



**EMERGENCY GENERATOR
GRANT APPLICATION AND GUIDELINES**

**Division of Drinking and Ground Waters
P.O. Box 1049
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Phone: 614-644-2752**

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I. Introduction

Recent severe weather in Ohio has resulted in disruption of service at public water systems due to the lack of back-up power sources. Having the ability to automatically switch to an alternate power source in the case of electrical grid failure would have prevented these emergencies. Given the unpredictable nature of power failures, it is critical that water systems acquire onsite alternative power sources as part of their contingency planning. The purpose of these grants is to help public water systems increase their technical capacity to provide a continuous source of safe drinking water. Grants are being offered to reimburse the initial cost of emergency generators and the necessary accessories. Eligibility for reimbursement will also be contingent on submission of acceptable asset management plan documents, described below. The asset management plan documents assure this critical piece of equipment is accounted for in the water system planning.

II. Grant Application Guidelines

a. DEADLINES AND REVIEW DATES

Applications will be accepted as long as funds are available.

Award letters will be issued within two weeks of application.

b. ELIGIBILITY

Ohio community public water systems that do not have an emergency generator to power their water treatment plant and serve less than 1000 people are eligible to apply. Equipment obtained under the grant must be used for the purchase of equipment necessary to power the water treatment plant in the event of electrical grid failure.

Where applicable, the public water system must also comply with Ohio ethics laws and conflict of interest laws; the Federal Drug-Free Workplace Act of 1988 (41 USC Section 701, et. seq.); state regulations covering non-discrimination in hiring and affirmative action (ORC 125.111); and the PWS Authorizing Agent/owner or spouse, as applicable under ORC 3517.13(I) or ORC 3517.13(J), has not made, within the two previous years, one or more contributions totaling in excess of \$1,000 to the Governor or his campaign committees.

c. GRANT AMOUNTS AND PROJECT DURATION

Grants may be requested for generators, supplies and training in an amount not to exceed \$10,000. Grants may only be requested for equipment, supplies and training obtained on or after December 1, 2017. Please **round off all requests to the nearest dollar amount**. Equipment, supplies and training must be obtained and reimbursement requested within **6 months** of the date on Ohio EPA's grant award letter, unless an extension is granted in writing from Ohio EPA.

d. EQUIPMENT, SUPPLIES AND TRAINING

Items eligible for reimbursement include:

1. Dedicated emergency generator capable of treating water and pumping to the distribution system during power outages to meet the average day demand. Must be equipped with automatic switchover.
2. Automatic switchgear.
3. Training on the use of the emergency generator.

e. ASSISTANCE WITH APPLICATIONS

Please direct all inquiries to your Ohio EPA District Representative.

f. APPLICATION SUBMITTAL

Application materials may be submitted in hard copy (paper) to the address on the cover of these guidelines, or e-mailed to: DDAGW.generators@epa.ohio.gov Electronic submissions must be readable by Microsoft Word 2010 or newer software (for text, tables, and related materials) and Microsoft Excel 2010 or newer software (for spreadsheets). If you do not receive confirmation within two business days that your application has been received, please call the Division of Drinking and Ground Waters.

Applicants submitting their proposals on paper must provide **one** original of the application package, including an original signature from the System Owner or Authorized Agent (preferably in blue ink). The original may be single-sided or double sided. The application should be stapled in the upper left-hand corner. Please do not otherwise bind. Do not include cover letters, blank pages, dividers, or a table of contents. Fax submittals will not be accepted.

By mail:

Ohio EPA
Division of Drinking and Ground Waters
P.O. Box 1049
Columbus, OH 43216-1049
(614) 644-2752

By courier or delivery:

Ohio EPA
Division of Drinking and Ground Waters
50 W. Town Street, Suite 700
Columbus, OH 43215
(614) 644-2752

g. REVIEW OF APPLICATIONS

Ohio EPA will consider the following factors in awarding grants.

- The public water system does not currently have an emergency generator or automatic switchgear.
- The applicant's ability to operate and maintain the equipment.

h. GRANT AWARD PROCESS

Equipment, supplies and training must be obtained and reimbursement requested within **6 months** of the date on Ohio EPA's grant award letter, unless an extension is granted in writing from Ohio EPA.

A grant award letter will be sent to all applicants approved for a grant. The grant award letter will specify the award amount and provide instructions for obtaining reimbursement and completing the closeout report.

Upon receipt of a grant award letter the applicant will have six months from the date of the award letter to purchase the equipment, supplies and training specified in their application, submit proof of purchase (receipts) and submit acceptable asset management plan documents, and a reimbursement request to Ohio EPA. To assist water systems in developing asset management plan documents for submission, Ohio EPA has developed simple asset management templates for manufactured home park and home owners association public water systems to develop asset management plans. In order to meet the grant requirements, Manufactured Home Park and Home Owner Association water systems are required to submit completed asset management templates. For all other water systems, submission of the asset inventory and condition assessment is required. For more information on asset management please visit: <http://epa.ohio.gov/ddagw/pws.aspx#113435168-asset-management>.

Upon receipt of the proof of purchase and reimbursement request and submission of asset management plan documents, Ohio EPA will issue payment to the public water system reimbursing the cost of the approved equipment, up to the amount of the award.

Applicants who are not awarded funding will be notified by email.



