

# Project Checklist

## Ethanol Project Development Tasks

Action	Review Person	Responsible Party	Draft	Intermediate Date	Final Deadline	Status
<b>Entity Formation/Agreements</b>						
Selection of Legal Business Entity & Articles of Organization						
Retain Legal and Financial Advisors						
Raise Seed Capital						
Identify Project Development Team						
Identify Initial Board of Directors						
Conduct Preliminary Feasibility Study						
Develop Business Plan						
Negotiate Letter of Intent with Design/Build firm						
Investigate Public Funding Sources						
Conduct Initial Meetings with Energy Suppliers						
Evaluate Transportation Options						
Evaluate Primary Site Options						
Draft Operating Agreement						
Negotiate Contribution Agreement						
MOU						
Review Environmental Permit Process						
Confidentiality & Nondisclosure Agreement						
Review Plant Layout Options						
<b>Site Evaluation and Selection</b>						
Water and Soil Testing						
Survey						
Historical and Archaeological Assessment						
Property Identification & Acquisition						
Submit Air Permit Applications						
Refine Rail Service Agreement and Rail Plan Design						
Submit Construction Permit Applications						
Apply for Water Permits/Negotiate Allocation						
Title Commitment						
Deed						
Bill of Sale						
Closing						
Submit Local Applications for Permits/Zoning						
Prepare Public Announcement of Intent						

**Ethanol Project Development Tasks**

Action	Review Person	Responsible Party	Draft	Intermediate Date	Final Deadline	Status
Due Diligence						
Site Access						
Finalize Highway Plan and Funding Sources						
Development Details to Local and County Commissioners						
Final Site Plan to State Transportation Department						
Road Transfer to State						
Rail Plans Finalized						
Letter of Intent Finalized/Construction						
Contract Details Negotiated						
Agreement on Scope of Work						
Utilities Services Finalized						
Fire Prevention and Storage Plan Completed						
Use and Consumption Rates Agreements						
Water						
Sewer						
Electric						
Gas						
Annexation						
Easements						
Existing Domination Restrictive Easements						
Water Rights Contracts Completed						
Existing (source/purpose of use/ place of use/season of use)						
Transfer Application						
Owners' Project Manager Retained						
Environmental Permit Applications Monitored						
Soils, Drainage, Groundwater Levels						
Physical Inspection						
Zoning (Local Governments)						
Comprehensive Plan/Zoning Ordinances						
Special or Conditional Use Permit						
County Contracts						
City Contracts						
Lines Litigation						
Existing Leases, Agreements, Orders						
Title - Extended Coverage						
Flood Plain						

## Project Checklist (continued)

### Ethanol Project Development Tasks

Action	Review Person	Responsible Party	Draft	Intermediate Date	Final Deadline	Status
<b>Transportation Plans and Costs Finalized/Bid</b>						
Review of Permit Status and Public Hearings						
County						
State						
Federal						
<b>Final Review of Water Permit and Use</b>						
Wastewater						
Receiving Water						
Water Quality Designation						
POTW						
NPDES (EPA)						
401 Certification						
On Site Treatment/Evaporation						
Cooling Water						
Process Water						
Storm Water						
Discharge Temperature						
<b>Air Emissions Control Plan Finalized</b>						
Pre-Application Site Visit						
On-Site Permit Review						
Application for Permit						
Permit Negotiations						
Permit to Construct						
New Source						
Attainment/ Non-Attainment Area						
Special or Conditional Use						
BATF and Other Permits						
Zoning Resolutions Completed						
Community/Site Area Outreach Implemented						
Plant Tours						
Media Relations						

## Ethanol Project Development Tasks

Action	Review Person	Responsible Party	Draft	Intermediate Date	Final Deadline	Status
<b>Financing</b>						
Debt/Equity						
Development of Prospectus						
Insurance/Risk Mitigation						
<b>Tax Incentives</b>						
Contracts						
Block Grant Agreements						
Finalize Terms of Financial Agreements						
<b>Feedstock Contracts</b>						
Supply Agreements						
Sales Agreements						
Ethanol Marketing Agreements						
Finalize Risk Management Plan						
Management and Operating Plans Finalized						
Co-products						
CO2						
<b>Negotiate Final Project Capitalization</b>						
Requirements with Senior Lenders						
Complete Final Business Plan and Financial Projections						
for Private Placement Memorandum or Public						
Offering Documents						
Finalize Sources of Project Equity						
Negotiation and Signing of Loan Documents						
Securities Registration						
SEC						
State Registration						
Maintain Investor Communications						
Local Contracts						
Finalize Construction Timeline and Responsible Parties						
Receive Required Permits for Construction						
Proceed to Construction Phase						