



# **AGRI Biofuels Infrastructure Program Fiscal Year 2027 Grant Request for Proposal (RFP)**

**Applications due by 4 p.m. Central Time (CT) on Tuesday, June 2, 2026**

04/07/2026

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# Grant Summary

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## Overview

The Minnesota Department of Agriculture (MDA) is now accepting applications from Minnesota retail stations for the Fiscal Year (FY) 2027 Biofuels Infrastructure Program (BIP). Information about the program is available on the [Biofuels Infrastructure Program](#) webpage.

This grant provides funding 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. 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 authorized under MINN. STAT. 41A.12 and funded by the Laws of Minnesota, 2025, Regular Session, Chapter 34, Article 1, Section 2, Subdivision 3(f)(3).

Applications will be accepted until 4 p.m. Central Time (CT) on Tuesday, June 2, 2026.

## Funding availability

We expect to award approximately \$4.7 million using a competitive review process. 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. The maximum award is \$199,000, and the minimum award is \$5,000.

We expect to award between 20 and 30 grants; however, the final number depends on the size of the awards and will be determined through the proposal review process.

## Match requirement

Matching funds are required.

Applicants must commit at least 35% percent of the total eligible project cost as a cash match. The Biofuels Infrastructure Grant is a reimbursement grant for up to 65% percent of the eligible project cost, not to exceed \$199,000. You must provide documentation for the total eligible cost of the project to receive the reimbursement amount awarded.

Sources of the matching funds can be cash, loans, other grants, or liquid capital assets dedicated to the project. Grant funds awarded by the MDA or another state agency cannot be used as matching funds, but non-forgivable loans from the state may be used as a match. 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.

For example, a grantee is working on a project that is expected to cost a total of \$300,000. Eligible expenses will be reimbursed at 65 percent, meaning the MDA will provide \$195,000 and the grantee will be responsible for \$105,000.

## Timeline and deadlines

<b>April 7, 2026</b>	RFP posted on the MDA website.
<b>May 19, 2026 at 4 p.m. CT</b>	Deadline to ask grant program questions.
<b>June 2, 2026 at 4 p.m. CT</b>	Applications due.
<b>June-July 2026</b>	Phase one of the review process.
<b>July-August 2026</b>	Phase two of the review process (pre-award risk assessments).
<b>August 2026</b>	Applicants notified of award decisions.
<b>September 2026</b>	Expected project start date.
<b>September 2026</b>	Grantees publicly announced.
<b>August 2029</b>	Latest possible project end date.

Grants may last up to three years from the contract start date. We anticipate grant contract agreements to start in September 2026 and end no later than August 2029. Grant contract agreements will not be extended.

If selected, grantees may only incur eligible expenditures when the grant contract agreement is fully executed (signed by all parties), the grant agreement has reached its effective date, and the grantee has been notified 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 grantmaking.

The Department of Administration Office of Grants Management (OGM) rule, [OGM Policy 08-02: Rating Criteria for Competitive Grant Review \(PDF\)](#), establishes the expectation that grant programs intentionally show how the grant serves diverse populations, especially populations experiencing inequities or disparities. Applicants with projects that are led by, impact, or serve Native American Tribal communities are encouraged to apply.

The scoring criteria of this grant program 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 U.S. 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.

These priorities and the desired impacts/outcomes of grant projects are reflected in the [Project Evaluation Profile](#), which describes the scoring criteria and weight that will be used by reviewers to evaluate your application.

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

Applications must be received no later than **4 p.m. CT on Tuesday, June 2, 2026**. Late applications will not be accepted.

- Apply using our [online application system](#).
  - If you're a new user, you need to create an account first. Use this [how-to guide \(PDF\)](#) to help set up your account.
  - Once logged in, select "AGRI Biofuels Infrastructure Grant FY27."
  - After you have submitted your application, you will receive a confirmation email. Contact [MDA.AGRIGrants@state.mn.us](mailto:MDA.AGRIGrants@state.mn.us) if you do not receive this email.
- 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.

For help using the online application system:

- Call 651-201-6500, or
- Email [MDA.AGRIGrants@state.mn.us](mailto:MDA.AGRIGrants@state.mn.us) with "BIP Online Application Help" in the subject line. We encourage reaching out for help early as we may not be able to assist with last-minute requests.

We are not responsible for any technical or logistical problems that result in a late submission. It is your responsibility as the applicant to ensure we receive your application before the deadline.

Incomplete applications will be rejected and not evaluated. Do not provide any materials that are not requested in this RFP; these materials will not be considered nor evaluated. The MDA reserves the right to reject any application that does not meet the requirements of this RFP.

By applying, 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 to the State by law.

The applicant is responsible for all costs associated with submitting a response to this RFP.

