



Department of  
Environmental  
Conservation

# **GUIDELINES AND BID INSTRUCTIONS**

**New York State  
Department of Environmental Conservation  
Environmental Protection Fund  
Climate Smart Communities**

2025 Municipal Zero-emission Vehicle (ZEV) Program,  
Clean Vehicle Rebates

NYS SFS Grants Management Bid Event ID No.: ZEVCV25

Apply through the [SFS Grants Management System](#)

**Bid (Application) Due Date:  
3:00 p.m. on February 27, 2026, when DEC chooses  
to withdraw this request for bids, or when funding  
is exhausted, whichever occurs first**

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## Program Description

The New York State (NYS) Department of Environmental Conservation (DEC or Department) is pleased to announce the availability of rebates to municipalities for the purchase or lease of new (model year 2025 and 2026) battery electric, plug-in hybrid, and hydrogen fuel cell vehicles for municipal fleet use. Bids (applications) are accepted via the Statewide Financial System Grants Management System (SFS GM).

Funding for this grant opportunity is provided by the Environmental Protection Fund and administered pursuant to Environmental Conservation Law Article 54, Title 15 and 6 NYCRR Part 492, Climate Smart Community Projects.

## Funding Available

A total of \$585,000 is available in round eight of the Municipal ZEV Rebate Program.

## Disadvantaged Communities

The Climate Leadership and Community Protection Act (Climate Act) directed the Climate Justice Working Group (CJWG) with the development of criteria to identify disadvantaged communities to ensure that frontline and otherwise underserved communities benefit from the State's historic transition to cleaner sources of energy, reduced pollution, cleaner air, and economic opportunities.

The CJWG developed criteria to identify census tracts that qualify as disadvantaged communities by evaluating indicators, including environmental exposures, burdens, climate change risks, and socioeconomic factors. Please see <https://climate.ny.gov/Resources/Disadvantaged-Communities-Criteria> for more information.

DEC is committed to meeting or exceeding the requirements of the Climate Act with respect to disadvantaged communities, including the requirement in Environmental Conservation Law Part 75-0117 that disadvantaged communities receive at least 35 percent of the benefits of spending on clean energy and energy efficiency programs, with a goal of 40 percent.

DEC will make every effort, consistent with this RFA and relevant regulations and policies, to provide adequate outreach to municipalities that include disadvantaged communities to communicate the program benefits and bid (application) process to increase access to the program's benefits. A list of municipalities that include a percentage of their population residing within one or more disadvantaged community census tracts can be found in Attachment A of this request for applications (RFA).

## Timetable of Key Events

<b>Event</b>	<b>Date</b>
Bid (Application) Period Begins	October 15, 2025
Question and Answer Period Ends	February 20, 2026
Bid (Application) Period Ends	February 27, 2026
Award(s) Announced	Second Quarter of 2026

## Eligibility

### Eligible Bidders (Applicants)

All municipalities in the State of New York are eligible to apply for funding in response to this RFA. For the purpose of this RFA and pursuant to 6 NYCRR Part 492-1.1(j), a municipality is defined as a county, city, town, village, or borough (referring only to New York, Bronx, Queens, Kings, and Richmond) within New York State.

### Advanced Clean Trucks Reporting Requirement

Bidder (applicant) municipality is actively complying with or has previously completed the Advanced Clean Trucks (ACT) Regulation one-time fleet reporting requirement pursuant to 6 NYCRR Part 218-4.2 (guidance document available at <https://dec.ny.gov/environmental-protection/air-quality/controlling-motor-vehicle-pollution/heavy-duty-vehicles#fleet>)

### Ineligible Bidders (Applicants)

Non-profit and not-for-profit organizations, and political subdivisions such as municipal corporations, school districts, district corporations, boards of cooperative educational services, fire districts, public benefit corporations, industrial development authorities, and similar organizations are not eligible for this rebate program.

