presented at the October 21<sup>st</sup> meeting, and the association will vote at the November 18<sup>th</sup> meeting.

**Resolutions:**

FINAL NUMBER	PRESENTING COUNTY	RESOLUTION TITLE	ACTION TAKEN
40	Wyoming	Resolution Petitioning Governor Cuomo and the State Legislature to Repeal Legislation which moves the STAR Exemption from a Real Property Tax Exemption to a Personal Income Tax Credit – AS AMENDED	<i>Motion to adopt</i> made by J. Davis ( <i>Wyoming</i> ), seconded by S. Stein ( <i>Genesee</i> ).  <i>Motion to amend</i> made by T. Sweet ( <i>Chemung</i> ), seconded by K. DeRoller ( <i>Orleans</i> ); <i>motion carried unanimously</i> .
41	Cattaraugus	Resolution Urging Governor Cuomo to Sign into Law Public Defense Mandate Relief Act (S.8114/A.10706)	<i>Motion to adopt</i> made by D. Koch ( <i>Cattaraugus</i> ), seconded by R. Neal ( <i>Cattaraugus</i> ) and R. Green ( <i>Ontario</i> ). <i>motion carried unanimously</i>

**Presentation/Program:**

The first presentation was Mr. Brian Paris of Craigs Station Creamery and Project Gardens. Mr. Paris presented a slide show along with information regarding the operations of the creamery. "Craigs Station is a joint venture of eight family-run farms and Dairy Farmers of America. It is a state-of-the-art facility that combines the resources of a leading dairy company with cutting-edge technology and the traditional goodness of family farming." Additional information can be found on their website: <http://www.craigsstationcreamery.com/>

The second presentation was Elissa Leuer, Director of Tourism and Marketing at the Livingston County Chamber of Commerce. Ms. Leuer spoke of the many Agribusiness and Tourism related facilities and attractions in Livingston County. Both presentations from Mr. Paris and Ms. Leuer were well received by the association.

President Green thanked the Schusters, Mark and Margaret, for hosting the meeting today in their barn. The Schusters have repurposed a tie-stall barn into a rustic event venue for weddings and other events.

**Adjournment:** On motion of J. Pastrick (*Chemung*), seconded by S. Stein (*Genesee*), the meeting was adjourned at 11:45 AM followed by lunch; motion carried.

**Reminder:**

The association will meet at the NYSAC Fall conference with the Adirondack Association on Wednesday, September 21, 2016, in Niagara Falls.

The next regular meeting will be held at Mercy Grove, 7758 E. Main Road, LeRoy, NY, Genesee County, on October 21, 2016.

Respectfully submitted,



*KRD*  
\_\_\_\_\_  
Karen R. DeMay, Secretary  
Inter County Association of Western New York

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*MINUTES – September 21, 2016*  
*Joint meeting of*  
*Inter-county Legislative Committee of the Adirondacks*  
*and*  
*Inter-County Association of Western New York*

**Call to Order**

The meeting was called to order by Inter-County Association of Western New York President Robert A. Green, Jr. (*Ontario*) at 8:05 a.m. He offered special thanks to Mark LaVigne for all his preparation and contributions to the conference and to this group especially. Mr. Green dismissed meeting agenda, other than the following NYSERDA presentation.

**Roll call of Counties**

The following 17 counties answered roll call:

Cattaraugus, Chemung, Clinton, Fulton, Genesee Hamilton, Herkimer, Lewis, Livingston, Niagara, Ontario, Orleans, Saratoga, St. Lawrence, Steuben, Warren, and Wyoming. Others present: NYSAC official Mark LaVigne.

Inter-County Legislative Committee of the Adirondacks President Michael Tabolt (*Lewis*) led the Association in the Pledge of Allegiance.

NYSAC President, Bill Cherry, welcomed all present and admired the efforts and regular meetings of the two associations and their collaborative efforts on regional issues. He thanked everyone for attending and was appreciative of being a part of this meeting.

NYSERDA Director of Communities and Local Government Kelly Tyler and Jessica Waldorf presented information on the Clean Energy Communities Program. They recognize that Counties would be critical partners to promote and affect overall energy choices. The State was divided into ten regions, each with a sustainability plan; and \$90 million in grant funds have been awarded for alternative/clean energy projects.

The State is transforming its energy policy and initiatives through “Reforming the Energy Vision” (REV) with a long term goal to build a clean and affordable energy system, while reducing New York’s total carbon emissions by 80% by 2050. As one of the most ambitious in the nation, plans are for a 40% reduction of greenhouse gas emissions, 50% of energy demand to be met by renewable energy and 600 trillion BTU’s of energy efficiency based. To this end, the State has released a \$5 Billion Clean Energy Fund.

Any city, town, village or county is eligible for grant funds. The first step is to attain a clean energy community designation by meeting at least four of the ten clean energy high-impact actions. Ms. Tyler reviewed **the actions and a brief explanation of each listed on page 5 of the attached presentation.** Benchmarking, Clean Energy Upgrades, LED Street Lights, Clean Fleets, Solar, Unified Solar Permit, Energy Code Enforcement Training, Climate Smart Communities Certification, Community Choice Aggregation or Energize NY Finance.

Two of the four measures may be used if the energy-saving projects were commenced since August 2016. An additional two measures must be met to become eligible for grant funds.

The amount of eligible funding is based on community population. Those with over 40,000 are considered a large community, those under are considered small-medium. The designation levels the playing field for communities to compete with similar populace. The first two grants awarded to "Large Communities" within each region will receive \$250,000, with a third receiving \$150,000. Small Communities will vie for four (4) \$100,000 grants in each region. Every region throughout the State will receive 18 awards on a first-come first-serve basis. 25% of the grant may be awarded upfront for development of a plan required to be completed within 90 days after being designated a "Clean Energy Community".

Craig Brennan (Lewis) inquired whether grant monies could be allocated for projects already in progress. Ms. Tyler clarified grant funds could not be used for costs already incurred.

Bob Green asked whether grant funds could be used to hire a professional project manager for a collaborative (2 or more small communities) project. Ms. Tyler cited availability of a NYSERDA coordinator in each region to assist with development, but a long-term project manager position would have to be sustained by the municipalities after awarded grant funds were exhausted.

NYSERDA representative Jessica Waldorf referenced the many municipal solar projects awaiting finalized agreements with National Grid for connectivity. On behalf of NYSERDA, she and Ms. Tyler agreed to research this issue and do whatever they could to encourage a timely resolve from National Grid. Several wind and bio-digester projects are likewise on hold.

Bill Farber as an official who represents both Town and County governments cautioned NYSERDA, that during the grant application scoring procedure, to be aware of ongoing County projects that may be affected or slowed down by lower level municipal projects within their borders.

NYSERDA has made every attempt to minimize paperwork requirements, and reiterated that regional coordinators are available to assist with formulating/developing project plans. They have created a standardized form template that is available on the website. NYSERDA officials will present the Clean Energy Community information to any County forum upon request.

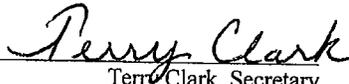
Ms. Tyler clarified there is no competition to meet the four (4) benchmark impact points to attain a "Clean Energy Community" designation. The projects are on a first-come first-serve basis. When the designation is attained and a project initiative is approved, the grant funds are reserved for the project at that time up to a period of 90 days, during which the plan development must be completed and submitted.

Bob Green shared an opinion of an engineer who works in the energy field that the problem for National Grid and similar companies is related to technology deficiencies and needed upgrades to handle the impending energy generation from the many alternate sources. Power stations run 24/7 at a minimum current output, he said. If a company shuts down their generators to handle an influx of energy generation, it costs them significant monies, compounded by the wear and tear on equipment that was designed to run 24/7.

Mr. Green thanked Kelly and Jessica for their very informative presentation.

The meeting adjourned at 9:00 a.m.

Respectfully submitted,

  
Terry Clark, Secretary  
Inter-County Legislative Committee of the Adirondacks



*Resolutions submitted by member counties.  
October 21, 2016*

INTRO	PRESENTING COUNTIES	RESOLUTION TITLE	
1	Allegany	RESOLUTION REQUESTING THAT THE WESTERN REGIONAL EMERGENCY MEDICAL ADVISORY COMMITTEE (WREMAC) NOT ELIMINATE THE EMT—CC LEVEL OF CERTIFICATION	
2	Cattaraugus	CALLING FOR AN OFFICIAL INVESTIGATION INTO THE PRICE GOUGING OF EPIPENS	

#1, Western Regional Emergency Medical Advisory Committee: <http://www.wremac.com/>

Member Counties: Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Orleans, Niagara, and Wyoming counties.

#1

**RESOLUTION REQUESTING THAT THE WESTERN REGIONAL EMERGENCY MEDICAL ADVISORY COMMITTEE (WREMAC) NOT ELIMINATE THE EMT—CC LEVEL OF CERTIFICATION**

RECEIVED  
SEP 19 2016  
BOARD OF SUPERVISORS

Offered by: Public Safety Committee

**WHEREAS**, this Board has been contacted by a number of Emergency Medical Technicians (EMTs) and ambulance companies regarding a matter being considered by the Western Regional Emergency Medical Advisory Committee (WREMAC) relating to the EMT-CC level of certification, and

**WHEREAS**, there is great concern that WREMAC will vote to eliminate the EMT-CC level of certification, and

**WHEREAS**, if eliminated, advanced life support, (ALS), would need to be provided by a paramedic holding an EMT-P certification, and

**WHEREAS**, rural ambulance services serving Allegany County are primarily staffed by volunteers and tend to have EMT-CCs as the providers of ALS, and

**WHEREAS**, there are very few individuals serving in Allegany County who are paramedics holding the EMT-P level of certification, and

**WHEREAS**, the vast majority of EMTs active in Allegany County are volunteers with other full-time work, and

**WHEREAS**, obtaining EMT-P certification requires a substantial commitment of time and money that most of these volunteer EMTs will be unable or unwilling to pursue, and

**WHEREAS**, due to the large geographic size of Allegany County and its distance from major metropolitan areas, few if any paramedics are currently available or will become available to respond to the emergency medical needs of County residents, and

**WHEREAS**, EMT-CCs are able to provide advance care on par with that provided by paramedics, and

**WHEREAS**, if EMT-CC certification is eliminated, it is highly likely that advanced life support will be unavailable in emergency response situations and people will die or suffer serious medical complications, now therefore, be it

**RESOLVED:**

1. That this Board strongly urges the Western Regional Emergency Medical Advisory Committee to refrain from eliminating EMT-CC certification as there is a lack of viable alternatives for providing ALS emergency response services in rural Allegany County.

2. That certified copies of this resolution be sent to Governor Andrew Cuomo; Senator Catharine M. Young; Assemblyman Joseph M. Giglio; Dr. Howard A. Zucker, Commissioner of Health for New York State; Dr. Brian M. Walters, Director WREMAC, the New York State Association of Counties and the Inter-County Association of Western New York.

I, Brenda Rigby Riehle, Clerk of the Board of Legislators of the County of Allegany, State of New York, do hereby certify that the foregoing constitutes a correct copy of the original on file in my office and the whole thereof of a resolution passed by said

Board on the 12<sup>th</sup> day of September, 2016.

Brenda Rigby Riehle Dated at Belmont, New York, this 13<sup>th</sup> day of September, 2016  
*Clerk, Board of Legislators, Allegany County*

Moved by Curran Seconded by Graves VOTE: Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Absent \_\_\_\_\_ Voice

RECEIVED

OCT 04 2016

BOARD OF SUPERVISORS

ACT NO. 436-2016

by Mrs. Labuhn  
And Mr. Boberg, Mr. Breton, Mr. Helmich, Mr. Higgins, Mr. Klancer,  
Mr. VanRensselaer, Ms. Hastings and Mr. Padlo

# 2

**CALLING FOR AN OFFICIAL INVESTIGATION INTO THE PRICE GOUGING OF EPIPENS**

Pursuant to Section 153 of the County Law.

I. WHEREAS, Epinephrine is a life-saving drug for those with severe allergies, most commonly distributed in EpiPens produced by the pharmaceutical company Mylan, and

II. WHEREAS, in 2007, when Mylan took over the sale of the product, the EpiPen cost \$57.00 a shot and has since risen by an astronomical 400%, costing people more than \$600.00 for a pack of two auto injectors, and

III. WHEREAS, an EpiPen expires after just one year requiring the consumers to buy new doses annually, and with the cost at exorbitant levels, many cannot afford new doses and risk being without Epinephrine during an allergic reaction, and

IV. WHEREAS, when it comes to the health of a child, a family member should not have to choose between making their home payment and the prescription that is so desperately needed in an emergency situation where action must be taken at a moment's notice and without delay, and

V. WHEREAS, in the United States, our system of Capitalism encourages companies to sell the best product they can at a price which they make a profit, but there comes a time when the incentive to be greedy overruns a company and they engage in a zero-sum situation with consumers who rely on their product, and

VI. WHEREAS, it is clearly unconscionable to put a financial roadblock in front of people by unjustifiably raising the price of a life-saving product such as EpiPen, especially at a time when this drug is becoming more and more understood and embraced by patients, their family members, institutions such as schools and sports facilities, and the general population as a whole, now, therefore, be it

I. RESOLVED, that the Cattaraugus County Legislature hereby condemns the actions of Mylan in raising the price of EpiPen to levels that average consumers simply cannot afford, and be it further

II. RESOLVED, that the Cattaraugus County Legislature hereby requests the New York State Attorney General conduct a thorough and comprehensive investigation of clear price gouging of the life-saving EpiPen by Mylan, and be it further

III. RESOLVED, that certified copies of this resolution be sent to New York State Attorney General Schneiderman, Senator Young, Congressman Reed, Assemblymember Giglio, the New York State Association of Counties, Inter-County of Western New York, and any other party deemed necessary and proper.

