



USDA REAP Grants: Documentation Requirements

Michigan Solar Solutions (MSS) offers our customers the service of collecting required grant information, filling out the application and submitting it directly to the USDA, at no charge to the customer. We do require a letter of intent from the company and/or client, indicating they will use MSS for the equipment and installation, should the grant be approved.

Below is a list of documents required to file for a USDA REAP Grant.

- EIN or Taxpayer Identification Number
- DUNS Number AND SAMS Number
(SAMS Number is applied for after you receive your DUNS Number. You will receive directions on how to apply for your SAMS number when you receive your DUNS Number.)

<http://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

- Documentation to verify number of employees
- 3 years of income tax returns
- Organizational documents of entity
- Form AD 3030
- Copy of most recent tax bill to verify ownership and control
- Proof of funds to pay for the project, if the grant is issued (Screen print(s), Statement(s) or official letter from a financial institution indicating available funds or terms of loan
- One year of electric bills, showing rates and amounts paid

- For projects greater than \$200,000, a feasibility study must be completed by a 3rd party.
- Veteran – DD214
- Minority Owner – Proof of minority status
- If a project includes the electricity used at a residence, the home owner needs to complete a home energy audit, via one of the links below. The results of this exercise are required for the application:

<http://c03.apogee.net/calcs/rescalc5x/Question.aspx?hostheader=cpsenergy&utilityid=cpsenergy>

<http://www.homeenergysaver.lbl.gov/consumer/>

- Letter of Intent to use Michigan Solar Solutions, should the grant be approved