

STAGE II VAPOR RECOVERY SYSTEM REMOVAL GRANT PROGRAM GRANT GUIDELINES

PROGRAM INFORMATION
<http://dnr.wi.gov/Aid/stage2vapor.html>

OVERVIEW

- \$1,000,000 is available for removal or decommissioning of stage II vapor recovery systems.
- Reimbursements will be made for 50% of eligible costs up to a grant maximum of \$8,000, whichever is less.
- Grants are awarded in the order in which applications are received until all funds are disbursed.

ELIGIBILITY

APPLICANT ELIGIBILITY

- The applicant must be the entity which incurred the costs to remove stage II vapor recovery systems. If the current owner is different from the applicant, the entity that incurred the costs will be the reimbursement recipient.
- There will be only one reimbursement payment per retail station.
- Costs must have been incurred after April 15, 2012.
- The station where hardware has been removed must be a retail station – a gasoline dispensing facility where gasoline is sold at retail.
- The retail station must be located in one of the following nine counties: Kenosha, Kewaunee, Manitowoc, Milwaukee, Ozaukee, Racine, Sheboygan, Washington and Waukesha.

COST ELIGIBILITY

Eligibility of equipment and labor costs are identified in ss. 285.31(6)(ae), 285.31(6)(b) and 285.31(6)(c), Wis. Stats.

Definitions per s. 285.31 (6)(ae), Wis. Stats.

1. "Dispenser" means a device that dispenses fuel and measures the amount dispensed.
2. "Hanging hardware" means the equipment on the outside of a dispenser cabinet through which fuel is dispensed, including hose adapters, breakaway connectors, hoses, swivels, and nozzles.
3. "PEI/RP300-09" means the 2009 version of the Petroleum Equipment Institute publication Recommended Practices for Installation and Testing of Vapor-Recovery Systems at Vehicle-Fueling Sites.

Cost Eligibility per ss. 285.31 (6)(b) and 285.31 (6)(c), Wis. Stats. (*emphasis added*)

s. 285.31 (6)(b), Wis. Stats.

1. Labor and parts associated with any electrical work or programming required to convert an existing dispenser from operating with vapor recovery to operating without vapor recovery.
2. Labor and parts for replacing hanging hardware designed for vapor recovery on an existing dispenser with hanging hardware that is not designed for vapor recovery.
3. If the owner or operator replaces an existing dispenser with a new or used dispenser, the cost of the hanging hardware on the new or used dispenser.
4. Labor and parts to prepare the interior of a dispenser for the tests described in subd. 5., including the installation of a pipe plug in the vapor return line.
5. Conducting tests required by section 14 of PEI/RP300-09, but ***the costs of repair or parts associated with these tests or of any additional labor involved in the repair, replacement, or installation of parts not associated with the vapor recovery equipment are not eligible costs.***

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s. 285.31 (6)(c), Wis. Stats.

Costs of parts and labor not described in par. (b) are eligible costs under this subsection if the owner or operator itemizes the costs and includes an explanation showing the reason for incurring those costs with the application for the grant and the department determines that it was necessary to incur those costs. ***The costs of work that is not consistent with the procedures specified in section 14 of PEI/RP300-09 are not eligible costs unless the owner or operator obtains written approval of the work from the department of safety and professional services or, after July 1, 2013, the department of agriculture, trade and consumer protection and includes a copy of the written approval with the application for the grant.***

APPLICATION INFORMATION

Grant Application and Reimbursement Request (Form 8700-346)

- One application must be submitted for each station.
- If an applicant is requesting grant funds for multiple stations, the following process will eliminate the need to enter repetitive information.
 1. Open the application.
 2. Enter the information that will be the **same** for every application.
 3. Click on **Save** on the application.
 4. Enter an individual name for that specific station in the File Name box. (It will default to the form number, 8700-346.)
 5. Click on **Save**.
 6. The form will appear again. Repeat steps 3 – 5 for each station.
 7. Enter the specific station information for each application form that has been created.
 8. Click on **Submit by Email** when the specific station information has been entered for that application. (Attach required supporting documentation specific to each station.)