STATE OF NEW YORK )  
COUNTY OF CATTARAUGUS )

I, Lori A. Pangborn, Deputy Clerk of the Legislature of the County of Cattaraugus, New York, do hereby certify that I have compared the foregoing resolution with the original thereof on file in my office and duly adopted by said Legislature at a meeting of said Legislature on the 14<sup>th</sup> day of September, 2016, and that the same is a true and correct copy of such resolution and of the whole thereof.

In testimony whereof, I have hereunto set my hand and affixed the seal of said County this 19<sup>th</sup> day of September, 2016.

  
\_\_\_\_\_  
Deputy Clerk Cattaraugus County Legislature



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 Mike Didio, Cayuga County  
 Shelley Stein, Genesee County

## 2016 Meeting Schedule

Meeting Date	Host County	Location
February 3, 2016	NYSAC	ALBANY
February 19, 2016	ONTARIO	Ontario County Safety Training Facility 2914 County Road 48 Canandaigua, NY
March 18, 2016	STEUBEN	Snug Harbor Restaurant 9068A Snug Harbor Drive Hammondsport, NY 14840
April 15, 2016	WYOMING	Wyoming Co. Ag. & Bus. Center 36 Center Street Warsaw, NY 14569
May 13, 2016	ONTARIO	Yacht Club West Lake Road Canandaigua, NY 14424
June 17, 2016	CHEMUNG	Wings of Eagles Discovery Center 339 Daniel Zenker Drive Horseheads, NY 14845
August 19, 2016	LIVINGSTON	Double M. Farm 6464 Liberty Pole Road Dansville, NY
September 21, 2016	NYSAC	
October 21, 2016	GENESEE	<i>Mercy Grove 7758 E. Main Road Leroy, NY</i>
November 18, 2016	CATTARAUGUS	

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## 2017 Meeting Schedule

Meeting Date	Host County	Location
February 1, 2017	NYSAC	ALBANY
February 17, 2017	Genesee	OTB
March 17, 2017		
April 21, 2017		
May 12, 2017	Seneca (Tentative)	
June 16, 2017		
August 18, 2017		
September 2017	NYSAC	
October 20, 2017	Wayne	
November 17, 2017	Ontario	

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New York State Energy Research and Development Authority (NYSERDA)

# Clean Energy Communities Program

## Guidance Document

Program Opportunity Notice (PON) 3298

### APPLICATION DUE DATES

**Clean Energy Communities Program:** NYSERDA will accept applications for PON 3298 on a rolling basis until 4:00p.m. Eastern Time on September 30, 2019, until funds are exhausted, or until the solicitation is revised by NYSERDA, whichever comes first.



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## INTRODUCTION

Local governments are critical partners in achieving a new energy vision for New York State. As such, municipal leaders play a critical role in affecting energy choices in their communities, both in terms of government operations, and also across homes, businesses, and community institutions. The Clean Energy Communities Program provides grants, direct technical support to communities, and recognition to local governments that demonstrate leadership in the area of clean energy.

NYSERDA has identified ten high-impact actions that local governments can take to save money, foster a vibrant economy, and improve the environment. By completing four of the ten high-impact actions, the applying jurisdiction shall earn the Clean Energy Community designation as well as a grant, up to \$250,000 per municipality with no local cost share, to support additional clean energy projects. To earn the Clean Energy Community designation, at least two of the high-impact actions must be completed after August 1, 2016.

Dedicated and knowledgeable local Clean Energy Coordinators are available to applicants to provide on-demand technical assistance, step-by-step guidance, case studies, model ordinances, project development support and other tools and resources. To access this support, please send an email to [cec@nyserda.ny.gov](mailto:cec@nyserda.ny.gov) or visit [www.nyserda.ny.gov/cec](http://www.nyserda.ny.gov/cec).

The Clean Energy Communities Program is funded through the Cleaner, Greener Communities (CGC) Program with proceeds from the Regional Greenhouse Gas Initiative (RGGI) and the Clean Energy Fund (CEF).

## PROGRAM REQUIREMENTS

### Eligible Applicants

Municipalities (county, city, town, village, or Native American tribes and nations located within NYS) in New York State are eligible to apply for funds. Municipalities may form partnerships and submit a joint proposal, but one entity must be identified as the lead applicant on behalf of the group or consortium. A single municipality, or a group or consortium of municipalities, may choose to designate a non-municipal entity (private, non-profit, etc.) to be the lead applicant, but the lead applicant must provide letters of support from each municipality involved in the project. The lead applicant, if successful, will have a contractual obligation to NYSERDA and will act as the main point of contact for NYSERDA for all project-related matters. Municipalities who have previously received funding through Cleaner, Greener Communities PON 3016 Category 2 Flexible Funding Pilots are not eligible for funding under this solicitation. However, these municipalities are encouraged to apply for the Clean Energy Communities designation.

### Funding Levels

In each of New York State's Economic Development Regions (REDCs), funding levels are as follows:

Municipality Size by Population	Tier 1 Awards Number of Awards in each Economic Development Region and Amount		Tier 2 Awards Number of Awards in each Economic Development Region and Amount	
	Large (40,000+)	2	\$250,000	2
Small/Medium (0-39,999)	4	\$100,000	10	\$50,000

Grants are available to designated Clean Energy Communities on a first-come-first-served basis until the funds are exhausted. NYSERDA reserves the right to adjust funding levels and eligibility criteria as necessary to ensure the success of the program. 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).

## **Application Process**

The application process includes two steps. The first step is to document completion of at least four high-impact actions to earn the Clean Energy Community designation. Please visit [www.nyserda.ny.gov/cec](http://www.nyserda.ny.gov/cec) to submit action item documentation. In the second step, once you have been designated a Clean Energy Community, you are eligible to apply for a grant at [www.nyserda.ny.gov/cec](http://www.nyserda.ny.gov/cec).

NYSERDA will accept applications on a rolling basis until 4:00p.m. Eastern Time on September 30, 2019, until funds are exhausted, or until the solicitation is revised by NYSERDA, whichever comes first.

### **STEP 1: BECOME A CLEAN ENERGY COMMUNITY**

Demonstrate that you have completed at least four of the ten high-impact actions by submitting the requested documentation at [www.nyserda.ny.gov/cec](http://www.nyserda.ny.gov/cec). To earn the Clean Energy Community designation, at least two of the high-impact actions must be completed after August 1, 2016. Applicants are encouraged to submit documentation in stages as each high-impact action is completed.

### **STEP 2: ACCESS GRANT FUNDING**

Once the applying jurisdiction receives email confirmation that it has earned the Clean Energy Community designation, **the applicant has three months** to submit a proposal for grant funding at [www.nyserda.ny.gov/cec](http://www.nyserda.ny.gov/cec). Projects must be ready to commence within six months of NYSERDA award notification and should be completed within three years of contract execution.

## STEP 1: BECOME A CLEAN ENERGY COMMUNITY

### Complete Four of Ten High-Impact Actions

To become a Clean Energy Community, the applicant must demonstrate completion of at least four of the ten high-impact actions listed below by submitting the requested documentation using the online submittal form at [www.nyserda.ny.gov/cec](http://www.nyserda.ny.gov/cec). To earn the Clean Energy Community designation, at least two of the high-impact actions must be completed after August 1, 2016. More information on how to meet the requirements for each high-impact action, including what documentation is required, is provided on separate pages following the high level list below. Applicants are encouraged to submit documentation in stages as each high-impact action is completed.

For assistance implementing these actions including technical support, step-by-step guidance, case studies, model ordinances, RFPs, and other tools and resources, please visit [www.nyserda.ny.gov/cec](http://www.nyserda.ny.gov/cec).

The High-Impact Actions include:

**1. Benchmarking**

Adopt a policy to report the energy use of municipal buildings on an annual basis. If the applicant is a large city, town, or village, it must also adopt legislation requiring the annual disclosure of energy use in large private buildings.

**2. Clean Energy Upgrades**

Achieve a 10 percent reduction in the greenhouse gas emissions from municipal buildings through energy efficiency upgrades and renewable energy.

**3. LED Street Lights**

Convert at least half of the municipal cobra-head-style street lights within the jurisdiction to energy-efficient LED technology.

**4. Clean Fleets**

Install an EV charging station and/or other alternative fuel infrastructure or deploy alternative fuel vehicles in the municipal fleet.

**5. Solarize**

Undertake a solarize campaign to increase the number of solar rooftops in the jurisdiction through group purchasing, locally-organized community education and outreach, and a limited time offer.

**6. Unified Solar Permit**

Pass legislation to adopt the New York State Unified Solar Permit to reduce costs and delays for solar projects in the jurisdiction.

**7. Energy Code Enforcement Training**

Train code compliance officers and other municipal officials in best practices in energy code enforcement through training, collaborative plans reviews, and joint onsite inspections of local construction projects.

**8. Climate Smart Communities Certification**

Earn Climate Smart Community (CSC) Certification at the certified, bronze, silver or gold levels through compliance with this robust, comprehensive rating system.

**9. Community Choice Aggregation**

Transition to a cleaner, more affordable energy supply by facilitating the aggregated purchase of electric supply for residential and small commercial customers within the jurisdiction.

**10. Energize NY Finance**

Allows property owners to pay back the cost of clean energy upgrades to their commercial or non-profit property through a special charge on their property tax bill.

# 1

## Benchmarking

Applicable to All Communities

### Rationale

Benchmarking is a policy that a local government adopts that requires the annual reporting of energy used in municipal buildings and, in large communities, also requires the annual disclosure of energy used in large private buildings. It's important because buildings account for over 60% of the energy used in New York State. Setting up a system for measuring and sharing data on building energy use over time will allow owners and occupants to compare energy usage against other buildings, and better identify opportunities to cut energy waste. Collecting, reporting, and sharing benchmarking data regularly also helps the public and government agencies make smarter investment decisions, reward efficiency, and drive widespread, continuous improvement.

### Requirements

Demonstrate completion of the Benchmarking action by submitting the following documentation:

#### **For small and medium size communities (0-39,999 population) and all county governments**

Submit a copy of adopted legislation that requires the applying jurisdiction to make available to the public on the internet on an annual basis, energy use information for each municipal building that is owned or occupied by the applying jurisdiction that 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. The legislation must require the following:

#### **Benchmark**

- Create a EPA 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

#### **Report**

- Generate and review the building's report in Portfolio Manager
- Submit the report to the municipality through Portfolio Manager
- Make available to the public on the internet annual summary statistics for each covered property including Energy Use Intensity (EUI), annual greenhouse gas emissions, an energy performance score where available, and other descriptive information as required by EPA Portfolio Manager

#### **For large-size cities, towns, and villages (40,000+ population)**

Submit a copy of adopted legislation as described for Small communities above, but also include a requirement for the owners of commercial and multifamily buildings 25,000 square feet or larger to also comply.

### Recommendations

- Use benchmarking data to streamline outreach efforts to building owners about specific efficiency programs

### Resources

- Dedicated and knowledgeable local Clean Energy Coordinators are available to assist municipal staff as they implement this action. To access this support, please send an email to [cec@nyserda.ny.gov](mailto:cec@nyserda.ny.gov).
- A toolkit of resources is available at [www.nyserda.ny.gov/cec](http://www.nyserda.ny.gov/cec).

**Rationale**

Clean Energy Upgrades are energy efficiency and renewable energy projects in municipal buildings and facilities. By replacing outdated equipment with new smart and efficient technology, municipalities are well positioned to save energy and money over time. State programs can help get these projects accomplished with no or low up-front cost while generating net savings to your bottom line. Everything from municipal headquarters to public works facilities, fire stations, police precincts, parks facilities, and even water treatment plants are good candidates for upgrades. Perhaps most important, Clean Energy Upgrades show leadership and contribute to building healthier, more vibrant communities.

**Requirements**

Demonstrate completion of the Clean Energy Upgrades action by submitting the following documentation:

- Submit an EPA 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), annual greenhouse gas emissions, and an energy performance score where available. The report should cover at least 12 months of energy use of the portfolio from the year prior to the date of the upgrades as the baseline.
- Submit succinct and relevant documentation that demonstrates a minimum 10 percent reduction in greenhouse gas emissions against the baseline. The documentation may include an ASHRAE Energy Audit or an approved pre-and-post engineering study that identifies implemented Energy Conservation Measures.
- Submit a complete Clean Energy Upgrades Calculator, available in the Clean Energy Upgrades toolkit at [www.nyserda.ny.gov/cec](http://www.nyserda.ny.gov/cec). Please be sure to complete the most recent version. Information requested will include, but is not limited to, specific equipment or infrastructure upgrades and estimated energy savings of implemented measures.
- Up to half of the required reduction in greenhouse gas emissions may be achieved with renewable energy sources including solar, wind, geothermal, premium-efficiency wood pellets, anaerobic digester gas, or renewable energy attributes or credits certified by Green-e.
- The upgrades must have been substantially completed after January 1, 2014.

**Recommendations**

- The New York Power Authority (NYPA) provides turn-key energy efficiency upgrades to municipal buildings of qualifying jurisdictions. Working closely with your team, NYPA and their contractors handle every aspect of design and construction. NYPA offers low-interest rate financing and projects can typically be accomplished with no or low up-front cost while generating net savings to your bottom line.
- Energy performance contracts can also be used to procure energy savings and facility improvements with no or low up-front capital costs.
- Consult your utility to identify incentives that may be available for energy efficiency improvements.

**Resources**

- Dedicated and knowledgeable local Clean Energy Coordinators are available to assist municipal staff as they implement this action. To access this support, please send an email to [cec@nyserda.ny.gov](mailto:cec@nyserda.ny.gov).
- A toolkit of resources is available at [www.nyserda.ny.gov/cec](http://www.nyserda.ny.gov/cec).

