

USDA 9007 RURAL ENERGY FOR AMERICA PROGRAM
- CHECKLIST OF ITEMS NECESSARY TO COMPLETE YOUR GRANT APPLICATION -

PLEASE USE THE LIST TO GUIDE YOU THROUGH THE SEVERAL STAGES OF THE APPLICATION PROCESS.

Necessary	Submitted	Item Description	Stage	Source of Item / Material / etc.			
				Client	PADD	Manufacturer / Vendor / etc.	Other
<input type="checkbox"/>	<input type="checkbox"/>	Fee & Service Agreement (<input checked="" type="checkbox"/> Form provided)	I	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Letter from financing partner, confirming that s/he is willing to participate	I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Estimate of project costs and project description	I	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Payment of Packaging Fee	I	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Authorization to release and collect information (<input checked="" type="checkbox"/> Form provided)	I	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	DUNS number (please provide us with an email address so we can obtain such a number for you in case you do not have one)	I	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PADD will not start with your application until all items in Stage I have been submitted!							
<input type="checkbox"/>	<input type="checkbox"/>	Utility bills (gas and electricity) for two years prior of project, showing the use of units and the total price on a monthly basis	II	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Copy of all required building, zoning, etc., agreement and permits; if no permits are necessary, letter from utility companies, confirming that no permits are necessary	II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Written cost estimates / bids, showing item name, manufacturer, item price and/or installation costs and delivery deadlines	II	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Environmental Form 1940-20 (<input checked="" type="checkbox"/> Form provided)	II	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Specification sheets (technical information) about the proposed equipment and statement/certification about the system design life expectancy	II	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Vendor/manufacturer/contractor certification(s) that the proposed improvements are commercially available and replicable	II	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Letter from manufacturer / vendor of equipment, confirming that equipment will be served, maintained, and repaired even after any warranty expires	II	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
All items in Stage II are necessary in order to start the energy assessment or audit for your project (for energy efficiency improvements)! Please submit all items as soon as possible since that part of your grant application is most likely the most time consuming!							

Necessary	Submitted	Item Description	Stage	Source of Item / Material / etc.			
				Client	PADD	Manufacturer / Vendor / etc.	Other
<input type="checkbox"/>	<input type="checkbox"/>	Copy of personal tax returns for the last two years	III	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Copy of financial statements for your operation / business if not included in your personal tax returns	III	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Copy of your business legal organizational documents	III	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Application Form (<input checked="" type="checkbox"/> Form provided)	III	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Names and contact information of affiliated (through ownership or management control) or subsidiary businesses	III	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Schedule of all government financing applicant applied for prior to this application	III	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Resolution from the Board of Directors/Management authorizing the business to borrow money if project financing involves loans	III	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The items provided in Stage III, in combination with items submitted in Stage I + II will determine your general eligibility for a grant and/or loan guarantee!							
<input type="checkbox"/>	<input type="checkbox"/>	Letter from integrator / franchiser / headquarters, confirming that proposed improvements are approved and supported	IV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Personal resume of owner(s), showing experience and qualification in running the business and describing your day-to-day operation	IV	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Resume and/or business history for manufacturer / vendor, showing experience and qualification in installing and serving the proposed equipment	IV	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Copy of property insurance or other proof of ownership	IV	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Project development schedule (time table)	IV	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Letter from participating lender stating the terms and conditions of its participation and the reason why it will not finance the entire project.	IV	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Certification regarding Matching Funds (<input checked="" type="checkbox"/> Form provided)	IV	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Copy of your banks financial assessment for the project	IV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Energy Assessment (Projects with cost of less than \$50,000) / Energy Audit (Projects with costs of \$50,000 or more)	IV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	RD-1940-Q-A1 - Certification for Contracts, Grants and Loans (<input checked="" type="checkbox"/> Form provided)	IV	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Necessary	Submitted	Item Description	Stage	Source of Item / Material / etc.			
				Client	PADD	Manufacturer / Vendor / etc.	Other
<input type="checkbox"/>	<input type="checkbox"/>	AD-1047 - Certification Regarding Debarment, Suspension, and Other Responsibility Matters (☑ Form provided)	IV	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	AD-1048 Certification Regarding Debarment (☑ Form provided)	IV	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	AD-1049 - Certification Regarding Drug-Free Workplace Requirements (☑ Form provided)	IV	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	RD-400-1 Equal Opportunity Agreement (☑ Form provided)	IV	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	RD-400-4 Assurance Agreement (☑ Form provided)	IV	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Anti Lobbying Certification (☑ Form provided)	IV	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	SF-LLL - Disclosure of Lobbying Activities (☑ Form provided)	IV	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	USCIS Verification Status (☑ Form provided)	IV	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Environmental Form 1940-20 (☑ Form provided)	IV	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Certification 4280.103 (☑ Form provided)	IV	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Certification 4280.109 (☑ Form provided)	IV	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Certification Small Energy Efficiency (☑ Form provided)	IV	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All items in Stage IV are a necessary part of your application! The application can not be submitted to USDA without these items!							
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other items as deemed necessary for your particular application!							