

Part 4280 - LOANS AND GRANTS

Subpart B - Rural Energy for America Program

Table of Contents

<u>Sec.</u>		<u>Page</u>
General		1
4280.101	Purpose.	1
4280.102	Organization of subpart.	1
4280.103	Definitions.	2
4280.104	Exception authority.	24
4280.105	Review or appeal rights.	24
4280.106	Conflict of interest.	24
4280.107	[Reserved]	25
4280.108	U.S. Department of Agriculture departmental regulations and laws that contain other compliance requirements.	25
4280.109	Ineligible applicants, grantees, and owners.	26
4280.110	General applicant, application, and funding provisions.	27
4280.111	Notifications.	33
Renewable Energy System and Energy Efficiency Improvement Grants		34
4280.112	Applicant eligibility.	34
4280.113	Project eligibility.	39
4280.114	Ineligible projects.	44
4280.115	RES and EEI grant funding.	45
4280.116	Grant applications - general.	48
4280.117	Determination of technical merit.	50
4280.118	Grant applications for RES and EEI projects with total project costs \$200,000 and greater.	53
4280.119	Grant applications for RES and EEI projects with total project costs of less than \$200,000, but more than \$80,000.	57
4280.120	Grant applications for RES and EEI projects with total project costs of \$80,000 or less.	60
4280.121	Scoring RES and EEI grant applications.	67
4280.122	Selecting RES and EEI grant applications for award.	76
4280.123	Awarding and administering RES and EEI grants.	79
4280.124	Servicing RES and EEI grants.	81
4280.125	Construction planning and performing development.	88
4280.126	- 4280.136 [Reserved]	102

<u>Sec.</u>	<u>Page</u>
<b>Combined Funding for Renewable Energy Systems and Energy Efficiency Improvements</b>	<b>102</b>
4280.137 Combined grant and guaranteed loan funding requirements.	102
4280.138 - 4280.148 [Reserved]	105
<b>Energy Audit and Renewable Energy Development Assistance Grants</b>	<b>105</b>
4280.149 Applicant eligibility.	105
4280.150 Project eligibility.	106
4280.151 Ineligible projects.	107
4280.152 Grant funding for EA and REDA.	107
4280.153 EA and REDA grant applications - content.	109
4280.154 Evaluation of EA and REDA grant applications.	112
4280.155 Scoring EA and REDA grant applications.	112
4280.156 Selecting EA and REDA grant applications for award.	115
4280.157 [Reserved]	116
4280.158 Awarding and administering EA and REDA grants.	117
4280.159 Servicing EA and REDA grants.	117
4280.160 -4280.165 [Reserved]	119
4280.166 OMB control number.	119

**Appendix A to Subpart B of Part 4280 - Technical Reports for Energy Efficiency Improvement (EEI) Projects.**

**Appendix B to Subpart B of Part 4280 - Technical Reports for Renewable Energy System (RES) Projects with Total Project Costs of Less Than \$200,000, but More Than \$80,000.**

**Appendix C to Subpart B of Part 4280 - Technical Reports for Renewable Energy System (RES) Projects with Total Project Costs of \$200,000 and Greater.**

**Appendix D to Subpart B of Part 4280 - Contents of Feasibility Study.**

*Appendix E to Subpart B of Part 4280 - Rural Energy for America Program Renewable Energy Systems and Energy Efficiency Improvements Evaluation Criteria Scoring Guide*

*Appendix F to Subpart B of Part 4280 - Rural Energy for America Program Energy Audit and Renewable Energy Development Assistance Evaluation Criteria Scoring Guide*

*Appendix G to Subpart B of Part 4280 - Rural Energy for America Program Grant Project Summary. (For combination grant and guaranteed loan funding requests refer to 7 CFR 5001 for completion of the guaranteed loan project summary.)*

*Guide 1 to Subpart B of Part 4280 - Rural Energy for America Program Energy Audits and Renewable Energy Development Assistance Grant Application Guide*

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**Subpart B - Rural Energy for America Program**

**General**

**§ 4280.101 Purpose.**

This subpart contains the procedures and requirements for providing the following financial assistance under the Rural Energy for America Program (REAP):

- (a) Grants, or a combination grant and guaranteed loan, for the purpose of purchasing and installing Renewable Energy Systems (RES) and Energy Efficiency Improvements (EEI);
- (b) Grants to assist agricultural producers and rural small businesses by conducting Energy Audits (EA) and providing recommendations and information on Renewable Energy Development Assistance (REDA); and
- (c) Grants or guaranteed loans, or a combination grant and guaranteed loan to an applicant or borrower pursuant to 7 CFR 1980, Subpart M Special Authority to Enable Funding of Broadband and Smart Utility Facilities Across Select Rural Development Programs. A Borrower or applicant receiving funding as referenced in paragraphs (a) or (b) of this section is permitted to use up to 10 percent of the amount provided under this subpart to construct, improve, or acquire broadband infrastructure related to the project financed, subject to the requirements of 7 CFR 1980, Subpart M.

**§ 4280.102 Organization of subpart.**

- (a) Sections 4280.103 through 4280.111 discuss definitions; exception authority; review or appeal rights; conflict of interest; USDA Departmental Regulations; other applicable laws; ineligible applicants, grantees, and owners; general applicant, application, and funding provisions; and notifications, which are applicable to all of the funding programs under this subpart.

## § 4280.102 (Con.)

(b) Sections 4280.112 through 4280.125 discuss the requirements specific to RES and EEI grants. Sections 4280.112 and 4280.113 discuss, respectively, applicant and project eligibility. Section 4280.114 addresses ineligible projects. Section 4280.115 addresses funding provisions for these grants. Sections 4280.116 through 4280.120 address grant application content, technical merit determination, and required documentation. Sections 4280.121 through 4280.124 address the scoring, selection, awarding and administering, and servicing of these grant applications. Section 4280.125 addresses construction planning and development.

(c) Section 4280.137 presents the process by which the Agency will make combined loan guarantee and grant funding available for RES and EEI projects.

(d) Sections 4280.149 through 4280.159 present the process by which the Agency will make EA and REDA grant funding available. These sections cover applicant and project eligibility, grant funding, application content, evaluation, scoring, selection, awarding and administering, and servicing.

(e) Appendices A through C cover technical report requirements. Appendix A applies to EEI projects; Appendix B applies to RES projects with Total Project Costs of Less Than \$200,000, but more than \$80,000; and Appendix C applies to RES projects with Total Project Costs \$200,000 and Greater. Appendices A and B do not apply to RES and EEI projects with Total Project Costs of \$80,000 or less, respectively. Instead, technical report requirements for these projects are found in § 4280.120.

(f) Appendix D covers contents of feasibility study.

*(g) Any portion of this Instruction appearing in non-bold italicized type is considered by the Agency to be administrative procedure and has not been published in the Federal Register as part of the regulation.*

§ 4280.103 Definitions.

The following definitions are applicable to the capitalized terms used in this part.

Administrator. The Administrator of Rural Business-Cooperative Service within the Rural Development Mission Area of the U.S. Department of Agriculture (USDA).

§ 4280.103 (Con.)

**Agency.** The Rural Business-Cooperative Service or successor agency assigned by the Secretary of Agriculture to administer the Rural Energy for America Program. References to the National Office, Finance Office, State Office, or other Agency offices or officials should be read as prefaced by "Agency" or "Rural Development" as applicable.

**Agricultural producer.** A person, including non-profits, directly engaged in the production of agricultural products through labor management and operations, including the cultivating, growing, and harvesting of plants and crops (including farming); breeding, raising, feeding, or housing of livestock (including ranching); forestry products; hydroponics; nursery stock; or aquaculture, whereby 50 percent or greater of their gross income is derived from the operations. *All gross income of the applicant entity is included for agricultural producer eligibility.* The percentage is calculated as the average of gross agricultural operations income of the concern divided by the gross total income of the concern for the five most recent years. If the concern has been in operation for less than 60 months, use average gross agricultural operations income and gross total income for as long as the concern has been in operation. *Agricultural operations income may include such items as production contracts, crop insurance, commodity payments, etc., typically found on schedule F. Total income may include the ag operation income, W-2 wages, schedule C income, and other income not related to the agricultural operation. Calculations should be made using the applicant's five most recent tax years. Negative income is reported as a zero when calculating ag producer eligibility. Each year's gross agricultural operations income will be divided by the applicant's gross total income, then the five years will be averaged to determine eligibility. An agricultural producer could be located in either a rural or a non-rural area.*

**Anaerobic digester.** A Renewable Energy System that uses animal waste or other renewable biomass and may include other organic substrates to produce biogas that is sold in a gaseous or compressed liquid state or used to produce thermal or electrical energy.

**Applicant.**

- (1) Except for EA and REDA grants, the agricultural producer or rural small business that is seeking a grant, or a combination of a grant and guaranteed loan, under this subpart.

(2) For EA and REDA grants, a unit of State, Tribal, or local government; a land-grant college or university or other institution of higher education; a rural electric cooperative; a public power entity; council; or an Instrumentality of a State, Tribal, or local government that is seeking an EA or REDA grant under this subpart.

**Bioenergy project.** A RES that produces fuel, biogas, thermal energy, or electric power from a renewable biomass source only.

**Biofuel.** A fuel derived from renewable biomass.

**Biogas.** Gaseous fuel (including landfill and sewage waste treatment gas) derived from the degradation and decomposition of renewable biomass. *Feedstock segregation is not a requirement given the biogas is derived only from the degradation and decomposition of renewable biomass. Examples of acceptable renewable energy biogas projects may include: production of biogas for conversion to electricity or heat; production of biogas to pipeline quality renewable natural gas; production of biogas to compressed natural gas used as a non-retail transportation or other fuel, or an upstream system that distributes existing biogas to its initial point of sale.*

**Byproduct.** An incidental or secondary product, regardless of whether it has a readily identifiable commercial use or value, generated under normal operations of the proposed project that can be reasonably measured and monitored.

**Commercially available.** A system that meets the requirements of either paragraph (1) or (2) of this definition.

(1) A domestic or foreign system that:

(i) Has both a proven and reliable operating history and proven performance data for at least 1 year specific to the use and operation to the proposed application; *This includes evidence specifying that the proposed feedstock has been previously processed by the commercially available system. Projects which are performing research and development activities or are conducting trials or demonstrations are not considered to be utilizing commercially available technology.*

§ 4280.103 (Con.)

- (ii) Is based on established design and installation procedures and practices and is replicable;
- (iii) Has professional service providers, trades, large construction equipment providers, and laborer's who are familiar with installation procedures and practices;
- (iv) Has proprietary and balance of system equipment and spare parts that are readily available;
- (v) Has service that is readily available to properly maintain and operate the system; and
- (vi) Has an existing established warranty that is valid in the United States for major parts and labor; or

(2) A domestic or foreign system that has been certified by a recognized industry organization whose certification standards are acceptable to the Agency. By rule, a Renewable Energy System is considered to have demonstrated commercial availability if it has been certified by a recognized industry organization whose certification standards are acceptable to the Agency. Examples of recognized industry organization whose certification standards are acceptable to the Agency include, but are not limited to:  
 Small Wind Certification <http://smallwindcertification.org/>  
 Council

Solar Rating and <http://www.solar-rating.org/>  
 Certification Corporation

Florida Solar Energy <http://energyresearch.ucf.edu/>  
 Center

American Wind Energy <http://www.awea.org/>  
 Association

Intertek Small Wind <http://www.intertek.com/wind/small/directory/>  
 Certification Program

**Complete application.** An application that contains all parts necessary for the Agency to determine applicant and project eligibility, the financial feasibility and technical merit of the project, and contains sufficient information to determine a priority score for the application, if applicable. *The date of complete application may differ from the date an application was received in the office.*

**Costs incurred.** A cost will be considered incurred when payment for costs associated with the project have been issued. If payment was in the form of a check, the date of the check (*date written*) will be considered the date the cost was incurred. If payment was in the form of an electronic payment, the date that the payment was issued from the grantee/producer/borrower account will be considered the date the cost was incurred. *Any payment incurred prior to the date of complete application as determined by the Agency is not eligible, including but not limited to down payments made to secure project equipment or an installation date, and payments which are refundable.*

**Council.** As defined, under the Resource Conservation and Development Program, at 16 U.S.C. 3451. A Resource Conservation and Development Council (RC&D) is a nonprofit entity (including an affiliate of the entity) operating in a State that is: (A) established by volunteers or representatives of States, local units of government, Indian tribes, or local nonprofit organizations to carry out an area plan in a designated area; and (B) designated by the chief executive officer or legislature of the State to receive technical assistance and financial assistance under this subchapter.