### Eligible Vehicles

Eligible vehicles (as defined in ECL Part 54-1521(1)(c) and 6 NYCRR Part 492-1.1(g)), include new (model year 2025 and 2026) all-electric vehicles, plug-in hybrid electric vehicles, and hydrogen fuel cell vehicles that adhere to all the following criteria:

- They have four wheels.
- They are manufactured for use primarily on public streets, roads, and highways.
- They contain a powertrain that has not been modified from the original manufacturer's specifications<sup>1</sup>.
- They are rated at not more than 14,000 pounds gross vehicle weight.
- They have a maximum speed capability of at least 55 miles per hour.
- They are propelled, at least in part, by an electric motor (and its associated power electronics) that provides acceleration torque to the drive wheels sometime during normal vehicle operation.
- They draw electricity from a hydrogen fuel cell or from a battery that has a capacity of not less than four kilowatt-hours.
- They are capable of being recharged from an external source of electricity.

Vehicles that have been retrofitted are NOT eligible for a rebate under this program; however, vehicles that have been upfitted are eligible for a rebate. Retrofitted vehicles are defined as vehicles that have had the powertrain (engine, transmission, driveshaft, axles, differential) modified, e.g., replaced a gas engine with an electric motor. Upfitted vehicles

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<sup>1</sup> Vehicles that have been retrofitted are NOT eligible for a rebate under this program; however, vehicles that have been upfitted are eligible for a rebate

have an original drive train purchased from a manufacturer.

**Vehicles must be placed into municipal service at a dealership located in New York State to be eligible for a rebate through this program.**

### Eligible Timeframe

Municipal ZEV program rebates are available to municipalities that purchased or leased an eligible vehicle and placed it into municipal service at a dealership located within New York between September 28, 2024, and February 27, 2026. If the vehicle is leased, the minimum lease term is 36 months. If the vehicle is owned, the minimum useful life of an electric vehicle is three (3) years and must be kept in service for the same.

### Minimum and Maximum Award Amounts

The minimum rebate amount per vehicle is \$2,500. The maximum rebate amount per vehicle is \$7,500.

Rebate amounts must only be in denominations of \$2,500, \$5,000, or \$7,500. For example, a request for \$1,000 will not be awarded. The rebate amount cannot exceed the cost of the vehicle minus the value of all applied incentive programs.

Rebates will be issued toward the cost of eligible vehicles on a tiered basis according to the electric range of the vehicle:

- \$2,500 per vehicle for those with an electric range between 50 and 100 miles
- \$5,000 per vehicle for those with an electric range between 101 miles and 200 miles
- \$7,500 per vehicle for those with an electric range of 201 or more miles

For vehicles with a gross vehicle weight rating between 8,001 and 14,000 pounds (e.g., trucks, vans, and minibuses), a rebate of \$7,500 will be issued.

The total of all funding sources may not exceed the total cost of the vehicle(s) purchased. If the bidder (applicant) is receiving funding from any other rebate or incentive program (e.g., Drive Clean Rebate), the bidder (applicant) must submit, as part of the bid (application), an itemized breakdown showing all funding received, including the amount to be covered by this program, the amount to be covered by other incentive programs, and the amount covered by local funds.

### Bid (Application)/Award Limit

There is no limit to the number of bids (applications) a municipality may file or the number of vehicles for which a municipality may request rebates. However, a maximum of 50 percent of the total available funds (\$292,500) may be awarded to a single municipality.

Bids (applications) will be accepted until allocated funds are exhausted, DEC withdraws this RFA, or February 27, 2026, whichever comes first.

### Match Requirement

There is no match requirement. Bidders (applicants) must purchase or lease vehicles prior to

submitting a bid (application).

## Grant Opportunity Inquiries

For general information on completing this bid (application) and for clarification of bid (application) requirements, contractual terms, and procedures, use the following contact information:

Myra Fedyniak  
Email: [zevrebate@dec.ny.gov](mailto:zevrebate@dec.ny.gov)  
Phone: 518-402-8448

Include “**2025 Municipal ZEV Rebate Program**” in the subject line of the email. The Department will accept questions regarding this grant opportunity until close of business on February 27, 2026. The Department will upload questions and answers to SFS GM to allow all bidders (applicants) to view them.

## Bid (Application) Requirements

All bids (applications) must be submitted through the Statewide Financial System Grants Management System (SFS GM), <https://www.sfs.ny.gov/>. Using **Google Chrome** to access SFS GM is recommended. Using other browsers may cause errors.

**Paper or emailed bids (applications) will NOT be accepted. Late bids will NOT be accepted.**

All bidders (applicants) must be registered in SFS GM to submit a bid (application). <https://grantsmanagement.ny.gov/register-your-organization-sfs>.

