RENEWABLE FUEL INFRASTRUCTURE PROGRAM APPLICATION FORM
Revised September 2011

Notice to Applicants-Open Records Information and the Renewable Fuels Promotions Information Sheet

With the filing of this application, the application becomes an open record available for public inspection. Accompanying this application is the Notice to Applicants – Open Records section, please review pages 7-13 and mark one of the following:

☐ No request. I have reviewed the Notice to Applicants – Open Records section included with the application. I understand that upon filing this application it becomes an open record available for public inspection.

☐ Yes, there is information in this application for which the business/applicant is requesting confidential treatment. Please refer to the accompanying instructions and Example and Request for Confidential Treatment Form. Complete the Request for Confidential Treatment Form and submit with application. If submitting more than one application and you are requesting confidential treatment then the Request for Confidential Treatment Form must be completed and submitted with each application.

The Renewable Fuels Promotions information sheet is on page 6. Please contact the sponsors directly.

Introduction

Iowa Code section 4.1(20) defines a "Person" (herein referred to as Applicant) as an individual, corporation, limited liability company, government or governmental subdivision or agency, business trust, estate, trust, partnership or association, or any legal entity.

The Renewable Fuel Infrastructure Program has two primary components and one secondary component. One primary component is retail motor fuel sites for E85 or biodiesel which exists to improve motor fuel retail sites by installing, replacing or converting motor fuel storage and dispensing infrastructure. The second primary component is biodiesel terminal facilities which is a program for bulk tank storage facilities and terminal facilities that store and dispense biodiesel fuels or store, blend and dispense biodiesel or biodiesel blended fuel.

An eligible applicant must be an owner or operator of a retail motor fuel site or of a biodiesel terminal that submits a completed application including the installer's cost estimate and other required documents to the Iowa Department of Agriculture and Land Stewardship (also referred to as Department).

A successful applicant shall not use the infrastructure to store and dispense motor fuel other than the type approved in the cost-share agreement for a period of not less than three (3) years or five (5) years from date of project completion. See pages 3 & 4 for additional application details.

Financial Assistance Guidelines

The applicant must select and check whether the applicant wants a three (3) year contract or a five (5) year contract. See page 3. Old contracts will not be modified or renegotiated.

For retail motor fuel sites, financial incentives are on a cost share basis in the form of a grant.

1) For the **three (3) year contract** the maximum award shall not exceed 50% of the actual cost of making the improvement or $30,000, whichever is less. An applicant must have separate applications for E85 and biodiesel dispensers at a single site with the costs broken out and the respective award shall not exceed 50% of the actual costs of the improvements or $30,000, whichever is less.

2) For the **five (5) year contract** the maximum award shall not exceed 70% of the actual cost of making the improvement or $50,000, whichever is less. An applicant must have separate applications for E85 and biodiesel dispensers at a single site with the costs broken out and the respective award shall not exceed 70% of the actual costs of the improvements or $50,000, whichever is less. **Note: applications for E85 dispensers and biodiesel dispensers at the same site must be on separate application forms to be considered for either a three (3) or five (5) year contract.**

3) All biodiesel awards for bulk storage tanks and terminal facilities are obligated to a **five (5) year contract**. The financial incentives are on a cost share basis in the form of a grant.

a) For improvements to store, blend or dispense B2-B98 the maximum award shall not exceed 50% of the actual cost of making the improvement or $50,000, whichever is less.

b) For improvements to store, blend and dispense B99/B100, for year-round distribution, the maximum award shall not exceed 50% of the actual cost of making the improvement or $100,000, whichever is less.

The board may approve multiple awards at a single site as long as the awards do not exceed the maximum dollars allowable.

All awarded projects are to be completed within eight (8) months of the award date. If not completed, the Board may approve an extension upon receipt of a written request. Otherwise the funds will revert back to the Renewable Fuels Infrastructure Program.

All grant awards are rounded to nearest $100.

Contract Beginning Date:

Projects that have been completed prior to the application, the contract date shall begin with the date IDALS issues payment. Projects under construction or not yet started, the contract date shall begin with the date the project is put into service.

