

Instructions for the Collection, Harvest, Storage and Transportation Qualified Biomass Conversion Facility Agreement and Form BCAP-1, “Biomass Conversion Facility Overview: Attachment 1.”

Biomass conversion facilities use this Agreement and attached form to qualify as a facility participating in the Biomass Crop Assistance Program’s (BCAP’s) Collection, Harvest, Storage, and Transportation (CHST) component. This form must be completed as an attachment to the CHST Agreement (Agreement) with the USDA/CCC/FSA’s. Completed and approved submission of the Agreement and the BCAP-1 form qualify the submitting biomass conversion facility to receive a Facility ID# and the opportunity to receive eligible materials from eligible material owners that will receive matching payments.

The biomass conversion facility must submit three signed and completed forms in hard copy along with three signed and completed copies of the Agreement. In addition, the BCAP-1 Form must be emailed in the **electronic** fillable .pdf format to the State FSA office. Submissions must be made to the State FSA Office; State office addresses are located at www.fsa.usda.gov or by calling your local county FSA office.

Please note that a separate, individual Agreement must be submitted for each facility, regardless of whether or a single biomass conversion facility owner has multiple biomass conversion facilities. The BCAP-1 form is required as an attachment to the Agreement, requiring each facility to complete and submit the BCAP-1 form for each biomass conversion facility Agreement submitted. The submission for the facility must be made to the State office in the State where the facility is physically located. The CHST is open only to biomass conversion facilities physically located in the United States.

Customers with electronic access may download the Agreement with the attached BCAP-1 form online. The electronic versions are available on the USDA Farm Service Agency’s web site at www.fsa.usda.gov/bcap.

The three completed and signed hard copies of the Agreement and BCAP-1 form will be reviewed and approved by the State FSA office where the submission was made. Upon approval of a submission, the State FSA office will return a fully executed original copy of the Agreement and BCAP-1 form to the submitting biomass conversion facility. The Facility ID# is distributed by the FSA National Office and is accessible for public viewing at the USDA Farm Service Agency’s web site at www.fsa.usda.gov/bcap. The Facility ID# will be recorded on the BCAP-1 Form. The biomass conversion facility is considered a CHST-qualified facility on the date that the Facility ID# is assigned.

Incomplete submissions will be returned to the submitting entity with explanation by the State FSA office. Submissions that fail to meet the BCAP CHST qualification will also be notified by the State Executive Director’s office.

For more information about the Agreement and BCAP-1 form please visit the USDA Farm Service Agency’s web site at www.fsa.usda.gov/bcap or contact Mike Linsenbiger at 202.720.5295 or cepdmil@wdc.usda.gov.

Biomass Conversion Facility must complete “Biomass Conversion Facility Overview: Attachment 1,” to the Agreement for qualification, Items 1 through 20.

Items 1 - 20

Fld Name / Item No.	Instruction
1 Name of the Biomass Conversion Facility	The exact name of the facility submitting the application, as specified in applicable business charters. NOTE: Each facility will need to complete a separate Biomass Conversion Facility Overview as an attachment with their Agreement.
2 Facility ID Number	Facility numbers will be assigned by the FSA National Office.
3A Street Address	The address will be the physical location of the applicant facility. NOTE: Each physical facility location must complete a separate Agreement and Biomass Conversion Facility Overview for qualification and eligibility to receive their Facility ID#.
3B City	The city will be the location where the entity’s biomass conversion facility is located.
3C State	The State will be the location where the entity’s biomass conversion facility is located. Please record only the initials for the State.
3D Zip Code	The zip code will be the location where the entity’s biomass conversion facility is located. Please record only the five primary digits of the facility’s zip code.
3E Mailing Address	The address will be where the applicant facility desires mailed items to be sent. Mailing address should include the street number, street name, city, state, and zip code. NOTE: Each physical facility location must complete a separate Agreement and Biomass Conversion Facility Overview for qualification and eligibility to receive their Facility ID#.
4 County of Primary Location	This will be the County where the facility is located. NOTE: Each physical facility location must complete a separate Agreement and Biomass Conversion Facility Overview for qualification and eligibility to receive their Facility ID#.
5 State/County FIPS Code	The State/County Federal Information Processing Standard (FIPS) Code is assigned by the U.S. department of Commerce’s National Institute of Standards and Technology (NIST). The State and U.S. Territories FIPS Codes consist of two digits and the County FIPS Code consists of five digits.