## How to submit questions

For questions about the grant program or application:

- Submit your question in writing before **4 p.m. CT on Tuesday, May 19, 2026**.
- Email [MDA.AGRIGrants@state.mn.us](mailto:MDA.AGRIGrants@state.mn.us) with "BIP Question" in the subject line.

The MDA will post responses to program questions on the [Questions and Answers \(Q&A\)](#) section of the Biofuels Infrastructure Program webpage as we receive them. You can also read answers to past questions there.

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

## 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 project, organization, or industry.
- 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.
- Ensure your application is your own – a unique proposal designed to respond to the RFP.
- Make your budget realistic, include only eligible items, and clearly explain how the money will be spent.
- Review the Project Evaluation Profile included in this RFP, as it is used to score and compare grant applications.

## Eligibility

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### Eligible applicants

Applicants must meet the 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 appropriately licensed and authorized to do business in Minnesota.
- 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.
- Meet the requirements of the [Pre-award Risk Assessment](#).

Examples of applicants include but are not limited to:

- Retail service stations
- Convenience stations
- Hypermarket fueling stations

MDA employees, their spouses/domestic partners, or any businesses owned or principally operated by them or their spouses/domestic partners are not eligible applicants and are not eligible to receive funds from this grant program. In the application, applicants must also disclose the names and roles of any MDA employees or their spouses/domestic partners who are part of their organization's leadership, board of directors, or governing body.

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 and letters of support

Eligible applicants may seek feedback from stakeholders in developing proposals. Applicants are encouraged, but not required, to get letters of support from local businesses, financial partners, or community members to demonstrate support for the project and their capacity to complete the project.

## Eligible projects

Eligible projects will:

- Upgrade or replace equipment that does not have the ability to be certified for E25.
- Be completed in three years or less. Contracts cannot be extended beyond three years.
- Be conducted in Minnesota.

Examples of eligible projects include but are not limited to:

- 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.

## Eligible expenses

Eligible expenses are costs directly related to the project.

Examples of eligible expenses for this grant program include but are not limited to:

- Equipment (tanks, dispensers, monitors, etc.)
- Supplies and materials (electrical, plumbing, concrete, etc.)
- Construction costs (tank removal, excavation, installation of new tanks, etc.)

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. Biofuel equipment must be purchased, not rented or leased.

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.

If the MDA accepts your proposal, the MDA will reimburse eligible costs included in the MDA-approved project budget.

You must be invoiced and pay for all project materials and services between the contract start and end date listed in your grant contract agreement.

All requests for reimbursement must be documented and submitted to the MDA no later than 30 calendar days after the grant end date.

## Ineligible expenses

Ineligible expenses include but are not limited to:

- Expenditures incurred before the grant contract agreement is signed by all parties and reached its start date, whichever occurs later, or those incurred after the grant contract agreement expires.
- Expenses paid for with cash.
- Gift cards or vouchers; gas cards; and other forms of pre-paid cards, vouchers, or compensation.
- General operating costs, overhead, or indirect costs (expenses of doing business that are not readily identified with the project).
- Donations and in-kind contributions, including property and services, made by the applicant (regardless of the recipient).
- General organizational advertising, public relations, entertainment, alcohol, and amusement costs.
- Taxes, except sales tax on goods and services.
- Fines, penalties, and other settlement expenses resulting from failure of the applicant to follow federal, state, local, or Tribal nation laws and regulations, including parking and traffic violations.
- Fundraising.
- Lobbyists and political contributions.
- Late payment fees, finance charges, bad debts, or fees for legal services.
- Out-of-state transportation and travel expenses. Minnesota will be considered the home state for determining whether travel is out of state. Contact us for exceptions.
- Expenses that have been or will be reimbursed under any federal, state, or local government funding or other grants (e.g., no “double dipping”).
- Purchases of items and services from anyone with whom they have an actual, potential, or perceived conflict of interest. (See Conflicts of Interest section for exceptions).
- 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.

# Application Review Process

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## Review process

Funding will be awarded through a competitive process. During the first phase of the review process, MDA staff and external reviewers from relevant industries will evaluate all eligible applications based on the criteria and weight in the Project Evaluation Profile.

Reviewers and staff will meet and discuss the proposals and then recommend projects for whole or partial funding to the commissioner of agriculture, who reviews the recommendations and makes the award decisions. Reviewers, staff, and the commissioner may consider geographic distribution, services to prioritized populations, and 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. The MDA reserves the right to offer partial awards based on an assessment of the proposal, the pool of applicants, funding availability, or overall objectives of the grant program.

The timeline for the review process is listed in the [Timeline and Deadlines](#) section.

## Pre-award risk assessment

During the second phase of the review process, applicants that have been advanced from the first phase of review will be contacted by MDA staff to submit any additional documentation required for the pre-award risk assessment.

