



AGRI Biofuels Infrastructure Program

Fiscal Year 2026 Request for Proposals (RFP)

Applications due by 4 p.m. Central Time (CT) on October 23, 2025

In accordance with the Americans with Disabilities Act, this information is available in alternative forms of communication upon request by calling 651-201-6000. TTY users can call the Minnesota Relay Service at 711. The MDA is an equal opportunity employer and provider.

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Grant Summary

Overview

The Minnesota Department of Agriculture (MDA) is now accepting applications for the Agricultural Growth, Research, and Innovation (AGRI) Biofuels Infrastructure Grant. The program is authorized under Minn. Stat. 41A.12 and funded through Laws of Minnesota, 2025, Regular Session, Chapter 34, Article 1, Section 2, Subdivision 3(d). All information about the program is available on the [Biofuels Infrastructure Program webpage](#). Applications will be accepted until October 23, 2025, at 4 p.m. CT.

Grant funds are available to Minnesota retail stations (including service stations, convenience stations, and hypermarket fueling stations) seeking to invest in retail petroleum dispensers, fuel storage tanks, and other equipment needed to dispense biofuels to the public in accordance with the biofuel replacement goals established by the Minnesota Legislature ([MINN. STAT. 239.7911](#)). Businesses that operate retail petroleum dispensers in Minnesota, with no more than 20 retail petroleum dispensing sites (regardless of their location), are eligible to apply for and receive funding.

The program is intended to increase access to and sales of motor fuel blends containing at least 15% ethanol by investing in equipment that is certified as compatible with E25 or higher blends.

Funding availability

We expect to award around \$4 million through the AGRI Biofuels Infrastructure Grant. This includes funds appropriated by the Legislature to the AGRI Program and additional funds from Minnesota Corn. Projects may be funded through AGRI funds, Minnesota Corn funds, or a combination of both. Approximately \$1.5 million of these funds will only be available to applicants who own no more than 10 retail petroleum dispensing sites. The total amount available is subject to change.

The maximum award is \$199,000, and the minimum award is \$5,000. A 35% match is required; therefore, awards may not exceed 65% of the eligible project cost. We expect to award between 20 and 25 grants, but the final number depends on the size of awards.

Grants may last up to three years from the contract start date. We expect most grant contract agreements to start in early 2026. Eligible expenses may only be incurred after the contract has been signed by all parties. Applicants should anticipate that grant contracts will have an end date in late 2028 or early 2029 and may not be extended.

If selected, grantees may only incur eligible expenditures when the grant contract agreement is fully executed, the grant has reached its effective date, and the grantee has been notified by the state's authorized representative that they may begin work.

Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making.

[Office of Grants Management \(OGM\) Policy 08-02: Rating Criteria for Competitive Grant Review \(PDF\)](#) sets up the expectation that grant programs intentionally show how the grant serves diverse populations, especially populations experiencing inequities or disparities.

This grant program serves start-up, modernization, or expansion of biofuels infrastructure and will prioritize:

- Funding a combination of large and small projects to upgrade equipment to be compatible with E25 or higher blends.
- Applicants supplying critical access to motor fuel and other goods and services.
- Applicants capable of selling high volumes of E15 and higher blends.
- Awarding funds equitably throughout the state.
- Projects located in counties with a poverty rate greater than 9%, using the [Minnesota Poverty Map](#) from the National Institute on Minority Health and Health Disparities. (The average rate of poverty in Minnesota is 9.3% according to the US Census Bureau's report, [Poverty in States and Metropolitan Areas: 2023](#)).
- Retailers that do not currently offer higher blends of ethanol.
- Retailers that intend on offering higher blends of ethanol at every petroleum dispenser.

Grant outcomes will include:

- Increased access to motor fuel blends containing at least 15% ethanol.
- Increased sales of motor fuel blends containing at least 15% ethanol.

How to apply

- Apply for the AGRI Biofuels Infrastructure Grant using our [online application system](#).
 - If you're a new user, you need to create an account first.
 - Once you're logged in, select "AGRI Biofuels Infrastructure Grant FY26."
- Applications are due by **4 p.m. CT on Thursday, October 23, 2025**.
 - We will not accept late applications.
 - Apply early so there is enough time to get help with the online application system if needed. It's best practice to submit your application at least 24 hours in advance.
 - We are not responsible for any technical or logistical problems that result in a late submission. It is your responsibility to ensure we receive your application before the deadline.
- If you're applying for grant funds for more than one location, complete a separate application for each.

