



## ACCESS ETHANOL NEBRASKA (AEN) Application Guidelines

Thank you for your interest in Access Ethanol Nebraska. These application guidelines will assist you in the completion of the application form. Please carefully read these instructions and the application before completing the form.

### Application Cover Sheet

The application cover sheet provides detailed information regarding AEN and provides background information on the process to administer this project. In the middle of that page are four bullet points listing the requirements that must be met in order to receive funds if your application is selected to receive a grant.

Please carefully read the bold statement from the USDA located just below the bullet points regarding cost reimbursement for equipment. Failure to follow the approval process for equipment purchases and/or related activity will result in a loss of USDA and AEN funding.

Completed application should be sent to the contact listed on the cover sheet.

The last item on the cover sheet is the certification statement which must be signed by the individual authorized to complete this application.

**Please remember as you complete this application that you as the Retailer/Sub Awardee must be in compliance with all applicable federal, state and local laws and regulations, including EPA regulations regarding the configuration of ethanol blender pump dispensers and advance ethanol fuel blends.**

If you would like additional information about the USDA Funding Opportunity Announcement (FOA) related to this project please click [http://www.fsa.usda.gov/Assets/USDA-FSA-Public/usdfiles/Energy/Biofuels\\_Infras\\_Partnrshp\\_RFA.pdf](http://www.fsa.usda.gov/Assets/USDA-FSA-Public/usdfiles/Energy/Biofuels_Infras_Partnrshp_RFA.pdf). Provisions in the agreement between the Nebraska Energy Office and the USDA for this FOA, require the Energy Office to gather information from you and impose certain conditions on you the recipient and your project, in return for the funding received by you.



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### Application Information and Project Description

There are six sections on this page of the application.

**Applicant Name:** In this section, the applicant will list the company, corporation, or legal entity that is the owner of the station and who will be signing the agreement.

- **Applicant Name** - please type or print the name of the company, corporation or legal entity that actually owns the station where the dispensers/tanks will be located.
- **Contact Name and Title**-please type or print the name of the person who is the company officer or owner that will be the principal contact with AEN regarding this application.
- **Authorization Question**- asks if the person who is identified as the contact for this application would also be the individual who could legally obligate the business and sign the Agreement with the Nebraska Energy Office should they be awarded a grant. Please check either the YES or NO box, and if it is a different person then enter that contact's information in the third section, **Additional Contact Info**.
- **Date and FEIN #-** type or print today's date, and then provide the company's Federal Identification Number (FEIN)- which is a nine digit number assigned to your business by the Internal Revenue Service, <https://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Employer-ID-Numbers-EINs>.
- **Address**- type or print your mailing address, both Street and P.O. Box, if available, city state and zip as requested.
- **Email**- type or print the email address of the contact name.

**Station Name:** If you are seeking to place pump/dispensers at more than one location, it is important that you complete separate pages with location and contact information for each particular site.

- **Station Name**- Type or print the name of the station if it is different than the applicant name. Also please include the Federal Identification Number for this station if it is different than the number assigned to the applicant listed above.
- **Contact Person and Title**-Type or print the name of the individual we could contact at the station location, such as the local station manager or owner.
- **Station Address, City, State Zip, Phone Number, fax Number, Email** – Complete the station street address, including City, State, Zip, the phone and fax number if available, and an email address for the local contact at the station if it is different than the email listed in the applicant section above.

**Additional Contact information-** Please list the Contact Name, their address, phone and email address on the lines provided if someone else within your organization will be administering the project, including the completion of reports and other required information.



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**Project Description** Please provide a description of the proposed project in the “Project Narrative” area. Please check the appropriate box as to whether these pump/dispenser(s) and tanks will be installed at an already existing location-**Update Existing Site**; or the installation will be done at site yet to be constructed -**New Construction**. Please indicate the **Planned Completion Date** for the installation for the pump/dispensers/tanks at the site. Under this grant we would be looking for a **completion date prior to 12/31/16**.

- **Project Narrative**-Please use this section to describe your project. For an **existing facility**, please include a description of the current pump/dispensers at the current location and availability of higher blend ethanol blends at that location. For **new construction**, please describe the layout for pump/dispensers at the new location and what higher ethanol blends you intend to offer at that site. Please also detail exactly where both the existing and new locations are in relation to major traffic thoroughfares, and your plans for marketing/promotion of the ethanol availability at this site.

**Prior Grant Information-** In this section please tell us if you were ever a recipient of any grant funds to support this project location through other programs such as the Nebraska Corn Board’s **Build Your Own Blend** Program. If so, please complete the boxes indicating you received the funds, where the facility was located, date when the grant was awarded and the grant amount.



## EQUIPMENT REQUEST

This page of the application is divided into three sections- Equipment Cost Limits, Equipment Cost Estimate, and Cost/Contribution Summary.

