



## Sullivan County Agriculture and Sustainability Policy Committee

April 18, 2017 AGENDA

12:30 PM

Committee Members:

Catherine Owens, Chair, Nadia Rasjz, Vice-Chair, Mark McCarthy, Terri Ward, Scott Samuelson

### Call to Order

### Attendance

Comments: Committee Chair

Presentation: None

### Reports:

1. Office of Sustainable Energy – Heather Brown
2. Parks and Recreation- Brian Scardefield
3. Agricultural Report- Melinda Meddaugh

### Discussion:

1. Mid-Hudson Streetlight Consortium

### Resolutions:

1. In Support of Solarize Sullivan.
2. To adopt Program Guidelines and Allocate Funding for the Electric Vehicle Infrastructure Reimbursement Program for Calendar Year 2017.
3. In support of the Mid-Hudson Street Light Consortium.
4. To authorize coordination and funding of a Countywide Litter Pluck Event.

### Public Comment

### Adjourn

## Sullivan County Office of Sustainable Energy Monthly Report for March 2017

Staff has continued its research to identify opportunities for Sullivan County to promote the development of a network of electric vehicle charging stations throughout the County. Support letters were sent to two municipalities, Bethel and Thompson, for inclusion in their applications for state funding for EV Charging Stations. A draft of the Electric Vehicle Charging Infrastructure Reimbursement Program guidelines has been developed and a resolution for adoption of these guidelines has been proposed. This is a cost sharing program that would be available to municipalities and public library districts.

The Sustainability Coordinator attended the annual meeting for the Energy Improvement Corporation, of which the County is a member. This is the same organization that the County contracted with for implementation of Energize NY C-PACE Financing. We are currently exploring options to leverage Energize NY with other programs to maximize the benefit to Sullivan County.

The Coordinator also participated in a "Placemaking Walk Audit" in Monticello, hosted by Sullivan Renaissance. OSE is eager to provide support to our municipalities and assist them with incorporating clean energy/energy efficient technologies into future projects.

OSE staff continues its progress toward documenting the County's actions and progress to date toward becoming a certified Clean Energy Community and Climate Smart Community. Certification in these programs will open several opportunities for funding that will support our initiatives related to sustainability. The process of uploading documentation for review and approval has begun. By the end of calendar year 2017 it is the intention of OSE to achieve certification in both of these programs.

An event has been scheduled for Tuesday, April 18<sup>th</sup> from 4-6pm in the Legislative Hearing Room to provide information to commercial and not for profit property owners about Energize NY C-PACE Financing and Solarize Sullivan.

We are currently researching the possibility of leasing a plug in hybrid vehicle for usage in the County fleet, and have been in contact with Public Works to determine the feasibility. The County would be eligible to receive a rebate through the state to offset the cost. Staff have also begun the process of collecting data with regard to how many flex fuel vehicles are already in the County fleet.

Our municipalities have begun to reach out to OSE on a more consistent basis. Several municipalities have requested information about large scale solar arrays for use in local zoning ordinances, the NYS Unified Solar Permitting application, and the Section 487 tax exemption program. We have also connected with other municipalities who have requested assistance with specific projects (LED street lighting, assistance with grant applications).



**COUNTY OF SULLIVAN**  
**Parks and Recreation**  
**SULLIVAN COUNTY GOVERNMENT CENTER**  
100 NORTH STREET  
PO BOX 5012  
MONTICELLO, NY 12701

Monthly Report  
Meeting – April 18, 2017

- Started at my new position on March 13, 2017.
- Submitted the NYS Department of Health Permit to Operate for Lake Superior State Park.
- I have been setting up Group Picnic Permits for the summer.
- I have been working with Kristen Porter to get acquainted with the position. I have also met with the DPW Commissioner McAndrew and Mr. Wisniski in regards to the transition of the Parks Department and the maintenance of the parks. We have been setting up schedules and everything is running smoothly.
- I have been going through the inventory that was ordered for the Fort Delaware gift shop.
- Set-up the yearly County Wide Litter Pluck Resolution in hopes for Legislative approval. The dates for this year's event would be May 6-14, 2017.
- I met with Karron Barnes – Interagency Coordinator for the Town of Mamakating. Mr. Barnes showed me around the D&H Canal trails and discussed with me the plans that the Town has to enhance their portions of the trails.
- Visited all of the parks and facilities. I am in the process of coming up with a wish list/ enhancement plan for each.
- I have been in the process of hiring on the returning seasonal staff for Fort Delaware, Lake Superior, & the D&H Canal Interpretive Center. I have a few positions to fill yet for Fort Delaware and Lakes Superior, but have been receiving applications for those vacant positions.
- I met with County Manager Potosek and representatives of the Delaware Company and discussed enhancements at Fort Delaware & Minisink Battleground.
- County Manager Potosek and I met with Mr. & Mrs. Lybolt regarding the Town of Mamakating's interest in assuming full responsibility of the D&H Interpretive Center and Mr.

Lybolt's interest in building a full scale interactive/display D&H Canal Boat which would be located at the interpretive center.

- I met with Mrs. Conway from The Delaware Company in regards to a monument that they would like to install at the Minisnk Battleground Park.



# MARCH 2017 AGRICULTURE REPORT

## MARCH EDUCATIONAL PROGRAMS:

FAMACHA CERTIFICATION: SHEEP & GOAT March 5th

Taught by the Cornell University Sheep and Goat Specialist, this workshop helped over 20 producers develop integrated parasite management (IPM) programs for their farms. In addition to teaching the basics of internal parasite control, the workshop provided hands-on training in using the FAMACHA Anemia Guide and health exams to determine the need for de-worming.

