



**Gas Station Back – Up Power Program
Program Opportunity Notice (PON) 2758
Revised September 2015**

SUMMARY OF REVISIONS

Applications accepted 5/11/13 through 11/2/2015 by 5:00 PM Eastern Time

The following changes have been made to PON 2758, Gas Station Back – Up Power Program:

- The date that applications are accepted through has changed from 5/11/2015 to 11/2/15.
- A Payment Request date requirement has been added to the Grant Payment section.
 - “A completed Payment Request form must be submitted no later than 6/30/16.”

Applications accepted 5/10/13 through 11/2/2015 by 5:00 PM Eastern Time

PROGRAM SUMMARY

The New York State Energy Research and Development Authority (NYSERDA) is seeking applications for the Gas Station Back-Up Power Program (Back-Up Power Program). Eligible Applicants can apply for a project grant to help offset the implementation costs associated with the installation of a transfer switch and associated electrical modifications needed to accept a portable emergency generator or the electrical modifications and installation of a permanent emergency generator as required to comply with Section 192-h of the New York State (NYS) Agriculture and Markets Law, Alternate Generated Power Source at Retail Gasoline Outlets.

GRANT AMOUNTS

Installation of transfer switch to accept a portable emergency generator for stations located within ½ mile of an exit on a controlled access highway or from a designated evacuation route	Up to \$10,000 Per Gas Station
Installation of transfer switch and permanent emergency generator for stations located within ½ mile of an exit on a controlled access highway or from a designated evacuation route	Up to \$13,000 Per Gas Station
Installation of transfer switch and/or permanent emergency generator for stations not within the ½ mile limit but that must be pre-wired due to being part of a chain	Up to \$10,000 Per Gas Station

CONTACT INFORMATION

For technical questions please contact:

NYS Energy Research and Development Authority
 PON 2758 Administrator
 C/O Arcadis
 855 Route 146, Suite 210
 Clifton Park, NY 12065

Phone: Toll free 855-323-3030
 Email: GasStationGrants@nyserda.ny.gov

For contractual questions please contact: Venice Forbes, Contracts Department (518) 862-1090 x3507 or venice.forbes@nyserda.ny.gov

APPLICATION SUBMISSION

Applications are accepted online [here](#). For assistance, please call 855-323-3030.

*Incomplete or inaccurate applications will not be accepted. Faxed applications will not be accepted. If changes are made to this solicitation, a notification will be posted on NYSERDA's website at www.nyserda.ny.gov

I. INTRODUCTION

Many retail gasoline outlets (gas stations) in the downstate area lost electric power as a result of damage caused by Superstorm Sandy. This loss of power contributed to widespread disruptions in the gasoline supply that impacted public safety and well-being as well as economic activity in the downstate region. In response to this problem, Governor Cuomo signed legislation requiring certain gas stations in the downstate region to install wiring and a transfer switch to enable the use of backup generators and to develop a plan to secure an emergency generator within a set period of time following an emergency declaration. New York State enacted the legislation as an amendment to the Agriculture and Markets law by adding Section 192-h, entitled, *Alternate Generated Power Source at Retail Gasoline Outlets* (See Attachment A). In addition to establishing requirements for affected gas stations, the legislation also authorized NYSERDA to assist gas stations owners with implementing these requirements.

AVAILABLE FUNDS

Up to \$17,000,000 in funds are available. NYSERDA may increase the total available funding, if necessary, and contingent on available funding.

II. BACK-UP POWER PROGRAM

PROGRAM OVERVIEW

The Back-Up Power Program provides grants to help offset an eligible owner's cost of wiring gas stations to accept emergency generators. The wiring must be capable of accepting an emergency generator that is of sufficient capacity to provide power to operate all dispensers and dispensing equipment, life safety systems, environmental monitoring systems, payment-acceptance equipment, and other systems necessary to ensure that such gas stations can continue safe fuel sales operations during an electricity outage. At the Applicant's discretion, additional systems such as convenience store electrical loads may be included in the sizing of the system. The installation of a permanent emergency generator with a transfer switch is also eligible for a grant under this Back-Up Power Program.