Incomplete applications will be rejected and not evaluated. Applications must include all required application materials, including attachments. Do not provide any materials that are not requested in this RFP, as such materials will not be considered nor evaluated.

The MDA reserves the right to reject any application that does not meet these requirements.

By submitting an application, each applicant warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification from the award, as well as subject the applicant to suspension or debarment proceedings and other remedies available by law.

Note: All costs incurred in responding to this RFP will be borne by the applicant.

Application guidelines

- Use plain, easily understood language. Write for reviewers who have general knowledge but may not have a thorough or deep understanding of your organization or project.
- Answer all questions completely within the character limits specified in the grant application.
- Although some questions are labeled as optional, we strongly recommend responding to those questions or uploading the appropriate documents.
- Review the [Project Evaluation Profile](#) included in this document, as it is used to score and compare the grant applications.
- Ensure your application is unique to your business/project. If you are submitting applications for multiple locations, tailor each application to the specific site.

Timeline and deadlines

October 16, 2025, at 4 p.m. CT.....Deadline to ask grant program questions.

October 23, 2025, at 4 p.m. CT.....Applications due.

October 24-December 19, 2025.....Phase one of the review process.

December 22, 2025-January 21, 2026.....Phase two of the review process.

February 2, 2026.....Applicants notified of decisions; grant agreement negotiations begin.

February 16, 2026.....Anticipated project start date (after grant contract is fully signed).

Questions

For questions on the grant program or application:

- Submit your question in writing before **4 p.m. CT on Thursday, October 16, 2025**.
- Email MDA.AGRIGrants@state.mn.us with “Biofuels Infrastructure Grant” in the subject line.

Note: MDA employees are not authorized to give advice on any applications. Applicants who solicit or receive advice from unauthorized MDA employees may be disqualified from eligibility for a grant award.

For help with the online application system:

- Call 651-201-6500, or
- Email MDA.AGRIGrants@state.mn.us with “Biofuels Infrastructure Grant” in the subject line.

Grant Eligibility

Eligible applicants

Applicants must meet the following minimum requirements to be considered for this grant opportunity:

- Be a retail petroleum dispenser in Minnesota with no more than 20 retail petroleum dispensing sites, regardless of their location.
- Be operating and dispensing fuel at the time of application. New stations under construction or planned for construction are not eligible. Some exclusions may apply, contact us for exceptions.
- Dispense fuel to the public.
- Be in good standing with the State of Minnesota.
 - No back taxes owed.
 - No defaults on Minnesota state-backed financing for the last seven years.
 - Acceptable performance on past grants with the MDA and other state agencies.
 - Compliant with current state regulations or this project will support the business becoming compliant.
- Be appropriately licensed and authorized to conduct business in Minnesota.

Stations owned by MDA employees or their spouses are not eligible.

Examples of eligible applicants:

- Retail service stations
- Convenience stations
- Hypermarket fueling stations

Stations owned, operated by, or serving Native American tribal communities are encouraged to apply, provided they meet all other eligibility requirements.

Properties that are leased and not owned by applicants must include at the time of application written confirmation by owner that (1) the lease agreement will accommodate the installation of equipment per the terms of the resulting grant contract agreement, and (2) that the lease agreement will extend to or beyond the end date of the grant period.

Collaboration

Eligible applicants may seek feedback from stakeholders in developing proposals. Applicants are highly encouraged to get letters of support from business, financial, and community partners to demonstrate support for the project and their capacity complete the project. These are not required but generally improve the application.

Eligible projects and expenses

Projects must upgrade or replace equipment that does not have the ability to be certified for E25. Equipment may be new or used, but applicants should do their due diligence to determine if the used equipment is satisfactory and was not originally purchased using a prior AGRI Biofuels Infrastructure Grant.

Applicants requesting less than \$199,000 may also request up to 5% of total eligible project costs as a contingency to cover any unexpected costs. To request a contingency, applicants must include it in their budget table and submit formal bids or quotes that show the total eligible project costs.

Eligible costs include:

- Replacing petroleum dispensers that cannot be certified for E25 with dispensers certified as compatible with E25 or higher blends.
- Upgrading fuel storage tanks that cannot be certified for E25 with tanks certified as compatible with E25 or higher blends.
- Replacing or upgrading other equipment needed to dispense E25 or higher blends.
- Modifying E85 equipment to also be compatible with E25, if not already compatible.