Fld Name / Item No.	Instruction
	FIPS Codes can be found at the following USDA Economic Research Service URL: http://www.ers.usda.gov/Data/baseacres/Data/counties.xls and for FIPS updates please visit the NIST website at: http://www.itl.nist.gov/fipspubs/ These FIPS Codes will be used to formulate the Facility's ID # and are used for Geographic Information Systems (GIS) mapping.
6 Telephone number	The telephone number for the facility, where the facility can receive telephonic communication from USDA, the general public and eligible material owners.
7 Email address	The email address for the facility that can receive electronic communication from USDA, the general public and eligible material owners.
8A, 1 County Name	The county or counties will be the locations where the submitting entity "conducts business" within the State where the entity's biomass conversion facility is located. The county where the entity "conducts business" can include, but is not limited to, a county where biomass supply is purchased, a county where biomass material is stored, a county where the biomass crop supply is produced, or a county where intermediary feedstock is produced.
8A, 2 State/County Name and FIPS Code	The county Federal Information Processing Standard (FIPS) Code is assigned by the U.S. department of Commerce's National Institute of Standards and Technology (NIST). The State and U.S. Territories FIPS Codes consist of two digits and the county FIPS Code consists of five digits. FIPS Codes can be found at the following USDA Economic Research Service URL: http://www.ers.usda.gov/Data/baseacres/Data/counties.xls and for FIPS updates please visit the NIST website at: http://www.itl.nist.gov/fipspubs/ These FIPS Codes will be used to formulate the Facility's ID # and are used for Geographic Information Systems (GIS) mapping.
8B Company Structure	Please check all that apply. Selections should describe the legal standing of the facility. Please refer to the Notice of Funds Availability (NOFA) released on June 11, 2009, in the Federal Register [74 FR 27767 – 27772] for definitions of "Farm Cooperative, Farm cooperative organization, Indian tribe, and Institution of higher education." The NOFA can be found at the following URL: http://edocket.access.gpo.gov/2009/pdf/E9-13724.pdf

Fld Name / Item No.	Instruction
8C North American Industry Classification System (NAICS) Code	The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. NAICS was developed under the auspices of the Office of Management and Budget (OMB), and adopted in 1997 to replace the Standard Industrial Classification (SIC) system. To access the list of 2007 NAICS codes please visit: www.census.gov/eos/www/naics/ or call 1-888-75NAICS. For example, if your facility produces electricity using biomass, the NAICS code will be 221119.
9A & B Biomass Conversion Production Status: Production Since Expected	Please record the date that the conversion facility began production or will begin production. Production means the act of manufacturing, from raw biomass materials or intermediary feedstock, a bio-energy or biobased products yield. This production start date should be the date that the facility began or plans to begin operation under the applicable legal authorities from Federal, State, and local government(s) for the production of: heat, power, biobased products, or advanced biofuels. For facilities that are co-generation operations, please record the start date on which the facility began the biomass conversion processes. For example, if the facility is a mill and has added a boiler to generate electricity and steam, please record the date that the conversion process (under legal authority) began operation. Please record your date in the following format: <i>MM/DD/YYYY</i> NOTE: Each physical facility location must complete a separate Agreement and Biomass Conversion Facility Overview for qualification and eligibility to receive their Facility ID#.
10 Brief Overview of Facility Business Operations and Biomass Utilization	Please record items that give an overview concerning the facility operations and biomass use, such as the facility's production goals and benchmarks, employee data, governing board and Executive team profile, credit arrangements, existing contracts, financial overview and company milestones. Please limit your response to the space provided. Attachments may also be submitted to supplement the response.

