



MISSOURI DEPARTMENT *of* AGRICULTURE

MISSOURI BIOFUEL INFRASTRUCTURE PARTNERSHIP PROGRAM

PROGRAM YEAR 2016-2017

REQUEST FOR APPLICATIONS: GUIDELINES AND APPLICATION

APPLICATIONS DUE JULY 1, 2017

REQUEST FOR APPLICATIONS
Submittal Deadline July 1, 2017

Enclosed you will find the Guidelines and Application for the Missouri Biofuel Infrastructure Partnership Program. The Missouri Department of Agriculture (“Department” or “Department of Agriculture”) is administering this Grant program to accelerate the use and availability of higher blends of ethanol fuel, as clean burning, renewable alternatives to conventional unleaded gasoline, and in turn drive economic development in the State. Sub-Grants will be awarded to eligible business owners to purchase and install ethanol fuel pumps (E15-E85 certified blender, E85 dedicated) and storage tanks.

To award Sub-Grant funds, the Department is soliciting proposals through a competitive request for application (RFA) process. Applicants must provide Non-Federal Cost-Share as required in the table shown in Section 2. 2.3 Maximum Sub-Grant Amounts. The Department will select eligible applications, with a preference for projects that are most cost-effective, strategically-located and ready to begin.

Applications submitted in response to the RFA must complete all the data requirements of Sections 1 through 8 and Appendix A located within the Sub-Grant Application.

Applicants may submit signed applications at the following email address: Apps@mda.mo.gov
Please state “MO Biofuel Infrastructure Partnership Program” in the subject line.

Applicants may also submit **an original paper copy** of the application document with original signatures to:

Missouri Department of Agriculture
Grants Management
Attention: Missouri Biofuel Infrastructure Partnership Program
1616 Missouri Blvd.
P.O. Box 630
Jefferson City, MO 65102

Applications must be emailed and postmarked NO LATER THAN JULY 1, 2017.

Note: Applicants may contact Jane McIntosh at 573-522-1955 or jane.mcintosh@mda.mo.gov.

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SECTION 1. GENERAL INFORMATION

1.1 Purpose. With funding from the U.S. Department of Agriculture’s Commodity Credit Corporation (CCC), the Department of Agriculture will administer the Missouri Biofuel Infrastructure Partnership Program (“Program”) to accelerate the availability and use of higher blends of ethanol fuels. This investment will help continue to grow the renewable fuels industry in Missouri, which is a large economic driver, particularly in the State’s rural areas. It will also provide a buffer for Missouri citizens against gasoline supply disruptions or price fluctuations related to crude oil or gasoline. Finally, increased use of higher blends of ethanol fuels will lead to improvements in air quality and reductions in ground-level ozone, which is critical to the health and well-being of Missouri residents. This Program will be an innovative public-private partnership, between the Department, CCC, Missouri Corn Growers Association, Prime The Pump, Growth Energy, The Missouri Renewable Fuels Association, Missouri Renewable Partners, private industry, and refueling station owners in Missouri.

Specifically, the Program will provide Sub-Grants, to the extent funds are available, to eligible business owners, to purchase and install retrofit of dedicated E15/E25 pumps, installation of new dedicated E15/E25 pumps, dedicated E85 pumps, blender pumps, underground and above ground storage tanks. Sub-Grantees will be selected competitively, through this request for applications (RFA). Applicants must provide Non-Federal Cost-Share as required in the table shown in Section 2. 2.3 Maximum Sub-Grant Amounts. The Department will select eligible applications, with a preference for projects that are most cost-effective, strategically-located and ready to begin.

1.2 Authority and Funding. The Department is authorized to receive federal and state funding, and other contributions, including private and foundation support, to carry out Departmental programs. The Department is also authorized to administer the Program by the U.S. Department of Agriculture’s Biofuel Infrastructure Partnership (“BIP”) (CFDA Number: 10.117). BIP funding authority is found in Sections 5(b) and 5(e) of the Commodity Credit Corporation (CCC) Charter Act (15 U.S.C. 714c (b) and 714c (e)).

1.3 Definitions. The terms used in this document have the meanings set forth below. Words and terms not defined here, if defined in the Environmental Protection Act (415 ILCS 5), will have the meanings as defined therein.

“Administrative costs” means costs for internal day-to-day activities related to implementation for the approved project. May include, but is not limited to, salaries.

“Applicant” means a business operating in Missouri (including, but not limited to: local fueling stations, convenience stores, hypermarket fueling stations) that applies under this RFA.

“Sub-Grant Application” means a request for Program funds by submitting the required information, on the Department’s approved forms and attachments as prescribed in these Guidelines.

“Average capped cost” means the average cost per pump or storage tank for which the Department will provide Sub-Grant funding.

“Blender pump” means a pump that meets or exceeds federal and state standards and can dispense a range of ethanol blends greater than E10. Blender pumps must be E85 certified, meaning that they can dispense blends up to E85.

“Other consulting/subcontractor costs” means costs for third party services, not related to installation or marketing (addressed in other cost categories), designed to support the applicant in implementation of the approved project.

“Dedicated E85 pump” means a pump that meets or exceeds federal and state standards and is capable of dispensing only E85 fuel.

“Entity” means any applicant submitting an application to the Department.

“Equipment/material costs” means costs for eligible biofuel infrastructure measures (i.e., pumps and storage tanks) approved as a part of the proposed project.

“Sub-Grantee” means an entity that has been awarded a Sub-Grant.

“High blend ethanol fuels” means, for the purposes of this RFA, fuels blends ranging from E15 to E85.

“Installation costs” means costs associated with the installation of eligible biofuel infrastructure measures (i.e., pumps and storage tanks).

“Marketing costs” means costs associated with the promotion of the approved project and availability of high blend ethanol fuels, including but not limited to: social media, print advertisements, and on station/retailer websites; on-site promotion, including window stickers/clings, pump toppers, banners, and other signage; direct mail announcing the availability of E85 blends to owners of flexible fuel vehicles; radio advertising; and grand opening events.

“Match” (cost-share) means the amount of funds (cash and in-kind) that the applicant will contribute to the project, including its own contributions and funds from other financial partners. All proposed matching expenditures must only be directly related project expenditures and must not include the costs or in-kind values of items that are not being used as part of the proposed project. Match may include the following categories of costs: equipment/materials, installation, marketing, other consulting/subcontractor, and administrative. Match may not come from any federal sources.

“Project” means an eligible energy project that the Department agrees to fund through the Program.

“Project Completion Date” means the date that all Sub-Grant tasks are complete, aside from reporting and monitoring, and equipment is installed and operational.