Ineligible expenses

Ineligible expenses include but are not limited to:

- Expenditures incurred prior to the full execution of the grant contract agreement or its start date, whichever occurs later, or those incurred after the expiration of the grant contract agreement. We understand that applications may occasionally need to pre-order equipment due to long lead times, market conditions, etc. Any payments made by the grantee before a grant contract agreement is fully executed are at the applicant's risk and not eligible for reimbursement; payments made after a fully executed grant contract may be eligible for reimbursement.
- Expenses paid for in cash
- Replacing or upgrading equipment that is currently nonfunctional. There may be circumstances where this is allowable, contact us for exceptions.
- Equipment for new stations under construction or planned for construction. Some exclusions may apply, contact us for exceptions.
- Equipment that is not certified as compatible with dispensing E25 or higher ethanol blends
- Replacing or upgrading equipment currently certified as compatible with E25 or higher ethanol blends
- Expenses for equipment not directly related to the storage or dispensing of E25 or higher blends (e.g., signage, canopies, awnings)
- Storage tanks and dispensers for standalone diesel/biodiesel islands (where there is no intention of dispensing petroleum ethanol blends)
- Service calls for general maintenance (contact grant administrator for prior approval of exceptions)
- Used equipment that was previously purchased using an AGRI Biofuels Infrastructure Grant
- Expenses associated with environmental remediation. The [Petroleum Tank Release Cleanup Fund \(Petrofund\)](#) is a potential funding source for costs associated with petroleum tank leaks.
- Construction outside of the state of Minnesota

- Owner and employees' wages and benefits
- General operating and overhead costs
- Donated or volunteer (in-kind) services from the applicant. While these may be given by professional and technical personnel, consultants, and other skilled and unskilled labor, the value of these services is not an eligible cost.
- Indirect costs (expenses of doing business that are not readily identified with the project)
- Fundraising
- Taxes, except sales tax on goods and services
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or legal costs
- Parking or traffic violations
- Out of state transportation and travel expenses. Minnesota will be considered the home state for deciding whether travel is out of state.

Matching funds

Applicants must commit at least 35% of the total project cost as a cash match.

Matching funds can be in the form of cash, loans, other grants, or liquid capital assets dedicated to the project. State grant funds cannot be used as matching funds, but non-forgivable loans from the State may be used as a match. State funds are obtained through the budgeting process of the Minnesota Legislature or granted by a state agency. For the purposes of this program, the Minnesota Corn funds are considered state funds and cannot be considered as match. Non-cash, in-kind matches of goods and services are not allowable.

Application Review Policies and Processes

Review process

Funding will be allocated through a competitive process. During the first phase of the review process, MDA staff and external reviewers evaluate all eligible applications based on the criteria in the Project Evaluation Profile. Reviewers may recommend whole or partial funding of a project. The commissioner of agriculture reviews the recommendations and makes the award decisions. Reviewers, staff, and the commissioner may consider geographic distribution as well as the applicant's history as a state grantee, including performance on previous grants, compliance with state rules and regulations, and capacity to perform the work.

During the second phase of the review process, applicants that made it past the first phase will be contacted by MDA staff to submit additional documentation required for the Organizational Capacity Assessment.

The MDA will notify applicants, both successful and unsuccessful, in writing. Applicants may request a summary of reviewer comments.

Organizational capacity assessment

Under [MINN. STAT. 16B.981](#) and [OGM Policy 08-06: Pre-award Risk Assessment of Potential Grantees \(PDF\)](#), the MDA is required to complete a pre-award risk assessment of grantees selected to receive a grant award of \$50,000 or greater. These applicants need to submit the following documents within 30 calendar days:

- A copy of the business' two most recent federal and state tax returns. If the business has not been in operation long enough to have a tax return, then they must submit documentation of internal controls.
- Current financial statements for the two most recent years including balance sheets, income statements, and statements of cashflows.
- Confirmation that the business entity is not under bankruptcy proceedings and has disclosed any liens on assets.
- Certification that the business is in good standing with the Office of the Secretary of State.
- Certification that none of the business' current board members or staff with authority to access grant funds have been convicted of a felony financial crime in the last 10 years.
- Certification that the entity is not suspended or debarred by the State of Minnesota or the federal government.
- A performance capacity summary to describe previous grants from the State of Minnesota and history of performing work related to the grant request.

