

REAP Application Checklist



1. Acknowledgements

I understand and acknowledge that:

- Prosperity does not guarantee funding. This document and all information disclosed are deemed as proprietary information and are prepared strictly for the recipient. Prosperity does not authorize the reproduction or distribution of the disclosed material.
- It is my responsibility to provide the items requested on the following checklist. Items on the checklist are required, as noted, for all applicants. Failure to provide acceptable documentation can result in an incomplete grant application and application rejection.
- I will submit the required items on the checklist within two weeks of signing the grant agreement (unless near-term deadlines require faster turn around). Failure to do so may result in my grant application being placed on hold by Prosperity and could result in a missed deadline.
- Prosperity will send me an additional packet of forms that require signatures from the Authorized Applicant.
- Grant funds are for new construction only. *No portion of the project may be started or paid until the USDA receives your application.*

Signature: _____ Date: _____

Please send this checklist and all materials to: REAP@prosperityag.com

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2. Applicant Information

I have remitted payment.

I have signed and returned the agreement.

Applicant Name (business or individual applying):

Contact Person (same as above if applying as sole proprietor):

Mailing Address:

City:

State:

Zip:

County:

Work phone:

Cell:

Email:

Fax:

Years in operation:

Average number of employees over the past 12 months:

Briefly describe your farm or business (type of crops, number of acres, primary business, etc.):

Describe your organization's ownership structure (are there parent companies, affiliated organizations, or other structures we should be aware of?):

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3. Project Information

Is the project address the same as the mailing address? Yes No

Project Address (if different than mailing address):

City:

State:

Zip:

Please send the following:

Energy bills from the past 1 year for solar projects and 3 years for all other projects.

Property tax statement for the project site *All projects are required to submit a property tax statement. If you do not own the project site, please request a Solar Lease Agreement template from our team to accompany the tax statement (This agreement is a no cost agreement required by the USDA).*

Articles of Incorporation or Partnership Agreement. (Skip this step if filing as a sole proprietor.)

4. Legal and Financial Information

Please provide the following items via email, *all* are needed:

Federal ID number (FEIN) or Social Security number (if applying as sole proprietor):

Sam.gov registration / UEI:

If you do not yet have a sam.gov registration, please email for a walkthrough appointment with our team

For Projects over \$200,000:

Income statements for the past three years

Balance Sheets for the last three years

Current Income Statement

Current Balance Sheet

Pro Forma Balance Sheet

Pro Forma Income Statement

Pro Forma Cash Flow

- Pro Forma must be for 3 years and show grant income

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5. Matching Funds Information

FOR PROJECTS UTILIZING A BANK LOAN:

Please send:

- Bank letter indicating sufficient funds.** (Please see the Bank Letter template, below)

FOR PROJECTS UTILIZING CASH ON HAND:

Please send:

- Bank statements from the last three months showing sufficient funds available**

Bank Letter Template

This letter is **REQUIRED** for all applicants. Please note this is a sample letter and can be adapted but must contain the same basic information.

[PRINT ON BANK LETTERHEAD]

[DATE]

To: USDA Rural Development Office- [YOUR STATE]

This letter is to acknowledge that [BANK NAME] has approved [APPLICANT (person, farm, or business name applying for grant)] for [TYPE OF FUNDING (loan, line of credit, etc.)] to finance 100 percent of their new [PROJECT (grain dryer system, solar installation, etc.)]. The total funds available are [EXACT DOLLAR AMOUNT]. The rate for the loan is [percentage] with a loan term of [years].

Sincerely,

[BANK REPRESENTATIVE]

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