

Wisconsin's Refueling Readiness Grant Program Application Instructions



Proposals Due: November 3, 2021 by 4:30 pm CT
Date of Issue: September 22, 2021

Docket# 9705-FG-2021

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1. GENERAL INFORMATION

1.1. Introduction and Background

The Public Service Commission of Wisconsin's Office of Energy Innovation (PSC) is seeking applications for the third round of Wisconsin's Refueling Readiness grant program. The program is part of its ongoing coordination of energy assurance planning and exercise activities with other key agencies such as Wisconsin Emergency Management (WEM), Wisconsin National Guard (WiNG), Department of Transportation (DOT), Department of Agriculture, Trade, and Consumer Protection (DATCP), as well as Tribal and county emergency managers. This work has identified the need for proactive resilience efforts.

The petroleum shortage contingency planning process, which included private companies, state and federal agencies, and the National Association of State Energy Officials (NASEO), has determined that Wisconsin should ensure there are reliable fueling stations where emergency vehicles can obtain diesel fuel or gasoline. These locations are known as fueling points of distribution or (F-PODs). Commission staff first became aware of this concept through the State of Oregon's energy emergency planning efforts. Oregon's efforts were to prepare for a tsunami that could destroy coastal infrastructure and communities. Though Wisconsin faces different types of natural disasters, the F-POD concept was tested through 2018's Dark Sky¹ exercise. The test simulated fueling locations to provide fuel to emergency vehicles and was proven to be invaluable in restoring power restoration and continuing lifeline operations.

The PSC plans to award grants to public and private entities in Wisconsin that meet the eligibility requirements set forth herein, to create a network of F-PODs throughout the state. The Commission has allocated up to \$215,000 for this round of grants.

The purpose of this document is to provide interested organizations with information to enable them to prepare and submit an application for Wisconsin's Refueling Readiness grant program.

1.2. Program Scope

The Wisconsin Refueling Readiness Plan series of grant programs were designed to address the concern of fueling emergency vehicles during any number of natural or man-made disaster scenarios, and to evolve in scale and scope to address other emergent issues. One overarching goal is to identify at least one private business and one municipal fleet fueling facility in each county (as appropriate) willing to wire its facilities so that a generator could be brought to the facility and set up to run and to restore power to the convenience store or county fleet fueling area as quickly as possible.

Strategic Objectives

- Foster critical infrastructure security and resilience, improving the ability to prepare for, and adapt to, changing conditions and also to withstand and recover rapidly from disruptions. Resilience includes the ability to withstand and recover from deliberate attacks, accidents, or naturally occurring threats or incidents.
- Prioritize reliability and resilience benefits (during outages not caused by events beyond a utility's control) and benefits of avoiding major power outages (i.e. outages caused by major storms or other events beyond a utility's control).
- Help provide equitable access to emergency services, improve resilience of rural and urban areas by improving access to fuel for first responders and utility line trucks, including the benefits of clean energy, efficiency, and preparedness by reaching broad applicant types. This grant round will strategically focus on:
 - Certain counties and tribal lands without existing generator capability,
 - Fueling locations,
 - And bulk storage facilities preferably in the Northwestern region to complement previous investments and expand coverage geographically.

¹ <https://dma.wi.gov/DMA/wemnews/2018wemnews/ready18033>

1.2.2. Applicable Definitions

- **Applicant:** An organization submitting an application in response to this request for grant applications.
- **Bulk Petroleum Storage Facility (Bulk Tank or station):** A privately owned facility used in the storage or marketing of petroleum products (including propane), which has a total bulk storage capacity of less than 50,000 barrels and receives product by rail, barge, or truck.
- **Emergency vehicles:** Include, but are not limited to ambulances or first responders; highway maintenance vehicles; police, fire, and sheriff’s department vehicles; emergency government and utility vehicles; National Guard and federal emergency vehicles; State Patrol and state emergency vehicles.
- **F-POD or Designated Disaster Fueling Facility:** A privately or municipally/tribally owned fueling facility capable of dispensing diesel fuel or gasoline 24 hours per day, seven days per week and designated by agreement to remain open during declared emergencies.
- **Grantee:** An Applicant awarded a Refueling Readiness Grant.
- **State:** State of Wisconsin and includes the PSC.

