



United States  
Department of  
Agriculture

**Rural Development**

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# **Higher Blends Infrastructure Incentive Program (HBIIP)**

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# **Online Grant Application Instruction Guide**

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United States Department of Agriculture  
Rural Business-Cooperatitve Service

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Revised – August 2023

## Record of Changes

Version	Date	Owner/Editor	Summary of Changes
3.0	August 2023	USDA Rural Development – Rural Business-Cooperative Service	<ul style="list-style-type: none"><li>Updated to reflect changes in the Fiscal Year 2023-2024 Notice of Funding Opportunity</li></ul>
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# 1. Introduction

The Higher Blends Infrastructure Incentive Program (HBIIIP) is a program to expand the availability of ethanol and biodiesel by incentivizing the expansion of sales or renewable fuels.

The HBIIIP grant program includes infrastructure projects for transportation fueling facilities and fuel distribution facilities.

## 2. Overview

### 2.1. Purpose

The purpose of this document is to provide HBIIIP applicants and grant writers instructions for accessing and using the online HBIIIP grant application.

### 2.2. Assumptions

The content of this document has been developed based on its general purpose and the following assumptions:

- This document is not intended to be a comprehensive set of instructions. It, along with the features provided in the online application system should collectively provide applicants the information needed to complete and submit a grant application.
- Completion of the online grant application will not be started prior to the user reading this document.
- The Company has reviewed all resources provided in Notice of Funding Opportunity published on August 23, 2022, in the Federal Register. This includes an explanation of the Grant Period.

### 2.3. Additional Support

Questions or clarifications should be directed by contacting the HBIIIP Program team at [HBIIIP@usda.gov](mailto:HBIIIP@usda.gov).

## 3. Preparing to Apply

### 3.1. What will you need

When selecting an Applicant Type the selection should reflect the company at the time of application. For example, if the company currently consists of 10 or fewer fueling stations but the proposed project will increase the number of stations beyond 10, “Owner of 10 or fewer fueling stations” should be selected for the Applicant Type.

- Identification of an Applicant Type to describe the company. Below are the possible options:
  - Owner of 10 or fewer fueling stations; or
  - Owner of more than 10 fueling stations; or
  - Fleet fueling station facility/facilities; or

- Fuel distribution facility (Terminal operation, Midstream Partner, Heating oil distribution facility; or equivalent entity); or
  - Home heating oil distribution facility (80% or greater annual throughput volume is home heating oil, and the project is home heating oil related).
- Information to describe the company and employees/third-party grant writers
- A taxpayer Identification number, Unique Entity Identifier (UEI), and UEI expiration date
- Company Address
- Congressional District (based on the Company address/zip code)
- An indication if the company has been delinquent on any Federal debt and supporting documents to explain the debt and delinquency
- Contact information for an individual that the USDA should contact regarding additional information that may be required
- Information describing the individual Authorized Representative responsible for validating the information included in your online grant application
- Information regarding the State's intent to review the application under Executive Order 12372
- A proposed start and end date and brief description for the applicable infrastructure project
- Fueling station information -- Address, Contact, Congressional District, Priority Scoring Criteria, Historical or Projected Data (for existing or new stations), and Proposed Activities, for each station included in the project. (Only for fueling station projects)
- Fuel distribution facility information -- Address, Contact, Congressional District and Fuel Data) for the facility included in the project (Only for Fuel Distribution Facility infrastructure projects)
- Project Financial Information (Budget Costs and Estimated Funding)
- Attachments
  - Signed 424 D Assurances - Construction Programs
  - Signed Matching Funds Certification
  - Loan Delinquency Support Documents (if delinquency is indicated in application)
  - HBIIIP Project Technical Report
  - Environmental Review Documents
  - Other supporting documents
  - Signed Grant Application

### **3.2. Internet Browser**

The online HBIIIP grant application system operates best in Google Chrome.

### **3.3. Confidentiality**

This grant program is a competitive process. Your data is regarded as proprietary to your organization and the HBIIIP Grant Application System will secure from the view of other applicants.

If you elect to use a Third-Party Grant Writer to complete your application, although your data will be secured within the HBIIIP Grant Application System from competing companies and their employees, you must bear all responsibility to ensure confidentiality among third parties.

## 4. Indicating Intent to Participate & Requesting Access

The first step to participating in the HBIIIP grant program is to indicate intent to participate and request access for your company employees and third-party grant writers that will be responsible for completing the grant application using the online system. This will require some advanced preparation.

### 4.1. Gather the information needed

To indicate intent to participate you will need the following information about your company:

- Your company's legal name
- The company's Taxpayer Identification Number
- The company's UEI Number and expiration date (See Section 3.1)
- The company's Applicant Type (See Section 3.1)

Each individual needing access to the online grant application system will require a USDA eAuthentication account. USDA eAuthentication accounts can be requested at:

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

To request access to the online HBIIIP grant application system for the individuals that will be completing the grant application:

For each individual:

- Last Name
- First Name
- eAuth ID
- Email Address

### 4.2. Request to Participate

Submit the company information and user information gathered in Section 4.1 by emailing [HBIIIP@usda.gov](mailto:HBIIIP@usda.gov).

The HBIIIP company account and user accounts will be created, and the requested users will be associated with the HBIIIP company account. Each user will receive a user notification email indicating that their account has been created and a link to the online HBIIIP grant application system.

Upon receiving the user notification email the user should copy the URL link and paste it into the URL address bar in the Google Chrome browser and click enter.

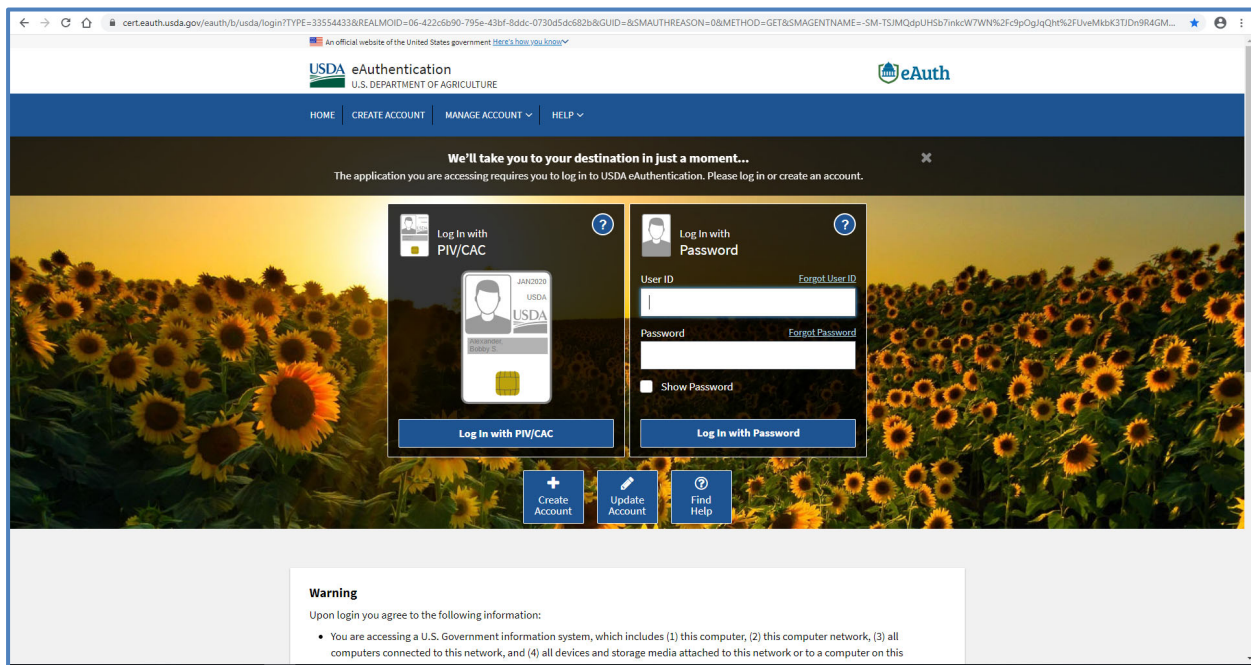
### 4.3. User Access Next Steps

Upon approval and setup of each user's access, each user will receive an email from the [HBIIIP@usda.gov](mailto:HBIIIP@usda.gov).

The email will provide a URL to access the system and instructions for doing so. Each user should copy the URL and paste it into the address bar of their Google Chrome internet browser and hit enter.

## 5. Accessing the HBIIP Grant Application System

When presented with the following page, the user should enter their eAuthentication User Id and password and click Log In with Password.



After successfully authenticating, the online grant application system will display the HBIIP Disclaimer page. The user must click the Finish button to access the online grant application system. Issues experienced with authenticating should be submitted to the USDA's Rural Development Help Desk by calling 1-800-457-3642 and following the prompts.

A single company can only have one grant application. The page will include only the application for the user's company. Third-party grant writers may see multiple applications for different companies if they have been engaged by more than one company to create their grant application.

To begin completing or continuing a grant application, click on the Edit button for the applicable application. The online application system will display the grant application with the Company Applicant Information tab selected.

## 6. Navigating the HBIIP Grant Application System

### 6.1. Menu Options

The online grant application system includes menu options in the form of links, forms, and tabs.



## 6.2. Required Data

Required data is reflected with an asterisk on the left of the data label name. For example, Company Congressional District is required and labeled as \*Company Congressional District.

## 6.3. Saving Your Data

Each tab of the grant application includes the data fields for the grant application. The Save button should be used before leaving a tab or form to ensure your data is retained.

The online grant application system is designed to ensure that the user may not complete all the grant application at the same time or by the same individual. Different individuals can work on different parts of the application concurrently but two users working on the same data at the same time will result in the data representing what the last user to Save entered.

## 6.4. Application Tracking Progress

The Application Overview page below provides a quick method of tracking the progress of the application. The page includes all the sections and attachments required for your application to be considered complete. A check mark will appear for each section that has been completed. When all the sections have check marks the Finalize Application button will be enabled.

The screenshot displays the 'Application Overview' page with a navigation bar at the top containing tabs for: Company Information, Application Information, Project Information, Stations, Financial Information, Attachments, and Application Overview. The main content area shows a list of sections with their completion status:

- Company Information** (expanded):
  - Applicant Information (checked)
  - Contact (checked)
  - Authorized Representative (checked)
- Application Information (unchecked)
- Project Information (unchecked)
- Station Information (unchecked)
- Financial Information (unchecked)
- Attachments (unchecked)

At the bottom of the list is a blue button labeled 'Finalize Application'.

## 7. Completing the Application

### 7.1. Applicant Types

The specific Applicant Type is used to define the of data requirements and the attachments that are required for the application. The table below provides an explanation of the data requirements for each of the Applicant Types.

