

Thank you for your interest in the Renewable Fuel Infrastructure Program (RFIP). These application instructions will assist you in the completion of the grant application form. Please carefully read these instructions and the application before completing the form.

Application Cover Sheet

The application cover sheet provides detailed information regarding RFIP and provides background information on the process to administer this project. In the middle of that page are four bullet points listing the requirements that must be met in order to receive funds if your application is selected to receive a grant.

Completed applications should be emailed to the contact listed on the cover sheet. The last item on the application is the certification statement which must be signed by the individual authorized to complete this application.

In order to be an eligible applicant you must be in compliance with all applicable federal, state, and local laws and regulations, including regulations from the Environmental Protection Agency regarding the configuration of ethanol blender pump dispensers and dedicated advance ethanol fuel blend dispensers.

For those completing the United States Department of Agriculture (USDA) Higher Blend Fuel Infrastructure Incentive Program (HBIIP) application and wishing to use RFIP funding, please send us a copy of your final HBIIP application. The Department of Environment and Energy (NDEE) will take the information from your HBIIP application to complete sections of the RFIP application. Please review the transfer guide at the end of this document to make sure you have included the information RFIP will need to complete its application process.

In the event HBIIP funding is not made available to you and you were including that as part of your matching requirement for RFIP, that does not disqualify your application from further consideration by NDEE. Applicants will then have to procure other sources of matching funds. Applicants seeking both HBIIP and RFIP support must complete the “HBIIP/RFIP Grant Statement” at the end of the Application Instructions. Please attach the Grant Statement to your completed HBIIP application when submitting it to RFIP.

If you would like additional information about the USDA HBIIP Funding Opportunity Announcement (FOA) please click on <https://www.rd.usda.gov/hbiip>.

Application Information and Project Description

Applicant Name: In this section, the applicant will list the company, corporation, or legal entity that is the owner of the station and who will be signing the agreement.

- **Applicant Name** - type or print the name of the company, corporation, or legal entity that owns the station where the dispensers/tanks will be located.
- **Contact Name and Title** - type or print the name of the person who is the company officer or owner that will be the principal contact with the RFIP project.
- **Authorization Question** - confirm if the person who is identified as the contact for this application would also be the individual who could legally obligate the business and sign the Agreement with the Nebraska Department of Environment and Energy should they be awarded a grant. Check either the YES or NO box. If a different person could legally obligate the business, then enter that contact's information in the third section,
- **Additional Contact Info., Date and FEIN #** - type or print today's date and then provide the company's Federal Employer Identification Number (FEIN), which is the nine-digit number assigned to your business by the Internal Revenue Service,
- **Address** - type or print your mailing address—both street and P.O. Box, if available—city, state, and zip, as requested.
- **Email** - type or print the email address of the contact name.

Station Name: If you are seeking to place pump/dispensers at more than one location, it is important that you complete separate pages with location and contact information for each particular site.

- **Station Name** - type or print the name of the station if it is different than the applicant name. Also, please include the FEIN for this station if it is different from the number assigned to the applicant listed above.
- **Contact Person and Title** - type or print the name of the individual we could contact at the station location, such as the local station manager or owner.
- **Station Address, City, State, Zip, Phone Number, Fax Number, Email** - complete the station street address, including city, state, zip, phone and fax numbers, if available, and an email address for the local contact at the station if it is different than the email listed in the applicant section above.

Additional Contact information - list the contact name, address, phone, and email address on the lines provided if someone else within your organization will be administering the project, including the completion of reports and other required information.

Project Description - check the appropriate box to indicate whether these pump/dispenser(s) and tanks will be installed at an already existing location - **Update Existing Site**; or the installation will be done at site yet to be constructed - **New Construction**. **Applications submitted at this time must have their pumps installed and operational by May 30, 2021.**

Project Narrative - use this section to describe your project. For an **Existing Facility**, please include a description of the current pump/dispensers at the current location and availability of higher blend ethanol blends at that location. For **New Construction**, describe the layout for pump/dispensers at the new location and what higher ethanol blends you intend to offer at that site. Also detail exactly where both the existing and new locations are in relation to major traffic thoroughfares and your plans for marketing/promotion of the ethanol availability at this site.

