

Organization	Grant Opportunity	Document #	Document Role	Current Status
Town of Woodstock	2016 Zero-Emission Vehicle (ZEV) Clean Vehicle Infrastructure (Electric Vehicle Supply Equipment and	DEC01-ZEVIN-2016-00105	Grantee Delegated Administrator	Contract Executed

## PROJECT/SITE ADDRESSES

### Instructions:

1. Please complete all required fields.
2. If Project Statewide is "Yes", do not enter Address information. If Project Statewide is "No", Address information is required.
3. Select the **Save** button above to save your work frequently.
4. Click Forms Menu to return to the navigation links.

**Name/Description:** Town of Woodstock- Mescal Hornbeck Community Center Electric Vehicle Charging Station  
Project Statewide No

**Address 1** 56 Rock City Road

**Address 2**

**City** Woodstock

**County** Ulster County

**State** NY

**Zip** 12401

**Regional Council:** Mid-Hudson  
NYS DEC Region 3: Dutchess, Ulster and Westchester Counties

**Agency Specific Region:**Orange, Putnam, Rockland, Sullivan, Ulster and Westchester Counties

## PROGRAM SPECIFIC QUESTIONS

### Instructions:

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.

**Project Title** Town of Woodstock Mescal Hornbeck Community Center- Electric Vehicle Charging Station

This application must be completed if you are seeking "Zero-Emission Vehicle (ZEV) Clean Vehicle Infrastructure" rebate funding. Applicants must answer all of the following program questions and upload all required and applicable documents. Failure to provide all required application documents may deem your application ineligible from funding. The information you include in the following program questions will be reviewed and evaluated by DEC to determine a pass/fail, and a final score. Applications must score at least 70 points to be determined eligible for funding.

- 0 This is the 2016 Zero-Emission Vehicle (ZEV) Clean Vehicle Infrastructure (Electric Vehicle Charging and/or Hydrogen Fuel Cell) grant opportunity, and the following program questions must be answered to complete the application. Applicants wanting to apply for Zero-Emission Vehicle (ZEV) Clean Vehicle Purchase/Lease rebate funding must search the Grants Gateway for grant opportunity number "DEC01-ZEVCV-2016", or search the grant opportunity name "2016 Zero-Emission Vehicle (ZEV) Clean Vehicle (Purchase or Lease)" to begin development of a clean vehicle purchase or lease rebate application.
- 1 Is the proposed facility location municipally owned? Note each facility location, as defined in the Request for Applications, will be evaluated separately and therefore must be submitted in separate applications.  
  
Yes
- 2 "If the proposed facility location is not municipally owned, it is necessary to upload a letter of agreement certifying that a climate change mitigation easement per ECL 54-1513 will be developed and executed with the property owner, and filed with the appropriate county clerk's office, should the rebate be awarded. The easement must include and ensure all conditions described in the Request for Applications.  
If the facility location is not municipally owned and you do not upload a letter of agreement certification, your application will be deemed ineligible. You must answer this questions with N/A if the facility location is municipally owned."  
  
NA  
  
Upload
- 3 Is the proposed facility location accessible to the public?  
  
Yes
- 4 Briefly describe the accessibility of the proposed facility location, and any limitations on public access, including gates, hours of closure, security, and/or physical site factors.  
  
Access to the parking lot at the MH Community Center is unrestricted and available 24/7. The community center is located approximately 1/4 mile from the town center. It is adjacent to the Andy Lee recreational area which has several ball fields and a youth swimming pool. The Woodstock youth center is immediately north of it.  
There are no gates or encumbrances to 24/7 access.
- 5 Is public charging and/or fueling of clean vehicles the primary purpose of the facility?

Yes

6 Will the project be undertaken in partnership with any other entities?

No

7 If yes, identify all project partners and briefly describe partner roles and responsibilities. Provide in a single PDF upload, documentation of any necessary partner agreements, including existing or draft Memoranda of Understanding/Agreement, lease arrangements, or other mechanisms authorizing use of or access to the project site. If the project is a partnership project and you do not provide documentation of partner agreements, your application will be deemed ineligible. If no, it is necessary that you type "N/A" in this section.

NA

Upload

8 Has a plan been developed to monitor and report facility usage and emissions reduction data?

Yes

9 If yes, briefly describe, and if available, upload a copy of the plan. If no, it is necessary that you type "N/A" in this section.