1.2.3. Eligible Facilities

- Privately owned bulk petroleum storage facilities
- Municipally and tribally owned highway shops
- Privately, Municipally, and Tribally owned convenience stores with both unleaded and diesel fuel availability

1.2.4. Eligible Project Activities by Area of Interest (AOI)

AOI One: Tap Switch Installation Grants

- Up to \$5,000 per tap switch for a typical highway shop or convenience store.
- Up to \$25,000 for Bulk Storage Facilities per switch gear (larger-scale, requiring engineering planning) so that bulk facilities can purchase or rent a generator to provide back-up power to the facility.

AOI Two: Generator Readiness

- Up to \$100,000 to offset installation of generation and storage and associated appurtenances to a fueling location to serve first responders, which aims to prevent back flow onto the grid and provide back-up power in the event of an emergency.

1.2.5. Available Funds and Maximum Grant Request Table

Activity	Maximum Grant Request	Available Funds per Activity	
AOI One: Tap Switch Installation Grants		\$115,000	
Typical Highway Shop or Convenience Store	\$5,000		
Bulk Storage Facilities	\$25,000		
AOI Two: Generator Readiness	\$100,000	\$100,000	
Total		\$215,000	

1.2.6. Ineligible Project Activities

- Build mass-transit systems or exclusive bus lanes, or for the construction or repair of buildings or structures.
- Purchase land, buildings, or structures, or any interest therein.
- Subsidize fares for public transportation.
- Subsidize utility rate demonstrations or state tax credits for energy conservation or renewable energy measures.
- Conduct research, development, or demonstration of energy efficiency or renewable energy techniques and technologies not commercially available, or purchase equipment for the conduction thereof. However, pilot projects and demonstrations of commercially available energy efficiency or renewable energy techniques and technologies are permitted.

1.3. Communication and Frequently Asked Questions

For the purpose of these Application Instructions, **all questions must be submitted in writing via email:**

Email Address: OEI@wisconsin.gov

Subject Line:

Refueling Readiness Question

If an Applicant discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in the Application Instructions, the Applicant should notify the state immediately by emailing OEI@wisconsin.gov. The Applicant should describe the error and request modification or clarification of the application.

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of the Application Instructions, revisions/amendments and/or supplements will be posted in a Frequently Asked Questions or errata document on the PSC's Electronic Records Filing (ERF) system.

1.4. Subscriptions for Program Participation (NOTE: There is **no cost** to use these services.)

- **ERF Account and Subscription.**
 - Applicants must create an ERF account to upload application documents. Instructions for creating an ERF account are available here: <https://apps.psc.wi.gov/ERF/ERF/documents/Creating%20an%20ERF%20Account.pdf>. An "individual" account type is recommended; allow extra time if registering for a "corporate" account.
 - Applicants are encouraged to subscribe to **Docket # 9705-FG-2021** for automatic ERF updates. Click the "e-subscribe" icon on the PSC homepage (<https://psc.wi.gov>).
- **DUNS Account and System for Award Management (SAM) Registration.**
 - Applicants must obtain a Data Universal Number System (**DUNS**) number prior to receiving a grant award and are encouraged to do so as soon as possible and to provide the DUNS number with the application. A DUNS number is a unique nine-character number used to identify your organization. The federal government uses the DUNS number to track how federal money is allocated. Instructions for obtaining a DUNS number are available here: <https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>
 - Applicants must register with **SAM**, which is a web-based ([SAM.gov](https://sam.gov)), government-wide application that collects, validates, stores, and disseminates business information about intended federal grant recipients and other partners. Instructions for registering with SAM are available here: <https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

1.5. Procuring and Contracting

These Application Instructions are issued by the PSC, which is the sole point of contact for the State of Wisconsin during the selection process. For information concerning this program, contact OEI@wisconsin.gov (See 1.4 for instructions on submitting inquiries).