**Departmental regulations.** The regulations of the Agency's Office of Chief Financial Officer (or successor office) as codified in 2 CFR chapter IV. *The Grants and Agreements regulations of the Department of Agriculture as currently codified in 2 CFR parts 200, 400, 415, 417, 418, 421, and successor regulations to these parts.*

**Design/Build method.** A method of project development whereby all design, engineering, procurement, construction, and other related project activities are performed under a single contract. The contractor is solely responsible and accountable for successful delivery of the project to the grantee as applicable.

**Eligible project costs.** Those expenses approved by the Agency for the project as eligible uses of funds.

§ 4280.103 (Con.)

**Energy assessment.** An Agency-approved report assessing energy use, cost, and efficiency by analyzing energy bills and surveying the target building and/or equipment sufficiently to provide an Agency-approved energy assessment.

(1) If the project's total project cost is greater than \$80,000, the energy assessment must be conducted by either an energy auditor or an energy assessor or an individual supervised by either an energy assessor or energy auditor. The final energy assessment must be validated and signed by the energy assessor or energy auditor who conducted the energy assessment or by the supervising energy assessor or energy auditor of the individual who conducted the assessment, as applicable.

(2) If the project's total project cost is \$80,000 or less, the energy assessment may be conducted in accordance with paragraph (1) of this definition or by an individual or entity that has at least 3 years of experience and completed at least five energy assessments or energy audits on similar type projects.

**Energy assessor.** A qualified consultant who has at least 3 years of experience and completed at least five energy assessments or energy audits on similar type projects and who adheres to generally recognized engineering principles and practices.

**Energy audit.** A comprehensive report that meets an Agency-approved standard prepared by an energy auditor or an individual supervised by an energy auditor that documents current energy usage; recommended potential improvements (typically called energy conservation measures) and their costs; energy savings from these improvements; dollars saved per year; and simple payback. The methodology of the energy audit must meet professional and industry standards. The final energy audit must be validated and signed off by the energy auditor who conducted the audit or by the supervising energy auditor of the individual who conducted the audit, as applicable. *Acceptable Energy Audits include but are not limited to those Energy Audits that meet: the American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHREA) Level II Energy Survey; Analysis and American National Standards Institute (ANSI); or American Society of Agricultural and Biological Engineers (ASABE) S162 Standard for performing on farm Energy Audits.*

**Energy auditor.** A qualified consultant that meets one of the following criteria:

- (1) A certified energy auditor certified by the Association of Energy Engineers;
- (2) A certified energy manager certified by the Association of Energy Engineers;
- (3) A licensed professional engineer in the State in which the audit is conducted with at least 1-year experience and who has completed at least two similar type energy audits; or
- (4) An individual with a 4-year engineering or architectural degree with at least 3 years of experience and who has completed at least five similar type energy audits.

**Energy efficiency improvement (EEI).** Improvements to or replacement of an existing building or systems and/or equipment, owned by the applicant, that reduces energy consumption on an annual basis.

**Existing business.** A business that has been in operation for at least 1 full year. The following will be treated as existing businesses provided there is not a significant change in operations of the existing business: mergers by an existing business with a new or existing business, a change in the business name, or a new business and an existing business applying as co-applicants. *The sole act of filing documents to create a legal entity does not constitute being in operation. The entity must be operational for at least one full year with business income and expenses in order to be considered as an existing business.*

**Feasibility study.** A report including an opinion or finding conducted by an independent qualified consultant(s) evaluating the economic, market, technical, financial, and management feasibility of a proposed project or operation in terms of its expectation for success as outlined in Appendix D of this Subpart.

**Federal fiscal year.** The 12-month period beginning October 1 of each year and ending on September 30 of the following year; it is designated by the calendar year in which it ends.

§ 4280.103 (Con.)

**Financial Assistance Agreement (Form RD 4280-2, Rural Business-Cooperative Service Financial Assistance Agreement).** An agreement between the Agency and the grantee setting forth the provisions under which the grant will be administered.

**Financial feasibility.** The ability of a project to achieve sufficient income, credit, and cash flow to financially sustain a project over the long term and meet all debt obligations.

**Geothermal direct generation.** A system that uses thermal energy directly from a geothermal source.

**Geothermal electric generation.** A system that uses thermal energy from a geothermal source to produce electricity.

**Hybrid.** A combination of two or more renewable energy technologies that are incorporated into a unified system to support a single project.

*Projects which propose two or more different Renewable Energy technologies that are not incorporated into a unified system and projects which propose different Renewable Energy technologies at two or more locations (a different technology at each site) are not eligible. For example, installing wind at one location and solar at another location is not eligible but installing a unified wind/solar hybrid system at both locations is eligible.*

**Hydroelectric source.** A RES producing electricity using various types of moving water including, but not limited to, diverted run-of-river water, in-stream run-of-river water, and in-conduit water.

**Hydrogen project.** A system that produces hydrogen derived from a renewable biomass or water using wind, solar, ocean (including tidal, wave, current, and thermal) geothermal or hydroelectric sources as an energy transport medium in the production of mechanical or electric power or thermal energy.

**Immediate family(ies).** Individuals who live in the same household or who are closely related by blood, marriage, or adoption, such as a spouse, domestic partner, parent, child, sibling, aunt, uncle, grandparent, grandchild, niece, nephew, or first cousin.

**Inspector.** A qualified consultant who has at least 3 years of experience and has completed at least five inspections on similar type projects.

**Institution of Higher Education.** As defined in 20 U.S.C. 1002(a).

**Instrumentality.** An organization recognized, established, and controlled by a State, Tribal, or local government, for a public purpose or to carry out special purposes. Review the organizational documents of the entity to help determine eligibility or have the entity provide a legal opinion on how they meet the definition.

**Interconnection agreement.** A contract containing the terms and conditions governing the interconnection and parallel operation of the grantee's electric generation equipment and the utility's electric power system or a grantee's biogas production system and gas pipeline. The interconnection agreement may be executed between the utility and either the REAP grantee or by the lessee when the REAP grantee leases out equipment.

**Matching funds.** Those project funds required by 7 U.S.C. 8107 to be made available by the applicant in order to be eligible to receive the grant, which is 75 percent of eligible project costs, or combined grant and guaranteed loan. Funds provided by the applicant in excess of matching funds are not matching funds but would be considered other funds. An example of this would be: For a project with \$100,000 eligible project costs, an applicant provides \$80,000 of funds from other sources, and requests a \$20,000 REAP grant. Since, REAP grants require 75 percent matching funds, only \$75,000 of the funds provided by the applicant would be considered matching funds, \$5,000 would be considered other funds. In addition, funds used to pay for costs not eligible under REAP, are considered other funds. **Unless authorized by statute, other Federal grant funds cannot be used to meet a matching funds requirement.** Other federal grants can be used to pay for eligible project costs as long as all federal grants do not exceed 25 percent of eligible project costs. The following examples illustrate how this definition is applied.

(1) Example 1 Grant:

Eligible project costs \$100,000

REAP grant request: \$20,000

Matching funds required: \$75,000 (eligible project costs\*75 percent)

Matching funds from other federal grants: \$0

In this example, the remaining \$5,000 of the \$100,000 of total project costs could come from other federal grants because the total from all federal grants (\$20,000 REAP grant and \$5,000 other federal grant) does not exceed 25 percent of eligible project costs and the project could be eligible.

- (2) *Example 2 Guaranteed Loan Grant Combination Request:*  
*Eligible project costs: \$500,000*  
*REAP Grant request: \$100,000*  
*REAP Guaranteed loan request: \$200,000*  
*Matching funds required: \$125,000 (eligible project costs\*25 percent)*  
*Other funds required: \$75,000*  
*Matching funds from other federal grants: \$0*  
*In this example, only \$25,000 of the \$75,000 of other funds could come from other federal grants because the total from all federal grants cannot exceed 25 percent of eligible project costs to keep the project eligible.*

**Ocean energy.** Energy created by use of various types of moving water in the ocean and other large bodies of water (e.g., Great Lakes) including, but not limited to, tidal, wave, current, and thermal changes.

**Passive investor.** An equity investor that does not actively participate in management and operation decisions of the applicant or any affiliate of the applicant as evidenced by a contractual agreement.

**Person.** An individual or entity organized under the laws of a State or a Tribe.

**Power purchase agreement (PPA).** The terms and conditions governing the sale and transportation of power produced by the applicant to another party. Typically includes at a minimum information on energy quantity, connection point, and revenue to be paid by buyer to seller. Agency can request borrower's attorney to provide a legal opinion on PPA if desired.

**Public Power Entity.** Is defined using the definition of "State utility" as defined in section 217(A)(4) of the Federal Power Act (16 U.S.C. 824q(a)(4)). As of this writing, the definition "means a State or any political subdivision of a State, or any agency, authority, or instrumentality of any one or more of the foregoing, or a corporation that is wholly owned, directly or indirectly, by any one or more of the foregoing, competent to carry on the business of developing, transmitting, utilizing, or distributing power."

**Qualified Consultant(s).** An independent third-party person possessing the knowledge, expertise, and experience to perform the specific task required.

**Rated Power.** The maximum amount of energy that can be created at any given time.

**Refurbished.** Refers to a piece of equipment or RES that has been brought into a commercial facility, thoroughly inspected, and worn parts replaced and has a warranty that is approved by the Agency or its designee. *An example of refurbished equipment is a diesel engine that has been rebuilt to factory specifications. There are too many technologies and different types of equipment to feasibly track applicable warranties for all components and a one size fits all warranty does not work well. Therefore, the Agency will need to ensure that the warranty being provided is similar to that industry standard for refurbished equipment.*

**Renewable biomass.**

(1) Materials, pre-commercial thinnings, or invasive species from National Forest System land or public lands (as defined in section 103 of the Federal Land Policy and Management Act of 1976 (43 U.S.C. 1702)) that:

(i) Are byproducts of preventive treatments that are removed to reduce hazardous fuels; to reduce or contain disease or insect infestation; or to restore ecosystem health;

(ii) Would not otherwise be used for higher-value products; and

(iii) Are harvested in accordance with applicable law and land management plans and the requirements for old-growth maintenance, restoration, and management direction of paragraphs (2), (3), and (4) of subsection (e) of section 102 of the Healthy Forests Restoration Act of 2003 (16 U.S.C. 6512) and large-tree retention of subsection (f) of Section 102; or

(2) Any organic matter that is available on a renewable or recurring basis from non-Federal land or land belonging to an Indian or Indian Tribe that is held in trust by the United States or subject to a restriction against alienation imposed by the United States, including the following items:

§ 4280.103 (Con.)

(i) Renewable plant material (including feed grains; other agricultural commodities; other plants and trees; and algae); and

(ii) Waste material including crop residue; other vegetative waste material (including wood waste and wood residues); animal waste and byproducts (including fats, oils, greases, and manure); and food waste and yard waste. *Waste material does not include petroleum-based products such as tires or plastics.*

**Renewable energy.** Energy derived from:

- (1) A wind, solar, renewable biomass, ocean (including tidal, wave, current, and thermal), geothermal or hydroelectric Source; or
- (2) Hydrogen derived from renewable biomass or water using an energy source described in paragraph (1).

**Renewable energy development assistance (REDA).** Assistance provided by eligible grantees to agricultural producers and rural small businesses including education, applicability, and implementation of renewable energy technologies and resources. The REDA may consist of renewable energy site assessments or renewable energy technical assistance.

**Renewable energy site assessment.** A report provided to an agricultural producer or rural small business providing information regarding and recommendations for the use of commercially available renewable energy technologies in its operation. The report must be prepared by a qualified consultant and must contain the information specified in Sections A through C of Appendix B.

**Renewable Energy System (RES).** A system that produces usable energy from a renewable energy source and may include,

- (1) distribution components necessary to move energy produced by such system to initial point of sale; *such as systems that use renewable energy for upstream applications, even if owned by a separate entity from the entity initially producing the renewable energy; and*
- (2) other components and ancillary infrastructure of such system, such as a storage system; however, such system may not include a mechanism for dispensing energy at retail. *e.g. a flexible fuel pump, or a solar powered electronic vehicle charging station which dispenses energy at retail.*

**Renewable energy technical assistance.** Assistance provided to agricultural producers and rural small businesses on how to use renewable energy technologies and resources in their operations.

**Retrofitting.** A modification to an existing building or installed equipment that incorporates a function or feature(s) not included in the original design when built or for the replacement of existing components with components that improve the original design and does not impact original warranty if the warranty is still in existence. *Examples of retrofitting include:*

- (1) Taking an existing wind turbine and installing newly designed blades to enhance energy production;
- (2) Adding equipment or processes to or altering or enhancing an existing renewable energy system to improve production, efficiency, or financial viability. Such as a feedstock pre-treater on an existing biodiesel production plant;
- (3) Adding a battery system to an existing renewable energy system;  
or
- 4) Installing a steam turbine at an ethanol plant.