EMERGENCY GENERATOR EQUIPMENT

Grant Program Application

<i>For Office Use Only:</i>	
Application Number: _____ Date Received: _____	

Section 1. Contact Information for Applicant

Table 1-1. Please provide contact information for the Authorizing Agent who is authorized to sign the grant contract on behalf of the public water system.

a. Full name of Public Water System:	
b. PWS Identification Number (PWSID):	
b. Federal Employer Identification Number (EIN):	
c. Street Address:	
d. City:	
e. State:	
f. Zip Code:	
g. County:	
h. Authorizing Agent:	
i. Authorizing Agent Phone Number:	
j. Authorizing Agent Email Address:	

Table 1-2. Contact Information for Project Director (person who will oversee the installation of testing equipment and implementation of the project).

a. Project Director (Primary Contact):	
b. Title:	
c. Street Address:	
d. City:	
e. State:	
f. Zip Code:	
g. Phone:	
h. Fax:	
i. Email Address:	
j. Alternative or Additional Contacts (Name, Title, Phone, Email):	
k. Person performing analysis if different from above:	
l. Title:	
m. Phone:	
n. Email Address:	

Table 1-3. Contact Information for applicant's Fiscal Agent (person who will process the grant payment from Ohio EPA)

a. Fiscal Agent:	
b. Title:	
c. Street Address:	
d. City:	
e. State:	
f. Zip Code:	
g. Phone:	
h. Fax:	
i. Email Address:	
j. Alternative or Additional Contacts (Name, Title, Phone, Email):	

Section 2. Applicant Certification Statement

Instructions: Please have the Authorizing Agent/owner read the Statement of Certification below and sign it in Table 2-1, row a. Paper copy versions of this application must include one copy with an original signature in Table 2-1, row a. Applications submitted electronically may include an electronic signature, or certification will be required from those applicants when a grant contract is sent out for signature.

Statement of Certification

I certify that to the best of my knowledge the information contained in this application and in the supplemental material is correct and complete. I certify that the funding requested satisfies the eligibility requirements for this Program as represented in the Program Description and related materials. I certify that I understand that the funding under this Program is subject to restrictions and other conditions listed below, including (*inter alia*):

- The applicant will use the funding under this Program for the specific purposes defined in the grant application and guidelines.
- The water treatment plant receiving equipment under this Program is owned and operated by the applicant public water system.
- The applicant will maintain the equipment for a minimum period of four years from the date of installation. As needed, the applicant will avail itself of the warranty in order to ensure that the equipment funded under this Program remains in good working order for at least four years following installation.
- The applicant shall exercise the generator monthly and run under load at least twice a year and record these events in their logbook.
- The applicant shall ensure that the generator has secondary containment for the fuel tank.
- The applicant shall ensure that a certified Water Supply Operator is responsible for overseeing the operation and maintenance of the generator.
- The applicant will not use funding under this Program to purchase hardware or services for which the applicant has received, or will receive, payment from another source or under another program.
- The applicant will submit a closing activity and fiscal report to Ohio EPA upon completion of the project.
- The applicant will provide the Ohio EPA access to the equipment purchased with grant funding, facilities where the equipment is located, and documentation related to funding received from this Program, based on reasonable notice of a request for such access.
- The applicant has received approval from its governing body, to apply and make use of the funding under this program.

- The applicant will follow the public water system's procedures and applicable federal guidelines to procure the products and services funded under this project. Applicants are encouraged to conduct competitive procurements.
- Where applicable under ORC 3517.13(I) or ORC 3517.13(J), the applicant's Authorizing Agent or spouse has not made, within the two previous years, one or more contributions totaling in excess of \$1,000 to the Governor or his campaign committees.
- Where applicable, the applicant public water system is in compliance with the Federal Drug-Free Workplace Act of 1988 (41 USC Section 701, et seq.); state ethics laws and conflict of interest laws; and state regulations covering non-discrimination in hiring and affirmative action (ORC 125.111).

I authorize Ohio EPA to make any necessary inquiries to verify the information that I have presented. I acknowledge that the information in this application is not confidential and may be released as required by the Program.

Table 2-1. Applicant Certification Signature

a. Signature of Authorizing Agent:	
b. Date:	
c. Name (<i>typed</i>):	
d. Title or relationship to applicant organization:	
e. Name of Public Water System	

Section 3. Equipment and Supply Data

Table 3-1. Please describe the equipment, supplies and training that will be obtained with the requested funding.

Equipment, Supplies & Training (Manufacturer, Model & Description)	Number	Unit Cost	Cost (number x unit cost)
Equipment			
a.			
b.			
Supplies (fuel is not an eligible cost)			
c.			
d.			
Training			
d.			
g. Total Cost			

Section 4. Vendor Information

Table 4-1. Vendor Identification Information and Cost

Please complete the following table for the vendor that you will use in this project. If you propose to install the equipment using public water system employees, please identify the distributor from whom you are purchasing the kits or other products. If there are multiple vendors, please copy and paste this table, as much as needed, in order to provide complete information for each vendor.

a. Name of Vendor:	
b. Full Address:	
c. Contact Name:	
d. Telephone Number:	
e. Fax Number:	
f. Email:	
g. Service or Product Being Provided:	
h. Total Cost:	

Attachment: Supporting Documentation Requirement for Cost Estimates

Supporting documentation for each cost is required to be submitted with your application. Applicants are encouraged to seek competitive pricing for the products meeting the standards described in Section II (d), and must follow their own procurement procedures as established under state law. It is not required to attach more than one quote to this application, but the public water system should keep on file records of price quotes it considered, in order to be able to demonstrate upon request that competitive procurement was conducted. Attach a hard copy of a price quote from a vendor as supporting documentation in the Attachments section.



Supporting Documentation

-
- Please check this box if a document is attached that fulfills the supporting documentation requirements of this section.
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