



**BIOFUEL INFRASTRUCTURE
INCENTIVE PROGRAM
(BIIP)
Guidelines and Procedures**

Purpose: To increase the distribution and use of biofuels in the state of Missouri. Funds from the program will be awarded to fuel retailers, fuel distributors, terminal companies, and fleet operations that are dispensing, or have plans to store or dispense ethanol blends of E15 or higher, or biodiesel blends of B6 or higher.

B. FUNDING LEVELS

Funding has been appropriated for the Biofuel Infrastructure Incentive Program (BIIP), with 50% initially allocated to biodiesel projects, and 50% allocated to ethanol projects. Upon final award determination, if funding remains in one category and is needed in the other category, funds may be reallocated.

Within each category, up to 75% of the funds will be awarded to Tier 1 projects. Up to 25% of the funds will be awarded to Tier 2 projects (See definitions below). Upon final award determination, if funding remains in one category and is needed in the other category, funds may be reallocated.

A business entity with both biodiesel and ethanol infrastructure needs may submit separate applications in each category and be eligible for maximum funding in each category.

The maximum grant award for Tier 1 entities is 50% of eligible costs, or \$500,000, whichever is less.

The maximum grant award for Tier 2 entities is 75% of eligible costs, or \$250,000, whichever is less.

Applications will be scored using a 100 point scoring criteria:

50 points available for gallons of projected increase in throughput, with the application projecting the highest increase in throughput receiving 50 points, the next highest projected increase receiving 49 points, and so on.

50 points available for grant amount requested/projected gallon increase in throughput, with the lowest cost/gallon increase project receiving 50 points, the second lowest-cost/gallon increase project receiving 49 points, and so on.

Applications will be funded starting with the highest scoring project, according to total scores. If partial funds remain, they will be offered to the next highest scoring project until accepted.

C. USE OF FUNDS

Projects may include, but are not limited to, expenses incurred for the construction, installation, upgrade, or retrofit of fuel dispensers/pumps, related/attached equipment, underground or above ground storage tanks or tank system components, and other infrastructure located in Missouri whose sole purpose is to ensure the environmentally safe availability of fuel containing ethanol blends of E15 or higher or biodiesel B6 or higher. Adding new equipment to an existing site is permissible.

Restrictions: Ineligible project costs for BIP projects include, but are not limited to:

- Used equipment
- vehicles
- Construction or equipment costs that would be incurred regardless of the installation of HB fuel infrastructure;
- Replacement of existing storage tanks, except if the storage tanks provide additional capacity or hold higher levels of ethanol or biodiesel
- Fueling station canopies
- Rental, lease, or purchase of land or buildings
- Grant funds shall not be used, in part or whole, for an identical portion of a project or specific equipment that is also funded under the USDA Higher Blends Infrastructure Incentive Program (HBIIP), the previous MASBDA Biofuel Infrastructure Program, or any other state or federal funding.

D. ELIGIBILITY QUALIFICATIONS

1. Applicants must be a business entity that is constructing new, or retrofitting or improving existing, infrastructure or equipment which handles biodiesel fuel, biodiesel blend fuel, or ethanol blended gasoline at a facility located in Missouri. The project may include multiple locations within the state.
2. Entities planning infrastructure improvements for both biodiesel and ethanol will be considered separate projects and must submit separate applications for funding.
3. Costs incurred for down payments or partial payment on equipment ordered less than 6 months before the application date are eligible costs, with proper documentation. Any equipment or infrastructure installed prior to the date of grant award is not eligible for reimbursement.
4. Projects must be completed within 24 months of date of grant award.
5. The applicant will be responsible for all regulatory requirements of federal, state, or local governments that may apply. All requirements and permits of the governing agencies will be followed for any activities related to the project.
6. Project must be completed by an installer registered with the State of Missouri.
7. Applicants must affirm a 36-month commitment to dispense the higher blends detailed in their application. Any waiver requests will be considered on an individual basis and would be approved or denied by MASBDA in consultation with ethanol and biodiesel industries.