1.6. Schedule of Events

Listed below are the anticipated dates and times of actions related to this application process. In the event that the PSC finds it necessary to change any of the dates and times in the schedule of events listed below, it will do so by issuing a supplement to the Application Instructions consistent with 1.4.1.

DATE	EVENT
September 22, 2021	Date of issue of the Application Instructions
October 6, 2021 1:00pm	Webinar for interested parties
November 3, 2021	Applications due by 4:30 pm CT on Wednesday, November 3, 2021
November 2021 (TBD)	Screening committee evaluation
December 2021 (TBD)	PSC determination of awards
January 2022 (TBD)	Contract negotiations
January 2022 – June 30, 2022 (TBD)	Project performance period

1.7. Reasonable Accommodations

The PSC does not discriminate on the basis of disability in the provision of programs, services, or employment. Any person with a disability who needs accommodations to participate in this docket or who needs to obtain this document in a different format should contact the PSC (contact information listed below). The PSC is located in the Hill Farms State Office Building that is also physically accessible to individuals with disabilities through the entrances on the first floor of the building. Parking for people with disabilities is available on the ground floor of the parking garage. There is also limited, free handicap visitor parking at the front of the Hill Farms State Office Building.

Please direct questions about this docket or requests for reasonable accommodations to the PSC at (608) 261-6609 or OEI@wisconsin.gov.

2. APPLICATION FORMAT AND PROCEDURES

2.1. Application Organization and Format

The application should be typed and converted to PDF format. A handwritten application will not be accepted. Editable versions of the required attachments are available on the PSC website (<https://psc.wi.gov/Pages/Programs/OEI/EnergyInnovationGrantProgram.aspx>) and filed under **Docket # 9705-FG-2021** on ERF. The application must be assembled as follows:

- Application Cover Sheet (Attachment A). Fill in the information requested, provide the signature of the authorized representative, convert to a PDF and include as the first page of the grant application. NOTE: Do not use an electronic signature or otherwise lock or require permissions on the PDF to avoid compatibility issues in the ERF system.

- Application Budget Sheet (Attachment B). Complete the budget summary table provided in the Excel file, use the text field to provide any additional information. Convert to a PDF and include as the second page of the grant application.
- The following pages of the application should be prepared in a profile format on 8.5" x 11" paper size, 1" margins, no smaller than 11 point font. The application must respond to the headings and subheadings in Section 3. Each response to a heading and subheading should be separated or otherwise clearly marked.
- If the Applicant is requesting confidential treatment of a portion of its application, then the Applicant must file both the original unredacted version and a second redacted version of their application via ERF. Note: The filing must comply with the PSC's confidential handling requirements specified in Wis. Admin. Code § PSC 2.12

2.2. Submitting the Application to ERF

The Applicant should convert the entire application to a single PDF and file the application with the PSC using the ERF system. To upload documents to the ERF system, you must be a registered user (it is only necessary to register once, ERF registration carries over year-to-year) (see section 1.5).

- From the Commission's website, <https://psc.wi.gov/Pages/Home.aspx>; log into the ERF system using your user name and password; then select 'ERF Upload;' then select 'Upload Document' from the options on the ERF webpage.
 - On the webpage entitled 'Upload Document', select 'Public' as appropriate; and select 'Existing Docket.' In the three fields for 'Docket ID,' enter the docket number: 9705-FG-2021. Select 'Check Docket.' If you have correctly entered the docket number, the ERF system will display the docket caption: 'Project Year 2021 (PY21) Formula Grant awarded by the Department of Energy'
 - On the first data entry line, select 'Browse' to choose the application document on your computer, select 'Application' for Document Type, and enter 'Refueling Readiness App [insert Applicant Organization Name] [Activity Type/Project Title]' for Document Description.
Examples: "Refueling Readiness App Fairly County Hwy Shop"; "Refueling Readiness App City of Beautiful Emergency Management". All applications will be electronically time-stamped when uploaded properly.

Applications are public unless otherwise specified. All applications will be posted on ERF under the docket number 9705-FG-2021 and will be available for public inspection shortly after upon filing.

