

DATE APPLICATION RECEIVED  
\_\_\_\_\_DATE APPLICATION APPROVED  
\_\_\_\_\_

5240 South Sixth Street Frontage Road East · Springfield, IL 62703 · 800-727-6207

## ILLINOIS PERC GRANT APPLICATION

This Illinois PERC Grant Application for project funding ("Application") is made and entered into by and between the Illinois Propane Education and Research Council ("IPERC") and Illinois Propane Gas Association, ("Applicant"). Subject to the terms and conditions of this Application and upon execution of a signed Agreement For Project Funding ("Agreement") between IPERC and Applicant: (i) IPERC agrees to provide a grant in the amount specified in the Agreement to Applicant; and (ii) Applicant hereby agrees to use the grant funds provided under the Agreement for the purposes and according to the terms set forth in this Application and the Agreement.

1. Name of Applicant: <u>Illinois Propane Gas Association</u>	
2. Title of Project: <u>2021 Certified Employee Training Program</u>	
3. Short Summary of Project: <u>The 2021 Certified Employee Training Program that will include the LP Gas Requalification 3 year refresher training; this project is a continuation of the 2020 program. Funding retained from IPERC would be used to cover the cost of the educational materials, instructor(s), classroom and all other related expenses.</u>	
4. Type of Organization (i.e. corporation, partnership, estate, trust, government, individual, other): <u>Corporation</u>	
5. Funding Sought from IPERC: \$ <u>157,000.00</u>	6. Total Estimated Cost of Project: \$ <u>157,000.00</u>
7. Project Category: <input checked="" type="checkbox"/> Consumer Awareness <input checked="" type="checkbox"/> Employee Safety and Training <input type="checkbox"/> Research/Product Development	
8. Will Project benefit both members and non-members of the "state entity" making this application? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	

### APPLICANT INFORMATION

1. Name of Contact: <u>Kathy J Richardson</u>		2. Title: <u>Administration Manager</u>	
3. Mailing Address: <u>5240 South Sixth Street Frontage Road East</u>			
4. Street Address: <u>5240 South Sixth Street Frontage Road East</u>			
5. City: <u>Springfield</u>	6. State: <u>IL</u>	7. Zip: <u>62703-5128</u>	8. Street Zip: <u>62703-5128</u>
9. Phone Number: <u>+1 (217) 525-8000</u>		10. Fax Number: _____	
11. Contacts Email: <u>krichardson@ilpga.org</u>		12. Company Website: <u>www.ilpga.org</u>	

13. Identify the names and titles of the Applicant's Principal Officers, Directors and/or Owners:	
Todd Meyer, President      Johnny Baucom, Vice President      Mark Gresham, Treasurer      Jerry Barnett, Secretary	
14. If the Applicant is a subsidiary, identify the Parent. If not a subsidiary, enter "N/A":	
N/A	
15. Federal Employer Identification #	16. Has Applicant been determined "exempt from taxation" under section 501(c) of the Internal Revenue Code? If yes, <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A please attach copy of IRS Determination Letter.
37-0775965	
17. If the Applicant has not yet been determined to be "exempt from taxation" under section 501(c) of the Internal Revenue Code, has the Applicant made application for such status? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

### **DETAILED PROJECT INFORMATION**

*Before a grant application may be scheduled for consideration it must be complete. To be complete, each funding application must contain the following attachments:*

- ☒ ATTACHMENT ONE: Statement of the Project that includes:
  - Background information about the Project
  - Intent of the Project
  - Direct benefit of the project on the Illinois Propane Industry and/or Illinois Agriculture
  - Propane industry advancements to be attempted or achieved
  - Documentation of evidence demonstrating a need for the Project
  - Description of prior projects upon which the Project is based or which had the similar goals and objectives
  - Identification of essential personnel expected to participate in the Project and status of such personnel (personnel qualifications and/or resume may be requested)
  - Location where Project is to be performed
  
- ☒ ATTACHMENT TWO: Timeline for the Project that includes:
  - Commencement date
  - Completion date
  - Key project stages and activities (with corresponding dates)
  - Final Report due date (due not more than 60 days from completion date.)
  