**Rural and rural area.** Any area of a State not in a city or town that has a population of more than 50,000 inhabitants, not in the urbanized area contiguous and adjacent to a city or town that has a population of more than 50,000 inhabitants, and excluding certain populations pursuant to 7 U.S.C. 1991(a) (13) (H) and (I). In making this determination, the Agency will use the latest decennial census of the United States.

*Locations that are contiguous and adjacent to an urbanized area will be delineated as a non-eligible area in the Rural Development Property Eligibility Map found at:*

*(<https://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do>)*

*This map is maintained independently by another government agency and is oriented through census tract data. The following exclusions apply.*

*(Revised 07-11-22, SPECIAL PN.)*

- (1) Any area in the urbanized area contiguous and adjacent to a city or town that has a population of more than 50,000 inhabitants that has been determined to be "rural in character" as follows:

§ 4280.103 (Con.)

(i) The determination that an area is "rural in character" will be made by the Under Secretary of Rural Development. The process to request a determination under this provision is outlined in paragraph (1)(ii) of this definition. The determination that an area is "rural in character" under this definition will apply to areas that are within:

(A) An urbanized area that has two points on its boundary that are at least 40 miles apart, which is not contiguous or adjacent to a city or town that has a population of greater than 150,000 inhabitants or the urbanized area of such a city or town; or

(B) An urbanized area contiguous and adjacent to a city or town of greater than 50,000 inhabitants that is within 1/4 mile of a rural area.

(ii) Units of local government may petition the Under Secretary of Rural Development for a "rural in character" designation by submitting a petition to the appropriate Rural Development State Director for recommendation to the Administrator on behalf of the Under Secretary. The petition shall document how the area meets the requirements of paragraph (1)(i)(A) or (B) of this definition and discuss why the petitioner believes the area is "rural in character," including, but not limited to, the area's population density, demographics, and topography and how the local economy is tied to a rural economic base. Upon receiving a petition, the Under Secretary will consult with the applicable Governor or leader in a similar position and request comments to be submitted within 5 business days, unless such comments were submitted with the petition. The Under Secretary will release to the public a notice of a petition filed by a unit of local government not later than 30 days after receipt of the petition by way of publication in a local newspaper and posting on the Agency's website at <https://www.rd.usda.gov>, and the Under Secretary will make a determination not less than 15 days, but no more than 60 days, after the release of the notice. Upon a negative determination, the Under Secretary will provide to the petitioner an opportunity to appeal a determination to the Under Secretary, and the petitioner will have 10 business days to appeal the determination and provide further information for consideration. The Under Secretary will make a determination of the appeal in not less than 15 days, but no more than 30 days.

(iii) Rural Development State Directors may also initiate a request to the Under Secretary to determine if an area is "rural in character." A written recommendation should be sent to the Administrator, on behalf of the Under Secretary, that documents how the area meets the statutory requirements of paragraph (1) (i) (B) of this definition and discusses why the State Director believes the area is "rural in character," including, but not limited to, the area's population density, demographics, topography, and how the local economy is tied to a rural economic base. Upon receipt of such a request, the Administrator will review the request for compliance with the "rural in character" provisions and make a recommendation to the Under Secretary. Provided a favorable determination is made, the Under Secretary will consult with the applicable Governor or leader in a similar position and request comments within 10 business days, unless the comments were submitted with the request. A public notice will be published by the State Office in accordance with paragraph (1) (ii) of this definition. There is no appeal process for requests made on the initiative of the State Director. *Rural in character requests and determinations are project specific; e.g. if approved, the determination does not apply to any future request made within the same area.*

(iv) *Rural in character requests should go from the State Director to the OneRD Guarantee Loan Initiative Project Manager who will then shepherd the request through the Executive Credit Committee all the way to the Under Secretary of Rural Development and the decision back to the State Directors. Graphic of this process is available on the [RD InfoHub](#). Template request letter is available on [OneRD Guarantee Loan Initiative InfoHub](#).*

§ 4280.103 (Con.)

(2) **An area that is attached to the urbanized area of a city or town with more than 50,000 inhabitants by a contiguous area of urbanized census blocks that is not more than two census blocks wide. Applicants from such an area should work with their Rural Development State Office to request a determination of whether their project is located in a rural area under this provision.** *This applies to areas that are considered not a rural area because they are attached to the urbanized area of a city or town of greater than 50,000 inhabitants by a "string" area that is two census blocks wide or less (which are typically interstates or major highways). As long as the "string" area is two census blocks wide or less, the area outside of the urbanized area, beginning with the "string" area, may be considered rural. Requests to verify exclusions must be submitted to the national office (via the OneRD Guarantee Loan Initiative Project Manager) with supporting documentation for review and verification. [Template request letter is available on OneRD Guarantee Loan Initiative InfoHub.](#) Once an area is approved as a string exception, any project within that area is eligible. OneRD Guarantee Loan Initiative Project Manager can be identified on the [OneRD InfoHub.](#)*

(3) **For the Commonwealth of Puerto Rico, the island is considered rural and eligible except for the San Juan Census Designated Place (CDP) and any other CDP with greater than 50,000 inhabitants. Areas within CDPs with greater than 50,000 inhabitants, other than the San Juan CDP, may be determined to be rural if they are "not urban in character."** *Requests, with supporting documentation as to why the area is not urban in character, must be forwarded to the National Office for review, analysis, and decision by the administrator.*

(4) **For the State of Hawaii, all areas within the State are considered rural and eligible except for the Honolulu CDP within the County of Honolulu and any other CDP with greater than 50,000 inhabitants. Areas within CDPs with greater than 50,000 inhabitants, other than the Honolulu CDP, may be determined to be rural if they are "not urban in character."**

(5) **For the purpose of defining a rural area in the Republic of Palau, the Federated States of Micronesia, and the Republic of the Marshall Islands, the Agency shall determine what constitutes rural and rural area based on available population data. Applications cannot be approved subject to meeting rural area requirements.**

**Rural small business.** A small business that is located in a rural area or that can demonstrate the proposed project for which assistance is being applied for under this part is located in a rural area.

**Simple payback.** The estimated simple payback of a project funded under this part as calculated using paragraphs (1) or (2), as applicable, of this definition.

(1) EEI projects simple payback = (total project costs) ÷ (dollar value of energy saved).

(i) Energy saved will be determined by subtracting the projected energy (determined by the method in paragraph (1) (i) (B) of this definition) to be consumed from the historical energy consumed (determined by the method in paragraph (1) (i) (A) of this definition), and converting the result to a monetary value using a constant value or price of energy (determined by the method in paragraph (1) (i) (C) of this definition).

(A) Actual energy used in the original building and/or equipment, as applicable, prior to the EEI project, must be based on the actual average annual total energy used in British thermal units (BTU) over the most recent 12, 24, 36, 48, or 60 consecutive months of operation. Attach utility bills to document applicant entity's historical energy consumption quantity.

(B) Projected energy use if the proposed EEI project had been in place for the original building and/or equipment, as applicable, for the same time period used to determine that actual energy use under paragraph (1) (i) (A) of this definition.

§ 4280.103 (Con.)

(C) **Value or price of energy must be the actual average price paid over the same time period used to calculate the actual energy used under paragraph (1) (i) (A) of this definition. When calculating the actual average price of energy, only include energy charges directly reduced by the unit of energy being replaced or saved. Costs such as monthly service fees are not likely to be replaced via the project and therefore should not be included when calculating the actual average price of energy. Demand charges should only be included in the actual average price of energy calculation if there is documentation that the demand charges will in fact be reduced or removed as a result of the REAP project. Attach utility bills to document applicant entity's average price of energy.**

(ii) **The EEI projects simple payback calculation does not allow applicants to monetize EEI benefits other than the dollar amount of the energy savings the agricultural producer or rural small business realizes as a result of the improvement.**

(iii) *Proposed additional energy consumption by a business which would result in greater savings if implemented is not considered in the payback calculation.*

(2) **RES projects simple payback = (total project costs) ÷ (dollar value of energy units replaced, credited, sold, or used and fair market value of byproducts as applicable in a typical year).**

(i) **Value of energy replaced will be calculated based on the applicant entity's historical energy consumption with actual average price paid for the energy replaced, following the methodology outlined in paragraph (1) (i) of this definition. Attach utility bills to document applicant entity's historical energy consumption quantity and actual average price of energy. RES replacement projects which generate more energy than the applicant's historical records document, may add to the replacement value the value obtained by taking the excess energy generated times a documented market price in order to derive at a total dollar value of energy units replaced, credited, sold, or used.**

(ii) Value of energy credited or sold will be calculated based on the amount of energy units to be credited or sold at the proposed rate per unit, as documented in utility net metering or crediting policies and/or a power purchase agreement. Attach utility net metering or crediting policies and/or a power purchase agreement to document energy quantity and proposed rate for energy credited or sold. *Policies must document that the applicant will in fact receive value for the energy in order for it to be used in the payback calculation.*

(iii) If proposed energy will be used in a new facility (includes any direct-use project), value of energy used will be calculated based on the amount of energy units to be used at the documented price per unit of conventional fuel alternative. Attach documentation of market price per unit of conventional fuel alternative.

(iv) Value of byproducts produced by and used in the project or related enterprises should be documented at the fair market value to be received for the byproducts in a typical year. Attach documentation of market value price to be received for byproducts and documentation to support byproduct sales or direct use.

(v) The RES projects simple payback calculation does not include any one-time benefits such as but not limited to construction and investment-related benefits, nor credits which do not provide annual income to the project, such as tax credits. *Solar Renewable Energy Certificates (SREC's) may only be used in the payback calculation if they will provide annual income for the life of the project.*

(vi) *For RES projects that involve a shared meter with a residence where the cost of the system has been prorated, only the eligible prorated amount of energy attributed to the rural business or agricultural producer will be used in the payback calculation. Total project costs minus the residential costs should be used for the simple payback calculation. For projects that involve in-eligible expenses other than residential, the full amount of energy production will be used in the payback calculation.*

§ 4280.103 (Con.)

**Small business means,**

(1) An entity or utility, as applicable, as further defined in subparagraphs (i) through (iv) and paragraph (2) of this definition. With the exception of the entities identified in this paragraph (ii-iv), all other non-profit entities are not small businesses for the purposes of REAP program eligibility:

(i) A private for-profit entity, including a sole proprietorship, partnership, or corporation; *the application must sufficiently describe the operations of the applicant's business entity.*

(ii) A cooperative (including a cooperative qualified under section 501(c)(12) of the Internal Revenue Code);

(iii) An electric utility (including a Tribal or governmental electric utility) that provides service to rural consumers and operates independent of direct government control; or

(iv) A Tribal corporation or other Tribal business entities that are chartered under Section 17 of the Indian Reorganization Act (25 U.S.C. 477) or have similar structures and relationships with their Tribal governments and are acceptable to the Agency. The Agency will determine the small business status of such Tribal entity without regard to the resources of the Tribal government *meaning only the applicant entity must meet the definition of a small business; and*

(2) An entity that meets Small Business Administration size standards in accordance with 13 CFR part 121 and criteria of § 121.301 as applicable to financial assistance programs, including paragraph (2)(i) or (ii) of this section. The size of the concern alone and the size of the concern combined with other entity(ies) it controls or entity(ies) it is controlled by, must not exceed the size standard thresholds designated for the industry in which the concern alone or the concern and its controlling entity(ies), whichever is higher, is primarily engaged.

(i) The concern's tangible net worth is not in excess of \$15 million and average net income (excluding carry-over losses) for the preceding two completed fiscal years is not in excess of \$5.0 million; or the average net income and net worth thresholds as published by the Agency in a Federal Register notice. The size of the concern alone and the size of the concern combined with other entity(ies) it controls or entity(ies) it is controlled by, must not exceed the net worth and average net income thresholds listed above, or

(ii) The size of the concern does not exceed the Small Business Administration (SBA) size standard thresholds designated for the industry in which it is primarily engaged, as measured by number of employees or annual receipts. Industry size standard designations to be utilized are listed in the Small Business Administration's (SBA) table of size standards found in 13 CFR part 121.201. *Ensure the latest SBA Small Business size standard tables are utilized.* Number of employees and annuals receipts are calculated as follows:

(A) Number of employees is calculated as the average number of all individuals employed by a concern on a full-time, part-time, or other basis (*such as seasonal or temporary employees*), based upon numbers of employees for each of the pay periods for the preceding completed 12 calendar months. If a concern has not been in business for 12 months, the average number of employees is used for each of the pay periods during which it has been in business.

(B) Annual receipts are calculated as average total income plus cost of goods sold for the for the five most recent years. If a concern has been in operation for less than 60 months, average annual receipts for as long as the concern has been in operation are used.