APPLICANT ELIGIBILITY REQUIREMENTS

The New York State Department of Agriculture and Markets (Ag & Markets) has identified and notified eligible gas stations that are known to be required to comply with the recently enacted legislation. Please visit <http://nysandyhelp.ny.gov/fuel-ny> to see if your gas station is located in a designated strategic area.

Eligible retail gas stations are located in the downstate region (including Nassau, Suffolk, Rockland, Westchester, Bronx, Kings, Queens, Richmond, and New York counties); and meet the following criteria:

- Each gas station in the downstate region located within ½ mile of an exit on a controlled access highway or from a designated evacuation route (these gas stations must comply with the legislation by April 1, 2014);
- In addition, 30% of gas stations that are part of a "Chain of Retail Outlets," exclusive of those within the ½ mile limit described above (these gas stations must comply with the legislation by August 1, 2015);
 - "Chain of Retail Outlets" means a network of subsidiaries or affiliates, under direct or indirect common control, that operate ten (10) or more gas stations located in a single downstate region; provided, however that this term does not include any franchisor of the brand or motor fuel being sold at such outlet, except if such franchisor owns such outlet.
 - For Example: A chain of (15) gas stations in a single downstate region has (5) stations within the ½ mile limit. The chain must wire those (5) plus (3) others for a total of (8).
- Eligible equipment may be installed no earlier than July 26, 2013

Applicants are limited to the owner or franchisee, or a duly authorized representative that has responsibility for regulatory and legislative compliance and has the authority to complete the needed improvements required by this Back-Up Power Program.

GRANT AMOUNTS

Installation of transfer switch to accept a portable emergency generator for stations located within ½ mile of an exit on a controlled access highway or from a designated evacuation route	Up to \$10,000 Per Gas Station
Installation of transfer switch and permanent emergency generator for stations located within ½ mile of an exit on a controlled access highway or from a designated evacuation route	Up to \$13,000 Per Gas Station
Installation of transfer switch and/or permanent emergency generator for stations not within the ½ mile limit but that must be pre-wired due to being part of a chain	Up to \$10,000 Per Gas Station

Applicants are not authorized to start work until a signed Grant Agreement is received from NYSERDA.

GRANT PAYMENT

Payment will be made after installation of the project is completed. No progress payments will be made. A single payment for reasonable, eligible costs will be issued upon receipt and review of necessary documentation. Eligible costs include documented and verified reasonable labor; equipment and materials costs incurred to wire and install a transfer switch to allow use of a temporary emergency generator. Installation of a permanent emergency generator is also an eligible cost. A Payment Request Form and list of required documentation will be sent to the Applicant after they have been accepted into the Back-Up Power Program.

Work must be completed and properly documented with the Payment Request Form submittal. The grant amount does not have to be paid prior to submitting the Payment Request Form. NYSERDA will issue payment within thirty (30) days of receiving a complete and accurate Payment Request Form.

A complete Payment Request form must be submitted no later than 6/30/16.

NYSERDA will conduct a site inspection for grant payment verification only.

FUNDING DETERMINATION

The funding for this program will be from one of several sources, depending on eligibility based on the characteristics of the individual gas station.

Depending on the funding source, certain federal requirements may apply such as placement of equipment above the 500 year floodplain (only for the limited number of stations located in the 500 year floodplain), or maintenance of flood insurance (only for gas stations located in the 100 year floodplain). Please visit <http://nysandyhelp.ny.gov/fuel-ny> to see if your gas station is located in a 100 year or 500 year flood plain.

The applicant will be informed of the project funding source or sources and all applicable requirements when NYSERDA determines that your project is eligible. NYSERDA will then provide a grant agreement containing all applicable terms and conditions.