“Pump” means a fuel dispenser and associated hanging hardware and piping, as applicable. Pumps must be E15-E85 certified blender pumps or dedicated E85.

“Storage tank” means either an underground storage tank (UST) or above ground storage tank (AST) that meets or exceeds federal and state standards and that will be used to store E15 or higher blends of ethanol, with associated components and piping, as applicable. If the storage tank replaces an existing storage tank, the storage tank must provide additional capacity to store E15 or higher blends of ethanol.

SECTION 2. ELIGIBILITY AND FUNDING CRITERIA

2.1 Eligible Applicants. Eligible applicants include businesses in Missouri, serving the general public, including, but not limited to: local fueling stations, convenience stores, or hypermarket fueling stations.

2.2 Eligible Projects and Measures. In order to promote the use of ethanol fuel blends, the Department is seeking to fund projects that will increase the availability and use of high blend ethanol fuels in Missouri, including the purchase, installation, and marketing of fuel pumps and tanks. Specific eligible measures include: purchase and install retrofit of dedicated E15/E25 pumps, install new dedicated E15/E25 pumps, dedicated E85 pumps, blender pumps, underground and above ground storage tanks.

Projects must be located within the State of Missouri but may include multiple locations within the State.

Projects must include Non-Federal Cost-Share as required in the table shown below in Section 2.3 Maximum Sub-Grant Amounts. All proposed matching expenditures must only be directly related project expenditures and must not include the costs or in-kind values of items that are not being used as part of the proposed project. Match may include the following categories of costs: equipment/materials, installation, marketing, other consulting/subcontractor, and administrative. Match may not come from any federal sources. For match funds that will be provided from project partners, entities are required to submit with their application letters of support from each funding entity, indicating the amount of their support and the project commencement date expected for their partnership (See Application Section 7 and Appendix A).

2.3 Maximum Sub-Grant Amounts. MDA will limit the federal cost-share amount per pump or storage tank to the result of Federal cost-share percentage in the chart below multiplied by the actual cost of the infrastructure, not to exceed:

| SPECIAL LIMITATIONS | Average Capped Cost | Federal Cost Share Percentage | Non-Federal Cost Share Percentage |
|--|---------------------|-------------------------------|-----------------------------------|
| Dedicated E15/E25 Pumps (retrofit of existing pumps) | \$6,194.00 | 63.00% | 37.00% |
| Dedicated E15/E25 Pumps (installation of new pumps) | \$25,000.00 | 63.60% | 36.40% |
| Dedicated E85 Pumps | \$25,000.00 | 68.60% | 31.40% |
| Blender Pumps | \$27,241.00 | 74.00% | 26.00% |
| Underground Storage Tanks | \$18,333.00 | 25.00% | 75.00% |
| Above Ground Storage Tanks | \$15,000.00 | 24.80% | 75.20% |

Further, the actual amount of the Sub-Grant will be determined by the Department based upon availability of funds and the Department’s evaluation of the proposed project in accordance with the evaluation criteria set forth herein. The Department of Agriculture is not obligated to provide the Sub-Grant amount requested. Upon review of applications, the Department of Agriculture reserves the right to negotiate terms and Sub-Grant amounts, as needed to fulfill statutory requirements or based on current market development, technology development, measurement and verification results and program implementation experience.

2.4 Eligible Sub-Grant Expenditures/Prior Incurred Costs. The following costs are the only eligible Sub-Grant expenditures:

- Equipment/Material Costs: As defined in Section 1.3 Definitions and Section 2.2 Eligible Projects and Measures. As noted in Section 2.3 Maximum Sub-Grant Amounts.
- Installation Costs: As defined in Section 1.3 Definitions and Section 2.2 Eligible Projects and Measures.

No equipment may be purchased, infrastructure work started, or locations confirmed until the Department has received approval from USDA that projects are in compliance with federal environmental laws, so installation costs incurred prior to that date are ineligible (see Section 3.8 for additional detail on environmental requirements). In no event will the Department be liable for any project-related expenditure incurred by an applicant if (a) the Department rejects the application in accordance with these Guidelines, or (b) the Department and the applicant are unable to successfully execute a Sub-Grant agreement.

Sub-Grant funds may not be used to duplicate or replace current services; Sub-Grant funds may only be used to expand the level of effort or service beyond what is currently being provided. Additionally, Sub-Grant funds may not be used to replace any financial support previously provided or assured from any other source.

2.5 Eligible Match Expenditures. The following costs are eligible match expenditures:

- Equipment/Materials Costs: As defined in Section 1.3 Definitions and Section 2.2 Eligible Projects and Measures.
- Installation: As defined in Section 1.3 Definitions and Section 2.2 Eligible Projects and Measures.
- Marketing Costs: As defined in Section 1.3 Definitions.
- Other Consulting/Subcontractor Costs: As defined in Section 1.3 Definitions.
- Administrative Costs: As defined in Section 1.3 Definitions.

2.6 Ineligible Expenditures. The following expenditures are not eligible for Sub-Grant or match funding under this RFA:

- Payment of costs of preparing the application for funding;
- Funding of political activities or lobbying efforts;
- Payment of any judgment or debt owed to the United States or the State of Missouri;
- Payment for the repair of privately owned vehicles;
- Payment for any cost of fueling station canopies;
- Payment for any cost of replacement of existing storage tanks, except if the storage tanks provide additional capacity or hold higher levels of ethanol;
- Payment for research or testing;
- Rental, lease or purchase of real property (land or buildings);
- Applicant's normal routine and general operating/administrative expenses not directly related to an eligible project including:
 - Purchase of consumable/disposable items unrelated to an eligible project;
 - Personnel expenses, including travel; and
 - Feasibility studies and planning.
- Any other expenditure explicitly prohibited by the Department of Agriculture in the executed Sub-Grant Agreement.

2.7 Priority Projects. Priority will be given to projects that are most cost-effective, strategically-located and ready to begin. More detail is provided under Section 4.2 Evaluation Criteria.

SECTION 3. PROGRAM INFORMATION

3.1 Sub-Grant Provisions/Requirements. The Director reserves the right to waive any of the program parameters outlined herein.

3.2 Required Commitments. Any applicant requesting Sub-Grant funds under this program must commit to selling high blend ethanol fuels, at each project location, for at least six years after installation and reporting those sales to the State.

2 CSR 90-30.050 Inspection of Premises – Upon completion of implementation, the MDA, Weights, Measures and Consumer Protection division inspects all locations utilized for the sale or storage of petroleum products regulated by Chapter 414, RSMo. These locations shall meet the requirements of the National Fire Protection Association (NFPA) Manual No. 30, 30A, National Electrical Code (NEC) 70 1996 edition and the National Institute of Standards and Technology (NIST) Handbook 44. Owners, operators, manufacturers, repairers and installers of petroleum equipment shall be registered with the Missouri Department of Agriculture and provide proof of financial responsibility as required by 2 CSR 90-30.085 and 2 CSR 90-30.086.