DAIRY PROCESSING RULES & REGULATIONS March 29th

This workshop was a great follow up to the Artisanal Cheese Making Workshop offered in December. Joanne Lawton, NYS Agriculture & Markets Dairy Inspector, presented on NYS rules and regulations on dairy products, how to make milk and cheese legally and the equipment needed to get started.

## UPCOMING EDUCATIONAL PROGRAMS

WRITING A BUSINESS PLAN April 19th

Participants will learn the ins and outs of writing a customized business plan from Charlene Finerty of Plans and Profits, LLC and will get one step closer to start up. Sponsored by Sullivan County SCORE.

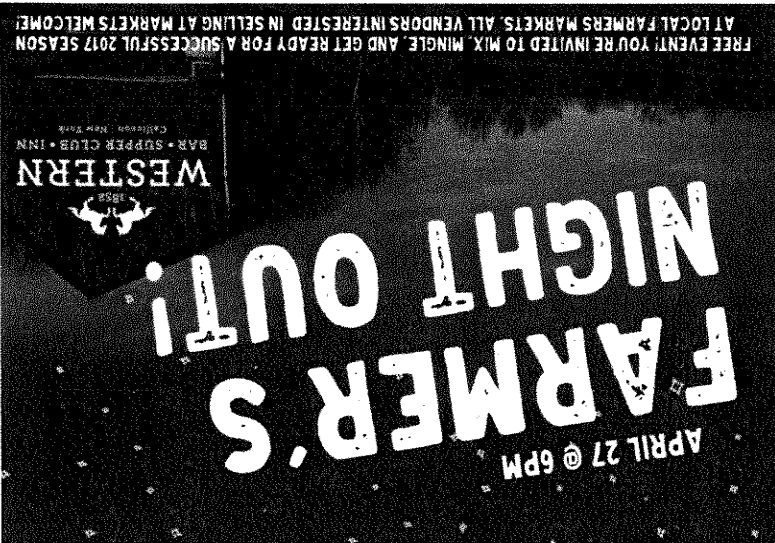
BEGINNER FARMER SERIES May - July

A five part educational series for new and beginning farmers. Classes will include:

- Introduction to Farming 5/2
- Introduction to Raising Poultry 5/16
- Introduction to Raising Swine 6/6
- Introduction to Starting a Vegetable Farm 6/20
- A Special Farm Field Trip TBD

FARMERS MARKET VENDOR TRAINING

Farmers Market vendors will enjoy an evening out. Centermost Marketing will present on 7 practical strategies to boost sales and bring more people to their farmers market booth. This training is part of the USDA Farmers Market Promotion Project we are working on. (See attached marketing plan).



Cornell University  
Cooperative Extension  
Sullivan County



## MARCH AGRICULTURE REPORT 2017 (continued)

### DAIRY PROCESSING

The equipment for the Bethel Creamery project was delivered and installation will begin this month. We anticipate the creamery to start producing yogurt next month.

### DAIRY DISCUSSION GROUP

To date, CCE has hosted 2 dairy discussion groups. For the 3rd program in April, we have a Pro-Dairy specialist from Cornell University discussing dairy profit margins.

### AGRICULTURAL DISTRICT 30 DAY WINDOW

The agricultural district 30 day window is now open from April 1st - April 30th. Interested landowners can request an application from CCE. Site visits will be conducted in May by the Agriculture and Farmland Protection Board. Recommendations will be made to the Legislature from the AFPB in May, with a public hearing in June.

### CATSKILLS KITCHEN FOOD INCUBATOR PROGRAM

The kitchen continues to gain interest and users. We are currently working to develop additional programming that teaches cooking and canning, such as artisanal bread making and pickling. The kitchen has also started to work with the Boys and Girls Club to teach how to cook healthy meals at home.



Upcoming programs include:

- Social Media Marketing: May 11th and May 18th
- The Laws of Food Labeling: June 27th
- Farmers Market Chef Demos: June 16th and August 11th
- Labor Laws and Regulations: July 12th

### FARM TO SCHOOL

As previously mentioned, we are working with schools to stock salad bars with local farm products such as tomatoes and lettuce. In addition, we are trying to develop educational signage about farms. We anticipate receiving notification in May about the USDA Farm to School grant we submitted over the winter.

### Agri-Business Retention & Expansion Program:

- **Farm Assistance:** Assisted 50 farms through phone, email and field visits. Assistance includes business planning, value added, hay and soil testing, best management practices, production practices and the agriculture districts law.
- **Programming:** Currently developing ag business programming for 2017. Programs include social media marketing, farm labor, agri-tourism, quickbooks and business planning. There will be a brochure highlighting all of these programs.
- **Livestock Production & Business Programs:** We are currently working to develop a variety of programs focused on livestock production and farm business management. These programs will include classes, field visits, farm visits and securing Cornell University staff to provide technical assistance to beef/dairy farms. In March, we helped to develop a Livestock Summit to help to identify the needs of livestock farmers at both the regional and state level.