If the MDA determines that the awardee has substantial risks that inhibit its ability to perform the required duties under the grant contract agreement, then the MDA may either request more information for the purpose of satisfying the concerns, develop a risk mitigation plan to protect the interests of the state, or not award the grant.

In addition, applicants who are recommended for funding must also complete an IRS W-9 form or register as a vendor in SWIFT, the state's accounting system, or confirm that the information in SWIFT is still correct.

Conflicts of interest

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers ([MINN. STAT.16B.98](#) and [OGM Policy 08-01 Conflict of Interest in State Grant-Making Policy](#)).

Organizational conflicts of interest occur when:

- A grantee or applicant is unable or potentially unable to give impartial assistance or advice to the MDA due to competing duties or loyalties, including when grantees or applicants are an employee or spouse of an MDA employee.
- A grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties.

An example of a conflict of interest would be a vendor writing an application (beyond providing budget details, bids, or quotes) for a retailer or service station when the vendor stands to profit from the grant award.

In cases where a conflict of interest is in question or disclosed, the applicants or grantees will be notified and actions may be pursued, including but not limited to, revising the grant work plan or grantee duties to mitigate the risk, requesting the grant applicant to submit an organizational conflict of interest mitigation plan, disqualification from eligibility for the grant award, amending the grant, or termination of the grant contract agreement.

Privacy notice and data classification

The information provided by an applicant will be used to assess the applicant's eligibility to receive a grant under this program. The decision to apply for this grant is voluntary, and applicants are not legally required to provide any of the requested information. Applicants may decline to complete this application without any legal consequence. However, only completed applications will be considered for a grant; incomplete applications will not be considered.

Data provided in this application is initially classified by the Minnesota Government Data Practices Act as private or nonpublic, although some or all of the data will generally become public at various points of the application process unless the data are otherwise classified by state or federal law. Access to private or nonpublic data is limited to those authorized by law, including but not necessarily limited to MDA staff and contractors with a valid work assignment to access the data, parties authorized by the applicant, parties identified in a valid court order or federal subpoena, Minnesota Management and Budget, Minnesota Department of Administration, the state auditor, and the legislative auditor. If necessary, the MDA may also share the data with law enforcement or the Office of the Attorney General.

Per [MINN. STAT. 13.599](#):

- Names and addresses of grant applicants, and the grant amount requested, will be public data once application responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in [MINN. STAT. 13.37](#)) will be public data after the evaluation process is completed. For the purposes of this grant, data will be considered public when all the grant contract agreements have been fully executed.
- All data created or maintained by the MDA as part of the evaluation process (except trade secret data as defined and classified in 13.37) will be public data after the evaluation process is completed. For the purposes of this grant, data will be considered public when all the grant contract agreements have been fully executed.

Procedure for claiming protection of trade secrets:

- Trade secret information is classified as not public data. In order to qualify as trade secret information, the data in question must be provided to the MDA by the affected person (i.e., the data must be about the applicant) and otherwise meet the legal definition found in statute (MINN. STAT. 13.37, subd. 1(b)). In order for an applicant to assert trade secret protection for data submitted as part of this application: the applicant must: 1) clearly identify the specific formula, pattern, compilation, program, device, method, technique, or process that the applicant believes to be trade secret information; 2) describe what efforts the applicant takes to maintain the secrecy of the data; and 3) adequately explain how the data derive(s) independent economic value from not being generally known to, and not readily ascertainable by proper means by, other persons. Merely asserting trade secret protection does not, in and of itself, classify the data in question as not public; determining what data meet the definition of trade secret information is ultimately the legal responsibility of the MDA, and the MDA cannot guarantee that data identified as trade secret information by an applicant will be classified as such. If the MDA determines that data do not meet the definition of trade secret information, the data in question will be available to the public unless the applicant secures a court order saying otherwise.

All persons, businesses, and individuals applying for grants in the state of Minnesota must comply with applicable laws. Under the law titled Right of Setoff ([MINN. STAT. 270C.65, subd. 3](#)), a grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies, and to state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring a grantee to file state tax returns and pay delinquent state tax liabilities, if any.