The MDA is required to consider a grant applicant's past performance and financial and operational capacity before awarding grants ([MINN. STAT. 16B.981, Subd.2-5](#), [OGM Policy 08-02: Policy on Rating Criteria for Competitive Grant Review \(PDF\)](#), and [OGM Policy 08-06: Pre-award Risk Assessment of Potential Grantees \(PDF\)](#)).

All applicants' capacity to perform work related to the grant will be evaluated as part of their response to this RFP. Applicants being considered for an award may also be required to submit additional documents, such as financial reports, descriptions of internal controls, disclosure of conflicts of interest, or information about the performance on previous state grants, prior to being approved by the MDA for an award. The award amount the applicant is under consideration for, and the applicant type, will determine what additional documentation needs to be submitted.

## Applicants being considered for an award of less than \$50,000

Applicants being considered for an award of less than \$50,000 will submit the following:

- Certification that you or your entity have not been suspended or debarred by the State of Minnesota or with the federal government.
- Documentation that your entity is in good standing with the Office of the Secretary of State.
- Documentation that your entity is registered with the Attorney General's office and is current on its annual reporting requirements, if applicable for your organization. ([MINN.STAT. 309.515](#), [309.52](#), and [309.53](#)).

## **Applicants being considered for an award of \$50,000 or greater**

Applicants being considered for an award of \$50,000 or greater will be required to submit additional documents for review and analysis.

Nonprofit organizations must submit the following:

- A description of your capacity to complete the project; this may include your current staffing, project partners, current budget, and previous experience performing similar work. You will also need to provide information on any grants received from the MDA or other state agency in the last five years.
- A copy of your organization's two most recent Forms 990 or 990-EZ, or audit, with the Internal Revenue Service. If your organization has not been in existence long enough or is not required to file Form 990 or Form 990-EZ, then you must submit the following information:
  - Proof of the organization's tax-exempt status
  - Board-reviewed financial statements for the two most recent business years, or for new organizations, actual financial statements for the periods that are available and pro forma financial projections for at least a two-year period
  - Documentation of the organization's internal controls
- The two most recent certified financial audits, if required to complete one ([MINN.STAT. 309.53, subd. 3](#)) (if the organization has received total revenue in excess of \$750,000 for the 12 months of operations covered by the statement).
- Certification that you or your entity have not been suspended or debarred by the State of Minnesota or with the federal government.
- Documentation that your organization is in good standing with the Office of the Secretary of State and registered with the Attorney General's office and is current on its annual reporting requirements, if required for your organization ([MINN.STAT. 309.515](#), [309.52](#), and [309.53](#)).
- Certification that you, your board members and staff, or anyone else with authority to access grant funds have not been convicted of a felony financial crime in the last 10 years.

For-profit businesses will submit the following:

- A description of your capacity to complete the project; this may include your current staffing, project partners, current budget, and previous experience performing similar work. You will also need to provide information on any grants received from the MDA or other state agency in the last five years.
- A copy of the business' two most recent years of federal and state tax returns. If the business has not been in business long enough to have a tax return, then you must submit alternative documents, including documentation of internal controls.
- Financial statements – including annual balance sheets, income statements, and statements of cashflows – for the two most recent years. If the business has not been in existence long enough, financial statements for the periods that are available, and/or pro forma financial projections for at least a two-year period can be accepted.
- Certification that you or your entity has not been suspended or debarred by the State of Minnesota or with the federal government.
- Documentation that the business is in good standing with the Office of the Secretary of State.
- Certification that the business is not under bankruptcy proceedings and has disclosed any liens on assets.
- Certification that you, your board members and staff, or anyone else with authority to access grant funds, have not been convicted of a felony financial crime in the last 10 years.

Municipalities, political subdivisions, and individuals will submit the following:

- A description of your capacity to complete the project; this may include your current staffing, project partners, current budget, and previous experience performing similar work. You will also need to provide information on any grants received from the MDA or other state agency in the last five years.
- Certification that you or your entity have not been suspended or debarred by the State of Minnesota or with the federal government.
- Certification that you, your board members, staff, or anyone else with authority to access grant funds have not been convicted of a felony financial crime in the last 10 years.

If the MDA determines that the applicant 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.

## **Award notice**

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

## **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 Subd. 2-3](#) and [OGM Policy 08-01: Grants Conflict of Interest \(PDF\)](#)).

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.
- A grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties.

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

Grantees generally may not purchase items and services from staff, board members, businesses owned/operated by staff or board members, or other individuals with whom they have an actual, potential, or perceived conflict of interest. If grantees want to consider any of these individuals/organizations when making purchases, they must submit a conflict-of-interest disclosure and mitigation plan to the MDA for pre-approval. The plan must address how any conflicts of interest will be mitigated, including a plan for selecting vendors that includes meaningful involvement from non-board/staff members.

Grantees may not purchase items or services from MDA employees, their spouses/domestic partners, or any farms or businesses owned or principally operated by them or their spouses/domestic partners.