# **2017 MARKETING PLAN OVERVIEW**

- 1) BIG PICTURE OVERVIEW**
- 2) COLLECTIVE CONSUMER MARKETING**
- 3) COLLECTIVE ONGOING CONSUMER  
COMMUNICATIONS**
- 4) COLLECTIVE VENDOR MARKETING**
- 5) COLLECTIVE PARTNER MARKETING**
- 6) PER-MARKET STRATEGIES**

# 1) BIG PICTURE OVERVIEW



**OUR #1 TASK:  
BRING MORE PEOPLE  
TO OUR MARKETS**



**JUST 2 PERCENT** OF SULLIVAN  
COUNTY RESIDENTS ARE SHOPPING AT  
FARMERS MARKETS

**ONLY 7 PERCENT** WERE 1<sup>ST</sup> TIME  
SHOPPERS

**\$9** PER VENDOR IS AVERAGE SPEND  
(JUST SLIGHTLY LOWER THAN NYS BENCHMARKS)

**\$31** PER MARKET VISIT AVERAGE SPEND



**HOW CAN WE BRING MORE PEOPLE  
TO OUR MARKETS?**

**AND ENSURE THEY HAVE A GREAT  
EXPERIENCE AND RETURN?**

**HOW CAN WE BRING MORE PEOPLE  
TO OUR MARKETS?  
EVENTS. PROMOTIONS. CAMPAIGNS.**

**AND ENSURE THEY HAVE A GREAT  
EXPERIENCE AND RETURN?  
EVENTS. PROMOTIONS. CAMPAIGNS.**



**EVENTS. PROMOTIONS.  
CAMPAIGNS. GIVE US  
SOMETHING TO MARKET  
INSTEAD OF JUST SAYING:  
COME TO THE  
MARKET...**

**FOCUSING ON FOOD IS NOT ENOUGH**

**WE MUST PROVIDE ADDED VALUE**

**EVENTS - SOMETHING TO DO**

**PROMOTIONS - SOMETHING TO GAIN**

**CAMPAIGNS - SOMETHING TO JOIN IN**

# WE WILL BUILD MARKET CAPACITY, BY BUILDING COMMUNITY



**SOURCES** All data was gleaned from the 2015 National Farmers Market Manager Survey, which surveys farmers markets listed in the USDA National Farmers Market Directory. The Directory is a voluntary service with information about market products, locations and more, online at [www.usda.localfooddirectories.com](http://www.usda.localfooddirectories.com)





YOU GO TO THE GROCERY STORE FOR FOOD  
YOU GO TO THE *FARMERS MARKET* FOR FOOD AND...

THE AND IS OUR MISSION...

HOW CAN OUR PROGRAMS, EVENTS, AND CAMPAIGNS  
*INSPIRE* MORE PEOPLE TO VISIT THE MARKETS?

HOW CAN WE MAKE EVERYONE FEEL THE LOVE  
FOR THEIR LOCAL FARMERS MARKET?



## 2) COLLECTIVE CONSUMER MARKETING



# **1) CAMPAIGN: SPEND TEN**

**-THIS WILL KICK-OFF THE SEASON AND RALLY THE COMMUNITY TO SUPPORT THEIR MARKETS**

**-USES A STUDY THAT SPENDING MONEY WITH LOCAL VENDORS RETURNS 3X THE AMOUNT INTO THE LOCAL ECONOMY V. CHAIN STORE**

**-IF ALL 75,000 SULLIVAN COUNTY ADULTS SPENT \$10 – WOULD BE \$2.2 MILLION INTO ECONOMY**

**USING A BOOSTED FACEBOOK POST (MOST USED MEDIA BY ALL SHOPPERS), WILL ASK COMMUNITY TO PLEDGE TO SPEND \$10 AT THEIR SCFM MARKET THIS SEASON BY HITTING 'LIKE' – THE GOAL WILL BE TO GET TO 1,000 LIKES**

-

# **1) CAMPAIGN: SPEND TEN**

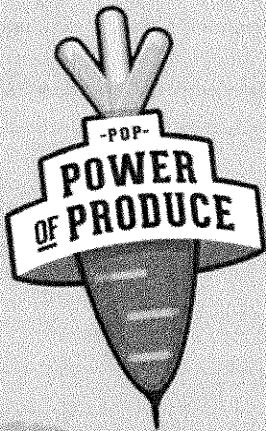
**-10 REASONS TO SPEND 10 AT YOUR LOCAL MARKET  
'COUNTDOWN' WITH 10 SOCIAL MEDIA GRAPHICS POSTED EACH DAY – INTERVIEWING SHOPPERS WHO GIVE THEIR REASON**

**-98 PERCENT BELIEVE SHOPPING AT MARKETS IS GOOD FOR LOCAL ECONOMY – NOW, WE'RE ASKING THEM TO ACT!**

**-THIS EMPOWERS BENEFITS RECIPIENTS, TOO, WHO CAN ELECT TO USE THEIR BENEFITS AT MARKETS AND MAKE THEM GO FURTHER...**

**-CAMPAIGN WILL USE RADIO, 3 VIDEOS PRODUCED SHOWING LOCAL FARMERS, SOCIAL MEDIA ADS, AND MORE!**

## 2) EVENT: POP CLUB FOR KIDS



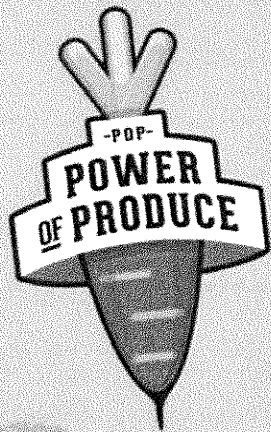
-AVAILABLE THROUGH NATIONAL FARMERS MARKET COALITION (\$40 TO JOIN)

-FULL 'KIT' TO LAUNCH A KID'S CLUB AT YOUR MARKET

-OREGON CITY VENDORS SAW A 35 PERCENT SALES INCREASE FROM 4-WEEK POP PROGRAM

-PARENTS ARE 2<sup>ND</sup> HIGHEST SPENDERS

## 2) EVENT: POP CLUB FOR KIDS



-MAKING IT OUR OWN....

-ADDING A 'POP CORNER' AT EACH MARKET WITH A LAWN SIGN, HULA HOOPS, BUBBLES, CUT OUT 'FRAMES' THAT KIDS CAN TAKE SELFIES IN

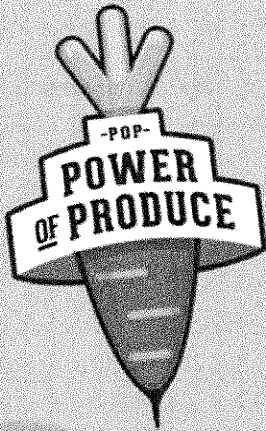
KID-FRIENDLY ACTIVITIES:

-LIBRARY TO HOST A READING?