Applicant Type(s)	Required Data/Attachments
Owner of 10 or fewer fueling stations Owner of more than 10 fueling stations Fleet fueling station facility/facilities	All company (applicant, contact and authorized representative), application tab, project, fueling station, financial (budget costs and estimated funding) information and the following attachments: <ul style="list-style-type: none"> <li>• Signed 424 D Certification</li> <li>• Signed Matching Funds Certification</li> <li>• Loan Delinquency (if response to loan delinquency question on Applicant Information tab is “Yes”)</li> <li>• Technical Report</li> <li>• Environmental Review Documents</li> <li>• Signed Grant Application</li> </ul>
Fuel distribution facility (Terminal operation, Midstream Partner, Heating oil distributor), Home heating oil distribution facility (80% or greater annual throughput volume is home heating oil, and the project is home heating oil related)	All company (applicant, contact and authorized representative), application tab, project, fueling station, financial (budget costs and estimated funding) information and the following attachments: <ul style="list-style-type: none"> <li>• Signed 424 D Certification</li> <li>• Signed Matching Funds Certification</li> <li>• Loan Delinquency (if response to loan delinquency question on Applicant Information tab is “Yes”)</li> <li>• Technical Report</li> <li>• Environmental Review Documents</li> <li>• Signed Grant Application</li> </ul>

Table 7.1 - Applicant Type/Required Data

## 7.2. Company Information

### 7.2.1. Applicant Information

Clicking on the Company Information tab and then the Applicant Information tab will display the Applicant Information.

The screenshot shows the 'Applicant Information' section of the USDA HBIIP application form. The form is titled 'Company Information' and includes tabs for 'Applicant Information', 'Contact', and 'Authorized Representative'. The 'Applicant Information' tab is active, showing the following fields:

- \* Legal Company Name: Dustin Fleet Fueling Station
- \* Taxpayer Identification Number (TIN): 8675309
- \* DUNS/Unique Entity Identifier: 8675309
- \* SAM / CAGE Code: 67876787
- \* Applicant Type: Fleet fueling station facility/facilities
- \* NAICS Code: Diesel / Fuel oil / Gasoline / Gasohol Fuel Merchant Wholesalers, except Bulk Station, Terminals(424720)

The 'Company Address' section includes the following fields:

- \* Address Line 1: 90 Troy Road
- Address Line 2: (empty)
- \* City: Troy
- \* State: IL
- \* County/Parish: Madison
- State/Country FIPS Code: 119
- \* Country: United States
- \* Zip/Postal Code: 62061
- Zip/Postal Code (last 4): (empty)
- \* Company Department Name: Sexton Distro
- \* Company Division Name: Gas
- \* Company Congressional District: IL-14

At the bottom, there is a question: 'Is the Applicant Delinquent on Any Federal Debt? (If Yes, upload explanation on attachments page)'. The 'No' radio button is selected. A 'Save' button is located at the bottom left.

#### 7.2.1.1. **Legal Company Name** (Required)

The legal company name is set based on the information provided in the HBIIP Online Access Request form and is not editable.

#### 7.2.1.2. **Taxpayer Identification Number** (Required)

The taxpayer identification number is set based on the information provided in the HBIIP Online Access Request form and is not editable.

#### 7.2.1.3. **Unique Entity Identifier** (Required)

The Unique Entity Identifier is set based on the information provided in the HBIIP Online Access Request form and is not editable.

#### 7.2.1.4. **Intentionally left blank**

#### 7.2.1.5. **Applicant Type** (Required)

The Applicant Type is set to the value provided in the HBIIP Online Access Request form and is not editable.

#### 7.2.1.6. **NAICS (North American Industry Classification System) Code** (Required)

Select the appropriate NAICS code from the list of values. If you select Other, provide the NAICS code in the text box provided.

#### 7.2.1.7. **Company Address**

##### 7.2.1.7.1. **Address Line 1** (Required)

Self-explanatory.

Address Line 2 (Optional)

Self-explanatory.

##### 7.2.1.7.2. **City** (Required)

Self-explanatory.

##### 7.2.1.7.3. **State/Territory** (Required)

Self-explanatory.

##### 7.2.1.7.4. **County/Parish** (Required)

Self-explanatory.

##### 7.2.1.7.5. **County FIPS Code** (Required)

The County FIPS Code is determined by the system using the selected County/Parish.

##### 7.2.1.7.6. **Country** (Required)

The Country is set by the system and is not editable.

##### 7.2.1.7.7. **Zip/Postal Code** (Required)

Self-explanatory.

##### 7.2.1.7.8. **Zip/Postal Code (plus 4)** (Optional)

Self-explanatory.

##### 7.2.1.7.9. **Company Department Name** (Required)

Enter the name of the primary organizational department that will undertake the assistance activity.

##### 7.2.1.7.10. **Company Division Name** (Required)

Enter the name of the primary organizational division that will undertake the assistance activity.

##### 7.2.1.7.11. **Company Congressional District** (Required)

Enter the Congressional District number based on the Company location.

Your entry in the grant application should be formatted as “State-District Number.” For example, IL-15.

#### 7.2.1.7.1. **Is the Applicant Delinquent on Any Federal Debt? (If yes, upload explanation on attachments page) (Required)**

If the response is “Yes,” upload a Loan Delinquency attachment on the Attachments tab, providing an explanation of the delinquency.

#### 7.2.2. **Company Contact Information**

Clicking on the Company Information tab will display the Company tabs. Click on the Contact tab to provide the name and contact information of the person to be contacted on matters involving the application.

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Company Information, Application Information, Project Information, Facilities, Financial Information, Attachments, and Application Overview. The 'Company Information' tab is active, and within it, the 'Contact' sub-tab is selected. Below the sub-tabs, there is a section titled 'Name and contact information of person to be contacted on matters involving this application'. This section contains several input fields: Prefix (empty), Middle Name (empty), \* First Name (containing 'abc'), \* Last Name (containing 'def'), Suffix (empty), Title (containing 'q'), Organizational Affiliation (empty), \* Telephone Number (containing '777-888-9999'), Telephone Extension (containing '9999'), Fax Number (containing '999-999-9999'), and \* Email (containing 'abc@test.com').

#### 7.2.1.8. **Prefix (Optional)**

Self-explanatory.

#### 7.2.1.9. **First Name (Required)**

Self-explanatory.

#### 7.2.1.10. **Middle Name (Required)**

Self-explanatory.

#### 7.2.1.11. **Last Name (Required)**

Self-explanatory.

7.2.1.12. **Suffix** (Optional)

Self-explanatory.

7.2.1.13. **Title** (Optional)

Enter the job title of the Company contact.

7.2.1.14. **Organizational Affiliation** (Optional)

Enter the organizational affiliation of the Company contact.

7.2.1.15. **Telephone Number** (Required)

Enter the telephone number of the Company contact. The telephone number must be formatted as "123-456-7890".

7.2.1.16. **Telephone Extension** (Optional)

Self-explanatory.

7.2.1.17. **Fax Number** (Optional)

Self-explanatory.

7.2.1.18. **Email** (Required)

Self-explanatory.

7.2.2. **Company Authorized Representative Information**

Clicking on the Company Information tab will display the Company tabs. Click on the Authorized Representative tab to provide the name and contact information of the person authorized to verify all the information on the application is valid. Upon providing the information, click the Save button to save the information to your application.

Company Information   Application Information   Project Information   Stations   Financial Information   Attachments   Application Overview

Applicant Information   Contact   **Authorized Representative**

**Authorized Representative**

Prefix    \* First Name

Middle Name

\* Last Name

Suffix

Title

Organizational Affiliation

\* Telephone Number    Telephone Extension

\* Fax Number    \* Email

7.2.2.1. **Prefix** (Optional)

Self-explanatory.

7.2.2.2. **First Name** (Required)

Self-explanatory.

7.2.2.3. **Middle Name** (Required)

Self-explanatory.

7.2.2.4. **Last Name** (Required)

Self-explanatory.

7.2.2.5. **Suffix** (Optional)

Self-explanatory.

7.2.2.6. **Title** (Optional)

Self-explanatory.

7.2.2.7. **Organizational Affiliation** (Optional)

Populate with entity name if different than applicant entity.

7.2.2.8. **Telephone Number** (Required)

Self-explanatory.

7.2.2.9. **Telephone Extension** (Optional)

Self-explanatory.

#### 7.2.2.10. **Fax Number** (Optional)

Self-explanatory.

#### 7.2.2.11. **Email** (Required)

Self-explanatory.

### 7.3. **Application Information**

Clicking on the Application Information tab will display the Application Information needed for your application. Upon providing the information, click the Save button.

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Company Information, **Application Information**, Project Information, Facilities, Financial Information, Attachments, and Application Overview. Below the navigation bar is a form with the following fields and values:

Name of Federal Agency	Rural Business-Cooperative Service
Catalog of Federal Domestic Assistance Number	10.754
CFDA Title	The Higher Blends Infrastructure Incentive Program (HBIIP)
Funding Opportunity Title	Higher Blends Infrastructure Incentive Program Window 6
Solicitation Window Description	HBIIP Window 6
Solicitation Window Start Date	Jun 15, 2023
Solicitation Window End Date	Dec 31, 2023
Submission Type	Application
Application Type	HBIIP
Application Status	Submitted In Window
Application Status Date/Time	August 14 2023, 02:53:53 PM

This section is pre-filled and cannot be edited.

### 7.4. **Project Information**

Clicking on the Project Information tab will display the Project description information needed for the application. Upon providing the information, click the Save button to save the information to the application.



The screenshot shows a web application interface with a navigation bar at the top containing the following tabs: Company Information, Application Information, **Project Information** (which is underlined and highlighted), Financial Information, Stations, and Attachments. Below the navigation bar, there are three required input fields, each marked with an asterisk (\*):

- \* Proposed Project Start Date:** A date picker field showing "Oct 30, 2020" with a calendar icon on the right.
- \* Proposed Project End Date:** A date picker field showing "Oct 31, 2021" with a calendar icon on the right.
- \* Descriptive Title:** A text input field containing the text "Test2".

At the bottom left of the form area, there is a blue button labeled "Save".

#### 7.4.1. **Proposed Project Start Date** (Required)

Self-explanatory.

#### 7.4.2. **Proposed Project End Date** (Required)

Self-explanatory.

#### 7.4.3. **Descriptive Title** (Required)

Enter a brief description of the proposed project.

### 7.5. **Fueling Station Information**

Enter the following information for each fueling station included in the project.

#### 7.5.1. **Creating a Fueling Station**

Clicking on the Stations tab will display the Stations List page. Click the Add Station button to create a station. Any stations that have been created will listed at the bottom of the page and station rollups on the top.