## 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 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 Minnesota's statute on grants ([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 application responses (except for data otherwise classified by law, including trade secret information as described below) becomes public data after the evaluation process is completed.
- All data created or maintained by the MDA as part of the evaluation process (except trade secret information) will generally be public data after the evaluation process is completed.

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 of Minnesota, 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

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## Grant contract agreement

Each grantee must formally enter into a grant contract agreement with the MDA. The grant contract agreement will address the conditions of the award, including implementation for the project. Grant contract agreement templates are available for review on the [OGM Forms and FAQs webpage](#). The MDA reserves the right to adjust these templates.

Upon approval of an application and before beginning work on the grant project and incurring any grant expenses, the applicant selected for a grant award must:

- 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 correct.
- If required, submit other documentation and certifications within 30 calendar days of award notification.
- Read and sign a grant contract agreement within 30 calendar days of being sent to the grantee. Failure to sign the contract within 30 calendar days may result in the award being rescinded.

You cannot begin work on grant activities or incur any grant expenses until a fully executed grant contract agreement is in place and you have been notified by the State's Authorized Representative that work may start. A fully executed grant contract agreement is one that has been signed by all parties and reached its start date, whichever is later. You must comply with the conditions and of the grant contract agreement, and you will be legally responsible for assuring implementation of the grantee duties and compliance with all applicable state requirements including worker's compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

Some changes may become necessary during your project. Changes that alter the scope, objectives, outcomes, key personnel or staff time devoted to the project, work plan, or budget may require approval from the MDA and may require an amendment to the grant contract agreement.

## Accountability and reporting

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit written progress reports at least annually until all grant funds have been expended and all the terms in the grant contract agreement have been met. Progress reports will be due with each request for reimbursement, an annual report will be due each fall during 2027-2029, and a final report will be due with the site visit at project completion.

The MDA reserves the right to modify reporting requirements throughout the grant.

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 or other state agencies.

Information submitted in any report or survey will be classified as public data. If the grantee considers any information in the report to be trade secret, the grantee may request that the trade secret information be kept confidential and must specifically label that information. The MDA will notify the grantee if a public records request is made for the information claimed as protected by the grantee.

## Monitoring

The MDA monitors grantees to ensure that work is progressing within the required time frame, to collect data on outcomes, determine if financial procedures are followed accurately and appropriately, and/or verify purchases made with grant funds. The MDA will perform a financial reconciliation of at least one payment on grants of greater than \$25,000 and will require the submission and review of cost documentation showing proof of purchase and payment described in the Payments section. Financial reconciliation may be performed on additional payment requests at the discretion of the MDA.

The MDA performs at least one monitoring visit for all grantees with awards of greater than \$25,000 before approving final payment. Other grantees may receive monitoring visits at the discretion of the MDA. Monitoring visits are typically done in-person at the project site but may also be done via phone or video conferencing (sometimes called “desk audits”) and may include review and discussion of financial and program information.

## Payments

Grant funds are disbursed on a reimbursement basis. All requests for reimbursement must correspond to the approved grant budget and be tied to documented progress on the approved project. The MDA will review each request for reimbursement against the approved grant budget, grant expenditures to-date, and the latest grant progress report before approving payment.

Typically, reimbursement requests will need to include two types of cost documentation for each expense: proof of purchase (e.g., invoices, itemized receipts) and proof of payment (e.g., cleared checks, bank and credit card statements). Ineligible items and their cost must be clearly delineated in the proof of purchase. The MDA will review the submitted documents, and any additional documentation requested by the grant administrator must be submitted by the grantee before the MDA provides the reimbursement. The MDA will generally not reimburse expenses paid for in cash. Please contact the MDA for exceptions. Additional details can be found in the [MDA Reimbursement Guide \(PDF\)](#).

Matching contributions will require the same cost documentation as other expenses being reimbursed by grant funds.

Grant payments will not be made on grants with past-due progress reports or if required documentation related to the invoice or financial reconciliation is missing, unless the MDA has given the grantee a written extension.

All requests for reimbursement must be submitted to the MDA no later than 30 calendar days after the grant end date.

The MDA will hold back the final 10% of each grant award until the project is complete, the retailer is dispensing E15 or higher ethanol blends, and the final site visit to verify the project’s completion has occurred. The MDA may request that grantees who are not dispensing E15 or higher ethanol 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).

## Contract and bidding requirements

All grantees must follow the State's bidding requirements when buying supplies or services based on their entity type and the cost of the purchase.