**Smart Utility.** The use of broadband facilities and equipment that is only available internally by a recipient during the economic life of the assets financed by an Agency loan, grant, or loan guarantee.

**State.** Any of the 50 States of the United States, the Commonwealth of Puerto Rico, the District of Columbia, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Republic of Palau, the Federated States of Micronesia, and the Republic of the Marshall Islands.

§ 4280.103 (Con.)

**Steady state operating level** means that there is an adequate and consistent supply of the applicable renewable energy resource(s) for the project, both on a short-term (current) and long-term basis, and the renewable energy system and process(es) are operating at projected capacity, consistently yielding an adequate quantity and quality of renewable energy.

**Total eligible project costs.** The sum of all eligible project costs.

**Total project costs.** The sum of all costs associated with a completed project. All costs associated with a completed project, including ineligible project costs, must be included regardless of the source of funds. For example, a proposal for a wind turbine must include all of the costs associated with a completed project including the turbine, tower, foundation, and electrical. Total project costs for retrofitting an existing renewable energy system would include the costs associated with the modifications or replacement of the existing components. For example, if the tower is already in place but the turbine needs to be replaced, then the costs integral to the replacement of the turbine would be considered as total project costs.

**Underserved community(ies).** Communities (including urban or rural communities and Indian tribal communities) that have limited access to affordable, healthy foods, including fresh fruits and vegetables, in grocery retail stores or farmer-to-consumer direct markets and that have either a high rate of hunger or food insecurity or a high poverty rate as reflected in the most recent decennial census or other Agency-approved census. Underserved community(ies) includes an area where REAP projects have not been awarded in the past five years. High poverty rate is based on current census data and is not the same as persistent poverty. High poverty rate can be found at: <https://rdgisportal.sc.egov.usda.gov/portal/home/webmap/viewer.html?webmap=59331d4c73b342d3a8a7265402fb18f4>). Instructions to access:

- (1) Open RDGIS Portal (<https://rdgisportal.sc.egov.usda.gov>) using Internet Explorer.
- (2) Click 'Sign In' link at top right side of the page.
- (3) Sign in using your USDA-RD Account.
- (4) And log in with the Badge login.

Used equipment. Any equipment that has been used and is provided in an "as is" condition.

Useful life means estimated durations of utility placed on a variety of assets, including buildings, machinery, equipment, vehicles, electronics, and furniture. Useful life estimations terminate at the point when assets are expected to become obsolete, require major repairs, or cease to deliver economical results.

Veteran. A veteran is a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable as defined in title 38 U.S.C. 101(2).

§ 4280.104 Exception authority.

The Administrator may, on a case-by-case basis, grant an exception to any requirement or provision of this subpart provided that such an exception is in the best financial interests of the Federal Government. Exercise of this authority cannot be in conflict with applicable law.

§ 4280.105 Review or appeal rights.

Agency Applicants or grantees may have appeal or review rights for Agency decisions made under this part. Agency decisions that are adverse to the individual participant are appealable, while matters of general applicability are not subject to appeal; however, such decisions are reviewable for appealability by the National Appeals Division (NAD). All appeals will be conducted by NAD and will be handled in accordance with 7 CFR part 11. The applicant or grantee can appeal any Agency decision that directly and adversely affects them.

§ 4280.106 Conflict of interest.

(a) General. No conflict of interest or appearance of conflict of interest will be allowed. Conflict of interest means a situation in which a person has personal, professional, or financial interests that prevent, or appears to prevent the person from acting impartially. For purposes of this subpart, conflict of interest includes, but is not limited to, distribution or payment of grant, guaranteed loan funds, and matching funds to a beneficiary or immediate family member of the applicant. *Payment of market area wages to employees of a closely-related company are permitted.*

(b) Assistance to employees, relatives, and associates. The Agency will process any requests for assistance under this subpart in accordance with 7 CFR part 1900, subpart D.

§ 4280.106 (Con.)

(c) Member/delegate clause. No member of or delegate to Congress shall receive any share or part of this grant or any benefit that may arise there from; but this provision shall not be construed to bar, as a contractor under the grant, a publicly held corporation whose ownership might include a member of Congress.

§ 4280.107 [RESERVED]

§ 4280.108 U.S. Department of Agriculture Departmental regulations and laws that contain other compliance requirements.

(a) Departmental regulations. All projects funded under this subpart are subject to the provisions of the Departmental regulations, as applicable, which are incorporated by reference herein.

(b) Equal opportunity and nondiscrimination. The Agency will ensure that equal opportunity and nondiscrimination requirements are met in accordance with the Equal Credit Opportunity Act, 15 U.S.C. 1691 et seq. and 7 CFR part 15d, Nondiscrimination in Programs and Activities Conducted by the United States Department of Agriculture. The Agency will not discriminate against applicants on the basis of race, color, religion, national origin, sex, marital status, disability, or age (provided that the applicant has the capacity to contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act, 15 U.S.C. 1601 et seq.

(c) Civil rights compliance. Recipients of grants must comply with the Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq., Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794. This includes collection and maintenance of data on the race, sex, and national origin of the recipient's membership/ownership and employees. These data must be available to conduct compliance reviews in accordance with 7 CFR 1901.204. *Compliance reviews are required to be conducted on grantees for programs that extend Federal financial assistance to a recipient which then provides assistance or activities to an ultimate beneficiary with those Federal funds, such as a rural electric cooperative receiving a grant to complete energy audits for farmers in their service area.*

(1) Initial compliance reviews will be conducted by the Agency prior to funds being obligated for programs.

(2) When compliance reviews are applicable to the grant, one subsequent compliance review following project completion is required. This will occur after the last disbursement of grant funds has been made.

(d) Environmental analysis. Actions taken under this subpart must comply with 7 CFR part 1970. Prospective applicants are advised to contact the Agency to determine environmental requirements as soon as practicable after they decide to pursue any form of financial assistance directly or indirectly available through the Agency.

(1) Any required environmental review must be completed by the Agency prior to the Agency obligating any funds.

(2) The applicant will be notified of all specific compliance requirements, including, but not limited to, the publication of public notices, and consultation with State or Tribal Historic Preservation Offices and the U.S. Fish and Wildlife Service.

(3) A site visit by the Agency may be scheduled, if necessary, to determine the scope of the review.

(e) Discrimination complaints.

(1) *Who may file.* Persons or a specific class of persons believing they have been subjected to discrimination prohibited by this section may file a complaint personally, or by an authorized representative with USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW Washington, DC 20250.

(2) *Time for filing.* A complaint must be filed no later than 180 days from the date of the alleged discrimination, unless the time for filing is extended by the designated officials of USDA or Rural Development.

§ 4280.109 Ineligible applicants, grantees, and owners.

Applicants, grantees, and owners will be ineligible to receive funds under this subpart as discussed in paragraphs (a) and (b) of this section. *Receive funds refers to obligation.*

## § 4280.109 (Con.)

(a) If an applicant, grantee, or owner has an outstanding judgment obtained by the U.S. in a Federal Court (other than in the United States Tax Court), is delinquent in the payment of Federal income taxes, or is delinquent on a Federal debt, the applicant, grantee, or owner is not eligible to receive a grant or combined grant and guaranteed loan until the judgment is paid in full or otherwise satisfied or the delinquency is resolved. *The Agency will conduct a check of the Do Not Pay (DNP) system and the applicant must have no reported incidents in order to be eligible to receive funds.*

(b) If an applicant, grantee, or owner is debarred from receiving Federal assistance, the applicant, grantee, or owner is not eligible to receive a grant or combined grant and guaranteed loan under this subpart.

§ 4280.110 General applicant, application, and funding provisions.

(a) Satisfactory progress. An applicant that has received one or more grants and/or guaranteed loans under this program must make satisfactory progress, as determined by the Agency, toward completion of any previously funded projects before the applicant will be considered for subsequent funding. This may include a review of the applicant compliance with Agency reporting requirements. Satisfactory progress for EA and REDA grants is defined as at least 50 percent of previous EA or REDA awards expended at the time the Agency makes its eligibility determination.

(b) Application submittal. Applications must be submitted in accordance with the provisions of this subpart unless otherwise specified in a *Federal Register* notice. Grant applications and combined grant and guaranteed loan applications for financial assistance under this subpart may be submitted at any time.

(1) Grant applications. Complete grant applications will be accepted on a continuous basis, with awards made based on the application's score and subject to available funding.

(2) Combined grant and guaranteed loan applications. Applications requesting a RES or EEI grant and a guaranteed loan under this subpart will be accepted on a continuous basis, with awards made based on the grant application's score and subject to available funding.

(c) **Application limits.** An applicant applying for a grant or a combined grant and guaranteed loan is limited to competing one RES application and one EEI application under this subpart in any one Federal fiscal year. *Unfunded combination applications can switch to and compete as a guaranteed loan only application, including increasing the loan amount, if requested by the Applicant. The Applicant must provide the remaining funds needed to complete the project.* An applicant that proposes to install the same EEI or RES (including Hybrid) across multiple facilities can be considered one project and be submitted in one application. *For example, a rural small business owns 5 retail stores and proposes to install solar panels on each store. The rural small business owner may submit a single application for installing the solar panels on each of the 5 stores. However, if this same owner wishes to install solar panels on 3 of the 5 stores and wind turbines at the other 2 stores, the owner can only submit an application for one RES, either the solar panels or the wind turbines in the same fiscal year. An applicant is allowed to file one application to make energy efficiency improvements at multiple locations as long as the energy audit addresses all proposed improvements.*

(d) **Application modification.** Once submitted and prior to Agency award, if an applicant modifies the scope of the project described in its application, the application will be treated as a new application. The submission date of record for such modified applications will be the date the Agency receives the modified information, and the application will be processed and scored by the Agency as a new application under this subpart.

(e) **Incomplete applications.** Applicants must submit complete applications in order to be considered for funding. If an application is incomplete, the Agency will identify those parts of the application that are incomplete and provide a written explanation to the applicant for possible future resubmission. Upon receipt of a complete application by the appropriate Agency office, the Agency will complete its evaluation and will complete the application in accordance with the procedures specified in §§ 4280.122 or 4280.156 as applicable.

(f) **Application withdrawal.** During the period between the submission of an application and the execution of award documents for an application selected for funding, the applicant must notify the Agency, in writing, if the project is no longer viable or the applicant no longer is requesting financial assistance for the project. When the applicant notifies the Agency, the selection will be rescinded and/or the application withdrawn.

§ 4280.110 (Con.)

**(g) Technical report.** The following technologies: Hydrogen, Ocean energy, Geothermal electric generation, Anaerobic digesters and biogas, Biomass, Hybrid applications, RES with storage components, and EEI or technologies as amended via *Federal Register* notification or posted on the Agency's website, must provide a technical report as specified in §§ 4280.118(d), 4280.119(b)(4), and 4280.120(b)(3) and 4280.120(b)(4), and must comply with the provisions specified in paragraphs (g)(1) through (3), as applicable, of this section:

(1) *Technical report format and detail.* The information in the technical report must follow the format specified in § 4280.120(b)(3), § 4280.120(b)(4), and Appendices A through C of this subpart, as applicable. Supporting information may be submitted in other formats. Design drawings and process flowcharts are encouraged as exhibits. In addition, information must be provided, in sufficient detail, to:

(i) Allow the Agency to determine the technical merit of the applicant's project under § 4280.117; *Applications for projects using the following technologies: geothermal electric generation; hydrogen; ocean energy; anaerobic digesters; biogas; renewable energy systems with storage components; renewable biomass other than ethanol, biodiesel, solid fuel production or biomass boilers projects with total project costs less than \$200,000 using proven feedstocks; or any technology which exceeds a State Office's ability to complete a technical review, will be submitted to the National Office for internal review or outsourcing. All other technologies, including hybrid applications of said technologies, will be reviewed in the state office. Contact the Program Management Division when a national office review is required, ensuring the materials for review are populated into the electronic customer filing (ECF) system.*

(ii) Allow the calculation of simple payback as defined in § 4280.103; *The definition of simple payback in § 4280.103 provide details regarding the calculation as specific to the type of project.*

(iii) For RES Projects, enable the calculation of the percentage of historical use of energy compared to the amount of renewable energy that will be generated once the project is operating at its steady state operating level. If the project is closely associated with a residence, demonstration must be made that 50 percent or more of the projected renewable energy will benefit the agricultural operation or rural small business; and

(iv) Demonstrate that the RES or EEI will operate or perform over the project's useful life in a reliable, safe, and a cost-effective manner, which may include but is not limited to addressing project design, installation, operation, maintenance, and warranties.

(2) Technical report modifications. If a technical report is prepared prior to the applicant's selection of a final design, equipment vendor, or contractor, or other significant decision, it may be modified and resubmitted to the Agency, provided that the overall scope of the project is not materially changed as determined by the Agency. Changes in the technical report may require additional environmental documentation in accordance with 7 CFR part 1970.

