Checklist for Online Application System

Higher Blends Infrastructure Incentive Program (HBIIP)

Catalog of Federal Domestic Assistance (CFDA) Number 10.754

➢ A Dun and Bradstreet Universal Numbering System (DUNS)/Unique Entity Identifier (UEI) number is required, unless the applicant is an individual. A DUNS/UEI number can be obtained at no cost via a toll-free request line at 1–866–705–5711 or online at http://fedgov.dnb.com/webform.

➢ Register the DUNS/UEI# at www.sam.gov. Include the CAGE code & expiration date as part of a complete application.

➢ Create a USDA E-Authentication Customer Account, https://www.eauth.usda.gov. Level 2 access is recommended.

➢ A Company may request access to *HBIIP Online Application System* by emailing a written request and a completed **HBIIP Access Request** to, HigherBlendsGrants-access@usda.gov
   o Please allow at least 2 business days to process your request;
   o Upon approval, a Company's authorized/rightful users will each receive an email from, RD.AdminAppsSupport@usda.gov, with, a URL and instructions to access the system.
   o Copy the URL and paste it into the address bar of a **Google Chrome** internet browser and hit enter.
   o Bookmark the URL for future use.
   NOTE: Depending on your specific email client settings, the email may be placed into a Spam folder.

➢ The Online Application System (OAS) is scheduled for delivery Friday, May 15, 2020, at which time;
➢ A **Solicitation of Applications** to announce officially the beginning and ending dates of the 90-day HBIIP application window will be published in the *Federal Register.*

➢ Open the **HBIIP Online Application, Instructions and Users Guide**

➢ **Plan your work. Work your plan!** The average time to complete the HBIIP application is estimated at 78 hours; much less of course for "Owners of 10 stations or fewer." You may begin completing these required application elements while you await access to the OAS:

- Single Point of Contact List for Executive Order 12372 requirements (7.3.1.)
- Dispensers and Fueling Equipment Reference Guide (7.5.6. and 7.5.7.)
- HBIIP Project Technical Report Guide (7.8)
- Environmental Review Documents Guide (7.8)
- Matching Funds Verification/Certification Guide (7.7.2 and 7.8)
- SF 424 D Assurances - Construction Programs (7.8)