Prior Grant Information- tell us if you were ever a recipient of grant funds to support this project location through other programs such the Nebraska Corn Board’s **Build Your Own Blend** Program. If so, complete the boxes indicating you received the funds, where the facility was located, date when the grant was awarded, and the grant amount.

Equipment Request

This page of the application is divided into three sections- Equipment Cost Limits, Equipment Cost Estimate, and Cost/Contribution Summary.

Equipment Cost Limits- this section is a table listing the following:

<u>Equipment Cost Limits*</u>	<u>Average Cost (All locations)</u>	<u>Maximum Cost (Any individual dispenser/tank)</u>
Retrofit Existing E15/E25 Dispensers	\$15,000 per dispenser	\$15,000 per dispenser
New E15/E25 Dispensers	\$25,000 per dispenser	\$25,000 per dispenser
Dedicated E85 Dispensers	\$25,000 per dispenser	\$30,000 per dispenser
Blender Dispensers	\$30,000 per dispenser	\$50,000 per dispenser
Storage Tanks**	\$50,000 per tank	\$50,000 per tanks

* Dispenser cost includes dispenser, hanging hardware, piping, and installation costs.

**Tank cost includes cost of tank, piping and installation dispensers.

- The first column lists the types of pump/dispensers and storage tanks that are eligible for funding from the RFIP grant.
- The second column is a listing of **average** costs for each type of pump/dispenser and storage tank in all locations that has been set by the Nebraska Renewable Fuels Infrastructure Program established by LB 585 of the Nebraska Legislature. This number includes **the cost of the equipment, hanging hardware, piping, and installation**. Costs are expected to be near the “average cost” mark. Applications will be scored on costs, costs above the average will be scored lower.
- In column three is a listing of the **Maximum Cost** that will be reimbursed from RFIP. Funds for any particular dispenser and/or storage tank should include **the cost of the equipment, hanging hardware, piping, and installation**. Equipment and Installation expenses **exceeding** those costs are considered “ineligible costs” and **are the responsibility of the grantee**.

Equipment Cost Estimate Chart - You need to decide if you are going to (1) **Retrofit Existing E15/E25 Dispensers** and how many; (2) **Install New E15/25 Dispensers, Dedicated E85 Dispensers** or **Blender Pump/Dispensers** and how many; and how many **Storage Tanks** you intend to purchase. Indicate the number of dispensers you wish to retrofit, and/or dispensers or tanks you wish to purchase in the “total number” column. This equipment is for the site location that is listed on the first page of this application. If you have equipment for another location, you must file a separate application. List the number in the appropriate row the number of dispensers you intend to purchase.

Any costs presented in your application will require **matching on a dollar-for-dollar basis**.

Equipment Listing - this column lists the various dispenser/pumps that are eligible for funding through the RFIP program.

Total Numbers - list the number of equipment you are retrofitting or purchasing in the applicable row.

Average Cost - list the applicable “Average Cost” from the **Equipment Cost Limits** table, which is directly above the **Equipment Cost Estimate** table.

Total Eligible Cost - list the applicable “Maximum Cost” from the **Equipment Cost Limits** table, which is directly above the **Equipment Cost Limits** table.

Total Cost - list the total cost based on a vendor quote or other good faith estimate of cost for the equipment you are retrofitting or purchasing.

Total Ineligible Cost - calculate the **Total Ineligible Cost** by subtracting the **Total Eligible Cost** from the **Total Cost** and list that number in the **Total Ineligible Cost** column. This is the amount you are responsible for that will NOT be covered with funds from this grant.

Example chart based on a 5-year award (assume that a quote from a vendor for two blender pumps is \$70,000 and that site engineering fees are \$25,000 for a total cost of \$95,000 for blender pumps. Assume a quote from a vendor for a storage tank is \$100,000):

Equipment Cost Estimate	Total Number	Average Cost	Total Eligible Cost \$	Total Ineligible Cost	Total Cost
Retrofit Existing E15/E25 Dispensers	\$	\$	\$	\$	\$
New E15/E25 Dispensers	\$	\$	\$	\$	\$
New E85 Dispensers	\$	\$	\$	\$	\$
Blender Pump/Dispensers	2	\$ 70,000	\$ 25,000	\$ 45,000	\$ 70,000
Storage Tanks	1	\$ 100,000	\$ 25,000	\$ 75,000	\$ 100,000
Total Dispensers	2	N/A	\$	\$	\$
Total Tanks	1		\$	\$	\$
Total Stations		N/A	N/A	N/A	N/A

Cost/Contribution Summary - This chart is provided for the applicant to document in greater detail the total **Ineligible Costs** listed in the **Equipment Cost Estimate Chart** listed above this chart. It is also on this chart that you will show your contribution to the project.

