



Higher Blends Infrastructure Incentive Program (HBIIP) *Post Selection Next Steps*

HBIIP Post Award Requirements

Agenda

- Post Selection Process
- Letter of Conditions and Forms
- HBIIP Recipient Reporting Requirements
- Access/Updating Access to the HBIIP Portal
- Semi-Annual Project Execution/Progress Reporting
- Annual Project Operations/Performance Reporting
 - Fueling stations and fleet facilities
 - Fuel distribution facilities
- Reimbursement Requests
- Servicing Related Items
- Questions
- Additional HBIIP Funds
- Additional Opportunities

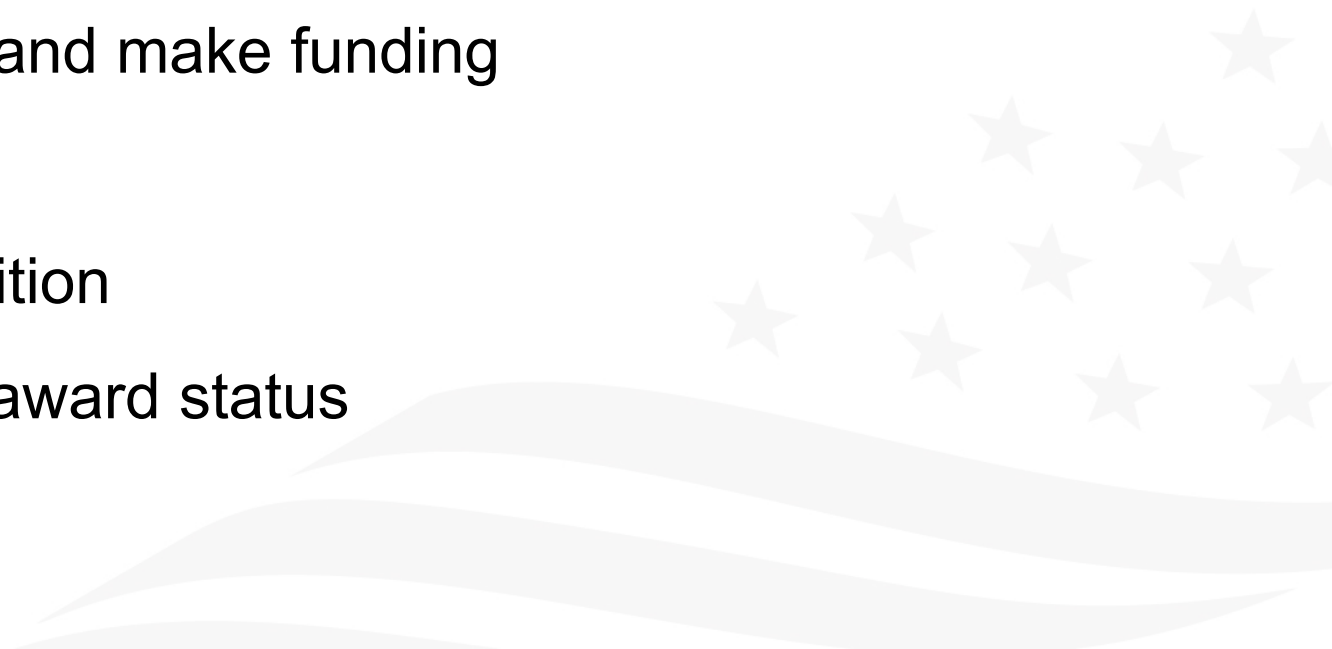


Post Selection Process



HBIIP Post Selection Process

General

- Applications are submitted prior to the application window deadline
 - Agency reviews applications for completeness and eligibility
 - Agency and third-party reviewers' complete technical reviews of complete and eligible applications and make funding recommendations
 - Agency completes funding competition
 - Agency notifies applicants of their award status
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- A decorative graphic in the bottom right corner of the slide, featuring a cluster of light gray stars above several horizontal, wavy bands of varying shades of gray, resembling a stylized American flag.

HBIIP Post Selection Process

Environmental Review(s) Completed

- If successful and if environmental reviews for all applicant locations have been completed Agency issues Letter of Conditions and ancillary forms. Once the required forms are returned, Agency obligates funding and issues Grant Agreement.