- ☒ ATTACHMENT THREE: Budget and Statement of Cost that includes:
  - Direct Costs, salaries, overhead, printing costs, production costs, subcontractor costs, equipment and material costs, fees and other expenses (provide spreadsheet, if possible)
  - Amount contributed to total cost by Applicant
  - Statement of other funding sources, expected amount of funding from each, status of each application for funds, and any conditions placed upon the use of funds
  - Requested pay out schedule from IPERC to Applicant
  
- ☒ ATTACHMENT FOUR: Cost-Benefit Analysis that includes:
  - An examination of the value of all favorable benefits to safety, consumer awareness and / or propane consumption relative to the amount of funding being requested

## **INCOMPLETE APPLICATIONS**

An Application will be considered incomplete and returned to the Applicant if it is illegible to reviewers, if it fails to follow instruction included in this Application, or if the material presented in this Application is insufficient to permit an adequate review.

## **APPLICATION REVIEW AND SUBMISSION**

All Project applications received by IPERC are discussed and reviewed by a Member Grants Panel ("Panel"), consisting of current sitting members of IPERC. Applications are reviewed by the Panel for topic category, inclusion of proper information and conformity to IPERC goals and objectives. Interviews, if necessary, will be conducted before a formal recommendation is presented to all members of IPERC. Additional interview may be requested by the full membership of IPERC before a decision is made. Applicants will be notified of IPERC's decision on the Application in a timely manner.

Applications can be obtained and completed at any time during the year. Completed applications must be submitted to the Member Grants Panel 30 days in advance of the IPERC quarterly meeting, for the application to be presented to the full membership of IPERC.

## **CONFIDENTIALITY OF APPLICATION INFORMATION**

IPERC's intent is to use data included in grant applications for evaluation purposes only. The use and disclosure of such data may be restricted, provided that the applicant marks the cover sheet of the application and each page containing restricted data with the term "Confidential Proprietary Information."

## **VERIFICATION**

I verify that I am authorized to make this application, and that the statements made herein, including all attachments and exhibits, are true and correct to the best of my knowledge.

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Date of Signing

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Signature of Contact Individual

Kathy J Richardson

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Print Name of Contact Individual

### Statement of the Project

The ***CETP Basic Principles & Practices of Propane*** class is a 2-day class and is a prerequisite for the remainder of the CETP classes. The training covers the physical properties and combustion characteristics of propane, the identification of propane industry standards, safety codes and regulations. Students will also learn the basic parts of tanks, cylinders, bulk storage installations and how to maintain a safe working environment. Upon completion of this class, students should be able to identify piping and tubing materials, fittings and associated tools used by propane personnel.

The ***CETP Propane Delivery*** is a 3-day class. The training covers pre and post trip inspections, cargo tank markings, plant loading systems and customer deliveries of propane. Upon completion of this class, the student should be able to identify the proper filling procedures for propane storage containers, recognize placards and understand trip inspection requirements.

The ***CETP Vapor Distribution System Operations (DSO)*** class is a 3-day class. This training examines the installation and preparation of propane storage tanks and cylinders, vapor regulation, distribution and metering systems, liquid distribution and vaporizer systems. It also covers pressure testing, leak checking procedures, installing and testing cathodic protection systems. Upon completion of this class, the student should be able to identify polyethelthelyn (PE) tubing, copper tubing and black pipe fittings. The student also should be able to establish appropriate line size and manifold systems when placing regulators and appliances into operation.