3.3 Marketing of High Blend Ethanol Fuels. The applicant and its partners will agree to market and promote the sale of high blend ethanol fuels through signage on the pumps, pricing signs, and other signage and promotions.

3.4 Payment Schedule. The Sub-Grant agreement will specify the conditions of payment and the payment schedule. Generally, Sub-Grantees will be reimbursed quarterly for eligible costs incurred during that quarter, as documented in the required quarterly reports. The Department reserves the right to determine the appropriate payment structure on a project specific basis and by level of service.

3.5 Reporting Requirements and Project Monitoring. Sub-Grantees will be required to submit quarterly status reports, in accordance with the requirements of the Sub-Grant agreement between the Department and the Sub-Grantee. The Sub-Grant terms will also stipulate that regular communication between the Sub-Grantee and the Department of Agriculture will be held to discuss the progress of the Sub-Grantee in completing project tasks. Finally, the Sub-Grant agreement will require the reporting of performance data for six years (December 30, 2021).

The Department project manager will monitor the Sub-Grantee's compliance with the terms of the Sub-Grant agreement to include verification of both sales transactions and equipment installation. Sub-Grantees will be required to certify the project completion date through a site visit or other means deemed acceptable by the Department.

The Department of Agriculture reserves the right to structure reporting requirements on a Sub-Grantee-specific basis in the Sub-Grant agreement.

3.6 Sub-Grant Duration/Performance Period. The Sub-Grant duration/performance period will be determined on a project specific basis. Projects must be completed no later than Dec. 30, 2017, and Sub-Grantees will be required to certify the project completion date to the Department, as defined by the Sub-Grant agreement. The Sub-Grant agreement will also require 6 years (December 30, 2021) of project impact data following the project completion

date. Such reporting requirements may require a commitment by the Sub-Grantee to extend the Sub-Grant agreement for a period equivalent to the required reporting requirement.

3.7 Missouri Freedom of Information Act/Sunshine Law. Applications are subject to disclosure, in response to requests received under provisions of the Missouri Sunshine Law § 610.023 et seq. Information that could reasonably be considered to be proprietary, privileged or confidential commercial or financial information should be identified as such in the application. The Department of Agriculture will maintain the confidentiality of that information only to the extent permitted by law.

3.8 Legal Compliance. The applicant must certify on the application that the project complies with all applicable state, federal, and local environmental and zoning laws, ordinances, and regulations and that all permits, licenses, authorizations, etc., required to perform the project have either been obtained or will be obtained no later than 45 days following the project start date set forth in the Notice of Sub-Grant Award issued by the Department.

Specifically, all Sub-Grant awards made under this program must comply with applicable laws including regulations contained in 42 U.S.C. 4321-4347, 40 CFR 1500-1508, and 7 CFR a 799.

Further, as mandated by USDA, the Department will require all approved applicants to submit additional documentation for their proposed projects for review, in order to ensure compliance with the National Environmental Policy Act (NEPA) 42 U.S.C. 4321 *et seq.* **Please note, no equipment may be purchased, infrastructure work started, or locations confirmed until the Department has received approval from USDA that projects are in compliance.** If it is determined that NEPA requires the preparation of an environmental assessment (EA) or environmental impact statement (EIS), the applicant will be responsible for paying the cost of preparing an EA or EIS. Preparation of these types of NEPA documents can require a substantial amount of time. Accordingly, the Department reserves the right to determine whether the proposed project will be able to be completed within the time period allowed by USDA. Additional detail is provided in under the Application in Section 8 and Appendix B.

3.9 Dissemination of Information/Technology Transfer. Sub-Grantees will be contractually required to allow the Department of Agriculture access to the project site and the ability to obtain, publish, disseminate or distribute any and all information obtained from the project (except any data or information that has been negotiated as being confidential or proprietary), without restriction and without payment or compensation by the Department of Agriculture.

3.10 Ownership/Use of Equipment. The Sub-Grant agreement will specifically prohibit the sale, lease, transfer, assignment, or encumbrance of any equipment or material purchased with Sub-Grant funds, without the express written approval of the Department for the duration of six years or end of product life, whichever is less. In the event of a Sub-Grantee's failure to comply with this requirement, the Sub-Grant agreement will provide that the Department may, at its discretion, require the Sub-Grantee to return all Sub-Grant

funds provided by the Department.

3.11 Marketing & Promotion. The Department of Agriculture and the Sub-Grantee will acknowledge the participation of the other Party in all press releases, publications and promotional materials presented to the media, or otherwise disseminated or published concerning the project.

3.12 Prevailing Wage Requirements. Sub-Grantees are responsible for determining if their projects will require compliance with the Missouri Prevailing Wage Law RSMo. CH.290. The Department of Agriculture will not render a legal opinion as to the applicability of the Prevailing Wage Law to any project. Questions regarding the applicability of Prevailing Wage requirements may be referred to the Missouri Department of Labor and Industrial Relations, Prevailing Wage Program at 573-751-3403.

3.13 State Not Liable. Sub-Grantee shall hold the State of Missouri harmless from any and all claims, demands, and actions based upon or arising out of any services performed by Sub-Grantee or by their agents or employees under a Sub-Grant agreement. The Department, by entering into a Sub-Grant agreement, does not pledge or promise to pledge the assets of the state nor does it promise to pay any compensation to the Sub-Grantee from any moneys of the treasury or the state except such moneys as shall be appropriated and paid to the Sub-Grantee by the Department.

3.14 Indemnity. The Sub-Grantee agrees to assume all risks of loss and to indemnify and hold the Department, its officers, agents and employees, harmless from and against any and all liabilities, demands, claims, damages, suits, costs, fees, and expenses, incidents thereto, for injuries or death to persons and for loss of, damage to, or destruction of property because of the Sub-Grantee's negligence, intentional acts or omissions. In the event of any demand or claim, the Department may elect to defend any such demand or claim against the Department and will be entitled to be paid by the Sub-Grantee for all damages.

3.15 Insurance. The Sub-Grantee shall provide Workers' Compensation Insurance or the same, as required, and shall accept full responsibility for the payment of Unemployment Insurance, premiums for Workers' Compensation, Social Security, and retirement and health insurance benefits, as well as all income tax deductions required by law for its employees who are performing services specified by the Sub-Grant agreement.