Report on the EVSE facility's usage and emissions reduction data will be prepared along with the town's electrical usage and emissions reports and in a form consistent with DEC requirements. Metrics reported on could including the following: number of charging sessions, kwh consumed per session, duration of session, duration of occupancy of the EVSE parking stall, and zip code of user. Reports for Woodstock's 2015 electrical usage and emissions data are attached. Additional data on the EVSE use would be included in this report and could potentially utilize a format similar to that of Ulster County's EVSE usage reports.

Upload [FileNetDocRetrieval.aspx?docID={4B0ED326-D619-4FB0-A2A6-264A25D95A32}](#)

10 Has an eligible source of match of at least 20% of the requested rebate amount (grant amount) been identified in the Grants Gateway Expenditure budget and in the Match Worksheet? (Reminder: State and/or Federal funding sources are not considered an eligible source of match funding.)

Yes

11 Briefly describe plans for installation and operation of the proposed facility, including a description of the hardware and software to be installed, and a timeline for installation. A site map must be uploaded.

The EVSE will be installed on the north side of the MH community center as a wall mounted station. There will be two designated and marked parking spaces associated with the charge station. The EVSE equipment will be a ChargePoint CT 4000 or equivalent with two SAE 1772 charge ports and networking capabilities. Projected construction to be complete by the fall of 2017. The MH community center is equipped with a 600 AMP electrical panel and generator backup and is located approximately 30 feet (internal distance) from the proposed EVSE station. An additional EVSE could easily be added once demand has been established.

In addition, the installation of the EVSE perfectly compliments the energy efficient improvements that were recently completed including, the installation of energy efficient lighting and appliances, as well as an air-air heat pump system to cool, heat and ventilate the facility and expanded meeting rooms.

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12 If there are multiple partners involved in the project, identify and briefly describe the specific work to be conducted by the applicant municipality.

NA

13 Was the facility identified as part of a municipal strategy to increase clean vehicle use or reduce greenhouse gas emissions locally or regionally? Please identify and explain.

No

14 Is the facility close to popular destinations, including but not limited to places of employment, downtowns, transportation hubs, tourist sites, schools, shopping or other high use areas? Please describe the location in reference to these destinations.

The proposed located is a frequently used parking lot adjacent to the Mescal Hornbeck Community Center and to the Town's recreation field, pool and park. The recently renovated community center is frequently used for town functions as well as by a wide variety of community groups. The Woodstock youth center building is also located on this town owned property. In addition, it is a short walk from the hamlet center which is a popular destination for residents and tourists alike. If the proposed EVSE in the hamlet center (Woodstock's other application) were occupied, this site could easily accommodate those users as well.

15 Describe the site characteristics that promote ease of installation and operation of the proposed facility, including whether electricity is available (if applicable). Describe whether there are any limitations on access or installation.

The wall mounted charge station will be located on the north side wall of the community center within 30 feet of the electrical panels (600 AMP) . Head-in parking for the station is currently available. Planning, Environmental and Highway officials have been involved with the siting. There are no access or

installation problems to our knowledge.

16 Identify and describe the status of all necessary permits and approvals needed to move forward with the proposed project facility infrastructure.

This installation will be located on town owned property and will require a Town building permit to proceed, and a third party electrical inspection prior to being available for public use. The Town Building Inspector has been consulted regarding the project and is ready to help facilitate the installation.

17 Does the facility use renewable energy?

No

18 If yes, the facility uses renewable energy, briefly describe. If no, it is necessary that you type "N/A" in this section.

NA

19 Has a long-term operations and maintenance plan been developed for the facility, including the cost structure for charging (if applicable)?

Yes

20 If yes, briefly describe and if available, upload a copy of the plan. If no, explain why a plan is not applicable to the project.

See attached.

Upload [FileNetDocRetrieval.aspx?docID={8EEE1110-C31F-4365-AC72-73D2EBC9E87D}](#)

21 Can the facility be expanded or renovated to add more charging facilities, additional fuel types, or faster charging in the future?

Yes

22 If yes, briefly describe how the facility can be expanded or renovated to add more charging facilities, etc... If no, the facility can not be expanded or renovated it is necessary that you type "N/A" in this section.