HBIIP Post Selection Process

Environmental Review(s) Not Completed

- If successful and if environmental reviews for all applicant locations have not been completed, issuing of the Letter of Conditions and ancillary forms will be on hold until all environmental reviews have been completed.



Letter of Conditions and Forms



Recipient Reporting Requirements



Recipient Reporting Requirements₂

- **Condition of Award, NOFA May 5, 2020**

- VI. Federal Award Administration --

- C. Reporting - After grant approval and through grant completion, grantees will be required to provide periodically the following:*

- (1) SF - 425 Federal Financial Report;
 - (2) A final project and financial status report;
 - (3) Provide project outcome/performance reports and final deliverables. Reported data will be used for program and policy evaluation.

Recipient Reporting Requirements₃

Specified in Grant Agreement

II. RESPONSIBILITIES

Recipient.

3. Performance and Financial Monitoring and Reporting.

(a) Form SF-425, “Federal Financial Report.”

(b) Performance Reports.

Semi-Annually:

- April 1 – September 30 due October 31

- October 1 – March 31 due April 30

(c) Outcome Annual Project Performance Reports. Recipients will provide a report for each of five (5) years commencing the first full calendar year following completion of project construction.

Due January 31

Access/Updating Access for Reporting in the HBIIP Portal



Access/Updating Access for Reporting in the HBIIIP Portal

- Individuals who have USDA Level 2 e-Authentication and were given access to the portal for the application phase should be able to access the HBIIIP Portal
- For individuals not involved in the application phase who need access for reporting:
 - USDA Level 2 e-Authentication (Login.gov access coming soon!)
 - Complete and submit Access Request Form
 - Submit it to: HBIIIP@usda.gov
 - Confirmation email to follow once access is granted
- For individuals involved in application phase but did not have USDA Level 2 e-Authentication (COVID exception) will need to obtain Level 2 access.

<https://www.eauth.usda.gov/eauth/b/usda/home>

eAuth Home

Delivering easy to obtain, secure and private online access to USDA programs and services.

More Access with Fewer Passwords

USDA eAuthentication(eAuth) is the system used by USDA agencies to enable individual customers and employees to obtain accounts that will allow them to access USDA Web applications and services via the Internet.

A single eAuth account saves time and reduces the number of passwords for users by providing effortless access to multiple online resources, programs and benefits to view or conduct official business via the Internet with USDA. This includes submitting forms electronically, completing surveys online, and checking the status of USDA accounts.



Identity Security

Our goal is to protect your personal information. The authentication and security encryption standards and practices we implement ensure your information is protected.



Designed for Mobile

Intuitive navigation paired with a responsive design and multi-browser compatibility provides an optimized user experience on mobile devices to register for accounts and view information.



Straightforward Simplified Processes

Uncomplicated account registration, enhanced privacy, with minimal data collection. Convenient online identity verification. Self-service forgotten password and User ID recovery. Intuitive Help and FAQs.



Convenience

Use a computer, tablet, or a smart phone to access your information or sign-up for an account 24 hours a day, 7 days a week.

Request to Participate

HBIIIP Online Access Request

Company/Account and User Creation Request

Submit this completed document to HBIIIP@usda.gov, ensuring that all Authorized Users have Level 2 USDA eAuthentication (verified identity) access prior to submission.

Request Type

1 Create Company Account only

2 Create User Account only

3 Create both Company Account and User Account (*New applicants)

4 Generate New Application and Add User Account (*Repeat applicants)

Company Information

Company Legal Name

Company Tax ID Number (TIN)

Unique Entity Identifier (UEI)

UEI Expiration Date

Applicant Type (Select One)

Authorized User Information

Last Name	First Name	Email	eAuth ID
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

*If you are a repeat applicant and need to have Authorized Users removed from account access, please provide user names in a written request to HBIIIP@usda.gov.

Please complete this authorization to allow access to the company account or attach an authorization allowing access to the account for users not affiliated with applicant entity. I, as a representative of the entity above, grant permission for the users listed in the Authorized User Information table to have access to our application.