Requirements for Grant Recipients

Grant award agreement

Upon approval of an application, completion of the organizational capacity assessment, submission of required certifications and other documents, and before beginning work on the grant project(s) and receiving reimbursements, the applicant must sign a grant contract agreement showing their intention to complete the proposed tasks. This agreement must be signed within 30 days of being sent to the grantee.

Grant contract agreement templates are available for review at: [Office of Grants Management Policies, Statutes, and Forms>Forms and FAQs tab](#). The grant contract agreement will address the conditions of the award, including implementation for the project. Grantees should read the grant contract agreement, sign, and once signed, comply with all conditions of the grant contract agreement. No work on grant activities can begin until a fully executed grant contract agreement is in place and the State's Authorized Representative has notified the Grantee that work may start. The funded applicant will be legally responsible for assuring implementation of the work plan and compliance with all applicable state requirements including worker's compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

Accountability and reporting

Grantees will be required to submit annual progress reports during the grant period, a final report at the completion of the project, and additional information about the long-term impact for up to three years after the grant period. Annual progress reports will be due each fall. Grant payments shall not be made on grants with past-due progress reports unless the MDA has given the grantee a written extension.

Information reported to the MDA may be classified as public data. Failure to regularly report, respond to surveys, and promptly respond to information requests may impact the grantee's ability to secure future funding from the MDA.

Authorized representatives

Pursuant to [MINN. STAT. 16B.98, subd. 5\(d\)](#), grantees must clearly post on the grantee's website the names of, and contact information for, the grantee's leadership and the employee or other person who directly manages and oversees a grant contract agreement on behalf of the grantee.

Payments

Eligible expenses may only be incurred after the grant contract agreement has been signed by all parties.

Grant funds are dispersed on a reimbursement basis. All requests for reimbursement must correspond to the approved grant budget. Requests must include two types of proof for each expense: proof of purchase (e.g., invoices, itemized receipts, etc.) and proof of payment (e.g., cleared checks, credit card statements, bank statements, etc.). Ineligible items and their cost must be clearly delineated in the proof of purchase. Additional details can be found in the [MDA Reimbursement Guide \(PDF\)](#). The MDA will generally not reimburse expenses paid for in cash. Please contact the MDA for exceptions.

The MDA will perform a financial reconciliation of at least one invoice on grants greater than or equal to \$50,000. Financial reconciliation may be performed on additional payment requests at the discretion of the MDA. For this purpose, the grantee must provide expense receipts, employee timesheets, invoices, and any other supporting documents requested by the State.

The MDA will hold back the final 10% of each grant award until the upgraded equipment is in operation and dispensing E15 or higher blends.

The MDA may request that grantees who are not selling E15 or higher blends at the completion of their project return grant funds.

Grant payments may be used to fulfill federal and state tax liabilities or may be withheld until the grantee has paid any tax liabilities (MINN. STAT. 270C.65, subd. 3, and other applicable laws).

Site visits

The grant contract agreement allows the MDA to monitor the progress of the project. The MDA will perform a monitoring visit for all grantees with awards of \$25,000 or more prior to approving final payment. Other grantees may receive monitoring visits at the discretion of the MDA. During the final site visit, grantees must be dispensing E15 or higher blends.

Bidding requirements

All funded applicants must abide by the state's bidding requirements. See a list of the state's [bidding requirements](#) for details. We anticipate that most grantees will need to follow the non-governmental/nonprofit organization tab.

Publicity

All projects funded must publicly credit Minnesota Department of Agriculture AGRI funding, including on the grantee's website when practical.

Affirmative action and non-discrimination policy

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified ([MINN. STAT. 363A.02](#)). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment; upgrading; demotion or transfer; recruitment; advertising; layoff

or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship ([Minnesota Rules, part 5000.3500](#)).

The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the [Minnesota Human Rights Act](#).

Audits of project

Per [MINN. STAT. 16B.98 subd. 8](#), the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the Commissioner of Administration, the State granting agency, the State Auditor, the Attorney General, and the Legislative Auditor as appropriate. This requirement will last for a minimum of six years from the grant contract agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Voter registration requirement

The grantee will provide voter registration services for its employees ([MINN. STAT. 201.162](#)).

Right of Cancellation

The State reserves the right to cancel this solicitation if it is considered to be in its best interest. The State reserves the right to negotiate modifications to the application or to reject any and all applications received as a result of this Request for Proposals. The State does not intend to award a grant contract agreement solely on the basis of any response made to this request or pay for information solicited or obtained.