III. PROGRAM PARTICIPATION

The following describes the process that will be followed by all parties for program participation:

1. Applicant must have or obtain a Data Universal Numbering System (DUNS) registration. Information on DUNS registration can be found at <http://www.dnb.com/>.
2. Applicant must complete the Application Form available [here](#).
 - a. Incomplete or inaccurate applications will not be accepted.
3. NYSERDA or its Contractor reviews application for completeness and verifies D-U-N-S and remaining required information.
4. NYSERDA or its Contractor sends grant agreement to Applicant for signature.
5. Applicant sends signed grant agreement to NYSERDA or its Contractor.
6. NYSERDA countersigns grant agreement and mails executed contract and Payment Request Form (see Attachment B) to Applicant.
 - a. This will generally occur within twenty (20) days of NYSERDA receiving a complete, accurate and signed grant agreement.
7. Applicant starts work after receipt of executed contract.
8. Applicant completes project.
9. Applicant informs NYSERDA that work is ready for final site inspection by NYSERDA or its contractor.
 - a. Site inspection must be completed prior to NYSERDA issuing payment.
10. Applicant submits completed Payment Request Form to NYSERDA or its Contractor.
11. NYSERDA or its Contractor reviews Payment Request Form.
 - a. NYSERDA issues payment within thirty (30) days of receiving a complete and accurate Payment Request Form including the required documentation.

NYSERDA reserves the right to inspect any installation, during regular business hours, to verify the Applicant's compliance with the requirements of this program.

IV. GENERAL CONDITIONS

GENERAL CONDITIONS

Proprietary Information - Careful consideration should be given before confidential information is submitted to NYSERDA as part of your proposal. Review should include whether it is critical for evaluating a proposal, and whether general, non-confidential information, may be adequate for review purposes.

The NYS Freedom of Information Law, Public Officers law, Article 6, provides for public access to information NYSERDA possesses. Public Officers Law, Section 87(2) (d) provides for exceptions to disclosure for records or portions thereof that "are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise." Information submitted to NYSERDA that the Applicant wishes to have treated as proprietary and confidential trade secret information, should be identified and labeled "Confidential" or "Proprietary" on each page at the time of disclosure. This information should include a written request to exempt it from disclosure, including a written statement of the reasons why the information should be exempted. See Public

Officers Law, Section 89(5) and the procedures set forth in 21 NYCRR Part 501 <http://nysesda.ny.gov/~media/Files/About/Contact/NYSERDARegulations.ashx>. However, NYSERDA cannot guarantee the confidentiality of any information submitted.

Omnibus Procurement Act of 1992 - It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority- and women-owned business enterprises, as bidders, subcontractors, and suppliers on its procurement Agreements.

Information on the availability of New York State subcontractors and suppliers is available from:

Empire State Development
Division for Small Business
30 South Pearl Street
Albany, NY 12245

A directory of certified minority- and women-owned business enterprises is available from:

Empire State Development
Minority and Women's Business Development Division
30 South Pearl Street
Albany, NY 12245

Contract Award - NYSERDA anticipates making multiple awards under this PON. It may award a contract based on initial applications without discussion, or following limited discussion or negotiations. Each offer should be submitted using the most favorable cost and technical terms. NYSERDA may request additional data or material to support applications.

Limitation - This PON does not commit NYSERDA to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. NYSERDA reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources, or to cancel in part or in its entirety the solicitation when it is in NYSERDA's best interest.

Disclosure Requirement - The Applicant shall disclose any indictment for any alleged felony, or any conviction for a felony within the past five (5) years, under the laws of the United States or any state or territory of the United States, and shall describe circumstances for each. When an Applicant is an association, partnership, corporation, or other organization, this disclosure requirement includes the organization and its officers, partners, and directors or members of any similarly governing body. If an indictment or conviction should come to the attention of NYSERDA after the award of a contract, NYSERDA may exercise its stop-work right pending further investigation, or terminate the agreement; the Applicant may be subject to penalties for violation of any law which may apply in the particular circumstances. Applicants must also disclose if they have ever been debarred or suspended by any agency of the United States Government or the New York State Department of Labor.