Municipal staff with a “Bid Response Initiator” role can begin a bid (application), but only staff with the “Bid Response Submitter” role can submit the bid response (application).

If a bidder (applicant) does not have access to the SFS Vendor Portal and if the organization (municipality) is already established within the SFS Vendor portal, an SFS Delegated Administrator has been authorized within your organization to provision user login credentials, unlock accounts, or reset passwords. Please reach out to the SFS Delegated Administrator directly.

If the municipality is new to the SFS Vendor portal, does not have a login, and would like to establish an account for the purposes of doing business with the State of New York, contact the SFS Help Desk at 518-457-7717, 855-233-8363 or [HelpDesk@sfs.ny.gov](mailto:HelpDesk@sfs.ny.gov) for more information.

The NYS SFS GM offers a Vendor User Manual, training videos and webinars for bidders (applicants) requiring assistance. Please visit <https://grantsmanagement.ny.gov/vendor-information>.

## Vehicle Information

**All of the following documentation must be submitted with a bid (application) to be eligible for a rebate:**

- A list of all vehicles for which rebates are requested, including the vehicle year, make, model, electric range, rebate amount requested, vehicle identification number (VIN), and gross vehicle weight rating.
- Proof of temporary or permanent vehicle registration for each vehicle. For municipal vehicles without a registration, submit a copy of the certificate of origin, MV-50 form, and copy of signed delivery declaration or other relevant documents.
- Bill of sale, purchase agreement, or executed and signed vehicle lease (of at least 36 months) for each vehicle, clearly showing the vehicle was placed into municipal service at a dealership located in New York State.
- If the bidder (applicant) is receiving funding from any other rebate or incentive program (e.g., Drive Clean Rebate), the bidder (applicant) must submit an itemized breakdown showing all funding received, including the amount to be covered by this program, the amount to be covered by other incentive programs, and the amount covered by local funds.

### Expenditure Budget

Bidders (applicants) must complete a budget in the SFS GM bid (application). For vehicle rebate requests, show the rebate amount as the Grant Funds in the contractual line and the balance of the cost of the vehicle(s) as Other Funds.

### Sexual Harassment Prevention Certification

State Finance Law Part 139-I requires all bidders (applicants) to grant funding certify that they have a written policy addressing sexual harassment prevention in the workplace and provide annual sexual harassment training (that meets the Department of Labor’s model policy and training standards) to all its employees.

Where applying for grant funding is required pursuant to statute, rule, or regulation, every bid (application) submitted to the state or any public department or agency of the state must contain the following statement: “By submission of this bid (application), each bidder (applicant) and each person signing on behalf of the bidder (applicant) certifies, and in the case of a partnering bid (application), each party thereto certifies as to its own organization, under penalty of perjury, that the bidder (applicant) has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.” Bids (applications) that do not contain the certification will not be considered for award; provided however, that if the bidder (applicant) cannot make the certification, the bidder (applicant) may provide a signed statement with their bid detailing the reasons why the certification cannot be made.

**All bidders (municipal applicants) must** complete the Sexual Harassment Prevention Certification Form, sign and save the form, then upload the completed form, signed by the municipal bidder (vendor/applicant), to the bid (application).

Bids (applications) that do not contain the certification will not be considered for award; provided however, that if the bidder (applicant) cannot make the certification, the bidder (applicant) may provide a signed statement with their bid detailing the reasons why the

certification cannot be made. After review and consideration of such statement, the Department may reject the bid (application) or may decide there are sufficient reasons to accept the bid (application) without such certification.

Bidders (applicants) are required to sign and upload the Sexual Harassment Prevention Certification form or upload a signed statement with their bid (application) detailing the reasons why the certification cannot be made.

### Executive Order 16

Executive Order No. 16 provides that “all Affected State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia.” The complete text of Executive Order No. 16 can be found at <https://www.governor.ny.gov/executive-order/no-16-prohibiting-state-agencies-and-authorities-contracting-businesses-conducting>. The Executive Order remains in effect while sanctions against Russia imposed by the federal government are in effect. Accordingly, vendors (municipal bidder [applicant]) utilizing subcontractors who may be excluded from award because of current business operations in Russia are nevertheless encouraged to respond to solicitations to preserve their contracting opportunities in case the sanctions are lifted during a solicitation or even after award in the case of some solicitations. As defined in Executive Order No. 16, an “entity conducting business operations in Russia” means an institution or company, wherever located, conducting any commercial activity in Russia or transacting business with the Russian Government or with commercial entities headquartered in Russia or with their principal place of business in Russia in the form of contracting, sales, purchasing, investment, or any business partnership.