# 3

## LED Street Lights

Applicable to All Communities

### Rationale

By replacing conventional street lights with energy efficient LED technology, communities 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 community. LED street lights last up to 100,000 hours and require much less maintenance than conventional street lights. The opportunity to incorporate smart, connected technology such as dimming functions, enhanced law enforcement response, and parking management offers a world of almost unlimited possibilities. Even those communities that do not own their own streetlights have options for converting street lights in their jurisdiction to LED.

### Requirements

Demonstrate completion of the LED Street Lights action by submitting the following documentation:

- Submit documentation showing that a minimum of 50 percent of all municipal and utility-owned cobra-head-style street lights have been converted to LED within the geographic jurisdiction. This documentation should include the number of street lights converted, including the proportion of converted cobra-head street lights to total cobra-head street lights.
- A minimum of 10 fixtures must be converted to LED to qualify.

### Recommendations

- Consult with NYSERDA regarding which LED conversion and technology options make the most sense to meet your economic and operational goals.
- Check with your utility regarding options for converting street lights to LED.
- Municipalities that do not own their own street lights may pursue a negotiated agreement with their utility for transfer of ownership of the complete system of street lights and supporting infrastructure.
- Energy performance contracts may be used to upgrade street light systems with no or low up-front capital costs.
- The New York Power Authority (NYPA) offers a program to convert street lights to LEDs using low-interest rate financing.

### Resources

- Dedicated and knowledgeable local Clean Energy Coordinators are available to assist municipal staff as they implement this action. To access this support, please send an email to [cec@nyserderda.ny.gov](mailto:cec@nyserderda.ny.gov).
- A toolkit of resources is available at [www.nyserderda.ny.gov/cec](http://www.nyserderda.ny.gov/cec).

# 4

## Clean Fleets

Applicable to All Communities

### Rationale

Clean Fleets is an effort by local governments to invest in alternative fuel 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. Clean vehicles reduce greenhouse gas emissions and pollutants that cause smog and acid rain. Charging stations are being installed at a wide variety of locations across New York State. In communities large and small, urban and rural, there are sites well-suited to hosting charging stations.

### Requirements

Demonstrate completion of the Clean Fleets action by submitting the following documentation:

- Submit documentation to demonstrate municipal provision of at least one electric vehicle charging station or compressed natural gas (CNG) fueling station. Electric vehicle charging stations must consist of either two (2) or more Level 2 charging ports or one (1) or more DC fast charge ports. Equipment may have been installed at any time prior to the application date, but must be active at the time of submittal. The municipality or a state or local government entity located wholly within the municipality (i.e. a parking authority) must own or lease the equipment. Alternative fuel supply infrastructure may be used for government operations or public use.

OR

- Submit a copy of documentation to demonstrate municipal deployment of at least one alternative fuel vehicle in the municipality's fleet. Qualifying alternative fuel vehicles include plug-in electric vehicles, CNG vehicles, and hydrogen fuel cell vehicles. Vehicles may be light-duty, medium duty, or heavy-duty vehicles. Vehicles may have been purchased or leased at any time prior to the application date, but must be active at the time of submittal.

### Recommendations

- Applicants should gauge local and regional demand for alternative fueling stations and consider the most appropriate fuel type for the area.
- The first step in supporting alternative fuel transportation infrastructure is assessing the demand for and feasibility of an alternative fueling station.

### Resources

- Dedicated and knowledgeable local Clean Energy Coordinators are available to assist municipal staff as they implement this action. To access this support, please send an email to [cec@nyserda.ny.gov](mailto:cec@nyserda.ny.gov).
- A toolkit of resources is available at [www.nyserda.ny.gov/cec](http://www.nyserda.ny.gov/cec).

**Rationale**

Solarize is a short term (approximately 6-9 months, including planning and outreach), local effort that brings together groups of potential solar customers through widespread outreach and education. This model helps customers choose a solar installation company that is offering competitive, transparent pricing. Historically, Solarize campaigns lower the cost of solar 10 to 20 percent. After a thorough pre-qualification process, a designated solar installer(s) will be named for the campaign. Residents and businesses who sign up for solar installations by a specific deadline will be able to take advantage of group rates below market prices. The more customers who sign up, the lower the price will be for everyone. Well-organized Solarize campaigns are a great way to support solar while being active and visible in your community.

**Requirements**

Demonstrate completion of the Solarize action as follows:

- Submit documentation to demonstrate direct municipal participation in previous rounds of NYSERDA Community Solar NY. To earn credit for this action, the Solarize campaign must have been launched after January 1, 2014. Documentation may include, but is not limited to, a letter of commitment submitted with the Community Solar NY application, a press release, flyers from an event in the jurisdiction, a screenshot of the solarize website, newspaper article, or adopted resolution.
- Submit a list of at least ten (10) solar customers that resulted from the solarize campaign within your jurisdiction including, but not limited to, the location, installer, date contract was signed, type of financing, and date contract was canceled if applicable.

OR

- For new Solarize campaigns, before you start the planning process, please send an email to [cec@nyserderda.ny.gov](mailto:cec@nyserderda.ny.gov) to ensure all NYSERDA requirements are met to earn credit for this action, including those outlined in the Solarize Scoping Document Terms and Conditions.
- Submit a completed Solarize Campaign Scoping Document, available in the Solarize toolkit at [www.nyserderda.ny.gov/cec](http://www.nyserderda.ny.gov/cec). Please be sure to complete the most recent version. The scoping document will detail the campaign's goals and objectives, roles and responsibilities of project partners, deliverables, and milestones. The applicant shall sign off on the Terms and Conditions included with the Scoping Document to earn credit for this action.
- Submit a list of at least ten (10) solar customers that resulted from the solarize campaign within your jurisdiction including, but not limited to, the location, installer, date contract was signed, type of financing, and date contract was canceled if applicable.

**Recommendations**

- Team up with individuals, organizations, and nearby jurisdictions that are willing and able to conduct community-wide education and outreach around solar energy.
- Consider incorporating Shared Solar projects into your campaign. NYSERDA's Shared Renewables initiative (also referred to as community distributed generation) provides opportunities for renters, homeowners, low-income residents, schools, and businesses to join together to set up shared solar, wind, and other renewable energy projects.
- Adopt a local resolution in support of the Solarize campaign.

**Resources**

- Dedicated and knowledgeable local Clean Energy Coordinators are available to assist municipal staff as they implement this action. To access this support, please send an email to [cec@nyserderda.ny.gov](mailto:cec@nyserderda.ny.gov).
- A toolkit of resources is available at [www.nyserderda.ny.gov/cec](http://www.nyserderda.ny.gov/cec).

# 6

## Unified Solar Permit

Applicable to All Communities that Issue Building Permits

### Rationale

The Unified Solar Permit is a standardized permit application designed to streamline the approval process for installing solar in the community. The standardized permit is expected to cut costs by creating a uniform permitting process in municipalities across the State. As municipalities adopt the permit, installers and municipalities alike will save time and resources permitting solar electric systems. An expedited process will allow these standard systems to pass quickly through the jurisdictional review process, freeing up time for all involved parties, decreasing the overall installation time for customers, and allowing non-standard systems the necessary time for detailed review.

### Requirements

Demonstrate completion of the Unified Solar Permit action by submitting the following documentation:

- Submit a copy of the notification of eligibility email from NYSERDA indicating the jurisdiction is eligible to receive the Streamlined Permitting PV incentive (formerly known as Cleaner, Greener Communities Category 1).
- This can be attained by meeting program participation requirements for Streamlined PV Permitting as detailed in the Streamlined Permitting funding opportunity. Municipalities that adopt the Unified Solar Permit are eligible for up to \$5,000, depending on population, through the Streamlined Permitting PV incentive to implement the new procedures. For more information, please visit the Unified Solar Permit toolkit at [www.nyserderda.ny.gov/cec](http://www.nyserderda.ny.gov/cec).

OR

- Submit a copy of NYSERDA's official list of communities that have adopted the Unified Solar Permit showing that the applying jurisdiction is listed. This list can be accessed in the Unified Solar Permit toolkit at [www.nyserderda.ny.gov/cec](http://www.nyserderda.ny.gov/cec).

### Recommendations

- Adopt the permit as a way to reduce the amount of time both applicants and the building department spend applying for, reviewing, and issuing permits.
- Consider a flat fee that fairly reflects the time needed for municipal staff to review and issue a permit.
- Post information about the permit application process online including timelines for permit application review and issuance.

### Resources

- Dedicated and knowledgeable local Clean Energy Coordinators are available to assist municipal staff as they implement this action. To access this support, please send an email to [cec@nyserderda.ny.gov](mailto:cec@nyserderda.ny.gov).
- A toolkit of resources is available at [www.nyserderda.ny.gov/cec](http://www.nyserderda.ny.gov/cec).

# 7

## Energy Code Enforcement Training

Applicable to All Communities that Issue Building Permits

### Rationale

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. This training focuses on what code enforcement officials need to know about the Energy Code in the context of its practical application on active construction projects.

### Requirements

Demonstrate completion of the Energy Code Enforcement Training action as follows:

- Enroll in the Clean Energy Communities Energy Code Enforcement Training Module by sending an email to [cec@nyserderda.ny.gov](mailto:cec@nyserderda.ny.gov).
- Take part in a preliminary meeting between the NYSERDA training provider, the local code enforcement officer and at least two other municipal officials followed by collaborative plans review and joint onsite inspection of two (2) building projects in the municipality. The entire building department staff is encouraged to participate.
- Participate in a presentation by the NYSERDA Training Provider summarizing results of the module, including key considerations and guidance for moving forward. Once complete, you will receive a notification of completion email from the NYSERDA Training Provider.
- Submit a copy of this notification of completion email to earn credit for this action.

### Recommendations

Follow up the training module by hosting or attending a NYSERDA Energy Code Essentials training course (in person or online). To register for a course, please visit [www.nyserdacodetraining.com](http://www.nyserdacodetraining.com)

### Resources

- Dedicated and knowledgeable local Clean Energy Coordinators are available to assist municipal staff as they implement this action. To access this support, please send an email to [cec@nyserderda.ny.gov](mailto:cec@nyserderda.ny.gov).
- A toolkit of resources is available at [www.nyserderda.ny.gov/cec](http://www.nyserderda.ny.gov/cec).

## Climate Smart Communities Certification

Applicable to All Communities

### Rationale

The Climate Smart Communities Certification (CSC) program provides local governments with a robust framework to guide their climate action and enables high-performing communities to achieve recognition for their leadership. Designed around the CSC pledge elements, the certification program recognizes communities for their accomplishments through a rating system leading to four levels of award: Certified, Bronze, Silver and Gold.

### Requirements

Demonstrate completion of the Climate Smart Communities Certification action by submitting the following documentation:

- Submit documentation that demonstrates your community has been listed as a Certified Climate Smart Community at the certified, bronze, silver or gold level on the New York State Department of Environmental Conservation (NYSDEC) website.

### Recommendations

- For more information, please visit the DEC website at <http://www.dec.ny.gov/energy/56876.html>. If you are interested in Climate Smart Communities, please contact the DEC Office of Climate Change at (518) 402-8448 or by email at [climatechange@dec.ny.gov](mailto:climatechange@dec.ny.gov).

### Resources

- Dedicated and knowledgeable local Clean Energy Coordinators are available to assist municipal staff as they implement this action. To access this support, please send an email to [cec@nyscrda.ny.gov](mailto:cec@nyscrda.ny.gov).
- A toolkit of resources is available at [www.nyscrda.ny.gov/cec](http://www.nyscrda.ny.gov/cec).

## Community Choice Aggregation

Applicable to all Cities, Towns, and Villages

### Rationale

Community Choice Aggregation (CCA) is a municipal energy procurement model that replaces the utility as the default supplier of electricity for virtually all homes and small businesses within your jurisdiction. CCA puts control of choosing energy supply in local hands. By pooling demand, communities build the clout necessary to negotiate lower 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. CCA has the potential to simultaneously deliver lower monthly bills and cleaner energy for your constituents.

### Requirements

Demonstrate completion of the Community Choice Aggregation action by submitting the following documentation:

- Submit a copy of the adopted legislation authorizing the municipality's participation in an opt-out CCA program.
- Submit a copy of an executed electric service agreement between the applying jurisdiction and an Energy Services Company (ESCO) to supply electricity to participating customers on an opt-out basis that is a 100% renewable clean energy product mix, to be produced in North America and certified by Green-e.

### Recommendations

- Consider teaming up with other nearby municipalities and allowing a local or regional group to administer the CCA program.

### Resources

- Dedicated and knowledgeable local Clean Energy Coordinators are available to assist municipal staff as they implement this action. To access this support, please send an email to [cec@nyserda.ny.gov](mailto:cec@nyserda.ny.gov).
- A toolkit of resources is available at [www.nyserda.ny.gov/cec](http://www.nyserda.ny.gov/cec).

**Rationale**

Energize NY Finance, also known as Property Assessed Clean Energy (PACE) Financing, is a program adopted by an eligible local government that allows property owners to pay back the cost of clean energy upgrades to their commercial or non-profit property through a special charge on their property tax bill. Energize NY Finance enables eligible commercially-owned buildings in New York State to secure funds to tackle significant energy upgrades and renewable energy projects. This financing structure is available through the Energy Improvement Corporation (EIC) for projects that aim to install permanent improvements that reduce energy costs in existing buildings. EIC is a local development corporation and a New York State nonprofit established specifically to assist municipalities and property owners achieve long-term energy savings and/or generate renewable power for use on site.

**Requirements**

Demonstrate completion of the Energize NY Finance action by submitting the following documentation:

- Submit a copy of the adopted legislation authorizing the municipality to establish an Energize NY Finance Program.
- Submit a copy of an executed Energy Improvement Corporation (EIC) Municipal Agreement.
- Submit a copy of a letter confirming EIC membership.