(3) Hybrid projects. If the application is for a Hybrid project, technical reports as applicable must be prepared for each technology that comprises the Hybrid project.

(h) Time limit on use of grant funds. Except as provided in paragraph (h) (1) of this section, grant funds not expended within 2 years from the date the Financial Assistance Agreement was signed by the Agency will be returned to the Agency.

(1) Time extensions. The Agency may extend the 2-year time limit for a period not to exceed 24 months if the Agency determines, at its sole discretion, that the grantee is unable to complete the project for reasons beyond the grantee's control. Grantees must submit a request for the no-cost extension no later than 30 days before the two-year anniversary of executing the Financial Assistance Agreement. This request must describe the extenuating circumstances that were beyond their control to complete the project for which the grant was awarded, and why an approval is in the government's best interest. *Requests for a no-cost extension can be approved by the approval official.*

§ 4280.110(h) (Con.)

**(2) Return of funds to the Agency. Funds remaining after grant closeout that exceed the amount the grantee is entitled to receive under the Financial Assistance Agreement will be returned to the Agency.**

(i) Application Funding.

(1) RES/EEI Grants. States will receive allocations of grant funds for the purpose of purchasing and installing RES and EEI in accordance with RD Instruction 1940-L. Funds will be allocated to each State through the Program Funds Control System (PFCS). Grants of \$20,000 or less funded out of the set-aside will have separate accounts in PFCS and Type of Assistance Codes from those grants of \$20,000 or less funded from unrestricted funding. Mandatory funds including funds for grants of \$20,000 or less will be processed through the Commercial Loan Servicing System (CLSS). Discretionary funding, if available, will be processed through the Guaranteed Loan System (GLS). States must obligate or demonstrate they will obligate all State allocated funds before submitting funding requests to the National Office.

(2) EA and REDA grants. Grant funds for EA and REDA will be retained in the National Office.

(j) GLS for RES applications. For RES projects, the following information must be completed in GLS:

(1) This Project Is\* - Select RES. This information can be obtained from the application scope of work or technical report.

(2) Valid Energy Type - Select the energy type that best fits the project i.e. Wind, Geothermal, etc. (note: if none of the options apply, select "other", and then enter in a description in the other description field). This information can be obtained from the technical report portion of the application. The following are the valid energy types:

- |               |            |
|---------------|------------|
| Biomass       | Hydrogen   |
| Geothermal    | Hydropower |
| Hydroelectric | Ocean      |
| Hybrid        | Wind       |
| Other         | Solar      |

*If the project is for a biomass boiler, it would be classified as an RES, unless an EA or Energy Assessment demonstrates the new biomass boiler was more energy efficient than the existing boiler.*

*(3) Energy Subcategories - Select the energy subcategory that best fits the project, i.e., biodiesel production, wind small, etc. If "other" is selected, describe succinctly. This information can be obtained from the technical report portion of the application.*

*(k) GLS for EEI applications. For EEI projects, the following information must be completed in GLS:*

*(1) This Project Is\* - Select EEI. This information can be obtained from the application scope of work or technical report. All energy efficiency projects will have an energy audit or energy assessment submitted with the application. A RES application should not be recorded as an EEI, unless an energy audit or energy assessment is provided with the application and can demonstrate the RES will reduce energy consumption.*

*(2) Valid Energy Type - Select energy efficiency.*

*(3) Energy Subcategories - All energy efficiency projects should be input as "EEI other", enter in a description in the other description field. To ensure consistency on the description of EEI other, the user must utilize one of the descriptions in the EEI other section below, if appropriate. If the project is one of the six primary other descriptions listed below, start the other description field with the same. This is not an inclusive list and applications submitted may not fit into one these descriptions. For those applications use a brief but explanative description. When a project covers multiple improvements use descriptions with the largest portion of the project, in terms of dollars, being the first description.*

*(i) Grain dryer, can be more descriptive, such as "grain dryer, 60,000 bushels." Always list grain dryer first, as this will help to categorize EEI's when reports are created. The description box is only 40 characters long and abbreviations maybe required.*

*(ii) Irrigation, can be more descriptive, such as "Irrigation, pump, motor, and pivot."*

## § 4280.110(k) (3) (Con.)

(iii) Poultry facility, can be more descriptive, such as a poultry facility project that is adding insulation and replacing lighting and ventilation fans, would be describe as "poultry, insulate/lights/ventilation."

(iv) Lighting.

(v) Heating ventilation and air conditioning (HVAC).

(vi) Refrigeration.

(1) *GLS entry for EA applications (TOA code 506).* For EA applications, the following information must be completed in GLS:

(1) This Project Is\* - Select "Technical Assistance".

(2) Valid Energy Type - Energy Efficiency

(3) Energy Subcategories - EE Other

(4) Other Description - Describe types of energy audits being completed, such as "EA for poultry producers"

(m) *GLS entry for REDA applications (TOA code 507).* For REDA applications, the following information must be completed in GLS:

(1) This Project Is\* - Select "Technical Assistance".

(2) Valid Energy Type - Select primary technology to be focused on per application, such as "solar"

(3) Energy Subcategories - Select subcategory of previous selected technology, such as "solar electric" or you may choose "Other", then add another description.

(4) Other Description - REDA or Site Assessments.

§ 4280.111 **Notifications.**

(a) **Eligibility.** If an applicant and/or their application are determined by the Agency to be eligible for participation, the Agency will notify the applicant or lender in writing of the eligibility determination.

(b) Ineligibility. If an applicant and/or their application are determined to be ineligible at any time, the Agency will inform the applicant or lender, as applicable, in writing of the decision, reasons therefore, and any appeal rights, if applicable. No further processing of the application will occur.

(c) Funding determinations. Each applicant and/or lender, as applicable, will be notified of the Agency's decision on their application. If unfunded in a competition, the application will compete in the next available competition and will continue competing until either awarded or the application has competed in the maximum number of competitions in a fiscal year. The Agency will then issue an adverse funding determination for the unsuccessful application. If the Agency's decision is not to fund an application, the Agency will include in the notification any applicable appeal or review rights.

#### Renewable Energy System and Energy Efficiency Improvement Grants

##### § 4280.112 Applicant eligibility.

To receive a RES or EEI grant under this subpart, an applicant must meet the requirements specified in paragraphs (a) through (e) of this section.

(a) Type of applicant. The applicant must be an agricultural producer or rural small business at the time of application. *For-profit Rural Small Businesses that provide long-term care services that benefit residents, such as nursing homes and assisted living facilities, are eligible. For-profit Rural Small Businesses that provide short-term housing, such as hotels, are also eligible. Newly formed special purpose entities or equivalents that are clearly created solely for the circumvention of REAP regulatory provisions (see examples in (c) below) are not eligible.*

(b) Ownership and control. The applicant must at the time of application and, if an award is made, for the useful life of the project as described in the Financial Assistance Agreement:

- (1) Own the project; and
- (2) Own or control the site for the project.

If the grantee does not maintain ownership of the project and ownership or control of the site, then grant funds may be recovered from the grantee by the Agency in accordance with Departmental Regulations.

§ 4280.112(b) (3) (Con.)

(3) *Some ownership examples include:*

*(i) An agricultural producer is a tenant proposing to apply for motor conversion for an irrigation project including equipment and real estate improvements. This could be eligible if:*

*(A) The agricultural producer/tenant has a lease with a comparable term to the life of the improvements;*

*(B) If the agricultural Producer/tenant does not have such a lease, they may be able to eliminate real estate improvements from the application and only apply for equipment. Under this scenario the project would be eligible if the agricultural producer/tenant, would buy the equipment, own and operate the equipment, and the equipment is severable from the land the tenant does not own. If the landlord qualified as a small business and was willing to incur the costs of the upgrades, the landlord may also be eligible because they own and control the land and would also own and control the equipment via the lease agreement with the agricultural producer/tenant.*

*(ii) A rural small business applicant owns a business incubator facility that leases out space to three businesses. The proposal is to upgrade the facility with energy efficiency improvements. This would be eligible as the applicant owns the building. Under this scenario the tenants must execute any appropriate certifications, to ensure outcome reporting requirements can be met by the landlord. Note that it is acceptable for a USDA Agency to be a tenant in the building being upgraded.*

*(iii) Applicants can demonstrate site control through an appropriate lease that covers the life expectancy of the improvement. A rural small business leases space within a business incubator and proposes to make energy efficiency improvements to its leased space. The rural small business has a lease with the appropriate terms. The rural small business will pay for the improvements, operate the systems, and will have site control via an appropriate long-term lease. If a long-term lease is not provided, this would not be eligible.*

(iv) A rural small business owner or agricultural producer owns and controls a renewable energy system financed in part with REAP funds. The renewable energy system is leased to a third party such as a non-profit, school district, or municipal government. The grantee must maintain ownership and control of the project including the site, income and expenses including its operation and maintenance, via the lease agreement. Additionally, all other requirements in RD Instruction 4280-B must be reviewed to ensure all the eligibility requirements are met when the lease is put in place. This includes, but is not limited to, project eligibility including prohibitions on residential use, and other prescribed eligible project costs. The third party (lessee) must directly utilize the equipment to fulfill the statutory purposes of REAP, to generate renewable energy or provide energy savings.

**(c) End Users.** If the controlling interest in the applicant entity is otherwise eligible and a legal transaction between two parties for the sale of energy in an open market is being proposed, the Agency will not consider the energy end-users as part of the analysis of the eligibility of the applicant. If the proposed end-user would be an ineligible applicant, such as an entity which is residential in nature or a non-profit entity, and the REAP applicant entity is a newly formed special-purpose entity with substantially the same ownership as the sole proposed end-user, then the REAP applicant entity is not eligible. The following examples illustrate how the above end user provisions are applied:

(1) An otherwise eligible REAP applicant proposes to construct, own, and operate a solar photovoltaic system and enter into a power purchase agreement for sale of the renewable energy with a non-profit church. As long as the REAP applicant and the non-profit church do not have substantially the same ownership and it is a legal transaction in the state between the two parties for the sale of energy in an open market, the non-profit status of the church is not considered in the applicant eligibility analysis. If the REAP applicant and the non-profit church have substantially the same ownership, or if the controlling interest in the REAP applicant is

## § 4280.112(c) (1) (Con.)

also the same person or persons serving the church entity, then the REAP applicant entity is not eligible to enter into this transaction. Furthermore, faith-based considerations regarding use of Agency funds are not applicable to end-users of power generated by a REAP funded renewable energy system, such as the non-profit church in this example.

(2) An otherwise REAP eligible newly created for-profit LLC files a REAP application to construct, own, and operate a solar photovoltaic system and sell power to a non-profit multi-family housing complex. The newly created for-profit LLC is owned 100% by the same entity that owns the non-profit multi-family housing complex. A non-profit multi-family housing complex would be an in-eligible REAP applicant and therefore given the same ownership exists between the REAP applicant and the sole proposed end-user, the REAP applicant entity is not eligible to enter into this transaction. If there was no relationship between the for-profit LLC and the non-profit multi-family housing complex and a transaction between two parties for the sale of energy in an open market was being proposed, the REAP applicant would be able to enter into the transaction and the Agency would not consider the end-user when determining eligibility.

(3) An otherwise eligible REAP applicant plans to install a large solar photovoltaic array on his farm to power his for-profit aquaponic greenhouses. Excess energy will be generated above what the on-site aquaponic greenhouses will use and the applicant's utility company allows virtual net metering. The REAP applicant desires to virtually net meter excess energy to the following locations:

- (i) the applicant's primary residence;
- (ii) a retail storefront owned by the applicant; and

(iii) a residential rental property owned by the applicant, rented to an unrelated third party. The applicant's primary residence would not be an eligible end-user of the excess power given the restriction on use of REAP funds for residential purposes of the applicant. At least 50 percent of the projected energy to be generated from the renewable energy project must benefit the agricultural operation or rural small business. The retail storefront location is an otherwise eligible location and would be an eligible end-user of the excess power. The residential rental property owned by the applicant is a business activity and the applicant does not reside at the property, however there is no legal transaction between two parties for the sale of energy in an open marketplace and therefore this is not eligible.

**(d) Revenues and expenses.** The applicant must have available at the time of application satisfactory sources of revenue in an amount sufficient to provide for the operation, management, maintenance, and any debt service of the project for the useful life of the project. In addition, the applicant must control the revenues and expenses of the project, including its operation and maintenance. Notwithstanding the provisions of this paragraph, the applicant may employ a qualified consultant under contract to manage revenues and expenses of the project and its operation and/or maintenance. In order to maintain ownership and control of the system, including the revenues and expenses, only the REAP applicant can enter into interconnection and net-metering agreements on equipment funded in part via REAP.