### Nongovernmental entities

Grantees that are nongovernmental entities, including businesses, nonprofits, and individuals, must use these guidelines:

- Any services and/or materials that are expected to cost \$100,000 or more must use a formal notice and bidding process.
- Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three verbal quotes or bids or be awarded to a targeted vendor.
- Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two verbal quotes or bids or be awarded to a targeted vendor.
- The grantee must take all necessary affirmative steps to ensure that targeted vendors from businesses with active certifications through these entities are used when possible:
  - [Office of State Procurement- Targeted Group, Economically Disadvantaged, and Veteran-Owned Vendor \(TG/ED/VO\) List](#)
  - [Metropolitan Council Underutilized Business \(MCUB\) Program Directory](#)
  - [Central Certification \(CERT\) Directory](#)
- The grantee must maintain written standards of conduct covering conflicts of interest and governing their actions and the actions of its employees for the selection, award, and administration of contracts.
- The grantee must maintain support documentation of the purchasing or bidding process used to contract services in their financial records, including support documentation justifying a single source bid, if applicable.
- The MDA may waive bidding process requirements when:
  - Vendors included in the response to a competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant; or
  - It is determined there is only one reasonably able and available source for such materials or services and that the grantee has established a fair and reasonable price.
- The grantee and any subrecipients/subcontractors must comply with prevailing wage rules, as applicable ([MINN. STAT. 177.41](#) through [MINN. STAT. 177.50](#)).
- The grantee and any subrecipients/subcontractors must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government. See [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#) and [System for Award Management \(SAM.gov\)](#).

## Political subdivisions or municipalities

Grantees that are political subdivisions or municipalities must use these guidelines:

- Municipalities are required to comply with the Uniform Municipal Contracting Law ([MINN. STAT. 471.345](#)).
- The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees for the selection, award, and administration of contracts.
- The grantee must maintain support documentation of the purchasing or bidding process used to contract services in their financial records, including support documentation justifying a single source bid, if applicable.
- The grantee and any subrecipients/subcontractors must comply with prevailing wage rules, as applicable ([MINN. STAT. 177.41](#) through [MINN. STAT. 177.50](#)).
- Municipalities and any subrecipients/subcontractors must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government. See [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#) and [System for Award Management \(SAM.gov\)](#).

## Grantee website and publicity

All grant projects must publicly credit the MDA funding in all public communications, presentations, and printed materials, and include that information on the grantee's website. Additionally, grantees with a website must clearly post on their website the names and contact information for the grantee's leadership and the employee(s) or other person(s) who directly manages and oversees the grant contract agreement on behalf of the grantee (the authorized representative) ([MINN. STAT. 16B.98, subd. 5 \(d\)](#)).

## Audits and record retention

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 MDA, the State Auditor, the Attorney General, and the Legislative Auditor as appropriate, ([MINN. STAT. 16B.98, subd. 8](#)). This requirement will last for a minimum of six years from the grant contract agreement end date, approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Grantees are responsible for the retention of documents and records relevant to their grants. Grantees should maintain a project file containing copies of all invoices, receipts, proofs of payment, reimbursement requests, important correspondence with the MDA, progress reports, and any other documents associated with the project. Upon request by the State, the grantee shall produce a legible copy of the records saved in their project file.

## Affirmative action and nondiscrimination

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, gender identity, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, familial status, 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](#).

## **Voter registration**

The grantee will provide voter registration services for its employees and for the public served by the grantee ([MINN. STAT. 201.162](#)).

## **Grantee evaluation**

Prior to the closeout of the grant, the MDA will evaluate the performance of all grantees. The evaluation will include the purpose of the grant; the amount provided to the grantee; information about the grantee's timeliness, quality, and overall performance in meeting the terms and objectives of the grant; if the grant was terminated; and any concerns with the grantee's use of State funds. Evaluations of grantee performance for grant contract agreements greater than \$25,000 must be provided by the MDA to the Minnesota Department of Administration ([MINN.STAT. 16B.98, subd. 12](#)). Evaluations are considered public data ([MINN. STAT. 13.599](#)).

## **Right of Cancellation**

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This RFP does not obligate the MDA to award any grant(s). The State reserves the right to cancel this RFP if it is considered to be in the best interest of the program, agency, or the State of Minnesota. The State also reserves the right to negotiate modifications to the application or to reject any and all applications received as a result of this RFP. The State does not intend to award a grant contract agreement solely on the basis of any response made to this RFP or pay for information solicited or obtained.

## **AGRI Background and Program Goals**

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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 the development of agricultural products. The primary goal of the AGRI Biofuels Infrastructure Grant Program is to invest in projects with Minnesota retail service stations to increase access to and sales of motor fuel blends containing at least 15% ethanol.