**Recommendations**

- If you are interested in establishing an Energize NY Finance program, please contact the Energy Improvement Corporation at (914) 302-7300 or by email at [info@energizeny.org](mailto:info@energizeny.org).
- If your municipality has been allocated Qualified Energy Conservation Bonds (QECBs), consider using them in support of your Energize NY Finance Program.

**Resources**

- Dedicated and knowledgeable local Clean Energy Coordinators are available to assist municipal staff as they implement this action. To access this support, please send an email to [cec@nyscrda.ny.gov](mailto:cec@nyscrda.ny.gov).
- A toolkit of resources is available at [www.nyscrda.ny.gov/cec](http://www.nyscrda.ny.gov/cec).

## STEP 2: ACCESS GRANT FUNDING

Applicants must earn the Clean Energy Community designation to be eligible for grant funding under this program. Once the applying jurisdiction receives email confirmation that it has earned the Clean Energy Community designation, **the applicant has three months** to submit a proposal for grant funding at [www.nyserda.ny.gov/cec](http://www.nyserda.ny.gov/cec). Projects must be ready to commence within three months of award notification and should be complete within three years of contract execution. At NYSERDA's discretion, one extension may be granted.

No local cost share is required and up to 25% of the grant funds may be available as an advanced payment upon contract execution.

### Eligible Project Types

Applicants must propose a project(s) or initiative(s) for funding. Good projects will score highly when evaluated according to the criteria outlined in the section of this document entitled "Selection Criteria."

### Ineligible Project Types

Projects that do not meet the Selection Criteria outlined in the section of this document entitled "Selection Criteria" are not eligible.

### Proposal Requirements

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

- The grant application is available at [www.nyserda.ny.gov/cec](http://www.nyserda.ny.gov/cec).
- Required attachments, described in more detail on the website, include the following:
  - Project Subcontractors
  - Signed Letter of Commitment(s)
  - Statement of Work (SOW)
  - Contract Pricing Proposal Form (CPPF)
  - Terms and Conditions
  - Disclosure of Prior Findings of Non-Responsibility form
- NYSERDA may reach out to applicants via email with specific follow-up questions after reviewing proposals. Should NYSERDA request additional information, applicants will have five business days to respond in order for that information to be considered in the evaluation process.
- Applicants must earn a minimum of 50% of available selection criteria points to be considered eligible.
- Review meetings will be held periodically, on at least a quarterly basis, depending on the volume of applications.
- NYSERDA may condition awards upon applicant acceptance of requests for minor modifications to project scopes to ensure that NYSERDA program goals are met. NYSERDA reserves the right to request additional information.
- NYSERDA reserves the right to reject proposals that would otherwise be eligible for other existing NYSERDA or other New York State funding opportunities.
- 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.
- Applicants 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).

## Selection Criteria

Applications will be evaluated based on the following criteria, with a total number of possible points allocated to each. Applicants must earn a minimum of 50% of the selection criteria points to be considered eligible.

1. To what extent does the proposer present a thorough, sound, detailed approach for accomplishing the objectives of their proposal within a reasonable timeframe? (25 possible points)
2. To what extent does the project/initiative have a positive direct impact on energy use and greenhouse gas emissions? (15 possible points)
3. To what extent does the project/initiative have other sustainability benefits? (15 possible points)
4. To what extent will efforts be made to collaborate with other municipalities and to transfer knowledge to the broader region and state? (15 possible points)
5. To what extent does the project/initiative involve an innovative and/or replicable approach? (15 possible points)
6. To what extent will the project/initiative leverage public and private dollars and/or generate economic development benefits (i.e. temporary or permanent job creation and investment)? (15 possible points)

## Project Benefits Metrics Report

It is important to begin considering project benefits at the application stage. Anticipated benefits associated with Clean Energy Communities projects should be measured. Each successful applicant shall, throughout the course of the contract with NYSERDA, collect the required metrics described in the "Project Benefits Metrics Report" section of the Statement of Work (SOW), which can be found on the [www.nyserderda.ny.gov/cec](http://www.nyserderda.ny.gov/cec) webpage.

## GENERAL CONDITIONS

**Proprietary Information:** Careful consideration should be given before confidential information is submitted to NYSERDA as part of your 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 proposer 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 exempt it from disclosure, including a written statement of the reasons why the information should be exempted. See Public Officers Law, Section 89(5) and the procedures set forth in 21 NYCRR Part 501 <http://www.nyserderda.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 proposer 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 proposer has been found non-responsible under section 139-j of the State Finance Law within the previous four years.

**Tax Law Section 5-a** – NYSERDA is required to comply with the provisions of Tax Law Section 5-a, which requires a prospective contractor, prior to entering an agreement with NYSERDA 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 NYSERDA, the prospective contractor must also certify to NYSERDA 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 NYSERDA. 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**

NYSERDA may award a contract based on initial applications without discussion, or following limited discussion or negotiations pertaining to the Statement of Work. Each offer should be submitted using the most favorable cost and technical terms. NYSERDA may request additional data or material to support applications. NYSERDA will use the Sample Agreement to contract successful proposals. NYSERDA reserves the right to limit any negotiations to exceptions to standard terms and conditions in the Sample Agreement to those specifically identified in the submitted proposal. Proposers should keep in mind that acceptance of all standard terms and conditions will generally result in a more expedited contracting process. NYSERDA may decline to contract with awardees that are delinquent with respect to any obligation under any previous or active NYSERDA agreement.

### **Limitation**

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

### **Disclosure Requirement**

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

**Disclaimer**

All projects must address the qualifications and eligibility requirements listed in this Guidance Document. NYSERDA reserves the right to issue revisions to this solicitation at any time. Any revisions will be announced and posted on NYSERDA's website at [www.nyserda.ny.gov](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 NYSERDA and other New York State agency program offerings, and availability of external assistance, such as federal programs, tools, and resources.

**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). All other questions about this solicitation should be submitted to NYSERDA, in writing, at [cec@nyserda.ny.gov](mailto:cec@nyserda.ny.gov). Due to the large number of inquiries expected, NYSERDA may not be able to return phone calls.



**ATTACHMENT A  
PON3298 PROPOSAL CHECKLIST (MANDATORY)**

Proposal Title		Due Date	
<b>Primary Contact</b> (Prime Contractor)		Title	
Company		Phone	Fax
		e-mail	
<input type="checkbox"/> By checking this box I certify that the TIN number submitted is <b>not</b> a social security number. If your tax id number is your social security number please leave information blank and contact NYSERDA.		<b>Federal Tax Identification Number:</b>	
Address	City	State or Province	Zip
<b>Secondary Contact</b>		Title	
Company		Phone	Fax
		e-mail	
Address	City	State or Province	Zip
<b>THE PRIME CONTRACTOR MUST SIGN THIS FORM BELOW and ANSWER THE FOLLOWING QUESTIONS:</b>			
Do you accept all Terms & Conditions in the Sample Agreement? (If no, explain on separate page) <b>(NYSERDA may or may not accept any of the listed exceptions; NYSERDA reserves the right to limit any negotiations to exceptions specifically identified herein.)</b>			
			___ Yes ___ No
Do you wish to have any information submitted in your proposal package treated as proprietary or confidential trade secret information? If yes, you must identify and label on each applicable page "confidential" or "proprietary" (For additional information regarding this, please refer to the section entitled "Proprietary Information" in the solicitation document).			
			___ Yes ___ No
Have you been indicted/convicted for a felony within the past 5 years? (if yes, explain on separate pg.)			
			___ Yes ___ No
Are you a Minority or Women-Owned Business Enterprise?			
			___ Yes ___ No
Does your proposal contain Minority or Women-Owned Business enterprises as subcontractor?			
			___ Yes ___ No
Are you a certified Service-Disabled Veteran-Owned Business Enterprise?			
			___ Yes ___ No
Does your proposal contain certified Service-Disabled Veteran-Owned Business Enterprises as Subcontractors?			
			___ Yes ___ No
Are you submitting the required number of copies? (See proposal instructions.)			
			___ Yes ___ No
Is other public funding pending/awarded on this and/or very similar topic (prior and/or competing proposals)? (if yes, explain on separate page)			
			___ Yes ___ No
<b>ON WHAT PAGE IN YOUR PROPOSAL CAN THESE ITEMS BE FOUND?</b>			
Provide list of items consistent with Proposal Requirements section of solicitation:		Indictment/Conviction of Felony _____(if applicable) NYSERDA Contracts Awarded _____(if applicable) Prior and/or Competing Proposals _____(if applicable) Exceptions to Terms & Conditions _____(if applicable) Completed and Signed Contract Pricing Proposal Form(s) _____. Disclosure of Prior Findings of Non-responsibility Form _____.	
<b>AUTHORIZED SIGNATURE &amp; CERTIFICATION</b>			
I certify that the above information, and all information submitted in connection with State Finance Law §139-j and §139-k, is complete, true, and accurate, that I have read and reviewed the Standard Terms and Conditions set forth in the attached Sample Agreement and that I accept all terms unless otherwise noted herein, and that the proposal requirements noted have been completed and are enclosed. I affirm that I understand and will comply with NYSERDA's procedures under §139-j(3) and §139-j(6)(b) of the State Finance Law. I understand that this proposal may be disqualified if the solicitation requirements are not met. I, the undersigned, am authorized to commit my organization to this proposal.			
Signature		Name	
Title		Organization	
Phone			

**NOTE:** This completed form **MUST** be signed and attached to the front of all copies of your proposal.

## Disclosure of Prior Findings of Non-responsibility Form

**(Mandatory)**

Name of Individual or Entity seeking to enter the procurement contract:		
Address:		
Date:		
Solicitation or Agreement Number: PON2951 (Cleaner Greener Communities Phase II Implementation Funding, Round 2)		
Name and Title of Person Submitting this Form:		
Has any Governmental Entity made a finding of non-responsibility regarding the Individual or Entity seeking to enter the Procurement Contract in the last four years? (Please indicate with an "X")		Yes
		No
Was the basis for the finding of non-responsibility due to a violation of §139-j of the State Finance Law? (Please indicate with an "X")		Yes
		No
Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity? (Please indicate with an "X")		Yes
		No
If you answered yes to any of the above questions, please provide details regarding the finding of non-responsibility below.		
Government Agency or Authority:		
Date of Finding of Non-responsibility:		
Basis of Finding of Non-responsibility: (Add additional pages as necessary)		

Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named Individual or Entity due to the intentional provision of false or incomplete information? (Please indicate with an "X")		Yes
		No
If you answered yes, please provide details below.		
Government Agency or Authority:		
Date of Termination or Withholding of Contract:		

Basis of Termination or Withholding: (Add additional pages as necessary)

Offerer certifies that all information provided to NYSERDA with respect to State Finance Law §139-k is complete, true, and accurate.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Name: \_\_\_\_\_ Title: \_\_\_\_\_



New York State Energy Research and Development Authority Contract Pricing Proposal Form			Solicitation/Contract No.	Page	
Contractor:			Name of Proposed Project:		
Address:					
Location (where work is to be performed):			NYSERDA funding:		
			Total Project Cost:		
Cost Element			Total Project Cost	Funding & Co-funding via NYSERDA	Cost-sharing & Other Co-funding
1. Direct Materials					
a. Purchased Parts					
b. Other					
Total Direct Materials					
2. Materials Overhead	Rate:				
3. Direct Labor (specify names/titles)	Hours	Rate/hr			
Total Direct Labor					
4. Labor Overhead	Rate %	\$ Base			
Total Labor Overhead					
5. Outside Special Testing					
6. Equipment					
7. Travel					
8. Other Direct Costs					
9. Subcontractors/Consultants					
Total Subcontractors/Consultants					
10. General & Administrative Expense	Rate %	Element(s)			
11. Fee or Profit (If allowable)	Rate:				
12. Total Estimated Project Cost					

This proposal reflects our best estimates as of this date, in accordance with the instructions to proposers.		
Typed Name and Title:	Signature:	Date:
Has any executive agency of the U.S. government performed any review of your records in connection with any prime contract or subcontract within the past twelve months?    ___ Yes        ___ No If yes, identify:		

Supporting Schedule - Contract Pricing Proposal Form		
Element No.	Item Description	Amount

**INSTRUCTIONS FOR PREPARATION OF COST ESTIMATE**

Your cost proposal may be the basis of contract negotiation; it should be specific and complete in every detail. Supporting schedules (as described in Section B) providing the basis for your estimates must be provided.

**A. GENERAL**

The schedule must be submitted on NYSERDA's Contract Pricing Proposal Form.

**B. INSTRUCTIONS AND DESCRIPTION OF REQUIRED SUPPORT DETAIL**

(Title each supporting schedule and cross-reference it to the item number on the Contract Pricing Proposal Form)

**1a. DIRECT MATERIALS - PURCHASED PARTS**

Provide the following information for each proposed item with an estimated unit cost in excess of \$15,000.

- o Description of item
- o Proposed vendor
- o Quantity needed
- o Unit cost
- o Basis for cost (i.e., catalog, prior purchase, quote, etc.)
- o Total cost
- o Evidence of a competitive selection process in accordance with the requirements of the Subcontract Procedures section of the attached Sample Agreement.

**1b. OTHER DIRECT MATERIALS**

In accordance with the requirements of the Subcontract Procedures section of the attached Sample Agreement, for all items in excess of \$5,000, provide whatever information would be necessary to understand what is being obtained, how it is being obtained, what it will cost and how the estimated cost was determined with justification for all items.