-ASK A FARMER TO DO A DEMO



## 2) EVENT: POP CLUB FOR KIDS



SPONSORED MARKETS WILL RECEIVE:

- \$2,000 IN FARMERS MARKET VOUCHERS
- A POP CLUB BANNER
- GROW POTS (FLOWER POTS WITH SEEDS AND INFO ON GROWING YOUR OWN VEGGIES)
- ACTIVITY BOOKS (GAMES AND ACTIVITIES THAT ALSO TEACH KIDS ABOUT GROWING FOOD AND EATING HEALTHY)
- FARMERS MARKET SCAVENGER HUNT CARDS
- SALSA RECIPE CARDS
- TEMPORARY TATTOOS
- TEMPLATES FOR SOCIAL MEDIA GRAPHICS, FLIERS, AND POP CLUB PASSPORTS

## 3) EVENT: SNAP/WIC KICKOFFS

-CREATE CELEBRATION-LIKE EVENTS TO KICK OFF PROGRAMS AT PARTICIPATING MARKETS

-A WIN-WIN AS NON-BENEFITS SHOPPERS WILL PERCEIVE YOUR MARKET TO BE A TRUE COMMUNITY PARTNER

-ACCESS TO FULL SUITE OF BENEFITS MATERIALS TO HELP INFORM SHOPPERS

## **4) PROMOTION: FARMERS MARKETS FOR FOODIES**

-PARTNER WITH A LOCAL BED AND BREAKFAST/HOTEL NEAR ONE MARKET, CREATE A PACKAGE FOR FARMERS MARKET WEEKEND TO INCLUDE ONE NIGHT'S STAY AND \$50 CREDIT AT MARKET

-DESIGNED TO PROMOTE ALL 7 MARKETS THROUGH THE CONTEST – ESPECIALLY TOURISTS ALTHOUGH ANYONE CAN ENTER

-CHEF-LED MARKET TOURS? IS THIS FEASIBLE?



## **5) EVENT: FARMERS MARKET WEEK**

-WILL BE MODELED ON LAST YEAR'S EVENT

-GREAT WAY TO GET FREE PUBLICITY!  
3 MEDIA OUTLETS AT KICKOFF EVENT

-HOW CAN YOUR MARKET TAKE ADVANTAGE OF THE WEEK AND MAKE IT EXTRA SPECIAL

-WILL BE PROVIDING GIVEAWAYS FOR THE WEEK (FIRST COME, FIRST SERVE BASIS)



## **6) CAMPAIGN: FALL FOR FARMERS MARKETS**

- MEDIA PUSH TO REMIND SHOPPERS THAT MARKET SEASON GOES WELL INTO FALL
- OUTREACH TO LOCAL SCHOOLS
- REMINDER BENEFITS ACCEPTED THROUGH FALL



## **7) EVENT: HOLIDAY MARKET WEEKEND**

-CAN ALL 7 MARKETS HOST A SPECIAL HOLIDAY MARKET ON THE SAME WEEKEND? WHETHER IT'S INDOORS OR OUTSIDE.

-WAY TO TEST FOR A WINTER MARKET

-LAST CALL FOR FMNP BENEFITS ACCEPTED THROUGH NOV. 30

# 3) COLLECTIVE ONGOING CONSUMER MARKETING



## **POSTER/RACK CARD**

- WILL BE DISTRIBUTED COUNTY-WIDE
- ALSO REST STOPS/VISITOR CENTERS
- SATURATING THE AREA!
- NEED YOUR SEASON START/END BY END OF FEBRUARY!





## **SOCIAL MEDIA**

- SHARING YOUR POSTS!
- ORIGINAL GRAPHICS AND FEATURES:
  - MARKET MYTH MONDAYS
  - FACTS ABOUT PRODUCE
  - SHARING BLOG POSTS
  - RECIPE TIPS, AND MORE

## **WEBSITE**

- ADDED EVENTS SECTION
- ADDED, INSTANT EMAIL SIGNUP
- TRANSLATE BUTTON
- WEEKLY BLOG POSTS
- VENDOR DATABASE
- NEW SECTION DEDICATED TO USING BENEFITS AT MARKET
- NEW SECTION ABOUT SEASONALITY
- BLOG WITH USEFUL ARTICLES



## VIP EMAIL

- SENDING 3-4 TIMES A SEASON
- REMINDING RECIPIENTS OF EVENTS
- WAY TO MAKE PEOPLE FEEL PART OF 'MARKET COMMUNITY'

## 4) COLLECTIVE VENDOR MARKETING



- 1) RECRUIT VENDORS (WEBSITE, SELL SHEET, ACTIVE OUTREACH)**
- 2) BUNDLE RECIPE CARD PROGRAM**
- 3) MONTHLY EMAIL UPDATES**
- 4) APRIL VENDOR WORKSHOP**

**5) COLLECTIVE PARTNER OUTREACH**





## **1) LOW INCOME TARGETING**

- PARTNERING WITH LOCAL AGENCIES PROVIDING TRAINING, POSTERS AND...
- "HEART CARDS" FOR GIVEAWAYS AT MARKET



- AMBASSADOR PROGRAM
- MATERIALS ALL IN SPANISH TO REACH THE 30% PERCENT OF LATINOS UNDER POVERTY LINE!