Before you begin completing this chart, carefully read the paragraph just above the chart that explains information the RFIP evaluators will be considering as they score your application. Any contributions by the retailer will be shown here and will be considered in the evaluation of your application.

Total for Dispensers and Tanks (USDA BIP eligible costs)

Total Costs - add the dollar amounts listed in the **Total Eligible Cost** column from the **Equipment Cost Estimate Chart**, and list that amount here. **Ex: (see above chart)** Add the Blender Pump/Dispenser figure of \$70,000 (the maximum cost allowable) with the Storage Figure of \$100,000 to come up with **Total Costs** figure of \$170,000.

Total RFIP Grant Request - subtract the amount that you as a retailer are contributing to the project from the **Total Costs** column and list that in this section. If you have \$120,000 to contribute to the project, subtract that from the \$170,000 listed in **Total Costs**, and list \$50,000 in the **Total RFIP Grant Request** column.

Total Applicant/Other Sources - list the amount that you as a retailer are contributing to the project.

Total for Dispensers and Tanks (costs above RFIP match for either a 3-year or 5-year commitment) - to calculate this figure, take the Contractors Estimated Quote of \$170,000 and subtract the **Cost** allowed by the RFIP 2 Blender Pump/Dispensers and one Storage

Tank, which is \$50,000 (the same number as in **Total Costs**) for a difference of \$120,000. That same number should also be placed in **Total Applicant/Other Resources Example Chart (with assumed contributions by the applicant, as well as the quotes from vendors used in the previous table).**

Cost/Contribution Summary	Total Costs	Total RFIP Grant Request	Total Applicant/Other Sources
Total for Dispensers and Tanks (RFIP eligible costs)	\$170,000	\$50,000	\$120,000
Total engineering and site preparation	\$25,000	n/a	\$25,000
Marketing Costs	\$10,000	n/a	\$10,000
Other Costs			
Total Project Cost	\$205,000	\$50,000	\$155,000
Percent of Project Costs	100%	24%	76%

Total engineering and site preparation - indicate the \$25,000 in additional costs related to installation, site preparation, and permitting that would not be covered by RFIP funds. When requesting an storage tank, there are costs associated with the project that include engineering, site preparation, and the required preparation by a professional engineer.

Marketing Costs - estimate what will be budgeted to promote and market the additional ethanol blends that will be available at the site location. This should include print and media advertising (radio, TV, social media) as well as the appropriate signage that will be included at the site.

Station Location/Volume Information

This page of the application requires data that will assist in determining the best locations with the greatest potential to meet the goal of increasing the sales of advanced blends of ethanol fuels in Nebraska.

Carefully read the opening statement on this page. If you are planning to install pump/dispensers and storage tanks, you must submit separate applications for each station location.

1. Station Location: identify the town or city in which in the applicant station is located. List the current population of that town and the county where that station is located. Population information can be found at www.city-data.com .

2. Market Area Population: indicate your proximity to I-80, four lane Nebraska highways, and the intersection of the two Nebraska highways nearest the station location to help determine

which possible markets the station location might draw from to promote the availability of the added ethanol blends.

Reference <https://worldpopulationreview.com/states/cities/nebraska> to locate the city or cities.

3. Station Volume/Traffic - under Part A, indicate the total gasoline volume sold annually at your station location (**do not include diesel fuels in that figure, only E0 through E-85 fuels**).

For Part B, go to Nebraska Department of Roads website or <http://govdocs.nebraska.gov/epubs/R6000/S009.html> to get traffic numbers for the highway streets you listed.