Signature

Date

- Select: Create both Company Account and User Account
- Company's Legal Name
- Company TIN
- Unique Entity Identifier (UEI)
- UEI Expiration Date
- Applicant Type (Select One):
 - Owner of 10 or fewer fueling stations
 - Owner of more than 10 fueling stations
 - Fleet facility (including rail/marine)
 - Fuel Distribution Facility
 - Home Heating Oil Distribution Facility
- Provide authorized user information
- Provide authorization

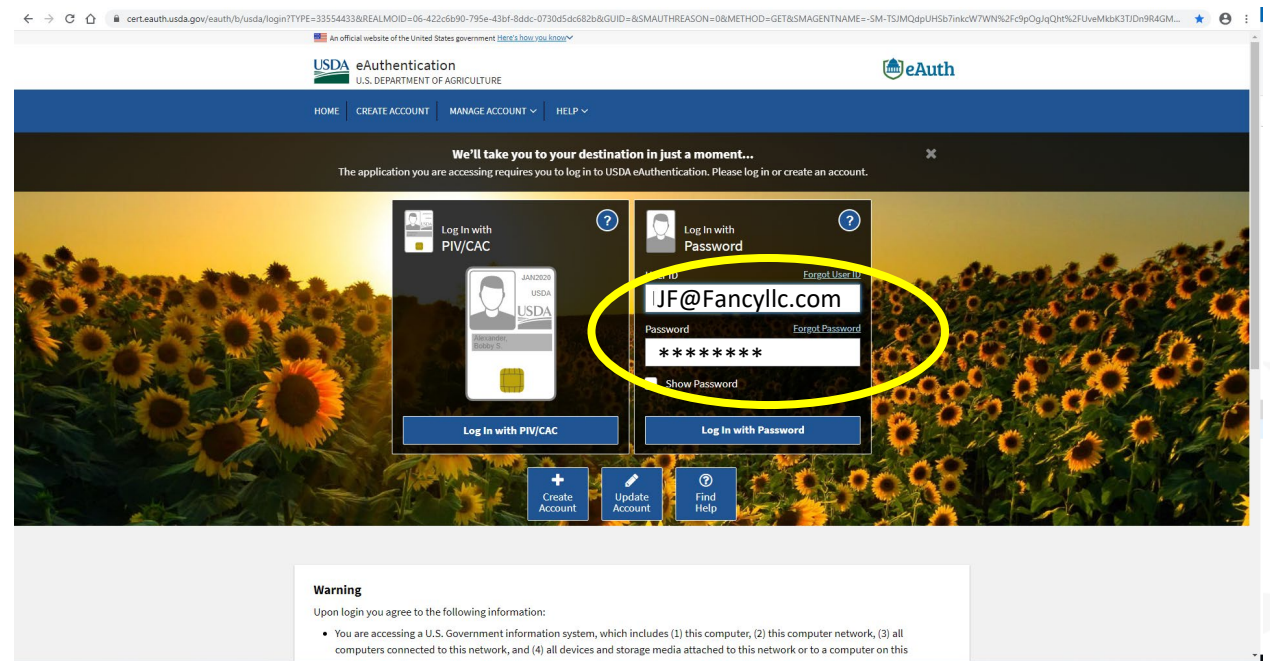
Access to the Online Application System

- Upon approval, a Company's authorized/rightful users will each receive an email from HBIIP@usda.gov with

A URL and instructions to access the system.
<https://higherblendsgrants-apply.rd.usda.gov>

Copy the URL and paste it into the address bar of a **Google Chrome** internet browser and hit enter.

Bookmark the URL for future use.



Semi-Annual Project Execution/Progress Reports



Semi-Annual Project Execution/Progress Report *Schedule*

Reporting Period	Report Due Date
April 1 through September 30	October 31
October 1 through March 31	April 30

Semi-Annual Project Execution/Progress Report

2 Parts

Part 1. SF 425, Federal Financial Report

submit electronically to HBIIP@usda.gov, with a copy to jeff.carpenter@usda.gov

or

paper to USDA Rural Development, Attn: HBIIP Team, 511 West 11th Street, Atlantic, IA 50022

Part 2. HBIIP Portal

<https://higherblendsgrants-apply.rd.usda.gov>

One report covers the entire grant (all stations)

Semi-Annual Project Execution/Progress Report Screen

What's next?

