



Wisconsin Office of Energy Innovation Refueling Readiness Grant Program

Grant Application Instructions December 13, 2023

This information is accurate as of December 13, 2023. Refer to [Refueling Readiness program website](#) for any updates or clarifications.



Wisconsin Office of Energy Innovation

Agenda

- OEI Overview
- Refueling Readiness Grant Program Overview
 - Quick facts
 - Background, Goals, Objectives
- Eligibility
- Timeline
- Application Process
- Federal Requirements
- Reporting Requirements
- FAQs
- Q&A

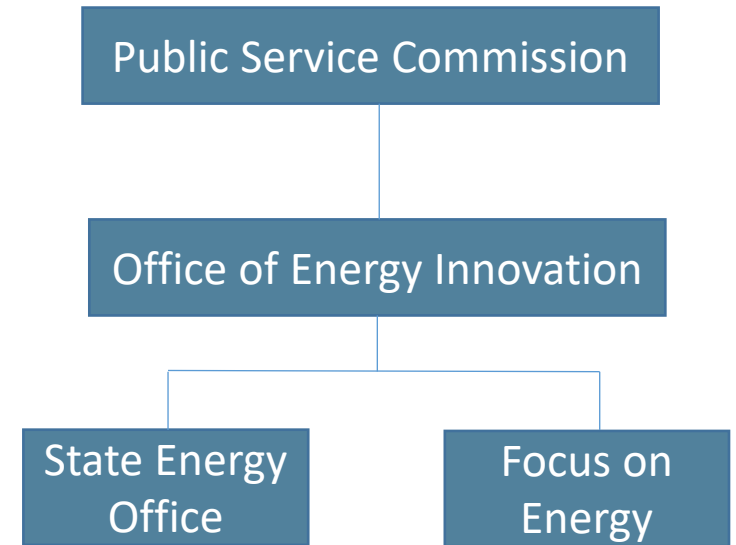
OEI Mission:

Developing Wisconsin's energy landscape to be secure, reliable, environmentally responsible, and growing the state's economy for all.

OEI Programs:

- [State Energy Office](#)
 - **Federally-funded:** Grants, Technical Assistance, Energy Statistics & Data, Energy Security
- [Focus on Energy](#)
 - **Utility ratepayer-funded:** Incentives, Technical Assistance, Training, Trade Ally Support

Contact OEI: OEI@Wisconsin.gov



Quick Facts

- Docket [9705-FG-2023](#)
- Fourth round of funding
- \$150,000 in grant funds available on a first-come, first-served basis
- Application Instructions on [program website](#)
 - Issued December 8, 2023
- Submit application through online [PSC Grants System](#)
 - Applications reviewed by the date received **until April 30, 2024, 1:30 CT**
 - Applications outside of Priority Areas included in wait list
- 6-month project performance period

Background

- Under U.S. Department of Energy (DOE) [Program Rule 10 CFR Part 420](#), DOE makes State Energy Program federal funding available to states
- The PSC seeks to award grants to public and private entities to expand the network of petroleum fueling points throughout Wisconsin
- To streamline the process for OEI and applicants, the program offers prescriptive incentives based on eligibility and strategic objectives

Refueling Readiness Program Overview



Strategic Objectives

- Foster critical infrastructure security and resilience, to improve the ability to prepare for and adapt to power outage incidents.
- Support equitable access to emergency services and improve resilience of rural and urban areas by improving access to fuel for first responders and utility line trucks, among others. This grant round will strategically focus on:
 - Areas of the state without existing transfer switch infrastructure at fueling locations
 - Urban areas identified as Priority Areas
 - Bulk storage facilities to complement previous investments and expand coverage geographically.

Priority Areas		
*Tribal Nations within priority areas encouraged to apply		
Adams County	Jackson County	Racine County
Brown County – Green Bay Area	Jefferson County	Richland County
Buffalo County	Kenosha County	Rock County
Burnett County	La Crosse County	Saint Croix County
Calumet County	Langlade County	Sauk County
Clark County	Lincoln County	Sawyer County
Columbia County	Marinette County	Sheboygan County
Crawford County	Marquette County	Taylor County
Dane County – Madison Area	Menominee County	Trempealeau County
Door County	Milwaukee County – Milwaukee Area	Vernon County
Dunn County	Oconto County	Vilas County
Eau Claire County	Oneida County	Walworth County
Florence County	Outagamie County	Washburn County
Fond du Lac County	Ozaukee County	Washington County
Grant County	Pepin County	Waukesha County
Green County	Pierce County	Waushara County
Iowa County	Polk County	Winnebago County
Iron County	Portage County	Wood County

Who's Eligible?

