



Instructions for completion of Renewable Fuels Infrastructure Program (RFIP) Reimbursement Form and Cost Summary

IMPORTANT NOTES:

- 1- This form can be completed on a computer using the free Adobe Reader Program: <https://get.adobe.com/reader/>
- 2- You can save and finish completion of this form until the point where the Claimant Signature box is completed, which locks the form and the only actions that can be completed are attaching invoices and submitting to RFIP.
- 3- Applicable DNR forms and PMMIC (proof of insurance) forms can be emailed directly to the RFIP Admin at renewablefuelgrants@iowaagriculture.gov. Include your grant number(s) (Ex. 26-RFIP-001) in the subject line.

Cost Summary page-

1. Complete red sections (Labeled in red and/or red boxes).
 - a. Fill out the RFIP Grant Number (##-RFIP-###) and Project Address.
 - b. Select the Project Type dropdown (Ethanol grant - E15 or E85; Biodiesel grant - Biodiesel or Biodiesel Terminal)
 - c. Select the Ethanol Tier (if applicable, for Biodiesel reimbursements, this section will be ignored).
2. Complete the Invoice section.
 - a. Invoice # and Vendor Name - As listed on the paid invoice
 - b. Invoice Amount - The total amount of the entire invoice.
 - c. Eligible Portion of Invoice Amount - The amount on the invoice relevant to this grant. Common examples for calculating the Eligible Amount are below (and on the cost summary form):
 - i. Multiple grants for one location without an itemized invoice per type of work (E85, E15 and/or Biodiesel) - list the percentage of the Invoice Amount per invoice (Ex. 1/2 the invoice total for E15 reimbursement and 1/2 for Biodiesel reimbursement).
 - ii. Multiple grants for one location with an itemized invoice per type of work - please list the total for those items that are relevant to this particular grant.
 - iii. Multiple Location on one invoice, list the amount for this location only.
 - d. Check # or ACH Reference # - For ACH - any reference number, document number, entry number etc. may be used.

Reimbursement Form-

IMPORTANT: Do NOT complete the Claimant Signature box until ready to submit, as that locks down the ability to add to or edit the form. After that point the only actions that can be completed are attaching invoices and submitting to RFIP.

1. Complete red sections that have not been copied over from the previous page. Total Award Amount is listed on your original Cost Share Agreement.
2. Attach your invoices and proofs of payment. Note for checks: If possible, redact the account information at the bottom of the check.
 - a. Click the red box on the lower left hand corner of the page.
 - i. In the pop-up file window, navigate to and select your invoices and proofs of payment.
3. Confirm that all the information has been completed on both pages and invoice files attached, then click the "Claimant Signature" box and digitally sign the form. (If a box pops up saying "Digital ID Configuration Required", see page 4 of this document for instructions.)
4. To submit, click the button labeled "Submit Completed and Signed Form to RFIP". And continue via your email program. If this doesn't work, please contact us at the email or phone number below.

Please contact renewablefuelgrants@iowaagriculture.gov or 515-281-8604 with any questions.

Eligible Portion of

Administrative Information	
Total Costs with Supporting Documents	
Eligible Costs with Supporting Documents	
Cost Share Percentage	
Cost Share Amount	

Project Type	
Ethanol Tier	

Ethanol Tier 1 - 90% Cost Share & Site Maximum of \$75,000
Ethanol Tier 2 - 75% Cost Share & Site Maximum of \$75,000
Ethanol Tier 3 - 70% Cost Share & Site Maximum of \$75,000
Retail Biodiesel - 70% Cost Share & Site Maximum of \$50,000
B2-B98 Biodiesel Terminal - 50% Cost Share & Site Maximum of \$50,000
Biodiesel Terminal - 50% Cost Share & Site Maximum of \$100,000

1. One grant (Ethanol or Biodiesel) at one location: 100% of Invoice Amount
2. Two grants (Ethanol AND Biodiesel) at one location: 50% of Invoice Amount
3. Multiple locations listed on one invoice: Only include the costs associated with this location

Eligible Costs are all eligible items for the listed project with sales tax and freight removed.