**Equipment Cost Limits-** this section is a table listing the following:

<b>Equipment Cost Limits*</b>	<b>Average Cost (All locations)</b>	<b>Maximum Cost (Any individual dispenser/tank)</b>
Retrofit Existing E15/E25 Dispensers	\$15,000 per dispenser	\$15,000 per dispenser
New E15/E25 Dispensers	\$25,000 per dispenser	\$30,000 per dispenser
Dedicated E85 Dispensers	\$25,000 per dispenser	\$35,000 per dispenser
Blender Dispensers	\$35,000 per dispenser	\$45,000 per dispenser
Underground Storage Tanks	\$100,000 per tank	\$100,000 per tank

\* Dispenser cost includes dispenser, hanging hardware, piping, and installation costs.

\* Tank cost includes cost of tank, piping and installation and is not included with dispensers.

- The first column lists the types of pump/dispensers and underground storage tanks that are eligible for funding from the USDA grant and AEN.
- Column two is a listing of **average** costs for each type of pump/dispenser and underground storage tank in all locations that has been set by the USDA and agreed to by AEN. This number includes **the cost of the equipment, hanging hardware, piping and installation**. You should aim to have your costs right around the “average cost” mark, as your application will be scored higher to reflect this. If your costs are above the average, then it will be scored lower.

In column three is a listing of the **Maximum Cost** that will be reimbursed from USDA/AEN Funds for any particular dispenser and/or underground storage tank. This includes **the cost of the equipment, hanging hardware, piping and installation**. Equipment and Installation expenses **exceeding** those costs are considered “ineligible costs” and **are the responsibility of the grantee**.

**Equipment Cost Estimate Chart-** You need to decide if you are going to (1) **Retrofit Existing E15/E25 Dispensers** and how many; (2) install **New E15/25 Dispensers, Dedicated E85 Dispensers** or **Blender Pump/Dispensers** and how many; and how many **Underground Storage Tanks** you intend to purchase. Indicate the number of dispensers you wish to retrofit, and/or dispensers or tanks you wish to purchase in the “total number” column. This equipment is for the site location that is listed on the first page of this application. If you have equipment for another location, you must file a separate application. List the number in the appropriate row the number of dispensers you intend to purchase.



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**Equipment Listing.** This column lists the various dispenser/pumps that are eligible for funding through the AEN program.

**Total Numbers-** List the number of equipment you are retrofitting or purchasing in the applicable row.

**Average Cost-** List the applicable “Average Cost” from the **Equipment Cost Limits** table, which is directly above the **Equipment Cost Estimate** table.

**Total Eligible Cost-** List the applicable “Maximum Cost” from the **Equipment Cost Limits** table, which is directly above the **Equipment Cost Limits** table.

**Total Cost –** List the total cost based on a vendor quote or other good faith estimate of cost for the equipment you are retrofitting or purchasing.

**Total Ineligible Cost –**To calculate the **Total Ineligible Cost** subtract the **Total Eligible Cost** from the **Total Cost** and list that number in the **Total Ineligible Cost** column. This is the amount you are responsible for that will NOT be covered with funds from this grant.

**Example chart (Assume that a quote from a vendor for two blender pumps is \$100,000 and that site engineering fees are \$25,000 for a total cost of \$125,000 for blender pumps. Assume a quote from a vendor for an underground storage tanks is \$100,000):**

<b>Equipment Cost Estimate**</b>	<b>Total Number</b>	<b>Average Cost*</b>	<b>Total Eligible Cost \$</b>	<b>Total Ineligible Cost</b>	<b>Total Cost</b>
Retrofit Existing E15/E25 Dispensers			\$ -	\$ -	\$ -
New E15/E25 Dispensers			\$ -	\$ -	\$ -
Dedicated E85 Dispensers			\$ -	\$ -	\$ -
Blender Pump/Dispensers	2	\$ 70,000	\$ 90,000	\$ 35,000	\$ 125,000-
Underground Storage Tanks	1	\$ 100,000	\$ 100,000	\$ -	\$ 100,000-
Total Dispensers	2	n/a	\$ -	\$ -	\$ -
Total Tanks	1		\$ -	\$ -	\$ -
Total Stations		n/a	\$ n/a	n/a	n/a

**Cost/Contribution Summary:** This chart is provided for the applicant to document in greater detail the total **Ineligible Costs** listed in the **Equipment Cost Estimate Chart** listed above this chart. .It is also on this chart that you will show your contribution to the project.

*\*Before you begin completing this chart please carefully read the paragraph just above the chart which explains information that the AEN evaluators will be considering as they score your application. Any contributions by the retailer will be shown here, and will be considered in the evaluation of your application.*



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**Total for Dispensers and Tanks (USDA BIP eligible costs)**

**Total Costs-** Add the dollar amounts listed in the **Total Eligible Cost** column from the **Equipment Cost Estimate Chart**, and list that amount here. **Ex. (see above chart)** Add the Blender Pump/Dispenser figure of \$90,000 (the maximum cost allowable) with the Underground Storage Figure of \$100,000 to come up with **Total Costs** figure of \$190,000.