For Part C, identify other fueling stations within 25 miles of your station. In larger urban areas, the applicant can reduce that radius, but you need to list the radius of miles from the station location.

4. Ethanol Availability - indicate what current ethanol fuels are available at this site and the percent of total volume that you indicated above in Section 3 - Station Volume/Traffic. Also, indicate the number of fueling sites that offer the ethanol fuel blends within a 25-mile radius of your station.

5. Marketing/Promotion - check the appropriate boxes in Part A that indicates the type of marketing/promotion you did for your ethanol products and what your plan is should you add the additional pump/dispensers to your location. In Part B, use the boxes to indicate the current signage used at the site for ethanol fuels already at the station, and plans for price signage for the new equipment. **Please provide photos of the installation as part of your equipment reimbursement request.**

HBIIP to RFIP Application Information Transfer Chart

Common Information Items	HBIIP Application Location	RFIP Application Location
Company Information Section		
Legal Company Name	Company Information Line 1	All this information can be copied to RFIP Application Page 2-APPLICANT INFORMATION AND PROJECT DESCRIPTION
Tax Identification Number	Company Information Line 2	All this information can be copied to RFIP Application Page 2-APPLICANT INFORMATION AND PROJECT DESCRIPTION

Financial Information Section-Budget Costs		
Architectural Engineering Fees	Financial Information Line 5	All this information can be copied to RFIP Application Page3-Equipment Request - Cost Contribution Summary
Site Work	Financial Information Line 7	All this information can be copied to RFIP Application Page3-Equipment Request - Cost Contribution Summary
Equipment	Financial Information Line 10	All this information can be copied to RFIP Application Page3-Equipment Request - Equipment Cost Estimate Section
Equipment (all except UST)	Financial Information Line 10b	All this information can be copied to RFIP Application Page3-Equipment Request - Equipment Cost Estimate Section
Storage Tanks/ Existing Fueling Stations	Financial Information Line 10a	All this information can be copied to RFIP Application Page3-Equipment Request - Equipment Cost Estimate Section
Fuel Distribution Facility Information-Fuel Data		
Annual volume for all fuels past 3 years	Total Volume (Gallons) 2017-2019	Station Location/Volume Information Line 3a.
Project Information		
Proposed Project Start Date	Project Information Line 1	Applicant Information Page 2 under Project Description
Proposed Project End Date	Project Information Line 2	Applicant Information Page 2 under Project Description
Descriptive Title	Project Information Line 3	Applicant Information Page 2 in the Project Narrative Section
Common Information Items	HBIIP Application Location	RFIP Application Location
Station Information		
Basic Information	Existing Station and Station Physical Address	All this information can be copied to RFIP Application Page 2-APPLICANT INFORMATION AND PROJECT DESCRIPTION

Contact Information	Name and Contact Information of person to be contacted on matters involving the station all sections	All information in this section of the HBIIP application can be copied to page two (2) of the RFIP application
Station Page		
Application Roll Up Totals	Amount of Grant Request	All this information can be copied to RFIP Application Page3-Equipment Request - Cost Contribution Summary- Total RFIP Grant Column
Application Roll Up Totals	Total Eligible Cost	All this information can be copied to RFIP Application Page3-Equipment Request - Cost Contribution Summary- Total RFIP Grant Column Same Information
Application Roll Up Totals	Non-Federal Cost Share Amount	All this information can be copied to RFIP Application Page3-Equipment Request - Cost Contribution Summary -Total Applicant and Other Column
Application Roll Up Totals	Total Equipment and Tank Costs	All this information can be copied to RFIP Application Page 3-Equipment Request - Cost Contribution Summary- Total Cost Column

HBIIP/RFIP Grant Statement

NDEE accepts the United States Department of Agriculture's Higher Blend Infrastructure Incentive Program (USDA HBIIP) grant application for the RFIP. Please provide the following.

(Name of the organization/company) is applying to the USDA HBIIP and requests that NDEE consider this as an application for the RFIP.

We have checked this HBIIP application with the [HBIIP to RFIP Transfer Chart](#) on pages 8-10 of the Application Guideline.

Attached with this Cover Statement is a completed copy of the HBIIP application for your review.

Thank you.

Name and Title (typed or printed)

Date

Signature