

RURAL ENERGY FOR AMERICA PROGRAM APPLICATION CHECKLIST TOTAL PROJECT COST OVER \$200,000

This checklist is a tool to help ensure your application is complete prior to the established deadline and to be considered for competition. Resource links and Federal Forms for the application are referenced below. Applicant must have a Unique Entity Identifier (UEI) or a Dun and Bradstreet Universal Number System (DUNS) number corresponding to the tax identification /social security number of the applicant entity. Applicants must register in the SAM (www.sam.gov) prior to submitting an application. Upon successful registration, a CAGE Code is assigned and must remain active until the project is completed and funds have been released. (See SAM Quick Start Guide for further instructions)

	Required Action	Resource	Provided By:
	Applicants must register in the SAM (www.sam.gov) prior to submitting an application. Upon successful registration, a UEI Number is assigned. The SAM registration must remain active until all funds have been released. The Procurement Technical Assistance Center (PTAC) Organization can be a resource to assist with SAM Registration. There is NO COST to register	http://www.sam.gov https://www.nmptac.org	Applicant
	Identify the primary North American Industry Classification System (NAICS) Code applicable to the Applicant's business.	https://www.naics.com/sba-size-standards/	Applicant
	SAM Quick Start Guide for updating and or registering your entity.	SAM Guide	Applicant
	Form RD 4280-3C Instructions	RD 4280-3C Instructions	Applicant
	Technical Report Instructions/certifications	Technical Report -RES/EEI	Applicant
	Selection of Vender/Contractor	Form	Applicant
	Ownership of property and control	Copy of Warranty Deed, Property Tax, etc.	Applicant

	FORM TITLE	FORM NUMBER	PROVIDED BY
	Application for Renewable Energy Systems (RES) Energy Efficiency Improvement Projects (EEI)	Form RD 4280-3C	Applicant/Contractor
	* Certifications Executed (Sections X-XII of RD 4280-3C)	Sections X-XII of RD 4280-3C	Applicant
	Application for Federal Assistance	Form SF 424	Applicant
	Budget Information-Construction Programs	Form SF 424C	Applicant
	Assurance for Federal Assistance	Form SF 424D	Applicant
	Environmental Information	RD Instruction 1970-B	Applicant
	Vendor/Installer Certification- (RES /EE)	Vendor/Installer Certification Form	Contractor
	Technical Report	Appendixes	Applicant
	Minimum of 12-Month Historic Utility Bill for both EEI and RES Projects	12-Month Historic Utility Bill	Applicant
	Verification of Leveraged (Matching) Funds	Bank Letter/Bank Statements	Applicant
	PPA/Net Metering or Credit Policies/Letter from Utility Company	PPA/Net Metering Agreement	Applicant
	Feasibility Study- (RES- as applicable)	If Total Project Cost is > \$200,000 or may be required based on type of project.	Applicant
	Financial Statements- Total Project Costs > \$200,000 - 3 YEARS HISTORICAL BALANCE SHEET & INCOME STATEMENTS	Financials	Applicant
	- CURRENT BALANCE SHEET & INCOME STATEMENT > \$200,000 (Within 90 days of application)	Financials	Applicant
	- PRO-FORMA BALANCE SHEET, CASH FLOW & INCOME STATEMENTS > \$200,000 (2-year projections)	Financials	Applicant