3.16 Return of Funds. The Sub-Grantee shall return to the Department any and all funds that are determined by the Department to have been spent in violation of the Sub-Grant agreement.

SECTION 4. APPLICATION PROCESS

4.1 Application. Applications submitted in response to the RFA must complete all the data requirements of Sections 1 through 8 and Appendix A located within the Sub-Grant Application. Guidelines on properly filling out the sections are included at the end of the RFA.

Applicants may submit signed applications at the following email address: Apps@mda.mo.gov
Please state “MO Biofuel Infrastructure Partnership Program” in the subject line.

Applicants may also submit **an original paper copy** of the application document with original signatures to:

Missouri Department of Agriculture
Grants Management
Attention: Missouri Biofuel Infrastructure Partnership Program
1616 Missouri Blvd.
P.O. Box 630
Jefferson City, MO 65102

Applications must be emailed and postmarked NO LATER THAN JULY 1, 2017.

Note: Applicants may contact Jane McIntosh at 573-522-1955 or jane.mcintosh@mda.mo.gov.

4.2 Evaluation Criteria. Applications will first be reviewed to determine eligibility and completeness as specified under Sections 2 and 4.1 General. Ineligible or incomplete applications will be immediately rejected, and the applicant will be notified.

The Department will select eligible applications, with a preference for projects that are most cost-effective, strategically-located and ready to begin. Applicants must provide Non-Federal Cost-Share as required in the table shown in Section 2. 2.3 Maximum Sub-Grant Amounts.

Proposals satisfying these requirements will be evaluated on the basis of criteria, which have been developed to assist the Department in identifying those projects that display the most potential for achieving the goals and objectives of the Program:

- **Application Quality:** Overall quality of the application including measurable project goals and deliverables, tasks and activities, and a well-developed work plan and budget.
- **Project Benefits:**
 - Potential for the project to increase consumption of higher blends of ethanol fuels, in the State of Missouri, measured in annual fuel volume delivered.
 - Preference will be given to projects that are relatively more cost-effective, as defined by project benefit performance measures achieved per Sub-Grant dollar awarded.
- **Timeliness and Feasibility of Project Plan:** Likelihood of project completion by Dec. 30,

2017 and potential to accomplish defined project benefits. Preference will be given to projects that plan to be started and completed expeditiously, including meeting federal requirements.

- **Matching Funds:** Preference will be given to projects that include a higher percentage of non-Federal funds.
- **Applicant Capability:** Capability of the applicant organization, including previous organizational experience and the credentials of the project management team that are relevant to the project goals, and the availability of additional professional resources.
- Any applicant that is a previous or current Sub-Grantee of the Department and was/is delinquent in its Sub-Grant provisions shall have such delinquency included as one of the application evaluation criteria for this current application.
- Other criteria as determined by the Department of Agriculture to be in the best interest of the State of Missouri.

4.3 Rejection of Applications. The Department of Agriculture reserves the right to reject any and all applications submitted in response to these Guidelines. The submission of an application under these Guidelines confers no right upon any applicant. The Department of Agriculture is not obligated to award any Sub-Grants under this program, to pay any costs incurred by the applicant in the preparation and submission of an application, or to pay any Sub-Grant related costs incurred prior to the Sub-Grant beginning date.

MISSOURI BIOFUEL INFRASTRUCTURE PARTNERSHIP PROGRAM

SUB-GRANT APPLICATION COVER PAGE

Missouri Biofuel Infrastructure Partnership Program

| |
|---------------------------------------|
| MDA Use Only: Application #: _____ |
|---------------------------------------|

SECTION 1: APPLICANT INFORMATION

| | | | |
|------|--|---|-----|
| 1.1 | Legal Name of Applicant: <i>(Attach copy of W-9)</i> | | |
| 1.2 | Address of Applicant: <i>(Include your extended 9-digit zip code):</i> | | |
| 1.4 | Chief Officer: <i>(If more than one, attach a list with all Officers)</i> | Name: | |
| | | Title: | |
| | | Address: | |
| | | Phone: | |
| | | Fax: | |
| | | E-Mail: | |
| 1.5 | Description of Applicant: <i>(200 Character maximum)</i> | | |
| 1.5 | NAICS Code: | <i>(6-digit Industry Classification Code)</i> | |
| 1.6 | Applicant Website: | | |
| 1.7 | Applicant FEIN: | | |
| 1.8 | Applicant SSN: <i>(Enter only if applicant is individual and does not have a FEIN)</i> | | |
| 1.9 | Applicant's DUNS Number: | | |
| 1.10 | Applicant Fiscal Year: | From: | To: |

SECTION 2: APPLICANT HISTORY

| | | |
|-----|---|--|
| 2.1 | Has the applicant or any principal experienced foreclosure, repossession, civil judgment or criminal penalty (or been a party to a consent decree) within the past seven years as a result of any violation of federal, state or local law applicable to its business? If yes, identify the nature (including case number and venue) of the action and the disposition. If the action/proceeding is still pending or unresolved, provide a status identifying the unresolved issues. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2.2 | Is the applicant or any principal the subject of any proceedings that are pending, or to the best of applicant's knowledge, threatened against applicant and/or any principal that may result in any adverse change in applicant's financial condition or materially and adversely affect applicant's operations? If yes, provide requested information. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2.3 | Does the applicant or any principal owe any debt to the State? If yes, list reason and amount: | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| SECTION 3: PROPOSAL INFORMATION | | |
|--|--|--|
| 3.1 | Submittal Date: | |
| 3.2 | Project Title: | |
| 3.3 | Brief Project Description: <i>(Complete attached Scope of Work) (550 Character maximum)</i> | |
| 3.4 | Project Location: | Street Address: City: County: |
| 3.5 | Areas Served: | |
| 3.6 | Project Contact: | Name: Title: Address: Phone: Fax: E-Mail: |
| 3.7 | Project Period: | Start Date: End Date: |
| 3.8 | Project Costs: <i>(Complete attached Budget)</i> | Funding provided by the applicant: Secured funding from other sources: Funding requested from Department: _____ Total Project Cost |

SECTION 4: SCOPE OF WORK

Project Title

Please provide a brief description of the proposed project and complete the task table below. Additional detail will be provided in Section 8.

