

# RENEWABLE FUEL INFRASTRUCTURE PROGRAM APPLICATION FORM

Revised 1-29-08

## Introduction

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 sites by installing, replacing or converting motor fuel storage and dispensing infrastructure. The second primary component is Biodiesel Terminal Facilities which is a program to terminal facilities that store and dispense biodiesel or biodiesel blended fuel. The secondary component is for the farm delivery tank wagon.

**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 with required documents to the Iowa Department of Economic Development (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 five (5) years from date of project completion.** See page 4 of the application for details.

## Financial Assistance Guidelines

For retail motor fuel sites including tank wagons, financial incentives are on a cost share basis in the form of a grant. The maximum award shall not exceed 50% of the actual cost of making the improvement or \$30,000, whichever is less. The board may approve multiple awards at a single site as long as the awards do not exceed 50% of the actual costs of the improvements or \$30,000, whichever is less.

For biodiesel terminal facilities, financial incentives are on a cost share basis in the form of a grant. The maximum award shall not exceed 50% of the actual cost of making the improvement or \$50,000, whichever is less. The board may approve multiple awards at a single site as long as the awards do not exceed 50% of the actual costs of the improvements or \$50,000, whichever is less.

Projects need to be completed within eight (8) months of the award date. If not completed, the Board may approve an extension upon receipt of a proper request otherwise the funds will revert back to the Renewable Fuels Infrastructure Program.

## Documents to be submitted with application

### (If project is complete, send all required documents)

- |                             |   |
|-----------------------------|---|
| Retail E85/Biodiesel sites: | <ol style="list-style-type: none"><li>1. Proof of insurance including pollution for E85 upgrades or new installations</li><li>2. Licensed installer (if applicable)/dealer equipment list</li><li>3. The tank and ancillary equipment must be approved for E85 use by either the Iowa Department of Natural Resources (IDNR) or the Iowa State Fire Marshal using the most recent IDNR checklist. The IDNR checklist must be signed by both the licensed equipment installer and the owner once the project is completed indicating compatibility with E85 fuel</li><li>4. UST (Form 148) - proof of registration with the Iowa Department of Natural Resources and pollution liability coverage</li><li>5. AST - Proof of registration with the Iowa State Fire Marshal and pollution liability coverage (suggested)</li></ol> |
| Biodiesel Terminals:        | <ol style="list-style-type: none"><li>1. Proof of insurance (pollution liability coverage suggested)</li><li>2. Licensed installer (if applicable)/dealer equipment list</li><li>3. AST - proof of registration with the Iowa State Fire Marshal</li><li>4. UST (Form 148) - Proof of registration with the Iowa Department of Natural Resources</li><li>5. If selling to commercial accounts, names are requested</li></ol>  |
| Tank Wagon:                 | <ol style="list-style-type: none"><li>1. Proof of DOT hazmat registration</li><li>2. Proof of insurance</li><li>3. A copy of manufacturer's meter readings (specs) sent to IDALS for the meter registration</li><li>4. Proof of meter registration with Iowa Department of Agriculture and Land Stewardship (IDALS)</li><li>5. Itemized quote or invoice for chassis, tank &amp; components</li><li>6. If selling to commercial accounts, names are requested</li></ol>   |

**Asterisk (\*) indicates required information.**

\* **Has the business previously applied for funds for this Project Location?**  Yes  No  
If yes, what date \_\_\_\_\_ for what \_\_\_\_\_ amount awarded \_\_\_\_\_

\* **This application applies to:**  Completed project  Project under construction  Proposed Project  
(Submit proof of payment upon completion)

**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)

**ONE APPLICATION PER FACILITY SITE**

\***Project Facility Name:**

\***Street Address:**

\***City:**

\***State:**

\***Zip:**

**Costs of equipment directly associated with marketing and dispensing Renewable Fuels must be pro-rated and broken out.**

\***Amount of grant funds requested is**

- \$ \_\_\_\_\_ for Retail E85 - with tank  above  below ground (maximum award per site \$30,000)
- \$ \_\_\_\_\_ for Retail Biodiesel - with tank  above  below ground (maximum award per site \$30,000)
- \$ \_\_\_\_\_ for Retail E85 and Biodiesel - with tank  above  below ground (maximum award per site \$30,000)
- \$ \_\_\_\_\_ for Biodiesel Terminal - with tank  above  below ground (maximum award per site \$50,000)
- \$ \_\_\_\_\_ for Tank Wagon (See RFIP board's formula on page 3, the maximum award per site \$30,000)

<b>For tank wagon use only. See bottom of p. 3 of application for formula.</b>			
Chassis (cost) \$			
Tank (cost) \$			
		<b>Total capacity (gal) _____</b>	
	<b>Compartment dedicated to:</b>	<b>E85</b>	<b>Biodiesel</b>
Compartment 1	Capacity (gal) _____	<input type="checkbox"/>	<input type="checkbox"/>
Compartment 2	Capacity (gal) _____	<input type="checkbox"/>	<input type="checkbox"/>
Compartment 3	Capacity (gal) _____	<input type="checkbox"/>	<input type="checkbox"/>
Compartment 4	Capacity (gal) _____	<input type="checkbox"/>	<input type="checkbox"/>
Compartment 5	Capacity (gal) _____	<input type="checkbox"/>	<input type="checkbox"/>
Compartment 6	Capacity (gal) _____	<input type="checkbox"/>	<input type="checkbox"/>

