



# **AGRI Biofuels Infrastructure Grant Fiscal Year 2025 Request for Proposals (RFP)**

**Applications due by 4 p.m. on October 30, 2024**

This RFP was updated on September 6, 2024.

In accordance with the Americans with Disabilities Act, this information is available in alternative forms of communication upon request by calling 651-201-6000. TTY users can call the Minnesota Relay Service at 711. The MDA is an equal opportunity employer and provider.

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# Grant Summary

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## Overview

The Minnesota Department of Agriculture (MDA) is now accepting applications for the Agricultural Growth, Research, and Innovation (AGRI) Biofuels Infrastructure Grant.

Grant funds are available to Minnesota retail stations (including service stations, convenience stations, and hypermarket fueling stations) seeking to invest in retail petroleum dispensers, fuel storage tanks, and other equipment needed to dispense biofuels to the public in accordance with the biofuel replacement goals established by the Minnesota Legislature ([MINN. STAT. 239.7911](#)). Retail petroleum stations in Minnesota with no more than 10 retail petroleum dispensing sites (regardless of their location) are eligible to apply for and receive funding.

The program is intended to increase access to and sales of motor fuel blends containing at least 15% ethanol by investing in equipment that is certified as compatible with E25 or higher blends.

## Funding availability

We expect to award \$3.375 million through the AGRI Biofuels Infrastructure Grant. This includes funds appropriated by the Legislature to the AGRI Program and additional funds from the Minnesota Corn Growers Association (MCGA). Projects may be funded through AGRI funds, MCGA funds, or a combination of both.

The maximum award is \$199,000, and the minimum award is \$5,000. Awards may not exceed 65% of the eligible project cost. We expect to award between 20 and 25 grants, but the final number depends on the size of awards.

Grants may last up to three years from the contract start date. We expect most grant contract agreements to start in early 2025. Eligible expenses may only be incurred after the contract has been signed by all parties. Applicants should anticipate that grant contracts will have an end date in late 2027 or early 2028 and may not be extended.

## Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making.

[Policy 08-02: Rating Criteria for Competitive Grant Review \(PDF\)](#) sets up the expectation that grant programs intentionally show how the grant serves diverse populations, especially populations experiencing inequities or disparities.

This grant program serves start-up, modernization, or expansion of biofuels infrastructure and will prioritize:

- Funding a combination of large and small projects to upgrade equipment to be compatible with E25 or higher blends.
- Funding a combination of applicants supplying critical access to motor fuel and other goods and services as well as applicants capable of selling high volumes of E15 and higher blends.
- Awarding funds equitably throughout the state.
- Projects that serve socio-economically disadvantaged communities and communities where access to biofuels is limited.

Grant outcomes will include:

- Increased access to motor fuel blends containing at least 15% ethanol.
- Increased sales of motor fuel blends containing at least 15% ethanol.

## How to apply

- Apply for the AGRI Biofuels Infrastructure Grant using our [online application system](#).
  - If you're a new user, you need to create an account first.
  - Once you're logged in, select "AGRI Biofuels Infrastructure Grant."
- Applications are due by **4 p.m. Central Time (CT) on Wednesday, October 30, 2024**.
  - We will not accept late applications.
  - Apply early so there is enough time to get help with the online application system if needed. It's best practice to submit your application at least 24 hours in advance.
  - We are not responsible for any technical or logistical problems that result in a late submission. It is your responsibility to ensure we receive your application before the deadline.
- If you're applying for grant funds for more than one location, complete a separate application for each.

## Application guidelines

- Use plain, easily understood language. Write for reviewers who have general knowledge but may not have a thorough or deep understanding of your organization or project.
- Answer all questions completely within the character limits specified in the grant application.
- Review the [Project Evaluation Profile](#) included in this document, as it is used to score and compare the grant applications.