### 7.5.1.3. **Station Address**

#### 7.5.1.3.1. **Address Line 1** (Required)

Self-explanatory.

#### 7.5.1.3.2. **Address Line 2** (Optional)

Self-explanatory.

#### 7.5.1.3.3. **City** (Required)

Self-explanatory.

#### 7.5.1.3.4. **State/Territory** (Required)

Self-explanatory.

#### 7.5.1.3.5. **County/Parish** (Required)

Self-explanatory.

#### 7.5.1.3.6. **County FIPS Code** (Required)

The County FIPS Code is determined by the system using the selected County/Parish.

#### 7.5.1.3.7. **Zip/Postal Code** (Required)

Self-explanatory.

#### 7.5.1.3.8. **Zip/Postal Code (plus 4)** (Optional)

Self-explanatory.

#### 7.5.1.3.9. **Country** (Required)

The Country is set by the system and is not editable.

#### 7.5.1.4. Congressional District

Enter the Congressional District number for where the station is located. For example, please enter as IL-15.

#### 7.5.2. Fueling Station Basic Information

Clicking on the actions arrow on the Stations List page and selecting Edit will display the Fueling Station. Clicking on the Fueling Station Basic Information will display the Basic Information page for the station. Enter the applicable data and click the Save button to record this information.

The screenshot shows a web application interface for entering station information. At the top, there are navigation tabs: Company Information, Application Information, Project Information, Stations (selected), Financial Information, Attachments, and Application Overview. Below these are sub-tabs: Basic Information (selected), Contact Information, Projected Data, and Proposed Activities. The form fields include: Station Type (New), Fueling Station Name (test), Station Physical Address (Address Line 1: 111 test city, Address Line 2: ), City (fairfax), State/Territory (VA), County/Parish (All Counties VIRGINIA), County FIPS Code (0), Zip/Postal Code (22222), Zip/Postal Code (last 4) ( ), Country (United States), and Congressional District (va-01). There is a toggle for 'Contact Information Same as Applicant?' set to 'Yes'. Under 'Priority Scoring Criteria (Check all that apply)', 'Sole Station' and 'Western States' are checked. At the bottom, there is a 'Save' button and a date field (Jul 21, 2023).

##### 7.5.2.1. Station Name (Required)

The station name is not editable after the station has been created.

##### 7.5.2.2. Station Type (Required)

Select a station type. Select “Existing” for a station being modified to store and dispense higher blends of fuel. Select “New” to describe a station being added, newly constructed during the grant period, to store and dispense higher blends of fuel.

##### 7.5.2.3. Station Address

###### 7.5.2.3.1. Address Line 1 (Required)

Self-explanatory.

7.5.2.3.2. **Address Line 2** (Optional)

Self-explanatory.

7.5.2.3.3. **City** (Required)

Self-explanatory.

7.5.2.3.4. **State/Territory** (Required)

Self-explanatory.

7.5.2.3.5. **County/Parish** (Required)

Self-explanatory.

7.5.2.3.6. **County FIPS Code** (Required)

The County FIPS Code is determined by the system using the selected County/Parish.

7.5.2.3.7. **Zip/Postal Code** (Required)

Self-explanatory.

7.5.2.3.8. **Zip/Postal Code (plus 4)** (Optional)

Self-explanatory.

7.5.2.3.9. **Country** (Required)

The Country is set by the system and is not editable.

7.5.2.4. **Congressional District** (Required)

Enter the Congressional District number for where the station is located. For example, IL-15.

7.5.2.5. **Telephone Number** (Required)

Enter the telephone number for the station.

7.5.2.6. **Telephone Extension** (Optional)

Self-explanatory.

7.5.2.7. **Fax Number** (Optional)

Self-explanatory.

7.5.2.8. **Priority Scoring Criteria**

The following options are available. Check all that apply to the station.

- Interstate Corridor (Select if the fueling station is within 1 mile of an Interstate highway, is readily accessible and is easily visible from the Interstate. NOTE: If checked, a text box will appear titled “Interstate Corridor Name.”)
- Sole Station (Select this option if there is no other station within a one-mile radius of this location.)
- Western States (Select this option if the fueling station is in one of the following states: Arkansas, Arizona, California, Colorado, Idaho, Iowa, Kansas, Louisiana, Minnesota, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, or Wyoming.)
- New England States (Select this option if the fueling station is in one of the following states: Maine, Vermont, New Hampshire, Massachusetts, Connecticut, or Rhode Island.)

#### 7.5.2.9. **Is Application Subject to Review by State Under Executive Order 12372?** (Required)

Select a response from the two options and enter a date, as applicable.

To determine which response you should provide, please review the Single Point of Contact List for Executive Order 12372 requirements under the To Apply tab on the HBIIIP website. If the state in which the project is located is on the list, select the first option to indicate the date you provide the information to the contact listed.

### 7.5.3. **Fueling Station Contact Information**

The screenshot shows the 'Stations' tab of the application system. The 'Contact Information' sub-tab is active. The form title is 'Name and contact information of person to be contacted on matters involving this station'. It includes a toggle for 'Contact Information Same as Applicant?' (set to 'No') and a 'Save' button. The form fields are: Prefix, \*First Name (with a red border and 'Complete this field' error), Middle Name, \*Last Name, Suffix, \*Telephone Number, Telephone Extension, Fax Number, and \*Email. Below these is a section for 'Mailing Address Same as Applicant?' (set to 'Yes').

Click on the Fueling Station Contact Information tab will display the station’s contact information. Complete the applicable data and click Save.

7.5.3.1. **Prefix** (Optional)

Self-explanatory.

7.5.3.2. **First Name** (Required)

Self-explanatory.

7.5.3.3. **Middle Name** (Required)

Self-explanatory.

7.5.3.4. **Last Name** (Required)

Self-explanatory.

7.5.3.5. **Suffix** (Optional)

Self-explanatory.

7.5.3.6. **Telephone Number** (Required)

Self-explanatory.

7.5.3.7. **Telephone Extension** (Optional)

Self-explanatory.

7.5.3.7. **Fax Number** (Optional)

Self-explanatory.

7.5.3.8. **Email** (Required)

Self-explanatory.

7.5.3.9. **Station Mailing Address**

7.5.3.9.1. **Address Line 1** (Required)

Self-explanatory.

7.5.3.9.2. **Address Line 2** (Optional)

Self-explanatory.

7.5.3.9.3. **City** (Required)

Self-explanatory.

7.5.3.9.4. **State/Territory** (Required)

Self-explanatory.

7.5.3.9.5. **County/Parish** (Required)

Self-explanatory.

7.5.3.9.6. **County FIPS Code** (Required)

The County FIPS Code is determined by the system using the selected County/Parish.

7.5.3.9.7. **Zip/Postal Code** (Required)

Enter the Zip/Postal Code for station's mailing address.

7.5.3.9.8. **Zip/Postal Code (plus 4)** (Optional)

Self-explanatory.

7.5.3.9.9. **Country** (Required)

The Country is set by the system and is not editable.

7.5.3.10. **Congressional District** (Required)

Enter the Congressional District number for the station's mailing address. For example, enter as IL-15.



### 7.5.4. Existing Fueling Station Historical Data

Historical data is required for each existing fueling station. Clicking on the Historical Data tab for an existing Fueling Station will display the Historical Data information form. Complete the Historical Data and click the Save button to record the information.

	3 YEAR AVERAGE	3 YEAR TOTAL	2019	2018	2017
Total gallons of All fuels sold	5,000	15,000	5,000	5,000	5,000
Total gallons of E10 fuel sold	1,000	3,000	1,000	1,000	1,000
Total gallons of E15 fuel sold	1,000	3,000	1,000	1,000	1,000
Total gallons of E85 fuel sold	1,000	3,000	1,000	1,000	1,000
Total gallons of diesel fuel sold	1,000	3,000	1,000	1,000	1,000
Total fuel sales revenue	\$1,000.00	\$3,000.00	\$1,000	\$1,000	\$1,000

#### 7.5.4.1. Total gallons of All fuels sold (Required)

Enter the total gallons of all fuels sold by the station in 2021, 2020 and 2019. Zero is an acceptable value.

#### 7.5.4.2. Total gallons of E10 fuel sold (Required)

Enter the total gallons of E10 fuels sold by the station in 2021, 2020 and 2019. Zero is an acceptable value.

#### 7.5.4.3. Total gallons of E15 fuel sold (Required)

Enter the total gallons of E15 fuels sold by the station in 2021, 2020 and 2019. Zero is an acceptable value.

#### 7.5.4.4. Total gallons of E85 fuel sold (Required)

Enter the total gallons of E85 fuels sold by the station in 2021, 2020 and 2019. Zero is an acceptable value.

#### 7.5.4.5. Total gallons of diesel fuel sold (Required)

Enter the total gallons of diesel fuel sold by the station in 2021, 2020 and 2019. Zero is an acceptable value.

#### 7.5.4.6. Total fuel sales revenue (Required)

Enter the total fuel sales revenue for the station in 2021, 2020 and 2019. Zero is an acceptable value.

#### 7.5.4.7. Total Number of Existing Fuel Dispensers (Required)

Enter the total number of existing fuel dispensers for the station. Zero is an acceptable value.

**7.5.4.8. Total Number of existing refueling positions (Required)**

Enter the total number of existing refueling positions for the station. Zero is an acceptable value.

**7.5.4.9. Number of HBIP refueling positions proposed (Required)**

Enter the number of HBIP refueling positions proposed for the station. Zero is an acceptable value.

**7.5.4.10. Number of E85 refueling positions proposed (Required)**

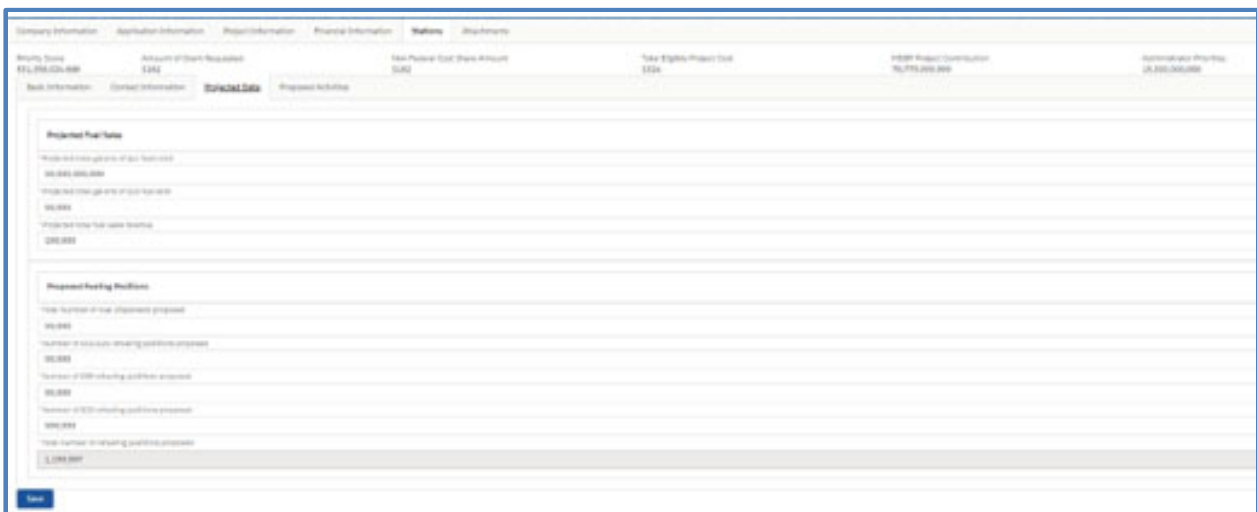
Enter the number of E85 refueling positions proposed for the station. Zero is an acceptable value.