The Mescal Hornbeck Community Center recently underwent a major renovation. As part of the renovation the a 600 amp electrical system and a full backup power system was installed for the center to serve as an emergency comfort center for the town. Since ample parking exists surrounding the site, and there is capacity in the electrical system, it would be fairly easy to install additional charging facilities in the future.

23 Can the facility be converted to cleaner fuel or electricity source in the future (e.g., electrolysis for hydrogen production)?

Yes

24 If yes, the facility can be converted to cleaner fuel or electricity sources, briefly describe. If no, it is necessary that you type "N/A" in this section.

The Town of Woodstock is currently progressing plans, and under contract to install, a 600kw large scale solar installation which would offset approximately all of the Town's electricity consumption. This will convert the electricity source to solar.

25 Has a match of more than 20% of the grant amount requested been identified in the expenditure budget area of this application? (Applicants are required to match at least 20% of the grant amount.)

Yes

26 Has a marketing plan been developed to promote use of the facility?

Yes

27 If yes, a marketing plan has been developed to promote use of the facility, briefly describe and if available, upload a copy of the plan. If no marketing plan has been developed, it is necessary that you type "N/A" in this section.

See Attached.

Upload [FileNetDocRetrieval.aspx?docID={537D8685-FB5A-4A6B-80BB-44E250000455}](#)

28 Is there demonstrable public interest in and support for the proposed infrastructure facility?

Yes

29 If yes, there is public interest and support, briefly describe and if available, upload supporting documentation in a single pdf file. If no public support or interest, it is necessary that you type "N/A" in this section.

The Town of Woodstock, including the Woodstock Environmental Commission and Woodstock Transition, has been coordinating with the Drive Electric

Hudson Valley initiative. In December, a workshop was held at the Mescal Hornbeck Community Center with over 50 people in attendance the best attended event in the area to date. The Town will continue to coordinate with this effort as well as with Ulster County to further the public support of the project.

Upload [FileNetDocRetrieval.aspx?docID={552C354B-58DA-4E71-8330-A5278A6C02E1}](#)

30 Is the applicant a registered or Certified Climate Smart Community? If yes, please upload the applicant's municipal resolution taking the Climate Smart Communities Pledge, or a screenshot of the municipal listing on NYSDEC's Climate Smart Communities website at <http://www.dec.ny.gov/energy/56876.html>.

Yes

Upload [FileNetDocRetrieval.aspx?docID={54EBFF19-EF49-4846-8307-7DE60A9EAC29}](#)

31 Pursuant to NYS's Smart Growth Public Infrastructure Policy Act, a Smart Growth Assessment Form must be completed for your project. The Assessment Form is available for you to download in the pre-submission area of this grant opportunity. Have you downloaded, completed and saved the Smart Growth Assessment Form as a pdf, and uploaded this pdf as required to complete this question?

Yes

Upload [FileNetDocRetrieval.aspx?docID={6ECD58C8-F3AF-4DC2-8CE3-70B80C2A0F9C}](#)

## PERSONAL SERVICES - SALARY

### Instructions:

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Once a Salary position has been saved successfully, select the **Add** button above to add additional Salary position.
4. Click Forms Menu to return to the navigation links.

### Salary Detail

In the Salary section only include staff positions related to the implementation and administration of the program. If Salary is not applicable leave this section blank.

#### Details

#### Position/Title

#### Role/Responsibility

#### # in Title

#### Financial

#### Annualized Salary Per Position

#### STD Work Week (hrs)

% Funded %

#### # Months Funded

#### Total Grant Funds

#### Total Match Funds

Match % %

#### Total Other Funds

Line Total	\$0
Category Total	\$0.00

[Click here to see a summary of the detail entered for this category.](#)

[CATEGORY TOTAL SUMMARY](#)

## PERSONAL SERVICES - SALARY NARRATIVE

### Instructions:

1. Please complete narrative field.
2. Select the **Save** button above to save your work frequently.
3. Click Forms Menu to return to the navigation links.

### Salary Narrative

Provide an explanation of any exceptions in staffing patterns and/or annual salary costs.

## PERSONAL SERVICES - FRINGE

### Instructions:

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Once a Fringe item has been saved successfully, select the **Add** button above to add additional Fringe items.

4. Click Forms Menu to return to the navigation links.

**Fringe Detail**

Fringe Benefits should be budgeted in line with your organization's Standard Fringe Benefit Policy and/or Negotiated Bargaining Agreements and should not exceed the current NYS rate. Provide a brief explanation of the percentage and composition of the fringe benefit structure. If fringe is not applicable, leave this section blank.

