



## ***Michigan's Fueling Facility Generation Grant***

### **Grant Application Package**

**Issue Date: June 3, 2019**

**Application Due Date: July 17, 2019**

**Michigan State Police  
7150 Harris Drive  
Dimondale, Michigan 48821**

**In conjunction with:**



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## Definitions

Fueling Facility	A privately or municipally owned fueling facility designed for commercial, municipal, or privately-owned vehicles
Recipient	A fueling facility that receives or is awarded a retail fueling facility generation grant
Transfer Switch	A switch that transfers power from the primary power source to the emergency power, as supplied by an onsite generator

## Background

Michigan is vulnerable to natural and manmade disasters, such as severe weather and acts of terrorism that could cause extended power outages to counties or regions of the state. The Michigan State Police/Emergency Management and Homeland Security Division (MSP/EMHSD) with support from the Michigan Public Service Commission (MPSC) have established a program to enhance reliability of fueling facilities during power outages so that essential service vehicles and the public can obtain diesel fuel and gasoline.

As outlined in the state's Petroleum Storage Response Plan and the Michigan Energy Assurance Plan, it is critical to public safety that essential service providers have fueling locations they can rely on to provide fuel in the event of an emergency. Essential services may include:

- a. Agricultural producers and distributors of perishable food,
- b. Emergency medical services,
- c. Energy suppliers,
- d. Firefighting units,
- e. Highway maintenance,
- f. Law enforcement,
- g. National Guard and federal essential service vehicles,
- h. Public mass transportation, including school buses,
- i. Sanitation services,
- j. Snow removal,
- k. Telecommunications companies,
- l. Utility crews, and
- m. Wastewater and water treatment.

The goal of this Notice of Funds Availability (NOFA) is to identify at least two fueling facilities or municipal fleet fueling facility in each county (as appropriate) that are interested in wiring their facility to be generator ready. This process will support efforts to restore power to fueling facilities as quickly as possible and support energy assurance and resilience efforts throughout the state.

The MSP/EMHSD, in collaboration with the MPSC, will accept responses to this NOFA with a goal of selecting facilities in each county described above for a grant. This grant will augment the electrical upgrade costs (capped at \$3,000) **necessary to operate a generator at the premises, including but not limited to: assessment of generator needs, costs of electrical components, wiring of a transfer switch, associated wiring, and permit costs.** Additional facilities, and subsequent grants, could be determined and awarded if additional funds become available.

This NOFA seeks applicants interested in having the aforementioned wiring and equipment installation conducted on their premises and, to the best of their ability, agree to remain open selling fuel for the duration of an emergency. Successful grant recipients will also agree their facility address and contact information will be on a list shared with MPSC, the MSP/EMHSD, local emergency management and/or public safety staff, and the U.S. Army Corps of Engineers (USACE) as necessary during an emergency.

### **Grant Options**

**Option One: Generator Wiring** (for facilities that do not currently have wiring for an electric generator) and **agreement to serve as a designated emergency fueling facility.**

Eligible facilities will agree to install transfer switch, wiring, and any associated accessories necessary to operate an electrical generator to furnish emergency power to the facility so it can remain open and sell diesel fuel and gasoline during a declared disaster/emergency. These facilities will be designated as an emergency fueling facility. The owner of the facility would, after completion of the installation and permitting, receive reimbursement for the cost of the installation, **capped at \$3,000**. In addition, the owner would agree to make reasonable efforts to obtain a generator in a declared disaster/emergency and keep the facility open, with a priority on fueling essential service vehicles.

**Option Two: Agreement to serve as designated emergency fueling facility.**

Some stores and fueling facilities in Michigan have already been wired with a transfer switch or already have a generator installed. For these facilities, the MSP/EMHSD and MPSC will accept applications for a **\$250 grant** award for inspection of wiring or generator and copy of permitting of work completed. If selected, the owner would agree to make reasonable efforts to remain open during a declared disaster or emergency as well as be included on a state managed list of fueling facilities with back-up generation capability. Both grant options above will be reviewed by the same evaluation criteria.