The following required supporting documentation must be submitted with the application (Form 8700-346).

Financial Documentation (required for all applicants)

- W-9 Form – This form must be completed correctly for payment to be processed. Please read the **W-9 Instructions** carefully before filling out the W-9 form.
- Itemized Invoice(s)
- Proof of Payment – front and back copy of a cancelled check

Decommissioning Documentation

If decommissioned per Section 14 of PEI/RP300-09, include:

- DSPS or DATCP Stage II Decommissioning Form SPS-10903
- Final Decommissioning Test Results

If decommissioned differently than specified in Section 14 of PEI/RP300-09, include:

- A copy of the written approval obtained from the Department of Safety and Professional Services or, after July 1, 2013, the Department of Agriculture, Trade and Consumer Protection.
- DSPS or DATCP Stage II Decommissioning Form SPS-10903 (if required to be filed with DSPS or DATCP)
- Final Decommissioning Test Results (if conducted)

Complete System Removal Documentation (if applicable)

If stage II vapor recovery equipment was removed rather than decommissioned, please itemize costs that would have been incurred to decommission and provide an explanation for incurring expenses not explicitly listed as eligible costs. The explanation should be provided in Section II of the application or as an attachment if more space is needed.

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DOCUMENTATION

- **Grant Application and Reimbursement Request (Form 8700-346)**
ALL required fields must be completed to submit this form. The applicant information must match the name and address as submitted on the W-9 in order for payment to be processed. The typed name and email submittal will serve as an electronic signature.
- **W-9 Taxpayer Identification Number (TIN) Verification Form**
Follow the instructions for completion. Be sure to *sign* this form. The entity receiving reimbursement as shown on this form must match the entity on the proof of payment documentation.
- **Itemized Invoice(s)**
These must show proof of stage II vapor recovery system removal purchases, installation date and payment. Expense categories on the reimbursement application form must match invoice items. Expenses deemed ineligible by the DNR will be deducted from the total eligible expenses.
- **Proof of Payment**
The entity on the proof of payment must match the reimbursement recipient as shown on the W-9. A copy of the front and back of a cancelled check is an acceptable proof of payment.
- **Decommissioning Form SPS-10903**
This form must be completely filled out and signed as previously submitted to DSPS or DATCP.
- **Decommissioning Test(s) Results**
This form must show the equipment successfully passed the test.

Please submit all required documentation using the **Submit by Email** button on the application. Electronic submittal is the preferred method of application. Required supporting documentation can be attached to the email message after clicking on **Submit by Email**. Paper submittals are also acceptable.

Submit ALL required documentation to the Stage II Grant Manager.

Email: DNRStageIISystemsRemoval@wisconsin.gov

Mail: Department of Natural Resources – CF/2; PO Box 7921; Madison, WI 53707-7921

IMPORTANT: Once the required materials are submitted to the DNR, the DNR will process the application and contact the applicant if additional information is needed.

APPLICATION PROCESSING

- Applications will be processed in the order in which they are received.
- Applications will be reviewed by the DNR for completeness, accuracy, and eligibility.
- The DNR will contact any applicants who have not provided complete and/or eligible documentation.
- Applicants who are deemed ineligible by the DNR or who submit when funding is no longer available will be notified by the DNR.

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AWARDS

- Upon completion of application processing and review, an award letter documenting the reimbursement amount will be sent via email. If an email address has not been provided, the award letter will be sent via mail.
- The reimbursement check will be sent based on the information supplied on the W-9 and will arrive after the award letter.
- The applicant may not be reimbursed for everything requested in the original grant application. Factors which may reduce the amount of your reimbursement include:
 - Item(s) deemed ineligible
 - Exceeded maximum grant amount
 - Limited funding available
- The applicant will be responsible for maintaining complete and accurate records for three years from the date of payment.

CONTACTS FOR QUESTIONS

Grant Applications

Stage II Grant Manager
Bureau of Community Financial Assistance
Email: jennifer.feyerherm@wisconsin.gov
Phone: 608-266-1967

Technical Issues

Program & Policy Analyst
Bureau of Air Management
Email: peter.mcmullen@wisconsin.gov
Phone: 414-263-8751