Vendors, i.e., municipal bidders (applicants) responding to this solicitation, are required to complete and submit the form titled “Certification Under Executive Order No. 16 Prohibiting State Agencies and Authorities from Contracting with Businesses Conducting Business in Russia.” Failure to do so will result in disqualification.

**The term “vendor” on the Executive Order No. 16 form refers to the municipal bidder (applicant) for purposes of this grant program, not to the entity from which vehicles will be purchased or leased.**

**All bidders (municipal applicants) must** complete the Executive Order 16 Certification Form, sign and save the form, then upload the completed form, signed by the municipal bidder (vendor/applicant), to the bid (application).

### Gender-Based Violence and the Workplace Certification

State Finance Law §139-m requires bidders on state procurements to certify that they have a written policy addressing gender-based violence and the workplace and have provided such policy to all of its employees, directors and board members. Such policy shall, at a minimum, meet the requirements of subdivision 11 of section five hundred seventy-five of the executive law.

Where competitive bidding is required pursuant to statute, rule or regulation, for work or services performed or to be performed or goods sold or to be sold, every bid made to the State, or any public department or agency of the State, must contain the following statement:

“By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing gender-based violence and the workplace and has provided such policy to all of its employees, directors and board members. Such policy shall, at a minimum, meet the requirements of subdivision 11 of section five hundred seventy-five of the executive law.” Bids that do not contain the certification will not be considered for award; provided however, that if the bidder cannot make the certification, the bidder shall provide a signed statement with their bid detailing the reasons why the certification cannot be made. After review and consideration of such statement, the Department may reject the bid or may decide that there are sufficient reasons to accept the bid without such certification.

Bidders are required to sign and submit the Gender-Based Violence and the Workplace Certification form, (Attachment G) If the bidder cannot make the certification, then a signed statement must be submitted with the bid detailing the reasons why the certification cannot be made. The certification form must be signed by an authorized staff of the contractor, and dated after the application start date.

## Bid (Application) Evaluation, Scoring, and Selection

Eligibility will be determined according to the factors listed in the table below through review of documentation uploaded with the bid.

Eligibility Criteria	Score
Bidder (applicant) is a municipality as defined in this RFA and pursuant to 6 NYCRR Part 492-1.1(j)	Pass/Fail
Vehicle(s) is an eligible vehicle as defined herein, ECL Part 54-1521(1)(c), and 6 NYCRR Part 492-1.1(g).	Pass/Fail
The vehicle(s) was placed into municipal service on or after September 28, 2024, and before the end date of this opportunity.	Pass/Fail
The vehicle(s) was purchased or leased from a dealership located in New York State. If leased, the term of the lease is no less than 36 months.	Pass/Fail
Value of all incentives does not exceed cost of the vehicle or lease.	Pass/Fail
Vehicle for which a rebate has been requested has not been retrofitted.	Pass/Fail
Sexual harassment prevention certification form is completed and signed by the municipal bidder (applicant).	Pass/Fail
Gender-Based Violence and the Workplace Certification form is completed and signed by the municipal bidder (applicant).	Pass/Fail
Executive Order 16 form is completed and signed by the municipal bidder (applicant).	Pass/Fail
Bidder (applicant) municipality has complied, or is in the process of complying, with the Advanced Clean Trucks (ACT) Regulation one-time fleet reporting requirement pursuant to 6 NYCRR Part 218-4.2 (guidance document available at <a href="https://dec.ny.gov/environmental-protection/air-quality/controlling-motor-vehicle-pollution/heavy-duty-vehicles#fleet">https://dec.ny.gov/environmental-protection/air-quality/controlling-motor-vehicle-pollution/heavy-duty-vehicles#fleet</a> ).	Pass/Fail

No further review will take place for bids (applications) to the Municipal ZEV Rebate Program. All bids (applications) meeting all minimum requirements as listed above will be awarded a rebate corresponding to the parameters detailed in this RFA in the order the bids (applications) are received in SFS.