## **2) TOURISM OUTREACH**

- PARTNERING WITH TOURISM AGENCIES TO ENSURE THEY HAVE LATEST MARKET INFO
- THRU-WAY, VISITOR AREAS TO RECEIVE POSTERS AND RACKCARDS
- ALL EVENTS/PROMOTIONS/CAMPAIGNS TO BE SUBMITTED AS PRESS RELEASES TO TOURISM

### **3) HEALTHCARE OUTREACH**

- MEET YOUR MARKET IN-HOSPITAL "POP UP" MARKET TO PROMOTE "REAL" MARKETS
- "WALK WITH THE DOC" PROGRAM CREATION



### **4) SENIOR OUTREACH**

- BASED ON JULY 2016 BRAINSTORM, CREATING A ONE PAGE SHEET FOR SENIORS + ONE PAGE SHEET FOR SENIOR CENTERS
- PARTNERING WITH OFFICE FOR THE AGING, CCESC PROGRAMMING, ETC. FOR SENIOR FMNP OUTREACH



## **5) PARENT/CHILDREN OUTREACH**

- HOLD "MEET YOUR MARKET" EVENT IN SCHOOL: LIBERTY AND MONTICELLO TO REACH LOW-INCOME FAMILIES
- REACHING OUT TO LIBRARIES
- CONTACTING LOCAL BOYS/GIRLS CLUBS AND YOUTH ORGANIZATIONS
- SUMMER DAY CAMPS > TRIPS TO THE MARKET!

## **6) PER-MARKET MARKETING**



## 1) 6 KEY TASKS

- GET FOUND WITH MORE SIGNAGE: #1 WAY PEOPLE FOUND OUT ABOUT THE MARKET
- FACEBOOK CAMPAIGN - #1 MEDIA USED AND #1 MEDIA USED TO FIND OUT ABOUT MARKETS
- PLAN YOUR EVENTS CALENDAR NOW
- DISTRIBUTE YOUR MARKET'S POSTER AND POST CARD TO LOCAL BUSINESSES
- CREATE A SPONSORSHIP FORM
- DETERMINE YOUR MARKET SEASON START/END DATE BY FEB. 28 + UPDATE DIRECTORY LISTINGS

## 2) MATERIALS FOR YOUR MARKET

- MARKET VIP EMAIL SIGN UP SHEET
- WELCOME POSTER IN MULTIPLE LANGUAGES WITH FACEBOOK/WEBSITE INFO + CALL TO PROVIDE THEIR EMAIL FOR MARKET VIP NEWSLETTER
- LAMINATED SIGNAGE FOR BENEFITS PROGRAMS
- LAMINATED OVERVIEW OF BENEFITS PROGRAMS
- LAMINATED SEASONALITY CHART
- POSTCARD SIZE SEASONALITY CHART

**COMBINED: LEGISLATIVE MEMORANDUM,  
CERTIFICATE OF AVAILABILITY OF FUNDS  
AND RESOLUTION COVER MEMO**

**To:** Sullivan County Legislature

**Fr:** Heather Brown, Sustainability Coordinator

**Re:** Request for Consideration of a Resolution: Support Solarize Sullivan 2017 Campaign

**Date:** April 18, 2017

**Purpose of Resolution:** [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Support and endorse Solarize Sullivan and their 2017 campaign, as well as to offer assistance with community outreach and education in support of this initiative.

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**Is subject of Resolution mandated? Explain:**

No, this resolution will support the Solarize Sullivan Program to lower the cost of solar installations to small businesses and residents as well as secure a responsible vendor

**Does Resolution require expenditure of funds? Yes \_\_\_ No**

**If "Yes", provide the following information:**

Amount to be authorized by Resolution: \$ \_\_\_\_\_

Are funds already budgeted? Yes \_\_\_ No \_\_\_

If "Yes" specify appropriation code(s): \_\_\_\_\_

If "No", specify proposed source of funds: \_\_\_\_\_

**Estimated Cost Breakdown by Source:**

County	\$ _____	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

**Verified by Budget Office:** \_\_\_\_\_ 

**Does Resolution request Authority to Enter into a Contract? Yes \_\_\_ No**

**If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.**

Request for Authority to Enter into Contract with [ \_\_\_\_\_ ] of [ \_\_\_\_\_ ]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From \_\_\_\_\_ To \_\_\_\_\_

Is this a renewal of a prior Contract? Yes \_\_\_ No \_\_\_\_\_

If "Yes" provide the following information:

Dates of prior contract(s): From \_\_\_\_\_ To \_\_\_\_\_

Amount authorized by prior contract(s): \_\_\_\_\_

Resolutions authorizing prior contracts (Resolution #s): \_\_\_\_\_

Future Renewal Options if any:

\_\_\_\_\_

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes \_\_\_ No \_\_\_

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \_\_\_\_\_

Efforts made to find Less Costly alternative:

\_\_\_\_\_  
\_\_\_\_\_

Efforts made to share costs with another agency or governmental entity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

\_\_\_\_\_

Person(s) responsible for monitoring contract (Title): \_\_\_\_\_



**Pre-Legislative Approvals:**

- Assistant*  
A. Director of Purchasing: Amerson Lewis Date 4/14/17  
B. Management and Budget: Janetmy Date 4/10/17  
C. Law Department: [Signature] Date 4/11/17  
D. County Manager: [Signature] Date 4/17/17  
E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in \_\_\_\_\_ Committee on \_\_\_\_\_

**RESOLUTION NO. INTRODUCED BY THE AGRICULTURE SUSTAINABILITY  
POLICY COMMITTEE IN SUPPORT OF SOLARIZE SULLIVAN**

**WHEREAS**, it is the intent of Sullivan County to achieve renewable energy goals, reduce greenhouse gas emissions, support local businesses in their efforts to go green, support economic development within the county, and to advance a clean energy economy;