Semi-Annual Project Executions/Progress reporting every 6 months until project is complete

- Due April 31 – covering October – March
- Due October 31 – covering April – September



*Annual Project
Operations/Performance
Reports*



*Annual Project
Operations/Performance
Reports*

Fueling Stations
and
Fleet Facilities



Project Operations Annual Report - Fueling stations and Fleet facilities *Schedule*

Reporting Period	Report Due
Full Calendar Year of Project Operations	January 31
Example: Project completed October 2021	First report due January 31, 2023 (performance for calendar year 2022)

Annual Project Operations/Performance Report - Fueling stations and Fleet facilities
Reporting Items

1. Total gallons for ALL fuel sold in the Past Year
2. Total Gallons of E10 fuel sold in the Past Year
3. Total Gallons of E15 fuel sold in the Past Year
4. Total Gallons of E85 fuel sold in the Past Year
5. Total Gallons of B20 (blends higher than B5) sold in the Past Year
6. Total Gallons of Diesel fuel sold in the Past Year
7. Total Fuel Sales Revenue in dollars in the Past Year

*****This information will be needed for each station*****

*Annual Project
Operations/Performance
Reports₂*

Fuel Distribution Facilities

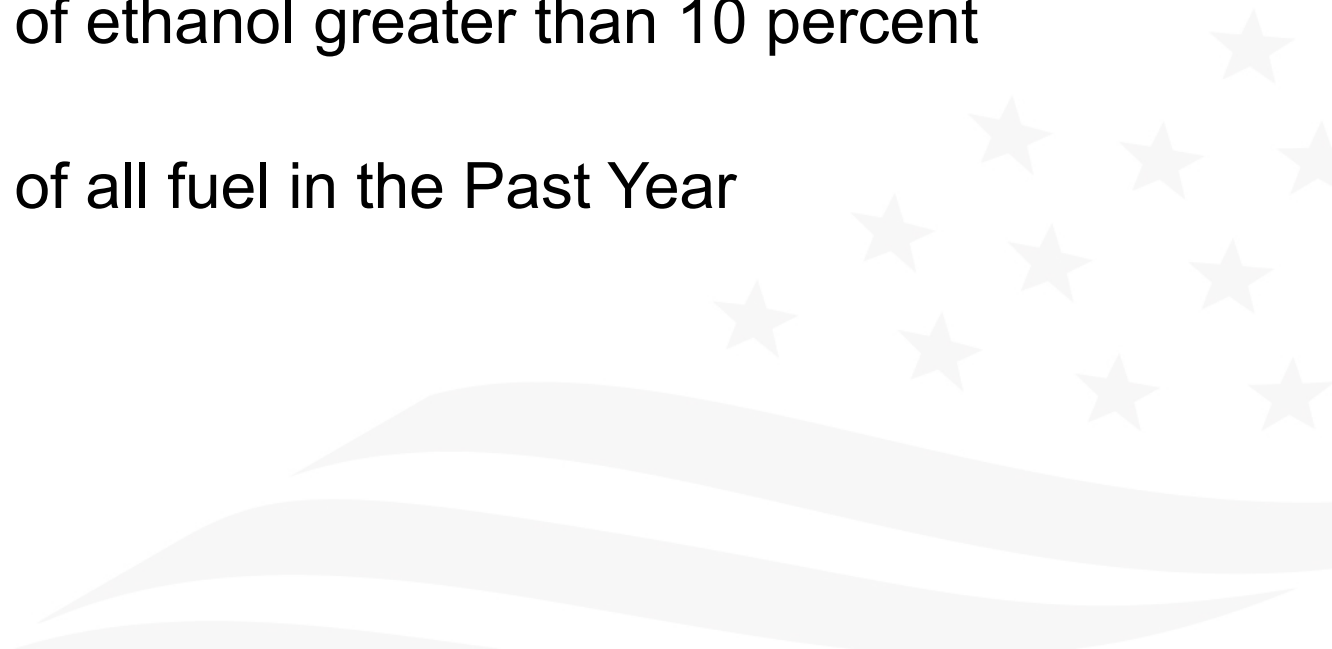


Annual Project Operations/Performance Report

Fuel Distribution Facilities

Reporting Items

Information needed for HBIIP Portal Report

1. Total Throughput Volume (Gallons) of biodiesel greater than 5 percent (or B5) in the Past Year
 2. Total Throughput Volume (Gallons) of ethanol greater than 10 percent (or E10) in the Past Year
 3. Total Throughput Volume (Gallons) of all fuel in the Past Year
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Grant Reimbursement