**2. MATERIALS OVERHEAD (also applicable to other Indirect Rate categories: 4. LABOR OVERHEAD and 10. G&A EXPENSE)**

- o If Government-approved indirect rates are proposed, then supply a copy of an appropriate Government document verifying those rates.
- o If Government-approved rates are not proposed, supply the following, unless previously provided, for the years comprising the proposed period of contract performance.
  - o A description (chart or other) of the organization of the indirect cost center.
  - o The budget of indirect costs, by account, for each proposed indirect expense rate.
  - o The budget for the base, for each proposed rate, (direct labor dollars, hours, costs, etc.) itemized as to contract hours or costs, research and development hours of costs, and any other direct base effort.
  - o Actual incurred rates for the prior three years, including actual base and pool amounts.

### 3. DIRECT LABOR

#### a. Commercial Enterprises

- (1) Attach supporting schedules showing:
  - o Each category or type of labor being estimated
  - o Applicable labor rates per hour (straight-time)
- (2) Explain the method used for computing the rates (i.e., actual of an individual, actual average of a category or other grouping, etc.) Also identify any proposed labor escalation and the bases for it.

#### b. Educational Institutions

Provide the following for each calendar year of the contract:

- (1) For individuals not on an "actual hours worked" basis:
  - o individual's name
  - o annual salary and the period for which the salary is applicable (preferably in weeks)
  - o the proportionate time to be charged to this effort.
- (2) For individuals who maintain time records as the basis for charging costs, supply the detail as requested in Instructions 3(a)(1)

### 4. LABOR OVERHEAD (Same as Instructions for 2. MATERIALS OVERHEAD)

### 5. OUTSIDE SPECIAL TESTING

- a. Describe the effort.
- b. Provide the units of time (hours, days, weeks), cost rates, and the vendor.
- c. In accordance with the requirements of the Subcontract Procedures section of the attached Sample Agreement, provide the basis for selection of the vendor. Identify M/WBE vendors contacted for quotes and if none, explain why. Explain and justify the basis for any non-competitive selection.

### 6. EQUIPMENT

Capability to perform the work with existing facilities and equipment is assumed. It is NYSERDA's policy not to compensate for general purpose facilities or equipment. If some special purpose items are needed solely for this contract and are not available by other means (contractor assets, lease, etc.), then provide the following information for each item of required equipment.

- o vendor
- o model number
- o quantity
- o competitive selection process
- o unit cost and source of cost/price (i.e., quote, catalog, purchase history)
- o description of the use or application (NYSERDA dedicated, contract dedicated, other)

### 7. TRAVEL

- a. NYSERDA will accept as a direct charge only that travel required to perform the statement of work.
- b. Attach a schedule indicating the need for the proposed travel, the estimated number of person-trips required, destinations, mode and cost of transportation, and number of days subsistence per trip for each destination.
- c. Identify and support any other special transportation costs required in the performance of this project.

### 8. OTHER DIRECT COSTS

- a. Identify the type of cost (i.e. postage, telephone, publications, graphics, etc.)
- b. Provide cost details for the amounts estimated (hours or units, rates, etc.)
- c. If any internal service center rates are applied, provide details similar to that required in Instruction #B.
- d. For computer costs identify the make, model and type of computer, hours of service and appropriate rates, and whether the machine is company owned or leased.

### 9. SUBCONTRACTORS/CONSULTANTS

- a. Explain the specific technical area in which such service is to be used and identify the contemplated consultants.
- b. State the number of days and the hours per day of such service estimated to be required and the consultant's

quoted rate per day. Document when/where the consultant has received the proposed rate in performing similar services for others.

10. GENERAL & ADMINISTRATIVE (G&A) EXPENSE (Same as instructions for 2. MATERIALS OVERHEAD)

11. FEE OR PROFIT

List the rate proposed for profit. No fee or profit is allowed under product development, demonstration or other certain cost-sharing projects.

**Attachment D**  
**Exhibit A – Statement of Work**  
**Clean Energy Communities Program**  
[Insert NYSERDA Project Title]  
CEC #####/Contract #####

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**Project Background**

[Insert Project Background here]

**Definitions**

***{CONTRACTOR TEAM DEFINITION – SELECT MOST APPROPRIATE OPTION}***

*{Option 1 - If no subcontractors are identified, language should read as follows:}*

**Contractor Team:** At the beginning of the Project Period, the Contractor Team for this Agreement shall consist of the Contractor, and any Subcontractors to be identified and selected in accordance with Article V of this Agreement. Any Subcontractors selected for work performed under the Agreement shall be promptly communicated to the NYSERDA Project Manager. The Contractor shall have the sole responsibility for satisfactory completion of all Tasks and Deliverables outlined in this Agreement.

*{Option 2 - If subcontractors are identified, language should read as follows:}*

**Contractor Team:** At the beginning of the Project Period, the Contractor Team for this Agreement shall consist of the Contractor and its Subcontractors [insert Subcontractors here]. Any additional Subcontractors shall be identified and selected in accordance with Article V of this Agreement and shall be promptly communicated to the NYSERDA Project Manager. The Contractor shall have the sole responsibility for satisfactory completion of all Tasks and Deliverables outlined in this Agreement.

**NYSERDA Project Manager:** NYSERDA shall assign a staff member as the NYSERDA Project Manager, designated to oversee and serve as the main point of contact for the Contractor. The NYSERDA Project Manager shall review Deliverables and provide direction to the Contractor in a streamlined fashion. The NYSERDA Project Manager shall be responsible for approving Deliverables and ensuring compliance with this Statement of Work.

**Cost Share:** In kind or financial contributions by the Contractor, excluding grants or incentives from NYSERDA and other New York State agencies.

**Performance Metrics:** The standards of comparison, determined and documented as outlined in Exhibit F, NYSERDA shall use to: assess activities in the project, capture the extent of benefits delivered, and gauge performance of the project and of the CEC Program.

**Deliverable Review Process**

The Contractor shall submit all Deliverables outlined in this Agreement to the NYSERDA Project Manager once a Task is completed. The Contractor shall submit all Deliverables in Microsoft Word and PDF format (or other format as identified in the Tasks below). Within fifteen (15) business days of receipt of each Deliverable, the NYSERDA Project Manager shall provide comments to the Contractor or, if the Deliverable is acceptable, the NYSERDA Project Manager shall provide final approval. The Contractor shall prepare revisions to the Deliverable reflecting the NYSERDA Project Manager's comments, and resubmit the revised Deliverable in Microsoft Word and PDF format (or other format as identified below), within fifteen (15) business days after receipt of these comments.

The NYSERDA Project Manager may provide additional comments and requests for information following receipt of the Contractor’s revisions. In the event that NYSERDA requires additional time for considering approval, NYSERDA shall specify the additional amount of review time necessary up to fifteen (15) business days. All Deliverables shall not be considered final unless approved by NYSERDA in writing to the Contractor.

### **Tasks**

The total NYSERDA award amount for all Tasks shall not exceed \$[insert total NYSERDA contribution]. The Contractor shall be required to provide a cost share of \$[insert total Contractor cost share]. The total project cost is \$[insert total project cost]. Any modifications to this amount shall be by mutual agreement. All cost overruns shall be the sole responsibility of the Contractor.

Regardless of any subcontracting arrangements, the Contractor is solely responsible for all Tasks in this Statement of Work. The Contractor shall conduct all work as outlined in the following Tasks:

#### **Task 1: Contract Management and Reporting**

The Contractor shall be responsible for overall Contract management and coordination of all Tasks in this Agreement. Contract management activities shall include, but not be limited to, the following Tasks:

##### **Task 1.1 Project Execution Plan\***

To ensure the successful development of the Deliverables, the Contractor shall submit a Project Execution Plan (“PEP”), limited to no more than 10 pages and in a template provided by NYSERDA within four (4) weeks of the execution of this agreement.

The PEP shall include the following components:

- Partner Organizations or Municipalities– A list of all partner organizations, including both a primary and secondary contact person for each organization, with a breakdown of any financial or staff assistance that each organization or municipality has committed to provide in support of the project;
- Contractor Team Members - An organizational chart of the Contractor Team and list of contributing partner organizations by deliverable;
- Subcontractors- A list of all entities that will contribute, either directly or indirectly, to completion of the Project, with a description of their scope of work, deliverables with which they will be involved, and a budget for each member of the Contractor Team performing work specifically outlined in this Agreement.
- Work Plan – A Work Plan that more narrowly define the Tasks and deliverables outlined in this agreement, including detailed task descriptions. The Work Plan shall include approximate dates for when key deliverables are expected to be submitted for NYSERDA approval. The Work Plan shall also set forth how the deliverables relate to one another. Lastly, the Work Plan shall provide a summary of how approvals will be attained by the Contractor’s internal team for key deliverables and list the point people for each stage of approval.
- Performance Metrics – Include a draft Project Benefits Metrics Report (PBMR) with proposed performance metrics and projected benefit values, including methods for data collection and calculations as described in Exhibit F.

#### **Deliverable:**

- 1.1 PEP including the draft PBMR

\*GO/NO GO DECISION – THE CONTRACTOR SHALL NOT BE ALLOWED TO WORK ON ANY FURTHER TASKS UNDER THIS AGREEMENT WITHOUT WRITTEN PERMISSION FROM THE NYSERDA PROJECT MANAGER, WHICH SHALL BE ISSUED AT NYSERDA’S SOLE DISCRETION.

**Task 1.2: Contract Management and Quarterly Progress Reports**

The Contractor shall participate in conference calls and meetings as outlined below; prepare and submit quarterly reports as outlined below; coordinate and manage all Subcontractors; provide documentation and information as requested by NYSERDA for creation of press releases or case studies to showcase the success of the Tasks completed in this Agreement; and review all Deliverables prior to submission to the NYSERDA Project Manager. The Contractor shall submit Quarterly Progress Reports to NYSERDA, in a template provided by NYSERDA, within 30 days after the end of each quarter. During each calendar year, quarter start and end dates are as follows: Quarter 1: January 1-March 31, Quarter 2: April 1-June 30, Q3: July 1-September 30, Quarter 4: October 1-December 31.

The Contractor shall complete the following activities for Contract management:

- The Contractor shall review all Contract expenditures by itself and its Subcontractors for accuracy and completeness. The Contractor shall prepare and submit invoices utilizing a template provided by NYSERDA and all necessary backup documentation;
- Provide oversight of the schedule, resources, budgets, and program outcomes including subcontractors;
- Report any significant events, program feedback, or issues to the NYSERDA Project Manager; and
- Participate with NYSERDA in monthly calls and face-to-face meetings as needed to gauge project status. NYSERDA shall schedule and conduct on an as-needed basis in-person visits, conference calls, or face-to-face meetings to verify project requirements and the completion of project Tasks.

Each Quarterly Report shall include:

- A summary of progress and accomplishments over the previous quarter, including a discussion of major Tasks and Deliverables worked on and/or completed in the prior quarter;
- Explanation of Contract management activities completed in the previous quarter with backup documentation including timesheets showing hours worked, hourly rate, staff person, and title;
- Explanation of current quarter’s activities and plans, including Tasks and Deliverables to be completed; and
- Discussion of any major issues or problems encountered during the prior quarter, deviations from schedule and budget as outlined in this Agreement and in the PEP approved under Task 1.1, and other issues related to the successful outcome of this Agreement.

If the Project timeline is extended past the end of the Project Period as specified in the Milestone Payment Schedule (attached at the end of this Exhibit A), the Contractor shall continue to submit Quarterly Reports but no additional payments shall be allocated for those Deliverables.

NYSERDA reserves the right to request additional analysis, clarification on certain Tasks, or other content for inclusion in the Quarterly Reports.

**Deliverable:**

- 1.2A Contract Management and Quarterly Progress Report #1
- 1.2B Contract Management and Quarterly Progress Report #2
- 1.2C Contract Management and Quarterly Progress Report #3
- 1.2D Contract Management and Quarterly Progress Report #4
- 1.2E Contract Management and Quarterly Progress Report #5

1.2F Contract Management and Quarterly Progress Report #6  
[Insert additional Contract Management and Quarterly Progress Reports as needed, based on your expected project timeline.]

### **Task 1.3: Public Outreach Strategy**

***{ONLY INCLUDE THIS TASK IF APPLICABLE (e.g. Comprehensive Plans, Zoning Ordinances, Site Development Plans, etc.)}***

The Contractor shall develop and submit a Public Outreach Strategy for the Project. The Public Outreach Strategy shall include, but not be limited to, the components listed below.

- A description of stakeholders or Steering Committee to guide development of the [insert planning activity], including a description of the Steering Committee's purpose, the selection process for Steering Committee members, list of members (including names, titles, and contact information), purpose of each planned meeting and tentative schedule of meetings. The Steering Committee shall include residents and local business representatives, and may include, but are not limited to, members of the [insert municipality type (city, town, village, or county)] Planning and Development Committee, [insert municipality type (city, town, village, or county)] Council/Board, and other public organizations.
- Outline for public meetings, public hearings, and public workshops that are open to the general public and focus on discussion of the Project, including meeting format, purpose and objectives, anticipated locations, advertising strategy, presentation materials including slide presentations and handouts to be prepared by the Contractor prior to each meeting, and tentative dates for the proposed public meetings.
- Interviews, surveys or other outreach methods used to reach directly impacted property owners or other stakeholders. The Contractor shall submit a draft of any outreach and education materials, including those proposed to be developed for mass printing, and presentations, to the NYSERDA Project Manager no less than three (3) weeks prior to the publication/print date for approval. It is possible that some of the materials may lead to creation of new templates approved by NYSERDA's marketing unit. Any materials are subject to NYSERDA Project Manager approval prior to creation and distribution including the use of NYSERDA logos. Any materials developed after the approval of this deliverable may be eligible for reimbursement under Task 1.2 above, subject to the approval of the NYSERDA Project Manager.