- Municipal, County, or Tribal Community-owned highway shops
- Private, Municipal, County, and Tribal-owned convenience stores with unleaded and diesel fuel
- Privately-owned bulk petroleum storage facilities

Must currently or be willing to **include the facility** in a tribal/local government **emergency plan**

What's Eligible?

- Installation of transfer switch, tap box, and necessary wiring and appurtenances
- Documenting site details in local emergency plan

A **transfer switch safely shifts facility's power** source from on-grid to off-grid to **plug in a generator** for backup power

Grant Award Amounts

- Up to \$10,000 for a typical highway shop or convenience store
- Up to \$25,000 for a Bulk Storage Facility



Example Transfer Switch



Example Connector/
Tap Box

Refueling Readiness Program Overview

Timeline

DATE	EVENT
December 8, 2023	WRR Program Application Instructions Issued
December 8, 2023, through April 30, 2024, as funds remain	Open Application Period PSC staff will accept and process applications in the order received until April 30, 2024, or until grant funds are exhausted
April 30, 2024	Application Period Closes: 1:30pm
March 18-25, 2024 May 1-8, 2024	Waitlist Application Review Periods, if funds available. A waitlist will be created for applicants outside of the Priority Areas. Waitlisted applications will reviewed during these times in the order received and for alignment with the program's strategic objectives.
Six months from date PSC issues Grant Agreement	Project performance period end date

Application Review Process

Priority, eligible applicants have:

- A facility located in a Priority Area
- A facility open or accessible 24 hours per day, 7 days per week, or would have the ability to remain open in the event of an emergency
- A facility with 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
- No outstanding state tax warrants or tax delinquencies
- A willingness to share facility address and contact information with the PSC, Wisconsin Emergency Management (WEM), the National Guard, Army Corps of Engineers, Federal Emergency Management Agency (FEMA), and emergency vehicles as necessary during an incident

Application Review Process

- Applications reviewed on a rolling basis for eligibility and priority. The PSC will issue a grant agreement for eligible awardees. The awardee may then begin the project.
- A waitlist will be created for applications for project sites located outside of the Priority Areas. If funds are available, waitlisted applications will be reviewed on order received and against the program's strategic objectives.

Get Started!

1. Review full grant details in the **Application Instructions** on the [Program website](#)
2. Account **registrations** – PSC Grants System, ERF, SAM
3. Get a **quote from an electrical contractor**, or if you have an electrician on staff, an electrical equipment supplier. Specify the Buy American provisions.
4. Submit **application with electrical quote** through the [PSC Grants System](#)
5. Await **grant agreement** from OEI. A fully executed grant agreement is required before starting project.

Accounts – Set up now

System for Award Management (SAM.gov) Registration

- Applicants must register with SAM.gov and obtain a Universal Entity Identifier (UEID) prior to receiving a grant award and are encouraged to do so as soon as possible, to provide the UEID number with the application.
- A UEID number is a unique twelve-character alphanumeric ID used to identify your organization.
- SAM is a web-based, government-wide application that collects, validates, stores, and disseminates business information about intended federal grant recipients and other partners. Instructions for registering with SAM and obtaining a UEID are available here:

[SAM.gov](https://sam.gov)

