

REAP Grant Checklist

Full Applicant REAP Document Checklist

The next step is to provide us with all documentation listed below.

- Articles of Incorporation/Organization/Formation (if stamped as filed with an authority) **or** Certificate of Formation/Organization (if stamped as filed with an authority) **or** Department of Treasury IRS letter assigning your EIN
- Provide ownership documentation of the project site (Ex. Deed)
- Operating agreement, partnership agreement, or document showing entity members and their percentages of the business.
- [Itemized](#) quotes/estimates for your project(s) with legal entity name and business address.

Itemized estimates/quotes must include:

- **Equipment/system name**
- **# of items/equipment**
- **Total amount for each item**
- Specification Sheets
- Warranty Information

If itemized quotes/estimates do not include the above requirements they will not be accepted.

- 12 months or 24 consecutive months of utility bills that include your electrical **usage and charges.**
- Current business bank statement, letter from bank, or other matching source (Shows matching funds requirement)
- Balance sheets (Past 3 years)
- Income statements (Past 3 years)
- Cash flow statements (Past 3 years)
- [For New Businesses Only]** Projected income and cashflow statement (2 years of the project performing at full operational capacity or stable operations)