|  |
| --- |
| CDBG CV HVAC Online System Access Request Form |
| 1. Access Type: ( ) Local Government ( ) Consultant/Engineer/Architect |
| 2. Name of user:   |
| 3. Title of user:   | 4. Last 4 SSN:   |
| 5. Mailing Address:    |
| 6. Email Address:   | 7. Telephone Number:   |
| 8. Local Government:   |
| 9. DUNS Number of Local Government:  |
| 10. Signature of user:   |
| 11. Date:   |
| 12. Name of local government official (printed):   |
| 13. Title (printed):   |
| 14. Signature of local government official:   |
| 15. Date:   |

INSTRUCTIONS

User Access Form

Item 1: Mark type of user requesting access.

Item 2: Name of user requesting access.

Item 3: Title of user requesting access.

Item 4: Last four digits of social security number of user requesting access.

Item 5: Enter mailing address of user requesting access (P.O. Box or street address, name of city, and zip code plus the four-digit number). (Note: For the four-digit number, please contact your local post office).

Item 6: Email address of user requesting access.

Item 7: Telephone number of user requesting access.

Item 8: Name of local government applying for CDBG CV funds.

Item 9: Enter the DUNS number for the local government. This number must be actively registered in the System for Award Management (SAM.gov).

Item 10: Signature of user (if not local government official) requesting access.

Item 11: Date of user signature.

Item 12: Name of local government official (government employee or elected official).

Item 13: Title of local government official.

Item 14: Signature of local government official.

Item 15: Date of local government official signature.