

## **Instructions for the Collection, Harvest, Storage and Transportation Qualified Biomass Conversion Facility Agreement and Form BCAP-5, “Matching Payment Agreement.”**

Biomass conversion facilities use this Agreement and attached form to enter application for payment, approval and payment to eligible material owners participating in the Biomass Crop Assistance Program’s (BCAP’s) Collection, Harvest, Storage, and Transportation (CHST) component. The BCAP-5 form must be completed and approved before the eligible material owner makes a delivery of eligible material, if the owner wishes to obtain a matching payment for the delivery. Submission of the BCAP-5 and the required supplement documentation must be filed at the appropriate FSA County office.

The appropriate administrative FSA County office where the eligible material owner will submit the BCAP-5 and documentation is determined by the following:

- 1.) If the eligible material owner already has existing farm records at a particular FSA County office, that FSA County office will be the office where he/she submits;
- 2.) If the eligible material owner is the landowner, it is the FSA County office where the land is from which the collection or harvest takes place;
- 3.) If the collection or harvest occurs on National Forest or Bureau of Land Management (BLM) lands, it will be the FSA County office nearest to the federal lands; or
- 4.) If the eligible material owners is not a landowner, he/she will submit paperwork at the FSA County office where the primary place of business is within the State the collection or harvest occurs; for example if a eligible material owner has a business office in three States and harvest and collects in all three States, the eligible material owner will submit paper work at each county office where the business office is located.

The eligible material owner must submit additional items to support the BCAP-5 Matching Payment Agreement:

- 1.) **Forest Stewardship Plan** - If the eligible material is the landowner, he/she must submit a Forest Stewardship or the acceptable equivalent as deemed acceptable by the State Forester’s office in the State where the submission takes place;
- 2.) **Proof of Material Ownership** - Whether the eligible material owner is a landowner or an aggregator of the harvested or collected eligible materials, the eligible material owner must provide proof of material ownership in the form of either land deed or property title or property tax records with GIS map for landowners and for aggregators proof of material ownership will be either a contract with the landowner(s) for harvest and collection or for intermediate ingredients business records providing proof of establishment and operation. Proof of material ownership for landowners and aggregators will not be required until after delivery is made; and
- 3.) **Facility – Eligible Material Owner Agreements** - A fully executed contract or Letter of Intent between the qualified biomass conversion facility and the eligible material owner showing contract time period or dates of delivery, expected eligible material delivery in dry tons and green tons, name of eligible material owner, name of the biomass conversion facility and price per dry ton or dollar range per dry ton to be paid upon delivery.
- 4.) **Proof of Delivery and Scale Tickets** - Upon delivery of the eligible material the qualified biomass conversion facility will supply the eligible material owner with a receipt or invoice for delivery and scale tickets. The receipt or invoice must contain facility ID#, Facility name, the delivery date, green ton weight, dry ton weight, total price paid, price per dry ton paid, common name of the material, signature (electronic), and eligible material owner’s name. The scale ticket requires name of delivery person and green ton weight.

For more information about the BCAP-5 Matching Payment Agreement and supplemental documentation please visit the USDA Farm Service Agency’s web site at [www.fsa.usda.gov/bcap](http://www.fsa.usda.gov/bcap) or contact Mike Linsenbiger at 202.720.5295 or [cepdmail@wdc.usda.gov](mailto:cepdmail@wdc.usda.gov).

**Biomass Conversion Facility must complete “Matching Payment Agreement,” Items 1 through 34.**

*Items 1 - 34*

| <b>Fld Name / Item No.</b>   | <b>Instruction</b>   |
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| 1<br>Contract<br>Number  | Enter the contract number is assigned by the automation system.  |
| 2<br>Control<br>Number   | Enter the control number is assigned by the automation system.   |
| 3<br>Eligible<br>Material<br>Owner Name<br>and Address<br>and<br>Telephone | Enter the address and telephone number will be where the Eligible Material Owner receive mail and phone calls from the FS.   |
| 4<br>County<br>Office Name<br>and Address<br>and<br>Telephone<br>Number    | Enter the FSA County Office’s address and telephone number where the Agreement is being filed.   |
| 5<br>State and<br>County FIPS<br>Code                                      | <p>Enter 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.</p> <p>FIPS Codes can be found at the following USDA Economic Research Service URL:<br/> <a href="http://www.ers.usda.gov/Data/baseacres/Data/counties.xls">http://www.ers.usda.gov/Data/baseacres/Data/counties.xls</a> and for FIPS updates please visit the NIST website at:<br/> <a href="http://www.itl.nist.gov/fipspubs/">http://www.itl.nist.gov/fipspubs/</a></p> |
| 6<br>Qualified<br>Biomass<br>Conversion<br>Facility ID<br>Number           | Enter the Facility ID# found on the FSA BCAP webpage for the facility that is receiving the eligible material: <a href="http://www.fsa.usda.gov/fsa">www.fsa.usda.gov/fsa</a>  |
| 8<br>Type of   | Check all the types of eligible material that will be or are expected to be delivered.   |