AGRI Background and Program Goals

The Agricultural Growth, Research, and Innovation Program (AGRI) was established to advance Minnesota's agricultural and renewable energy industries ([MINN. STAT. 41A.12](#)). AGRI has made significant economic impacts by increasing productivity, improving efficiency, and assisting in the development of agricultural products. The goal of the AGRI Biofuels Infrastructure Grant Program is to increase access and sales of motor fuel blends containing at least 15% ethanol by investing in equipment that is certified as compatible with E25 or higher blends.

Project Evaluation Profile

Evaluation criteria	Maximum score
Project goals and outcomes <ul style="list-style-type: none"> Proposed outcomes reflect an increase of access to and sales of motor fuel blends containing at least 15% ethanol. Proposed outcomes of project are realistic and appropriate for the size of the budget request. Applicant includes sales history and future estimates and explains how they developed the proposed estimates. Applicant included a map or drawing of their existing and proposed project layout. 	20
Business readiness and financial sustainability <ul style="list-style-type: none"> Applicant demonstrates sound business management, financial aptitude, and stability. Applicant describes the financial benefit of doing the grant project. 	20
Marketing and business plans <ul style="list-style-type: none"> Applicant describes marketing efforts to increase sales of motor fuel blends containing at least 15% ethanol. Applicant describes how proposed project aligns with business plan. If the grant request is for more than \$100,000, the applicant has uploaded a copy of their most recent business plan (required). 	15
Work plan and timeline <ul style="list-style-type: none"> Work plan is thorough and realistic. Work plan includes marketing efforts and tracking of sales. A detailed description of each step of the grant project is provided with estimated dates. 	15
Budget and match <ul style="list-style-type: none"> Budget clearly details all project costs. Budget clearly explains source and amount of cash match. Budget is cost effective and planned purchases are backed by quotes or other sources. 	15
Priority Areas <ul style="list-style-type: none"> The proposed project is located in a county with a poverty rate higher than 9%. (5 points) Applicant will create or sustain access to motor fuels blends containing at least 15% ethanol in communities with limited access and/or the applicant has the capability of selling high volumes of E15 or higher ethanol blends. (5 points) Applicant intends on offering E15 or higher ethanol blends at every petroleum fueling position. (3 points) Applicant demonstrates the need for the upgrades and BIP funding support. (2 points) 	15
Total	100

Application Questions

Contact information

Applicant information

- Legal name of business entity
- Assumed name(s), if any, of business entity
- Physical address of retail entity
- Name, mailing address, telephone number, and email address of contact person for this proposed project
- Minnesota State House District (use the [District Finder](#) if you don't know your district. Use the project location.)

Authorized representative

- If awarded a grant, is the person authorized to sign contracts on behalf of the organization the same as the contact person listed above? (Yes or No)
 - If no, provide the following Authorized Representative information for signing any resulting grant contract agreement:
 - Name
 - Mailing address
 - Telephone
 - Email

Eligibility

- Confirm that the following statements apply to your business.
 - The business does not owe the State of Minnesota any back taxes and has not defaulted on any State of Minnesota backed financing in the last seven years. (True)
 - The business is compliant with current state regulations, or this project will support the organization becoming compliant. (True)
- Is this business suspended or debarred by the State of Minnesota or the federal government? If your project is recommended for phase two of the review process, you will need to sign a certification. (Yes or No)
- Is this business in good standing with the Office of the Secretary of State? If your project is recommended for phase two of the review process, you will need to sign a certification. (Yes or No)
- Have any of your business' current board members or staff with authority to access grant funds been convicted of a felony financial crime in the last 10 years? If your project is recommended for phase two of the review process, you will need to sign a certification. (Yes or No)
- Is this business owned by a Minnesota Department of Agriculture employee or their spouse? These stations are not eligible to apply. (Yes or No)

- The MDA is unable to reimburse for any work that is performed prior to the start date of the contract. Has work started on your proposed project or will work start before the grant contract agreement is signed by all parties? (Yes or No)
- I attest that all information supplied in this application is true, correct and reliable to the best of my knowledge. (Yes or No)
- I attest and understand that the submission of inaccurate or misleading information may be grounds for disqualification from the grant contract agreement award and may subject me and my organization to suspension or debarment proceedings, as well as other remedies available by law to the state. (Yes or No)
- I attest and understand that the supporting documentation for the claims and assertions made within this application is available to the Minnesota Department of Agriculture for its review. (Yes or No)

