

Introduction

NYSERDA has developed a list of High Impact Actions that communities can take to save energy and improve the environment. Information on how to meet requirements for each action, and what documentation is required, is provided in the CEC Leadership Round Guidance Document. Toolkits for each High Impact Action, including step-by-step guidance, template legislation, calculators and other resources are available at nyserd.a.ny.gov/cec.

To earn credit for completing High Impact Actions, follow the instructions on this page to submit action item documentation. NYSERDA will review the submitted documentation and provide notification that it has been approved or if it is incomplete and needs to be resubmitted.

Instructions

1. Navigate to the [High Impact Action Submission](#) online form on the NYSERDA Portal.
2. At the top of the form, select your **County**, **Community**, and **High Impact Action** item from the **Choose Your County**, **Choose Your Community**, and **Choose Your High Impact Action** pick lists, respectively.

Choose Your County	Choose Your Community	Choose Your High Impact Action
Albany	Albany County	LED Street Lights

3. Upload required documentation for the selected High Impact Action Item as listed in the **Required Documents** section. Click the **Choose File** button for each required document to upload to the online form.

Required Documents

Upload documentation. Full details on compliance, submission, and necessary documentation are available on the [High Impact Action reference page](#).

Document Name	Description	Action
LED Street Light Calculator	The LED Street Light Calculator is available for download in the LED Street Light Toolkit.	Choose File No file chosen

 Complete details regarding compliance, documentation and submission requirements can be found by clicking the [High Impact Action reference page](#) link in the **Required Documents** section of the page.

4. Upload additional supporting documentation in the **Optional Documents** section by clicking **Add Another Document** . Be sure to include both the **Document Name** and **Description** when uploading documents.

Optional Documents

Document Name	Description	Action
+ ADD ANOTHER DOCUMENT		

5. Complete all **Submitter Information** fields, including any additional comments and the approximate date the High Impact Action item was completed.

First Name	Last Name
<input type="text"/>	<input type="text"/>
Title	Phone
<input type="text"/>	<input type="text"/>
Email	
<input type="text"/>	
Comments	
<input type="text"/>	
<p>Please enter the date that 50 percent of your community's street lights were converted to LEDs or, for those communities with less than 20 streetlights, 10 fixtures were converted to LED.</p>	
<input type="text"/>	
[7/2/2020]	

6. Click **Submit** after completing the online form.

By clicking submit, I certify that I am authorized to provide these documents on behalf of Albany County and that all of the information is true and correct to the best of my knowledge.

CANCEL

SUBMIT

7. A message confirming the submission will display.