

RURAL ENERGY FOR AMERICA PROGRAM APPLICATION CHECKLIST

TOTAL PROJECT COST OF \$80,000 OR LESS

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 4280-3A Instructions	RD 4280-3A 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 4280-3A	Applicant/Contractor
* Certifications Executed (Sections X-XII of RD 4280-3A)	Sections X-XII of RD 4280-3A	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
Energy Assessment or Energy Audit (EEI- as applicable)	Audit if Total Project Cost is > \$200,000	Applicant