## Timeline and deadlines

**October 23, 2024, at 4 p.m. CT**.....Deadline to ask grant program questions.

**October 30, 2024, at 4 p.m. CT**.....Applications due.

**December 16, 2024**.....Applicants notified of decisions; grant agreement negotiations begin.

**January 27, 2025**.....Anticipated start date for projects awarded funding.

## Questions

For questions on the grant program or application:

- Submit your question in writing before **4 p.m. CT on Wednesday, October 23, 2024**.
- Email [MDA.AGRIGrants@state.mn.us](mailto:MDA.AGRIGrants@state.mn.us) with “Biofuels Infrastructure Grant” in the subject line.

Note: MDA employees are not authorized to give advice on any applications. Applicants who solicit or receive advice from unauthorized MDA employees may be disqualified from eligibility for a grant award.

For help with the online application system:

- Call 651-201-6500, or
- Email [MDA.AGRIGrants@state.mn.us](mailto:MDA.AGRIGrants@state.mn.us) with “Biofuels Infrastructure Grant” in the subject line.

# Grant Eligibility

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## Eligible applicants

Applicants must:

- Be a retail petroleum dispenser in Minnesota with no more than 10 retail petroleum dispensing sites, regardless of their location.
- Be operating and dispensing fuel at the time of application (new stations under construction or planned for construction are not eligible).
- Not be a fleet operator.
- Be in good standing with the State of Minnesota.
  - No back taxes owed.
  - No defaults on Minnesota state-backed financing for the last seven years.
  - Acceptable performance on past MDA grants.
  - Compliant with current state regulations.
- Be appropriately licensed and authorized to conduct business in Minnesota.

Stations owned by MDA employees or their spouses are not eligible.

Examples of eligible applicants:

- Retail service stations
- Convenience stations
- Hypermarket fueling stations

Stations owned, operated by, or serving Native American tribal communities are encouraged to apply, provided they meet all other eligibility requirements.

Properties that are leased and not owned by applicants must indicate at the time of application the owners' permission to pursue the proposed improvements to the premises. Applications that are accepted for funding and located on leased property will require written confirmation by owner prior to grant start date that (1) the lease agreement will accommodate the installation of equipment per the terms of the resulting grant contract agreement, and (2) that the lease agreement will extend to or beyond the end date of the grant period.

## Collaboration

Eligible applicants may seek feedback from stakeholders in developing proposals. Applicants are encouraged to get letters of support from business, financial, and community partners to demonstrate support for the project and their capacity complete the project. These are not required but generally improve the application.

## Eligible projects and expenses

Projects must upgrade or replace equipment that does not have the ability to be certified for E25. Equipment may be new or used, but applicants should do their due diligence to determine if the used equipment is satisfactory and was not originally purchased using a prior AGRI Biofuels Infrastructure Grant.

Applicants requesting less than \$199,000 may also request up to 5% of total eligible project costs as a contingency to cover any unexpected costs. To request a contingency, applicants must include it in their budget table and submit formal bids or quotes that show the total eligible project costs.

Eligible costs include:

- Replacing petroleum dispensers that cannot be certified for E25 with dispensers certified as compatible with E25 or higher blends.
- Upgrading fuel storage tanks that cannot be certified for E25 with tanks certified as compatible with E25 or higher blends.
- Replacing or upgrading other equipment needed to dispense E25 or higher blends.
- Modifying E85 equipment to also be compatible with E25, if not already compatible.

## Ineligible expenses

Ineligible expenses include but are not limited to:

