

Include each of the items below as an attachment to the REAP grant application.	\$80,000 or Less	\$80,000 to \$200,000	Greater than \$200,000
Items to be provided by the APPLICANT:			
<input type="checkbox"/> A copy of the applicant's business license	X	X	X
<input type="checkbox"/> For corporations or LLCs, provide a copy of the corporate standing with the Secretary of State (www.sos.wa.gov/corps)	X	X	X
<input type="checkbox"/> For rural small businesses, provide documentation of the average number of full-time employees over the past 12 months	X	X	X
<input type="checkbox"/> Tax returns for 3 most recent years. Provide the pages that would allow USDA to verify the numbers entered in Form RD 4280. For farmers this usually means the first page of the 1040 that shows off-farm income and the first page of the Schedule F that shows on-farm receipts.	X	X	X
<input type="checkbox"/> Commitment of funds documentation (loan approval letter that is specific to the project and lists the dollar amount and any applicable rates and terms, or recent bank statement with the applicant's name on it showing that sufficient funds are available)	X	X	X
<input type="checkbox"/> Balance sheets for the past 3 years, prepared in accordance with Generally Accepted Accounting Practices (GAAP) or in a format generally required by commercial agricultural lenders			X
<input type="checkbox"/> Income (profit/loss) statements for the past 3 years, prepared in accordance with GAAP			X
<input type="checkbox"/> A current balance sheet dated within 90 days of application submittal, prepared in accordance with GAAP			X
<input type="checkbox"/> A current income (profit/loss) statement dated within 90 days of application submittal, prepared in accordance with GAAP			X
Items to be provided by the CONTRACTOR:			
<input type="checkbox"/> Quotes from contractor(s) to document the total project cost. The costs need to be broken down into the following categories: <ul style="list-style-type: none"> • Design & Engineering • Equipment • Installation Labor • Permits/Inspection Fees • Other (e.g., freight) 	X	X	X
<input type="checkbox"/> Resumes of key personnel including years of relevant experience, number of similar systems installed, and relevant licenses, certificates, or degrees. Include contact information and title.	X	X	X
<input type="checkbox"/> Equipment specifications that show length of warranties and equipment certifications. Include specifications for all major system components (e.g., solar panels, inverter, and racking)	X	X	X
<input type="checkbox"/> Renewable resource study (Solar Pathfinder or SunEye shade measurements and report)	X	X	X
<input type="checkbox"/> Energy production estimate with energy loss assumptions (NREL PVWatts report)	X	X	X
<input type="checkbox"/> Historical energy use documentation. Based on the applicant's utility bills, provide a summary of the most recent 12 months of electricity use for the utility meter(s) that will be supplied by the proposed project. Instead of providing all 12 months of bills it is sufficient to provide the most recent one and a summary table to show the annual total. If applicable, provide an estimate of the business electrical use versus residential use.	X	X	X
<input type="checkbox"/> Site plan showing the location of the proposed renewable energy equipment relative to other structures on the property and the property boundary.		X	X
<input type="checkbox"/> Project development schedule with start and end dates of the following milestones: <ul style="list-style-type: none"> • Design and permitting • Equipment procurement • Construction • Inspections and final commissioning 		X	X
<input type="checkbox"/> One-line electrical diagram			X
<input type="checkbox"/> Structural engineering drawings and calculations			X
<input type="checkbox"/> Any permit applications submitted or permits received			X
<input type="checkbox"/> Net metering agreement or other permissions from the utility that have been secured			X
<input type="checkbox"/> Summary of the proposed operations and maintenance plan for the system. What are the O&M requirements? Will the owner or other on-site staff be trained in routine maintenance? Will an owner's manual be provided? Will the system include data monitoring? Who will be responsible for monitoring the data, or will it send automatic alerts?			X
<input type="checkbox"/> Pro Forma of the proposed project indicating the necessary start-up capital, operating capital, and short-term credit as well as projected cash flow for three years. Must be supported by a list of assumptions showing the basis for the projections.			X
<input type="checkbox"/> Feasibility study evaluating the economic, market, technical, financial, and management feasibility of the proposed project (this must be completed by a "qualified consultant" that is not the installation contractor)			X