

1 Introduction

A

Definitions for Terms Used

Producers using these instructions to complete Bioenergy Program Agreement (Form CCC-850) shall refer to Part 1, Definition of Terms, of the CCC-850 for definitions of terms used in these instructions.

B

Caution

Data from this form will be combined with data from forms submitted by other eligible producers, and the combined data will be used to determine a payment factor for the applicable FY. Producers should report realistic projections for future production. Although individual producers will not be held to the forecasts they make on this form:

- \$ low estimations could result in program funding running out before the end of the applicable FY
- \$ high estimations could result in a lower than necessary payment factor being used during the FY and unused funding being unspent at the end of the applicable FY.

C

Reporting Unit

Producers shall use the reporting unit identified in the following table for each applicable eligible commodity in all program reporting.

IF the commodity is...	THEN, the reporting unit is...
<ul style="list-style-type: none"> \$ barley \$ corn \$ oats \$ rice \$ wheat \$ soybeans 	bushels (Bu.).
<ul style="list-style-type: none"> \$ grain sorghum \$ canola \$ crambe \$ flaxseed \$ mustard seed \$ rapeseed \$ safflower \$ sesame seed \$ sunflower seed \$ cellulosic crops 	hundredweight (Cwt.)
<ul style="list-style-type: none"> \$ hydrous ethanol purchased for upgrading to anhydrous ethyl alcohol \$ oils, such as soy oil, purchased for upgrading to biodiesel 	gallons.

2 Eligibility Requirements

A

Producers

To be eligible under the program, producers must meet the terms and conditions set forth in the Agreement.

Note: All fuel ethanol production is eligible, however, ethanol under 200 proof will be converted to 200 proof gallons before payment calculations are made.

Example: A reported projected increase of 1,000 gallons of 100 proof ethanol will be converted by CCC to 500 gallons of 200 proof (1,000 gallons x (100 proof) 200 proof)) for use in projected increases from all producers.

B

Commodities

Eligible commodities for FY 2002 are barley, corn, grain sorghum, oats, rice, wheat, soybeans, sunflower seed, canola, crambe, rapeseed, safflower, sesame seed, flaxseed, mustard seed, and cellulosic crops grown on farms in the United States and its territories.

Definition: Cellulosic crops are crops such as switchgrass and short rotation trees grown for the purpose of and used in producing fuel grade ethanol and or biodiesel.

C

Size Determinations for Payment

The payment rate is based on the total expected production for the FY from Part XV of the Agreement, Form CCC-850. This rate will have a large impact on CCC's projections for program expenditures and the resultant payment factor applicable to the FY. Therefore, once the rate determination has been made based on the Agreement, producer payments will be made at this rate for the entire FY. Producers who report less than 65 million gallons of expected productions and then produce 65 million gallons per year, will have their payments recalculated at the lower rate and owe CCC a refund of all overpayments. Producers who fail to meet expected production estimations of 65 million gallons or more and produce less than 65 million gallons per year will not have their payments recalculated at the higher payment rate.

3 Table on Page 1**A****Instructions**

Producers shall complete the table according to the following instructions.

Item	Action
1	Enter name of producer seeking to enter into an Agreement with CCC to participate in the program. Note: A producer is a legal entity (individual, partnership, cooperative, or corporation, etc.) who is a commercial producer of bioenergy making application under this program.
2	Enter the producer's regular mail address CCC should use to send all program information and documents. The entry shall include the applicable: \$ street or P.O. Box \$ City \$ State \$ zip code.
3	Enter the name and title of the person the producer wants CCC to contact for program information and data.
4	Enter the producer's IRS 9-digit tax identification number.
5	Enter the phone number, including area code, for the person identified in item 3 during normal business hours.
6	Enter the FAX number, including area code, for the person identified in item 3 during normal business hours.
7	Enter the E-mail address for the person identified in item 3 during normal business hours.

3 Table on Page 1 (Continued)

B

Table

The following is the table from the Agreement's page 1 .