[Details](#)

**Fringe - Type/Description**

**Justification**

[Financial](#)

**Total Grant Funds**

**Total Match funds**

**Match %** %

**Total Other funds**

<b>Line Total</b>	<b>\$0</b>
<b>Category Total</b>	<b>\$0.00</b>

Click here to see a summary of the detail entered for this category.

[CATEGORY TOTAL SUMMARY](#)

**PERSONAL SERVICES - FRINGE NARRATIVE**

**Instructions:**

1. Please complete narrative field.
2. Select the **Save** button above to save your work frequently.
3. Click Forms Menu to return to the navigation links.

**Fringe Narrative**

Fringe Benefits should be budgeted in line with your organization's Standard Fringe Benefit Policy and/or Negotiated Bargaining Agreements and should not exceed the current NYS rate. Provide a brief explanation of the percentage and composition of the fringe benefit structure. If the budgeted fringe benefits represent an exception of the current NYS rate, please explain the difference.

**CONTRACTUAL**

**Instructions:**

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Once a Contractual item has been saved successfully, select the **Add** button above to add additional Contractual items.
4. Click Forms Menu to return to the navigation links.

**Contractual Detail**

In the Contractual Services section should include costs for services rendered to the project under a format or written agreement such as direct provision of services by contractual arrangement. If Contractual is not applicable leave this section blank.

[Details](#)

**Contractual - Type/Description** Electrical installation work, electrical inspection

**Justification** required for project

[Financial](#)

**Total Grant Funds** \$1,250.00

**Total Match Funds** \$2,600.00

**Match %** 0%

**Total Other Funds**

<b>Line Total</b>	<b>\$3,850.00</b>
<b>Category Total</b>	<b>\$4,850.00</b>

Click here to see a summary of the detail entered for this category.

[CATEGORY TOTAL SUMMARY](#)

**CONTRACTUAL**

**Instructions:**

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Once a Contractual item has been saved successfully, select the **Add** button above to add additional Contractual items.

**Contractual Detail**

In the Contractual Services section should include costs for services rendered to the project under a format or written agreement such as direct provision of services by contractual arrangement. If Contractual is not applicable leave this section blank.

[Details](#)

**Contractual - Type/Description** EVSE installation  
**Justification** required for project

[Financial](#)

**Total Grant Funds** \$1,000.00  
**Total Match Funds** \$0  
**Match %** 0%

<b>Total Other Funds</b>	
<b>Line Total</b>	<b>\$1,000.00</b>
<b>Category Total</b>	<b>\$4,850.00</b>

Click here to see a summary of the detail entered for this category.

[CATEGORY TOTAL SUMMARY](#)

**EQUIPMENT**

**Instructions:**

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Once an Equipment item has been saved successfully, select the **Add** button above to add additional Equipment items.
4. Click Forms Menu to return to the navigation links.

**Equipment Detail**

This section is used to itemize both purchased and rental equipment costs. If Equipment is not applicable leave this section blank.

[Details](#)

**Equipment - Type/Description** EVSE purchase, activation, site validation, software  
**Justification** required for project  
**Purchase/Rent?** Purchase\*

[Financial](#)

**Total Grant Funds** \$8,615.00  
**Total Match Funds** \$0  
**Match %** 0%

<b>Total Other Funds</b>	
<b>Line Total</b>	<b>\$8,615.00</b>
<b>Category Total</b>	<b>\$8,790.00</b>

Click here to see a summary of the detail entered for this category.

[CATEGORY TOTAL SUMMARY](#)

**EQUIPMENT**

**Instructions:**

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Once an Equipment item has been saved successfully, select the **Add** button above to add additional Equipment items.
4. Click Forms Menu to return to the navigation links.

**Equipment Detail**

This section is used to itemize both purchased and rental equipment costs. If Equipment is not applicable leave this section blank.

[Details](#)

**Equipment - Type/Description** Signage  
**Justification** required for project  
**Purchase/Rent?** Purchase\*

[Financial](#)

**Total Grant Funds** \$175.00  
**Total Match Funds** \$0  
**Match %** 0%

<b>Total Other Funds</b>	
<b>Line Total</b>	<b>\$175.00</b>
<b>Category Total</b>	<b>\$8,790.00</b>

[Click here to see a summary of the detail entered for this category.](#)

[CATEGORY TOTAL SUMMARY](#)

**EQUIPMENT NARRATIVE**

**Instructions:**

1. Please complete narrative field.
2. Select the **Save** button above to save your work frequently.
3. Click Forms Menu to return to the navigation links.