Fld Name / Item No.	Instruction
11 Energy/Fuel Produced	This selection range of types of energy and fuel produced concerns the energy and fuel production for the submitting biomass conversion facility only . Please check all that apply at present.
12 A – B Conversion Process	These selection ranges concern the type of conversion process used in production at this biomass conversion facility only . Please check all that apply at present.
13 A – D Biomass Material(s) Used	These selection ranges concern the type(s) of biomass used at this biomass conversion facility only. Please check all that apply at present or in cases of start-up operation, please indicate the projected type(s) of biomass to be used. NOTE: The BCAP list of eligible and ineligible materials to be used by CHST-qualified biomass conversion facilities can be found at www.fsa.usda.gov/bcap.
14 A - F Permits Obtained	Please record all applicable licenses, standards numbers, or permits held at present from the U.S. Environmental Protection Agency (EPA), U.S. Department of Justice’s Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), American Society for Testing and Materials (ASTM) and Other Federal agencies, State agencies and departments and Local authorities. A business license is considered applicable. Please enter in the expiration date of the license or permit on the corresponding adjacent line. For facilities not already in operation but who have applied for licenses or permits, please include copies of the licenses or permits. If copies of the license or permit are not available due to an application still being reviewed, whether for renewal or for initial filing, a letter from the issuing authority will need to be copied and attached to the permit or license copy. For example, in the case of a Title V air permit, a letter from the State indicating that a full application has been received and determination is being processed will be acceptable proof of application or application for renewal. NOTE: The inability to provide a copy of a current license or permit or to provide proof of application for renewal will result in a deficient application. Deficient applications cannot be accepted. For more information on providing proof of application for a license or permit, please contact your State pollution prevention office.
15 Have all the necessary permits been obtained...	Please check only one to indicate whether “yes” all permits have been obtained for this facility or “no,” all permits have NOT been obtained for this facility.

Fld Name / Item No.	Instruction
16 Annual Production	Please enter all with their corresponding unit of measure. “Annual production” means the 12-month total for production of bioenergy for this facility only. Bioenergy production can include the production of bio-based products or advanced biofuels. For submitting biomass conversion facilities that have not yet started operations, a projected annual production is acceptable.
17 On-Site Material Storage Capacity	Please enter all that apply and check the corresponding unit of eligible material capacity. “On-site material storage capacity” means the limit for storage of the materials used only at this facility. The capacity recorded must reflect the capacity located at this facility’s physical address. The capacity reported here also should not violate applicable Federal, State or local laws and ordinances and should reflect present storage capacity. For submitting biomass conversion facilities that have not yet started operations, a projected on-site feedstock and material storage capacity is acceptable.
18 Off-Site Feedstock(s) and Material Storage Capacity	Please enter all that apply and check the corresponding unit of eligible material capacity. “Offsite material storage capacity” means that limit for storage of the materials used only at this facility, which is not located at this facility’s physical address. The capacity reported here should not violate applicable Federal, State or local laws and ordinances and should reflect present storage capacity. For submitting biomass conversion facilities that have not yet started operations, a projected off-site feedstock and material storage capacity is acceptable.
19 Please check off all that apply and provide copies of applicable documents.	Please check all that apply and attach copies of the representing document(s). NOTE: The inability to provide a copy of a current license or permit or to provide proof of application for renewal will result in a deficient application. Deficient applications cannot be accepted. For more information on providing proof of application for a license or permit, please contact your State pollution prevention office.
20A Print Name	Please record the first and last name of the representative for the submitting biomass conversion facility that is signing the BCAP-1 form.

Fld Name / Item No.	Instruction
20B Title	Please record the signing representative's title that is assigned to the individual by the entity or best reflects the signing representative's role with the entity.
20C Signature	Please record the signing representative's first and last name in cursive.
20D Date	Please record the date on which the representative signed the BCAP-1 form. Please record the date in the following format: <i>MM/DD/YYYY</i>
21A Name	Please record the first and last name of the person that may be contacted by FSA or the public regarding the facility's participation as a BCAP CHST-qualified biomass conversion facility.
21B Street Address	The address will be the physical location of the primary contact, including the street number, street name, city, state, and zip code.
21C Telephone Number	Please record the telephone number for the primary contact. This telephone number will be the number where the primary contact can receive telephonic communication from USDA and eligible material owners.
21D Email Address	The email address for the primary contact person that can receive electronic communication from USDA and eligible material owners on behalf of the applying Biomass Conversion Facility.