#### **Deliverable:**

1.3 Public Outreach Strategy as outlined under Task 1.3 above.

### **Task 1.4: Final Report and Technology Transfer**

The Contractor, in conjunction with the rest of the Contractor Team, shall prepare a comprehensive Final Report, in a format approved by NYSERDA, including all required elements outlined in Exhibit E - NYSERDA Report Content Guide, and limited to no more than 25 pages plus attached final products, which describes the work performed and the results associated with the Tasks outlined in this Agreement.

To further NYSERDA's goal of transferring technology or knowledge amongst all NYS communities, the Contractor shall make all final project Deliverables available for public use and agree to work with NYSERDA to promote the project throughout its implementation through NYSERDA's outreach outlets. The Contractor shall also honor any reasonable request made by NYSERDA to provide any additional information necessary to create a press release or case study showcasing this project.

Minimum Final Report Content:

- Table of Contents;
- Brief overview of CEC Program;
- Project overview and description;
- Summary of Tasks completed;
- Narrative describing activities that took place;
- Summary of lessons learned;
- Table outlining Tasks that received NYSERDA funding, total cost of Tasks as implemented, and NYSERDA funding amounts;
- Appendices including:
  - Documentation outlined in Tasks 1.3 through [Insert last Task#] of this Statement of Work;
  - Names, contact information and roles for project participants; and
  - Performance Metrics – Include final PBMR as described in Exhibit F.

NYSERDA reserves the right to request additional analysis, clarification on certain Tasks, or other content for inclusion in the draft or Final Reports.

**Measurement & Verification (M&V):**

**{ONLY INCLUDE THIS SECTION IF APPLICABLE (e.g. capital projects, such as LED Street Lighting, construction projects, etc.)}**

The Contractor shall comply with reasonable requests made by NYSERDA to perform M&V activities on the [Project/Project Name] projects for a period of up to 10 years after completion. The costs of any M&V activities, aside from typical building operating costs and Contractor staff time incurred during the activities, shall be borne by NYSERDA. M&V activities initiated and covered by NYSERDA may include, but are not limited to, hiring a Professional Engineer to inspect or test equipment on the [Project/Project Name] project sites as well as costs of any [relevant examples e.g. any sub-metering equipment]. Costs borne by the Contractor for M&V activities may include, but are not limited to, staff time spent showing NYSERDA or its Contractor where relevant equipment is located or time spent gathering and drafting necessary documentation to demonstrate equipment performance.

**Deliverable:**

1.4 Final Report including the Final PBMR

**Task 2.0: Project Design\***

The Contractor shall submit a draft and Final Design Report that outlines all of the design elements for the Project. Examples of elements that this Design Report shall include, but are not limited to, the components outlined below (as applicable depending on project type). The Contractor shall include a detailed Task description in the PEP developed under Task 1.1.

- Existing conditions analysis, with maps, tables, graphs and other graphics, that documents current demographics, economic conditions, infrastructure, community facilities, land use, and zoning within the [insert municipality type (city, town, village, or county)]. The Contractor shall acquire all relevant Geographic Information System (GIS) data and produce a series of working maps to represent existing conditions, where possible;
- Engineering design report that includes architectural renderings, engineering design drawings, description of energy efficiency and renewable energy measures to be installed, building energy models of the base and proposed building, etc.

- Site plan showing the location of design components;
- Meeting minutes, presentation materials, and attendance lists from public meetings, Steering Committee meetings, and/or public hearings;
- Market study to identify potential uses of the project site including demographic and socio-economic trend data, future absorption rates by use category, interviews with potential developers, real estate brokers, etc.;
- Development alternatives that incorporate renewable and energy efficient infrastructure and equipment, evaluate a wide range of land uses, and illustrate the most suitable locations for buildings, structures, points of vehicular and pedestrian ingress and egress, parking areas, landscaping, walkways, and site drainage; and
- Feasibility study for a specific technologies or technologies.

**Deliverable:**

2.0 Draft and Final Design Report as outlined in Task 2.0 above.

\*GO/NO GO DECISION – THE CONTRACTOR SHALL NOT BE ALLOWED TO WORK ON ANY FURTHER TASKS UNDER THIS AGREEMENT WITHOUT WRITTEN PERMISSION FROM THE NYSERDA PROJECT MANAGER, WHICH SHALL BE ISSUED AT NYSERDA’S SOLE DISCRETION.

**Task 3.0: Project Implementation**

The Contactor shall submit a draft and Final Implementation Report that outlines all of the implementation elements for the Project. Examples of elements that this Implementation Report shall include, but are not limited to, the components outlined below (as applicable depending on project type). The Contractor shall include a detailed Task description in the PEP developed under Task 1.1.

- Site Inspection: The Contractor shall coordinate with the NYSERDA Project Manager to schedule a date for a site inspection upon the completion of construction of the Project. The Contractor shall conduct a site inspection, identifying each of the major components, and provide documentation including identification of any deficiencies or deviations from the Design Report and provide photographs and invoices of installed materials. The Contractor shall be required to correct any deficiencies identified by the Contractor and justify how any deviations from the approved Design Report still meets the original design intent;
- Documentation of all reimbursable costs, payments to Subcontractors including copies of equipment specification sheets, invoices for equipment purchased, and timesheets to support construction labor costs; and
- Draft and Final [insert type of document (i.e. Comprehensive Plan, Zoning Ordinance, Site Master Plan)] that incorporates clean energy and sustainability principles such as mixed land uses, compact building design and cluster development, walkable neighborhoods, preservation of open space, density that promotes alternative transportation methods, etc.

**Deliverable:**

3.0 Draft and Final Implementation Report as outlined in Task 3.0 above.

**Task 4.0: Project Verification**

The Contactor shall submit a draft and Final Verification Report that outlines all of the implementation elements for the Project. Examples of elements that this Verification Report shall include, but are not limited to, the components outlined below (as applicable depending on project type). The Contractor shall include a detailed Task description in the PEP developed under Task 1.1.

- Plan Adoption: Meeting minutes from the public hearing and a copy of the resolution documenting the formal adoption of the final Comprehensive Plan, Zoning Ordinance, and/or Site Master Plan by the [insert municipality type (city, town, village, or county)];
- Commissioning plan and report: The Contractor may use a commissioning provider of their choice, or NYSERDA can help identify a consultant for these services. This commissioning report shall include the following components:
  - Owner’s Project Requirements outlining performance requirements for commissioning;
  - An outline of systems commissioned, any deficiencies noted, and corrective actions taken;
  - Summary of commissioning activities performed and overall results of commissioning;
  - Copy of owner’s project requirements outlining performance requirements for commissioning;
  - Copies of individual commissioning reports for each system commissioned;
  - Commissioning form (Exhibit G) outlining systems that were commissioned, any deficiencies noted, and corrective actions taken; and
  - Operator training materials for training for site staff in the operation and maintenance of systems and equipment installed.

**Deliverable:**

4.0 Draft and Final Verification Report as outlined in Task 4.0 above.

**Milestone Payment Schedule**

The Project milestones and schedule of payments is shown below. The budget table below represents the budgets as estimated at the start of the Project Period as defined in Item 4 on page 1 of this Agreement. The Contractor, as part of a quarterly reporting package, may request a change to the NYSERDA share of the budget per Task. If a budget Task reallocation request is made, the Contractor must ensure that the NYSERDA share as a percent of total project cost remains the same or decreases. The NYSERDA Project Manager is authorized to transfer up to 10% of the total NYSERDA share between Tasks without requiring a contract modification. The NYSERDA Project Manager must provide a written approval or rejection of the request. Any reallocation of NYSERDA funding among budget items that cumulatively exceeds 10% of total NYSERDA funding, or any change in total NYSERDA funding, or any change in total NYSERDA funding as a percentage of total project costs, shall require a contract modification. Reasonable modifications to the due dates for each milestone may be allowed without formal Contract modification, but are subject to the written approval of the NYSERDA Project Manager.

The Contractor shall submit invoices for payment of a completed milestone once the associated Deliverables are approved by the NYSERDA Project Manager as outlined in the Deliverable Review Process above. Invoices shall be submitted in a template provided by NYSERDA and as outlined in Article IV of the Agreement. NYSERDA funding, when combined with the Contractor’s cost-share, shall not exceed 100% of the cost of any milestone. NYSERDA is not responsible for any costs that are greater than the NYSERDA contribution not-to-exceed amount for each milestone. NYSERDA shall pay the Contractor 25% of the total NYSERDA funding for Task 1.2 through Task 4 at the completion and NYSERDA approval of Task 1.1 in addition to the payment for Task 1.1 as outlined in the budget table below in order for the Contractor to begin work on the remaining Tasks for the Project. The remaining 75% will be held by NYSERDA until the completion of each remaining Task. If the Contractor fails to complete Task 1.2 through Task4, the 25% funds disbursed for each uncompleted Task, shall be subject to recapture as outlined in Section 2.03 under Exhibit B.

The Contractor shall outline all cost-share amounts in invoices submitted to NYSERDA and shall provide the following documentation to support the NYSERDA contribution and cost share amount for each invoice:

- Capital Costs: Invoice supporting total capital costs incurred.
- Labor costs (in-kind or subcontracted): Breakout of the staff that worked on this Task and the number of hours, multiplied times the hourly rate to get the total amount.
- Document Cash Contributions from non-NYS Source: with a signed letter of commitment from the contributing entity (i.e. Federal grant award). On the milestone payment requests, the Contractor shall note the amount of money provided by the contributing entity that is being contributed to that Task.

Milestone #	Deliverable Description	Due Date	NYSERDA Contribution			Contractor Cost Share	Total Cost
			Base Payment (25%)	Retained Until Milestone Completion (75%)	Total Not to Exceed		
<b>1.0</b>	<b>Contract Management</b>						
1.1	Draft PBMR	Q3 2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1.2A	Contract Management and Quarterly Progress Report #1	Q4 2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1.2B	Contract Management and Quarterly Progress Report #2	Q1 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1.2C	Contract Management and Quarterly Progress Report #3	Q2 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1.2D	Contract Management and Quarterly Progress Report #4	Q3 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1.2E	Quarterly Progress Report #5	Q4 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1.2F	Quarterly Progress Report #6	Q1 2019	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1.3	Public Outreach Strategy	Q4 2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1.4	Final Report with Final PBMR	Q2 2019	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Total Task 1</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>2</b>	<b>Project Design</b>						
2.0	Draft and Final Design Report	Q2 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>3</b>	<b>Project Implementation</b>						

Milestone #	Deliverable Description	Due Date	NYSERDA Contribution			Contractor Cost Share	Total Cost
			Base Payment (25%)	Retained Until Milestone Completion (75%)	Total Not to Exceed		
3.0	Draft and Final Implementation Report	Q4 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Total Task 3</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>4</b>							
	<b>Project Verification</b>						
4.0	Draft and Final Verification Report	Q1 2019	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Total Task 4</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>Total Program Budget</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>Total Up-Front Payment (25%)</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Exhibit F

## Project Benefits Metrics Report

### Overview

This guide is designed to help customers of NYSERDA's Clean Energy Communities (CEC) Program develop the standardized Project Benefits Metrics Report (PBMR) that must be submitted as in draft form in Task 1.1 and in final form as part of the Final Report. NYSERDA expects all CEC investment to create near-term benefits, and have the potential to create significant long-term environmental, community, and economic development benefits. All CEC customers are required to develop a PBMR with quantified benefits estimated and a description of methods of analysis and submit it in Task 1.1 in the format described in this guide. Customers will have a chance to update the PBMR and refine the estimates during project development and submit a final PBMR with the Final Report. A PBMR template is available in *Attachment A: Project Benefits Metrics Report Template*.

### Definitions

#### CEC Program Performance Metrics

These are a preliminary set of metrics that NYSERDA has identified to track (or predict) the benefits of its entire portfolio of CEC projects. The metrics are shown at the end of this guide in

*Attachment B: CEC Program Performance Metrics*. There are two types of Program Performance Metrics:

Required Performance Metrics (RPMs): These are metrics NYSERDA anticipates using to demonstrate CEC Program value by rolling them up across all projects. The RPMs may be used in other NYSERDA programs. All CEC customers must therefore estimate potential project benefits for all of these metrics. *It is not required, however, that projects positively impact all of these metrics.* The RPMs are as follows:

- GHG savings/year (MTCDE)
- Conventional Energy Savings (MMBTU / Year), defined as a change in use of conventional grid electricity and fossil fuels.
- Conventional Energy Cost Savings / Year (\$)
- Number of Permanent Jobs Created
- NYSERDA CEC Investment (\$)
- Investment by Others (\$)

Sector Common Metrics (SCMs): All other non-required CEC Performance Metrics shown in Attachment B are considered to be SCMs. NYSERDA would like to record these wherever possible, but understands they are applicable only to select projects. To assist NYSERDA, customers are strongly encouraged to review metrics in Attachment B and include them in their PBMRs where applicable. For example, land use and transportation-related projects and plans would be strongly encouraged to attempt to estimate VMT Reduction as a metric.

## Sustainability Indicators

Sustainability indicators describe community performance and are used by planners to set and to track progress towards goals. These are two types:

Common Planning Indicators (CPIs): This is a set of community indicators related to energy and transportation demand that NYSERDA would like to have baselines for, to the extent possible, for all communities receiving planning funding. Generally, these indicators will rely on data available via the census or from similar online sources. The indicators may be reviewed by NYSERDA at intervals in the future to evaluate community performance. CPIs may use performance indicators and standards used within LEED® for Neighborhood Development (LEED- ND) or other systems and standards commonly used to quantify the benefits of sustainable planning practices.

Regional Sustainability Plan Indicators (RSPIs): Sustainability indicators describe community performance and are used by planners to set and to track progress towards goals. Under Phase I of the Cleaner, Greener Communities (CGC) Program, the CGC Program developed a comprehensive list of potential performance indicators to support the Regional Sustainability Plans. All customers will be required to demonstrate their project's ability to positively influence indicators in its applicable Regional Sustainability Plan as discussed in Section 4 of the PBMR.