8. Grant recipients will not sell, lease, or transfer any equipment or material at a project location for three years after project completion without the express written approval of MASBDA.
9. If funded, pursuant to 285.530 RSMo, all applicants are required to provide proof of citizenship, identity, and residency at the time of signing a grant contract. The grant recipient will be required to show proof of enrollment in E-verify, the federal work authorization program, for any grant award more than \$5,000.

E. DEFINITIONS

Biodiesel Fuel – a renewable, biodegradable, mono alkyl ester combustible liquid fuel that is derived from agricultural and other plant oils or animal fats and that meets the ASTM International specification D6751-19, or the most recent specification, for Biodiesel Fuel (B100) Blend Stock for Distillate Fuels. (Biodiesel produced from palm oil is not biodiesel fuel for the purpose of this program, unless the palm oil is contained within waste oil and grease collected within the State of Missouri or surrounding states.

Biodiesel Blend – a blend of diesel fuel and biodiesel fuel six percent or higher.

Eligible applicant – An owner or operator of a fuel retailer, distributor, terminal, or fleet operation who submits a completed application and all supporting documentation to the Authority.

Fleet Operation - a business entity that owns or leases motor vehicles and has their own fueling station.

Fuel Ethanol - a fuel which meets ASTM International specification number D 4806 or subsequent specifications for blending with gasoline for use as automotive spark-ignition engine fuel and where the ethanol is made from cereal grains, cereal grain by-products, or qualified biomass;

Retailer - —fueling stations, convenience stores, hypermarket retailer fueling stations, and similar entities with equivalent capital investments that distributes fuel containing ethanol blends of E15 or higher or biodiesel B6-or higher.

Tier 1 – Any terminal company, fuel distributor, or fuel retailer with more than five (5) locations.

Tier 2 – Any fuel retailer with five (5) or less stations, fleet operations, or individual businesses.

Terminal - a bulk storage and distribution facility which includes:

- (a) For the purposes of motor fuel, is a qualified terminal;
- (b) For the purposes of fuel grade ethanol and biodiesel, is supplied by truck, rail car, boat, barge or pipeline and the products are removed at a rack

F. APPLICATION PROCESS

Application Deadline: Applications must be received no later than 5:00 p.m. March 1, 2023.

Award Notification: Applicants will be notified of award amount no later than April 30, 2023.

The biofuel facility shall submit the following:

- a) Completed application form
- b) An application review fee at the time of submission:

Tier 1: \$500

Tier 2: \$300

c) Previous three years certification of:

- 1)Gallons of all fuels sold*,
- 2)Total gallons of E10 fuel sold,
- 3)Total gallons of E15 fuel sold,
- 4)Total gallons of E85 fuel sold,
- 5)Total gallons of diesel fuel sold, and
- 6) Total gallons of biodiesel (B100/B99) sold

*or utilized, in the case of a fleet facility.

c) Applicant is able to produce bids for equipment/services to verify costs, if requested.

d) In the case of a new facility to be constructed during the grant period, the authority will set the baseline of throughput, sales, and use at 0.

Upon receipt of the application, the Authority will do the following:

- a) Review the application for completeness and accuracy
- b) If the Authority has any questions, concerns, and or needs additional documentation, they will contact the entity
- c) Once the review process is completed, the application will be submitted to the Authority for approval at the monthly board meeting.
- d) Following the monthly board meeting, the Authority will notify the entity in writing the application was approved or denied and amount of funding.

G. FEES

An application fee of \$500 for Tier 1 applications is due at the time of application.

An application fee of \$300 for Tier 2 applications is due at the time of application.

If an application meets the eligibility requirements, but is not able to be funded due to lack of funding, the application fee will be refunded.

