



EBENEZER MANAGEMENT

2016 REAP Grant Checklist

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No portion of the project may be started or paid for until the application is received by USDA. It is the applicant's responsibility to follow-up to insure completion and submission of application. If grant is awarded: please contact us prior to submitting final payment documentation to USDA.

1. Applicant Name: _____ Contact Name: _____
2. Mailing Address: _____ City: _____ State: _____
3. Zip Code : _____ County of Project Site: _____
4. Street Address for Project Site: _____
5. Phone Number: _____ Cell Number: _____
6. Email Address: _____ Fax Number (if applicable): _____
7. Social Security # **OR** Federal ID#: _____ **DUNS Number***: _____
8. **SAM (System for Award Management) Number** (also called a **Cage Code**)**: _____ Expires _____

*All applicants must have a DUNS number and SAM number – You will need a DUNS# prior to registering for the SAM number. * DUNS number register online at: <https://iupdate.dnb.com> : or call DUNS direct line (866)705-5711.*

***Register online for SAM Number: <http://sam.gov>. There should be **NO FEE** to obtain either of these numbers. If you would like assistance – please contact Lori Oeltjenbruns at 515-547-2251.*

9. **Have you ever received a REAP Grant in the past? No ___ Yes ___ Year & technology** _____
10. **Is the applicant or ownership a Veteran _____ and/or Socially Disadvantaged Group/Minority _____**
11. Aerial Photo of Project Site – please circle where project will be located (may use google earth/google maps or FSA photo)
12. If Corporation, Partnership, or LLC – include Articles of Incorporation or Partnership or LLC Agreement
13. If project size is over \$200K - Copy of current and last 3 years Financial Statements (Balance Sheets – Income Statements)
14. Copy of last 3 years Tax Return **1040 and Schedule F (first and second page of federal 1040 & schedule F, and schedule C and/Or Schedule E) – For Corporations, Partnerships, OR LLC's include 1120 & Statement 1 or 1065 & schedules**
15. Copy of Real Estate Tax Statement (Property Tax Statement) of Project Site
16. Bank Contact Information: Bank Name: _____ Loan Officer: _____
Bank Phone #: _____ Lender Email: _____
Or copy of checking account statement with the account numbers blackened out (to prove funding availability for application)
17. Energy Assessment/Audit – Name of person contacted _____
18. Copy of Project Costs/Bids
19. Site Map or Drawing of new project area (may be hand drawn)
20. If project size is over \$200k – **must have written documentation** from county or city of project site that a permit is not required **Or** copy of appropriate permit **Or** copy of filled out application
21. If project size is over \$200K - Resume of applicant **OR** If corporation; resume of President or Manager
22. Name of Electrician completing the electrical portion of your project _____
23. Projected **start** date of installation _____



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