V. ATTACHMENTS

Attachment A: Amendment to Part 192-h Legislation

Attachment B: Payment Request Form

New York State
Article 16 of the Agriculture and Markets Law
Weights and Measures

Section 192-h. Alternate generated power source at retail gasoline outlets.

1. Definitions. When used in this section:

- (a) "Alternate generated power source" means electric generating equipment that is of a capacity that is capable of providing adequate electricity to operate all dispensers, dispensing equipment, life safety systems and payment-acceptance equipment located at a retail outlet and which can operate independent of the local electric utility distribution system and provide electricity during a general power outage or declared energy or fuel supply emergency to operate the systems named herein.
- (b) "Chain of retail outlets" means a network of subsidiaries or affiliates, under direct or indirect common control, that operate ten or more retail outlets located in a single downstate region; provided, however that this term does not include any franchisor of the brand of motor fuel being sold at such outlet, except if such franchisor owns such outlet.
- (c) "Controlled access highway" means every highway, street, or roadway in respect to which owners or occupants of abutting lands and other persons have no legal right of access to or from the same except at such points only and in such manner as may be determined by the public authority having jurisdiction over such highway, street, or roadway.
- (d) "Diesel motor fuel" means any fuel sold in this state and for use in diesel engines which is commercially known or offered for sale as diesel motor fuel.
- (e) "Dispenser" means a device located at a retail outlet that is used to pump motor fuel from an above-ground or underground storage tank into a motor vehicle.
- (f) "Downstate region" means each of the following regions of the state:
 - (i) Long Island region: Includes Nassau and Suffolk counties.
 - (ii) Lower Mid-Hudson region: Includes Rockland and Westchester counties.
 - (iii) New York city region: Includes Bronx, Kings, New York, Queens and Richmond counties.
- (g) "Evacuation route" means those roads designated by each county that are to be used by motorists in case of a hurricane or other natural disaster.
- (h) "Franchisor" means a person or company that grants a franchise to a franchisee.
- (i) "Gasoline" means any fuel sold in this state for use in internal combustion engines which is commercially known or offered for sale as gasoline, whether or not blended with ethanol or other chemicals.
- (j) "Motor fuel" means any petroleum product, including any gasoline or diesel motor fuel, which is used for the propulsion of motor vehicles.
- (k) "Retailer" means any person who owns, operates, or controls a retail outlet that is subject to the requirements of subdivision two of this section.
- (l) "Retail outlet" means a facility, including all land, improvements and associated structures and equipment, that dispenses motor fuel for sale to the general public.

2. Prewiring and transfer switch. (a) Retail outlets in the downstate region shall be prewired with an appropriate transfer switch for using an alternate generated power source at such retail outlets as follows:

(i) each retail outlet in operation on the effective date of this section that is located within one-half mile by road measurement from an exit road on a controlled access highway or from an evacuation route shall be rewired by no later than April first, two thousand fourteen;

(ii) each retail outlet beginning operation after the effective date of this section and before April first, two thousand fourteen that is located within one-half mile by road measurement from an exit road on a controlled access highway or from an evacuation route shall be rewired by no later than April first, two thousand fifteen;

(iii) each retail outlet that is located within one-half mile by road measurement from an evacuation route that is designated as such after the effective date of this section or within one-half mile by road measurement from an exit road that is established after the effective date of this section shall be rewired within one year of such designation or establishment provided that funding is available at such time for the program established under subdivision twenty of section eighteen hundred fifty-four of the public authorities law; and

(iv) thirty percent of all retail outlets that are part of a chain of retail outlets, exclusive of those included in subparagraphs (i), (ii) and (iii) of this paragraph, shall be rewired by no later than August first, two thousand fifteen, provided, however, in the case of an existing retail outlet that becomes part of a chain of retail outlets after the effective date of this section and that has been designated by the chain as an outlet comprising such thirty percent, by no later than August first, two thousand fifteen or one year after becoming part of such chain, whichever is later, and provided further, in the case of a retail outlet that is part of a chain of retail outlets, is part of such thirty percent and is subject to paragraph (b) of this subdivision as required in paragraph (b) of this subdivision.

