



WESTERN NORTH CAROLINA
energy cost-share
assistance program



USDA-REAP APPLICATION ASSISTANCE Fall 2017

Grant type:	25% cost-share grant
Application deadline:	October 31 st , 2017 (if project is >\$80,000 in costs, then: March 31 st , 2018)
Eligibility requirements:	Must be a rural small business or an agricultural producer.
Eligible projects:	RENEWABLE ENERGY—solar photovoltaic (PV) systems, solar thermal hot water, renewable biomass heat, micro-hydro, geothermal, anaerobic digestion, more. ENERGY EFFICIENCY—LED lighting, upgraded refrigeration systems, insulation, duct work, windows, heating and cooling equipment, more.

The REAP application process can be difficult to navigate for first-time applicants. We have attempted to streamline the process with the following 7-step process. WNC energyCAP does not complete or submit applications on your behalf, but we can help guide you through the necessary steps and forms. If our assistance is sought, the first five steps must be completed and emailed to us:

1. **DUNS number** obtained from <http://fedgov.dnb.com/webform> (takes 1-2 days) to be used in the SAM.gov registration process. Please save the summary page for use with future steps. (You may already have a DUNS. Use the DUNS lookup at <http://www.dnb.com/duns-number/lookup.html>)
2. **Account (username and password) on SAM.gov** (<https://www.sam.gov/portal/SAM/>) .
3. **Three years of business tax returns** (or fewer if a new business/farm).
4. **Quote from energy installer or energy audit**, and contracts, etc. for the project being considered.
5. **Documentation of matching funds** for the project (bank statement, loan commitment letter, etc). If project costs >\$200,000, financial statements are also required. Inquire for details.
6. **Register your Entity on SAM.gov** (<https://www.sam.gov/portal/SAM/>) *after* you obtain the DUNS number *and after* you obtain a SAM.gov username and password. We can assist you in navigating this process either over-the-phone or in-person. (**takes about a week** to return a grantee registration number, which is needed before step #7 can be completed.)
7. **Complete the REAP application form** ([http://www.rd.usda.gov/files/KS_RD_4280-3A_\(2-15\).pdf](http://www.rd.usda.gov/files/KS_RD_4280-3A_(2-15).pdf)) for projects <\$80,000). This can be a confusing form. We can go over it on the phone or in person. When you are at this stage, please ask about additional sub-forms that require signatures to complete the application package.

For more info, visit www.energycap.org/reap

For questions, contact info@energycap.org, or call 828-649-5115

WNC energyCAP is a partnership of Blue Ridge, Carolina Land and Lakes, Mountain Valleys, and Southwestern Resource Conservation and Development Councils