### **Evaluation Criteria for Both Options**

MSP/EMHSD and MPSC will use the following factors in evaluating applications:

- Size and/storage capacity of the facility
- Accessibility for large essential service vehicles at facility
- A general location and proximity to major highways and population centers
- Sale of other products that may be useful in an emergency (e.g., bottled water, food, batteries, motor oil, etc.)
- Existence of contracts with local/state governments to provide fuel for essential service vehicles
- Proximity to other known fueling facilities with back-up power generation
- Operating hours and ability of facility to remain open for extended period during emergency (e.g. 24hrs, 7 days a week)

### **Eligible Applicants**

Applicants must be one of the following:

- A municipal or county governmental body fuel facility
- A privately-owned fueling facility

Applicants may not have any outstanding state tax warrants or tax delinquencies.

### **Award Information**

1. **Type of Award** – Awards will be governed by the State of Michigan and administered by MSP/EMHSD.
2. **Maximum Award Size** – MSP/EMHSD will award a **maximum** grant of \$3,000 under Option One and \$250 under Option Two.
3. **Expected Number of Awards** – 70 recipients will be selected.
4. **Period of Performance** – Awards will be for a period of approximately five months. All work must be finished by November 30, 2019, and all funds must be spent by that time.

### **Disclaimer of Fraud**

MSP/EMHSD may immediately cancel the grant without further liability to MSP/EMHSD or its employees if the Recipient, an officer of the Recipient, or an owner of a 25% or greater share of the Recipient is convicted of a criminal offense incident to the application for or performance of a state, public, or private grant or subcontract; or convicted of a criminal offense, including, but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under state or federal antitrust statutes; or convicted of any other criminal offense which, in the sole discretion of MSP/EMHSD, reflects on the Recipient's business integrity.

### **Eligible/Ineligible Expenses**

All expenses will be reviewed and approved by the MSP/EMHSD. Permit costs, wiring, assessment of generator size requirements, labor and installation of a transfer switch, tap box, and any necessary appurtenances thereto are eligible expenses. Lobbying expenses are ineligible. Land and building construction are ineligible expenses. ***Expenses incurred before the grant contract is signed will not be eligible for reimbursement.***

### **Application Guidelines**

Please submit 1 (one) copy of the following information and documentation by email.

- Appendix A – Generator Wiring Application

Applications shall be submitted via email to:

Waylon Sanford  
Michigan State Police  
Emergency Management and Homeland Security Division  
[MSP-EMHSD@michigan.gov](mailto:MSP-EMHSD@michigan.gov)

### **Application Due Date**

Applications must be received by July 17, 2019, at 5 p.m. ET. Applicants are encouraged to submit their

application well before the deadline. **APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE REVIEWED OR CONSIDERED FOR AWARD.**

### **Application Review Information**

1. **Initial Review Criteria** - Prior to a comprehensive merit evaluation, MSP/EMHSD will perform an initial review to determine that (1) the applicant is eligible for an award; (2) the information required by the announcement has been submitted; (3) all mandatory requirements are satisfied; and (4) the proposed project is responsive to the objectives of this NOFA.

### **Review and Selection Process**

1. **Selection** - The MSP/EMHSD and MPSC will make final award decisions based on evaluation criteria.
2. **Anticipated Notice of Selection and Award Dates** – MSP/EMHSD anticipates notifying applicants selected for award on or before August 19, 2019.

### **Contract Terms and Funding**

A contract between the grantee and the MSP/EMHSD will cover the scope of work, timetable and budget. Contracts cover a five-month period after the date MSP/EMHSD signs the contract. Grant payment will be distributed on a *reimbursement basis*, in accordance with State of Michigan purchasing rules.

- Applicants must agree to abide by applicable state rules and regulations.
- Recipients would be required to sign a state and local agreement.
- No costs for either option may be incurred before application approval, all invoice(s) and proof of payment(s) must be submitted by November 30, 2019.