**Information about the Project:**

Describe the proposed project for which assistance is being sought. **Be sure to list all project costs and include a project timeline with dates** Include model numbers of storage tanks, if available. (If more space is needed attach a separate sheet):

**\*Project Budget: Supply a cost proposal from one of the following:**

**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 Resources website.)

**If a multi installation project, costs of equipment directly associated with marketing and dispensing Renewable Fuels must be pro-rated and broken out.**

**Eligible dispensers must have initiated the process of applying to an independent lab and the manufacturer must provide a written statement that the dispenser is not incompatible.**

**\*THE FOLLOWING SECTIONS MUST BE COMPLETED OR THE APPLICATION WILL BE RETURNED FOR COMPLETION**

Source of Funds	Amount	Form of Funds (Loan, Grant, Tax incentives, etc.)		
Source A: Infrastructure Program	\$			
Source B: Federal Incentives	\$			
Source C: Local Government	\$			
Source D: Business	\$			
Source E: Other Sources	\$			
Source F:	\$			
Source G:	\$			
Source H:	\$			
<b>TOTAL</b>	<b>\$</b>			

Use of Funds	Cost	Source A	Source B	Source C	Source D	Source E
Tank Wagon	\$	\$	\$	\$	\$	\$
Site Preparation	\$	\$	\$	\$	\$	\$
Tank (below ground)	\$	\$	\$	\$	\$	\$
Tank (above ground)	\$	\$	\$	\$	\$	\$
Piping	\$	\$	\$	\$	\$	\$
New Pump	\$	\$	\$	\$	\$	\$
Pump upgrades	\$	\$	\$	\$	\$	\$
Other (List below)	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**Date when first used to store or dispense renewable fuel:** \_\_\_\_\_

**RFIP board’s formula used for potential grant awards for tank wagons:**

Trade-in allowance must be shown and deducted for final quote price on chassis and/or tank.

Dedicated compartment capacity / total tank capacity = given percent

Chassis cost + tank cost = total costs / 2 (50%) x given percent = potential grant award rounded to nearest \$100

**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 5 years from date of project completion, unless one of the following applies:

- a. The business is granted a waiver by the 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 Economic Development. Successful applicants will be notified by the Department of the Board’s award by IDED, 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 which 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 Departments website – <http://www.iowalifechanging.com/business/renewablefuels.html>**

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

Mail: Renewable Fuel Infrastructure Board  
 Iowa Department of Economic Development  
 ATTN: Renewable Fuel Infrastructure  
 200 East Grand Avenue  
 Des Moines, Iowa 50309

Fax: (515) 242-4918  
 E-mail: [businessfinance@iowalifechanging.com](mailto:businessfinance@iowalifechanging.com)

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

**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 anytime, please check [www.iowalifechanging.com](http://www.iowalifechanging.com) business (top margin) and Renewable Fuel Infrastructure Program (right margin) for the most recent revision. All applications are subject to the latest revisions.

- Please note: 1) Do not return this information with the application form.  
2) Tank wagons does not qualify for the following program.  
3) This is not a RFIP nor IDED program, for contact information see bottom of the page.



### **E85/Biodiesel Promotional Assistance Available**

The American Lung Association of Iowa, in collaboration with General Motors, Iowa Biodiesel Board, Iowa Corn Promotion Board, Iowa Farm Bureau, Iowa Renewable Fuels Association, Iowa Soybean Association, and the National Ethanol Vehicle Coalition, would like to commend your efforts to make E85 and/or biodiesel available to your consumers. Therefore, the group is making funding available through the Iowa Clean Air Choice Program to retail stations that have made a *Clean Air Choice*<sup>TM</sup>.

This group of organizations understands the need to increase the use of alternative fuels in Iowa, and Iowans need to fully understand the significance of their choice at the pump. The Iowa Clean Air Choice Program looks to positively change perceptions of alternative fuel usage by educating Iowans through promotional activities.

The Iowa Clean Air Choice Program will provide funding and assistance to promote the new fuels available by holding a "grand opening" event. The program will provide assistance in the following areas:

- Providing image kit materials at no cost
- Funding the grand opening event
- Planning the grand opening event
- Placing advertising on the radio and/or newspaper
- Alerting the media of the grand opening event
- Inviting local dignitaries, organizations, and lawmakers
- Providing sample advertising, postcards for mailing, educational brochures, etc.

It will be the responsibility of the retail station to assist with attendance of the event by direct mail, flyers, and alerting their customers about the event.

In order to receive more information about funding for promotional activities, please contact Jessica Zopf at the American Lung Association of Iowa at 515-309-9507 or [jzopf@lungia.org](mailto:jzopf@lungia.org).