- Expenditures incurred prior to the full execution of the grant contract agreement or its start date, whichever occurs later, or those incurred after the expiration of the grant contract agreement
- Replacing or upgrading equipment that is currently nonfunctional
- Replacing or upgrading equipment currently certified as compatible with E25
- Equipment for new stations under construction or planned for construction
- Expenses for equipment not directly related to the storage or dispensing of E25 or higher blends (e.g., signage, canopies, awnings)
- Service calls for general maintenance (contact grant administrator for prior approval of exceptions)
- Used equipment that was previously purchased using an AGRI Biofuels Infrastructure Grant
- Expenses associated with environmental remediation. The [Petroleum Tank Release Cleanup Fund \(Petrofund\)](#) is a potential funding source for costs associated with petroleum tank leaks.
- Construction outside of the state of Minnesota
- Owner and employees' wages and benefits
- General operating and overhead costs
- Donated or volunteer (in-kind) services from the applicant. While these may be given by professional and technical personnel, consultants, and other skilled and unskilled labor, the value of these services is not an eligible cost.
- Indirect costs (expenses of doing business that are not readily identified with the project)
- Fundraising
- Taxes, except sales tax on goods and services
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or legal costs
- Parking or traffic violations
- Out of state transportation and travel expenses. Minnesota will be considered the home state for deciding whether travel is out of state.

## **Matching funds**

Applicants must commit at least 35% of the total project cost as a cash match.

Matching funds can be in the form of cash, loans, other grants, or liquid capital assets dedicated to the project. State grant funds cannot be used as matching funds, but non-forgivable loans from the State may be used as a match. State funds are obtained through the budgeting process of the Minnesota Legislature or granted by a state agency. For the purposes of this program, the MCGA funds are considered state funds and cannot be considered as match. Non-cash, in-kind matches of goods and services are not allowable.



# Application Review Policies

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## Review process

A review committee composed of MDA staff and external reviewers evaluates all eligible applications based on the criteria in the Project Evaluation Profile. Reviewers may recommend whole or partial funding of a project. The commissioner of agriculture reviews the committee recommendations and makes the award decisions. Both the review committee and commissioner may consider geographic distribution as well as the applicant's history as a state grantee, including progress made on previous grants, compliance with state rules and regulations, and capacity to perform the work.

The MDA will notify applicants, both successful and unsuccessful, in writing. Applicants may request a summary of reviewer comments.

## Conflicts of interest

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers ([MINN. STAT.16B.98](#) and [Conflict of Interest Policy for State Grant-Making, 2022 \(Word\)](#)).

Organizational conflicts of interest occur when:

- A grantee or applicant is unable or potentially unable to give impartial assistance or advice to the MDA due to competing duties or loyalties.
- A grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties.

An example of a conflict of interest would be an equipment vendor writing an application (beyond providing budget details, bids, or quotes) for a retailer or service station when the equipment vendor stands to profit from the grant award.

In cases where a conflict of interest is suspected, disclosed, or discovered, the applicant or grantee will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

## Privacy notice and data classification

The information provided by an applicant will be used to assess the applicant's eligibility to receive a grant under this program. The decision to apply for this grant is voluntary, and applicants are not legally required to provide any of the requested information. Applicants may decline to complete this application without any legal consequence. However, only completed applications will be considered for a grant; incomplete applications will not be considered.

Data provided in this application is initially classified by the Minnesota Government Data Practices Act as private or nonpublic, although some or all of the data will generally become public at various points of the application process unless the data are otherwise classified by state or federal law. Access to private or nonpublic data is limited to those authorized by law, including but not necessarily limited to MDA staff and contractors with a valid work assignment to access the data, parties authorized by the applicant, parties identified in a valid court order or federal subpoena, Minnesota Management and Budget, Minnesota Department of Administration, the state auditor, and the legislative auditor. If necessary, the MDA may also share the data with law enforcement or the Office of the Attorney General.

Per Minnesota's statute on grants ([MINN. STAT. 13.599](#)):

- Names and addresses of grant applicants, and the grant amount requested, will be public data once application responses are opened.
- All remaining data in application responses (except for data otherwise classified by law, including trade secret information, see below) becomes public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).
- All data created or maintained by the MDA as part of the evaluation process (except trade secret information, see below) will generally be public data after the evaluation process is completed.