**WHEREAS**, increasing the amount of solar power generating capacity in Sullivan County will help to advance these goals;

**WHEREAS**, Sullivan County is home to a robust Solarize campaign, Solarize Sullivan, that is working with the New York State Energy Development Authority's (NYSERDA) support to make it easier and more affordable for county residents, businesses, and non-profit organizations;

**WHEREAS**, last year's Solarize Sullivan's Campaign was responsible for 297.690 kilowatts of solar deployed in Sullivan County, exceeding its goal of 250 kilowatts; and

**WHEREAS**, Catskill Mountainkeeper's 2017 Solarize Sullivan Program is a four month, local effort that brings together groups of potential solar customers through widespread outreach and education running June 2017 through September 2017; and

**WHEREAS**, this model helps customers choose a solar installation company that is offering competitive, transparent pricing, selected with the help of a steering committee comprised of solar experts and Sullivan County residents; and

**WHEREAS**, residents and businesses who sign up for solar installations by a specific deadline will be able to take advantage of group rates at least 10% below market prices; and

**WHEREAS**, Solarize Sullivan is offering a commercial campaign in 2017 to engage local businesses in Energize New York's Commercial Property Assessed Clean Energy (CPACE) financing, and

**WHEREAS**, CPACE financing gives businesses owners access to 100% financing for energy improvements such as solar with a customizable payback period of up to 20 years; and

**WHEREAS**, the Sullivan County Legislature previously supported Solarize Sullivan for the 2016 campaign and affirms its support for the 2017 campaign.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby supports and endorses Solarize Sullivan and its 2017 campaign; and

**BE IT FURTHER RESOLVED**, that the Sullivan County Legislature stands ready to assist with community outreach, education, and publicity in support of Solarize Sullivan.

**COMBINED: LEGISLATIVE MEMORANDUM,  
CERTIFICATE OF AVAILABILITY OF FUNDS  
AND RESOLUTION COVER MEMO**

**To:** Sullivan County Legislature

**Fr:** Heather Brown, Sustainability Coordinator

**Re:** Request for Consideration of a Resolution: Adopt Program Guidelines and Allocate Funding for 2017 Electric Vehicle Infrastructure Program

**Date:** April 18, 2017

**Purpose of Resolution:** [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Adopt program guidelines and allocate funding for the 2017 Electric Vehicle Infrastructure Reimbursement Program Guidelines and allocate funding for the program.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Is subject of Resolution mandated? Explain:**

2017 Program will foster strategically located projects to promote community and economic development while encouraging use of zero emission vehicles

**Does Resolution require expenditure of funds? Yes  No**

**If "Yes, provide the following information:**

Amount to be authorized by Resolution: \$ 50,000.00

Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): \_\_\_\_\_

If "No", specify proposed source of funds: A8090-40-4001 (\$35K), contingent if needed

Estimated Cost Breakdown by Source: (\$15k)

County	\$ _____	Grant(s)	\$ _____
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State	\$ _____	Other	\$ _____
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Federal Government	\$ _____	(Specify)	_____
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**Verified by Budget Office:** 

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[ \_\_\_\_\_ ]

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Future Renewal Options if any:

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\_\_\_\_\_

If “No” provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \_\_\_\_\_

Efforts made to find Less Costly alternative:

\_\_\_\_\_  
\_\_\_\_\_

Efforts made to share costs with another agency or governmental entity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

\_\_\_\_\_

Person(s) responsible for monitoring contract (Title): \_\_\_\_\_

**Pre-Legislative Approvals:**

- Assistant*  
A. Director of Purchasing:     *Amyson Lewis*     Date     *4/12/17*      
B. Management and Budget:     *Janet Myers*     Date     *4/10/17*      
C. Law Department:     *[Signature]*     Date     *4/11/17*      
D. County Manager:     *[Signature]*     Date     *4/19/17*      
E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in \_\_\_\_\_ Committee on \_\_\_\_\_

**RESOLUTION NO. INTRODUCED BY THE AGRICULTURE AND SUSTAINABILITY POLICY COMMITTEE TO ADOPT PROGRAM GUIDELINES AND ALLOCATE FUNDING FOR THE ELECTRIC VEHICLE INFRASTRUCTURE REIMBURSEMENT PROGRAM FOR CALENDAR YEAR 2017**

**WHEREAS**, it is the desire of the Sullivan County Legislature to promote the development of a robust network of Electric Vehicle Charging Stations in Sullivan County, New York (“County”); and

**WHEREAS**, the Sullivan County Office of Sustainable Energy (“OSE”) has developed program guidelines for an Electric Vehicle Infrastructure Reimbursement Program (“Program”) that will foster projects that have county-wide or regional significance by strategically locating infrastructure to promote community and economic development; and

**WHEREAS**, the Program will be available to municipalities and public library districts in the County.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature adopts program guidelines for the Electric Vehicle Infrastructure Reimbursement Program for calendar year 2017; and

**BE IT FURTHER RESOLVED**, that the Sullivan County Legislature authorizes \$50,000 to fund the Program for calendar year 2017.



