



GUIDANCE: ADDING AN ENERGY IMPROVEMENT CHARGE TO THE MUNICIPAL TAX BILL OF A BENEFITED PROPERTY AUTHORIZED UNDER ARTICLE 5-L OF THE NYS GENERAL MUNICIPAL LAW – JULY 2016

Assumptions:

- 1) Local Law has passed and EIC/Municipal Agreements and Resolutions joining EIC are in place enabling the provision of Energy Improvement financing and formalizing the relationship between EIC and Town/City.
- 2) Benefited property has cleared EIC financing criteria and has been improved and a charge to repay financing has been authorized to be added to the improved property.

Steps:

- a) EIC provides list and other Agreement documentation of newly benefited properties (“Additions”) to Municipal Clerk monthly or at least annually as described in (d) below.
 - i. List of newly approved Additions to include:
 - i. PARCEL ID (SECTION, BLOCK LOT)
 - ii. PARCEL ADDRESS
 - iii. SWISS CODE (TOWN IDENTIFYING CODE)
 - iv. Origination date,
 - v. Total notional of financing,
 - vi. Annual payment.
- b) Municipal Clerk provides list to Municipal Board for approval to have an Energy Improvement Charge added to each benefited property’s tax bill and add them to the tax roll.
- c) Monthly or at least annually as described in (d) below, Municipal Board to pass a resolution to add Energy Improvement Charge(s) to the tax rolls.
- d) EIC provides Annual Report to Municipal Assessor, Tax Receiver, Municipal Clerk and Comptroller three months before municipal taxes are due.
 - i. List of newly approved benefited properties (“Additions”) to add to Assessment rolls. Data to include:
 - i. PARCEL ID (SECTION, BLOCK LOT)
 - ii. PARCEL ADDRESS
 - iii. SWISS CODE (TOWN IDENTIFYING CODE)
 - ii. List of existing benefited properties with
 - i. PARCEL ID (SECTION, BLOCK LOT)
 - ii. PARCEL ADDRESS
 - iii. SWISS CODE (TOWN IDENTIFYING CODE)
 - iii. Origination date,



- iv. Total notional of financing,
 - v. Total outstanding balance,
 - vi. Annual payment,
 - vii. Total annual Municipal collections due to EIC
 - viii. List of benefited properties that have satisfied the financing terms (“Satisfactions”) and the satisfaction date,
 - ix. Notice of satisfaction,
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- e) Municipal Board to pass a resolution to add any additional Energy Improvement Charge(s) to the tax rolls from the current year up until three months before municipal taxes are due.
 - f) Approximately two and one half months before municipal taxes are due, Municipal Assessor creates the bucket (special “Move tax” code) and places the Charge on the tax rolls. - NOTE: Use one Code generation method: (“Energy Improvement Charge 2025” where 2025 equals the last year the Charge will be levied),
 - i. TIP: Annual charge amount will be fixed for the term of financing - put \$ amount from EIC as per codes in text file form – inputs into Tax Program System (eg: RPS)
 - g) Assessor/TR verifies deletions and additions (Two months before municipal taxes are due)
 - h) Rolls are Imported into Tax Program System (One and one half months before municipal taxes are due)
 - i) Tax Receiver to run verification report to compare EIC expectations of total revenue to Assessor expectations of revenue. (One and one half months before municipal taxes are due)
 - j) EIC to supply payment information as requested by Municipal Member
 - k) Tax Bills Print and Mail (One month before municipal taxes are due)
 - l) Tax Receiver receives Charge payments (Municipal tax due date)
 - m) EIC’s Trustee receives Charge Payments (Within 30 days of Municipal Tax due date)