**7.5.4.11. Number of B20 refueling positions proposed (Required)**

Enter the number of B20 refueling positions proposed for the station. Zero is an acceptable value.

**7.5.5. New Fueling Station Projected Data**

Projected data is required for each new fueling station. Clicking on the Fueling Station’s Project Data tab will display the Projected Data information form. Complete the applicable information.

The image shows a screenshot of a web application interface for entering projected data for a new fueling station. The interface has a top navigation bar with tabs for 'Company Information', 'Application Information', 'Project Information', 'Financial Information', 'Station', and 'Attachments'. Below this is a sub-navigation bar with 'Station Information', 'Contract Information', 'Projected Data', and 'Proposed Activities'. The 'Projected Data' tab is active, displaying a form with two main sections: 'Projected Fuel Sales' and 'Proposed Fueling Positions'. Each section contains several input fields with numerical values and units. The 'Projected Fuel Sales' section includes fields for 'Projected total gallons of all fuels sold', 'Projected total gallons of E10 fuel sold', 'Projected total fuel sales revenue', and 'Projected total fuel sales revenue'. The 'Proposed Fueling Positions' section includes fields for 'Total number of fuel dispensers proposed', 'Number of stations offering gasoline services', 'Number of E85 refueling positions proposed', 'Number of E10 refueling positions proposed', and 'Total number of refueling positions proposed'. A 'Save' button is located at the bottom left of the form.

**7.5.5.1. Projected Fuel Sales - Projected gallons of All fuels sold (Required)**

Enter the projected gallons of all fuels sold by the station annually.

**7.5.5.2. Projected Fuel Sales - Projected total gallons of E10 fuel sold (Required)**

Enter the projected gallons of E10 sold by the station annually.

**7.5.5.3. Projected Fuel Sales - Projected total fuel sales revenue (Required)**

Enter the projected total fuel sales revenue for the station annually.

**7.5.5.4. Proposed Fueling Positions - Total Number of Fuel Dispensers proposed (Required)**

Enter the projected total number of fuel dispensers proposed for the station.

**7.5.5.5. Proposed Fueling Positions - Total Number of E15/E25 refueling positions proposed (Required)**

Enter the total number of E15/E25 refueling positions proposed for the station.

**7.5.5.6. Proposed Fueling Positions - Number of E85 refueling positions proposed (Required)**

Enter the number of E85 refueling positions proposed for the station.

**7.5.5.7. Proposed Fueling Positions - Number of B20 refueling positions proposed (Required)**

Enter the number of B20 refueling positions proposed for the station.

**7.5.5.8. Proposed Fueling Positions – Total number of refueling positions proposed (Required)**

Enter the total number of refueling positions proposed for the station.

**7.5.6. Existing Fueling Station Proposed Activities**

Clicking on the Proposed Activities for an existing Fueling Station will display the Proposed Activities information form. Complete the information and save.

**7.5.6.1. Existing Fueling Station Proposed Activities - Dispensers**

Enter the appropriate value for 7.6.5.1.1 through 7.6.5.1.6 for each of the following categories:

- Replace or Add New E25 (for E15) dispenser
- Replace or Add New E85 dispenser (Not in California)
- Install E85 Dispensers for California Low Carbon Fuel Standard requirements
- Retrofit existing dispenser to sell rack blended E15 (Note – Most stations not suited for this activity.)
- Replace or Add New B20 dispenser
- Other – for rail and marine fleet facility applicants only

**7.5.6.2. Dispensers - Total Number of Dispensers (Required)**

Enter the total number of dispensers for each of the categories above for the station. Zero is an acceptable value.

**7.5.6.3. Dispensers - Number of Dedicated Dispensers (Required)**

Enter the number of dedicated dispensers for each of the categories above for the station. Zero is an acceptable value.

**7.5.6.4. Dispensers - Number of Shared Dispensers (Required)**

Enter the number of shared dispensers for each of the categories above for the station. Zero is an acceptable value.

**7.5.6.5. Dispensers - Number of Dedicated Fueling Positions (Required)**

Enter the number of dedicated fueling positions for each of the categories above for the station. Zero is an acceptable value.

**7.5.6.6. Dispensers - Number of Shared Fueling Positions (Required)**

Enter the number of shared fueling positions for each of the categories above for the station. Zero is an acceptable value.

**7.5.6.7. Dispensers - Average Capped Cost (Required)**

Enter the average capped cost for each of the categories above for the station. Zero is an acceptable value. Capped cost limits are as follows (per dispenser):

- 1) Replace or add new E25 (for E15) dispenser: \$50,000
- 2) Replace or add new E85 dispenser (not in California): \$63,000
- 3) Replace or add E85 dispensers for California Low Carbon Fuel Standard Requirements: \$130,000
- 4) Retrofit existing dispenser to sell rack blended E15: \$41,000
- 5) Replace or add B20 dispenser (not in California): \$63,000; Replace or add B20 dispenser (California): \$130,000
- 6) Other: no set capped cost

**7.5.6.8. Existing Fueling Station Proposed Activities – Matching Fund Marketing Commitment**

Enter the appropriate value for each of the following categories:

- Replace or Add New E25 (for E15) dispenser
- Replace or Add New E85 dispenser (Not in California)
- Install E85 Dispensers for California Low Carbon Fuel Standard requirements
- Retrofit existing dispenser to sell rack blended E15 (Note – Most stations not suited for this activity.)

- Replace or add B20 dispenser
- Other – for rail and marine fleet facility applicants only

The limit to Matching Fund Marketing commitment is 10% of the Non-Federal Cost Share amount.

### 7.5.6.9. Existing Fueling Station Proposed Activities – Storage Tanks

Enter the appropriate value for 7.6.5.2.1 and 7.6.5.2.2 for each of the following categories:

- Install/Replace Underground/Aboveground Storage Tank(s) and Required Systems
- Install/Replace Biodiesel Underground/Aboveground Storage Tank(s) and Required Systems including In-House Blending System
- Other – for rail and marine fleet facility applicants only

### 7.5.6.10. Storage Tanks - Total Number of Dispensers (Required)

Enter the total number of dispensers for each of the categories above for the station. Zero is an acceptable value.

### 7.5.6.11. Storage Tanks - Average Capped Cost (Required)

Enter the average capped cost for each of the categories above for the station. Zero is an acceptable value. Capped cost limits are as follows (limits are per tank):

- 1) To install/replace underground/aboveground storage tank(s) and required systems: \$168,000; for those located in California: \$300,000
- 2) To install/replace biodiesel underground/aboveground storage tank(s) and required systems including in-house blending system: \$200,000; for those located in California: \$350,000
- 3) Other – no set capped cost

### 7.5.7. New Fueling Station Proposed Activities

Clicking on the Proposed Activities for a new Fueling Station will display the Proposed Activities information form. Complete the information and click Save to record the information.

Dispensers	TOTAL NEW E85 (E85 DISPENSERS)	TOTAL NEW E85 (DISPENSERS NOT IN CALIFORNIA)	TOTAL NEW DISPENSERS FOR CALIFORNIA LOW CARBON FUEL STANDARD REQUIREMENTS	TOTAL NEW E85 DISPENSER	TOTAL DISPENSERS/TANKS
Total Number of Dispensers	0	0	0	0	0
Number of Diesel Dispensers	0	0	0	0	0
Number of Biodiesel Dispensers	0	0	0	0	0
Number of Other Dispensers	0	0	0	0	0
Average Capped Cost @	\$0	\$0	\$0	\$0	\$0
Matching Fund Marketing Commitment @	\$0	\$0	\$0	\$0	\$0
Total Cost	\$0	\$0	\$0	\$0	\$0
Non-Federal Cost Share Amount	\$0	\$0	\$0	\$0	\$0
Matching Fund Marketing Commitment	\$0	\$0	\$0	\$0	\$0
Non-Federal Cost Share Percentage	50%	50%	50%	50%	50%
Matching Fund Marketing Commitment Percentage	50%	50%	50%	50%	50%

#### 7.5.7.1. **New Fueling Station Proposed Activities - Dispensers**

Enter the appropriate value for 7.6.5.1.1 through 7.6.5.1.6 for each of the following categories:

- Replace or Add New E25 (for E15) dispenser
- Replace or Add New E85 dispenser (Not in California)
- Install E85 Dispensers for California Low Carbon Fuel Standard requirements
- Install new B20 dispenser
- Other – for rail and marine fleet facility applicants only

#### 7.5.7.2. **Dispensers - Total Number of Dispensers** (Required)

Enter the total number of dispensers for each of the categories above for the station. Zero is an acceptable value.

#### 7.5.7.3. **Dispensers - Number of Dedicated Dispensers** (Required)

Enter the number of dedicated dispensers for each of the categories above for the station. Zero is an acceptable value.

#### 7.5.7.4. **Dispensers - Number of Shared Dispensers** (Required)

Enter the number of shared dispensers for each of the categories above for the station. Zero is an acceptable value.

#### 7.5.7.5. **Dispensers - Number of Dedicated Fueling Positions** (Required)

Enter the number of dedicated fueling positions for each of the categories above for the station. Zero is an acceptable value.

#### 7.5.7.6. **Dispensers - Number of Shared Fueling Positions** (Required)

Enter the number of shared fueling positions for each of the categories above for the station. Zero is an acceptable value.

