

**GUIDANCE AND APPLICATION INSTRUCTIONS**

**FUEL STORAGE FACILITY  
COMPATIBILITY FUND  
GRANT PROGRAM**

**OREGON OFFICE OF EMERGENCY MANAGEMENT**

[www.oregon.gov/OMD/OEM](http://www.oregon.gov/OMD/OEM)



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**Application Due Date: 5:00 PM, Friday, November 22, 2019**

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## INTRODUCTION

### Fuel Storage Facility Compatibility Fund Grant

Oregon Office of Emergency Management will create a grant program to equip public or private cardlock fuel dispensing facilities with generator connectors to allow responder organizations to purchase fuel during emergencies. This program will develop capacity by providing funds to install emergency generator connections at unmanned fuel tank facilities that utilize card lock technology in this State.

In order to ensure fuel for lifesaving and first responders, publicly owned generators would only be connected by a licensed electrician using the connector purchased through this grant program. There is no requirement for the cardlock facility to purchase a generator, though they may choose to do so.

This connector is not intended to be used for retail fueling in a disaster. The priority for fueling will be for lifesaving and first responder needs.

### Eligibility

All fuel dispensing facilities, publically or privately held, that are licensed by the Oregon State Fire Marshal under ORS 480.350 and that permit card activated or key activated devices in accordance with ORS 480.350.

## AVAILABLE FUNDING

### Fuel Storage Facility Compatibility Fund

Oregon Revised Statute Chapter 85, established the Fuel Storage Facility Compatibility Fund. The funds may be granted to Owner/Operators of public or private cardlock fuel dispensing facilities licensed under ORS 480.350. Individual grants cannot exceed \$10,000 per facility location, regardless of the actual cost of purchasing and installing the connectors.

### Funding Distribution

Through the application process, facilities will be scored based upon the following data:

- Proximity to Oregon Department of Transportation critical lifelines
- Location in relation to tsunami inundation zones
- Fuel storage capacity
- Number of pumps
- Number of government agency contracts
- Diesel and gasoline availability
- Lack of other commercial fueling facilities in a ten mile radius

### Duration of Funding

It is anticipated that successful applicants will be awarded a grant period of approximately 6 months. The period of performance will begin no later than February 1, 2020. All work must be completed no later than **November 30, 2020.**

## Reimbursement Grant

The Fuel Facility Compatibility Fund grant program is a reimbursement grant. Successful applicants will receive a grant agreement with the specific legal requirements of the grant. Once the grant is signed by BOTH the responsible party with the grantee organization and the responsible party with the Authority, the project can begin. All eligible expenses up to the amount of the grant will be paid on a reimbursement basis.

## ELIGIBLE EXPENSES

### Equipment

All equipment and supplies necessary to install a complete generator connection at the approved facility.

### Labor

Expenses directly related to the labor charges of a company or individual licensed to perform the generator connection installation in the State of Oregon.

## INELIGIBLE EXPENSES

### Management and Administration (M&A) and Indirect Costs

Management and Administrative and Indirect costs associated with the approved projects are **not** eligible for reimbursement under this grant.

## APPLICANT REQUIREMENTS

### Facility Requirements

The commercial fuel distribution facility must be currently licensed by the Oregon State Fire Marshal under ORS 480.350.

### Supplanting

For Public Sector Cardlock Facilities Only: Fuel Storage Facility Compatibility Funds may not supplant, replace, or offset previously budgeted public funds. The Fuel Storage Facility Compatibility Funds may be used to enhance or supplement currently budgeted funds.

## APPLICATION INSTRUCTIONS

### Application Coversheet

Each eligible applicant will provide one Application Coversheet. The application coversheet contains the following required information:

- Applicant legal name
- Federal Tax ID number
- DUNS number
- SAM registration
- CAGE number
- Mailing address

- Company or agency name and contact information for person responsible for fulfillment of grant agreement
- Responsible fiscal agent name and contact information
- Number of facilities included in the application
- Total Fuel Storage Facility Compatibility Funds Requested
- Name and signature of Authorized Official

All information on the application coversheet must be provided or the application will be deemed nonresponsive and ineligible.