1. Name of Firm:		For CCC Use Only	
		Agreement Number	
2. Mail Address: <i>(Regular mail)</i>			
3. Contact Person and Title:		4. IRS Tax Identification Number	
5. Telephone No. (include area code)	6. FAX No. (include area code)	7. E-Mail Address	

4 Ethanol Producers Part XV**A****Instructions for
Table 1**

Producers shall complete the table covering all ethanol production in which the producer has an interest or had an interest in the previous FY according to the following instructions.

Step	Item	Action
1	(A)	Enter eligible commodity.
2	(B)	Check the box applicable to the commodity entered in step 1 according to paragraph 1 C.
3	(C)	Enter "October 1, 2000".
4	(D)	Enter "September 30, 2001".
5	(E)	Enter the total number of units of step 1's commodity used for ethanol production in all plants operated between October 1, 2000, and September 30, 2001.
6	(F)	Enter the total number of gallons of ethanol produced from the step 1's commodity in all plants operated between October 1, 2000, and September 30, 2001.
7	(G)	Enter the average proof of all ethanol produced from step 1's commodity specified from all plants operated between October 1, 2000, and September 30, 2001.
8	(H)	Enter "October 1, 2001".
9	(I)	Enter "September 30, 2002".
10	(J)	Enter the total number of units of step 1's commodity expected to be used for ethanol production in all plants that will be operated between October 1, 2001, and September 30, 2002.
11	(K)	Enter the total number of gallons of ethanol expected to be produced from step 1's commodity in all plants that will be operated between October 1, 2001, and September 30, 2002.
12	(L)	Enter the average proof of all ethanol expected to be produced from step 1's commodity from all plants that will be operated between October 1, 2001, and September 30, 2002.
13		Repeat steps 1 through 12 above for each additional eligible commodity: \$ used in ethanol production between October 1, 2000, and September 30, 2001, and or \$ expected to be used in ethanol production between October 1, 2001, and September 30, 2002. Note: If more than 3 eligible commodities are used to produce fuel grade ethanol, attach an additional listing for the other commodities.
14	(M)	Enter the total units of all eligible commodities used in ethanol production between October 1, 2000, and September 30, 2001.
15	(N)	Enter the total gallons of ethanol production from eligible commodities between October 1, 2000, and September 30, 2001.
16	(O)	Enter the total units of all eligible commodities expected to be used in ethanol production between October 1, 2001, and September 30, 2002.
17	(P)	Enter the total gallons of ethanol expected to be produced from eligible commodities between October 1, 2001, and September 30, 2002.
18	(Q)	Enter current total ATF licensed capacity in gallons for all plants under all licenses. Note: If additional capacity is expected to be licensed before September 30, 2002, note separately.

4 Ethanol Producers Part XV (Continued)

B

Table 1 Ethanol Producers=table 1 from Part XV follows:

Item	Commodity			Totals
1. Commodity Used for Production of Ethanol	(A)			
2. Reporting Unit (<i>Check one</i>)	Bu: (B)	Bu:	Bu:	
	Cwt.	Cwt.	Cwt.	
	Gallons	Gallons	Gallons	
3. Reporting Period: From: _____ (C) _____ To: _____ (D) _____				
4. Units Used	(E)			(M)
5. Gallons Produced	(F)			(N)
6. Proof	(G)			
7. Projections for Next FY Period: From: _____ (H) _____ To: _____ (I) _____				
8. Units Used	(J)			(O)
9. Gallons Produced	(K)			(P)
10. Proof	(L)			
11. Total ATF licensed capacity in gallons for this firm in all plants under all licenses: (Q)				

4 Ethanol Producers Part XV(Continued)**C****Instructions for
Table 2**

Producers shall complete the table for each and every ethanol production plant in which the producer has an interest or had an interest in the previous FY according to the following instructions.