## Awards

Awards will be made in the order in which the bids (applications) are received in SFS until allocated funds are exhausted, DEC withdraws this RFA, or February 27, 2026. Awards will be made in the second quarter of 2026 via award letter.

Successful bids (applications) for rebates that total \$50,000 or more will not be moved to the contracting process until the grant opportunity has closed and the entire procurement package has been approved by the Office of the State Comptroller.

## Notification of Award

Bidders selected to receive an award will be notified by mail via an official award letter from the Department.

**IMPORTANT NOTE:** By accepting an award, bidder agrees to abide by all Master Contract for Grants (MCG) or Letter of Agreement (LOA) terms and conditions. Any changes to the terms and conditions by the bidder will not be accepted.

## State of New York Master Contract for Grants and Letter of Agreement

Bidders (applicants) receiving an award under \$10,000 will be mailed a letter of agreement (LOA) package consisting of the LOA, Attachment A-1 Agency Program Terms and Conditions, Attachment A-2 Program Terms and Conditions, signed purchase order, and reimbursement request forms. Bidders (applicants) should review and be prepared to comply with all LOA and Attachment A-1 and A-2 Program Terms and Conditions should grant funding be awarded. See the Office of Climate Change funding page at <https://dec.ny.gov/environmental-protection/climate-change/resources-for-local-governments/grants-for-climate-action> for a copy of Attachment A-1 and A-2 Agency and Program Specific Terms and Conditions ZEV CV.

Bidders (applicants) receiving an award of \$10,000 or more will be sent a "Next Steps" email with instructions for completing the contracting process in SFS GM. Grantees are required to execute a Master Contract for Grants (MCG) within 60 to 90 days from the date of their award letter. Failure to submit required MCG documents in a timely manner could cause a grantee to lose its grant award. Bidders (applicants) should review and be prepared to comply with all MCG terms and conditions should grant funding be awarded. The generic MCG can be accessed on the Office of Climate Change grant funding page: <https://dec.ny.gov/environmental-protection/climate-change/resources-for-local-governments/grants-for-climate-action>.

The MCG and attachments include the following:

- MCG Grants Face Page
- NYS Standard Terms and Conditions
- Attachment A-1 Agency Specific Terms and Conditions
- Attachments A-2 Program Specific Terms and Conditions
- Attachment B-1 Expenditure Based Budget
- Attachment C Work Plan

Contract extensions will not be permitted for the Municipal ZEV Rebate Program.

## Contractual Requirements

### Ownership

Pursuant to ECL Part 54-1515(3), all infrastructure, project components, and property funded through the Municipal ZEV program must be owned by the contractor (grantee) and cannot be transferred to another entity for the duration of the service life of such infrastructure and/or project components or property. The expected service life for an electric vehicle is three years.

### Insurance Requirements

Contractors (grantees) will be required to carry appropriate insurance as specified in Attachment A-1 Program Specific Terms and Conditions and to agree that each project consultant, project contract, and project subcontractor secures and delivers to the contractor (grantee) appropriate policies of insurance issued by an insurance company licensed to do business in the State of New York. Policies held by the contractor (grantee) must name the State of New York and the NYS Department of Environmental Conservation, 625 Broadway, Albany, NY 12233- 1030 as an additional insured and certificate holder, with appropriate limits, covering contractors (grantees) public liability and property damage insurance, Contractors (grantees) contingency liability insurance, “all-risk” insurance, workers’ compensation, and disability coverage for the project. Additional insurance or insurance riders may be requested by DEC based on the project work plan.

### Acknowledgment of Financial Support

The following statement acknowledging DEC funding for the project must be included in any press releases or other public announcement, including newspaper articles and web posting, as well as all documents, brochures, reports, signage, maps, and exhibits: “This project has been funded in part by the Climate Smart Communities grant program, Title 15 of the Environmental Protection Fund through the New York State Department of Environmental Conservation.” If a ribbon-cutting or other promotional event is planned for the project, the event must be coordinated, in advance, with the DEC Press Office.