Procedure for claiming protection of trade secrets:

- Trade secret information is classified as not public data. In order to qualify as trade secret information, the data in question must be provided to the MDA by the affected person (i.e., the data must be about the applicant) and otherwise meet the legal definition found in statute ([MINN. STAT. 13.37, subd. 1\(b\)](#)). In order for an applicant to assert trade secret protection for data submitted as part of this application: the applicant must: 1) clearly identify the specific formula, pattern, compilation, program, device, method, technique, or process that the applicant believes to be trade secret information; 2) describe what efforts the applicant takes to maintain the secrecy of the data; and 3) adequately explain how the data derive(s) independent economic value from not being generally known to, and not readily ascertainable by proper means by, other persons. Merely asserting trade secret protection does not, in and of itself, classify the data in question as not public; determining what data meet the definition of trade secret information is ultimately the legal responsibility of the MDA, and the MDA cannot guarantee that data identified as trade secret information by an applicant will be classified as such. If the MDA determines that data do not meet the definition of trade secret information, the data in question will be available to the public unless the applicant secures a court order saying otherwise.

All persons, businesses, and individuals applying for grants in the state of Minnesota must comply with applicable laws. Under the law titled Right of Setoff ([MINN. STAT. 270C.65, subd. 3](#)), a grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies, and to state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring a grantee to file state tax returns and pay delinquent state tax liabilities, if any.

# Requirements for Grant Recipients

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## Pre-award risk assessment

Under [Policy 08-06: Policy on Pre-Award Risk Assessment for Potential Grantees \(PDF\)](#), the MDA is required to complete a pre-award risk assessment of grantees selected to receive a grant award of \$50,000 or greater.

These applicants will need to submit the following documents:

- A copy of the business' most recent federal and state tax returns. If the business has not been in operation long enough to have a tax return, then they must submit documentation of internal controls.
- Current financial statements, including a balance sheet, income statement, and statement of cashflows.
- Confirmation that the business entity is not under bankruptcy proceedings and has disclosed any liens on assets.
- Confirmation that the business is in good standing with the Office of the Secretary of State.
- Confirmation that none of the business' current board members or staff with authority to access grant funds have been convicted of a felony financial crime in the last 10 years.

If the MDA determines that the awardee has substantial risks that inhibit its ability to perform the required duties under the grant contract agreement, then the MDA may either request more information for the purpose of satisfying the concerns, develop a risk mitigation plan to protect the interests of the state, or not award the grant.

## Grant award agreement

Grant contract agreement templates are available for review on the [Office of Grants Management Forms and FAQs](#) webpage.

Upon approval of an application, completion of the pre-award risk assessment, and before beginning work on the grant project(s) and receiving reimbursements, the applicant must:

1. Complete an IRS W-9 form or register as a vendor in SWIFT, the state's accounting system, or confirm that the information in SWIFT is still correct.
2. Submit other required documentation within 30 days of award notification.
3. Sign a grant contract agreement showing their intention to complete the proposed tasks. This agreement must be signed within 30 days of being sent to the grantee.

## Accountability and reporting

Grantees will be required to submit annual progress reports during the grant period, a final report at the completion of the project, and additional information about the long-term impact for up to three years after the grant period. Grant payments shall not be made on grants with past-due progress reports unless the MDA has given the grantee a written extension.

Information reported to the MDA may be classified as public data. Failure to regularly report, respond to surveys, and promptly respond to information requests may impact the grantee's ability to secure future funding from the MDA.

## **Payments**

Eligible expenses may only be incurred after the grant contract agreement has been signed by all parties.

Grant funds are dispersed on a reimbursement basis. All requests for reimbursement must correspond to the approved grant budget.

The MDA will perform a financial reconciliation of at least one invoice on grants greater than or equal to \$50,000. Financial reconciliation may be performed on additional payment requests at the discretion of the MDA. For this purpose, the grantee must provide expense receipts, employee timesheets, invoices, and any other supporting documents requested by the State.

The MDA will hold back the final 10% of each grant award until the upgraded equipment is in operation and dispensing E15 or higher blends.

The MDA may request that grantees who are not selling E15 or higher blends at the completion of their project return grant funds.