Description of project:

Sub-Grantee will complete the following tasks:

| DESCRIPTION OF TASKS | ESTIMATED COMPLETION DATE |
|-----------------------------|----------------------------------|
| Task 1. | |
| Task 2. | |
| Task 4. | |
| Task 5. | |
| Task 6. | |
| Task 7. | |
| Task 8. | |
| Task 9. | |
| Task 10. | |

| SECTION 5: PERFORMANCE MEASURES | | |
|---|--|-------------------------------------|
| Performance Measure | Target | |
| Annual Volume of High Blend Ethanol Fuel Delivered | | |
| Other | | |
| | | |
| | | |
| | | |
| SECTION 6: BUDGET | | |
| Line Item or Cost Category Description | Requested Sub-Grant Budget Amount | Proposed Match Budget Amount |
| Equipment (pumps) | | |
| Equipment (tanks) | | |
| Installation (pumps) | | |
| Installation (tanks) | | |
| Marketing (match only) | | |
| Other Consulting/Subcontractor (match only) | | |
| Administrative (match only) | | |
| | | |
| | | |
| | | |
| Total Cost | | |
| SECTION 7: PROGRAM SPECIFIC INFORMATION | | |

All applicants shall include the following information and documentation. Each of the following documents should be clearly marked (i.e. Project Description, etc.), include the title of the proposal, the applicant’s name, and limited to the number of pages specified. The format will include a font size no smaller than 11 point and margins no less than 1” (top, bottom, and sides)

- Project description.** (4 page maximum, excluding project location attachment) Describe the project, including measureable goals and deliverables (including, but not limited to, pumps and storage tanks to be installed), a detailed statement of work (required tasks and activities), and timelines for start and completion of key tasks. Key tasks should include but are not limited to: compliance with federal/state/local legal requirements, acquisition of equipment, installation of measures, marketing initiatives, and performance measurement and reporting.

In an attachment, include projects locations with zip codes.

Provide the name and address of any system installer(s) or subcontractor(s), known at this time. Please note, if a Sub-Grantee provides any portion of the Sub-Grant funding to another entity through a contract or Sub-Grant that is not expressly provided for in the Sub-Grant agreement the Sub-Grantee will be required to obtain written approval from the Department before it provides any portion of this funding to the entity. Thus, it is advantageous to submit this information with the application, if known.

- Project benefits. (2 page maximum) Discuss the benefits of the project as outlined in Section 4.2 of this RFA:
 - Potential for the project to increase consumption of higher blends of ethanol fuels, in the State of Missouri, measured in annual fuel volume delivered and corresponding displacement of gasoline and/or diesel fuel.
 - Cost effectiveness of the project, including but not limited to estimated annual volume of high blend ethanol fuel to be delivered per Sub-Grant dollar spent.

The applicant must explain how the benefits were estimated for purposes of the application and how they will be measured for reporting after project completion.

- Project budget. (2 page maximum, excluding commitment letters) Complete the budget table in Section 6 and Appendix A. Please reference both in your narrative. Discuss the project budget with an explanation of all project activities and related costs, noting which will be covered with Sub-Grant funds versus match. As outlined in Appendix A, please provide commitment letters from financial partners.
- Profile, expertise, and qualifications of the applicant organization and key partners. (2 page maximum, excluding resumes) Provide information on the applicant organization, including the type of organization, organizational mission, primary products or services, age and history of organization, size of organization, legal organization, and management team members. In addition, identify primary partner organizations that have agreed to participate in the proposed project and a brief profile of their organization as well.

Identify the relevant experience of the team with regard to the proposed project. Identify other additional professional resources and support available to the applicant.

- Environmental compliance. (1-2 paragraphs maximum) As mandated by USDA, the Department will require all approved applicants to submit additional documentation for their proposed projects for review, in order to ensure compliance with the National Environmental Policy Act (NEPA) 42 U.S.C. 4321 et seq. In Appendix B, the Department has outlined specifically what approved applicants will be required to submit, depending upon their approved projects. In this section, provide a brief description of what requirements would apply to the proposed projects, and the organization's plan for submitting this documentation in a timely manner. Please note, no equipment may be purchased, infrastructure work started, or locations confirmed until the Department has received approval from USDA that projects are in compliance.

Section 8 : Applicant Certification

Under penalty of perjury, I certify that I have examined this application and the document(s), schedule(s), and statement(s) submitted in conjunction herewith, and that, to the best of my information and belief, the information contained herein is true, correct, and complete. I represent that I am the person authorized to submit this application on behalf of the applicant, and that I am authorized to execute a legally binding Sub-Grant agreement on behalf of the applicant if this application is approved for funding.

I hereby release to Department the rights and use of photographs and/or any written statements or information, regardless of format (whether they are direct quotes or paraphrased by Department), contained in or provided after Sub-Grant application for the purpose of publicizing issuance and acceptance of Sub-Grant awards through Department's website. I hereby also release any and all claims against Department its officers, agents, employees and/or affiliates arising out of, or in connection with, the usage of photographs and/or written statements or information, regardless of format (whether they are direct quotes or paraphrased by Department), for the purpose of publicizing issuance and acceptance of Sub-Grant awards through Department's website.

Signature

Name & Title (print)

Date

APPENDIX A
Missouri Department of Agriculture
Missouri Biofuel Infrastructure Partnership Program
Proposed Project Costs

Provide detailed budget information below. Please review the definitions for cost categories, and guidance regarding eligible Sub-Grant expenditures, eligible match expenditures, and ineligible expenditures found under the Guidelines in Sections 1.3 and 2.4-2.6. Attach additional budget pages if necessary.

Summary:

| | Total Costs | Applicant Match | Match from Other Sources |
|---|--------------------|------------------------|---------------------------------|
| A. Equipment/Materials: | \$ | \$ | \$ |
| B. Installation: | \$ | \$ | \$ |
| C. Marketing: | \$ | \$ | \$ |
| D. Other Consulting/Subcontractor: | \$ | \$ | \$ |
| C. Administrative: | \$ | \$ | \$ |
| Total: | \$ | \$ | \$ |
| Percent of Total: | 100% | % | % |

Equipment/Materials: List items of equipment to be purchased valued greater than \$100.

| | Total Costs | State Funding Requested |
|-----------------|--------------------|--------------------------------|
| 1. _____ | \$ _____ | \$ _____ |
| 2. _____ | \$ _____ | \$ _____ |
| 3. _____ | \$ _____ | \$ _____ |
| 4. _____ | \$ _____ | \$ _____ |
| 5. _____ | \$ _____ | \$ _____ |
| 6. _____ | \$ _____ | \$ _____ |
| Subtotal | \$ _____ | \$ _____ |

Installation: As noted in Section 8, all known subcontracts should be explained in detail in the narrative.

| | Total Costs | State Funding Requested |
|-----------------|--------------------|--------------------------------|
| 1. _____ | \$ _____ | \$ _____ |
| 2. _____ | \$ _____ | \$ _____ |
| 3. _____ | \$ _____ | \$ _____ |
| 4. _____ | \$ _____ | \$ _____ |
| 5. _____ | \$ _____ | \$ _____ |
| 6. _____ | \$ _____ | \$ _____ |
| Subtotal | \$ _____ | \$ _____ |

APPENDIX B
Missouri Department of Agriculture
Missouri Biofuel Infrastructure Partnership Program
Environmental Compliance

As mandated by USDA, the Department will require all approved applicants to submit additional documentation for their proposed projects for review, in order to ensure compliance with the National Environmental Policy Act (NEPA) 42 U.S.C. Section 4321 et seq.