Documents to be submitted
(If project is complete, send all required documents)

Retail E85/Biodiesel sites:

1. Licensed installer/dealer equipment list must accompany the application
2. Proof of insurance including pollution liability coverage endorsement for E85 upgrades or new installations
3. Underground Storage Tank System Checklist for Equipment Compatibility with E-Blend Fuels (greater than 10% ethanol by volume). This checklist must be signed by both the licensed equipment installer and the owner once the project is completed indicating compatibility with E85 fuel.
4. Proof of paid final invoices.
5. UST (Form 148) - proof of registration with the Iowa Department of Natural Resources and pollution liability coverage endorsement for E85 upgrades or new installations
6. AST - Proof of registration with the Iowa State Fire Marshal and pollution liability coverage endorsement for E85 upgrades or new installations (suggested)

Biodiesel Terminals: (All)

1. Licensed installer/dealer equipment list must accompany the application
2. Proof of insurance (pollution liability coverage suggested)
3. AST - proof of registration with the Iowa State Fire Marshal
4. UST (Form 148) - Proof of registration with the Iowa Department of Natural Resources
5. If selling to commercial accounts, names are requested

Asterisk (*) indicates required information.

***Please describe the proposed project for which assistance is being sought.**

(If more space in needed attach a separate sheet)

* **Has the business previously received grant funds for this Project Location?** ☐ Yes ☐ No
If yes, contract no. _____ what date? _____ for what? _____ amount awarded? _____

* **This application applies to:** ☐ Completed project ☐ Under construction ☐ Proposed
(**Note: submit proof of payment if completed project)**

Date:

***Name of Business:** ***Federal ID Number:**

***Street Address:**

***City:** ***State:** ***Zip:**

***Contact Person:** ***Title:**

***Phone:** ***Fax:** ***Email:**

***Is the contact person listed above authorized to obligate the Business?**
(If no, please provide the name and title of a company officer authorized to obligate the Business)

***Project Facility Name:**

(If different than applicant's name)

***Street Address:** ***City:**

Fill in the appropriate areas below:

Costs of equipment directly associated with marketing and dispensing Renewable Fuels must be broken out. If E85 & biodiesel dispenser applications are for the same site, the costs must be separated & broken out for each.

***Three year contract (50% cost share up to $30,000)**

☐ **$ _____ for Retail E85 - with tank ☐above ☐ below ground, is it a blender pump? ☐yes ☐no**
Estimated annual usage (in gallons) _____

☐ **$ _____ for Retail Biodiesel - with tank ☐above ☐ below ground, is it a blender pump? ☐yes ☐no**
Estimated annual usage (in gallons) _____

***Five (5) year contract (E85 dispenser or Biodiesel dispenser – 70% cost share up to $50,000), (B2-B98 – 50% cost share up to $50K) or (B99/B100 [year-round distribution] – 50% cost share up to $100,000)**

☐ **$ _____ for Retail E85 - with tank ☐above ☐ below ground, is it a blender pump? ☐yes ☐no**
(Maximum award per site $50,000).
Estimated annual usage (in gallons) _____

☐ **$ _____ for Retail Biodiesel - with tank ☐above ☐ below ground, is it a blender pump? ☐yes ☐no**
(Maximum award per site $50,000).
Estimated annual usage (in gallons) _____

☐ **$ _____ for B2-B98 Biodiesel Terminal - with tank ☐above ☐ below ground**
(Maximum award per site $50,000).
Estimated annual usage (in gallons) _____

☐ **$ _____ for B99/B100 Biodiesel Terminal - with tank ☐above ☐ below ground**
(Maximum award per site $100,000). For year-round distribution
Estimated annual usage (in gallons) _____

Information about the Project:

Be sure to list all project costs and include a project timeline with dates Include model numbers of storage tanks, if available. (Attach a separate sheet, if necessary)

***Installer**

☐ **Qualified AST installer:** **Name _____** **Phone number _____**

☐ **UST Iowa Licensed Installer: Name _____** **Phone number _____**
(A list of qualified installers can be found on the Iowa Department of Natural Resources website.)

If applicant is doing a dual (E85 and biodiesel) installation of dispensers, there has to be an application for the E85 dispenser and an application for the biodiesel dispenser. Each application must have the respective costs broken out.
To be eligible, an E85 dispenser, including blender dispenser, must be in the process of being tested by an independent laboratory.