Applicants may request confidential handling of confidential information by submitting a second redacted copy. The filing must comply with the PSC's confidential handling requirements specified in Wis. Admin. Code § PSC 2.12 (see section 2.3).

Late applications will be rejected. Applications MUST be date and time stamped by the PSC's ERF system on or before **4:30 pm CT on November 3, 2021**. Applications dated and time stamped in another office or submitted in another format will be rejected.

2.3. Designation of Confidential and Proprietary Information and Notary Officer Requirement

Applicants should refrain from requesting confidential status unless necessary, or from requesting confidentiality of the entire application or appendix thereto. Providing personally identifiable information is prohibited. Providing proprietary information should be avoided unless necessary to describe the project activities. Where only a portion of the information is confidential, confidential status shall only be requested for that portion and not the entire application.

The Applicant must upload both a confidential version and a redacted public version of the application in accordance with the ERF system procedure for submitting a confidential document. Additional information is available in the Electronic Regulatory Filing System User Manual available here: <https://apps.psc.wi.gov/ERF/ERF/documents/user%20manual.pdf>

The applicant should be prepared in advance to respond to the following in Section 2 and Section 3 of the of the confidential upload procedure:

Section 2

Question 4: *There is a reasonable basis to conclude that the record, or portion of a record, is one of the following:*

- *The record contains trade secrets as defined in Wis. Stat. §134.90.*
- *The record contains information which would aid a competitor of a public utility in competition with the public utility making the request under Wis. Stat. §196.14.*
- *The record is an accident report under Wis. Stat. §196.72.*
- *The record is protected business information under Wis. Stat. §196.795(9).*

Question 5: *How the record satisfies Question 4.*

Section 3

Execution of Section 3 of the confidential upload procedure satisfies the affidavit requirement under Wis. Admin. Code s. PSC 2.12, so that no traditional affidavit need be created, uploaded, or retained.

If a notary officer is not available to execute Section 3 of the confidential upload procedure, then the filing must include an affidavit attached to the beginning on the confidential version of the document that is the subject of the request.

<input type="checkbox"/> Affidavit is attached to the beginning of the confidential document
If notary is available, complete the rest of this section.
Name of Affiant: <input type="text"/>
State of <input type="text" value="v"/>
County of <input type="text"/>
Subscribed and sworn to before me on <input type="text" value="10/09/2020"/> (MM/dd/yyyy)
Name of Notary Officer: <input type="text"/>
Expiration Date: <input type="text"/> (MM/dd/yyyy) : <input type="checkbox"/> Permanent (No Expiration Date)

In addition, the Applicant is hereby notified that confidential handling of information in portions of its application is not a determination of confidential treatment by the PSC for purposes of Wisconsin's Open Records Law, Wis. Stat. §§ 19.31 to 19.39.

2.4. Multiple Applications

Except as provided in Section 2.5, multiple applications from a single Applicant are not permissible. Any submissions after the original submission from a single Applicant will be rejected.

2.5. Withdrawal of Application

An Applicant may withdraw an application in writing at any time up to the application closing date and time. To accomplish this, the Applicant must submit a written request to withdraw the application, and the request must be signed by an authorized representative of the Applicant and uploaded using the PSC's ERF system. If a previously submitted application is withdrawn before the due date and time, the Applicant may submit another application at any time up to the application closing date and time.

2.6. Right to Reject Applications and Negotiate Grant Terms

The PSC reserves the right to reject any application as filed, and negotiate the terms of the grant award, including the award amount, with any selected Applicant. If negotiations cannot be concluded successfully with an Applicant, as determined solely by the PSC, the PSC may withdraw its award offer.

2.7. Incurring Costs

Neither the PSC nor the state of Wisconsin is liable for any cost incurred by Applicant in preparing this application.

2.8. Notification of Award Decision

All entities and organizations that submit a grant application will be notified in writing of the PSC's decision whether to award the grant as a result of this process (see section 5).