**(e) Legal authority and responsibility.** Each applicant must have the legal authority necessary to apply for and carry out the purpose of the grant.

**(f) Unique Entity Identifier (UEI).** All applicants must register for a UEI as part of the registration process. Generally, the UEI number is included on Standard Form-424, "Application for Federal Assistance." This replaces the formerly known Dun & Bradstreet D-U-N-S Number. The UEI number must be associated with the correct tax identification number of the REAP applicant and must also be used to register in the System for Awards Management.

§ 4280.112 (Con.)

(g) **System for Awards Management (SAM)**. Unless exempt under 2 CFR 25.110, the applicant must:

- (1) Be registered in the SAM prior to submitting an application; *Active registration in the SAM is required prior to disbursement of funds.*
- (2) Maintain an active SAM registration with current information at all times while an application is pending and until final fund disbursement has been made.

§ 4280.113 **Project Eligibility**.

For a project to be eligible to receive a RES or EEI grant under this subpart, the proposed project must meet each of the requirements specified in paragraphs (a) through (e) of this section. Subsequent EEI projects must meet the requirements specified in paragraph (a) (5) (ii) of this section. The applicant is cautioned against taking any actions or incurring any obligations prior to the Agency completing the environmental review that would either limit the range of alternatives to be considered or that would have an adverse effect on the environment, such as the initiation of construction. If the applicant takes any such actions or incurs any such obligations, it could result in project ineligibility.

(a) The project must be for:

- (1) **The purchase of a new RES;** *Projects similar to purchasing and installing solar panels to power a refrigerator or the replacement of a refrigerator for a more efficient one on a food truck may be considered eligible projects if all other applicant and project eligibility requirements are met.*
- (2) **The purchase of a refurbished RES;**
- (3) **The retrofitting of an existing RES;**
- (4) **For the purposes of this subpart, only those hydroelectric sources with a rated power of 30 megawatts or less are eligible, or**

(5) Making an EEI that will allow less energy to be used on an annual basis than the original building and/or equipment being improved or replaced as provided in a vendor/installer certification or as demonstrated in an energy assessment or energy audit as applicable.

(i) Types of improvements. Eligible EEI include, but are not limited to:

(A) Efficiency improvements to existing RES; and

(B) Construction of a new energy efficient building only when the building is used for the same purpose as the existing building, and, based on an energy assessment or energy audit, as applicable, it will be more cost effective to construct a new building and will use less energy on annual basis than improving the existing building. *This provision is not intended to fund the expansion of operations, but rather new construction must be fully supported by an energy assessment or energy audit. Eligible costs must be associated with energy efficiency measures as noted in the energy assessment or energy audit.*

(ii) Subsequent EEI projects. A proposed EEI project that replaces an EEI project previously funded under this subpart may or may not be eligible for funding.

(A) If the proposed EEI project would replace the same specific EEI equipment that had previously received funds under this subpart prior to the end of the useful life, as specified in the Financial Assistance Agreement, then the proposed improvement project, even if it is more energy efficient than the previously funded improvement, is ineligible. *For example, an applicant received a REAP grant to replace an exhaust fan (exhaust fan A) in a barn with a more energy efficient exhaust fan (exhaust fan B) with an expected useful life of 15 years, as specified in the Financial Assistance Agreement. If the applicant decides to replace exhaust fan B after 8 years (i.e., before it has reached the end of its useful life as specified in the Financial Assistance Agreement), an application for exhaust fan C to replace exhaust fan B would be ineligible for funding under this subpart even if exhaust fan C is more energy efficient than exhaust fan B.*

§ 4280.113(a) (5) (ii) (Con.)

(B) If the proposed EEI project would replace the same specific EEI equipment that had previously received funds under this subpart at or after the end of the useful life, as specified in the Financial Assistance Agreement, then the proposed improvement is eligible for funding under this subpart provided the EEI is more energy efficient than the previously funded improvement. If the proposed EEI is not more energy efficient than the previously funded improvement, then it is not eligible for funding under this subpart. For example, a proposal to replace half the refrigerators in a convenience store one year which have a useful life of 10 years, then a subsequent proposal to replace the other half 2 years later, would be eligible. However, replacing half of the refrigerators, with a useful life of 10 years, for a convenience store one year and 2 years later replacing all of the refrigerators, including the refrigerators previously replaced with more efficient ones, would be considered duplication and ineligible. Duplication occurs when the equipment or improvement that was previously funded is within its useful life and is being proposed for replacement in the new project.

(b) The project must utilize commercially available technology;

(c) The project must have technical merit, as determined using the procedures specified in § 4280.117; and

(d) The project must be located in a rural area including those areas determined as eligible "string exclusions" or "rural in character", in a State if the type of applicant is a rural small business, or in a rural or non-rural area in a State if the type of applicant is an agricultural producer and the application supports the production, processing, vertical integration, or marketing of agricultural products. If the agricultural producer's operation is in a non-rural area, then the application can only be for RES or EEI components of the business operation that are directly related to and their use and purpose is limited to the agricultural production operation, such as vertically integrated operations, and are part of and co-located with the agricultural production operation. Applications cannot be approved subject to meeting rural area requirements. The following examples illustrate how this definition is applied.

(1) *An Agricultural Producer grows vegetables in a greenhouse located in a non-rural area. The Agricultural Producer also sells these vegetables at a retail operation collocated with the greenhouse. Since production is occurring at the site, both the greenhouse and retail operation are eligible for improvement. If the retail operation was not collocated with the greenhouse, improvement to the retail operation is not eligible. For retail only or operations that purchase and resell agricultural products not produced on site, the retail component is not eligible.*

(2) *An Agricultural Producer proposes to install solar panels on his packing/processing facility. The producer lives and produces crops in an eligible Rural Area, but the packing/processing facility is located in a non-rural area not collocated with the farming operation. In this example, installing solar panels on the packing/processing facility would not be eligible because it is not part of and collocated with the Agricultural Producer's crop production operation.*

**(e) For a RES project, where a residence is closely associated with and shares an energy metering device with an agricultural operation or rural small business to be served by the RES project, 50 percent or more of the energy to be generated by the RES project must be used by the agricultural operation or rural small business. This also includes projects which will virtually net meter or credit energy to be generated by the RES project to a residence off-site from the project and owned by the applicant. The application must contain sufficient documentation to evaluate this provision which may include using either of the methods identified in paragraphs (e) (1) through (2) of this section.**

**(1) Provide a renewable energy site assessment or other documentation including calculations that demonstrate, based on historical energy use, that 50 percent or more of the energy to be produced by the RES project will be used in the agricultural operation or rural small business. A Renewable Energy Site Assessment that does not provide all of the information required for a Renewable Energy Site Assessment defined § 4280.103 of this subpart may be accepted. This includes documentation on historical residential energy use. The following home energy calculator site can be utilized to support residential use: <http://www.homeenergysaver.lbl.gov/consumer/>). The Agency may request additional data to determine residential versus business or agricultural operation usage. The actual percentage of energy determined to benefit the rural small business or agricultural operation will be used to determine eligible project costs; The following example illustrates how this is applied.**

§ 4280.113(e) (1) (Con.)

(A) A 10 kilowatt solar photovoltaic system is projected to produce 25,000 kilowatt hours per year. Total project costs are estimated at \$45,000. The applicant provided documentation that shows the small business/farm operation utilized 15,000 kilowatt hours in the last year. Eligible project costs would be calculated as follows:

(1) Percentage of projected kilowatt hours to be used by the operation:  $15,000 \text{ kWh} / 25,000 \text{ kWh} = 60$  percent

(2) Eligible Project Costs  
 $\$45,000 * 60 \text{ percent} = \$27,000$  or

(2) The applicant may install, or elect to conditionalize funding upon the installation of, a device (such as a second meter) that restricts 100 percent of the energy generated by the RES project to be used only by the agricultural operation or rural small business.

(3) If there is a shared meter with a residence and the historical energy consumption of the small business/farm operation is equal to or greater than the amount of energy to be generated by the proposed renewable energy system, no further action is necessary as all energy per documented historical energy consumption will be used for eligible purposes.

(f) An applicant is permitted to use up to 10 percent of the amount provided under this subpart to construct, improve, or acquire broadband infrastructure, subject to the requirements of 7 CFR 1980, Subpart M, Special Authority to Enable Funding of Broadband and Smart Utility Facilities Across Select Rural Development Programs. Examples may include, but are not limited to, renewable solar power for a supervisory control and data acquisition (SCADA) remote terminal unit (RTU) system or using available technology to make energy efficiency improvements to devices connected to broadband or smart utility facilities.

§ 4280.114 Ineligible projects.

The Agency will not award funding under this part for any projects identified in this section, unless otherwise noted.

- (a) Research and development projects and projects that involve technology that is not commercially available;
- (b) Business operations that derive more than 10 percent of annual gross revenue from gambling activity. Gambling activities include any lease income from space or machines used for gambling activities. State or Tribal-authorized lottery proceeds, as approved by the Agency, conducted for the purpose of raising funds for the approved project are excluded;
- (c) Business operations deriving income from activities of a sexual nature or illegal activities; *Activities must be legal on a Federal level in order to be eligible for funding.*
- (d) Residential RES or EEI projects, including farm labor housing, apartment complexes, and owner-occupied bed and breakfasts (*applies to all types of in-home businesses and vacation rentals by owner*), **except for-profit nursing homes and assisted living facilities that provide full-time medical care for residents, and for-profit hotels that provide short-term housing**; *Residential projects owned by the applicant such as those noted above where there is no third-party transaction for the sale and purchase of power are not eligible. For example:*
  - (1) *A farmer wants to apply for REAP funds to improve farm labor housing. The farmer does not live in the farm labor housing however there is no third-party transaction for the sale and purchase of power and therefore this is not eligible;*
  - (2) *A rural small business owns an apartment complex and wants to make energy efficiency improvements to the units or install a renewable energy system to provide power to the units. The business owner does not live in the apartment complex, however there is no third-party business transaction for the sale and purchase of power and therefore this is not eligible;*

## § 4280.114(d) (Con.)

(3) *A rural small business owns a house that he rents out as a business activity. The business owner does not live at the property, however there is no third-party transaction for the sale and purchase of the power and therefore this is not eligible.*

(4) *End-user provisions in § 4280.112(c) also outline examples where a project may not be eligible.*

**(e) Racetracks or facilities for conducting either professional or amateur races of animals, or by professional or amateur drivers or jockeys, or any other type of racing;**

**(f) RES projects that co-fire with fossil fuels, natural gas or petroleum-based products or materials such as coal and other non-renewable fuels, oils, and chemicals, and tires or plastic;**

**(g) Projects where 50 percent or more of the costs are ineligible or where project costs as defined in the application do not meet the definition of a renewable energy system, or energy efficiency improvement, including projects submitted for labor costs only. Project costs associated with an EEI that are not clearly identified in the energy assessment or audit will be considered ineligible costs; and**

**(h) Projects proposing two or more different types of RES technologies that are not incorporated into a unified system and projects proposing two or more different types of RES technologies at two or more locations.**

§ 4280.115 RES and EEI grant funding.

**(a) Grant amounts.** The amount of grant funds that will be made available to an eligible RES or EEI project under this subpart will not exceed 25 percent of eligible project costs. Eligible project costs are specified in paragraph (c) of this section.

**(1) Minimum request.** Unless otherwise specified in a *Federal Register* notice, the minimum request for a RES grant application is \$2,500 and the minimum request for an EEI grant application is \$1,500. *The minimum request is based on eligible project costs. If ineligible costs are discovered and total eligible project costs do not meet \$10,000 for a RES application or \$6,000 for an EEI application, the request is not eligible.*

(2) **Maximum request.** Unless otherwise specified in a *Federal Register* notice, the maximum request for a RES grant application is \$500,000 and the maximum request for an EEI grant application is \$250,000.

(3) **Maximum grant assistance.** Unless otherwise specified in a *Federal Register* notice, the maximum amount of grant assistance to one person under this subpart will not exceed \$750,000 per Federal fiscal year.

(b) **Matching funds and other funds.** The applicant is responsible for securing the remainder of the total project costs not covered by grant funds.