**Total AEN Grant Request-** Subtract the amount that you as a retailer are contributing to the project from the **Total Costs** column and list that in this section. Ex. If you have \$20,000 to contribute to the project subtract that from the \$190,000 listed in **Total Costs**, and list \$170,000 in the **Total AEN Grant Request** column.

**Total Applicant/Other Sources** List the amount that you as a retailer are contributing to the project.

**Total for Dispensers and Tanks (costs above USDA BIP maximum)-** To calculate this figure you take the Contractors Estimated Quote of \$200,000 and subtract the **Maximum Cost** allowed by the USDA/AEN for 2 Blender Pump/Dispensers and 1 Underground Storage Tank which is \$190,000 (the same number as in **Total Costs**) for a difference of \$10,000. That same number should also be placed in **Total Applicant/Other Resources**

**Example Chart (With assumed contributions by the applicant, as well as the quotes from vendors used in the previous table)**

<b>Cost/Contribution Summary</b>	<b>Total Costs</b>	<b>Total AEN Grant Request</b>	<b>Total Applicant/Other Sources</b>
<b>Total for Dispensers and Tanks (USDA BIP eligible costs)</b>	\$ 190,000	\$ 170,000	\$ 20,000
<b>Total for Dispensers and Tanks (costs above USDA BIP maximum)</b>	\$ 10,000	n/a	\$ 10,000
<b>Total engineering and site preparation</b>	\$ 15,000	n/a	\$ 15,000
<b>Marketing Costs</b>	\$ 10,000	n/a	\$ 10,000
<b>Other Costs</b>	\$	n/a	
<b>Total Project Cost</b>	\$ 225,000	\$ 170,000	\$ 55,000
<b>Percent of Project Costs</b>	n/a	76%	24%

**Total engineering and site preparation-**Indicate the \$15,000 in additional costs related to installation, site preparation and permitting that would not be covered by USDA-BIP or AEN funds. When requesting an underground storage tank there are costs associated with the project that include engineering, site preparation and the required preparation by a certified environmental engineer of the **FSA 850 Environmental Evaluation Checklist**. This form must be completed and approved by the USDA-CCC-BIP program staff **before the approved applicant may incur any project expenses such as equipment purchase or other eligible cost involving reimbursement of federal funds.**



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**Marketing Costs-** Estimate what will be budgeted to promote and market the additional ethanol blends that will be available at the site location. This should include print and media advertising (radio, TV, social media) as well as the appropriate signage that will be included at the site.

### STATION LOCATION/VOLUME INFORMATION

This page of the application requires data that will assist AEN determine the best possible locations with the greatest potential for meeting the USDA-BIP goal of increasing the sales of advanced blends of Ethanol fuels here in Nebraska.

Carefully read the opening statement on this page. If you are planning to install pump/dispensers and underground storage tanks you must submit separate applications for each station location.

**1. Station Location:** In this section please identify the town or city in which the applicant station is located. List the current population of that town and the county where that station is located. Population information can be found at [www.city-data.com](http://www.city-data.com).

**2. Market Area Population:** Indicate your proximity to 1-80, four lane Nebraska Highway and the intersection of two Nebraska Highways nearest the station location to help determine which possible markets the station location might draw from to promote the availability of the added ethanol blends. There are eleven cities in Nebraska with populations over 20,000. Please reference [http://www.nebraska-demographics.com/cities\\_by\\_population](http://www.nebraska-demographics.com/cities_by_population) to locate the city or cities.

**3. Station Volume/Traffic:** Under part “a” please indicate the total fuel volume sold annually at your station location (**do not include diesel fuels in that figure, only E0 through E-85 fuels**). For part “b” go to Nebraska Department of Roads website or <http://www.transportation.nebraska.gov/city-county/pdfs/atr.pdf> to get traffic numbers for the highway streets you listed. For part “c” identify other fueling stations within 25 miles of your station. In larger urban areas the applicant can reduce that radius, but you need to list how many miles from this application’s station location.

**4. Ethanol Availability:** In this section indicate what current ethanol fuels are available at this site and the percent of total volume that you indicated above in “3. Station Volume/Traffic”. Also please indicate the number of fueling sites that offer the ethanol fuel blends within a 25mile radius of your store.

**5. Marketing/Promotion:** Check the appropriate boxes in part “a” indicating type of marketing/promotion you did for your ethanol products and what your plan is should you add the additional pump/dispensers to your location. In part “b” we are interested in knowing what current signage you are using at the site for ethanol fuels already at the station, and what you have planned for price signage for the new equipment.



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Please carefully review your application and then submit electronically or by US mail by the appropriate date for submission.

Thank you for your interest in Access Ethanol Nebraska and for growing Nebraska!