Grant payments may be used to fulfill federal and state tax liabilities or may be withheld until the grantee has paid any tax liabilities (MINN. STAT. 270C.65, Subd. 3 and other applicable laws).

## **Site visits**

The grant contract agreement allows the MDA to monitor the progress of the project. The MDA will perform a monitoring visit for all grantees with awards of \$25,000 or more prior to approving final payment. Other grantees may receive monitoring visits at the discretion of the MDA. During these site visits, grantees must be dispensing E15 or higher blends.

## **Bidding requirements**

All funded applicants must abide by the state's bidding requirements. See a list of the state's [bidding requirements](#) for details. We anticipate that most grantees will need to follow the non-governmental/nonprofit organization tab.

## **Publicity**

All projects funded must publicly credit AGRI funding, including on the grantee's website when practical.

## Affirmative action and non-discrimination policy

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified ([MINN. STAT. 363A.02](#)). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment; upgrading; demotion or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship ([Minnesota Rules, part 5000.3500](#)).

The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the [Minnesota Human Rights Act](#).

## Audits of project

The grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate ([MINN. STAT. 16B.98, subd. 8](#)).

The grantee is responsible for the retention of documents and records relevant to the grant. This requirement will last for a minimum of six years from the grant agreement end date; receipt and approval of all final reports; or the required period of time to satisfy all state and program retention requirements, whichever is later.

## Voter registration requirement

The grantee will provide voter registration services for its employees ([MINN. STAT. 201.162](#)).

## AGRI Background and Program Goals

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The Agricultural Growth, Research, and Innovation Program (AGRI) was established to advance Minnesota's agricultural and renewable energy industries ([MINN. STAT. 41A.12](#)). The goal of the AGRI Biofuels Infrastructure Grant Program is to increase access and sales of motor fuel blends containing at least 15% ethanol by investing in equipment that is certified as compatible with E25 or higher blends.

# Project Evaluation Profile

Evaluation criteria	Maximum score
<p><b>Project goals and outcomes</b></p> <ul style="list-style-type: none"> <li>Proposed outcomes of project address goals of the AGRI Biofuels Infrastructure Grant Program and reflect an increase of access to and sales of motor fuel blends containing at least 15% ethanol.</li> <li>Proposed outcomes of project are realistic and appropriate for the size of the budget request.</li> <li>Applicant explains how they decided on the proposed outcomes.</li> </ul>	20
<p><b>Business readiness and financial sustainability</b></p> <ul style="list-style-type: none"> <li>Applicant demonstrates sound business management, financial aptitude, and stability.</li> <li>Applicant describes the financial benefit of doing the grant project.</li> </ul>	20
<p><b>Marketing and business plans</b></p> <ul style="list-style-type: none"> <li>Applicant describes marketing efforts to increase sales of motor fuel blends containing at least 15% ethanol.</li> <li>Applicant describes how proposed project aligns with business plan.</li> </ul>	20
<p><b>Work plan and timeline</b></p> <ul style="list-style-type: none"> <li>Work plan is thorough and realistic.</li> <li>Work plan includes marketing efforts and tracking of sales.</li> <li>A detailed description of each step of the grant project is provided with estimated dates.</li> </ul>	15
<p><b>Budget and match</b></p> <ul style="list-style-type: none"> <li>Budget clearly details all project costs.</li> <li>Budget clearly explains source and amount of cash match.</li> <li>Budget is cost effective and planned purchases are backed by quotes or other sources.</li> </ul>	15
<p><b>Diversity, equity, and inclusion</b></p> <ul style="list-style-type: none"> <li>Applicant serves a socio-economically disadvantaged community.</li> <li>Applicant will create or sustain access to communities with limited access to motor fuel blends containing at least 15% ethanol.</li> </ul>	10
<p><b>Total</b></p>	100

# Application Questions

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## Contact information

### Applicant information

- Legal name of business entity
- Assumed name(s), if any, of business entity
- Physical address of retail entity
- Name, mailing address, telephone number, and email address of contact person for application
- Minnesota State House District (use the [District Finder](#) if you don't know your district. Use the project location.)