(b) Each retail outlet for which a building permit is issued on or after April first, two thousand fourteen for new construction or for substantial demolition and reconstruction, shall be rewired with an appropriate transfer switch for using an alternate generated power source.

(c) Such transfer switch and all associated electrical wiring shall be installed, operated, and maintained in compliance with all applicable provisions of the New York state uniform fire prevention and building code or any applicable local building code or standard. Installation of appropriate wiring and transfer switches shall be performed by a licensed electrical contractor.

(d) Each retailer shall keep on file at the retail outlet a written statement in a form approved by the department and containing an attestation by a licensed electrician that the wiring and transfer switch were installed in accordance with the manufacturer's specifications. In addition, each such retailer shall maintain the wiring and transfer switch in accordance with the manufacturer's specifications.

(e) Each retail outlet in operation on the effective date of this section that sold less than seventy-five thousand gallons of motor fuel per month on average for the period they were in operation during the twelve months prior to the effective date shall be exempt from the requirements of this subdivision.

3. Emergency deployment. In the event that a declaration of an energy or fuel supply emergency issued by the governor, the county executive of a county in the downstate region or the mayor of a city with a population in excess of one million inhabitants is in effect, a retailer of a retail outlet within any such county or city for which such declaration was issued shall deploy and install an alternate generated power source as follows:

(a) For a retail outlet subject to the requirements of: (i) subparagraphs (i), (ii) or (iii) of paragraph (a) of subdivision two of this section or (ii) paragraph (b) of subdivision two of this section that is located in the downstate region and that is located within one-half mile by road measurement from an exit road on a controlled access highway or from an evacuation route, within twenty-four hours of such declaration, if such outlet is without power at the time of such declaration. Provided, however, if any such outlet loses power following such declaration and while the declaration is still in effect, then the alternate generated power source shall be deployed and installed within twenty-four hours of such loss of power.

(b) For a retail outlet prewired pursuant to the requirements of subparagraph (iv) of paragraph (a) of subdivision two of this section, within forty-eight hours of such declaration, if such outlet is without power at the time of such declaration. Provided, however, if any such outlet loses power following such declaration and while the declaration is still in effect, then the alternate generated power source shall be deployed and installed within forty-eight hours of the loss of power.

3-a. Declaration of energy or fuel supply emergency. Upon issuance of a declaration of an energy or fuel supply emergency pursuant to this subdivision, a county executive of a county in the downstate region or mayor of a city with a population in excess of one million inhabitants who declared such emergency shall promptly notify the president of the New York state energy research and development authority, the commissioner of homeland security and emergency services, and impacted residents using such means as are practicable and efficient.

4. Plan for alternate generated power source. Each retailer subject to subdivision three of this section shall by the date of the installation of the prewiring and transfer switch required under subdivision two of this section have in place at each applicable retail outlet documentation in a form approved by the department demonstrating a plan to deploy and install an alternate generated power source located at such retail outlet as required under subdivision three of this section. Such plan shall take one of the following forms:

(a) a receipt or other documentation showing ownership of such power source;

(b) for a retailer subject to paragraph (a) of subdivision three of this section, documentation attesting to participation in the program established under subdivision twenty-one of section eighteen hundred fifty-four of the public authorities law; or

(c) a contract with a supplier of such power source providing for deployment and installation of such power source in compliance with the requirements of this section, or other documentation demonstrating the retailer's ability to comply with the requirements of this section, which may include the generator deployment and installation plan of a chain of retail outlets.

