

<i>Regulation and Eligibility</i>
USDA Rural Development website for the Rural Energy for America Program (REAP)
Rural Energy for America Program (REAP) – Basic Program Regulations 7 CFR 4280-B
The Applicant must be an Agricultural Producer or Rural Small Business (see definitions in 4280.103)
Property Eligibility Site – See if your site is in an eligible area
North American Industry Classification System (NAICS) – How to determine NAICS code
Small Business Size Standards by NAICS Industry – What is the size standard for your business
Proof of ownership of the property (deed, tax assessment, etc.) or a copy of a lease agreement demonstrating site control to own, install, operate, and maintain the system for the life of the project. Applicant must own the equipment.
You will need a Unique Entity ID (UEI), which is the official identifier for doing business with the U.S. Government. This is now used instead of the DUNS number. Get a UEI at the System of Awards Management (SAM) website. This is free. This should be one of the first things you do.
After getting the UEI you will need to register your business. This is <u>also</u> completed in the System of Awards Management (SAM) website. This part will require assertions, representations and certifications, and other information about your business. This is also free. Do not skip this part. Start this right after you get your UEI.
<i>Forms to Complete</i>
Completed application for Renewable Energy System (RES) or Energy Efficiency Improvements (EEI): RD-4280-3A Project Cost of \$80k or less RD-4280-3B Project Cost greater than \$80k, less than \$200k RD-4280-3C Project Cost \$200k or greater
All application forms can be found on the program website under the “To Apply” tab.
Application for Federal Assistance, SF-424
Budget Information-Construction Programs, SF-424C
Assurances-Construction Programs, SF-424D
Request for Environmental Information (Complete items #1-6, #8-11, #15, #21-31, and #33 only). Also submit a copy of the tax map (include lot number) identifying the parcel the project is on.
Submit the applicable information in order for the Agency to determine the technical merit of the project for both Renewable Energy Systems or Energy Efficiency Improvements .
Provide information to document how long the business or agricultural operation has been in operation.
<i>Technical Report Information to Include</i>
Exact project location on map with photos of project site (Google Earth, Street View, actual photos of install location, etc.)
Detailed project description, nuances, special circumstances, design, size, components, warranties, etc.
Detailed cost estimate to include the breakdown (as applicable) of equipment, site work, permitting, design/engineering, labor, etc. This should correlate with the SF-424C and be more detailed.
Production estimates, calculations on energy saved/replaced, assumptions, etc.
Project schedule, timing of work, constraints, etc.
Calculations on simple payback, incentives, cost savings, etc. What is the actual savings per unit of energy that will be realized as a result of the project? Provide actual calculations.
Qualifications, relevant licenses/certifications, experience, etc. of the project team (anyone working on the project).
Provide the <u>most recent</u> 12, 24, 36, 48, or 60 months of utility bills (electric for solar, fuel for biomass, etc.) Submit ALL pages. Utility bills submitted must be in the name of the REAP applicant.

For RES projects (includes solar) where the system is connected to a meter shared with a residence, documentation of business/farm electrical usage. Contact Rural Development for a useful spreadsheet to help with this.

Provide a copy of the DRAFT net energy billing agreement application and the DRAFT interconnection agreement application with the local utility, if applicable.

<i>Parts of Application Often Overlooked</i>
Affiliate businesses exist but are not listed and tax/employee information is not included.
Submitting tax returns is no longer required. Part IV of each application is where the applicant certifies they are an Agricultural Producer or a Rural Small Business. The Agency reserves the right to ask for additional information to verify applicant eligibility.
For EEI projects only, an Energy Assessment (project cost under \$200,000) or an Energy Audit (project cost \$200,00 or greater) is required. Refer to the definitions and whether the Qualified Consultant can be an Energy Assessor or must be an Energy Auditor. See the definitions section of the regulation.
Content for the Energy Assessment and Energy Audit are found in Appendix A of the regulation.
For RES projects only, with a cost of \$200,000 or greater, a feasibility study <u>may be</u> required depending on the technology. Check with the Agency on this requirement.
Verification of Matching Funds (commitment letter from lender , detailed account statement, etc.) Statements must contain the date, name of institution, balance, and the applicant's name.
Financial Statements - Only needed if the total project costs are \$200,000 or greater, to include: <ul style="list-style-type: none"> • 3 Years of Historical Balance Sheets & Income Statements (last three years) • Current Balance Sheet & Current Income Statement (both within 90 days of application) • Pro Forma Balance Sheet at the start-up of the operation which includes the grant proceeds • 2-Years of projected balance sheets, projected cash flows, and projected income statements
Submit the Certificate of Good Standing from the Dept. of the Secretary of State (unless a sole proprietor)
<i>Helpful Links</i>
Maine Procurement Technical Assistance Center (PTAC) – Help with SAM registration
REAP projects cannot be located in a mapped flood zone – Check your location through FEMA or the State . You do not need to submit a map.
Estimating solar system production using NREL's PVWatts Calculator
<i>Other</i>
It is OK (encouraged) to have a cover sheet or introduction to explain the project to allow for a better review.
The applications can be completed digitally or by hand or a combination of the two. Feel free to add additional info or sheets if needed.
Applicant legal name needs to be the same as the DUNS and SAM registration, applications, and other forms.
Contact Rural Development for initial guidance if your proposed project involves ANY ground disturbance.
Contact Rural Development for initial guidance if your project will share an electrical meter with a house, apartment, etc.
Include both a mailing address and the physical address where the project is located.
Sign and date everything that requires a signature. Some forms automatically add an entry of "Completed on submission to Grants.gov" to some fields. Add the actual information near the box.
<i>Submission</i>
Electronic submission of the application materials is preferred. Scanned documents should be legible and in PDF format. Contact Rural Development if you would rather than submit a hard copy.
Hard-copy applications (USPS/FedEx/UPS/Hand Delivered) materials need to be received at the Rural Development State Office in Bangor prior to 4:30 p.m. on the application deadline date. Emailed/electronic applications need to be received by Brian Wilson by the same. Materials received after this may not be accepted or used for eligibility/scoring purposes.