### Authorized representative

- If awarded a grant, is the person authorized to sign contracts on behalf of the organization the same as the contact person listed above? (Yes or No)
  - If no, provide the following Authorized Representative information for signing any resulting grant contract agreement:
    - Name
    - Mailing address
    - Telephone
    - Email

### Eligibility

- Confirm that the following statements apply to your business.
  - The business does not owe the State of Minnesota any back taxes and has not defaulted on any State of Minnesota backed financing in the last seven years. (True)
  - The business is compliant with current state regulations, or this project will support the organization becoming compliant. (True)
- Is this business owned by a Minnesota Department of Agriculture employee or their spouse? These stations are not eligible to apply. (Yes or No)
- The MDA is unable to reimburse for any work that is performed prior to the start date of the contract. Has work started on your proposed project or will work start before the grant contract agreement is signed by all parties? (Yes or No)

### Previous AGRI grants

- Has your business received previous MDA or USDA grant funding for biofuels infrastructure? (Yes or No)
  - If yes, briefly describe your previous grant project(s), including date(s) and amount(s) awarded. (1,000 characters, including spaces)

## Project summary

### Grant request

- Project name (name of station and city)
- Project type (select all that apply)
  - Replacement of petroleum dispensers for compatibility with E25 or higher blends.
  - Upgrading fuel storage tanks for compatibility with E25 or higher blends.
  - Replacing or upgrading other equipment needed to dispense E25 or higher blends.
- Date you plan to start your project.
  - Must be after both you and the State of Minnesota sign the contract.
  - Award notification is expected to take place in December. Contracts may be signed as early as January.
- Date you expect to complete your project and begin selling higher blends of ethanol with the new equipment.
  - Contracts may last three years from start date.
  - All items and services must be paid for by the end date of the contract.
  - You will have up to three months after your contract end date to submit for a reimbursement.

### Applicant and project site details

- How many years has your business been in operation?
- How many years has this specific dispensing site for the proposed project been in operation?
- Other than dispensing fuel, what services and products are available at this specific dispensing site?
- How many retail dispensing sites in Minnesota do you own or operate?
- How many retail dispensing sites in other states do you own or operate?
- Do you own the property where your proposed project is located? (Yes or No)
  - If no, I affirm that I have permission from the property owner to pursue the proposed improvements to the premises. (True or False)

### Project description and proposed outcomes

- Provide a brief description of your project, outlining how it will increase access to and sales of E15 and higher blends. Limit this description to one to three sentences. (500 characters, including spaces)
- **Current** information for your station:
  - Total number of fuel dispensers on site
  - Number of fuel dispensers dispensing E15 or higher
  - Total number of fuel storage tanks (above or below ground)
  - Number of fuel storage tanks (above or below ground) certified for E25 or higher
- **Expected** information for your station after project completion:
  - Total number of fuel dispensers on site
  - Number of fuel dispensers dispensing E15 or higher
  - Total number of fuel storage tanks (above or below ground)
  - Number of fuel storage tanks (above or below ground) certified for E25 or higher



- Indicate the number of gallons sold at this specific dispensing site during calendar year 2023 for the blends listed below.
  - E10 (any octane level)
  - E15
  - E30
  - E50
  - E85
- Indicate the number of gallons you expect to sell at this specific dispensing site during calendar years 2024, 2025, and 2026 for the blends listed below.
  - E10 (any octane level)
  - E15
  - E30
  - E50
  - E85
- Describe how you developed the estimates for calendar years 2024, 2025, and 2026. (1,200 characters, including spaces)

### **Business readiness and financial sustainability**

- Summarize your ability to complete this project and the financial sustainability of your business by addressing the following: (2,000 characters, including spaces)
  - Describe how your business is structured, including a brief description of management personnel and their experience relevant to the project and managing grant funds.
  - Describe the financial health and cash flow of your business over the past year. If the business encompasses multiple locations, provide information for the specific dispensing site for your proposed project and how this location's finances relate to your overall business.
  - How is your business planning to grow or remain competitive?
  - How will your proposed project financially benefit the business?
- Optional: You may upload letters of support from financial or business contacts that can attest to your sound business management, financial aptitude, and stability.