The ***CETP- Plant Operations*** is a 2-day advanced CETP class. Plant operations are more safely and efficiently completed by individuals who have a thorough knowledge of ASME and DDOT container maintenance, proper dispenser equipment operation, plant equipment inspections and maintenance, and proper procedures for product transfer. The class covers maintaining ASME tanks – including Personal Protective Equipment (PPE), combustible liquids, ammonia contamination, purging/evacuating, flaring, replacing valves/fittings, corrosion protection, and protective coatings. Also included is maintain DOT cylinders – examining, evacuating, and purging cylinders, replacing fittings, requalification, and preparing for scrap. Also, operating dispensing equipment to fill containers – by weight or volume, preparing cylinders for transportation and filling vehicle mounted ASME tanks. Maintaining bulk plant equipment is also covered.

## **LP Gas Systems Requalification Training is a 1-day CETP Class.**

### **Course Outline**

- 1. Identifying NFPA 58 Requirements for Residential Propane Supply Container Installations** (limited to the portions of the gas system within the scope of NFPA 58)
  - a. What does NFPA 58 require regarding container location and minimum separation distance requirements?
  - b. What are indications that the supply container may not be properly sized for the gas load?
  - c. How must pressure regulators be located and protected?
  - d. What does NFPA 58 require for proper piping and tubing materials?
  - e. How is piping and tubing sized to meet NFPA 58 requirements?
- 2. Out of Gas and Odor Complaint Call Procedures**
  - a. What are the potential hazards associated with gas service interruption and customer odor or leak reports?
  - b. What customer messages should be communicated and documented for an out of gas call; for an odor or leak report?
  - c. How is a system leak check performed in association with an out of gas call or odor or leak report?
  - d. What actions should be applied following an out of gas service call?
- 3. What Are the Differences Between a Piping Pressure Test, and a Gas System Leak Check?**
  - a. When is a piping pressure test required by NFPA 54 or NFPA 58, and how are the two piping pressure tests performed?
  - b. What is a gas system leak check, and what are the circumstances that typically indicate a leak check should be performed?
  - c. What are the procedures used to perform a gas system leak check?
    - (1) Block gauge method
    - (2) Manometer method
- 4. What are the NFPA 54 Requirements for Placing Equipment into Operation Following an Interruption of Service?**

This program will be administered by the IPGA.

Timeline for the Project

Commencement Date:	January 1, 2021
Completion Date:	December 31, 2021
Key Project Stages/Activities:	Project status reports will be provided to the IL PERC at each of their quarterly meetings.
Final Report Due Date:	July 31, 2022

There will be a total of 22 different CETP classes held in 2021, to be held at the IPGA Office (Free of charge) including:

- A: 7 Basic classes (2 days each)
- B: 7 Delivery classes (3 days each)
- C. 6 LP Gas Requalification (1-day classes) at the IPGA Office.
- D. 1 Vapor Distribution classes (DSO) (3 days)
- E. 1 Plant Operations class (2 days)

All classes will be held at the IPGA office where the hands-on training can be provided in the training room. The dates of each class will be announced upon approval of the project.

**Due to Covid-19 and CDC Guidelines and restrictions, class size is limited to 10 students and additional classes may be added as needed.**

## IPERC BUDGET PAGE

	PROPOSED GRANT REQUEST	ACTUAL PROJECT EXPENSE	Budget vs. Actual Variance
<b>ESTIMATED DIRECT PROJECT EXPENSE</b>			
Direct Expense	\$81,500.00		
Insurance	\$7,000.00		
Mailing Equipment & Supplies	\$500.00		
Trainer & Staff Assistance	\$38,000.00		
Total - Estimated Direct Project Expense	\$127,000.00		
<b>Facility Cost</b>	\$30,000.00		
TOTAL GRANT REQUEST	\$157,000.00	\$0.00	\$157,000.00

Cost-Benefit Analysis

IPGA continues to receive requests from marketers to utilize IPERC funds to pay for CETP training. These funds are used to cover the cost of the educational materials, instructor(s), classrooms and all other related expenses.

Reducing the marketer's employee training costs offers the opportunity for increased class enrollments and, ultimately, better-trained safety-minded industry personnel.

The success of this project has been determined by the attendance and feedback from the marketers and attendees of the classes.