***THE FOLLOWING THREE SECTIONS MUST BE COMPLETED OR THE APPLICATION WILL BE RETURNED**

Component	Model/Brand	Manufacturer	UL Listed	Manufacturer Approved
Tank (capacity)*			Yes ☐ No ☐	Yes ☐ No ☐
Auto Shutoff			Yes ☐ No ☐	Yes ☐ No ☐
Sub Pump, O-rings, Gaskets			Yes ☐ No ☐	Yes ☐ No ☐
Tank Sump			Yes ☐ No ☐	Yes ☐ No ☐
ATG Probe, float/sensor			Yes ☐ No ☐	Yes ☐ No ☐
Ball Float			Yes ☐ No ☐	Yes ☐ No ☐
Sump Sensor			Yes ☐ No ☐	Yes ☐ No ☐
Pipe			Yes ☐ No ☐	Yes ☐ No ☐
Thread Sealant**			Yes ☐ No ☐	Yes ☐ No ☐
Adhesive**			Yes ☐ No ☐	Yes ☐ No ☐
Flex Connectors			Yes ☐ No ☐	Yes ☐ No ☐
LLD			Yes ☐ No ☐	Yes ☐ No ☐

*Internally lined tanks are not suitable for conversion to storage of E-blend fuels. ** If compatibility is undetermined, analysis may be used to determine compatibility.

Component	Model/Brand	Manufacturer	UL Listed	Manufacturer Approved
Dispenser			Yes ☐ No ☐	Yes ☐ No ☐
Pipe sealant*			Yes ☐ No ☐	Yes ☐ No ☐
Seals/Gaskets			Yes ☐ No ☐	Yes ☐ No ☐
Suction Pump			Yes ☐ No ☐	Yes ☐ No ☐
Hoses			Yes ☐ No ☐	Yes ☐ No ☐
Nozzle/Swivel			Yes ☐ No ☐	Yes ☐ No ☐
Break-away			Yes ☐ No ☐	Yes ☐ No ☐
Filter			Yes ☐ No ☐	Yes ☐ No ☐
Meter			Yes ☐ No ☐	Yes ☐ No ☐
Dispenser/Sump			Yes ☐ No ☐	Yes ☐ No ☐
Pipe			Yes ☐ No ☐	Yes ☐ No ☐
Pipe Sealant*			Yes ☐ No ☐	Yes ☐ No ☐
Flex Connector			Yes ☐ No ☐	Yes ☐ No ☐
Sump			Yes ☐ No ☐	Yes ☐ No ☐
Emergency Valve**			Yes ☐ No ☐	Yes ☐ No ☐
Sensor			Yes ☐ No ☐	Yes ☐ No ☐
Check valve			Yes ☐ No ☐	Yes ☐ No ☐

* If compatibility is undetermined, analysis may be used to determine compatibility. **Emergency/Shear Valve must be compatible with E-blend fuels.

Source of Funds	Amount	Use of Funds	Cost
Source A: Infrastructure Program	$	Site Preparation	$
Source B: Federal Incentives	$	Tank (below ground)	$
Source C: Local Government	$	Tank (above ground)	$
Source D: Business	$	Piping	$
Source E: Other Sources	$	New Pump	$
	$	Pump upgrades	$
	$	Other (if necessary list on separate sheet and enter total of sheet here)	$
TOTAL (must equal the total to the right)	**$**	**TOTAL** (must equal the total to the left)	$

If the project has been completed

What was the date when first used to store or dispense renewable fuel? _____

What was the total cost of the project? _____

Additional Program Guidelines:

A business shall not use the infrastructure to store and dispense motor fuel other than the type approved in the cost-share agreement for a period of not less than three (3) years or five (5) years, depending on the agreed upon contractual years, from date of project completion, unless one of the following applies:

a. The business is granted a waiver by the RFIP board.
b. The business pays back the money awarded with an additional 25 percent penalty.

A business that acts in violation of an executed agreement with the Department will be subject to a civil penalty of not more than $1,000 a day for each day of the violation.

Renewable Fuel Infrastructure Board:

The Board consists of 11 voting members appointed by the Governor of the State of Iowa. Six voting members constitute a quorum. Action taken by the Board on renewable infrastructure projects is final. Administrative support for the Board will be provided by the Iowa Department of Agriculture and Land Stewardship (IDALS). Successful applicants will be notified by the Department of the Board's award, including any conditions and terms of approval. The Department, under the Board's direction, will prepare a cost-share agreement (contract) for the successful applicants that will include the terms and conditions of the financial incentive established by the Board. The RFIP Board will meet to review and approve applications on a quarterly basis or as dictated by the Board.