Specifically, the Department will require approved applicants to complete the FSA-850 Environmental Evaluation Checklist (a copy of which is found below), as applicable to approved projects:

- For New Pumps on previously disturbed land with no new ground disturbance or removal of existing vegetation,
 - These locations can be grouped and addressed on a single FSA-850 form.

- For Replacement Tanks,
 - Completed FSA-850 is required for each station with a replacement tank,
 - Consultations with the following entities may be necessary as indicated by the FSA-850:
 - State Historic Preservation Officer (SHPO) under the National Historic Preservation Act (NHPA), and/or
 - U.S. Fish and Wildlife Service (USFWS) and/or National Marine Fisheries Service (NMFS) under the Endangered Species Act (ESA).

- For New Tanks,
 - Completed FSA-850 is required for each station with a new tank.
 - Consultations with the following entities will likely be required as indicated by the FSA-850:
 - SHPO under the NHPA, and/or
 - USFWS and/or NMFS under the Endangered Species Act (ESA).

In all cases, a certified environmental/engineering professional must complete the FSA-850 and follow Guidelines per USDA Handbook 1-EQ (to be provided upon applicant approval). FSA-850s will be checked by the Department for completeness, and then submitted to USDA's national office for review. Any forms that cannot be certified complete by the environmental/engineering professional will have to be referred to USDA's Farm Service Agency (FSA) State Environmental Coordinator for additional analysis and/or consultation, before being submitted to the USDA national office.

If it is determined that NEPA requires the preparation of an environmental assessment (EA) or environmental impact statement (EIS), the applicant will be responsible for paying the cost of preparing an EA or EIS. Preparation of these types of NEPA documents can require a substantial amount of time. Accordingly, the Department reserves the right to determine whether the proposed project will be able to be completed within the time period allowed by USDA.

Please note, no equipment may be purchased, infrastructure work started, or locations confirmed until the Department has received approval from USDA that projects are in compliance.

This form is available electronically.

| | | | | | | | | | | | | |
|---|----------------------------|--|--|--|--|--|-----|----|-----|----|-----|----|
| FSA-850 U.S. DEPARTMENT OF AGRICULTURE (06-14-02) Farm Service Agency <div style="text-align: center;">ENVIRONMENTAL EVALUATION CHECKLIST</div> | | 1. PROJECT INFORMATION 1A. PRODUCER or APPLICANT NAME 1B. PROJECT NUMBER 1C. STATE & COUNTY CODE | | | | | | | | | | |
| 1D. TYPE OF PROJECT LOAN <input type="checkbox"/> CRP <input type="checkbox"/> ECP <input type="checkbox"/> OTHER <input type="checkbox"/> | 1E. PROJECT OR DESCRIPTION | 1F. GENERAL LOCATION | | | | | | | | | | |
| 2. BACKGROUND a. Describe the purpose and need for the project: b. Describe the project site and its present use: c. Describe the surrounding land uses; indicate the directions and distances involved. The extent of the surrounding land to be considered depends on the extent of the potential impacts of the project, its related activities, and the primary beneficiaries: Attach adequate location maps of the project area, as well as (1) an aerial photo of the site, (2) if available, topographic map which clearly delineates the area and the location of the project elements, (3) if available, site photos, and (4) if completed, a standard soil survey for the project. When necessary for descriptive purposes or environmental analysis, include land use maps or other graphic information. All graphic materials shall be of high quality resolution. | | | | | | | | | | | | |
| 3. PROTECTED RESOURCES For the below listed land uses or environmental resources, check the appropriate answer in Column A to indicate those that are present on the site(s) of the proposed action. Check the appropriate answer in Column B for those resources that are within the action's area of environmental impact, such as the areas adjacent to the proposed site(s). Check the appropriate answer in Column C for those land uses and environmental resources that will be adversely affected by the proposed action. | | | | | | | A | B | | C | | |
| Check the appropriate boxes as provided: - If "YES" is checked in Column A or B, then Column C must be completed. - If "YES" is checked in Column C, attach as Exhibit 3a, 3b, 3c, 3d, 3e, 3f, 3g, 3h, and 3i as applicable, a discussion and description of all potential impacts. | | | | | | | YES | NO | YES | NO | YES | NO |
| a. Wetlands An AD-1026 must be completed by all producers who request USDA program or loan benefits covered by the FSA of 1985, as amended by the Federal Agriculture Improvement and Reform Act of 1996. If any of questions 8 through 10 of the AD-1026 are answered "YES," then a NRCS CPA-026e must be completed and attached. | | | | | | | | | | | | |
| b. Floodplains - Flood Map Panel # _____ For projects involving construction/development in floodplains, attach applicable floodplain development permits. | | | | | | | | | | | | |
| c. Sole Source Aquifer Recharge Area (Designated by Environmental Protection Agency) The proposed action must not contaminate or contribute to the contamination of a sole source aquifer to the extent that a significant hazard to public health is created. | | | | | | | | | | | | |
| d. Critical Habitat or Endangered/Threatened Species (listed or proposed) Consult with the U.S. Fish and Wildlife to ensure that the proposed action will not jeopardize a listed species or destroy or modify its "critical habitat" in accordance with the Endangered Species Act. | | | | | | | | | | | | |
| e. Wilderness | | | | | | | | | | | | |
| f. Coastal Barrier in Coastal Barrier Resources System or Approved Coastal Zone Management Area | | | | | | | | | | | | |
| g. Wild or Scenic River | | | | | | | | | | | | |
| h. Natural Landmark | | | | | | | | | | | | |
| i. Historical, Archeological Sites | | | | | | | | | | | | |

4. WATER QUALITY

a. Will the proposed action adversely affect the quality of surface and/or ground water?

YES NO

b. Will the proposed action comply with the requirements of the Clean Water Act and any applicable State water quality laws?

YES NO

If Item 4a is answered "YES," attach as Exhibit 4, a discussion of any impacts to water quality.

5. AIR QUALITY

Will the proposed action produce air emissions or odors that will violate any Federal, State, or local laws or standards?

YES NO

If "YES," attach as Exhibit 5, a discussion of any impacts to air quality.