### **Facility Data Sheet**

The applicant will provide one Facility Data Sheet for EACH facility it is applying for. There is no limit on the number of facility data sheets that can be included in an application. The facility data sheet contains the following required information:

- Applicant legal name
- Doing Business As
- Facility contact name and phone number
- Facility address
- Current facility license
- Fuel storage capacity ( all fuel types)
- Number of commercial (nonretail) pumps
- Proximity to ODOT critical lifelines (lifelines map attached to this guidance package)
- How many locations, in addition to the location for which this data sheet is prepared, will allow customers to pump fuel using your card?
- Do you have contracts with government agencies? (yes/no)
- Location in proximity to tsunami inundation zones (map attached of tsunami inundation zones)
- Are there other commercial fueling facilities within a ten mile radius of this facility
- Facility dual operation status

All information on the facility data sheet must be provided or the facility will be disqualified from review. The facility data provided will be scored based upon the criteria stated in this guidance. Facilities will be scored individually and an applicant may receive funding for some, all or none of the facilities included in the application.

### **Application Due Date**

One original copy and one digital copy (on a thumb drive or CD) of the application package must be received by Oregon Office of Emergency Management no later than 5:00 PM, Friday, November 22, 2019.

Applicants are fully responsible for the timely delivery of grant applications. Late applications, facsimile copies, or post due date modifications to meet minimum qualifications will not be accepted.

## **AWARD INFORMATION**

### **Applicant Notification**

Applicants will receive notification regarding facility selection within 45 days of the application deadline.

### **Grant Award**

Successful Applicants will receive a grant agreement within 30 days of notification. The grant agreement is a legal contract between the awarding agency (Oregon Office of Emergency Management) and the recipient (successful applicant). The agreement will include details regarding each specific facility approved for funding. The agreement will include all legal commitments of both parties. The agreement will include a period of performance not longer than 6 months. If the agreement is not signed by authorized representatives from the facility and the Authority within 60 days, the offer is null and void and the awarding agency may award the funds to a different applicant.

## **IMPLEMENTATION INFORMATION**

### **Installation**

Work must be completed by an individual licensed to perform the installation in the State of Oregon.

### **Equipment**

Sub-recipient will install a generator connection (transfer switch and receptacle) which can maintain 100% fueling operation of the commercial facility or a 10kW generator, whichever is greater. The connection must meet industry standard for temporary generator connection, including being UL listed. This connector is not intended to be used for retail fueling in a disaster. The priority for fueling will be for lifesaving and first responder needs.

Electrical box must be labeled with the following data:

- Facility minimum load requirement
- Facility Voltage
- Single or triple phase power
- Number of system wire
- Plug type

Access to the generator connector must be secured in a manner which allows first response agencies to easily gain access to the connector even if the facility staff is not on-site.

## **PROCUREMENT STANDARDS**

### **Standards**

Facilities that are awarded a grant must use their own procurement procedures and regulations.

## **SUSPENSION OR TERMINATION OF FUNDING**

Oregon Office of Emergency Management may suspend or terminate funding, in whole or in part, or impose other measures for any of the following reasons:

- Failing to follow grant agreement requirements or standard or special conditions.
- Proposing or implementing substantial project changes, to the extent that, if originally submitted, the facility would not have been selected for funding.
- Failing to submit required reports.
- Filing a false certification in this application or other report or document.

Before taking action, Oregon Office of Emergency Management will provide the sub-recipient with reasonable notice of intent to impose measures and will make efforts to resolve the problem informally.

## **CLOSEOUT INFORMATION**

### **Requests for Reimbursement**

Requests for reimbursement must be submitted to Oregon Office of Emergency Management on the agency provided form, within 30 days of project completion. Requests must be accompanied by all invoices for equipment or services as well as proof of payment. Upon submission of all necessary documentation, a sub-recipient will receive reimbursement for all documented and eligible expenses within 30 days.

### **Narrative Reporting**

A narrative report must be submitted to Oregon Office of Emergency Management within 30 days of project completion. Reports shall be submitted on the agency provided form and include the following information:

- Name of facility contact
- Phone number of facility contact
- Facility address
- Facility minimum load requirement
- Single or triple phase power
- Number of system wire
- Plug type
- Map of facility which includes
  - Location of the transfer switch and connection port
  - Space designated to generator placement
  - Length of cable necessary to connect the generator
- Details on how to access the connection and transfer switch
- Pictures of installed equipment

### **Inspection Reporting**

The grant funded generator connector will be incorporated into the Oregon State Fire Marshal's annual licensing inspection. The Oregon State Fire Marshal will provide to Oregon Office of Emergency Management a letter certifying the facility has passed the first annual inspection following the installation of the generator connector.