# Project Evaluation Profile

Evaluation criteria	Maximum score
<p><b>Required criteria</b></p> <ul style="list-style-type: none"> <li>• Applicant is a retail petroleum dispenser in Minnesota, dispensing fuel to the public at the time of application, with no more than 20 retail dispensing sites (regardless of their location).</li> </ul>	Yes/No
<p><b>Project summary and outcomes</b></p> <ul style="list-style-type: none"> <li>• Proposed outcomes reflect an increased access to and sales of motor fuel blends containing at least 15% ethanol.</li> <li>• Proposed outcomes of project are realistic and appropriate for the size of the budget request.</li> <li>• Applicant includes sales history and future estimates and explains how they developed the proposed estimates.</li> <li>• Applicant included a map or drawing of their existing and proposed project layout.</li> </ul>	20
<p><b>Performance capacity, organization/business readiness, and financial sustainability</b></p> <ul style="list-style-type: none"> <li>• Application demonstrates the organization has the capacity to successfully implement and sustain the project and manage and track reporting requirements.</li> <li>• Skills and experience of personnel involved in the project match their proposed involvement.</li> <li>• Applicant demonstrates sound business management, internal controls, financial aptitude, and stability.</li> <li>• Applicant presents a realistic business plan or equivalent document that supports the relevance of the project to the organization’s goals.</li> <li>• Applicant provides clear details about their business and retail location.</li> <li>• Applicant submitted business readiness letters of support.</li> </ul>	20
<p><b>Priority areas</b></p> <ul style="list-style-type: none"> <li>• The proposed project is located in a county with a poverty rate higher than 9%. (5 points)</li> <li>• 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)</li> <li>• Applicant intends on offering E15 or higher ethanol blends at every petroleum fueling position. (5 points)</li> <li>• Applicant demonstrates the need for the upgrades and BIP funding support. (5 points)</li> </ul>	20

Evaluation criteria	Maximum score
<p><b>Work plan and timeline</b></p> <ul style="list-style-type: none"> <li>• Work plan is thorough and realistic.</li> <li>• A detailed description of each step of the project is provided with estimated dates.</li> </ul>	20
<p><b>Budget and match</b></p> <ul style="list-style-type: none"> <li>• Budget table and budget narrative are consistent.</li> <li>• Budget narrative clearly details all project costs.</li> <li>• Budget is cost effective and reasonable; all included costs are relevant to the project.</li> <li>• Budget is well researched, and appropriate amounts are backed by quotes or other sources.</li> <li>• Applicant provides letters/documents from financial institutions showing ability to pay for the project.</li> <li>• The applicant clearly identifies and documents all sources of matching funds and explains how any project costs exceeding the grant and match amounts will be covered.</li> </ul>	20
<b>Total</b>	<b>100</b>

# Application Questions

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## Contact information

### Applicant information

- Legal name of business entity
- Assumed name(s), if any, of business entity
- Business website
- Project name (the name of your retail location) (100 characters, including spaces)
- Physical address of retail location where project will take place (street address, city, state, zip)
- Retail location county
- Retail location district (use the [Minnesota State House District Finder](#) if you don't know.)

### Primary contact

If awarded a grant, the person who will be responsible for leading the project, such as the project manager or station owner. This is also the person who will receive grant decision notices.

- Primary contact name (first and last name)
- Primary contact title
- Primary contact telephone number
- Primary contact email
- Primary contact mailing address

### Authorized representative

If awarded a grant, is the primary contact listed above legally authorized to sign the grant contract agreement for this organization? This should not be a grant writer or a 1099 contractor as these individuals typically would not have authority to enter the grant contract agreement with the MDA. (Yes or No)

- If no, provide the following information for the Authorized Representative, authorized to sign any resulting grant contract agreement:
  - Authorized representative name (first and last name)
  - Authorized representative title
  - Authorized representative telephone number
  - Authorized representative email
  - Authorized representative mailing address

## Eligibility

Confirm the following statements. You must respond "True" to all the statements to be eligible to apply for this grant. If your project is recommended for phase two of the review process, you will need to sign a certification for some of these statements.

- The applicant is not suspended or debarred by the State of Minnesota or the federal government. (True or False)
- The applicant is registered and in good standing with the Minnesota of the Secretary of State (SOS) or is not required to maintain a registration with the SOS. You can verify that you are registered and in good standing by searching for your entity’s name on the [SOS website.](#) (True or False)
- The applicant’s current board members or staff with authority to access grant funds have not been convicted of a felony financial crime in the last 10 years. A principal is defined as a public official, a board member, or staff (paid or volunteer) with the authority to access funds provided by this grant opportunity or to determine how those funds are used. (True or False)
- The applicant 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 or False)
- The applicant is compliant with current state and federal regulations, or this project will support the organization becoming compliant. (True or False)
- The applicant is not an MDA employee, spouse or domestic partner of an employee, or a farm or business principally owned by one of them. (True or False).
- Does the applicant’s leadership, board of directors, or governing body include any MDA employees or their spouses/domestic partners? (Yes or No)
  - If yes, list their name(s) and role(s) in the applicant’s organization.