6. NOISE

Will the proposed action result in permanent increases in noise levels?

YES NO

If "YES," attach as Exhibit 6, a discussion of any noise impacts.

7. IMPORTANT LAND RESOURCES

Will the proposed action result in the conversion of important farmland, prime forest land, or prime rangeland to a nonagricultural use?

YES NO

If "YES," attach as Exhibit 7, a discussion of which land resources would be affected along with any alternatives to the proposed action.

8. UNIQUE NATURAL FEATURES AND AREAS

a. Will the project be located near natural features (i.e. bluffs, caves, or cliffs) or near public or private scenic areas?

YES NO

b. Are other natural resources visible on the site or in the vicinity?

YES NO

c. Will any such resources be adversely affected or will they adversely affect the project?

YES NO

If Item 8c is answered "YES," attach as Exhibit 8, a discussion of such natural features or areas and potential adverse impacts.

9. ENVIRONMENTAL JUSTICE

Will the proposed action cause any adverse human health or environmental effects to minority or low income communities as defined in the Executive Order 12896, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations"?

YES NO

If "YES," attach as Exhibit 9, a discussion of any adverse effects.

10. SOCIAL AND ECONOMIC IMPACTS

Will the proposed action have any negative impacts on the local social and economic conditions? YES NO

If "YES," attach as Exhibit 10, a discussion of any negative impacts.

11. STATE ENVIRONMENTAL POLICY ACT

Is the proposed project subject to a State NEPA? YES NO

If "YES," attach as Exhibit 11, a discussion of the results of compliance with these requirements.

12. PUBLIC REACTION

Have there been any negative reactions from the public related to the proposed project? YES NO

If "YES," attach as Exhibit 12, a discussion of any associated comments and related correspondence.

13. CUMULATIVE IMPACTS

Are there any cumulative impacts resulting from the proposed project? YES NO

If "YES," attach as Exhibit 13, a discussion of the cumulative impacts of this project and the related activities. Give particular attention to land use changes and air and water quality impacts.

14. ALTERNATIVES

Based on the answers provided in this form, will alternatives have to be considered? YES NO

If "YES," attach as Exhibit 14, a discussion of the feasibility of alternatives to the project and their environmental impacts.

15. MITIGATION MEASURES

Based on the answers provided in this form, will mitigation measures have to be considered? YES NO

If "YES," attach as Exhibit 15, a discussion of any measures which will be required to avoid or mitigate the identified adverse impacts.

16. COMMENTS

17. CHECKLIST

| Permits | | | Forms | | |
|-------------------------------|----------|--------------|--|----------|--------------|
| | Required | Not Required | | Required | Not Required |
| Army Corps of Engineers 404 | | | Form FSA-851, Environmental Risk Assessment | | |
| NPDES Storm Water | | | Form NRCS CPA-026e, HEL and WC Determination | | |
| Floodplain Development Permit | | | Form FEMA 81-93, Standard Flood Hazard Determination | | |
| CAFO Permit | | | | | |

Letters and Other Requirements

| | Required | Not Required | | Required | Not Required |
|--|----------|--------------|--|----------|--------------|
| Fish and Wildlife Service clearance on Endangered/Threatened Species | | | Public Notice for Floodplains as required by section 2(a)(4) of EO 11988 | | |
| State Historic Preservation Officer consultation | | | Tribal Historic Preservation Officer consultation | | |

NOTE: Other permits, forms, and letters may be required and should be attached as applicable. All permits, forms, and letters should be attached as exhibits corresponding to their appropriate section of this form.

18. FINDING

I have reviewed and considered the types and degrees of adverse environmental impacts identified by this evaluation. I have also analyzed the proposal for its consistency with FSA environmental policies implementing the requirements of the National Environmental Policy Act and have considered the potential benefits of the proposal. Based upon this consideration and balancing of these factors, I recommend one of the following:

a. There will be no adverse impacts as a result of this proposed action or any adverse effects, either individually or cumulatively. The project can be considered as categorically excluded per ' 799.10 of 7 CFR Part 799. Neither an Environmental Assessment or Environmental Impact Statement will be required. The project is recommended for approval.

b. An Environmental Assessment should be completed to provide further and more complete analysis of any adverse impacts and approval of the project must be delayed pending the outcome of the assessment.

| | |
|--|--|
| 19A. NAME OF PREPARER | 19B. TITLE OF PREPARER |
| 19C. SIGNATURE OF PREPARER | 19D. DATE (MM-DD-YYYY) |
| 19E. SIGNATURE OF CONCURRING OFFICIAL | 19F. TITLE OF CONCURRING OFFICIAL |

GUIDELINES

All questions in the following sections must be completed by the applicant. Additional documentation should be attached as necessary to adequately respond to the question or to provide the detail requested.

SECTION 1: APPLICANT INFORMATION - GUIDELINES

Question #1.1: Provide the applicant's legal name which is reflected on its Federal W-9 form. If the applicant is a Limited Liability Company with a tax classification of "C" - the IRS acceptance letter needs to be submitted along with the W-9 in order for the vendor to be certified.

Question #1.2: Provide the applicant's business address, including the 9-digit zip code.

Question #1.4: Complete this section by indicating the Chief Officer of the applicant. If the applicant organization has more than one chief officer, please attach additional documentation providing all names and appropriate contact information.

Question #1.5: Provide a brief explicit description of the applicant indicating the type of business, business history, typical clientele, etc. The applicant description should not exceed 200 characters.

Question #1.5: Provide the applicant's North American Industry Classification System (NAICS) Code. The NAICS (pronounced Nakes) was developed as the standard for use by Federal statistical agencies in classifying business establishments for the collection, analysis, and publication of statistical data related to the business economy of the U.S. If you do not know your NAICS Code, you may look it up at: <http://www.naics.com/index.html>.

Question #1.6: If applicable, provide the applicant's website address.

Question #1.7: Provide the applicant's Federal Employer Identification Number (FEIN). The FEIN is also known as a Federal Tax Identification Number, and is used to identify a business entity. Generally, businesses need a FEIN. If your business does not have a FEIN, you may apply for it at <http://www.irs.gov/>. You are required to have a FEIN in order to be eligible for a Department award.

Question #1.8: If the applicant is an individual with no FEIN, provide the applicant's Social Security Number (SSN). Do not provide a Social Security Number if you are also providing a FEIN for Question #7.

Question #1.9: A DUNS Number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 100 million businesses worldwide. Provide the applicant's DUNS number. If your business does not have a DUNS number, you may request one at: http://www.dnb.com/us/duns_update/.