(1) Without specific statutory authority, other Federal grant funds cannot be used to meet the matching funds requirement. A copy of the statutory authority must be provided to the Agency to verify if the other Federal grant funds can be used to meet the matching funds requirement under this subpart. *For example, Federal funds awarded to State energy offices that are then provided as grants for renewable energy projects would be considered federal funds. Funds awarded through the Natural Resource Conservation Service's (NRCS) Environmental Quality Incentive Program (EQUIP) are considered federal funds. There are no REAP program restrictions on using other federal direct or guaranteed loan funds as match or other funds.*

(2) **Passive third-party equity contributions are acceptable for RES projects, including equity raised from the sale of Federal tax credits.** *Tax credits taken as grants after project completion cannot be considered matching funds. Only funding that an applicant has a signed commitment demonstrating availability during project construction, which is provided to the Agency, at the time of application submittal, can be considered as matching funds or other funds.*

(c) **Eligible Project Costs.** Eligible project costs are only those costs incurred *see definition* after a complete application has been received by the Agency and are associated with the items identified in paragraphs (c) (1) through (6) of this section. Each item identified in paragraphs (c) (1) through (6) of this section is only an eligible project cost if it is directly related to and its use and purpose is limited to the RES or EEI. *If some project costs are found to be ineligible after an award has been made, the remaining project costs must meet the definition of a renewable energy system or an energy efficiency improvement to be eligible for funding.*

§ 4280.115(c) (Con.)

(1) **Purchase and installation of new or refurbished equipment.** A project budget requesting REAP assistance for installation costs alone is not eligible. The project budget should cover a renewable energy system or an energy efficiency improvement as a whole to be eligible, since both equipment and installation are necessary to obtain renewable energy generation or energy savings.

(2) **Construction, retrofitting, replacement, and improvements.**

(3) **EEI identified by vendor/installer certification or in the applicable energy assessment or energy audit.**

(4) **Fees for construction permits and licenses and fees required by an interconnection agreement.** Fees required by an interconnection agreement are eligible. Direct payment for sub-stations, overhead lines and poles, for example, that the applicant will not have ownership and control of are not eligible. Project must be economically feasible.

(5) **Professional service fees related to the project for qualified consultants, contractors, installers, and other third-party services.**

(6) **For an eligible RES in which a residence is closely associated with the rural small business or agricultural operation the installation of a second meter to separate the residence from the portion of the project that benefits the rural small business or agricultural operation, as applicable.**

(d) **Ineligible project costs.** Ineligible project costs for RES and EEI projects include, but are not limited to:

(1) **Costs for agricultural tillage equipment, used equipment, and vehicles;** Ineligible project costs include costs for RES and/or EEI projects that are used to improve a vehicle's ability to propel itself. For example, modifying an existing vehicle's engine to run on renewable fuels or replacing an older vehicle with a new more efficient vehicle are ineligible.

(2) **Construction or equipment costs that would be incurred regardless of the installation of a RES or EEI.** *For example, the foundation for a building where a RES is being installed, storage only grain bins connected to drying systems, and the roofing of a building where solar panels are being attached. The project cost must be integral to the successful operation of the RES or EEI in order for the cost to be eligible.*

(3) **Lease payments, including lease to own or capitalized leases;**

(4) **Any project cost that creates a conflict of interest or an appearance of a conflict of interest as provided in § 4280.106;**

(5) **Funds used for political or lobbying activities; and**

(6) **Funds used to pay off any Federal direct or guaranteed loans or other Federal debts.**

(e) **Award amount considerations.** In determining the amount of a RES or EEI grant awarded, the Agency will take into consideration the following six criteria:

(1) **The type of RES to be purchased;**

(2) **The estimated quantity of energy to be generated by the RES;**

(3) **The expected environmental benefits of the RES;**

(4) **The quantity of energy savings expected to be derived from the activity, as certified by the vendor/installer as applicable, or demonstrated by an energy audit or energy assessment;**

(5) **The estimated period of time for the energy savings generated by the activity to equal the cost of the activity; and**

(6) **The expected energy efficiency of the RES.**

§ 4280.116 **Grant applications - general.**

(a) **General.** Separate applications must be submitted for RES and EEI projects. An original, hardcopy or electronic, of each application is required.

§ 4280.116 (Con.)

**(b) Application content.** Applications for RES projects or EEI projects must contain the information specified in § 4280.118 unless the requirements of either § 4280.119 (a) or § 4280.120(a) are met. If the requirements of § 4280.119(a) are met, the application may contain the information specified in § 4280.119(b). If the requirements of § 4280.120(a) are met, the application may contain the information specified in § 4280.120(b). For RES Projects only, the Agency may require a feasibility study based on the scope of the project to the applicant's overall operations, including new facilities with significant impacts on an existing operation, or when the application information or technical report does not provide sufficient documentation and analysis of the project's engineering, technical, financial, or market feasibility, or the economic viability of the project including any feedstock or off-take agreements, that are needed to evaluate whether a project will be successful. The elements of an acceptable feasibility study may vary by project scope and should be prepared by a qualified and independent third party using applicable elements of the project, including but not limited to those outlined in Appendix D of this part. The REAP application should provide enough market and cash flow information to make an educated risk assessment of the project and its likelihood of success. If the Agency has concerns regarding the quality or validity of information, an independent feasibility study would provide more detail of the market, conditions, technical and management capacity, plus a projected viability of the project. For example, a RES solar photovoltaic project that documents adequate solar resources and contracted energy sales with a utility is less likely to require a feasibility study versus a more complex RES anaerobic digester project which must ensure an adequate quantity and quality of feedstock to ensure an adequate quantity and quality of renewable biogas, further refined into various forms of energy for sale.

**(c) Evaluation of applications.** The Agency will evaluate each RES and EEI grant application and make a determination as to whether the application meets the criteria specified in paragraphs (c) (1) through (4). The REAP Grant Project Summary, Appendix G, should be completed and signed by the approval official in order to adequately document review of a grant application. The guaranteed loan review of a combined grant and guaranteed loan request should be documented via the guaranteed loan project summary found in 7 CFR 5001.

- (1) The application is complete, as defined in § 4280.103;
- (2) The Applicant is eligible according to § 4280.112;

- (3) The project is eligible according to § 4280.113; and
- (4) The proposed project has technical merit as determined under § 4280.117.

§ 4280.117 Determination of technical merit.

The Agency will determine the technical merit of all proposed projects for which complete applications are submitted under §§ 4280.118, 4280.119, and 4280.120 under this subpart using the procedures specified in this section. Only projects that have been determined by the Agency to have technical merit are eligible for funding under this subpart.

(a) General. The Agency will use the information provided in the applicant's application and/or technical report to determine whether or not the project has technical merit. In making this determination, the Agency may engage the services of other Government agencies or other recognized industry experts in the applicable technology field, at its discretion, to evaluate and rate the technical report. The technical report can also be provided in the technical feasibility section of the feasibility study, when required, instead of completing a separate technical report. *The content of a technical report should meet Agency requirements regardless of whether or not it is provided independently or as part of a feasibility study.*

(b) Technical report areas. The areas that the Agency will evaluate in the technical reports when making the technical merit determination are specified in paragraphs (b) (1) through (5) of this section.

(1) EEI whose total project costs are \$80,000 or less. The following areas will be evaluated in making the technical merit determination:

- (i) Project description;
- (ii) Qualifications of EEI provider(s); and
- (iii) Vender/Installer certification, energy assessment, or energy audit.

(2) RES whose total project costs are \$80,000 or less. The following areas will be evaluated in making the technical merit determination:

§ 4280.117(b) (2) (Con.)

- (i) Project description;
- (ii) Resource assessment;
- (iii) Project economic assessment; and
- (iv) Qualifications of key service providers.

(3) EEI whose total project costs are greater than \$80,000. The following areas will be evaluated in making the technical merit determination:

- (i) Project information;
- (ii) Energy assessment or energy audit; and
- (iii) Qualifications of the contractor or installers.

(4) RES whose total project costs are less than \$200,000, but more than \$80,000. The following areas will be evaluated in making the technical merit determination:

- (i) Project description;
- (ii) Resource assessment;
- (iii) Project economic assessment;
- (iv) Project construction and equipment; and
- (v) Qualifications of key service providers.

(5) RES whose total project costs are \$200,000 and greater. The following areas will be evaluated in making the technical merit determination:

- (i) Qualifications of the project team;
- (ii) Agreements and permits;
- (iii) Resource assessment;
- (iv) Design and engineering;

- (v) Project development;
- (vi) Equipment procurement and installation; and
- (vii) Operations and maintenance.

(c) Pass/Pass with conditions/fail assignments. The Agency will assign each area of the technical report, as specified in paragraph (b) of this section, a "pass," "pass with conditions," or "fail." An area will receive a "pass" if the information provided for the area has no weaknesses and meets or exceeds any requirements specified for the area. An area will receive a "pass with conditions" if the information provided for the area has minor weaknesses which could be conditionalized and reasonably resolved by the applicant. Otherwise, if the information provided for the area is conclusively deemed to be a major weakness or if the area has not been addressed by the applicant, the area will receive a "fail."

(d) Determination. The Agency will compile the results for each area of the technical report to determine if the project has technical merit.

(1) A project whose technical report receives a "pass" in each of the applicable technical report areas will be considered to have "technical merit."

(2) A project whose technical report receives a "pass with conditions" in one or more the applicable areas will be considered to have "conditional technical merit." *The Letter of Conditions must address in detail technical merit conditions to be met prior to completion of the project and receipt of funding.*

(3) A project whose technical report receives a "fail" in any one technical report area will be considered to be without technical merit.

(e) Further processing of applications. A project that is determined to have "technical merit" or "conditional technical merit" is eligible for further consideration for funding. Projects with "conditional technical merit" would be subject to funding conditions that would need to be met to ensure full technical merit prior to completion of the project. A project that is determined to be "without technical merit" is considered to be an incomplete application and therefore is not eligible to compete for funding.

§ 4280.118 Grant applications for RES and EEI projects with total project costs of \$200,000 and greater.

Grant applications for RES and EEI projects with total project costs of \$200,000 and greater must provide the information specified in paragraphs (a) through (c) of this section, as applicable. Each applicant is encouraged, but is not required, to self-score the project using the evaluation criteria in § 4280.121.

(a) Forms and certifications. Each application must contain the forms and certifications specified in paragraphs (a) (1) through (10), as applicable, of this section, except paragraph (a) (5) is optional.

(1) Form RD 4280-3C, "Application for Renewable Energy Systems and Energy Efficiency Improvement Projects Total Project Costs of \$200,000 or Greater."

(2) Form SF-424, "Application for Federal Assistance."

(3) Form SF-424C, "Budget Information-Construction Programs."

(4) Form SF-424D, "Assurances-Construction Programs."

(5) Identify the ethnicity, race, and gender of the applicant. This information is optional and is not required for a complete application.

(6) Environmental documentation in accordance with 7 CFR part 1970. The applicant should contact the Agency to determine what documentation is required to be provided.

(7) The applicant must identify whether or not the applicant has a known relationship or association with an Agency employee. If there is a known relationship, the applicant must identify each Agency employee with whom the applicant has a known relationship. *An Agency employee is anyone who works for Rural Development.*

(8) Certification that the applicant is a legal entity in good standing (as applicable) and operating in accordance with the laws of the State(s) or Tribe(s) where the applicant has a place of business.

(9) Certification by the applicant that the equipment required for the project is available, can be procured and delivered within the proposed project development schedule, and will be installed in conformance with manufacturer's specifications and design requirements. This would not be applicable when equipment is not part of the project.

(10) Certification by the applicant that the project will be constructed in accordance with applicable laws, regulations, agreements, permits, codes, and standards.

(b) Applicant information. Provide information specified in paragraphs (b)(1) through (4) of this section to allow the Agency to determine the eligibility of the applicant.

(1) Type of applicant. Eligible applicants must meet the definition of agricultural producer or rural small business as defined in § 4280.103. *The definitions of agricultural producer and small business provide specific guidance on how to calculate eligibility.* Agricultural producers seeking funding for a RES or EEI project may apply as either a rural small business or as an agricultural producer, provided they meet the applicable eligibility requirements. The applicant must provide the primary North American Industry Classification System (NAICS) code applicable to the applicant's business concern and certify on the Agency approved application form that they meet the definition of agricultural producer or rural small business. The Agency reserves the right to request supporting documentation to verify applicant eligibility.

(2) Applicant description. Describe the ownership of the applicant, including the information specified in (i) through (ii) of this section as applicable. Include a description of the applicant's farm/ranch/business operation, including how long the applicant has been in operation.

(i) Describe how the applicant meets the ownership and control requirements as identified in § 4280.112(b).

(ii) For each entity(ies) it controls or entity(ies) it is controlled by, provide a list of the individual owners with their contact information. Describe the relationship between the applicant and the other entity(ies), including percent ownership and control, management, passive investor ownership, and as applicable products exchanged. Organizational charts to demonstrate structure should be submitted when applicable.

§ 4280.118(b) (Con.)

**(3) Financial information.** Financial information is required on the total operation of the applicant and all entity(ies) it controls or entity(ies) that control the applicant. *A tax return itself is not an acceptable financial statement however tax return information may be used to prepare financial statements.*

(i) All financial information (e.g., financial statements, balance sheets, financial projections, income statements) must be submitted in accordance with accounting practices acceptable to the Agency. Such practices can include, but are not limited to, Generally Accepted Accounting Principles (GAAP) and the industry's standard accounting practice.