## **ELECTRIC VEHICLE INFRASTRUCTURE REIMBURSEMENT PROGRAM**

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

**PROGRAM GUIDELINES, 2017 PROGRAM YEAR**

**Sullivan County Office of Sustainable Energy  
PO Box 1052, 100 North Street  
Monticello, NY 12701  
(845) 807-0578**

# **Sullivan County Legislature**

**County Government Center  
100 North Street  
Monticello, New York 12701**



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## **1. BACKGROUND**

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

## **2. PURPOSE**

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

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

## **3. ELECTRIC VEHICLE INFRASTRUCTURE REIMBURSEMENT PROGRAM GRANTS**

### **3.1. 2016 Program Funding**

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

### **3.2. Funding Cycle**

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

### **3.3. Geographic Distribution of Funds**

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

### **3.4. Amount of Awards**

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

### **3.5. Availability of Funds**

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

## **4. ELIGIBILITY & SELECTION CRITERIA**

### **4.1. Minimum Eligibility**

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

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

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

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

#### **4.2. Preference Criteria**

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

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

### **5. APPLICATION PROCESS**

#### **5.1. The Application**

Applications should be made using the two-page application form provided in Appendix I of this document. Supplementary material shall be provided as appropriate. Applications are available for download on the Sullivan County website (insert hyperlink). To request a hardcopy of the application to be mailed to you, please contact Heather Brown, Sustainability Coordinator via e-mail at [heather.brown@co.sullivan.ny.us](mailto:heather.brown@co.sullivan.ny.us) or by phone at (845) 807-0578.

Applications and supporting documentation must be submitted to Heather Brown, Sustainability Coordinator. Applicants may e-mail the scanned application with supporting documentation, or mail/hand deliver, the printed application and supporting documentation to the **Sullivan County Office of Sustainable Energy, County Government Center, 100 North Street, Monticello, NY 12701.**

## 5.2. Selection Process

Applications will be reviewed by a committee consisting of:

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

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

## 6. TRACKING & PERFORMANCE REVIEW

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

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

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

## 7. SAMPLE CONTRACT

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

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

## 8. COMPLIANCE WITH APPLICABLE LAWS

### 8.1. Affirmative Action/Equal Employment Opportunity:

*EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT*

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

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

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

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

#### **8.2. Environmental Review:**

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

#### **8.3. Historic Review:**

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

#### **8.4. Building Code Requirements:**

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

## **9. DOCUMENTATION OF PROJECT EXPENSES & MATCH**

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

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

### **9.1. Proof of Purchase and Payment**

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

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

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

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

### **9.2. Documentation of Match**

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

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

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

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

### **9.3 Documentation of Project Completion**

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

## **10. AMENDMENT OF PROGRAM**

The County reserves the right to amend this program.



APPENDIX I: APPLICATION



Sullivan County Office of Sustainable Energy

**2017 Electric Vehicle Infrastructure Reimbursement Program Application**

---

**I. APPLICANT INFORMATION**

Name of Applicant Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_ - \_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

Organizational Website: \_\_\_\_\_

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

Project Name: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_ Grant Amount Requested: \_\_\_\_\_

---

**II. PROJECT DESCRIPTION**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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**III. PROJECT BUDGET**

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

Item	Cost Estimate	Source of Cost Estimate (1)	Source of Cost Estimate (2)
<b>TOTAL PROJECT COST</b>			

2) Project Match.

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

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

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

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

**IV. PROJECT SCHEDULE**

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

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

3) Special considerations:

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**V. ATTACHMENTS**

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

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

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
Date

**APPENDIX II: CONTRACT**

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

---

AGREEMENT made as of the \_\_\_\_ day of \_\_\_\_\_, 2017, consists of the following terms and conditions:

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



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

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

\_\_\_\_\_  
NAME OF GRANT RECIPIENT

**COUNTY OF SULLIVAN**

\_\_\_\_\_  
By:

\_\_\_\_\_  
By: Joshua Potosek, County Manager

**APPROVED AS TO FORM**

\_\_\_\_\_  
Office of the County Attorney

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

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

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

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

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

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

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

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

**COMBINED: LEGISLATIVE MEMORANDUM,  
CERTIFICATE OF AVAILABILITY OF FUNDS  
AND RESOLUTION COVER MEMO**

**To:** Sullivan County Legislature

**Fr:** Heather Brown, Sustainability Coordinator

**Re:** Request for Consideration of a Resolution: Support the Mid Hudson Street Light Consortium

**Date:** April 18, 2017

**Purpose of Resolution:** [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

To support the activity of the Mid-Hudson Street Light Consortium and urging Sullivan County municipalities to work with the Consortium to identify and implement economical pathways to LED street light conversion, including through municipal purchase of existing street lights and participation in an aggregated purchase of new LED street lights.

**Is subject of Resolution mandated? Explain:**

No, this is an encouragement of shared services amongst municipalities as well as support for an initiative to reduce greenhouse gas emissions.

**Does Resolution require expenditure of funds? Yes \_\_\_ No**

**If "Yes", provide the following information:**

Amount to be authorized by Resolution: \$ \_\_\_\_\_

Are funds already budgeted? Yes \_\_\_ No \_\_\_

If "Yes" specify appropriation code(s): \_\_\_\_\_

If "No", specify proposed source of funds: \_\_\_\_\_

**Estimated Cost Breakdown by Source:**

County	\$ _____	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

**Verified by Budget Office:** 

**Does Resolution request Authority to Enter into a Contract? Yes \_\_\_ No**

**If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.**

Request for Authority to Enter into Contract with [ \_\_\_\_\_ ] of [ \_\_\_\_\_ ]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From \_\_\_\_\_ To \_\_\_\_\_

Is this a renewal of a prior Contract? Yes \_\_\_ No \_\_\_\_\_

If "Yes" provide the following information:

Dates of prior contract(s): From \_\_\_\_\_ To \_\_\_\_\_

Amount authorized by prior contract(s): \_\_\_\_\_

Resolutions authorizing prior contracts (Resolution #s): \_\_\_\_\_

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes \_\_\_ No \_\_\_\_\_

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \_\_\_\_\_

Efforts made to find Less Costly alternative:

\_\_\_\_\_  
\_\_\_\_\_

Efforts made to share costs with another agency or governmental entity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