### Iran Divestment Act

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law, Part 165-a, effective April 12, 2012. By entering into a Contract, the contractor (grantee) certifies that it is not on the “Entities Determined to Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012” list (“Prohibited Entities List”) posted on the OGS website at <https://ogs.ny.gov/system/files/documents/2025/04/iran-divestment-act-list-of-entities-4.15.25.pdf> and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List. Additional detail on the Iran Divestment Act can be found in the Attachment A-1 Program Specific Terms and Conditions.

## Vendor Responsibility Questionnaire

If any single sub-contractor will be receiving over \$100,000 in grant funds, the sub-contractor must complete the Vendor Responsibility Questionnaire online via the New York State VendRep System. To enroll in and use the New York State VendRep System, the sub-contractor can follow the VendRep instructions available at <https://www.osc.state.ny.us/state-vendors/vendrep/vendrep-system> or go directly to the VendRep System online at <https://onlineservices.osc.state.ny.us/Enrollment/login?0>. More information is available in section XVII. Vendor Responsibility, of the Attachment A-1 Program Terms and Conditions.

## Minority and Women Business Enterprise (MWBE) and Equal Employment Opportunity (EEO) Requirements

The Department is required to implement the provisions of New York State Executive Law Article 15-A and 5 NYCRR Parts 142-144 (MWBE Regulations) for all State contracts with a value (1) in excess of \$25,000 for labor, services, equipment, materials, or any combination of the foregoing or (2) in excess of \$100,000 for real property renovations and construction.

Bidders subject to executing a future NYS Master Contract for Grants (MCG) agree, in addition to any other nondiscrimination provision of the MCG and at no additional cost to the Department, to fully comply and cooperate with the Department in the implementation of New York State Executive Law Article 15-A. These requirements include Equal Employment Opportunities (EEO) for minority group members and women and contracting opportunities for certified Minority and Women Owned Business Enterprises (MWBEs).

Contractor's demonstration of Good Faith Efforts (GFEs) pursuant to 5 NYCRR Part 142.8 shall be a part of these requirements. These provisions shall be deemed supplementary to, and not in lieu of, the nondiscrimination provisions required by New York State Executive Law Article 15 (the "Human Rights Law") or other applicable federal, state or local laws.

Failure to comply with MWBE and EEO requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of contract, leading to the withholding of funds or such other actions, liquidated damages, or enforcement proceedings.

Please refer to the NYS MCG - Article IV (J) and Attachment A-1 Program Specific Terms and Conditions - Article X, to review MWBE and EEO requirements.

- The local government is responsible for designating someone to serve as their Affirmative Action representative. The governing body should make this designation through official means.
- A list of certified MWBE enterprises can be obtained via the internet from the NYS Department of Economic Development at <https://ny.newnycontracts.com/FrontEnd/searchcertifieddirectory.asp>

MWBE reporting for Department of Environmental Conservation contracts must now be completed using the New York State Contract System (NYSCS). <https://ny.newnycontracts.com/>

All contracts of \$25,000 or more will be assessed for MWBE goals. Contracts which meet the established MWBE-EEO thresholds require the Contractor to submit the Utilization Plan prior to the execution of the contract and Monthly Compliance Audits in the NYSCS after the contract is executed. To submit the required MWBE Utilization Plan, log-in to NYSCS and access the Utilization Plans section displayed on the user dashboard. Plans requiring action will be displayed in red.

All contractors shall complete an Equal Employment Opportunity (EEO) Policy Statement and Staffing Plan form and submit it prior to the execution of the contract. T

For more information regarding MWBE compliance and reporting guidelines, and to download required forms, please visit <https://dec.ny.gov/about/doing-business>.

The following MWBE “Fair Share” goals are established as follows:

- Minority and Women Owned Business Enterprise (MWBE) Overall Participation Goals:
  - Construction/Engineering – up to 0%
  - Commodities – up to 0%
  - Services/Technologies –up to 0%

For additional information contact:

DEC MWBE Compliance Unit  
NYS Department of Environmental Conservation  
Bureau of Contract and Grant Development/MWBE Program  
625 Broadway, 10th Floor  
Albany, New York 12233-5028  
Mwbe@dec.ny.gov  
Phone: (518) 402-9240  
Fax: (518) 402-9023

### Service-Disabled Veteran-Owned Business (SDVOB) Participation Requirements

The Department is required to implement the provisions of New York State Veteran’s Law Article 3. The contractor must make Good Faith Efforts to subcontract a goal of 0% of the contract amount to New York State Certified Service-Disabled Veteran-Owned Businesses (SDVOBs), for purposes of providing meaningful participation by SDVOBs.