#### 7.5.7.7. **Dispensers - Average Capped Cost** (Required)

Enter the average capped cost for each of the categories above for the station. Zero is an acceptable value. Capped cost limits are as follows (per dispenser):

- 1) Add new E25 (for E15) dispenser: \$50,000
- 2) Add new E85 dispenser (not in California): \$63,000
- 3) Add E85 dispensers for California Low Carbon Fuel Standard Requirements: \$130,000
- 4) Add B20 dispenser (not in California): \$63,000; Add B20 dispenser (California): \$130,000
- 5) Other – no set capped cost

#### 7.5.7.8. **New Fueling Station Proposed Activities – Matching Fund Marketing Commitment**

Enter the appropriate value for each of the following categories:

- Replace or Add New E25 (for E15) dispenser
- Replace or Add New E85 dispenser (Not in California)
- Install E85 Dispensers for California Low Carbon Fuel Standard requirements
- Install new B20 dispenser
- Other – for rail and marine fleet facility applicants only

The limit to Matching Fund Marketing commitment is 10% of the Non-Federal Cost Share amount.

### 7.5.8. Deleting a Fueling Station

Clicking on the actions arrow on the Stations List page and selecting Delete for a fueling station will display a confirmation dialog to ensure you intend to delete the selected fueling station. Click “Yes” to confirm and the fueling station will be deleted.

The screenshot shows the 'Stations' tab within the 'Application Rollup Totals' section. The metrics are as follows:

- Priority Score: 13.0257
- Amount of Grant Request: \$68,600
- Total Eligible Project Cost: \$206,000
- Administrator Priorities: 184,167
- Total Cost: Equipment (All except USTS/Systems) All Fueling Systems: \$146,000
- Non-Federal Cost Share Amount: \$137,400
- HBIIIP Project Contribution: 709,393
- Total Cost: Underground Storage Tanks/Systems, Existing Fueling Stations: \$60,000

Below the metrics is a table titled 'Stations (2)' with the following data:

STATION NAME	STATION SCORE	CONGRESSIONAL DISTRICT	ACTIONS
test 1	162.0727	va-01	▼
test 2	0.0342	ca-04	▼

## 7.6. Fuel Distribution Facility Information

### 7.6.1. Fuel Distribution Facility Basic Information

Clicking on the Facility tab will display the Facility Basic Information Tab. Complete the Facility Basic Information and click Save.

Company Information   Application Information   Project Information   **Facilities**   Financial Information   Attachments   Application Overview

Basic Information   Contact Information   Fuel Data

Facility Type  
New

\* Fueling Facility Name  
test 1

Applicant Type  
Fuel distribution facility

**Facility Physical Address**

\* Address Line 1  
111 test

Address Line 2

\* City  
lysons

\* State/Territory  
VA

\* County/Parish  
All Counties VIRGINIA

County FIPS Code  
0

\* Zip/Postal Code  
32322

Zip/Postal Code (last 4)

\* Country  
United States

\* Congressional District  
va-01

Contact Information Same as Applicant?

\* Is Application Subject to Review By State Under Executive Order 12372?  
 This application was made available to the State under Executive Order 12372 Process for Review on  
 Program is subject to E.O. 12372 but has not been selected by the State for review.

Save

### 7.6.1.1. Facility Physical Address

#### 7.6.1.1.1. Address Line 1 (Required)

Self-explanatory.

#### 7.6.1.1.2. Address Line 2 (Optional)

Self-explanatory.

#### 7.6.1.1.3. City (Required)

Self-explanatory.

#### 7.6.1.1.4. State/Territory (Required)

Self-explanatory.

#### 7.6.1.1.5. County/Parish (Required)

Self-explanatory.

#### 7.6.1.1.6. County FIPS Code (Required)

The County FIPS Code is determined by the system using the selected County/Parish.

#### 7.6.1.1.7. Zip/Postal Code (Required)

Self-explanatory.

#### 7.6.1.1.8. Zip/Postal Code (plus 4) (Optional)



Self-explanatory.

7.6.1.1.9. **Country** (Required)

The Country is set by the system and is not editable.

7.6.1.2. **Congressional District** (Required)

Enter the Congressional District number for where the facility is located. For example, IL-15.

7.6.1.3. **Telephone Number** (Required)

Self-explanatory.

7.6.1.4. **Telephone Extension** (Optional)

Self-explanatory.

7.6.1.5. **Fax Number** (Optional)

Self-explanatory.

7.6.1.6. **Is Application Subject to Review by State Under Executive Order 12372?** (Required)

Select a response from the two options and enter a date, as applicable.

To determine which response you should provide, please review the Single Point of Contact List for Executive Order 12372 requirements under the To Apply tab on the HBIIP website. If the state in which the project is located is on the list, select the first option to indicate the date you provide the information to the contact listed.


7.6.2. **Fuel Distribution Facility Contact Information**

Clicking on the Facility Contact tab will display the Facility Contact Information form. Complete the Contact Information and click Save to record the information.

Company Information   Application Information   Project Information   **Facilities**   Financial Information   Attachments   Application Overview

Basic Information   **Contact Information**   Fuel Data

Name and contact information of person to be contacted on matters involving this distribution facility.

Contact Information Same as Applicant? 

Prefix: \_\_\_\_\_ \* First Name:

Middle Name: \_\_\_\_\_


\* Last Name:

Suffix: \_\_\_\_\_

\* Telephone Number:  Telephone Extension:

Fax Number:

\* Email:

Mailing Address Same as Applicant? 

Distribution Facility Mailing Address

\* Address Line 1:

Address Line 2: \_\_\_\_\_

\* City:  \* State/Territory:

\* County/Parish: \_\_\_\_\_ County FIPS Code: \_\_\_\_\_

**7.6.2.1. Prefix (Optional)**

Self-explanatory.

**7.6.2.2. First Name (Required)**

Self-explanatory.

**7.6.2.3. Middle Name (Required)**

Self-explanatory.

**7.6.2.4. Last Name (Required)**

Self-explanatory.

**7.6.2.5. Suffix (Optional)**

Self-explanatory.

**7.6.2.6. Telephone Number (Required)**

Self-explanatory.

**7.6.2.7. Telephone Extension (Optional)**

Self-explanatory.

**7.6.2.8. Fax Number (Optional)**

Self-explanatory.

7.6.2.9. **Email** (Required)

Self-explanatory.

7.6.2.10. **Distribution Facility Mailing Address**

7.6.2.10.1. **Address Line 1** (Required)

Self-explanatory.

7.6.2.10.2. **Address Line 2** (Optional)

Self-explanatory.

7.6.2.10.3. **City** (Required)

Self-explanatory.

7.6.2.10.4. **State/Territory** (Required)

Self-explanatory.

7.6.2.10.5. **County/Parish** (Required)

Self-explanatory.

7.6.2.10.6. **County FIPS Code** (Required)

The County FIPS Code is determined by the system using the selected County/Parish.

7.6.2.10.7. **Zip/Postal Code** (Required)

Self-explanatory.

7.6.2.10.8. **Zip/Postal Code (plus 4)** (Optional)

Self-explanatory.

7.6.2.10.9. **Country** (Required)

The Country is set by the system and is not editable.

7.6.2.11. **Congressional District** (Required)

Enter the Congressional District number for the facility's mailing address. For example, IL-15.

### 7.6.3. Fuel Distribution Facility Fuel Data

Fuel data is required for the Fuel Distribution Facility. Clicking on the Fuel Data tab will display the Fuel Data form. Complete the Fuel Data and click Save to record the information.

The screenshot shows a web application interface with a top navigation bar containing tabs: Company Information, Application Information, Project Information, Facilities, Financial Information, Attachments, and Application Overview. Below this is a sub-navigation bar with tabs: Basic Information, Contact Information, and Fuel Data. The Fuel Data form contains the following sections and fields:

- Annual throughput volume for past 3 years 2020 - 2022, for all fuels**
  - \*2022 Gallons: 5
  - \*2021 Gallons: 5
  - \*2020 Gallons: 5
  - \*Total Volume (Gallons) 2020 - 2022: 15
  - \*3-Year Average Volume (Gallons) 2020 - 2022: 5
- The incremental increase in throughput/volume of HBIIP fuel, as substantiated by**
  - \*Validated demand (Gallons Added): 5
  - \*Market drivers (Gallons Added): 5
  - \*Documented Incentives (Gallons Added): 5
  - \*Project sustainability (Gallons Added): 5
  - \*Investment to consumer education and marketing (Gallons Added): 5
  - \*Partnerships (Gallons Added): 5
  - \*Total Incremental Increase (Gallons): 30
- Requested Federal Funds**
  - \*Amount of Grant Request (\$): \$5.00
- HBIIP Priority Score**
  - \*Priority Score: 7.0000

A blue "Save" button is located at the bottom left of the form.

#### 7.6.3.1. Annual throughput volume for past 3 years for all fuels

##### 7.6.3.1.1. Year One Gallons

Enter the total annual throughput volume in gallons for all fuels in 2021.

##### 7.6.3.1.2. Year Two Gallons

Enter the total annual throughput volume in gallons for all fuels in 2020.

##### 7.6.3.1.3. Year Three Gallons

Enter the total annual throughput volume in gallons for all fuels in 2019.

#### 7.6.3.2. The incremental increase in throughput/volume of HBIIP fuel, as substantiated by

##### 7.6.3.2.1. Validated demand (Gallons Added)

Enter the additional incremental increase in throughput/volume of HBIP fuel, as substantiated by in gallons.

#### **7.6.3.2.2. Market drivers (Gallons Added)**

Enter the market drivers in gallons added. These are the underlying economic and technological forces that compel consumers to purchase products and pay for services.

#### **7.6.3.2.3. Documented Incentives (Gallons Added)**

Enter the documented incentives in gallons. These are known national, state, and/or local policy and/or market incentives available to the business.

#### **7.6.3.2.4. Project sustainability (Gallons Added)**

Enter the project sustainability in gallons. These are the environmental, social, and economic factors/reasons the business with thrive beyond the HBIP project period.

#### **7.6.3.2.5. Investment to consumer education and marketing (Gallons Added)**

Enter the additional gallons investment to consumer education and marketing.

#### **7.6.3.2.6. Partnerships (Gallons Added)**

Enter the gallons added for partnerships. This is tied to significant long-term supplier and/or customer arrangements and/or agreements.

### **7.6.3.3. Amount of Grant Request**

Enter the total requested federal funds. This number cannot exceed \$5,000,000 and should match the Estimated Funding Source Federal (Section 7.8.2.1 below) on the Estimated Funding tab.

## **7.7. Financial Information**

### **7.7.1. Budget Costs**

Clicking on the Financial Information tab will display the Budget Costs form. Zero is an acceptable value in each of these fields. Complete the Budget Costs information and save.