\_\_\_\_\_

Person(s) responsible for monitoring contract (Title): \_\_\_\_\_



**Pre-Legislative Approvals:**

- Assistant*  
A. Director of Purchasing: Amerson Lewis Date 4/10/17  
B. Management and Budget: Janet Myers Date 4/10/17  
C. Law Department: [Signature] Date 4/11/17  
D. County Manager: [Signature] Date 4/17/17  
E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in \_\_\_\_\_ Committee on \_\_\_\_\_

**RESOLUTION NO. \_\_\_ INTRODUCED BY THE AGRICULTURE AND SUSTAINABILITY POLICY COMMITTEE IN SUPPORT OF THE MID-HUDSON STREET LIGHT CONSORTIUM**

**WHEREAS**, street lights are an integral public service provided by municipalities, and are vital for the safety of homeowners, businesses, institutions, pedestrians, motorists and first responders, and

**WHEREAS**, street lights make up a large portion of municipal electricity bills, and consume a significant amount of energy, and

**WHEREAS**, the New York State Comptroller in 2008 issued a report finding that municipal purchase of street lights from utilities can result in substantial long-term savings from avoided rental of the lights, and

**WHEREAS**, it is the policy of the State of New York to encourage shared services among municipalities due to cost saving opportunities, as well as to reduce greenhouse gas emissions by 80 percent below 1990 levels by 2050 and by 40 percent by 2030 and,

**WHEREAS**, advancements in lighting technology have made it possible for municipalities to realize energy savings of at least 65 percent and returns on investment of under five years after converting to Light Emitting Diode (LED) street lights, and

**WHEREAS**, the New York State Energy Research Authority has funded the Mid-Hudson Street Light Consortium to help communities convert to LED street lights,

**NOW, THEREFORE BE IT RESOLVED** that the Sullivan County Legislature hereby supports the activity of the Mid-Hudson Street Light Consortium and urges Sullivan County municipalities to work with the Consortium to identify and implement economical pathways to LED street light conversion, including through municipal purchase of existing street lights and participation in an aggregated purchase of new LED street lights.

**COMBINED: LEGISLATIVE MEMORANDUM,  
CERTIFICATE OF AVAILABILITY OF FUNDS  
AND RESOLUTION COVER MEMO**

**To:** Sullivan County Legislature

**Fr:** Brian Scardefield, Director of Parks, Recreation, and Beautification

**Re:** Request for Consideration of a Resolution: Countywide Litter Pluck Event

**Date:** March 21, 2017

**Purpose of Resolution:** [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

A county sponsored litter pluck event helps clean up county road sides. This week long event provides opportunities for individuals to participate in litter plucking and brings awareness to the litter issue in the county. The costs for this program include its coordination, the provision of bags, and associated tipping fees.

**Is subject of Resolution mandated? Explain:**

No - it is an optional beautification program which in the past has averaged approximately 10 tons per year of plucked litter & tires from county roadsides.

**Does Resolution require expenditure of funds? Yes  No**

**If "Yes", provide the following information:**

Amount to be authorized by Resolution: \$ \_\_\_\_\_

Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): CL-8160-40-4013 - \$75/ton tipping

If "No", specify proposed source of funds: A-7110-39-47-4766 - \$26.85/cs bags

**Estimated Cost Breakdown by Source:**

County	\$ _____	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

**Verified by Budget Office:** 

**Does Resolution request Authority to Enter into a Contract? Yes  No**

**If "Yes", provide information requested on Pages 2 and 3.**

Request for Authority to Enter into Contract with [ \_\_\_\_\_ ] of  
[ \_\_\_\_\_ ]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From \_\_\_\_\_ To \_\_\_\_\_

Is this a renewal of a prior Contract? Yes \_\_\_ No \_\_\_

If "Yes" provide the following information:

Dates of prior contract(s): From \_\_\_\_\_ To \_\_\_\_\_

Amount authorized by prior contract(s): \_\_\_\_\_

Resolutions authorizing prior contracts (Resolution #s): \_\_\_\_\_

Future Renewal Options if any:

\_\_\_\_\_

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes \_\_\_ No \_\_\_

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \_\_\_\_\_

Efforts made to find Less Costly alternative:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Efforts made to share costs with another agency or governmental entity:

\_\_\_\_\_

\_\_\_\_\_



Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

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Person(s) responsible for monitoring contract (Title): \_\_\_\_\_

Pre-Legislative Approvals:

- A. <sup>Assistant</sup> Director of Purchasing: Amyson Lewis Date 4/10/17
- B. Management and Budget: Janetmy Date 4/10/17
- C. Law Department: [Signature] Date 4/11/17
- D. County Manager: [Signature] Date 4/10/17
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in \_\_\_\_\_ Committee on \_\_\_\_\_

**RESOLUTION NO. \_\_\_\_\_ INTRODUCED BY THE AGRICULTURE & SUSTAINABILITY COMMITTEE TO AUTHORIZE COORDINATION AND FUNDING OF A COUNTYWIDE LITTER PLUCK EVENT**

**WHEREAS**, Sullivan County anticipates growth and expansion in both population and tourism due to the forthcoming casino project; and

**WHEREAS**, the County wishes to present itself as a clean destination, showcasing its natural beauty; and

**WHEREAS**, Sullivan County acknowledges its countywide road side litter issue; and

**WHEREAS**, the County encourages public participation and cooperation in conquering this road side litter issue; and

**WHEREAS**, the County has previously sponsored countywide litter pluck events, funding bags and tipping fees for plucked litter.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature approves the coordination and funding of a county wide litter pluck event, from Saturday, May 6, 2017 through Sunday, May 14, 2017, spanning two weekends to encourage and allow for greater public participation.

**Moved by** \_\_\_\_\_,  
**Seconded by** \_\_\_\_\_,  
**and adopted on motion** \_\_\_\_\_, 2017.