**Equipment Narrative**

Provide documentation regarding bids received for equipment purchases. This field can be used to reference additional documents that are submitted with the application/contract.

The estimate for equipment, software (for two years), activation fees and site validation fees, comes from three separate quotes the Town of Woodstock has received to date. These quotes are being used as guidance and not final numbers since they will have to be requoted is and when the grant is awarded and the Town is under contract with the state.

Provide a justification for any exceptional equipment purchase/rental costs as related to the program needs. For example, a program may have a dollar threshold whereby equipment purchases of a certain amount must be justified. For ongoing or multiyear contract, justification is required for new items of equipment only.

**SPACE/PROPERTY: OWN**

**Instructions:**

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Once a Space/Property: Own item has been saved successfully, select the **Add** button above to add additional Space/Property: Own items.
4. Click Forms Menu to return to the navigation links.

**Space/Property: Own Detail**

This section is used to itemize costs associated with Space/Property: Own. If Space/Property: Own is not applicable leave this section blank.

[Details](#)

**Space/Property: Own - Type/Description**

**Justification**

[Financial](#)

**Total Grant Funds**

**Total Match Funds**

**Match %** %

**Total Other Funds**

<b>Line Total</b>	<b>\$0</b>
<b>Category Total</b>	<b>\$0.00</b>

[Click here to see a summary of the detail entered for this category.](#)

[CATEGORY TOTAL SUMMARY](#)

**SPACE/PROPERTY: OWN NARRATIVE**

**Instructions:**

1. Please complete narrative field.
2. Select the **Save** button above to save your work frequently.
3. Click Forms Menu to return to the navigation links.

**Space/Property: Own Narrative**

Provide a detailed explanation of any extraordinary costs or significant changes to the original contract. For example, a program may have a dollar threshold whereby space/property expenditures of a certain amount must be justified.

**UTILITIES**

**Instructions:**

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Once a Utility item has been saved successfully, select the **Add** button above to add additional Utility items.
4. Click Forms Menu to return to the navigation links.

**Utility Detail**

This section is used to itemize costs associated with Utilities. If Utility is not applicable leave this section blank.

[Details](#)

**Utilities - Type/Description**

**Justification**

[Financial](#)

**Total Grant Funds**

**Total Match Funds**

**Match %** %

**Total Other Funds**

Line Total	\$0
Category Total	\$0.00

[Click here to see a summary of the detail entered for this category.](#)

[CATEGORY TOTAL SUMMARY](#)

**UTILITIES NARRATIVE**

**Instructions:**

1. Please complete narrative field.
2. Select the **Save** button above to save your work frequently.
3. Click Forms Menu to return to the navigation links.

**Utilities Narrative**

Provide a detailed explanation of any extraordinary costs or significant changes to the original contract. For example, a program may have a dollar threshold whereby space/property expenditures of a certain amount must be justified.

**OTHER EXPENSES DETAIL**

**Instructions:**

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Once an other expense item has been saved successfully, select the **Add** button above to add additional other expense items.
4. Click Forms Menu to return to the navigation links.

**Other Expenses Detail**

If Other Expenses is not applicable, leave this section blank.

[Details](#)

**Other Expenses -**

**Type/Description**

**Justification**

[Financial](#)

**Total Grant Funds**

**Total Match funds**

**Match %** %

**Total Other funds**

Line Total	\$0
Category Total	\$0

[Click here to see a summary of the detail entered for this category.](#)

[CATEGORY TOTAL SUMMARY](#)

**OTHER NARRATIVE**

**Instructions:**

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Click Forms Menu to return to the navigation links.

**Other Expenses Narrative**

If applicable, please provide an explanation of any extraordinary costs or significant changes to the original contract. For example, a program may have a dollar threshold whereby the other cost category expenses of a certain amount must be justified.