### Organization eligibility

- Your business is a retail petroleum dispenser in Minnesota, dispensing fuel to the public at the time of application, with no more than 20 retail dispensing sites (regardless of their location). (True or False)
- Is your organization a for-profit business, nonprofit organization, or some other type of entity?
  - For-profit business
  - Nonprofit organization
  - City/county/state government entity
  - Tribal nation or government entity
  - Other: Please describe
- If you selected nonprofit organization: The applicant is registered with the Minnesota Attorney General’s Office and is current on its annual reporting requirements or is exempt from the registration requirement. See [MINN. STAT. 309.515](#) for more information on registration exemptions. You can verify that you are registered and have an active status by searching for your entity’s name on the [Attorney General’s Office website.](#) (True or False)
- If you selected for-profit business: The applicant is not under bankruptcy proceedings. (True or False)
- If you selected for-profit business: The applicant will disclose any liens on assets, if required as part of the pre-award risk assessment. (True or False)

### Attestations

Attest to the following statements. You must respond “Yes” to all the statements to apply for this grant. If your project is recommended for phase two of the review process, you will need to sign a certification for some of these statements.

- I attest that I have the authority to apply for this grant. (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 to the State, by law. (Yes or No)
- I attest that the supporting documentation for the claims and assertions made within this application is available to the MDA for its review. (Yes or No)
- I attest and understand that the submission of additional documents, as described in the request for proposals (RFP), may be required as part of the pre-award risk assessment if my project is recommended for phase two of the review process. (Yes or No)
- I attest that work has not started on the proposed project, and we will not begin work before the grant contract agreement is signed by all parties and reaches its start date, whichever is later. The MDA is unable to reimburse for any work that is performed prior to the effective start date of the grant contract agreement. (Yes or No)

## Previous State of Minnesota and federal grants

Have you been awarded a grant from the State of Minnesota in the past five years? (Yes or No)

- If yes, provide the details of the award amount(s), the duties, and the outcomes of the grant(s). (1,000 characters, including spaces)

Have you previously submitted an AGRI Biofuels Infrastructure Program grant proposal for this specific project/station (and were not awarded funding)? (Yes or No)

- If yes, how many times and when did you previously apply? (1,000 characters, including spaces)

## Project summary

### Grant request

- Total eligible project cost (grant + match)
- Total grant request (maximum of \$199,000, minimum \$5,000, up to 65 percent of total eligible costs)
- Total matching amount (at least 35% of the total grant request)
- Expected project start date
  - Must be after the grant contract agreement is executed (signed by all parties and reached its start date, whichever is later). You may not incur any project expenses before your grant contract agreement is executed.
  - Award notification will be in August 2026, and contracts are expected to be signed by end of September.
- Expected project end date (when you begin selling higher blends of ethanol with the new equipment)
  - Contracts may last up to 3 years from start date.
  - All items and services must be purchased by the end date of the contract.
  - You will have up to 30 calendar days after your contract end date to submit expenses for reimbursement.
- 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.

## Project description and proposed outcomes

Provide a brief description of your project that includes your organization's name, the activities you will undertake, how grant funds will be used, the expected outcomes, and how the project will expand access to and increase sales of E15 and higher ethanol blends. Limit your response to three sentences. This description may be shared with the public through press releases, the MDA website, legislative reports, and other publications. (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 the proposed layout, detailing:

- Position of tanks and dispensers
- Blends of fuels available at each fueling position

Indicate the number of gallons sold at this specific dispensing site during calendar year 2025 for the blends listed below.

- E10 (any octane level)
- E15
- E30
- E50
- E85

If you are currently dispensing E15 or higher ethanol blends, explain how this grant award will be used (Note: removal/replacement of equipment that is certified as compatible with E25 or higher is NOT an eligible cost of this program). Additionally, explain how this project will increase access to or sales of higher ethanol blends if you are already dispensing those blends. (1,000 characters, including spaces)

Indicate the number of gallons you expect to sell at this specific dispensing site during calendar years 2026, 2027, and 2028 for the blends listed below. If no gallons are expected to be sold of a specific blend, enter "0".

- E10 (any octane level)
- E15
- E30
- E50
- E85

Describe how you developed the estimates for calendar years 2026, 2027, and 2028. (1,200 characters, including spaces)

Describe your current marketing, outreach, and engagement efforts with your community and intended customers. Explain how you will market biofuels after completion of the project. (1,200 characters, including spaces)

## **Organizational capacity and financial sustainability**

### **Performance capacity**

Describe your capacity to perform the kind of work that would be funded by the grant, including your history of performing this kind of work or similar work. Describe how your current staffing, organizational structure, current budget, partners/collaborators, business plan, and marketing strategies will contribute to your capacity to carry out the proposed activities, effectively complete your project, and complete grant reporting requirements. (2,000 characters, including spaces).

### **Organization summary**

- 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)
- Describe when your current equipment was installed and when it would need to be replaced. (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) the lease agreement will extend to or beyond the end date of the grant period.