Step	Item	Action
1	(A)	Enter the name of a plant.
2	(B)	Enter the applicable ATF ethanol production license number for the plant listed in step 1.
3	(C)	Enter the State where the plant listed in step 1 is located.
4	(D)	Enter the County where the plant listed in step 1 is located.
5	(E)	Enter the total ethanol production capacity (both used and unused) for the plant listed in step 1 in 1,000 gallons.
6	(F)	Enter the expected increase of ethanol for the plant listed in step 1 between October 1, 2001, and September 30, 2002, as compared to between October 1, 2000, and September 30, 2001, in 1,000 gallons.
7		Repeat steps 1 through 6 above for each additional plant: \$ used in ethanol production between October 1, 2000, and September 30, 2001, and or \$ expected to be used in ethanol production between October 1, 2001, and September 30, 2002. Note: If more than 5 plants were used and or are expected to be used to produce fuel grade ethanol, attach an additional listing for the other plants.
8	(G)	Enter the total production capacity (both used and unused) for all plants listed in 1,000 gallons.
9	(H)	Enter the total expected increase of ethanol for all plants listed between October 1, 2001, and September 30, 2002, as compared to between October 1, 2000, and September 30, 2001, in 1,000 gallons.

4 Ethanol Producers Part XV(Continued)

D

Table 2 Ethanol Producers= table 2 from Part XV follows:

Plant Name	ATF License Number	Location		Production Capacity (1,000 gallons)	Production Increase Expected (1,000 gallons)
		State	County		
1. (A)	(B)	(C)	(D)	(E)	(F)
2.					
3.					
4.					
5.					
Total:				(G)	(H)

5 Biodiesel Producers Part XV**A****Instructions for
Table 1**

Producers shall complete the table covering all biodiesel production in which the producer has an interest or had an interest in the previous FY according to the following instructions.

Step	Item	Action
1	(A)	Enter eligible commodity used in the production of biodiesel.
2	(B)	Check the box applicable to the commodity entered in step 1 according to paragraph 1 C.
3	(C)	Enter A October 1, 2000".
4	(D)	Enter A September 30, 2001".
5	(E)	Enter the total number of units of step 1's commodity used for biodiesel production in all plants operated between October 1, 2000, and September 30, 2001.
6	(F)	Enter the total number of gallons of biodiesel produced from the step 1's commodity in all plants operated between October 1, 2000, and September 30, 2001.
7	(G)	Enter A October 1, 2001".
8	(H)	Enter A September 30, 2002".
9	(I)	Enter the total number of units of step 1's commodity expected to be used for biodiesel production in all plants that will be operated between October 1, 2001, and September 30, 2002.
10	(J)	Enter the total number of gallons of biodiesel expected to be produced from step 1's commodity in all plants that will be operated between October 1, 2001, and September 30, 2002.
11		Repeat steps 1 through 10 above for each additional eligible commodity: \$ used in biodiesel production between October 1, 2000, and September 30, 2001, and or \$ expected to be used in biodiesel production between October 1, 2001, and September 30, 2002. Note: If more than 3 eligible commodities are used to produce biodiesel, attach an additional listing for the other commodities.
12	(K)	Enter the total units of all eligible commodities used in biodiesel production between October 1, 2000, and September 30, 2001.
13	(L)	Enter the total gallons of biodiesel production from eligible commodities between October 1, 2000, and September 30, 2001.
14	(M)	Enter the total units of all eligible commodities expected to be used in biodiesel production between October 1, 2001, and September 30, 2002.
15	(N)	Enter the total gallons of biodiesel expected to be produced from eligible commodities between October 1, 2001, and September 30, 2002.

5 Biodiesel Producers Part XV (Continued)

B

Table 1

Biodiesel Producers= table 1 from Part XV follows:

Item	Commodity			Total
	(A)			
1. Commodity Used for Production of Biodiesel				
2. Reporting Unit (Check one)	Bu: (B)	Bu:	Bu:	
	Cwt.	Cwt.	Cwt.	
	Gallons	Gallons	Gallons	
3. Reporting Period: From: _____ (C) _____ To: _____ (D) _____				
4. Units Used	(E)			(K)
5. Gallons Produced	(F)			(L)
6. Projections for Next FY Period: From: _____ (G) _____ To: _____ (H) _____				
7. Units Used	(I)			(M)
8. Gallons Produced	(J)			(N)

5 Biodiesel Producers Part XV (Continued)**C****Instructions for
Table 2**

Producers shall complete the table for each and every biodiesel production plant in which the producer has an interest or had an interest in the previous FY according to the following instructions.