**EXPENDITURE SUMMARY**

**Instructions:**

1. Save this form to display a roll-up of the category budget details.

2. Click Forms Menu to return to the navigation links.

Category of Expense	Grant Funds	Match Funds	Match % Calculated	Match % Required	Other Funds	Total
1. Personal Services						
a) Salary	\$0	\$0	0%	0%	\$0	\$0
b) Fringe	\$0	\$0	0%	0%	\$0	\$0
<b>Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>		<b>\$0</b>	<b>\$0</b>
2. Non Personal Services						
a) Contractual	\$2,250.00	\$2,600.00	115%	0%	\$0	\$4,850.00
b) Travel	\$0	\$0	0%	0%	\$0	\$0
c) Equipment	\$8,790.00	\$0	0%	0%	\$0	\$8,790.00
d) Space/Property & Utilities	\$0	\$0	0%	0%	\$0	\$0
e) Operating Expenses	\$0	\$0	0%	0%	\$0	\$0
f) Other	\$0	\$0	0%	0%	\$0	\$0
<b>Subtotal</b>	<b>\$11,040.00</b>	<b>\$2,600.00</b>	<b>23%</b>		<b>\$0</b>	<b>\$13,640.00</b>
<b>Total</b>	<b>\$11,040.00</b>	<b>\$2,600.00</b>	<b>23%</b>	<b>20%</b>	<b>\$0</b>	<b>\$13,640.00</b>
<b>PERIOD TOTAL</b>	<b>\$11,040.00</b>					

**MATCH WORKSHEET**

**Instructions:**

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Once an match item has been saved successfully, select the **Add** button above to add additional match items.
4. Click Forms Menu to return to the navigation links.

**Match Worksheet Detail**

Provide detail on the match amounts identified in the detail worksheets. Complete the Form of Documentation Provided column and provide required matching funds documentation with the application/contract package.

[Details](#)

**Source of Matching Funds** Local funds  
**Describe Match Source**

(I.E. Local, State, Federal, or Private) Town of Woodstock

**Form of Documentation Provided**

[Financial](#)

<b>Match Amount</b>	\$2,600.00*
<b>Line Total</b>	<b>\$2,600.00</b>
<b>Match Worksheet Detail Total</b>	<b>\$2,600.00</b>
<b>Budget Detail Match Total</b>	<b>\$2,600.00</b>

**CATEGORY TOTAL SUMMARY**

**WORK PLAN OVERVIEW FORM**

**Instructions:**

The purpose of this form is to capture organizational information necessary for application processing, as well as a detailed accounting of the proposed or funded project. It is made up of three sections:

1. Project Summary
2. Organizational Capacity
3. Project Details - Objectives, Tasks and Performance Measures

If applicable, specific instructions/requirements for completing these sections may be found in the Grant Opportunity under which you are applying. Click Forms Menu to return to the navigation links.

**Work Plan Period** From 5/1/2017 To 4/30/2018

**Project Summary**

Provide a high-level overview of the project, including the overall goal and desired outcomes. Include information such as location, target population, overall number of persons to be served, service delivery method and hours of operation.

May 2017- Contract award and registration

May 2017- Refresh quotes for equipment and electrical contractor

June 2017- Procurement of equipment and site preparation work

July 2017- Installation of EVSE and activation of station

July 2017- April 2018 & onward - Site use monitoring, outreach and education

**Organizational Capacity**

Describe the staffing, qualifications and ongoing staff development/training activities, and relevant experience of the provider organization to support the project.

Town of Woodstock staff and board members would oversee the installation of the equipment by the electrical contractor.

**OBJECTIVES**

**Instructions:**

1. Enter an *Objective* in the field provided below.
2. Select the **Save** button.
3. To add another *Objective*, when applicable, select the **Add** button above.
4. Follow the directions below for adding *Tasks* to the *Objective*.
5. Click Forms Menu to return to the navigation links.

**Objective Name**

EVSE Installation and activation

**Objective Description**

July 2017- Installation and activation of station.

**Instructions for Adding Tasks for this Objective:**

Click the **Task** link in the Forms Menu navigation panel above to add a Task to this Objective.

**OBJECTIVES**

**Instructions:**

1. Enter an *Objective* in the field provided below.
2. Select the **Save** button.
3. To add another *Objective*, when applicable, select the **Add** button above.
4. Follow the directions below for adding *Tasks* to the *Objective*.
5. Click Forms Menu to return to the navigation links.

**Objective Name**

Procurement of EVSE equipment and services

**Objective Description**

May 2017- Refresh of quotes for project equipment and installation services

June 2017- Procure equipment; Complete site preparation work, including electrical work.