Grant Reimbursement₂

1. Grant Disbursement is a reimbursement of funds for costs incurred after the grant agreement has been fully executed by both the grantee and Agency



Grant Reimbursement₃

2. Disbursement Requests Include:

A. SF 271, Request for Reimbursement

B. Final Itemized Invoices – Itemized Breakdowns in the invoice will help when assigning grant funds relative to the project

C. Proof of Payment – Examples: cleared checks; bank draws; invoices marked paid, signed and dated by the contractor

D. SF 3881 – Used to set up banking information to transfer of funds (if not previously provided)

E. SF 425, Federal Financial Report

Grant Reimbursement (continued)

2. Disbursement Requests Include:

F. Fuel Certification (certifies that that higher blends are offered once project is completed)

G. Final Project Development Report (once all locations are completed)

H. Photos (used in lieu of site visit to document project completion/progress)

I. All Progress Reports must be completed

J. SAM.gov registration must be active for reimbursement to be made

Grant Reimbursement₄

3. Disbursement Requests Submitted to:

A. Electronic Requests

HBIIP@usda.gov

With copy jeff.carpenter@usda.gov

B. Snail Mail Requests

USDA Rural Development
Attn: HBIIP Team
511 West 7th Street
Atlantic, IA 50022



General Servicing



General Servicing

HBIP grants are subject to 2 CFR 200 which among other things requires title to equipment acquired under the Federal award to be vested in the Grantee's name for the life of the Grant Agreement.



General Servicing₂

1. Changes in Scope of Work

Prior approval must be obtained for changes in the HBIIP project as approved

- A. Grantees submit written requests outlining the changes
- B. Agency will evaluate and approve or not approve
- C. The HBIIP grants are a competitive grant so special attention will be needed on changes that impact the score

2. Transfer of Obligations

HBIIP grants are required to be disbursed to the entity that was awarded the grant.

Transfer of obligations is not permitted.

General Servicing₃

3. Transfer of Ownership

After funds have been disbursed, the project is completed and operational the grantee may request in writing, a full or partial transfer of the Grant Agreement/Financial Assistance

- A. Transferee agrees to assume the Grant Agreement/Financial Assistance Agreement
- B. Transferee agrees to assume the reporting requirements

General Servicing₄

4. Disposition of Acquired Property

HBIIIP grant funds will be associated to soft costs and equipment with value of \$5,000 or less first. (Soft costs include shipping, labor, taxes, etc.)

Grant funds that cannot be associated with soft costs and equipment with value of \$5,000 or less will be attached to equipment. The equipment and its estimated useful life will be identified in Attachment A, Section II of the Grant Agreement/Financial Assistance Agreement.

The Grant Agreement/Financial Assistance Agreement remains in effect during the useful life or until the grantee has demonstrated its value is \$5,000 or less.

General Servicing₅

5. Records

Grantees must maintain associated records for 3 years following project completion.

6. CAGE codes/UEI Registrations

Continue to maintain through reimbursement (at minimum)

6. Grant Close-Out

Grants will be Closed out when all required reporting has been completed and if applicable any equipment identified in Attachment A, Section II of the Grant Agreement/Financial Assistance Agreement has been reached

General Servicing⁶

9. Failure to Comply

Grantees who fail to comply with reporting requirements risk being in violation of the Grant Agreement/Financial Assistance Agreement. Grantees who have not complied with Grant Agreements/Financial Assistance Agreements may be considered ineligible for future funding opportunities.