| Fld Name / Item No.  | Instruction   |
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| material   |   |
| 9<br>Estimate quantity of eligible material delivered to the Qualified Biomass Conversion Facility | This will be the amount in dry tons recorded in the Letter of Intent (LOI) or Contract that the qualified biomass conversion facility and the eligible material owner agree to as the expected for the terms of the Contract or LOI.  |
| 10<br>Projected Price (\$ per dry ton)   | Enter the expected price per dry ton that is recorded in the Letter of Intent (LOI) or Contract that the qualified biomass conversion facility and the eligible material owner agree to for the terms of the Contract or LOI.         |
| 11<br>Estimated Total Matching Payment   | Enter the expected price per all deliveries that are recorded in the Letter of Intent (LOI) or Contract that the qualified biomass conversion facility and the eligible material owner agree to for the terms of the Contract or LOI. |
| 12<br>Participant's Name   | Enter the name of the eligible material owner.  |
| 13<br>Participant's Signature (By)   | Enter the signing representative's first and last name in cursive.  |
| 14<br>Title/ Relationship of the Individual if Signing in a Representative Capacity                | Enter 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.   |
| 15<br>Date   | Enter the date on which the representative signed the BCAP-5 form.<br><br>Enter the date in the following format: <i>MM/DD/YYYY</i>   |
| 16<br>Approving Official Signature   | Enter the FSA County office will record in cursive the signature representing the approval of the County Commission or the County representative with the delegated authority to make an approval.                                    |
| 17<br>Date   | Enter the date the FSA County office signs the form.  |
| 18   | Enter the eligible material owner's receipt or invoice from the qualified   |

| Fld Name / Item No.          | Instruction  |
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| Delivery date                | <p>biomass conversion facility will have the date the eligible material was received at the facility.</p> <p>Enter the date in the following format: <i>MM/DD/YYYY</i></p> <p><b>NOTE:</b> The qualified biomass conversion facility may issue a settlement statement that will provide multiple deliveries. Each delivery will need to be recorded separately with the corresponding information found on the settlement statement. The settlement statement is used in lieu of individual receipts and scale tickets are still required.</p> |
| 19<br>Point of Origin        | <p>The point or origin will be the expected location from which the majority of eligible material is collected or harvested for a delivery. The following are the options:</p> <p>BLM – Bureau of Land Management<br/> FS – US Forest Service/National Forest<br/> ST – State Lands<br/> CO- County Lands<br/> MN – Municipal Lands<br/> TR – Tribal<br/> PR – Private Lands</p>   |
| 20<br>Material Type          | <p>Enter the type of material found on the eligible material owner’s receipt or invoice from the qualified biomass conversion facility. Please choose from component codes listed in “Notice BCAP-___.”</p> <p><b>NOTE:</b> The eligible material list is available on the BCAP webpage <a href="http://www.fsa.usda.gov/bcap">www.fsa.usda.gov/bcap</a></p>   |
| 21<br>Dry tons Delivered     | <p>Enter the dry tons found on the eligible material owner’s receipt or invoice from the qualified biomass conversion facility.</p>  |
| 22<br>Price (\$) per Dry Ton | <p>Enter the price per dry ton found on the eligible material owner’s receipt or invoice from the qualified biomass conversion facility.</p>   |
| 23<br>Matching Payment       | <p>Enter the amount of dry tons recorded in Item 21 times the price (\$) per dry ton recorded in Item 22 to determine the matching payment for the delivery.</p>   |
| 24<br>Source Location        | <p>Enter the source location will be the location from which the majority of eligible material is collected or harvested for a delivery. The following are the options:</p> <p>ST – State Lands<br/> CNTY - County Lands<br/> Farm #<br/> Tribal #<br/> CLU #</p>  |

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| 25<br>Participant's Name  | Enter the eligible material owner's name.  |
| 26<br>Percent Share Matching Payment  | Enter the Percent Share Matching Payment for the eligible material owner recorded in Item 25.  |
| 27<br>Signature   | Enter the signing eligible material owner's first and last name in cursive.  |
| 28<br>Title/<br>Relationship of the Individual Signing in a Representative Capacity | Enter the Title/Relationship of the Individual Signing in a Representative Capacity.   |
| 29<br>Date  | Enter the date in the following format: <i>MM/DD/YYYY</i><br><br>The date will be the date the signature is recorded.  |
| 30<br>Matching Payment Approved   | The FSA County representative for the County Commission will check either "YES" or "NO" indicating the status of matching payment approval.  |
| 31<br>Approval date   | Enter the date that the FSA County representative for the County Commission approved the matching payment.   |
| 32<br>Approving Official Signature  | Enter the FSA County representative for the County Commission's first and last name recorded in cursive.   |
| 33<br>Check issuance date   | Enter the date on which the matching payment, whether partial or in full, is issued to the eligible material owner.<br><br>Please record the date in the following format: <i>MM/DD/YYYY</i> |
| 34<br>Matching Payment Expiration Date  | This date will be two calendar years from the date of the first check issuance date recorded in block Item 33.   |