BUDGET COSTS		ESTIMATED FUNDING	
COST CLASSIFICATION	(A) TOTAL COST	(B) COSTS NOT ALLOWABLE FOR PARTICIPATION	(C) TOTAL ALLOWABLE COSTS
FEDERAL FUNDING			
1. Administrative and legal expenses	\$5,000	\$0	\$5,000
2. Land, structures, rights-of-way, appraisals, etc.	\$10,000	\$10,000	\$0
3. Relocation expenses and payments	\$20,000	\$20,000	\$0
4. Architectural and engineering fees	\$2,000	\$0	\$2,000
5. Other architectural and engineering fees	\$5,000	\$0	\$5,000
6. Project inspection fees	\$4,000	\$0	\$4,000
7. Site work	\$68,000	\$0	\$68,000
8. Demolition and removal	\$50,000	\$0	\$50,000
9. Construction	\$34,000	\$0	\$34,000
10. Equipment	\$34,000	\$0	\$34,000
11. Miscellaneous	\$5,000	\$0	\$5,000
12. SUBTOTAL (sum of lines 1-11)	\$227,000	\$30,000	\$207,000
13. Contingencies	\$5,000	\$5,000	\$0
14. SUBTOTAL	\$242,000	\$35,000	\$207,000
15. Project (program) income			
16. TOTAL PROJECT COSTS (subtract #15 from #14)	\$242,000	\$35,000	\$207,000
17. Federal assistance requested, calculate as follows:			\$103,500

Enter eligible costs from line 16c and multiply x 50%.

Save

**7.7.1.1. Administrative and legal expenses (Required)**

Self-explanatory.

**7.7.1.2. Land, structures, rights-of-way, appraisals, etc. (Required)**

Self-explanatory.

**7.7.1.3. Relocation expenses and payments (Required)**

Self-explanatory.

**7.7.1.4. Architectural and engineering fees (Required)**

Self-explanatory.

**7.7.1.5. Other architectural and engineering fees (Required)**

Self-explanatory.

**7.7.1.6. Project inspection fees (Required)**

Self-explanatory.

**7.7.1.7. Site work (Required)**

Self-explanatory.

**7.7.1.8. Demolition and removal (Required)**

Self-explanatory.

**7.7.1.9. Construction (Required)**

Self-explanatory.

7.7.1.10. **Equipment** (Required)

This field is calculated based 7.8.1.11 and 7.8.1.12.

7.7.1.11. **Equipment (all except UST/Systems) All Fueling Stations** (Required)

Enter the total costs of USTS and other infrastructure for the project.

NOTE: This can be found in the Total Cost: Equipment (All except USTS/Systems) All Fueling Systems field on the Application Stations Rollup page.

7.7.1.12. **Underground Storage Tanks/Systems, Existing Fueling Stations** (Required)

Enter the total costs of underground storage tanks/systems, existing fueling stations for the project.

NOTE: This can be found in the Total Cost: Underground Storage Tanks/Systems, Existing Fueling Stations field on the Application Stations Rollup page.

7.7.1.13. **Miscellaneous** (Required)

Self-explanatory.

7.7.1.14. **Contingencies** (Required)

Self-explanatory.

7.7.1.15. **Federal assistance requested, calculate as follows**

This value is calculated based on the budget costs you have entered and will default the Estimated Funding Source Federal on the Estimated Funding tab.

7.7.2. **Estimated Funding Sources**

Applicant, state, local and other estimated funding are matching funds. The **sum** of the applicant, state, local and other estimated funding must be equal to or greater than the estimated federal funding requested.

Clicking on the Estimated Funding tab will display the Estimated Funding information form. Complete the Estimated Funding information and click Save.

Funding Source	Amount
<input checked="" type="radio"/> Federal	\$103,500
<input type="radio"/> Applicant	\$200,000
<input type="radio"/> State	\$1
<input type="radio"/> Local	\$1
<input type="radio"/> Other	\$1
<b>TOTAL</b>	<b>\$303,503</b>

#### 7.7.2.1. **Estimated Funding Source Federal (Required)**

Automatically populates until the page is saved, the amount from “Amount of Grant Request” field found under the Application Roll Up Totals from the Stations or Facilities tab. This value can be editable and must not exceed \$5,000,000.

#### 7.7.2.2. **Estimated Funding Source Applicant (Required)**

Enter the estimated funding to be provided by the applicant. The matching funds must be equal to or greater than federal funds.

#### 7.7.2.3. **Estimated Funding Source State (Required)**

Enter the estimated funding to be provided by the State. An entry must be made. If zero, enter 0.

#### 7.7.2.4. **Estimated Funding Source Local (Required)**

Enter the estimated funding to be provided by the local government. An entry must be made. If zero, enter 0.

#### 7.7.2.5. **Estimated Funding Source Other (Required)**

Enter the estimated funding to be provided by other sources. An entry must be made. If zero, enter 0.

### **7.8. Attachments**

Completing your online application will require you to upload various required documents. The specific types of attachments will be dependent on the applicant type of your organization and the details of your specific grant application. Below is a brief explanation of each attachment type.

- Signed Matching Funds Certification
- Loan Delinquency Support
- Technical Report
- Environmental Review Documents
- Supporting Documents
- Signed HBIP Grant Application

#### 7.8.1. **Uploading an Attachment**

The online application system provides two methods for uploading an attachment: 1) Clicking the Upload Files button and 2) Dragging and dropping a file into the online application.

All uploads must be in PDF format, and each cannot exceed 5 megabytes in file size. Upon clicking on the Attachments tab, the Attachments form will be displayed. The possible attachments are listed by attachment type.



Company Information   Application Information   Project Information   Facilities   Financial Information   **Attachments**   Application Overview

✓ Signed SF 424 D Certification  
*Attach only PDF(no more than 5 MB).*  
 Attachment  
   Or drop files

TITLE	FILE TYPE	CREATED BY	SIZE(BYTES)	ATTACHMENT TYPE
> Signed Matching Funds Certification				
> Loan Delinquency				
> Technical Report				
> Environmental Review Documents				
> Supporting Documents				

Clicking on the arrow to the left of the attachment type will expose the ability to upload or drop an attachment to the online application.

**NOTE:** It is important that the attachment be uploaded to the appropriate attachment type area. For example, upload a Signed SF 424 D Certification document to the Signed SF 424 D Certification area. Failure to do so could result in the online application system not recognizing that the required attachment has been uploaded. Applications that have not been finalized cannot be submitted.

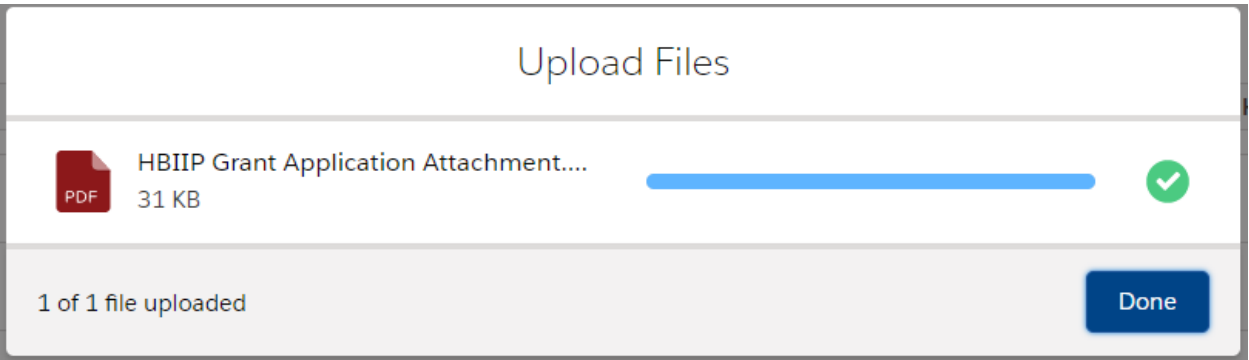
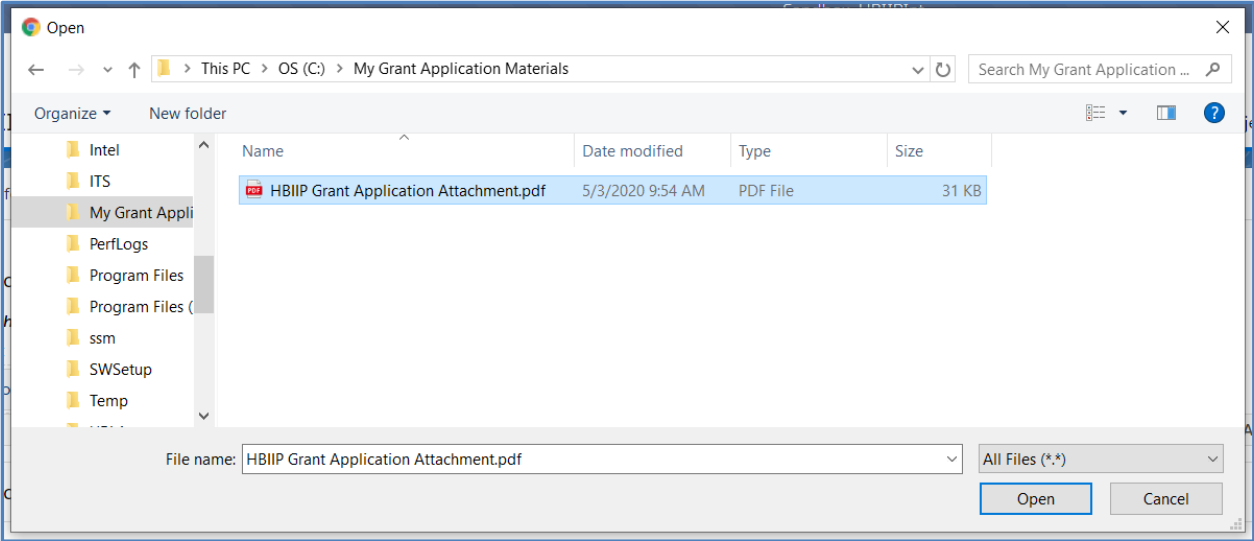
Company Information   Application Information   Project Information   Facilities   Financial Information   **Attachments**   Application Overview

✓ Signed SF 424 D Certification  
*Attach only PDF(no more than 5 MB).*  
 Attachment  
   Or drop files