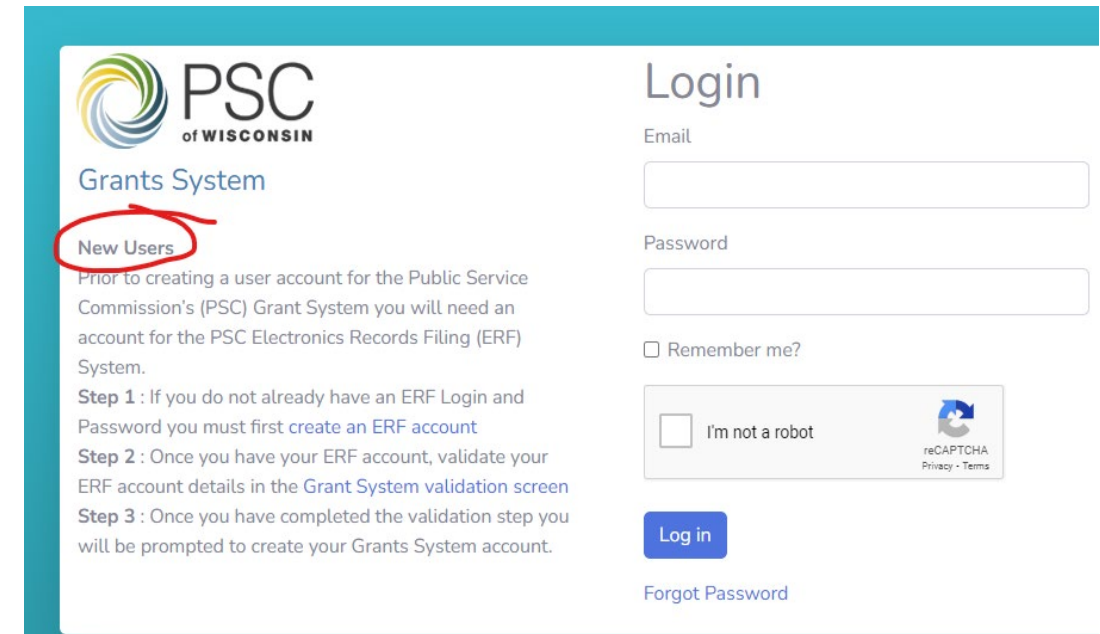
Accounts – Set up now

PSC Grants System Account

- Applicants must create an account with the [PSC Grants System](#) in order to complete an electronic application.

Electronic Records Filing (ERF) System Account

- The PSC Grants System is connected to the **ERF system**; an account is required for both.
 - If you have an ERF account, from the PSC Grants System Login page, follow the link to validate your ERF Account.
 - If you do not have an ERF account, from the PSC Grants Login page, follow the link to create an ERF Account, then return to the login page and follow the link to validate your ERF Account.



The screenshot shows the PSC of Wisconsin Grants System login page. On the left, the PSC logo is at the top, followed by 'Grants System' and a red circle around the 'New Users' link. Below this, there are three steps: Step 1 (creating an ERF account), Step 2 (validating ERF details), and Step 3 (creating a Grants System account). On the right, there is a 'Login' section with 'Email' and 'Password' input fields, a 'Remember me?' checkbox, an 'I'm not a robot' checkbox with a reCAPTCHA icon, a blue 'Log in' button, and a 'Forgot Password' link.

PSC Grants System

Site Organization

- Details tab
- Contacts tab
- Budget tab
- Communities tab
- Narrative tab
- Upload tab: electrical quote
- Submit tab

Application Content - Details

Application Details

- Project Name
- Project Description
- Project Cost

Applicant Details

- Project Site/Contact Info
- Fields with * are required. If you are not able to obtain a UEID in time, use zeros

Application Content - Contacts

- Internal:
 - Primary: project lead, access to PSC Grants System
 - Secondary: backup to primary
 - Financial Manager: reimbursement requests and financial reporting
 - Grants Manager: progress reports (Primary if omitted)
 - Authorized Representative: other support staff
- External:
 - Contractor: prospective installation contractor or consultant
 - Partner: stakeholder or other outside organization providing project input

Application Content - Budget

Grant Type: Refueling Readiness | Grant Name: Wisconsin Refueling Readiness 2023 Grant Program | Grant Year: 2023 | Project:

[Details](#) [Contacts](#) [Budget](#) [Communities](#) [Narrative](#) [Upload](#)

Grant Application Budget

Save changes Cancel changes

Budget Item	Grant Funded	Contribution Funded	Notes
Contractual, Consultant fees			
Equipment			
Labor (Salary)			
Labor (Fringe)			
Other			
Supplies			
Travel			
Indirect			

- See Application Instructions, Attachment C – Budget Categories
- Electrical contractor quote: include cost estimates in:
 - Contractual, Consultant fees: Labor and equipment/materials \leq \$5,000 supplied by a third-party contractor
 - Equipment: equipment/materials \geq \$5,000
- Supplies: equipment/materials \leq \$5,000, if installation performed by applicant staff
- Entries on this tab must agree with the Details tab. Provide the cost of each item that will be paid by grant or contribution funds (matching funds, if any). You must enter zero if no costs are associated with a budget item.