Question #1.10 Indicate the start date and end date of the applicant's fiscal year (accounting year) with month and day.

Question #1.11: Check the appropriate box if the applicant's business is a female or minority-owned business. A female or minority-owned business is defined as a business at least 51 percent owned and controlled by persons who are female or minority-owned. Minority is defined as the following race/ethnic groups: Black / African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans and Asian-Indian Americans. If minority-owned, then check the appropriate race/ethnic group box that applies.

SECTION 2: APPLICANT HISTORY - GUIDELINES

Question #2.1: Indicate yes or no and provide additional information in subsequent question. Principal is defined as any officer or member of the governing board of the applicant, as well as any individual in the organization who exerts significant control over the activities of the applicant or who has the authority to make decisions on behalf of the applicant.

- If yes, identify the nature (including case number and venue) of the action and the disposition. If the action/proceeding is still pending or unresolved, provide a status identifying the unresolved issues. Be as descriptive as possible and attach additional supporting documentation to support the response to this question.

Question #2.2: Indicate yes or no and provide additional information in subsequent question. Principal is defined as any officer or member of the governing board of the applicant, as well as any individual in the organization who exerts significant control over the activities of the applicant or who has the authority to make decisions on behalf of the applicant.

- If yes, describe the proceedings and provide the current status. Be as descriptive as possible and attach additional supporting documentation to support the response to this question.

Question #2.3: Indicate any debt owed to the state by listing the specific reason(s) and amount(s). Attach additional documentation to explain the debt owed to the state. Principal is defined as any officer or member of the governing board of the applicant, as well as any individual in the organization who exerts significant control over the activities of the applicant or who has the authority to make decisions on behalf of the applicant.

SECTION 3: PROPOSAL INFORMATION - GUIDELINES

Question #3.1: Indicate the date on which the applicant is submitting this proposal.

Question #3.2: Provide a short title that accurately describes the proposal. The title should be limited to approximately 40 characters.

Question #3.3: Provide a brief description of the proposed project that summarizes the use of the Sub-Grant award. The description should not exceed 550 characters. The brief project description should be consistent with the information provided in the attached Scope of Work. The description provided here may be used on the Department's website.

Question #3.4: Complete this section with the address of the proposed project location.

Question #3.5: Identify the area(s) served if the project location serves more than one location or if it serves a geographical region. Identify these areas by cities, towns, villages, counties or other defined programmatic or geographical regions.

Question #3.6: Complete this section by providing the name, business address and other required business contact information of the individual that will serve as the primary project contact. This person will serve as the Department's primary contact from application intake through closure of the Sub-Grant, if awarded by the Department. Please note that the Department may publish copies of applications on its public website so it is preferable that you submit your business contact information. If the applicant does not have a business to use for contact information, then please provide personal information (home address, personal cell phone number, personal email address) as an attachment to the application.

Question #3.7: Indicate the projected project time period with a start and end date.

Question #3.8: Identify the funding sources for the proposed project. The applicant must identify the amount of funding the applicant is proposing to provide to the project, any secured funding from other sources, and the amount of funding being requested from the Department. The total project cost should be the sum of all three sources of funds. The project costs in this section should be consistent with the information provided in the attached Budget.

SECTION 4: SCOPE OF WORK - GUIDELINES

- Provide the Project Title and it needs to be the same as or consistent with the title provided in the Proposal Information above.
- Provide a detailed description of the proposed project and the intended use of Sub-Grant funds. Unlike Line 3 of the Proposal Information Section, the applicant is not restricted in their description of the proposed project. The information provided in this description will assist the Department in development of the Scope of Work for the Sub-Grant agreement if the project is awarded. It will also facilitate the periodic reporting that will be required to update the Department on the status of the projects major milestones if the project is awarded.

- Briefly describe each task in the Description of Tasks column. These tasks will be used to develop the Sub-Grant agreement. The applicant should assign an estimated completion date for each task. If a Sub-Grant is awarded, the applicant will have the opportunity to modify these dates prior to the execution of the Sub-Grant.

SECTION 5: PERFORMANCE MEASURES - GUIDELINES

- Provide the target numbers for the performance measure listed. "Other" can be revised to any other performance measure(s) the applicant has identified to quantify the benefits of the project.

SECTION 6: BUDGET - GUIDELINES

- This section will be used to establish the cost categories of the Sub-Grant agreement. List each budget line item for which the Sub-Grant funds are proposed to be expended.
- Indicate the requested Sub-Grant amount for each budget line item.
- Provide the proposed match amount for each budget line item.
- Provide the total of each column.
- Definitions can be found under the Guidelines Section 1.3.
- Eligible Sub-Grant expenditures, eligible match expenditures, and ineligible expenditures can be found under the Guidelines in Sections 2.4-2.6.

SECTION 7: PROGRAM SPECIFIC INFORMATION - GUIDELINES

Program Guidelines are included in this section. The additional information portion of the section must be completed including the project description document, the project benefits document, and the project qualifications/expertise document.

SECTION 8: APPLICANT CERTIFICATION - GUIDELINES

The applicant should read and understand the certification statement provided in this section. The individual that signs this section should be the individual that is authorized to sign the Sub-Grant agreement if Sub-Grant funds are awarded. The authorized individual should sign their name, print their name and title and date of certification. Please note the certification authorizes Department to publish a copy of the completed application on Department's website.

SUBMISSION OF APPLICATION

Applicants must submit applications at the following email address: Apps@mda.mo.gov. Please state "MO Biofuel Infrastructure Partnership Program" in the subject line.

Applicants may also submit 1 original paper copy of the application document with original signatures of the application document for review purposes to:

Missouri Department of Agriculture
 Grants Management
 Attention: Missouri Biofuel Infrastructure Partnership Program
 1616 Missouri Blvd.
 P.O. Box 630
 Jefferson City, MO 65102

Applications must be emailed and postmarked NO LATER THAN JULY 1, 2017.

Note: Applicants may contact Jane McIntosh at 573-522-1955 or jane.mcintosh@mda.mo.gov.

Identity Protection – Personal Information Protection Missouri RSMo. CH. 290

The Department is committed to protecting the privacy of its vendors, Sub-Grantees and beneficiaries of programs and services. At times, Department will request social security numbers (SSNs) or other personal identifying information. Federal and state laws, rules and regulations require the collection of this information for certain purposes relating to employment and/or payments for goods and services, including, but not limited to, Sub-Grants. Department also collects confidential information for oversight and monitoring purposes.

Furnishing personal identity information, such as a social security number, is voluntary; however, failure to provide required personal identity information may prevent an individual or organization from using the services/benefits provided by Department as a result of state or federal laws, rules and regulations.