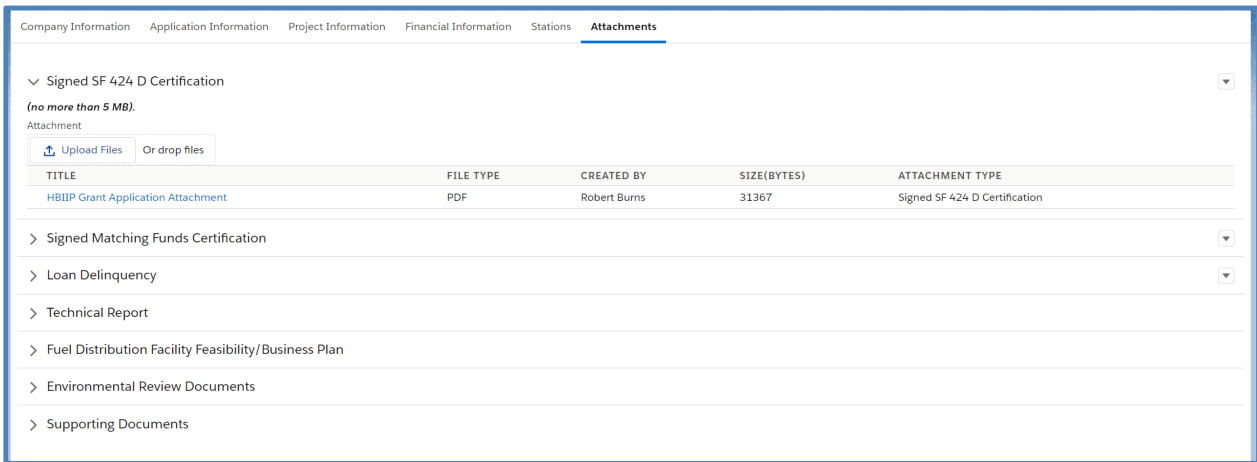
TITLE	FILE TYPE	CREATED BY	SIZE(BYTES)	ATTACHMENT TYPE
> Signed Matching Funds Certification				
> Loan Delinquency				
> Technical Report				
> Environmental Review Documents				
> Supporting Documents				

**7.8.2. Uploading using the Upload Files Button**

To upload a file using the Upload button, click on the Upload Files button. The system will display the Windows Common File dialog. Browse to the appropriate file and click the Open button. The online application system will display the Upload Files dialog.

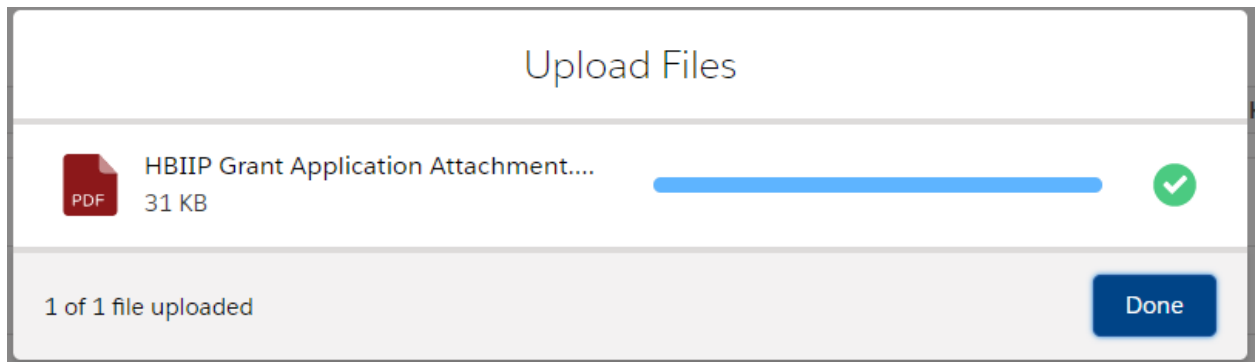
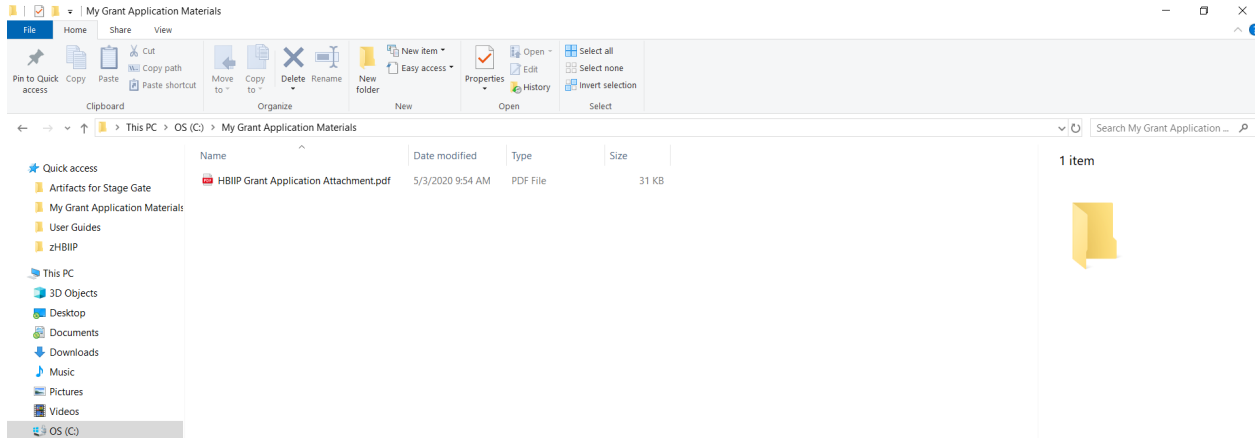


Click the Done button and the online application system will display the file under the attachment type that you selected and assign the file the appropriate Attachment Type. This attachment type will be used to determine if a particular type of document has been uploaded.

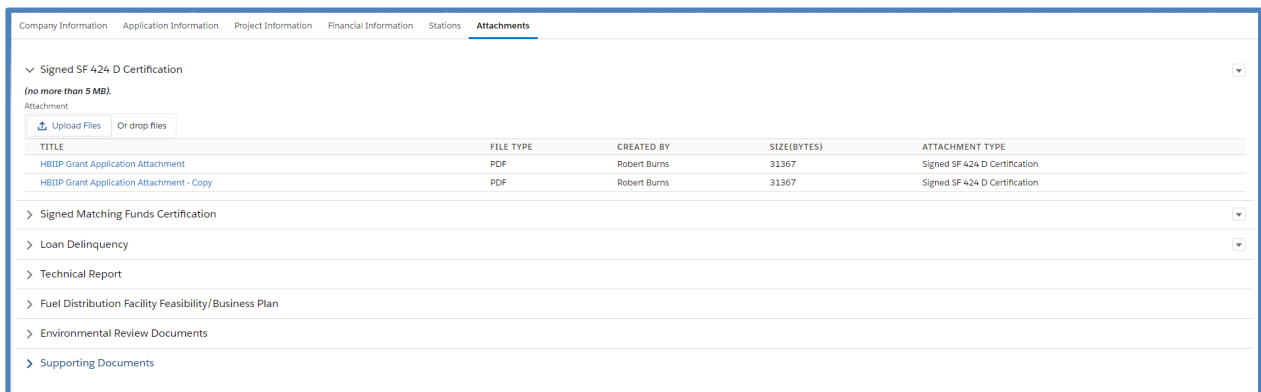


### 7.8.3. Dragging and Dropping into the Online Application

To upload a file using the Drag and Drop option, browse to the file using the Windows Explorer Common File Dialog. Select the file and drag and drop it over the drop files button. The online application system will display the Upload Files dialog.

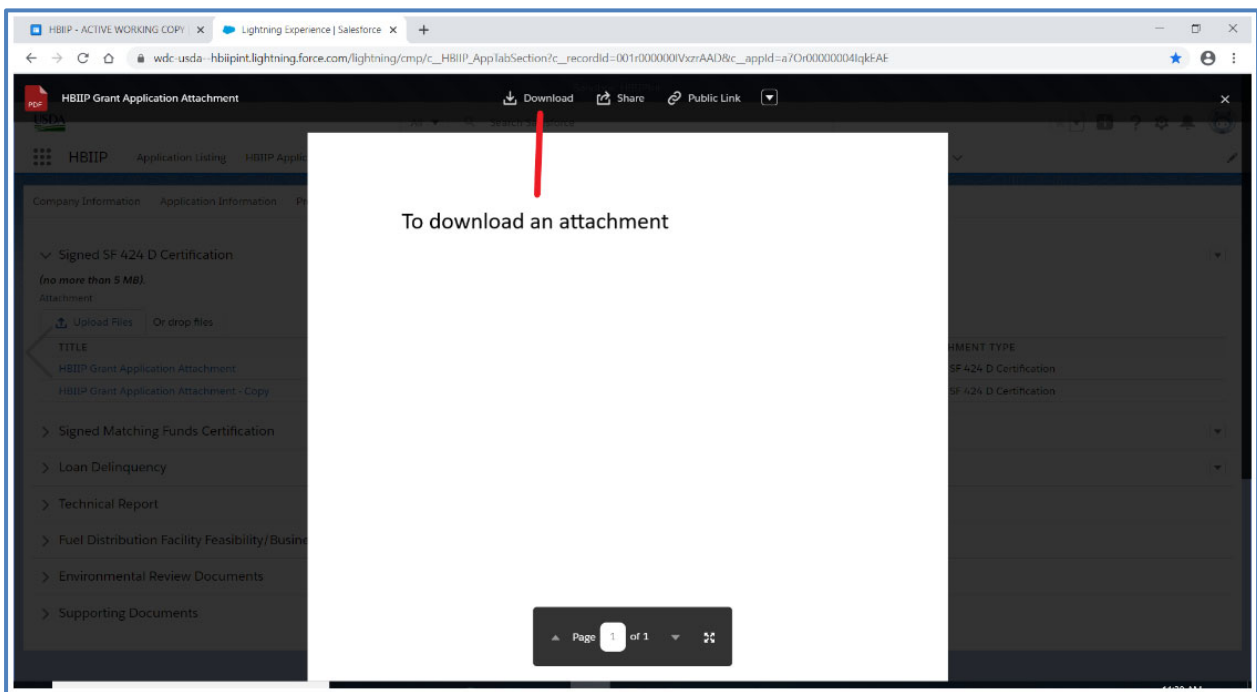
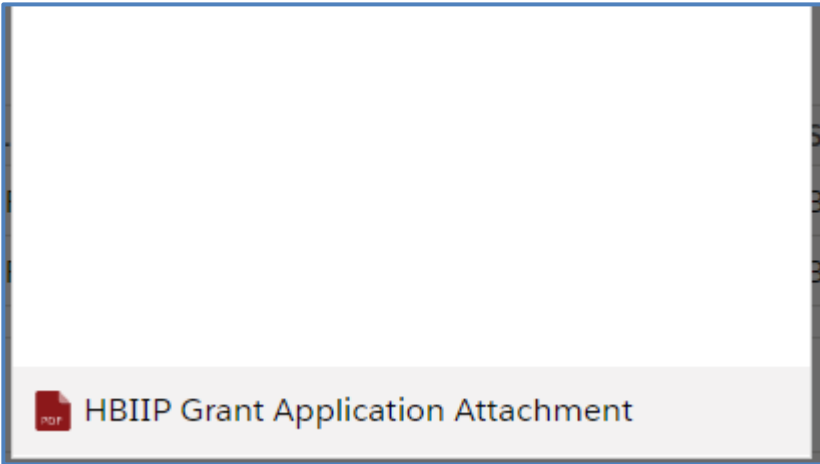


Click the Done button and the online application system will display the file under the attachment type as selected and assign the file the appropriate Attachment Type. This attachment type will be used to determine if a particular type of document has been uploaded.