### **Closeout Paperwork**

If selected, once all work has been completed the following information is required:

- Proof a licensed Michigan electrician performed the work on official company letter head
- Assessment of potential generator needs (size/type)
- Copy of inspection/permitting paperwork
- Copy of invoice(s) and proof of payment(s) of work performed showing costs
- Photo(s) of work completed

### **Contact Information**

Please direct any questions and submit applications **by email** to:

Waylon Sanford  
Michigan State Police  
Emergency Management and Homeland Security Division  
[MSP-EMHSD@michigan.gov](mailto:MSP-EMHSD@michigan.gov)

# Michigan's Refueling Readiness Plan

## Frequently Asked Questions

1. Why is the State of Michigan establishing the fuel facility generation grant program?
  - A. Very few fueling facilities in Michigan have generators or are wired to be able to accept a generator and use it quickly. If a county or region suffered a catastrophic power loss, the inability to get fuel for essential service vehicles will seriously hamper recovery and rescue operations. It is essential that we have at least one location in each county that we can count on to be able to dispense fuel for the duration of the emergency.
  
2. If I accept reimbursement for my costs, up to \$3,000, for the wiring project, do I have to sign a contract with the state obligating me to stay open in an emergency?
  - A. Yes. An agreement will need to be signed with the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) after approval of the application. You would be required to make reasonable efforts to obtain a generator that would enable you to run your dispensers/pumps on a 24/7 basis.
  
3. How do I know if a power outage qualifies as an emergency?
  - A. In times of emergencies, the Governor and/or the President will declare an emergency. Only gubernatorially or Presidentially-declared emergencies require this agreement to kick-in.
  
4. In an emergency, could I sell fuel to the general public or only essential service vehicles?
  - A. Yes. The purpose of this grant is to enhance the overall energy resiliency of the entire state. As essential service vehicles are supporting the response and recovery of the community, we ask that essential service vehicles get priority access to available fuel.
  
5. Can I sell other products than just fuel?
  - A. If your facility sells other products, we encourage you to continue to support the community with access to commodities. These supplies can support the public in an emergency.
  
6. If I participate in this program, where do I get a generator from in an emergency?
  - A. We suggest fuel stations participating in this program identify generator rental companies (i.e. CAT, Generac, Aggreko, Sunbelt Rentals), such as in times of an emergency to arrange for a generator. In the event that a generator is not available commercially, fuel stations are encouraged to contact their local emergency management office.



7. Who pays for the rental of the generator?
- A. The owner of the facility.
8. Do I have to stay open 24/7?
- A. No, but we strongly recommend that fuel dispensing capabilities remain available 24/7. This can mean your facility is unattended but accessible for periods of the day and generator is maintained and in operating condition. In no way does this keep you from the possibility of receiving a grant.
9. Will there be a list of all the designated fueling facilities in the state?
- A. Yes. MSP/EMHSD will maintain this list and it would be used to contact you and other designated facility owners. Facilities will be encouraged to use the Emergency Power Facility Assessment Tool (EPFAT) provided by the U.S. Army Corps of Engineers to help expedite proper sourcing and installation of generators. More information about EPFAT can be found at: <https://vimeo.com/125044973>.
10. How do I get reimbursed for my costs, and for how much, if I agree to get the wiring and equipment installed?
- A. After you sign the contract with MSP/EMHSD outlining the terms, you will submit copies of your invoice(s), proof of payment(s), proof of final permitting, and a photo to MSP/EMHSD. You should be reimbursed within 30 days.
- Reimbursement would be, up to \$3,000, of costs for the project.
11. Who would do the wiring?
- A. You would select the electrician or electrical contractor to do the work. If you have a qualified electrician who has done good work for your facility in the past, you can have him/her do it. This grant requires licensed Michigan electrician to do the work. You can verify electrical licensed at <https://www.lara.michigan.gov/colaLicVerify/>.
12. Is this a requirement for Michigan fuel facilities?
- A. No. This is a voluntary program.
13. How will the state select which fuel facilities or county fleet garages to receive this grant?
- A. Emergency management professionals at the MSP/EMHSD will have selection criteria they use based on the evaluation criteria located in the grant paperwork.
14. If my facility is already wired to be able to accept a generator, can I participate in this program?
- A. Yes. If your facility is already wired, you may submit a proposal (see the NOFA). If accepted the state will enter into the same contract with your business and will provide a \$250 payment to you for agreeing to formalize emergency procedures, obtain a generator, attempt to stay open 24/7 during an emergency, and have an inspection completed to ensure proper hook up is installed and permit of the work that has already been completed.