IOWA DEPARTMENT OF
AGRICULTURE &
LAND STEWARDSHIP

Renewable Fuel Infrastructure Program

Reimbursement Form

Organization Name:

Organization Street Address:

Organization City, St, Zip:

Point of Contact Name:

Point of Contact Phone:

Point of Contact Email:

TOTAL AWARD AMOUNT:

(from award letter)

Reimbursement Summary

(Please attach invoices)

Cells marked in red are
required to be filled out by
claimant.

Project Address

Project Type

Date First Used to Store or Dispense Renewable Fuel

Total Cost of Project

Reimbursement Request

Lesser of Cost Share Amount and Award Amount

I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT IS CLAIMED WERE FURNISHED FOR STATE
BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE,
PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID.

Claimant Signature:

Claimant Name & Title:

Date:

IDALS USE ONLY

Unit to be Charged: 9441

Claim Approved for Payment:

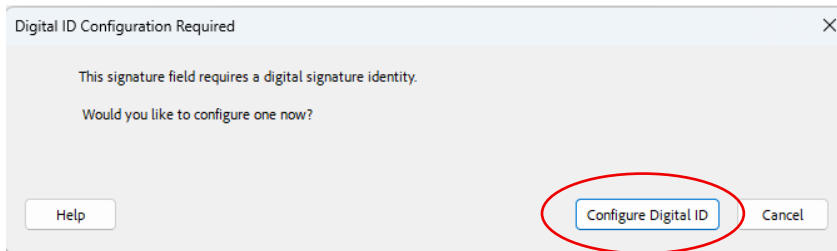
Signature

Date

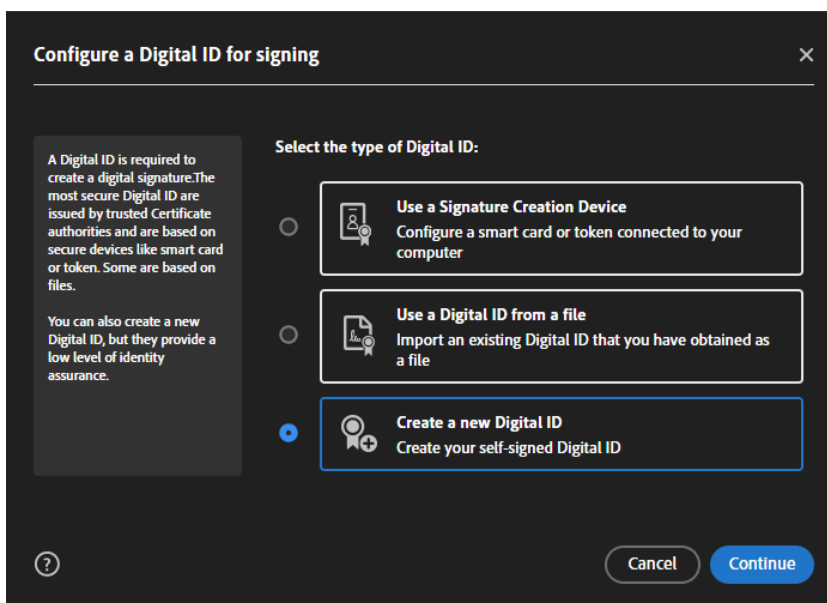
Digital ID Configuration Instructions

If when attempting to sign the Reimbursement form, the following box pops up, follow these instructions.

1- Click “Configure Digital ID” (circled).



2- Select “Create a new Digital ID” then click Continue.



3- Fill out the required information (red boxes), then click “Save”.

A dark-themed form titled "Create a self-signed Digital ID" with a close button (X) in the top right corner. On the left, there is a text box instructing the user to enter identity information for creating a self-signed Digital ID. It also includes a warning: "Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases." The form contains several input fields, each with a red border indicating required information: "Name", "Organizational Unit", "Organization Name", "Email Address", "Country/Region" (a dropdown menu currently showing "US - UNITED STATES"), "Key Algorithm" (a dropdown menu currently showing "2048-bit RSA"), and "Use Digital ID for" (a dropdown menu currently showing "Digital Signatures"). At the bottom, there are "Back" and "Save" buttons.