Applications may be submitted for review by the RFIP Board up to 14 days prior to a scheduled quarterly meeting. The quarterly meetings and application deadlines shall be posted on the Department's website – http://www.agMarketing@iowaagriculture.gov

The completed application with accompanying attachments is to be sent to:

Mail: Renewable Fuel Infrastructure Board
Iowa Department of Agriculture and Land Stewardship
Wallace State Office Building
502 East 9th St.
Des Moines, IA 50319

Fax: (515) 281-8025
E-mail: www.agMarketing@iowaagriculture.gov

Note: If faxing or emailing - the original signed application and attachments must also be mailed.

How did you learn about the Renewable Fuel Infrastructure Program?

- ☐ Promotional materials sent to you
- ☐ A grant recipient
- ☐ RFIP Board member
- ☐ Insurance provider
- ☐ Other (please attach on a separate sheet)
- ☐ Meetings that you attended
- ☐ Association newsletters
- ☐ Installation/service companies
- ☐ State agency

I hereby certify that all representations, warranties, or statements made or furnished to the Department in connection with this application are true and correct in all material respect. I also certify that the renewable fuel infrastructure presented in this application will not be used to store or dispense motor fuel other than E85 gasoline, biodiesel, or biodiesel blended fuel, unless granted a waiver by the Infrastructure Board.

_____ _____
Signature Date

_____
Name and Title (typed or printed)

This application is subject to change and revision at any time. Please check www.agMarketing@iowaagriculture.gov Business (top margin) and Renewable Fuel Infrastructure Program (right margin) for the most recent revision. All applications are subject to the latest revisions.

NOTICE TO APPLICANTS – OPEN RECORDS

PLEASE NOTE: UPON SUBMISSION OF A SIGNED APPLICATION, THE CONTENTS AND ATTACHMENTS TO THIS APPLICATION ARE PUBLIC RECORDS WHICH ARE AVAILABLE FOR PUBLIC INSPECTION AND COPYING.

INFORMATION SUBMITTED WITH THIS APPLICATION MAY BE TREATED AS CONFIDENTIAL IF:
(1) IT MEETS THE LEGAL REQUIREMENTS FOR CONFIDENTIAL STATUS, AND
(2) THE APPLICANT FILES A WRITTEN REQUEST FOR CONFIDENTIALITY, AND
(3) THE DEPARTMENT ISSUES WRITTEN CONFIRMATION THAT THE INFORMATION MEETS THESE REQUIREMENTS AND WILL BE TREATED AS CONFIDENTIAL.

IF NO REQUEST FOR CONFIDENTIAL TREATMENT OF RECORDS IS MADE, THE DEPARTMENT WILL PROCEED AS IF THE APPLICANT HAS NO OBJECTION TO DISCLOSURE TO MEMBERS OF THE PUBLIC.

Iowa's Open Records Law. The Iowa Department of Agriculture and Land Stewardship (IDALS) is a state agency and it is subject to Iowa's Open Records law (Iowa Code, Chapter 22). Treatment of information submitted to IDALS in this application is governed by the provisions of the Open Records law. All public records are available for public inspection. Some public records are considered confidential and will not be disclosed to the public unless ordered by a court, the lawful custodian of the record, or by another person duly authorized to release the information.

Legal requirements for confidential treatment of public records.

The information submitted as part of this application information will be available for public inspection, unless a request for confidentiality has been submitted by the applicant in the required form and approved in writing by IDALS. Following are the classifications of records which are recognized as confidential under Iowa law and which are most frequently applicable to business information submitted to IDALS:

- Trade secrets [Iowa Code §22.7(3)]
- Reports to governmental agencies which, if released, would give advantage to competitors and serve no public purpose. [Iowa Code §22.7(6)]
- Communications not required by law, rule or regulation made to IDALS by persons outside the government to the extent that IDALS could reasonably believe that those persons would be discouraged from making them to the Department if they were made available for general public examination. [Iowa Code §22.7(18)]

Helpful Resources:

http://coolice.legis.state.ia.us/CoolICE/default.asp?category=billinfo&service=IowaCode&ga=82
Link to Iowa's Open Records law, Chapter 22, through the Iowa General Assembly's Web site.

http://www.iowaagriculture.gov
Link to IDALS Administrative Code, Public Records, Chapter 8.

http://www.state.ia.us/government/ag/sunshine_advisories/
Link to the Iowa Attorney General's Web site and their "Sunshine Advisories" (a series of bulletins that address topics related to Iowa's Open Records and Open Meetings laws).