The contractor is required to complete and submit a SDVOB Utilization Plan detailing how the contractor intends to meet the SDVOB goal. In addition, the contractor must complete and submit quarterly compliance reports detailing the amount spent on SDVOBs in the previous quarter. In addition, all forms and guidance can be located at <https://ogs.ny.gov/veterans>. Division of Service-Disabled Veterans' Business Development, Compliance and Reporting, Office of General Services. Please contact the Department’s SDVOB compliance staff with any questions at:

DEC SDVOB Compliance Unit  
NYS Department of Environmental Conservation  
Bureau of Contract and Grant Development/SDVOB Program  
625 Broadway, 10th Floor  
Albany, New York 12233-5028  
SDVOB@dec.ny.gov  
Phone: (518) 402-9240

### Reimbursement

Reimbursements (or installment payments) cannot be made until a Master Contract for Grants or Letter of Agreement has been fully executed. After execution, payments up to the eligible reimbursement amount will be made upon approval of the procurement by

the Office of the State Comptroller and following the submittal of appropriate reimbursement request information and forms by the grantee.

Project costs eligible for reimbursement must be incurred between the Master Contract for Grants (MCG) or the Purchase Order (PO) term start and end dates. Costs incurred prior to the MCG or PO term start date or after the MCG or PO term end date will not be considered eligible for reimbursement.

Copies of supporting cost documentation (paid invoices, receipts, cancelled checks, etc.) must be audited and approved by the DEC before payment is processed.

## Mitigation and Monitoring Reporting

The municipality shall provide the Department with monitoring information, or else allow the Department access to collect information, that documents or estimates the greenhouse gas reductions achieved as a result of the clean vehicle project.

## Debriefing

In accordance with section 163 of the NY State Finance Law, DEC must, upon request, provide a debriefing to any unsuccessful bidder that responded to the opportunity regarding the reasons that the proposal or bid submitted by the unsuccessful bidder was not selected for an award. An unsuccessful bidder wanting a debriefing must request a debriefing in writing, within eighteen calendar days of receipt of the notice that their proposal did not result in an award. Email requests to [zevrebate@dec.ny.gov](mailto:zevrebate@dec.ny.gov). Debriefings requested after fifteen calendar days may be denied.

## Protest Procedure

DEC does not have a formal protest procedure; therefore, a bidder may file an initial protest with the Office of the State Comptroller's Bureau of Contracts (BOC) after DEC has made a contract award. The protest must be in writing and filed with BOC within ten business days of notice of the contract award or if a debriefing has been requested by the interested party, within five business days of the debriefing (whichever is later). If the interested party is not provided with notice of the contract award, the interested party may file a protest with BOC at any time after the contract award and prior to the Comptroller's final action on the contract. Formal protests concerning a pending contract award must be received within five (5) business days after the protesting party knows or should have known of the facts that constitute the basis of the formal protest. The protest must be filed with the Bureau Director at [bidprotests@osc.ny.gov](mailto:bidprotests@osc.ny.gov) or Bureau of Contracts, New York State Office of the State Comptroller, 110 State Street, 11th Floor, Albany, NY 12236.

## Reserved Rights

The DEC reserves the right to do the following:

- Award additional and available funding for eligible bids (applications) consistent with this grant opportunity.

- Award an agreement for any or all parts of this RFA in accordance with the method of award.
- Withdraw this RFA at any time at the Department's sole discretion.
- Award to the next eligible bid (application) in the event a grantee fails to negotiate a grant contract with the Department within 60 to 90 days of the grant award.
- Award to the next eligible bid (application) in the event an award cannot be granted after review by the Office of the State Comptroller.
- Refuse to fund projects that are determined to be inconsistent with the Climate Leadership and Community Protection Act or its implementing regulations.<sup>2</sup>
- Reject any or all bids (applications) in response to this solicitation at the agency's sole discretion.
- Reduce the rebate amount based on all-electric range of the purchased vehicle(s).
- Reclaim funds paid to grantee if false statements regarding eligibility of the project or any of its components are discovered after award or payment has been made.

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<sup>2</sup> The Climate Leadership and Community Protection Act is Chapter 106 of the Laws of 2019.