

## **Program Information**

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 retail sites by installing, replacing or converting motor fuel storage and dispensing infrastructure. The second primary component is biodiesel terminal facilities which focus on bulk tank storage facilities and terminal facilities that store and dispense biodiesel fuels or store, blend and dispense biodiesel or biodiesel blended fuel.

The Renewable Fuel Infrastructure Board (RFIB) 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 fuel infrastructure projects is final. Administrative support for the Board will be provided by the Iowa Department of Agriculture and Land Stewardship (IDALS). Successful applicants will be notified by the Department of the Board's award, 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 that 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.

The Renewable Fuels Infrastructure Board may approve multiple awards at a single site as long as the awards do not exceed the maximum dollars allowable.

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

In the event that an application for a "proposed" project or one which is "under construction" incurs significant and unexpected cost overruns, applicants may request those additional costs be included in determining the final award. Such requests must be made in writing and accompanied by supporting evidence of the additional costs. The board may consider such requests at their next scheduled meeting. In no case shall the State's total investment exceed the limitation of \$50,000 per project.

### **Application Instruction and Guidelines**

An eligible applicant must be an owner or operator of a retail motor fuel site or of a biodiesel terminal who submits a completed application, including the installer's cost estimate and other required documents, to the Iowa Department of Agriculture and Land Stewardship (IDALS)

The board may approve multiple awards at a single site as long as the awards do not exceed the maximum dollars allowable.

An 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 no less than three (3) years or five (5) years, depending on the agreed upon contractual years, from date of project completion, unless one of the following applies:

- a. The business is granted a waiver by the RFIP board.
- b. The business pays back the money awarded with an additional 25 percent penalty.

An applicant in violation of an executed agreement with the Department will be subject to a civil penalty of no more than \$1,000 a day for each day of the violation.

#### **Financial Assistance Guidelines**

The applicant must decide between a three (3) year contract or a five (5) year contract. Already-existing, executed contracts will not be modified or renegotiated.

For retail motor fuel sites, financial incentives are on a cost share basis in the form of a grant.

- 1) For the three (3) year contract the maximum award shall not exceed 50% of the actual cost of making the improvement or \$30,000, whichever is less. An applicant must have separate applications for E85 and biodiesel dispensers at a single site with the costs broken out and the respective award shall not exceed 50% of the actual costs of the improvements or \$30,000, whichever is less.

- 2) For the five (5) year contract the maximum award shall not exceed 70% of the actual cost of making the improvement or \$50,000, whichever is less. An applicant must have separate applications for E85 and biodiesel dispensers at a single site with the costs broken out and the respective award shall not exceed 70% of the actual costs of the improvements or \$50,000, whichever is less. Note: applications for E85 dispensers and biodiesel dispensers at the same site must be on separate application forms to be considered for either a three (3) or five (5) year contract.
- 3) All biodiesel awards for bulk storage tanks and terminal facilities are obligated to a five (5) year contract. The financial incentives are on a cost share basis in the form of a grant.
  - a) For improvements to store, blend or dispense B2-B98 the maximum award shall not exceed 50% of the actual cost of making the improvement or \$50,000, whichever is less.
  - b) For improvements to store, blend and dispense B99/B100, for year-round distribution, the maximum award shall not exceed 50% of the actual cost of making the improvement or \$100,000, whichever is less.

## Notice to Applicants – Open Records

PLEASE NOTE: UPON SUBMISSION OF A SIGNED APPLICATION, THE CONTENTS AND ATTACHMENTS TO THIS APPLICATION ARE PUBLIC RECORDS WHICH ARE AVAILABLE FOR PUBLIC INSPECTION AND COPYING.

INFORMATION SUBMITTED WITH THIS APPLICATION MAY BE TREATED AS CONFIDENTIAL IF:

- (1) IT MEETS THE LEGAL REQUIREMENTS FOR CONFIDENTIAL STATUS, AND
- (2) THE APPLICANT FILES A WRITTEN REQUEST FOR CONFIDENTIALITY, AND
- (3) THE DEPARTMENT ISSUES WRITTEN CONFIRMATION THAT THE INFORMATION MEETS THESE REQUIREMENTS AND WILL BE TREATED AS CONFIDENTIAL.

IF NO REQUEST FOR CONFIDENTIAL TREATMENT OF RECORDS IS MADE, THE DEPARTMENT WILL PROCEED AS IF THE APPLICANT HAS NO OBJECTION TO DISCLOSURE TO MEMBERS OF THE PUBLIC.