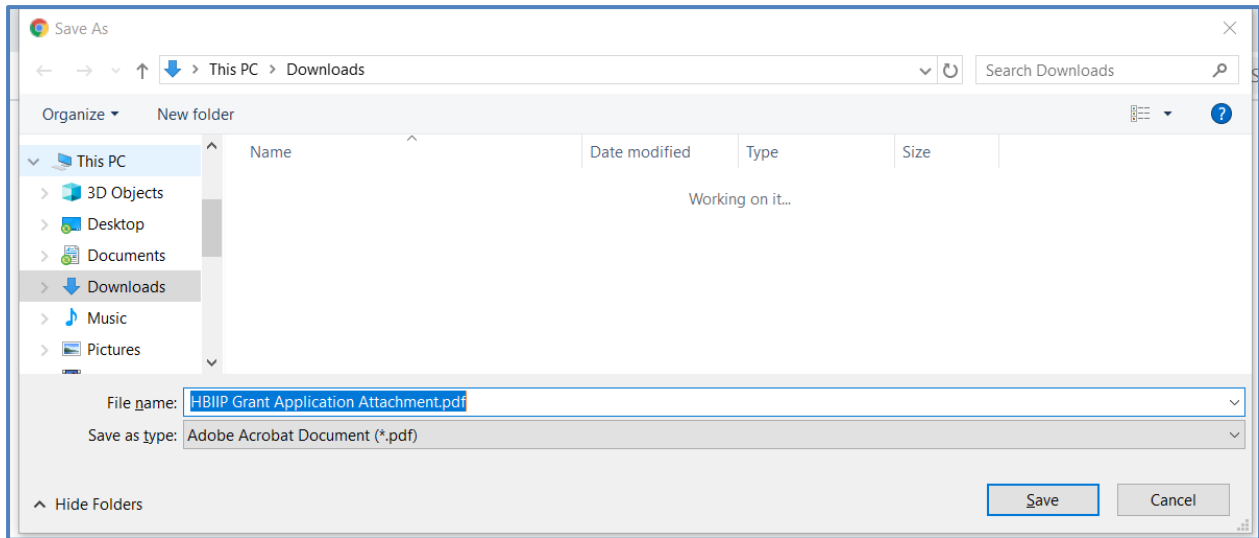


#### 7.8.4. Downloading an Attachment

To download an uploaded attachment, click on the title of the attachment in the attachment list. The online application system will display the view dialog below with an eye in the center when hovering over it. Click on the eye to preview the document and the online application will display the Download link at the top of the page.

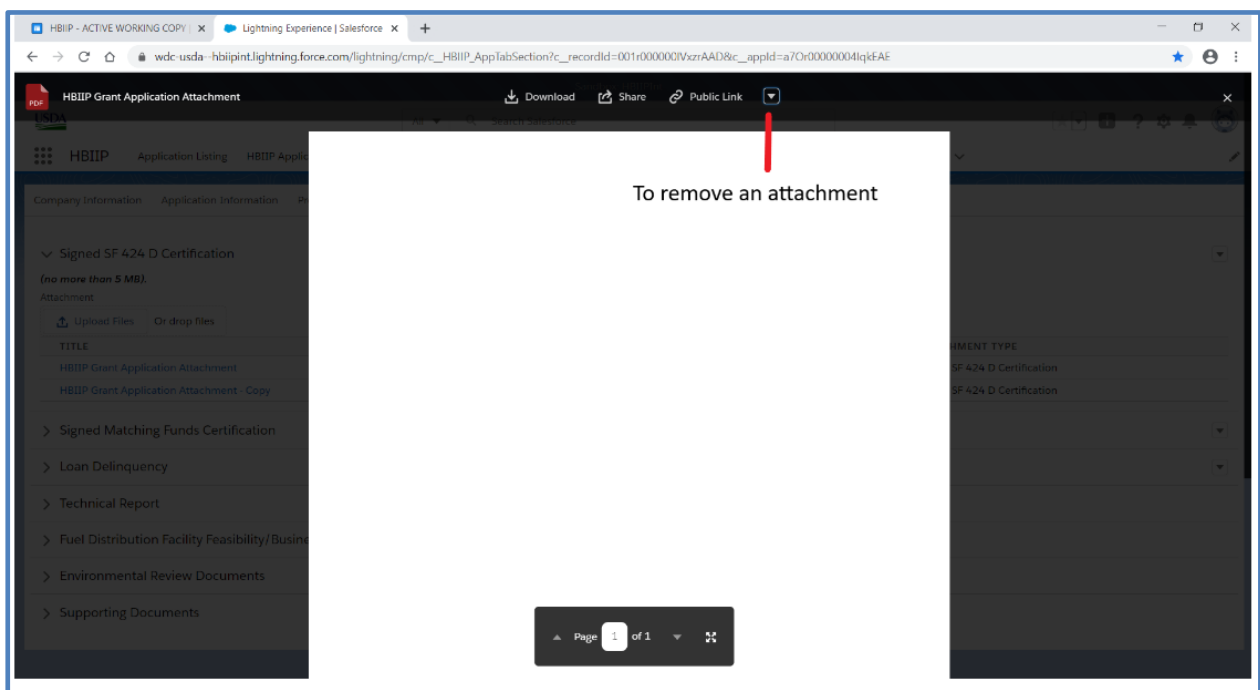


Clicking the Download link will display the Windows Common File Dialog. Browse to the desired file folder and click Save.



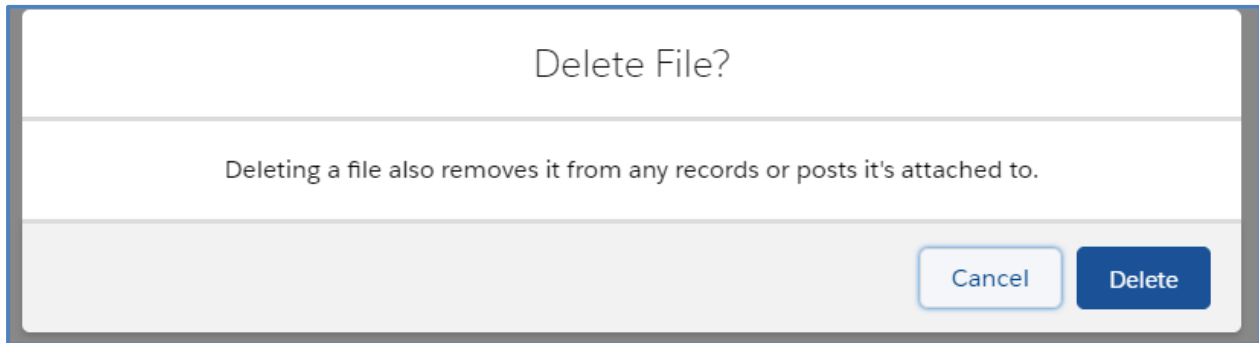
### 7.8.5. Removing an Attachment

To remove an uploaded attachment, click on the title in the attachment list. The online application system will display the view dialog below with an eye in the center when hovering over it. Click on the eye to preview the document and the online application will display a downward arrow at the top of the page and right of the Public Link option. Click the downward arrow and a dropdown of options will be displayed. Click on the Delete option at bottom of the list.



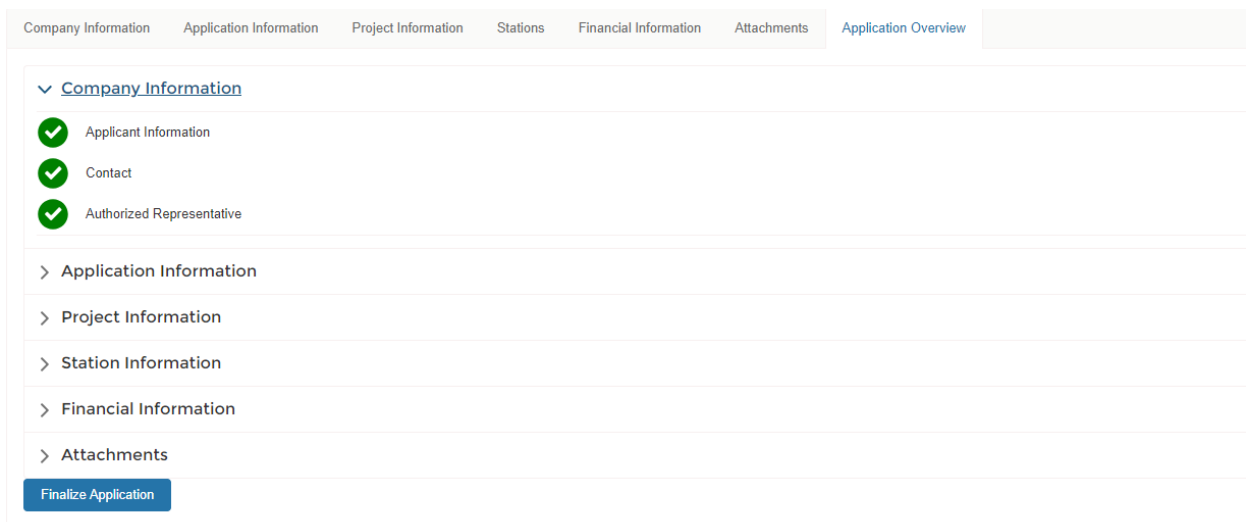
The online application system will display the Delete File dialog.

below. Click the Delete button and the selected attachment will be removed from the online application.



## 8. Finalizing the Application

To view the progress of your application, navigate to the Application Overview page. When all the sections of the application have check marks, the Finalize Application button will be enabled. Clicking the Finalize Application will display the Submit Application page.



## 9. Producing the State Submittal for Submission to the State

If you selected the first option for 7.3.1 you are required to submit a copy of the State Submittal to your State. The Submit Application page will include a link to download the State Submittal PDF for submittal to the State. (See Section 7.3.1).

## 10. Signing the Application

Submittal of the online application requires the Authorized Representative to download, sign, date, scan and upload the signed online application as an Attachment Type of Signed Grant Application. A link to the Federal Submittal is provided for download on the Submit Application page.

## 11. Submitting the Application

Once the signed grant application has been uploaded, click the Submit Application button to submit your application for consideration.