## Instructions for Creating a PBMR

The PBMR format is flexible and designed to let customers customize it for their needs. Each PBMR should contain the four sections discussed below, although not all sections will require content. Once complete, the applicant should submit a preliminary PBMR in Task 1.1 and the Final PBMR in the Final Report. PBMRs should be kept concise and limited to no more than fifteen pages, excluding data and attachments.

### Standard Format of the PBMR

#### Section 1. Benefits Overview

Provide a brief description of the components of the project that will result in the benefits discussed in the statement.

#### Section 2. Expected Annual Benefits by Close of CEC Project Period

This section describes the cumulative and/or effective annual rate of benefits customers expect to achieve by close of CEC funding. For example, if a project installs equipment in its last month, the annual savings rate would be the effective rate expected from that point forward. This section is only required for projects with tangible infrastructure or technology components, and/or for programs that expect to engage markets or communities during the CEC funding period. Other customers should list "N/A" under this heading in their PBMR and move to Section 3.

#### *Section 2 Instructions*

Customers should review

Attachment B: CEC Program Performance **Metrics** and prepare a table as shown below that includes all RPMs and any optional SCMs relevant to the project. For example, smart growth and transportation-related projects are strongly encouraged to include the SCM “VMT Reduction” in the table. In addition, customers are encouraged to include in the table any other custom metrics that they feel will convey the benefits of the proposed project as shown above.

Section 2: CEC Benefits by Point of Project Close			
Type	Metric	Direct	Indirect
RPM	Permanent Jobs Created (FTE)		
RPM	NYSERDA CEC Investment (\$)		N/A
RPM	Investment by Others (matching and leveraged)		
RPM	Conventional Energy Savings (MMBTU/year)		
RPM	Natural Gas Savings (therms/year)		
RPM	Grid Electricity Savings (KWh/year)		
RPM	Gasoline Savings (gallons / year)		
RPM	Diesel Savings (gallons / year)		
RPM	Fuel Oil Savings (gallons / year)		
RPM	Conventional Energy Cost Savings (\$ / year)		
RPM	GHG Savings (MTCDE / year)		
SCM	(Optional) SCM Metric 1 (From Attachment B)		
SCM	(Optional) SCM Metric 2, and so on... (From Attachment B)		
Custom	List all other metrics in separate rows		

Only RPMs for energy types that will be impacted by the project need be included.

Customers should quantify and report benefits in the table. Below it they should concisely *summarize* methods, baseline assumptions, use of external tools, references to studies and protocol, etc. Each metric, and associated methods, should be listed separately.

For GHG savings from grid electricity use, customers are required to use NYSERDA’s state average GHG emission factor of 625 lbs. CO<sub>2</sub>e/MWh. Refer to *Attachment D: Calculating GHG Emissions* for emissions factors from all fuels needed to convert energy savings to GHG emission savings.

*Direct vs. Indirect Benefits*

CEC projects can create benefits in operations and in the wider community around them. Therefore, in Section 2 customers should do their best to list benefits separately as “direct” and “indirect” in the table above. In general, “direct” benefits are those achieved by the components specifically attributed to CEC funding, while “indirect” benefits include all others such as:

- Benefits achieved by the project as a whole, including non-CEC portions.
- Benefits achieved by others because of the project, such as savings by residents moving to a community redevelopment that now have lower energy bills and transportation needs.
- Benefits achieved by residents and businesses participating in a CEC-supported market or service.

- Benefits achieved by energy and/or land use policies or programs that cause shifts in consumption patterns in communities.
- Any other benefits an applicant can reasonably argue are indirectly caused by the proposed project.

Customers are encouraged to think holistically about how their projects may directly and indirectly impact their communities. Because indirect benefits have the potential to be larger than direct benefits, NYSERDA will evaluate the *reasonableness* of the estimates rather than the magnitude of estimates. If an applicant has questions, they may contact the CEC team prior to submission of the PBMR.

### Section 3. Potential for Future and/or Long-Term Transformational Benefits

This section is an opportunity for customers to demonstrate how projects will manifest and grow benefits in the future. NYSERDA is particularly interested in understanding how CEC investments have the potential to foster long-term and wide-spread market transformation toward sustainability.

This section is required for all projects. For projects that do not anticipate benefits growing beyond the funded project period, they should list the total annual benefits calculated in Section 2 as they apply to future years as ongoing benefits.

#### Section 3 Instructions

Customers should review *Attachment B: CEC Program Performance Metrics* and prepare a table as shown below that includes all required metrics (RPMs) and any optional metrics (SCMs) that they believe relevant to the project. For example, smart growth and transportation-related projects are strongly encouraged to include the SCM “VMT Reduction.” In addition, customers are encouraged to include in the table any other custom metrics that they feel will convey the benefits of the proposed project. The Section 3 table should have three columns labeled “at 5 years,” “at 15 years,” and “at 30 years” representing annual estimates of potential near, mid, and long-term benefits.

Section 3: Future and Long Term Transformation Benefits (Annual)				
Type	Metric	at 5 years	at 15 Years	at 30 Years
RPM	Permanent Jobs Created (FTE)			
RPM	NYSERDA CEC Investment (\$)	N/A	N/A	N/A
RPM	Investment by Others (matching and leveraged)			
RPM	Conventional Energy Savings (MMBTU/year)			
RPM	Natural Gas (therms/year)			
RPM	Grid Electricity (KWh/year)			
RPM	Gasoline Savings (gallons / year)			
RPM	Diesel Savings (gallons / year)			
RPM	Fuel Oil Saving (gallons / year)			
RPM	Propane Savings (gallons / year)			
RPM	Conventional Energy Cost Savings (\$ / year)			
RPM	GHG Savings (MTCDE / Year)			
SCM	(Optional) SCM Metric 1 (From Attachment B)			

Only RPMs for energy types that will be impacted by the project need be included.

SCM	(Optional) SCM Metric 2, and so on... (From Attachment B)			
Custom	List all other metrics in separate rows			

Customers should attempt, to the best of their ability, to forecast and report quantifiable potential benefits in the table. NYSERDA understands these forecasts are highly uncertain and will not require customers to achieve these estimates. If a customer is unable to quantify a metric in the preliminary PBMR, they can state “TBD” in the table and provide an explanation of how this metric will be estimated for the PBMR. “TBD” may be noted for about 20% of the projects benefits.

Below the table in the PBMR, customers should include a concise *summary* of how they projected each metric, listing assumptions, methods, and data sources. For long-term benefits customers may use local modeling or cite research studies, literature, and other peer-reviewed rule of thumb sources and tools to estimate long-term benefits of policies. For metrics listed “TBD,” customers can describe qualitatively why and how they think the listed metrics will be positively impacted and on what timeframe, and how they will be quantified in the Final PBMR. Customers should list each metric separately.

For GHG savings from grid electricity use, customers are required to use the NYSERDA state average GHG emission factor of 625 lbs. CO<sub>2</sub>e/MWh. Refer to Attachment D for emissions factors from all fuels needed to energy savings to GHG emission savings.

*What are long-term transformation benefits and how should one estimate them?*

Long-term benefits are those that grow directly, or indirectly, from CEC projects. NYSERDA anticipates that its CEC investments will be poised to inspire, grow, and facilitate market transformation to sustainable practices and services. Some examples of transformational benefits include:

- A project may demonstrate growing benefits through its intent to scale up, or from its potential to be replicated.
- A specific transit investment or plan may create transformational benefits as it grows ridership and attracts investment to the region.
- Neighborhood redevelopment with LEED-ND principles may attract investment, jobs, and reduce energy use and GHG emissions among residents and businesses through compact development.
- A market transformation project for renewable energy will grow benefits as that market grows.
- Investment in public policy and planning can create significant long-term environmental, social, and economic benefits in communities.

There is no rule to make these forecasts, although customers are encouraged to look for tools, resources, and studies in their sectors to help them make estimates. Recognizing that estimates are speculative and may vary widely between customers for even similar projects, NYSERDA will favor quality and reasonableness of the assumptions over quantity. Examples of reasonableness include:

- A statement that a project will attract \$100 million in commercial investment and create 500 jobs within 10 years will be considered more reasonable if it is backed by a bona fide Market Analysis study as opposed to simple offhand assumptions.
- A statement that the benefits of a pilot project will grow through replication will be considered more reasonable if the project appears to have a strategic approach for fostering market transformation, as opposed to simply asserting that a good idea will replicate on its own.
- Forecasted benefits from programs, policy development, and planning activities will be considered more reasonable if they can cite literature, research, performance of peers, or other references that back assumptions of performance and growth.

#### **Section 4. Potential to Impact Regional and Local Sustainability Indicators**

This section must be developed by all customers. NYSERDA anticipates all CEC investments will positively support the long-term goals and indicators adopted in their region’s CGC Phase I Regional Sustainability Plan. Customers for comprehensive or sustainability planning must also include a set of Common Planning Indicators (CPIs) that NYSERDA may use to evaluate community performance over the long term once planning is complete.

Sustainability Indicators are different from CEC Program RPMs and SCMs in that they describe community and regional sustainability performance. Indicators are diverse and cover a vast array of sectors from community livability, land use and transportation, climate adaptation, economic development, and many other sectors. Customers can find resources on the [CGC website](#) including:

- Full Regional Sustainability Plans (RSPs)
- A convenient summary of RSPs and goals adopted by regions in excel format
- A Sustainability Indicators Guidance Document that includes a description of how indicators were calculated at a regional. This is an excellent resource to start identifying additional potential indicators.

#### *Section 4 Instructions*

All customers should create a table of indicators in the format shown on the next page and list at least two RSP Indicators to be positively influenced by the planning project. In addition, customers for comprehensive or sustainability planning should review *Attachment C: Common Planning Indicators* and include applicable CPIs so there are at least five total Indicators chosen for each project and listed in the Section 4 table. These indicators should be chosen to demonstrate the impact of CEC planning investment when reviewed independently in the future. These need not be limited to energy, GHG, and transportation indicators.

Customers should create a baseline value for all indicators in the table, drawing on data sources and methods in *Attachment C: Common Planning Indicators*, the Sustainability Indicators Guidance Document, or any other suitable source. Projects for community-scale plans are encouraged to draw indicators that are already known for the community. Customers may list the value as “TBD” if they cannot be developed by submission of the preliminary PBMR required in Task 1.1, but plan to provide

estimates with the Final PBMR. For the brief description of impact (one line only), customers can estimate an actual change, list a potential goal, or simply provide a description of how the indicator will likely change.

<b>Section 4: Potential to Impact Regional and local Common Planning Indicators(EXAMPLE)</b>			
<b>Indicator</b>	<b>Type (RSPI, CPI, Other)</b>	<b>Baseline (if known)</b>	<b>Brief one-line description of impact</b>
(e.g.) Residential Energy Use per Household	CPI	240 MMBtu/year	Decrease by 30% in 50% of Homes
(e.g.) Total Energy Use per Capita	CPI	181 MMBtu/year	Decrease by 10%, related to transportation
(e.g.) H+T Index	CPI		
(e.g.) Average Commute Time	CPI	20 minutes	Reduce to 18 minutes
(e.g.) GHG Emissions per Capita	RSPI	12.48	Reduce by 20%
(e.g.) Percent of Housing Occupied	RSPI	70%	Increase to 75%
etc., list all indicators			

Below the table, customers should include a concise description of the baseline calculation method, and the basis for each indicator’s one-line impact statement. This may include a rationale for the project’s linkage to an indicator, references to studies, additional qualitative description, application of tools, etc. Customers should list each indicator separately and try to limit description for each indicator to no more than 3-4 sentences.

*How to link sustainability indicators to individual projects*

Some specific projects may need to include the concept of a “project boundary” when reporting an impact on regional sustainability indicators. For example, the Housing and Transportation Index was a required common metric for the Phase I Regional Sustainability Plans. This index is the percent of household income spent on transportation plus housing. A specific urban redevelopment project will positively impact this indicator, but its singular impact may not manifest over a regional average. Therefore, the applicant could assume the “project boundary” to be the future population of the redevelopment and compare this group’s expected Housing and Transportation Index to the regional average as a means to show benefit.

# Attachment A: Project Benefits Metrics Report Template

## CFA #####, Project Benefits Metrics Report

[Project Title]

### Section 1. Benefits Overview

Provide a brief description of the components of the project that will result in the benefits discussed in the statement.

### Section 2. Expected Annual Benefits by Close of CEC Project Period

[List N/A under heading if section excluded]

Section 2: CEC Benefits by Point of Project Close			
Type	Metric	Direct	Indirect
RPM	Permanent Jobs Created (FTE)	[e.g., 25]	
RPM	NYSERDA CEC Investment (\$)	[e.g., 2,300,000]	N/A
RPM	Investment by Others (matching and leveraged)		
RPM	Conventional Energy Savings (MMBTU/year)		
RPM	Natural Gas Savings (therms/year)		
RPM	Grid Electricity Savings (KWh/year)		
RPM	Gasoline Savings (gallons / year)		
RPM	Diesel Savings (gallons / year)		
RPM	Fuel Oil Savings (gallons / year)		
RPM	Conventional Energy Cost Savings (\$ / year)		
RPM	GHG Savings (MTCDE / year)		
SCM	(Optional) SCM Metric 1 (From Attachment B)		
SCM	(Optional) SCM Metric 2, and so on... (From Attachment B)		
Custom	List all other metrics in separate rows: See CGC Phase I Sustainability Plans for Examples		

Only RPMs for energy types that will be impacted by the project need be included.

Fill in an estimated value in all cells, or list "N/A". Use units in table.