5. Inspection; recordkeeping; reporting. The commissioner or the commissioner's designee shall be authorized to enter during regular business hours upon a retail outlet subject to the requirements of subdivision two of this section for the purpose of determining compliance with the provisions of this section and any rules or regulations promulgated hereunder. All documents required pursuant to subdivisions two and four of this section shall be maintained at the applicable retail outlet and made available to the commissioner or the commissioner's designee upon request. In addition, each retailer of a retail outlet, except for retail outlets granted exemptions under paragraph (e) of subdivision two of this section, shall provide to the department by April first, two thousand fourteen and every two years thereafter written documentation in a form approved by the department certifying that such retail outlet is in compliance with the requirements of this section, and any other requirement specified by any rules or regulations promulgated hereunder; provided, however, that, for each retail outlet that is part of a chain of retail outlets or to which subparagraph (ii) or (iii) of paragraph (a) or paragraph (b) of subdivision two applies, such written documentation shall be provided to the department within ten days after the date of installation of the prewiring and transfer switch required to be installed under subdivision two of this section and every two years thereafter.

6. Rules and regulations; notification of applicability. The commissioner shall have the authority, with the assistance of the commissioner of transportation, the commissioner of homeland security and emergency services, the president of the New York state energy research and development authority, the secretary of state and the chair of the public service commission, to promulgate such rules and regulations as the commissioner shall deem necessary to effectuate the purposes of this section. The commissioner shall by June first, two thousand thirteen: (a) notify by first class mail all existing retail outlets that appear to meet the criteria specified in subdivision two of this section of the requirements of this section and include with such notification any other information deemed necessary by the commissioner, including information regarding applicability criteria, compliance measures and potential grant assistance; (b) provide a list of all such retail outlets to the governor, the temporary president of the senate and the speaker of the assembly; and (c) post such list on the department's website. If approval of federal mitigation funds or other approved resources for the program established under subdivision twenty of section eighteen hundred fifty-four of the public authorities law occurs after June first, two thousand thirteen, the commissioner shall provide

additional notification of such approval within thirty days. Any retailer of a retail outlet specified on such list shall be subject to the requirements of this section unless he or she provides written documentation to the department by August first, two thousand thirteen proving that such outlet does not qualify, or is eligible for an exemption pursuant to paragraph (e) of subdivision two of this section. The commissioner shall update such list every five years thereafter and notify all new retail outlets that become subject to the requirements of this section; provided, however, that compliance with the requirements of this section is not conditioned on such notification.

7. Violations and penalties. Any retailer who violates any provision of this section, or any rule or regulation promulgated hereunder, shall be liable to the people of the state for a civil penalty of up to one thousand five hundred dollars per day for every such violation, to be assessed by the commissioner, after a hearing or opportunity to be heard upon due notice and with the right to representation by counsel. In determining the amount of civil penalty, the commissioner shall take into consideration mitigating factors, such as the availability of gasoline at the retail outlet, provided that the retailer did not refuse such delivery, and the extent to which the retailer's action or inaction contributed to the violation. Such penalty may be recovered in an action brought by the attorney general at the request and in the name of the commissioner in any court of competent jurisdiction. Such civil penalty may be released or compromised by the commissioner before the matter has been referred to the attorney general. Additionally, after such hearing and a finding that such retailer has violated the provisions of this section, or of any rule or regulation promulgated thereunder, the commissioner may issue and cause to be served upon such person an order enjoining such person from violating such provisions and taking all necessary actions for such person to come into compliance with such provisions. Any such order of the commissioner may be enforced in an action brought by the attorney general at the request and in the name of the commissioner in any court of competent jurisdiction.

Notwithstanding the foregoing, such retailer shall not be in violation of subdivision three of this section if he or she is unable to deploy, install or operate an alternate generated power source because of uncontrollable circumstances, including but not limited to, restrictions imposed by public safety officers to address an emergency situation or that such retail station is made unsafe or unable to operate due to acts of God, fires, floods, explosions or the safety of personnel needed to operate such retail outlet. Additionally, such retailer shall not be in violation of subdivision three of this section if he or she is a participant in the program established under subdivision twenty-one of section eighteen hundred fifty-four of the public authorities law and a generator is not provided to the retailer due to the prioritization allowed under such subdivision or through no fault of the retailer.