*Additional
Opportunities*



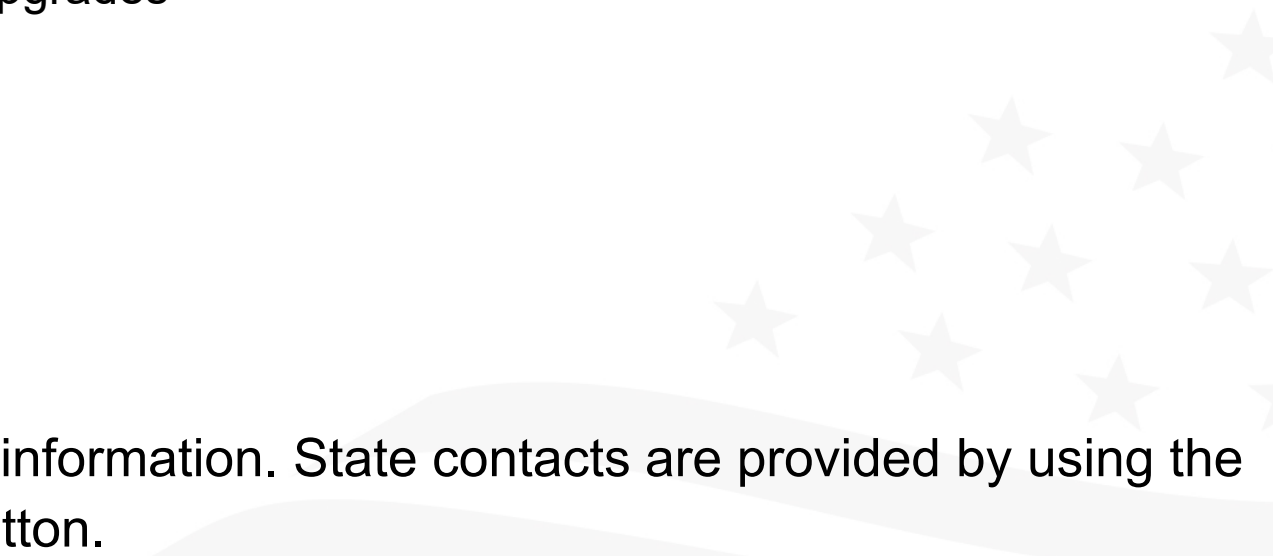
Additional Opportunities₂

- Rural Energy for America Program (REAP)
 - Provides financial assistance to agricultural producers and rural small businesses to make energy efficiency improvements or to install renewable energy systems
 - Types of funding
 - Guaranteed loans
 - Covers up to 75% of the eligible project costs for up to \$25 million
 - Grants
 - Covers up to 50% of the eligible project costs
 - For energy efficiency improvements, there is a \$1,500 minimum and \$500,000 maximum
 - For renewable energy systems, there is a \$2,500 minimum and a \$1,000,000 maximum
 - Eligible applicants
 - Small business is eligible rural areas
 - Agricultural producers with more than 50% of their income coming from agricultural operations

Additional Opportunities (continued)

- Rural Energy for America Program (REAP) (continued)

Examples

- Energy Efficiency Improvements
 - Refrigeration/Freezer upgrades
 - Commercial kitchen, food prep equipment upgrades
 - Lighting upgrades
 - Heating and Ventilation (HVAC) systems
 - Renewable Energy Systems
 - Solar Array
 - Ethanol/Biodiesel Plant Retrofit
 - Visit <https://www.rd.usda.gov/reap> for more information. State contacts are provided by using the “Contact Your State Energy Coordinator” button.
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Additional Opportunities₃

- **Business & Industry (B&I) Guaranteed Loans**

- Provides financial assistance to rural businesses for things like business expansion, purchase of machinery and equipment, debt refinance, etc.
- Types of funding
 - Guaranteed loans for up to \$25 million
- Eligible applicants
 - Businesses located in rural areas (population of 50,000 or less)
- Contact your local USDA Rural Development Office by using the link below and selecting your state in the drop-down menu

<https://www.rd.usda.gov/programs-services/business-programs/business-industry-loan-guarantees>

Thank you!

Jeff Carpenter

HBIIIP@usda.gov

402-437-5554



Rural Development

U.S. DEPARTMENT OF AGRICULTURE

A recording of this Webinar, “HBIIIP Overview and Enrollment Orientation” with Q&A Document will be made available at:

<https://www.rd.usda.gov/programs-services/higher-blends-infrastructure-incentive-program>

Under the **Events** tab