2.9. No Appeal Process

The Applicant may have general remedies under other provisions of Wis. Stat. chs. 196 and 227 if the Applicant believes it is aggrieved by any final award determination. This provision is for information purposes only and is not a determination by the PSC that the Applicant has any protest or appeal rights with respect to the PSC's decision in this grant cycle.

3. APPLICATION CONTENT

An Applicant must include the following information to be eligible for a grant and must demonstrate satisfaction of indicated requirements. Reference materials such as letters of commitment or support, quotes, or maps are required as detailed below.

The evaluation of an application and selection of an Applicant for an award will be based on the information submitted in the application plus references. Failure to respond to each of the requirements in the application may be the basis for rejecting a response.

Unless at the request of the PSC, Applicants may not submit supplemental information after the deadline.

Elaborate applications (e.g., expensive artwork), beyond that sufficient to present a complete and effective application, are not necessary or desired.

3.1. Application Cover Sheet (Attachment A)

3.2. Application Budget Sheet (Attachment B)

3.3. AOI One Narrative: Please answer all of the following questions in full.

1. Is the facility open or accessible 24 hours per day, 7 days per week, and/or would have the ability to remain open and staffed in the event of an emergency?
2. Does the facility have ample storage for diesel fuel and gasoline, including a set of pumps that could be dedicated to emergency vehicles in the event of an emergency?
3. Does the facility have any outstanding state tax warrants or tax delinquencies?
4. What is the facility's location? Discuss proximity to population centers, and ease of accessibility for emergency vehicles (including utility line trucks, is there a separate island for diesel?). Attach aerial photo, indicate where the tap-switch and mobile or permanent generator will be installed.
5. Explain the total project costs and leverage offered (in-kind or cash), note that match is not required, but can demonstrate the applicant's commitment to the project. Include contractor quotes if available.
6. Does the facility management have a relationship with local/county/tribal/state emergency management and/or first responders? Please describe. Be sure to note the facility's inclusion in any county/tribal/local emergency plans, if applicable.

AOI Two Application Narrative – Generator Readiness: Provide a description of the proposed project, include the following details and answer the following questions:

1. The technology chosen to provide back-up power (including reliability and the duration of the power provided, explain the metric chosen, and impact (if applicable) on the amount of fuel that is needed for first responder and utility line truck vehicles.
2. Is the facility open or accessible 24 hours per day, 7 days per week, and/or would have the ability to remain open and staffed in the event of an emergency?
3. Does the facility have ample storage for diesel fuel and gasoline, including a set of pumps that could be dedicated to emergency vehicles in the event of an emergency?
4. Does the facility have any outstanding state tax warrants or tax delinquencies?
5. What is the facility's location? Discuss proximity to population centers, and ease of accessibility for emergency vehicles (including utility line trucks, is there a separate island for diesel?). Attach aerial photo, indicate where the tap-switch and mobile or permanent generator will be installed.
6. Explain the total project costs and leverage offered (in-kind or cash), note that match is not required, but can demonstrate the applicant's commitment to the project. Include contractor quotes if available.
7. Does the facility management have a relationship with local/county/tribal/state emergency management and/or first responders? Please describe. Be sure to note the facility's inclusion in any county/tribal/local emergency plans, if applicable.

4. APPLICATION SELECTION AND AWARD PROCESS

A screening committee will conduct an initial review for eligibility, project merit evaluation and ranking for consideration by the PSC. The PSC will consider the applications and committee evaluation for the final award determination at one of its regularly scheduled open meetings. However, the PSC is not bound by the screening committee's merit evaluation and ranking. PSC staff expects the screening committee process to conclude in November, 2021 for award determinations by the PSC in December, 2021 (see 1.6.).

5. GRANT AWARD AND TERMS AND CONDITIONS

5.1. Grant performance Period and Funding

Unless provided otherwise in writing, any award will have a grant term beginning on the date the grant agreement is counter-signed by the Commission, and expiring automatically and without notice on the grant performance period end date identified in the grant agreement, June 30, 2022. All costs must be incurred during the grant performance period. Grant funds are issued in a single reimbursement payment upon project completion and receipt of a complete and satisfactory final performance report and request for reimbursement, which must include detailed supporting documentation for all costs. Final performance reports and reimbursement payments are due 90 days after the grant performance period end date. Projects that are completed early may submit final performance reports and requests for reimbursement early.