**Instructions for Adding Tasks for this Objective:**

Click the **Task** link in the Forms Menu navigation panel above to add a Task to this Objective.

**OBJECTIVES**

**Instructions:**

1. Enter an *Objective* in the field provided below.
2. Select the **Save** button.
3. To add another *Objective*, when applicable, select the **Add** button above.
4. Follow the directions below for adding *Tasks* to the *Objective*.
5. Click Forms Menu to return to the navigation links.

**Objective Name**

Contract registration

**Objective Description**

May 2017-Town of Woodstock executes contract with NYS DEC.

**Instructions for Adding Tasks for this Objective:**

Click the **Task** link in the Forms Menu navigation panel above to add a Task to this Objective.

**OBJECTIVES**

**Instructions:**

1. Enter an *Objective* in the field provided below.
2. Select the **Save** button.
3. To add another *Objective*, when applicable, select the **Add** button above.
4. Follow the directions below for adding *Tasks* to the *Objective*.
5. Click Forms Menu to return to the navigation links.

**Objective Name**

Site use monitoring, outreach and education

**Objective Description**

Monitor site use as per plan (including periodic physical inspections and monitoring of usage data via EVSE software), publicize site locally and with various partners (including Ulster County). Continue outreach and education efforts with such groups as Drive Electric Hudson Valley.

**Instructions for Adding Tasks for this Objective:**

Click the **Task** link in the Forms Menu navigation panel above to add a Task to this Objective.

**TASKS**

**Instructions:**

1. Enter an *Task* in the field provided below.
2. Select the **Save** button.
3. To add another *Task*, when applicable, select the **Add** button above.
4. Follow the directions below for adding *Performance Measures* to the *Task*.
5. Click Forms Menu to return to the navigation links.

**Objective:** Site use monitoring, outreach and education

**Task Name**

Site use monitoring, outreach and education

**Task Description**

Monitor site. Coordinate on education and outreach activities.

**Instructions for Adding Performance Measures for this Task:**

Click the **Performance Measures** link in the Forms Menu navigation panel above to add a Performance Measure to this Task.

**TASKS****Instructions:**

1. Enter an *Task* in the field provided below.
2. Select the **Save** button.
3. To add another *Task*, when applicable, select the **Add** button above.
4. Follow the directions below for adding *Performance Measures* to the *Task*.
  
5. Click Forms Menu to return to the navigation links.

**Objective:** Contract registration

**Task Name**

Contract registration

**Task Description**

Town and State execute contract.

**Instructions for Adding Performance Measures for this Task:**

Click the **Performance Measures** link in the Forms Menu navigation panel above to add a Performance Measure to this Task.

**TASKS****Instructions:**

1. Enter an *Task* in the field provided below.
2. Select the **Save** button.
3. To add another *Task*, when applicable, select the **Add** button above.
4. Follow the directions below for adding *Performance Measures* to the *Task*.
  
5. Click Forms Menu to return to the navigation links.

**Objective:** EVSE Installation and activation

**Task Name**

EVSE installation and activation

**Task Description**

EVSE is installed, activated and available for public use.

**Instructions for Adding Performance Measures for this Task:**

Click the **Performance Measures** link in the Forms Menu navigation panel above to add a Performance Measure to this Task.

**TASKS****Instructions:**

1. Enter an *Task* in the field provided below.
2. Select the **Save** button.
3. To add another *Task*, when applicable, select the **Add** button above.
4. Follow the directions below for adding *Performance Measures* to the *Task*.
  
5. Click Forms Menu to return to the navigation links.

**Objective:** Procurement of EVSE equipment and services

**Task Name**

Procure equipment

**Task Description**

Follow all state and local municipal procurement procedures. Collect quotes, order equipment, receive equipment. Provide documentation to file.

**Instructions for Adding Performance Measures for this Task:**

Click the **Performance Measures** link in the Forms Menu navigation panel above to add a Performance Measure to this Task.

**PERFORMANCE MEASURE****Instructions:**

1. Enter a *Performance Measure* in the field(s) provided below.
2. Select the **Save** button.
3. To add another *Performance Measure*, when applicable, select the **Add** button above.
4. Click Forms Menu to return to the navigation links.