8. This section shall not be construed to require any retailer to maintain set business hours in the event of an energy or fuel supply emergency.

9. The provisions of this section shall supersede all local laws or ordinances in the downstate region relating to the installation and deployment of an alternate generated power source or any related electrical or other equipment at any retail outlet.

10. The requirements of this section shall be contingent on the approval of federal mitigation funds or other approved resources for the program established under subdivision twenty of section eighteen hundred fifty-four of the public authorities law. In the event such approval does not occur as of June first, two thousand thirteen, all deadlines with a date of April first, two thousand fourteen shall be delayed by the amount of time such approval is delayed past June first, two thousand thirteen.

Payment Request Form

This document contains a checklist of the items to be returned by the Applicant for payment through the NYSERDA "Fuel NY" Gas Station Back-up Power Program grant process. Once installation is complete, please complete the information shown below and return the completed form along with the requested supporting documentation.

Station Information:

Contact Name: _____

Name of Station: _____

Station ID# (if applicable): _____

Contract #: _____

Physical Address

Street 1: _____

Street 2: _____

City: _____

County: _____

State: _____

Zip Code: _____

Mailing Address (if different from above)

Street 1: _____

Street 2: _____

City: _____

County: _____

State: _____

Zip Code: _____

Payment Requested for:

Installation of transfer switch to accept a portable emergency generator for stations located within ½ mile of an exit on a controlled access highway or from a designated evacuation route

(Reimbursement of actual documented cost incurred, not to exceed \$10,000)

Installation of transfer switch and permanent emergency generator for stations located within ½ mile of an exit on a controlled access highway or from a designated evacuation route

(Reimbursement of actual documented cost incurred, not to exceed \$13,000)

Installation of transfer switch and/or permanent emergency generator for stations not within the ½ mile limit but that must be pre-wired due to being part of a chain

(Reimbursement of actual documented cost incurred, not to exceed \$10,000)

Requested Amount of Reimbursement: \$ _____

Would you like the check made out to you alone or would you like a two-party check made out to you and your contractor?

- Applicant only
- Two-party check to applicant and contractor
If you checked the box to request issuance of a two-party check, then you must attach a W-9 Form completed by your contractor.

Did total project cost exceed grant amount? Yes No

If yes, you must do either 1. or 2. below:

1. Attach proof that amount exceeding grant has been paid, or
2. Request issuance of a two-party check made out to you and your contractor by checking this box.
If you checked this box to request issuance of a two-party check, then you must attach a W9 Form completed by your contractor.

Program Information

Date Installation Started _____

Date Installation Completed _____

Being submitted as part of a "Chain of Retail Outlets"? Yes No

If so, which chain? _____

Technical Information – attach a copy of each of the required documents

1. Flood insurance policy (if required)
2. Manufacturer's cut sheet for Switch, Connection, and Generator (as applicable)
3. Code certifications
4. How many phases is the electrical service _____
5. What is the amperage of the transfer switch installed _____
6. What size portable emergency generator will be required _____

Invoicing Information

1. Copy of executed contract with electrician
2. Attach Itemized Invoices:
 - a. Materials
 - i. Quantity
 - ii. Make/Model/Manufacturer/Serial number
 - iii. Unit Cost
 - iv. Total Cost
 - b. Labor
 - i. Function/Title
 - ii. Hours Worked
 - iii. Hourly Rate
 - iv. Total Cost
 - c. Tally of quantities shown to equal reimbursement requested
3. Originals of all certified payrolls*

* Only required if your contract indicates that Davis-Bacon requirements apply to your project. Certified payrolls shall clearly display the license number(s) of electrician(s) completing the work.