**Required for REAP application for Renewable Energy Projects:**

1.      SAM (System for Award Management) registration at [www.sam.gov](http://www.sam.gov/) . See
the attached instruction sheet. Beware of entities that want to "help" you
do this & charge you!  The SAM.gov registration is a free process. When your
registration is finished, forward the email to me that assigned your UEI
number (a 12 character number) and its expiration date. After receiving your
UEI number, be sure to click on "Finish Registration" to complete the
SAM.gov registration process.
2.      Income Tax Returns: 1040/1120/1065 & Schedule F or C or E (all
schedules that show total gross income), Schedule K-1 for the most recent
Tax Year available (just 1 year). **NEW BUSINESS MUST PROVIDE 5 YEARS OF PROFORMAS.**4.      Copy of recent 12 months electricity bills for each meter to be
impacted; from that I get both kWh and cost.  The Entity applying for this
grant needs to be the Entity indicated on the electric bills and also the
entity that has been paying these electricity bills.

5.      Summary report of gas delivered to the farm over the same recent
12-month period.  I need gallons/CCF and cost. This summary report needs to
be from the gas provider.
6.      Confirmation of where your 50% $ match is coming from (loan
commitment letter; bank checking or savings statement). To score more points provide 100% of matching funds.
7.      Documentation of Ownership (deed or recent property tax receipt in
the name of the applicant entity) OR LEASE AGREEMENT
8.      If applicant is incorporated, LLC, partnership; provide document of
organization & registration of entity with Sec. of State.
9.      Documentation of number of employees over past 12 months (IRS-941
Quarterly Reports, etc.) - if applicant is a FARM, ignore this. Just state
the number of employees.
10.     Brief resume of the applicant and description of the business/farm
operation.
11.         Applicant NAICS code to determine size eligibility. If you don't
have that code, I will determine from the business or farm description that
you provide.

13.        **Projects over $200,000 total cost require recent 3 years of
financial statements, with most recent being within 90 days of the date of
the grant application.  Also requires 2 years of post- project financial
Projections.**