Previous AGRI grants

- Has your business received previous MDA or USDA grant funding for biofuels infrastructure? (Yes or No)
 - If yes, briefly describe your previous grant project(s), including date(s) and amount(s) awarded. (1,000 characters, including spaces)
- Have you previously submitted an AGRI Biofuels Infrastructure Program grant proposal for this specific project/station in the past (and were not awarded funding)? (Yes or No)
 - If yes, how many times and when did you previously apply? (50 characters, including spaces)

Project summary

Grant request

- Project name (name of station and city)
- Project type (select all that apply)
 - Replacement of petroleum dispensers for compatibility with E25 or higher blends.
 - Upgrading fuel storage tanks for compatibility with E25 or higher blends.
 - Replacing or upgrading other equipment needed to dispense E25 or higher blends.
- Date you plan to start your project.
 - Must be after both you and the State of Minnesota sign the contract.
 - Award notification is expected to take place in February. Contracts may be signed as early as February.
- Date you expect to complete your project and begin selling higher blends of ethanol with the new equipment.
 - Contracts may last three years from start date.
 - All items and services must be paid for by the end date of the contract.
 - Projects need to be completed by the contract expiration date. You will have up to 30 days after your contract end date to submit for a reimbursement.

Applicant and project site details

- How many years has your business been in operation?
- How many years has this specific dispensing site for the proposed project been in operation?
- Describe when your current equipment was installed and when it would need to be replaced. (1,000 characters, including spaces)
- Other than dispensing fuel, what services and products are available at this specific dispensing site? (500 characters, including spaces)
- How many vehicles do you serve per day on average during your regular season?
- How many vehicles do you serve per day on average during your peak season?
- How many retail dispensing sites in Minnesota do you own or operate?
- How many retail dispensing sites in other states do you own or operate?
- Do you own the property where your proposed project is located? (Yes or No)
 - If no, upload written confirmation by property owner that (1) the lease agreement will accommodate the installation of equipment per the terms of the resulting grant contract agreement, and (2) that the lease agreement will extend to or beyond the end date of the grant period.

Project description and proposed outcomes

- Provide a brief description of your project, outlining how it will increase access to and sales of E15 and higher blends. Limit this description to one to three sentences. (500 characters, including spaces)
- **Current** information for your station:
 - Total number of fuel dispensers on site
 - Number of fuel dispensers dispensing E15 or higher
 - Total number of fuel storage tanks (above or below ground)
 - Number of fuel storage tanks (above or below ground) certified for E25 or higher
- **Expected** information for your station after project completion:
 - Total number of fuel dispensers on site
 - Number of fuel dispensers dispensing E15 or higher
 - Total number of fuel storage tanks (above or below ground)
 - Number of fuel storage tanks (above or below ground) certified for E25 or higher
- Upload a map or drawing of your existing layout and proposed layout for tanks and dispensers. Include what blends of fuels will be available at each dispenser/fueling position.

- Indicate the number of gallons sold at this specific dispensing site during calendar year 2024 for the blends listed below.
 - E10 (any octane level)
 - E15
 - E30
 - E50
 - E85
- Indicate the number of gallons you expect to sell at this specific dispensing site during calendar years 2025, 2026, and 2027 for the blends listed below.
 - E10 (any octane level)
 - E15
 - E30
 - E50
 - E85
- Describe how you developed the estimates for calendar years 2025, 2026, and 2027. (1,200 characters, including spaces)

Business readiness and financial sustainability

- Summarize your ability to complete this project and the financial sustainability of your business by addressing the following: (2,000 characters, including spaces)
 - Describe how your business is structured, including a brief description of management personnel and their experience relevant to the project and managing grant funds.
 - Describe the financial health and cash flow of your business over the past year. If the business encompasses multiple locations, provide information for the specific dispensing site for your proposed project and how this location's finances relate to your overall business.
 - How is your business planning to grow or remain competitive?
 - How will your proposed project financially benefit the business?
- Optional: You may upload letters of support from financial or business contacts that can attest to your sound business management, financial aptitude, and stability.