**Objective:** Site use monitoring, outreach and education

**Task:** Site use monitoring, outreach and education

**Performance Measure Name****Monitoring, outreach and education****Narrative**

Document any issues with the site (via physical inspection or email/online notifications). Coordinate with groups on outreach. Document outreach via social media, workshops, announcements etc as appropriate

**PERFORMANCE MEASURE**

**Instructions:**

1. Enter a *Performance Measure* in the field(s) provided below.
2. Select the **Save** button.
3. To add another *Performance Measure*, when applicable, select the **Add** button above.
4. Click Forms Menu to return to the navigation links.

**Objective:** Contract registration

**Task:** Contract registration

**Performance Measure Name**

**Contract is executed by Town and State**

Narrative

Executed contract is in file.

Upload

**PERFORMANCE MEASURE**

**Instructions:**

1. Enter a *Performance Measure* in the field(s) provided below.
2. Select the **Save** button.
3. To add another *Performance Measure*, when applicable, select the **Add** button above.
4. Click Forms Menu to return to the navigation links.

**Objective:** EVSE Installation and activation

**Task:** EVSE installation and activation

**Performance Measure Name**

**EVSE installed and operational**

Narrative

EVSE is fully installed. It is available to the public and included on appropriate website.

Upload

**PERFORMANCE MEASURE**

**Instructions:**

1. Enter a *Performance Measure* in the field(s) provided below.
2. Select the **Save** button.
3. To add another *Performance Measure*, when applicable, select the **Add** button above.
4. Click Forms Menu to return to the navigation links.

**Objective:** Procurement of EVSE equipment and services

**Task:** Procure equipment

**Performance Measure Name**

**Equipment procured**

Narrative

Follow all state and local municipal procurement procedures. Collect quotes, order equipment, receive equipment. Provide documentation to file.

Upload

**PRE-SUBMISSION UPLOADS**

**Instructions:**

1. Select the **Browse** button to locate an upload.
2. Select the **Save** button above to load it into the system.
3. If the Grant Opportunity you are applying for requires that a specific document be uploaded, a link to the Document Template will appear under the upload row. Click the link to download and save the Document Template to your computer. Once you have filled out the Document Template you can use the associated **Upload** row to upload the document as part of your application.

**Letter of Agreement (Grant Award <\$10,000)**

Letter of Agreement (LOA): Grant award amounts of \$10,000 and below will not be required to sign the Master Contract For Grants but must be prepared to comply with the terms and conditions of the LOA and MCG Attachment A-1 Program Terms and Conditions.

**Document Template:** [Click here](#)

**Smart Growth Assessment Form**

Smart Growth Assessment Form. This Form must be completed, saved and uploaded in Program Question #31. Incomplete forms will result in application fail.

**Document Template:** [Click here](#)

**Work Plan Worksheet**

Work Plan Worksheet: The Work Plan Worksheet may be used as a tool to help applicants organize their proposed project objectives, tasks, and

performance measures. The Work Plan Worksheet should NOT be uploaded back into the Grants Gateway. The worksheet is intended to better assist applicants in developing their application work plan in the Grants Gateway. Only objectives, tasks and performance measures entered into the "C. Work Plan: Grant Opportunity Defined" section of the Grants Gateway application will be evaluated.

**Document Template:** [Click here](#)

#### **Attestation**

By clicking the **I Agree** button below, you certify and agree that you are authorized on behalf of the applicant and its governing body to commit the applicant to comply with the requirements of Article 15-A of the New York State Executive Law: Participation By Minority Group Members and Women With Respect To State Contracts by providing opportunities for Minority-owned Business Enterprise (MBE)/Woman-owned Business Enterprise (WBE) participation. You further certify that the applicant will maintain such records and take such actions necessary to demonstrate such compliance throughout the completion of the project.

By clicking the **I Agree** button below, you certify that you are authorized on behalf of the applicant and its governing body to submit this application. You further certify that all of the information contained in this Application and in all statements, data and supporting documents which have been made or furnished for the purpose of receiving Assistance for the project described in this application, are true, correct and complete to the best of your knowledge and belief. You acknowledge that offering a written instrument knowing that the written instrument contains a false statement or false information, with the intent to defraud the State or any political subdivision, public authority or public benefit corporation of the State, with the knowledge or belief that it will be filed with or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law.

**Submitted By:** [John LaValle](#) **Submitted On:** [3/31/2017 1:42:00 PM](#)