H. FUNDING

Grant recipients should complete planned improvement, purchase equipment, etc., and once the project is complete, recipient may request reimbursement. Reimbursement requires:

- Actual/copies of receipts, expenses, or invoices paid
- Copies of paid checks and/or electronic fund transfers
- Proof of delivery of any purchased equipment not yet installed.
- Satisfactory Compliance Certification Inspection by a Missouri Department of Agriculture Petroleum Inspection Program representative

I. RECORDS, AUDIT, AND ACCOUNTABILITY

The Authority is authorized by Section 135.686 RSMo, to keep the information provided under this section confidential and shall not be disclosed except by court order, subpoena or as otherwise provided by law.

1.**Audit:** The Authority reserves the right to audit the records of any approved biofuel retailer or distributor to ensure compliance with program requirements.

2.**Records maintenance:** The approved facility must retain all documentation related to the infrastructure improvements and the qualifying investments used in the application to secure Authority approval.

3.**Additional Information:** The Authority reserves the right to request additional information from the applicant to document or clarify items submitted in the application.

4.**Reporting:** Annual reports for the three immediate calendar years following full grant disbursement on product throughput for:

- 1)Gallons of all fuels sold*,
- 2)Total gallons of E10 fuel sold,
- 3)Total gallons of E15 fuel sold,
- 4)Total gallons of E85 fuel sold,
- 5)Total gallons of diesel fuel sold, and
- 6) Total gallons of biodiesel (B100/B99) sold

*or utilized, in the case of a fleet facility.

The reporting requirements established in this section shall be due annually on June 30th of each year. No person or entity shall be required to make an annual report until at least one year after the full disbursement of the approved grant amount.

After full disbursement, any failure to meet the annual reporting requirements or any determination of fraud in the application process shall result in penalties as follows:

- a) Failure to report for more than six months but less than one year shall result in a penalty equal to two percent of the value of the grant awarded for each month of delinquency during such time period;
 - b) Failure to report for more than one year shall result in a penalty equal to ten percent of the value of the grant awarded for each month of delinquency during such time period up to one hundred percent of the value of the grant awarded is assessed by way of penalty;
 - c) Fraud or misrepresentation in the application process shall result in a penalty equal to one hundred percent of the grant award. No facility shall be deemed to have committed fraud in the application process unless such conclusion has been reached by a court of competent jurisdiction or the administrative hearing commission.
5. The grant recipient will be responsible for any federal or state taxes applicable for funds received, if awarded, and it is recommended the applicant consult their tax professional prior to submitting an application, and upon potential award.

J. SUBMISSION OF INFORMATION

Missouri Agricultural and Small Business Development Authority
P.O. Box 630
1616 Missouri Boulevard
Jefferson City, MO 65102-0630
Telephone: (573) 751-2129
Fax: (573) 522-2416
E-mail: masbda@mda.mo.gov
Web site: masbda.com

**Missouri Agricultural and Small Business Development Authority
(MASBDA)**

Biofuel Infrastructure Incentive Program (BIIP)

Application



SECTION 1 – APPLICANT INFORMATION

Legal Company Name:	Name of Contact and Title:		Telephone Number:
	E-mail Address:		Cell Phone Number:
Mailing Address:	County:		State Representative District:
City:	State:	Zip Code:	State Senate District:
Taxpayer ID Number:	NAICS:		US Congressional District:

SECTION 2 – APPLICANT TYPE

SECTION 3 – PROJECT SUMMARY

<input type="checkbox"/> Ethanol <input type="checkbox"/> Biodiesel <input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Fuel Retailer <input type="checkbox"/> Fleet Operation <input type="checkbox"/> Fuel Distribution/Terminal	Number of locations included in project: _____ Total Project Cost: \$ _____ Total Applicant Cash Match Provided: \$ _____ MASBDA Request: \$ _____ Proposed Project Start Date: _____ Proposed Project End Date: _____
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SECTION 4 – REQUIRED INFORMATION

This Application must include:

- Completed Attachment A – Project Description
- Completed Attachment B - "Location Summary Worksheet" (a separate Excel spreadsheet) including each Missouri location included in project.
- Application fee - made payable to MASBDA:
 Tier 1 - \$500
 Tier 2 - \$300

SECTION 5 - CERTIFICATIONS

1. I certify that I am not: (i) a commissioner or employee of the Missouri Agricultural and Small Business Development Authority with a substantial interest of ten percent or more in the project described in the grant application, (ii) a member of the Missouri General Assembly with a substantial interest in the project described in the grant application, (iii) a state-wide elected official with a substantial interest in the project described in the grant application, (iv) a director of a state department with a substantial interest in the project described in the grant application, (v) a parent, child, spouse or sibling of any of the above either of who has a substantial interest in the project described in the grant application, whether singularly or collectively of 10 percent or more.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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|---|--|
| <p>2. The applicant is organized under U.S. law and is registered to do business in the State of Missouri.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>3. All locations listed in Section 7 (Separate Location Summary Worksheet) are located within the State of Missouri.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>4. Grant funds shall not be used, in part or whole, for an identical portion or specific equipment that is also funded under the USDA Higher Blends Infrastructure Incentive Program (HBIIP), the previously existing MASBDA Biofuel Infrastructure Program, or any other state or federal funding.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>5. For the funded project, the applicant will use an Installer registered with the Missouri Department of Agriculture, Petroleum/Propane/Anhydrous Ammonia Program.</p> <p>Name and Address of Installer: _____

 _____</p> <p>Missouri Registration Number: _____</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>6. If awarded, grant payments by MASBDA for expenditures approved in the work plan may be made on a reimbursement basis to the grant recipient (after proof of payment is received by MASBDA) or directly to the vendor contracted by the grant recipient upon receipt of an invoice approved by the grant recipient. Any vendor invoice paid by MASBDA are for the benefit of the grant recipient for its obligations owed related to the approved work plan, and in no way constitutes a partnership, creditor, or other business relationship between MASBDA and vendors contracted by the grant recipient.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>7. The grant recipient will be required to show proof of enrollment in E-verify, the federal work authorization program, for any grant award more than \$5,000.</p> | |
| <p>8. The grant recipient will be responsible for any federal or state taxes applicable for funds received, if awarded, and it is recommended the applicant consult their tax professional prior to submitting an application, and upon potential award.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>9. Should a grant be awarded, basic project information (such as grant amount, proposed location, work products funded, etc.) may be used in announcements, press releases and other public information.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>10. I understand, after project completion, annual reports for the three immediate years following full MASBDA grant disbursement will be required on fuel throughput.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>11. The Missouri Agricultural and Small Business Development Authority reserves the right to modify or terminate any subsequent agreements with applicant if, at a future date, the authority becomes aware of fraud or misrepresentation(s) contained in this application.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>12. In addition by affixing my/our signature(s) to this application, I/we certify having read and understand the guidelines governing award of these grants and agree to all conditions set forth therein and attest that all information contained in this application is true to the best of the applicant's knowledge, information and belief.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |

SIGNATURE

I (We) hereby certify, subject to penalties of perjury that all information I (we) have supplied is truthful and complete, and I am an authorized legal representative of the Applicant.

Signature: _____

Date: _____

Title: _____



ATTACHMENT A

Project Description

Describe:

1. The project (by location), including measurable goals of increased throughput, and deliverables (including, but not limited to, a detailed listing of pumps, storage tanks and equipment to be installed), and justification/explanation for the increase.
2. A detailed statement of work (required tasks and activities), and
3. Timelines for start and completion of project.

ATTACHMENT B

Insert Location Summary Excel Worksheet here

Send completed application (one Original and one Copy) and application fee to:

Missouri Agricultural and Small Business Development Authority (MASBDA)

PO Box 630

1616 Missouri Boulevard

Jefferson City, MO 65102-0630

Telephone: 573-751-2129

Fax: 573-522-2416