Step	Item	Action
1	(A)	Enter the name of a plant.
2	(B)	Enter the State where the plant listed in step 1 is located.
3	(C)	Enter the County where the plant listed in step 1 is located.
4	(D)	Enter the total biodiesel production capacity (both used and unused) for the plant listed in step 1 in 1,000 gallons.
5	(E)	Enter the expected increase of biodiesel for the plant listed in step 1 between October 1, 2001, and September 30, 2002, as compared to between October 1, 2000, and September 30, 2001, in 1,000 gallons.
6		Repeat steps 1 through 6 above for each additional plant: \$ used in biodiesel production between October 1, 2000, and September 30, 2001, and or \$ expected to be used in biodiesel production between October 1, 2001, and September 30, 2002. Note: If more than 5 plants were used and or are expected to be used to produce biodiesel, attach an additional listing for the other plants.
7	(F)	Enter the total biodiesel production capacity (both used and unused) for all plants listed in 1,000 gallons.
8	(G)	Enter the total expected increase of biodiesel for all plants listed between October 1, 2001, and September 30, 2002, as compared to between October 1, 2000, and September 30, 2001, in 1,000 gallons.

5 Biodiesel Producers Part XV (Continued)

D

Table 2 Biodiesel Producers= table 2 from Part XV follows:

Plant Name	Location		Production Capacity (1,000 gallons)	Production Increase Expected (1,000 gallons)
	State	County		
1. (A)	(B)	(C)	(D)	(E)
2.				
3.				
4.				
5.				
Total:			(F)	(G)

6 Signature Requirements

A

Requirement

Agreements must be signed and dated by one of the following:

- \$ officer of corporation or cooperative
 - \$ member of Limited Liability Company
 - \$ partner of partnership
 - \$ individual.
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7 Additional Documentation Required

A

Ethanol Producers

In addition to the CCC-850, ethanol producers shall submit copies of:

1. the Alcohol Fuel Producers Permit (ATF F 5110.74), or
 2. both of the following:
 - A. Registration of Distilled Spirits Plant (ATF F 5110.41) and
 - B. Operating Permit (ATF F 5110.23).
 3. affidavits as required in Part IV E 2 of the Agreement and meeting the requirements in subparagraph F below.
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B

Biodiesel Producers

In addition to the CCC-850, biodiesel producers shall submit:

- \$ certification that they are registered and in good standing with Environmental Protection Agency under Clean Air Act
 - \$ affidavits as required in Part IV E 3 of the Agreement and meeting the requirements in subparagraph F below.
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C

Automated Clearing House (ACH) Enrollment Form

CCC is required by law to make all program payments electronically using ACH. Therefore, to be eligible for the program, a producer must complete an ACH Vendor/Miscellaneous Payment Enrollment Form, Form SF-3881, and include it with the Agreement submission to KCCO.

These forms may be obtained by contacting the Contract Reconciliation Division of KCCO at the address and phone number shown in Part VII of the Agreement.

7 Additional Documentation Required (Continued)

D**Lobbying Activity Disclosure**

Pursuant to 31 U.S.C. 1352, producers receiving payments under this program may be required to file Form SF-LLL, Disclosure of Lobbying Activities, to disclose lobbying activities that will be financed by funds received under this program. This form may be obtained by contacting the Contract Reconciliation Division of KCCO at the address and phone number shown in Part VII of the Agreement.

E**Affidavit Requirements**

All affidavits submitted under this program shall, in addition to certifications required in subparagraphs A and B above, also:

\$ be executed within the United States, its territories, possessions, or commonwealths

\$ end with the statement **AI** declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct. Executed on (date) (where. (Signature)@