### **Business plan summary**

Provide a summary of your business plan. (1,000 characters, including spaces)

- Describe the financial health and cash flow of your organization over the past two years.
- Explain how your organization is looking to grow or remain competitive.
- Tell us how this project fits into your business plan and how this project will financially benefit your organization.

## Business plan submission

Upload your business plan. Business plans are required with your application for all grant requests over \$100,000 and are optional for all other requests. Redact confidential information and trade secrets included in your business plan.

## Business readiness letters

Submit letters of support written by:

- Financial or business contacts that can attest to your organization’s sound business management, financial aptitude, and stability.
- Contacts in your industry who can verify you have the experience or skills necessary to successfully complete the project, or that you are working with partners who do.

If you have more than one letter, combine them into one file before uploading.

## Internal controls and procedures

Describe your financial management system, including tracking grant expenditures, implementing segregation of duties, tracking and reporting staff time to specific projects, and approving payroll and timecards. (1,000 characters, including spaces)

## 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)

Explain why you are seeking these upgrades now and the need for grant funding to do so. (500 characters, including spaces)

Do you plan to offer E15 or higher ethanol blend options at every petroleum fueling dispenser? (Yes or No)

- If no, explain why. (500 characters, including spaces)

## Work plan and timeline

Complete the following table with your work plan. You should include the steps that you will take to complete your project. The timeline will be used to monitor high level progress of projects and should include discrete, measurable goals. The party/individual responsible column must include the roles and responsibilities of any formal partners as applicable. For example, you might include target dates for requesting quotes, installing and testing equipment, and full launch of the equipment.

Example:

Timeframe	Description of task or key activity	Responsible party/individuals
September 2026	Sign contract with contractor	Store owner
October 2026	Remove pumps to be replaced	Contractor
October 2026	Install new pumps compatible with E25	Contractor

Optional: If there is not enough space in the table provided in the application, you may upload a work plan as an Excel or Word file if you use the same format as the example above.

## Budget and match

### Budget table

Complete the following table with your project budget.

If your overall 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
E25 Compatible Fuel Pumps (Quantity: 4)	\$83,694.00	\$83,694.00	ABC Commercial Fuel Services
Pump Installation	\$11,525.00	\$11,525.00	ABC Commercial Fuel Services
Electrical	\$19,856.00	\$19,856.00	ABC Commercial Fuel Services
Canopy	\$15,650.00	\$0	Custom Canopies
<b>Total</b>	<b>\$130,725.00</b>	<b>\$115,075.00</b>	--

## Contingency

Applicants requesting less than \$199,000 may request up to 5% of total eligible project costs as a contingency to cover any unexpected or increased prices of eligible expenses. Complete the following table if your total eligible grant cost is less than \$199,000 and you would like to request contingency in your budget.

Example:

Item	Amount
Total Eligible Project Cost	\$130,725.00
Contingency (5%)	\$6,536.25
Total Eligible Grant Request	\$137,261.25

## Budget description

Provide a detailed description of your budget and explain how you plan to pay for your project. Respond to the following prompts. (2,000 characters, including spaces)

- Detail how the funds will be used and justify why each expense listed in the budget table is necessary.
- Describe how you arrived at the budget estimates.
- 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.
- Describe how you will pay for or finance the expenses until grant reimbursements are made.

## Cost estimates

You may upload cost estimates, quotes, or bids provided by third parties or vendors. If you have multiple estimates, quotes, or bids to upload, merge them into a single file before uploading. Do not attach estimates in lieu of providing a complete budget table in the format specified above or in place of the budget description.

**Note: These estimates are required if you are requesting less than \$199,000 and included contingency funds in your budget.**

## Project costs and ability to pay for project

Submit documents that help demonstrate you can pay for your project, such as:

- Letters of commitment written by financial institutions or other organizations that will be providing funding through loans or credit.
- Letters from the bank indicating sufficient cash available to fund your project.
- Bank statements or loan agreements showing sufficient funds or financing for your project.

If you have multiple documents, merge them into a single file before uploading.

## **Matching funds**

Describe the amount(s) and source(s) of your required cash match. (See the Match Requirement section of the RFP for eligible sources of cash matching funds.) (1,000 characters, including spaces)

If the cost of the project exceeds your grant request and your required match, describe how the remaining portion of the project will be funded or financed. (1,000 characters, including spaces)

Are any portions of your project being paid for by another grant (i.e., USDA Higher Blends Infrastructure Incentive Program) or other restricted funding? (Yes or No)

- If yes, explain the other source of funds and what parts of the project are being paid for by that funding. Explain how grant expenses will be separated so that you will not be reimbursed for the same equipment/services twice and how that will be documented for your records. (1,000 characters, including spaces)

## **Reimbursement acknowledgement**

I understand that all payments on this grant project will be made on a reimbursement basis based on the terms outlined in the Payments section of the RFP. (Yes or No)