### **Marketing and business plans**

- Explain how your proposed project fits into your business plan. (1,200 characters, including spaces)
- If your grant request is over \$100,000, upload a copy of your most recent business plan. This is optional if you're requesting \$100,000 or less.
  - Redact all confidential information and trade secrets included in your business plan.
- Describe your current marketing efforts and explain how you will market biofuels after completion of the project. (1,200 characters, including spaces)

## Project plan

### Work plan and timeline

- Create a work plan using the example format shown below. Include the steps that you will take to successfully complete your project. For example, you might include target dates for requesting quotes, installing and testing equipment, and full launch of the equipment.
  - If you need more rows than provided, upload an Excel or Word file with your work plan.
- Example:

Timeframe	Description of task or action item	Responsible party
Ex: March 2024	Sign contract with contractor	Station manager
Ex: May 2024	Remove pumps to be replaced	Contractor
Ex: June 2024	Install new pumps compatible with E25	Contractor

### Budget table

- Create a budget using the example format below. This is an overview of how grant funds will be spent.
  - You are strongly encouraged to base your budget off vendor quotes and market research. Do not attach bid sheets or quotes from vendors instead of a budget in this section.
  - If your total project includes ineligible costs (e.g., diesel-related equipment or signage), be sure to delineate those costs. **Note: you may need to ask your vendor to be specific in their quote and on future invoices if your project is funded.**
- Example:

Item/Description	Cost	Eligible Project Cost	Contractor	Subcontractor (if applicable)
E25 Compatible Fuel Pumps (Quantity: 4)	\$83,694.00	\$83,694.00	ABC Commercial Fuel Services	N/A
Pump Installation	\$11,525.00	\$11,525.00	ABC Commercial Fuel Services	XYZ Gas Pump Installers
Electrical	\$19,856.00	\$19,856.00	ABC Commercial Fuel Services	123 Electrical Company
Canopy	\$15,650.00	\$0	Custom Canopies	N/A
<b>Subtotal</b>	\$130,725.00	\$130,725.00	--	--
Contingency (5%)	N/A	\$6,536.25	--	--
<b>Total</b>	\$130,725.00	\$137,261.25	--	--

- Total project costs eligible for grant funding/reimbursement.
- Total grant request (up to 65% of the total eligible project cost). Maximum of \$199,000, minimum \$5,000.
- Total cash match (at least 35% of the total eligible project cost).

## **Budget narrative**

- Justify your budget and explain how you plan to pay for your project. (2,000 characters, including spaces)
  - Explain how you developed the budget estimates. Note if you have identified specific vendors or contractors.
  - Describe your sources for the cash match (financing, other grants, private investment, personal investment, organization funds, etc.). Other state grants cannot be used to provide the cash match.
  - Specify if you anticipate purchasing used equipment, and if so, how you will ensure that the equipment is satisfactory and was not originally purchased using a previous AGRI Biofuels Infrastructure Grant.

## **Documents showing project costs and ability to pay for project**

- Submit documents such as:
  - Quotes or estimates from businesses for equipment or services. These are required if you are requesting less than \$199,000 and are requesting 5% contingency funds.
  - Letters of commitment written by financial institutions or other organization that will be providing funding through loans or credit.
  - Bank statements showing enough cash reserves to fund project.

## **Diversity, equity, and inclusion**

- This grant program prioritizes socio-economically disadvantaged communities, and communities with limited access to higher blends of ethanol. Please explain how your project will increase access for these targeted communities. (2,000 characters, including spaces)