Iowa's Open Records Law. The Iowa Department of Agriculture and Land Stewardship (IDALS) is a state agency and it is subject to Iowa's Open Records law (Iowa Code, Chapter 22). Treatment of information submitted to IDALS in this application is governed by the provisions of the Open Records law. All public records are available for public inspection. Some public records are considered confidential and will not be disclosed to the public unless ordered by a court, the lawful custodian of the record, or by another person duly authorized to release the information.

Legal requirements for confidential treatment of public records.

The information submitted as part of this application information will be available for public inspection, unless a request for confidentiality has been submitted by the applicant in the required form and approved in writing by IDALS. Following are the classifications of records which are recognized as confidential under Iowa law and which are most frequently applicable to business information submitted to IDED:

- Trade secrets [Iowa Code §22.7(3)]
- Reports to governmental agencies which, if released, would give advantage to competitors and serve no public purpose. [Iowa Code §22.7(6)]
- Communications not required by law, rule or regulation made to IDALS by persons outside the government to the extent that IDALS could reasonably believe that those persons would be discouraged from making them to the Department if they were made available for general public examination. [Iowa Code §22.7(18)]

Helpful Resources:

<http://coolice.legis.state.ia.us/CoolICE/default.asp?category=billinfo&service=IowaCode&ga=82>

Link to Iowa's Open Records law, Chapter 22, through the Iowa General Assembly's Web site.

[http://www.state.ia.us/government/ag/sunshine\\_advisories/](http://www.state.ia.us/government/ag/sunshine_advisories/)

Link to the Iowa Attorney General's Web site and their "Sunshine Advisories" (a series of bulletins that address topics related to Iowa's Open Records and Open Meetings laws).

## Renewable Fuels Promotions

E85 and ethanol blender pumps: renewable fuel made from Iowa corn  
Biodiesel pumps: renewable fuel made from Iowa resources

Iowa fuel retailers who install or convert to renewable fuels (E85, ethanol blender pumps or biodiesel) are eligible for promotional dollars for grand opening celebrations through partnership with Iowa Corn Promotion Board, Iowa Renewable Fuels Association and the Iowa Soybean Association.

**E85 & Blender Pump Promotional Dollars:** Iowa Corn and the Iowa Renewable Fuels will partner with retailers for grand opening promotions for E85 and ethanol-blender pumps in Iowa. Retailers are eligible for up to \$1,000 in promotional dollars.

- Advertising; Iowa Corn & Iowa RFA will work with the retailer to determine radio and newspaper advertising for the grand opening event.
- Grand Opening Materials: Iowa Corn & Iowa RFA will provide brochures, banners and other materials for the grand opening celebration.
- Resources: Iowa Corn & Iowa RFA will be available, depending on schedules & timing, for grand opening events to pump ethanol-blended fuels. Iowa Corn & Iowa RFA will provide recommendations for potential partners and other ideas for the grand opening celebration.

**Biodiesel Pump Promotional Dollars:** Iowa Renewable Fuels Association and Iowa Soybean Association will partner with retailers for grand opening promotions for biodiesel pumps. Retailers are eligible for \$1,000 in promotional dollars.

- Advertising; Iowa RFA & Iowa Soybeans will work with the retailer to determine newspaper advertising for the grand opening event.
- Grand Opening Materials: Iowa RFA & Iowa Soybeans will provide brochures, giveaways and other materials for the grand opening celebration.
- Resources: Iowa RFA & Iowa Soybeans will be available, depending on schedules & timing, for grand opening events to pump biodiesel. Iowa RFA & Iowa Soybeans will provide recommendations for potential partners and other ideas for the grand opening celebration.

**Iowa Fuel Retailers:** Retailers are responsible for all costs related to the infrastructure of the pumps.

- Infrastructure: The Iowa Department of Agriculture and Land Stewardship has a renewable fuel infrastructure program for new installation of E85, blender pumps or biodiesel pumps. Applications and more information about the program can be found at <http://www.iowaagriculture.gov/agMarketing/IRFIP.asp>
- Labeling: Retailers must follow state and federal regulations for proper pump labeling. Resources include the Petroleum Marketers & Convenience Stores of Iowa (<http://www.pmcofiowa.com>) and the Iowa Department of Agriculture & Land Stewardship (<http://www.iowaagriculture.gov/weightAndMeasures/BlenderPumpGuidelines.pdf>).
- Fuel Discounts: Retailers are responsible for fuel discounts during the grand opening promotion.
- Invitation of Dignitaries; Retailers are encouraged to contact local and state dignitaries to participate in the grand opening celebration.

**Process:** Retailers are encouraged to contact Lucy Norton, Iowa RFA, at 515-252-6249 or [lnorton@IowaRFA.org](mailto:lnorton@IowaRFA.org) at least 40 days before the planned grand opening to arrange promotional assistance.