

REAP Grant Checklist



LESWEE LLC
(973) 433-6165
info@leswee.us
www.leswee.us
Montclair, NJ 07042

Rural Energy for America Program (REAP) Renewable Loans & Grants

The Rural Energy for America Program (REAP) is a program run by the United States Department of Agriculture (USDA) that aims to help rural businesses, farmers, and ranchers improve their energy efficiency, reduce their energy costs, and become more sustainable. The program provides financial assistance in the form of grants and or loan guarantees for the purchase and installation of renewable energy systems and energy efficiency improvements.

Agricultural producers may also apply for new energy efficient equipment and new system loans for agricultural production and processing.

Contents

Full Applicant Document Checklist.....	2
Leswee LLC Application Packaging Checklist	2
Get Registered in the System for Award Management	3
Schedule and Obtain an Energy Audit.....	3
Requirements If You Are Awarded	4
Reporting requirements.....	4



REAP Grant Checklist

Full Applicant 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
- Obtain itemized quotes/estimates for your project(s) with legal entity name and address.
- 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)
- Necessary permits and approvals, including (If applicable):
 - Building permits
 - Zoning permits
 - Environmental permits

Leswee LLC Application Packaging Checklist

- REAP application forms (*For Leswee LLC to Complete Only*)
 - 4280-3A, 3B, and or 3C
 - Form SF-424 Federal Assistance Application
 - Form 424-C Budget Information - Construction Programs
 - Form 424-D Assurances: Construction Programs
 - Request for Environmental Information - Environmental Checklist
 - Supporting Documents Provided by Applicant

REAP Grant Checklist

Get Registered in the System for Award Management

You need to ensure you've registered for [all awards](#) before submitting your application.

1. Schedule your [SAM.gov registration call](#).

If you have trouble:

<https://outlook.office365.com/owa/calendar/LesweeLLCBooking@NETORGFT3427085.onmicrosoft.com/bookings/s/VtLRtiFhpEOUqyrkxMdomQ2>

Schedule and Obtain an Energy Audit

- You'll need an energy audit to complete your application. We work with the Energy Coordinators across the US to help you set this up.

REAP Grant Checklist

Requirements If You Are Awarded

Reporting requirements

Financial and project performance reports must be provided by grantees and contain the information specified in paragraphs (i)(1) through (3) of this section.

(1) *Federal financial reports.* Between grant approval and completion of project (*i.e.*, construction), SF-425, “Federal Financial Report” will be required of all grantees as applicable on a semiannual basis. The grantee will complete the project within the total sums available to it, including the grant, in accordance with the scope of work and any necessary modifications thereof prepared by grantee and approved by the Agency.

(2) *Project performance reports.* Between grant approval and completion of project (*i.e.*, construction), grantees must provide semiannual project performance reports and a final project development report containing the information specified in paragraphs (i)(2)(i) and (ii) of this section. **These reports are due 30 working days after June 30 and December 31 of each year.**

(i) *Semiannual project performance reports.* Each semiannual project performance report must include the following:

- (A) A comparison of actual accomplishments to the objectives for that period;
- (B) Reasons why established objectives were not met, if applicable;
- (C) Reasons for any problems, delays, or adverse conditions which will affect attainment of overall program objectives, prevent meeting time schedules or objectives, or preclude the attainment of particular objectives during established time periods. This disclosure must be accompanied by a statement of the action taken or planned to resolve the situation; and
- (D) Objectives and timetables established for the next reporting period.

(ii) *Final project development report.* The final project development report must be submitted 90 days after project completion and include:

- (A) A detailed project funding and expense summary; and
- (B) A summary of the project's installation/construction process, including recommendations for development of similar projects by future Applicants to the program.

(3) *Project completion requirements.* Once the project has been constructed, the grantee must provide the Agency as applicable via form RD 4280-3D “Annual Outcome Project Performance Certification”, a certification that their system has for the past year performed at the steady operating level as described in the technical report of their application, and whether projected jobs created or saved have occurred, or certify that it has not performed as described. If it has not performed, a description of the circumstances which have occurred and affected system

REAP Grant Checklist

performance must be reported, along with the actual performance of the subject REAP project, and the actual number of jobs created or saved as a direct result of the REAP project.

(i) **RES**. Three total annual outcome project performance certifications or reports are required for RES projects. The first is due at the completion of the first full calendar year following the year in which the project was completed. The remaining are required for subsequent calendar years.

(ii) **EEI**. Two total annual outcome performance certifications or reports are required for EEI projects. The first is due at completion of the first full calendar year following the year in which the project was completed. The second is required for the subsequent calendar year.

(j) *Grant close-out*. Grant close-out must be performed in accordance with the requirements specified in [2 CFR part 200](#).