Except as otherwise provided in writing, upon expiration, any unused balance in a grant award account or purchase order will be reallocated to an appropriate reserve fund. A grantee may request a waiver of this expiration by filing such a request on the PSC's ERF system. A waiver request should provide an explanation for the project delay and a schedule for completing the project.

5.2. Reporting

Applicants will be expected to submit quarterly, final, and on-request, reports to the PSC on the activities, progress of the project, and grant costs to satisfy state and federal reporting requirements. Certain reporting requirements shall continue to be required post-disbursement.

5.3. Order Awarding Grants

The PSC will determine in writing which applicants will receive an award in the current grant cycle by issuing an Order awarding grants in the appropriate proceeding. The order and grant award agreement will specify certain terms and conditions that the PSC finds appropriate and necessary for the administration of the approved grant projects. The Order will likely require that each approved grant applicant inform the PSC whether it accepts the grant award as ordered and described in a grant award agreement, including the amount of the grant award and the terms and conditions ordered by the PSC and provided in the grant award agreement. Failure of a grantee to comply with the Order, including any terms and conditions specified or incorporated in the order or grant award agreement, may result in cancellation of an award.

5.4. Grant Award Agreement Compliance

The PSC reserves the right to incorporate State and Federal contract provisions into any grant award agreement negotiated with any organization submitting a response to this application. Failure of the successful Applicant to accept the obligations in a grant award agreement will result in cancellation of the award.

5.5. Termination of Grant Award

The PSC may terminate a grant award for any reason at any time at its sole discretion by delivering 10 days written notice to the Applicant/grantee. Upon termination, the PSC's liability will in no event exceed the pro rata cost of the services performed as of the date of termination, plus expenses incurred with the prior written approval of the PSC. In no event will the PSC's liability exceed the total amount of the grant awarded to the Applicant/grantee. In the event that the Applicant terminates the grant award, for any reason whatsoever, such termination will require written notice to that effect and shall be filed by the Applicant on the PSC's ERF system not less than 10 days prior to said termination. If termination is delivered by Applicant, no grant proceeds will be dispersed and all costs and expenses incurred by the Applicant will not be reimbursed.



ATTACHMENT A - COVER SHEET

SECTION I - Provide information summarizing the project proposal.		
Project Title:		
PSC Grant Request (\$):	Applicant Cost Share (\$):	Project Total (\$):
Select all that apply:		
<input type="checkbox"/> Area of Interest One- Tap Switch (up to \$5,000)	<input type="checkbox"/> Area of Interest One- Bulk Tank Station Tap Switch (up to \$25,000)	<input type="checkbox"/> Area of Interest Two- Generator Readiness (up to \$100,000)
SECTION II - Provide information for your organization, signatory, and primary contact for the project.		
Applicant:		
Name (on W-9):		
Address (on W-9):		
County or Counties Served by Project:		
DUNS Number or CAGE Code:		
FEIN:		
Authorized Representative/Signatory (Person authorized to submit applications and sign contracts)		Primary Contact (if different from Authorized Representative)
Name:		Name:
Title:		Title:
Phone:		Phone:
E-mail:		E-mail:
Signature of the Authorized Representative		

ATTACHMENT B - BUDGET SHEET

Enter the Applicant Name

Enter the Project Title

Summary of Project Budget				
Line	Description	PSC Grant Request	Applicant Cost Share	Total Project Cost
1	Personnel			\$0
2	Fringe			\$0
5	Travel			\$0
6	Contractual			\$0
7	Other Totals	\$0		\$0
8	Indirect % of Total	#DIV/0!	#DIV/0!	\$0
			\$0	\$0

Applicant Comments: Enter budget information into the gray fields of the Summary Project Budget. Fields are formatted to display whole numbers. This document is formatted to print on 8.5"x11" paper. Include it as directed in your PDF application. Definitions of each line item are provided on the Definitions Tab. (Use this space to add additional budget information.)