Marketing and business plans

- Explain how your proposed project fits into your business plan. (1,200 characters, including spaces)
- If your grant request is over \$100,000, upload a copy of your most recent business plan. This is optional if you're requesting \$100,000 or less.
 - Redact all confidential information and trade secrets included in your business plan.
- Describe your current marketing efforts and explain how you will market biofuels after completion of the project. (1,200 characters, including spaces)

Project plan

Work plan and timeline

- Create a work plan using the example format shown below. Include the steps that you will take to successfully complete your project. For example, you might include target dates for requesting quotes, installing and testing equipment, and full launch of the equipment.
 - If you need more rows than provided, upload an Excel or Word file with your work plan.

Example:

Timeframe	Description of task or action item	Responsible party
Ex: March 2026	Sign contract with contractor	Station manager
Ex: May 2026	Remove pumps to be replaced	Contractor
Ex: June 2026	Install new pumps compatible with E25	Contractor

Budget table

- Create a budget using the example format below. This is an overview of how grant funds will be spent.
 - You are strongly encouraged to base your budget off vendor quotes and market research. Do not attach bid sheets or quotes from vendors instead of a budget in this section.
 - If your total project includes ineligible costs (e.g., storage tanks and dispensers for standalone diesel islands, equipment not certified for dispensing E25 or higher ethanol blends, or signage), be sure to delineate those costs. **Note: you may need to ask your vendor to be specific in their quote and on future invoices if your project is funded.**
 - Storage tanks and dispensers for standalone diesel/biodiesel islands (where there is no intention of dispensing petroleum ethanol blends) are not eligible, even if they meet compatibility requirements. These items need to be delineated and excluded in your eligible project cost and in the quote provided by your contractor. Other expenses that are typically quoted for the entire project such as dirt work, labor, concrete, hardware/fittings, or electrical are eligible and do not need to be divided and subtracted from the total eligible project cost.

Example:

Item/Description	Cost	Eligible Project Cost	Contractor	Subcontractor (if applicable)
E25 Compatible Fuel Pumps (Quantity: 4)	\$83,694.00	\$83,694.00	ABC Commercial Fuel Services	N/A
Pump Installation	\$11,525.00	\$11,525.00	ABC Commercial Fuel Services	XYZ Gas Pump Installers
Electrical	\$19,856.00	\$19,856.00	ABC Commercial Fuel Services	123 Electrical Company
Canopy	\$15,650.00	\$0	Custom Canopies	N/A
Subtotal	\$130,725.00	\$130,725.00	--	--
Contingency (5%)	N/A	\$6,536.25	--	--
Total	\$130,725.00	\$137,261.25	--	--

- Total project costs eligible for grant funding/reimbursement.
- Total grant request (up to 65% of the total eligible project cost). Maximum of \$199,000, minimum \$5,000.
- Total cash match (at least 35% of the total eligible project cost).

Budget narrative

- Justify your budget and explain how you plan to pay for your project. (2,000 characters, including spaces)
 - Explain how you developed the budget estimates. Note if you have identified specific vendors or contractors.
 - Describe your sources for the cash match (financing, other grants, private investment, personal investment, organization funds, etc.). Other state grants cannot be used to provide the cash match.
 - Specify if you anticipate purchasing used equipment, and if so, how you will ensure that the equipment is satisfactory and was not originally purchased using a previous AGRI Biofuels Infrastructure Grant.

Documents showing project costs and ability to pay for project

- Submit documents such as:
 - Quotes or estimates from businesses for equipment or services. These are required if you are requesting less than \$199,000 and are requesting 5% contingency funds.
 - Letters of commitment written by financial institutions or other organization that will be providing funding through loans or credit.
 - Bank statements showing enough cash reserves to fund project.

Priority areas

- Using the [Minnesota Poverty Map](#) from the National Institute on Minority Health and Health Disparities, what is the poverty rate of the county in which your project is located? (5 characters, including spaces)
- Explain how your project (1) will create or sustain access to motor fuels blends containing at least 15% ethanol in communities with limited access and/or (2) is capable of selling high volumes of E15 or higher ethanol blends. (750 characters, including spaces)
- Do you plan to offer E15 or higher ethanol blend options at every petroleum fueling dispenser? (Yes or No)
 - If not, explain why. (500 characters, including spaces)
- Explain why you are seeking these upgrades now and the need for grant funding to do so (500 characters, including spaces).