Methods and Assumptions [entry for each row in table]

**Metric 1:** Concisely summarize methods, baseline assumptions, data sources, protocol, studies, ad hoc assumptions, etc., used to make the estimates. Referencing a known method or protocol can replace the need to provide a detailed description thereof. Describe basis of classifying benefits as direct, indirect, or both where applicable.

**Metric 2:** [methods discussion....]

**Metric 3:** [methods discussion....]

**Metric 4:** and so on...

### Section 3. Potential for Future and/or Long Term Transformational Benefits

Section 3: Future and Long Term Transformation Benefits(Annual)				
Type	Metric	at 5 years	at 15 Years	at 30 Years
RPM	Permanent Jobs Created (FTE)			
RPM	NYSERDA CEC Investment (\$)	N/A	N/A	N/A
RPM	Investment by Others (matching and leveraged)			
RPM	Conventional Energy Savings (MMBTU/year)	25,000	40,000	
RPM	Natural Gas (therms/year)			
RPM	Grid Electricity (KWh/year)			
RPM	Gasoline Savings (gallons / year)			
RPM	Diesel Savings (gallons / year)			
RPM	Fuel Oil Saving (gallons / year)			
RPM	Conventional Energy Cost Savings (\$ / year)			
RPM	GHG Savings (MTCDE / Year)			
SCM	(Optional) SCM Metric 1 (From Attachment B)			
SCM	(Optional) SCM Metric 2, and so on... (From Attachment B)			
Custom	List all other metrics in separate rows			

Only RPMs for energy types that will be impacted by the project need be included.

Fill in an estimated value in all cells, or list "N/A". Use units in table. Benefits need not be projected for all time periods.

Methods and Assumptions [entry for each row in table]

**Metric 1:** Describe custom methods, forecast assumptions, models, studies, growth rates, data sources, etc., used to make the estimates. For metrics listed as “TBD” in the Draft PBMR according to instructions, explain qualitatively the potential impact and on what timeframe impacts will be assessed.

**Metric 2:** and so on....

### Section 4. Projected Impact on Regional and Local Sustainability Indicators

Section 4: Potential to Impact Regional and Local Common Planning Indicators			
Indicator	Type (RSPI, CPI, Other)	Baseline (if known)	Brief one-line description of impact
(e.g.) Residential Energy Use per Household	CPI		
(e.g.) Total Energy Use per Capita	CPI		
(e.g.) H+T Index	CPI		
(e.g.) Average Commute Time	CPI		
(e.g.) GHG Emissions per Capita	RSPI		
(e.g.) Percent of Housing Occupied	RSPI		
etc., list all indicators			

Methods and Assumptions [entry for each row in table]

**Indicator 1:** include a concise *summary* of the basis of each indicator, references to studies, additional qualitative description, application of tools, explanation of impact, etc.

**Indicator 2:** and so on...

## Attachment B: CEC Program Performance Metrics

This table includes a list of metrics that NYSERDA would like to roll up across all CEC projects to help demonstrate program impact.

**Required Performance Metrics (RPMs)** should be included in all benefit tables included in Section 2 and Section 3 Project Benefit Reports (PBMRs). For Energy, only RPMs for specific energy types affected need be included.

**Sector Common Metrics (SCMs)** are optional for Section 2 and Section 3 PBMR responses. NYSERDA encourages customers to include them if their projects will provide benefits to them.

Sector	Type	Metric	Unit
Environment	RPM	GHG Emissions Savings / year	MTCDE/year
Energy	RPM	Total Conventional Energy Savings	MMBTU
	(below)	Conventional Energy Savings (By Type)	(See below)
	RPM	Natural Gas Savings (or increase)	therms / year
	RPM	Grid Electricity Savings (or increase)	KWh / year
	RPM	Gasoline Savings (or increase)	gallons / year
	RPM	Diesel Savings (or increase)	gallons / year
	RPM	Fuel Oil Savings (or increase)	gallons / year
	RPM	Propane Savings (or increase)	gallons / year
	SCM	Biomass Fuel Created	MMBTU / year
	SCM	Renewable Electricity Created	MWh / year
	SCM	Installed Solar/Wind/Geothermal Capacity	MW
Transportation	SCM	Vehicle-Miles-Traveled (VMT) Reduced	miles / year
	SCM	Use of CNG	MMBTU / year
	SCM	Use of Ethanol	gallons / year
	SCM	Use of Biodiesel	MMBTU / year
	SCM	Use of Electricity in Vehicles	MWh / year
	SCM	Number of alternative vehicles on road	number
Waste Management	SCM	Organic MSW, sewage sludge, or other waste Composted or Digested	tons / year
	SCM	Landfill / WWTP Gas Captured	MMBTU / year
	SCM	Solid Waste Diverted	tons / year
Economic	RPM	Conventional Energy Cost Savings	\$
	RPM	Permanent Jobs Created	number
	RPM	NYSERDA CEC Investment (funding requested)	\$
	RPM	Investment by Others (matching and leveraged)	\$
	SCM	Operational / Lifecycle Cost Savings	\$/ year
	SCM	Revenue Generated by New or Increased Business	\$/ year

## Attachment C: Common Planning Indicators

All Comprehensive and Sustainability planning projects should include at least five Regional and Local Sustainability Indicators, including Common Planning Indicators (CPIs) from the list below. For areas or developments that are not communitywide, the Contractor should estimate the indicators for the population or area subset of the community.

Contractors should favor indicators based on high quality data that is readily available and easily updated in the future. For example, VMT per capita will be a good indicator if high quality community-scale VMT data is available from an MPO or local traffic count study. Conversely, VMT per capita as a local indicator is less valuable if it is derived from state average values scaled to the community. Similarly, for energy use, utility provided data of *actual* community energy use profiles are more valuable than, say, estimated community totals from state or regional averages.

In addition to the data sources listed below, please refer to the Sustainability Indicators Guidance Document for more detailed suggestions on methods and data sources.

Type	Indicator	Common Data Sources
CPI	Energy Consumption (MMBTU) / Capita	Utility Data Request, CEC Program, CEC Regional GHG Inventories, local energy plans
CPI	Household Energy Consumption (MMBTU) / Capita	Same
CPI	Installed Solar Capacity (MWh)	<a href="#">NY-Sun Initiative Tools</a>
CPI	Installed Local Renewable Capacity (MWh)	<a href="#">NY-Sun Initiative Tools</a> , others
CPI	Alternative Commute Mode Share (percent by walking, biking, transit, carpooling)	<a href="#">Census Journey to Work</a> , ACS, <a href="#">Census Transportation Data Products</a>
CPI	Average Commute Time (Minutes)	Same
CPI	Percent that live and work in the same community (percent)	same
CPI	Number of EV Charging Stations	Plugshare.com, <a href="#">Alternative Fuels Data Center</a> , others
CPI	Vehicle miles-traveled (VMT) per Capita	Metropolitan Planning Organizations
CPI	Housing Density (Households / Square mile)	Census and <a href="#">American Community Survey</a>
CPI	Housing and Transportation (H+T) Index	<a href="#">Center for Neighborhood Technologies</a>
CPI	Community average Walk Score	<a href="#">Walkscore.com</a>

## Attachment D: Calculating GHG Emissions

Customers can use the tables below to convert energy savings into GHG emissions. EPA’s Clean Energy Website provides Calculations and References for using these emission factors at <http://www.epa.gov/cleanenergy/energy-resources/refs.html>. However, remember that all Customers, regardless of their geographic location within New York State, are required to use NYSERDA’s State Average emission factor of 625 lbs. CO<sub>2</sub>e/MWh to convert any grid electricity usage or savings into GHG emissions. GHG savings should be reported in units of MTCDE, or “Metric Tons of Carbon Dioxide Equivalent,” or 1000kg CO<sub>2</sub>e. The factors listed in the last column in the chart below would need to be divided by 1000.

NYSERDA does not expect that customers be experts in GHG calculations, and will work with successful customers to refine and improve GHG benefit estimates where needed. Customers may contact the CEC team with questions, and may indicate in their PBMRs that they require assistance.

### Fuel (Scope 1) and Electricity (Scope 2) Emission Factors

Fuel Type	Heating Value	CO <sub>2</sub> Factor	CH <sub>4</sub> Factor	N <sub>2</sub> O Factor	CO <sub>2</sub> e
<b>Electricity Consumption (Scope 2)</b>		lb/MWh	lb/GWh	lb/GWh	kg/MWh
NYSERDA State Average		625	--	--	283.5
<b>Solid Fuels</b>	mmBtu / ton	kg / mmBtu	g / mmBtu	g / mmBtu	kg/mmBtu
Anthracite Coal	25.09	103.54	11	1.60	104.27
Bituminous Coal	24.93	93.40	11	1.60	94.13
Sub-bituminous Coal	17.25	97.02	11	1.60	97.75
Lignite Coal	14.21	96.36	11	1.60	97.09
Mixed (Commercial Sector)	21.39	95.26	11	1.60	95.99
Mixed (Electric Power Sector)	19.73	94.38	11	1.60	95.11
Mixed (Industrial Coking)	26.28	93.65	11	1.60	94.38
Mixed (Industrial Sector)	22.35	93.91	11	1.60	94.64
Coke	24.80	102.04	11	1.60	102.77
Municipal Solid Waste	9.95	90.70	32	4.20	92.67
Petroleum Coke (Solid)	30.00	102.41	32	4.20	104.38
Plastics	38.00	75.00	32	4.20	76.97
Tires	26.87	85.97	32	4.20	87.94
Agricultural Byproducts	8.25	118.17	32	4.20	120.14
Peat	8.00	111.84	32	4.20	113.81
Solid Byproducts	25.83	105.51	32	4.20	107.48
Wood and Wood Residuals	15.38	93.80	32	4.20	95.77
<b>Gaseous Fuels</b>	mmBtu / scf	kg CO <sub>2</sub> / mmBtu	g CH <sub>4</sub> / mmBtu	g N <sub>2</sub> O / mmBtu	kg / mmBtu
Natural Gas (per scf)	0.001028	53.02	1.000	0.100	53.072
Blast Furnace Gas	0.000092	274.32	0.022	0.100	274.351
Coke Oven Gas	0.000599	46.85	0.480	0.100	46.891
Fuel Gas	0.001388	59.00	0.022	0.100	59.031
Propane Gas	0.002516	61.46	0.022	0.100	61.491

Fuel Type	Heating Value	CO <sub>2</sub> Factor	CH <sub>4</sub> Factor	N <sub>2</sub> O Factor	CO <sub>2</sub> e
Biogas (Captured Methane)	0.000841	52.07	3.200	0.630	52.333
<b>Liquid Fuels</b>	mmBtu / gallon	kg CO <sub>2</sub> / mmBtu	g CH <sub>4</sub> / mmBtu	g N <sub>2</sub> O / mmBtu	kg / mmBtu
Asphalt and Road Oil	0.158	75.36	3.0	0.60	75.609
Aviation Gasoline	0.120	69.25	3.0	0.60	69.499
Butane	0.101	65.15	3.0	0.60	65.399
Butylene	0.103	67.73	3.0	0.60	67.979
Crude Oil	0.138	74.49	3.0	0.60	74.739
Distillate Fuel Oil No. 1	0.139	73.25	3.0	0.60	73.499
Distillate Fuel Oil No. 2	0.138	73.96	3.0	0.60	74.209
Distillate Fuel Oil No. 4	0.146	75.04	3.0	0.60	75.289
Ethane	0.069	62.64	3.0	0.60	62.889
Ethylene	0.100	67.43	3.0	0.60	67.679
Heavy Gas Oils	0.148	74.92	3.0	0.60	75.169
Isobutane	0.097	64.91	3.0	0.60	65.159
Isobutylene	0.103	67.74	3.0	0.60	67.989
Kerosene	0.135	75.20	3.0	0.60	75.449
Kerosene-type Jet Fuel	0.135	72.22	3.0	0.60	72.469
Liquefied Petroleum Gases (LPG)	0.092	62.98	3.0	0.60	63.229
Lubricants	0.144	74.27	3.0	0.60	74.519
Motor Gasoline	0.125	70.22	3.0	0.60	70.469
Naphtha (<401 deg F)	0.125	68.02	3.0	0.60	68.269
Natural Gasoline	0.110	66.83	3.0	0.60	67.079
Other Oil (>401 deg F)	0.139	76.22	3.0	0.60	76.469
Pentanes Plus	0.110	70.02	3.0	0.60	70.269
Petrochemical Feedstocks	0.129	70.97	3.0	0.60	71.219
Petroleum Coke	0.143	102.41	3.0	0.60	102.659
Propane	0.091	61.46	3.0	0.60	61.709
Propylene	0.091	65.95	3.0	0.60	66.199
Residual Fuel Oil No. 5	0.140	72.93	3.0	0.60	73.179
Residual Fuel Oil No. 6	0.150	75.10	3.0	0.60	75.349
Special Naphtha	0.125	72.34	3.0	0.60	72.589
Still Gas	0.143	66.72	3.0	0.60	66.969
Unfinished Oils	0.139	74.49	3.0	0.60	74.739
Used Oil	0.135	74.00	3.0	0.60	74.249
Biodiesel (100%)	0.128	73.84	1.1	0.11	73.897
Ethanol (100%)	0.084	68.44	1.1	0.11	.057
Rendered Animal Fat	0.125	71.06	1.1	0.11	71.117
Vegetable Oil	0.120	81.55	1.1	0.11	81.607

**Sources:** Solid, gaseous, liquid and biomass fuels: Federal Register (2009) EPA; 40 CFR Parts 86, 87, 89 et al; Mandatory Reporting of Greenhouse Gases; Final Rule, 30Oct09, 261 pp. Tables C-1 and C-2 at FR pp. 56409-56410. Revised emission factors for selected fuels: Federal Register (2010) EPA; 40 CFR Part 98.