Application Content - Communities

- Provide the site location in which project will be placed. (See [User's Guide](#))
- Example:

Grant Type: Refueling Readiness | Grant Name: Wisconsin Refueling Readiness 2023 Grant Program | Grant

[Details](#) [Contacts](#) [Budget](#) **[Communities](#)** [Narrative](#) [Upload](#)

Grant Application Communities Served

[+ Add new record](#)

County	Municipality	
Buffalo	Gilmanton (Town)	✓ Update ⊗ Cancel

Application Content – Narrative Questions

- The facility is open or accessible 24 hours per day, 7 days per week, or would have the ability to remain open in the event of an emergency. (Y/N)
- The facility has 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. (Y/N)
- The facility has no outstanding state tax warrants or tax delinquencies. (Y/N)
- The Applicant agrees to share facility address and contact information with PSC, Wisconsin Emergency Management (WEM), the National Guard, Army Corps of Engineers, Federal Emergency Management Agency (FEMA), and emergency vehicles as necessary during an incident. (Y/N)
- The facility is located in an area of the state without previous WRR program investment. (Y/N)

Application Content – Narrative Questions

- The Applicant has provided a quote from an electrical contractor or supplier as required in the application Upload tab and is appropriately referenced in the Budget tab. (Required)
- The facility's management has a relationship with local/county/tribal/state emergency management and/or first responders. (Y/N) (Note that "no" responses do not affect project merit or application priority).
- The facility is included in a county/tribal/local government emergency plan, if applicable. (Y/N) (Note that "no" responses do not affect project merit or application priority).

Application Content - Upload

- **REQUIRED: a quote from an electrical contractor**

Grant Type: Refueling Readiness | Grant Name: Wisconsin Refueling Readiness 2023 Grant Program | Grant Year: 2023 | Project:

Details Contacts Budget Communities Narrative Upload

Upload Documents

Upload Public Document Upload Confidential Document Upload Public GIS Files

Grant Applications are public documents and are searchable on the State of Wisconsin's Electronic Records Filing System. If you wish to add a document that is confidential you must also file an affidavit and a redacted copy. Accepting a confidential document is at the discretion of PSC staff and is not guaranteed.

Items to Note:

- All PDF documents will be stamped with the date and time the file was submitted.
- Documents must not be protected with passwords, file restrictions or digital signatures. Protected files will be rejected because they cannot be stamped.
- Documents should be printed to PDF from the original software used to create the document.
- Scanned documents can be problematic. If a document must be scanned: scan the document, then open the document in Adobe and Print to PDF. This eliminates most scanned document issues.
- In general, documents should be prepared using an easily readable font and should fit on 8 ½ x 11-inch paper when printed.
- The maximum file size for a single file is 10MB. You can submit up to 20 files per application.

These documents have been uploaded but not submitted. These documents will be submitted when the application is submitted.

Pending Documents

Document Name	Document Description	Uploaded Date
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NEPA

- See Application Instructions for details
- [Review the EQ](#) and [National Environmental Policy Act and Historic Preservation Training Website](#) in advance
- An EQ will be required if the project is beyond the scope of the program's NEPA determination
- Current determination assumes:
 - Retrofit of existing building
 - No ground disturbance

Build America, Buy America Provisions

Build America, Buy America provisions (from page 15 of the Office of Management and Budget (OMB) [Memorandum M-22-11](#) implementation guidance):

None of the funds provided under this award may be used for a project unless:

1. All iron and steel used in the project are produced in the United States—this means all manufacturing processes, from the initial melting stage through the application of coatings—occurred in the United States;
2. All manufactured products used in the project are produced in the United States—this means:
 - a) The manufactured product was manufactured in the United States
 - b) And the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation
3. All construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States.

Reporting Requirements

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

Program Questions?

- Submit questions to OEI@wisconsin.gov
 - Subject line: Refueling Readiness Program Application Question
- FAQ document on [program website](#)
 - Check back for updates
- Significant errors or deficiencies will result in reissuing the Program Application Instructions on ERF
 - Subscribe to Docket [9705-FG-2023](#) for automatic ERF updates



Frequently Asked Questions (FAQs): Refueling Readiness Program Office of Energy Innovation

This FAQ provides answers to common questions regarding the Wisconsin Refueling Readiness 2023 Program grant. This document is intended to complement the application instructions and application issued on December 8, 2023.

Note: The responses below to FAQs are intended to provide useful information to individuals applying for the Wisconsin Refueling Readiness Program grant.

Most recent update	Content updated
12.2023	v. 1 published



Q & A