(ii) For sole proprietorships and other situations where business assets are held personally, financial statements must be prepared using only the assets and liabilities directly attributable to the business. Assets, plus any improvements must be valued at the lower of cost or market value.

(iii) The Agency may request additional financial statements, financial models, cash flow information, updated financial statements, and other related financial information to determine the financial feasibility of a Project. Required financial statements:

(A) Historical financial statements. Provide Agency-acceptable historical balance sheets and income statements the lesser of the last 3 fiscal years or all years of operation.

(B) Current balance sheet and income statement. Provide a current Agency-acceptable balance sheet and year-to-date income statement dated within 90 days of submission of the complete application.

(C) Pro forma financial statements. Provide balance sheets, income statements, and cash flow statements or financial model starting from the current financial statements through a minimum of 2 years of the project performing at full operational capacity or stable operations. Financial projections must be supported by a list of assumptions showing the basis for the projections. *When cash flow generated by the project is utilized to finance the project, financial statements should be provided for the useful life of the system.*

(4) Previous grants and loans. State whether the applicant has received and accepted any grants or guaranteed loan commitments under this subpart or any guaranteed loans under 7 CFR 5001. If the applicant has, identify each such grant award or guaranteed loan commitment and describe the progress the applicant has made on each project for which the grant or loan was received, including projected schedules and actual completion dates.

(c) Project information. Provide information concerning the proposed project as a whole and its relationship to the applicant's operations, including the following:

(1) Identification as to whether the project is for a RES or an EEI project. Include a description and the location of the project.

(2) A description of the process that will be used to conduct all procurement transactions to demonstrate compliance with § 4280.125(a) (1).

(3) Indicate if the proposed project will have a positive effect on resource conservation (e.g., water, soil, forest), public health (e.g., potable water, air quality), and the environment (e.g., compliance with the U.S. Environmental Protection Agency's (EPA) renewable fuel standard(s), greenhouse gases, emissions, particulate matter).

(4) Identify the amount of funds and the source(s) the applicant is proposing to use for the project. Provide written commitments for funds at the time the application is submitted to receive points under this scoring criterion.

§ 4280.118(c) (4) (Con.)

(i) If financial resources come from the applicant, documentation may include bank statements that demonstrates availability of funds.

(ii) If a third party is providing financial assistance, the applicant must submit a commitment letter signed by an authorized official of the third party. The letter must be specific to the project and must identify the dollar amount and any applicable rates and terms. If the third-party commitment is a loan, the commitment must be firm; a letter-of-intent or pre-qualification letter subject to underwriting requirements or contingencies are not acceptable. An acceptable condition may be based on the receipt of the REAP grant or an appraisal.

(d) Technical report. Each application must contain a technical report prepared in accordance with § 4280.110(g) and Appendix A or C, as applicable, of this subpart.

(e) Construction planning and performing development. Each application submitted must be in accordance with § 4280.125 for planning, designing, bidding, contracting, and constructing RES and EEI projects as applicable.

§ 4280.119 Grant applications for RES and EEI projects with total project costs of less than \$200,000, but more than \$80,000.

Grant applications for RES and EEI projects with total project costs of less than \$200,000, but more than \$80,000, may provide the information specified in this section or, if the applicant elects to do so, the information specified in § 4280.118. In order to submit an application under this section, the criteria specified in paragraph (a) of this section must be met. The content for applications submitted under this section is specified in paragraph (b) of this section. Unless otherwise specified in this subpart, the construction planning and performing development procedures and the payment process that will be used for awards for applications submitted under this section are specified in paragraphs (c) and (d), respectively, of this section.

(a) Criteria for submitting applications for projects with total project costs of less than \$200,000, but more than \$80,000. In order to submit an application under this section, each of the conditions specified in paragraphs (a) (1) through (7) of this section must be met.

- (1) The applicant must be eligible in accordance with § 4280.112.
- (2) The project must be eligible in accordance with § 4280.113.
- (3) Total project costs must be less than \$200,000, but more than \$80,000.
- (4) Construction planning and performing development must be performed in compliance with paragraph (c) of this section. The applicant or the applicant's prime contractor assumes all risks and responsibilities of project development.
- (5) The applicant or the applicant's prime contractor is responsible for all interim financing, including during construction.
- (6) The applicant agrees not to request reimbursement from funds obligated under this program until after project completion and is operating in accordance with the information provided in the application for the project.
- (7) The applicant must maintain insurance as required under § 4280.123(b), except business interruption insurance is not required.

(b) Application content. Applications submitted under this section must contain the information specified in paragraphs (b) (1) through (4) of this section. Each applicant is encouraged, but is not required, to self-score the project using the evaluation criteria in § 4280.121.

(1) *Forms and certifications.* The application must contain the items identified in § 4280.118(a), except that Form RD 4280-3B, "Application for Renewable Energy Systems and Energy Efficiency Improvement Projects Total Project Costs of Less than \$200,000, But More Than \$80,000" may be used instead of the form noted in § 4280.118 (a) (1). In addition, the applicant must submit a certification that the applicant meets each of the criteria for submitting an application under this section as specified in paragraph (a) of this section.

(2) *Applicant information.* The application must contain the items identified in § 4280.118(b), except that the information specified in § 4280.118(b) (3) is not required.

§ 4280.119(b) (Con.)

(3) *Project information.* The application must contain the items identified in § 4280.118(c).

(4) *Technical report.* Each application must contain a technical report in accordance with § 4280.110(g) and Appendix A or B, as applicable, of this subpart.

(c) *Construction planning and performing development.* Applicants submitting applications under this section must comply with the requirements specified in paragraphs (c)(1) through (3) of this section for construction planning and performing development.

(1) *General.* Paragraphs (a)(1), (2), and (4) of § 4280.125 apply.

(2) *Small acquisition and construction procedures.* Small acquisition and construction procedures are those relatively simple and informal procurement methods that are sound and appropriate for a procurement of services, equipment, and construction of a RES or EEI project with a total project cost of not more than \$200,000. The applicant is solely responsible for the execution of all contracts under this procedure, and Agency review and approval is not required.

(3) *Contractor forms.* Applicants must have each contractor sign, as applicable:

(i) Form RD 400-6, "Compliance Statement," for contracts exceeding \$10,000; and

(ii) Form AD-1048, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," for contracts exceeding \$25,000.

(d) *Payment process for applications for RES and EEI projects with total project costs of less than \$200,000, but more than \$80,000.*

(1) Upon completion of the project, the grantee must submit to the Agency a copy of the contractor's certification of final completion for the project and a statement that the grantee accepts the work completed. At its discretion, the Agency may require the applicant to have an inspector certify that the project is constructed and installed correctly.

(2) The RES or EEI project must be constructed, installed, and operating as described in the technical report prior to disbursement of funds. For RES, the system must be operating at the steady state operating level described in the technical report for a period of not less than 30 days, unless this requirement is modified by the Agency, prior to disbursement of funds. Any modification to the 30-day steady state operating level requirement will be based on the Agency's review of the technical report and will be incorporated into the Letter of Conditions.

(3) Prior to making payment, the Agency will be provided with Form RD 1924-9, "Certificate of Contractor's Release," and Form RD 1924-10, "Release by Claimants," or similar forms, executed by all persons who furnished materials or labor in connection with the contract.

§ 4280.120 Grant applications for RES and EEI projects with total project costs of \$80,000 or less.

Grant applications for RES and EEI projects with total project costs of \$80,000 or less must provide the information specified in this section or, if the applicant elects to do so, the information specified in either §§ 4280.118 or 4280.119. In order to submit an application under this section, the criteria specified in paragraph (a) of this section must be met. The content for applications submitted under this section is specified in paragraph (b) of this section. Unless otherwise specified in this subpart, the construction planning and performing development procedures and the payment process that will be used for awards for applications submitted under this section are specified in paragraphs (c) and (d), respectively, of this section.

(a) Criteria for submitting applications for RES and EEI projects with total project costs of \$80,000 or less. In order to submit an application under this section, each of the conditions specified in paragraphs (a) (1) through (7) of this section must be met.

- (1) The applicant must be eligible in accordance with § 4280.112.
- (2) The project must be eligible in accordance with § 4280.113.
- (3) Total project costs must be \$80,000 or less.

§ 4280.120(a) (Con.)

(4) Construction planning and performing development must be performed in compliance with paragraph (c) of this section. The applicant or the applicant's prime contractor assumes all risks and responsibilities of project development.

(5) The applicant or the applicant's prime contractor is responsible for all interim financing, including during construction.

(6) The applicant agrees not to request reimbursement from funds obligated under this program until after the project has been completed and is operating in accordance with the information provided in the application for the project.

(7) The applicant must maintain insurance as required under § 4280.123(b), except business interruption insurance is not required.

(b) Application content. Applications submitted under this section must contain the information specified in paragraphs (b) (1) through (4), as applicable. Each applicant is encouraged, but is not required, to self-score the project using the evaluation criteria in § 4280.121.

(1) *Forms and certifications.* Each application must contain the forms and certifications specified in paragraphs (b) (1) (i) through (x), as applicable, of this section except that paragraph (b) (1) (v) is optional.

(i) Form RD 4280-3A, "Application for Renewable Energy Systems and Energy Efficiency Improvement Projects Total Project Costs of \$80,000 or Less".

(ii) Form SF-424.

(iii) Form SF-424C.

(iv) Form SF-424D.

(v) Identify the ethnicity, race, and gender of the applicant. This information is optional and is not required for a complete application.

(vi) Environmental documentation in accordance with 7 CFR part 1970. The applicant should contact the Agency to determine what documentation is required to be provided.

(vii) Certification by the applicant that:

(A) The applicant meets each of the applicant eligibility criteria found in § 4280.112;

(B) The proposed project meets each of the project eligibility requirements found in § 4280.113;

(C) The design, engineering, testing, and monitoring will be sufficient to demonstrate that the proposed project will meet its intended purpose;

(D) The equipment required for the project is available, can be procured and delivered within the proposed project development schedule, and will be installed in conformance with manufacturer's specifications and design requirements. This would not be applicable when equipment is not part of the project;

(E) The project will be constructed in accordance with applicable laws, regulations, agreements, permits, codes, and standards;

(F) The applicant meets the criteria for submitting an application for projects with total project costs of \$80,000 or less;

(G) The applicant will abide by the open and free competition requirements in compliance with § 4280.125(a) (1); and

(H) For bioenergy projects, any and all woody biomass feedstock from National Forest System land or public lands cannot be otherwise used as a higher value wood-based product.

(viii) State whether the applicant has received any grants and/or guaranteed loans under this subpart, or any guaranteed loans under 7 CFR part 5001. If the applicant has, identify each such grant and/or loan and describe the progress the applicant has made on each project for which the grant and/or loan was received, including projected schedules and actual completion dates.

§ 4280.120(b) (1) (Con.)

(ix) The applicant must identify whether or not the applicant has a known relationship or association with an Agency employee. If there is a known relationship, the applicant must identify each Agency employee with whom the applicant has a known relationship. *An Agency employee is anyone that works for Rural Development.*

(x) The applicant is a legal entity in good standing (as applicable) and operating in accordance with the laws of the State(s) or Tribe where the applicant has a place of business.

(2) *General.* For both RES and EEI project applications:

(i) Identify whether the project is for a RES or an EEI project;

(ii) Identify the primary NAICS code applicable to the applicant's operation if known or a description of the operation in enough detail for the Agency to determine the primary NAICS code;

(iii) Indicate if the proposed project will have a positive effect on resource conservation (e.g., water, soil, forest), public health (e.g., potable water, air quality), and the environment (e.g., compliance with the EPA's renewable fuel standard(s), greenhouse gases, emissions, particulate matter); and

(iv) Identify the amount of matching funds and other funds and the source(s) the applicant is proposing to use for the project. In order to receive points under this scoring criterion, written commitments for funds (e.g., a Letter of commitment, bank statement) must be submitted when the application is submitted.

(A) If financial resources come from the applicant, documentation may include a bank statement that demonstrates availability of funds.

(B) If a third party is providing financial assistance, the applicant must submit a commitment letter signed by an authorized official of the third party. The letter must be specific to the project, identify the dollar amount and any applicable rates and terms. If the third-party commitment is a loan, the commitment must be firm, a letter-of-intent or pre-qualification letter, subject to underwriting requirements or contingencies are not acceptable. An acceptable condition may be based on the receipt of the REAP grant or an appraisal.

(3) *Technical report for EEI.* Each EEI application submitted under this section must include a technical report in accordance with § 4280.110(g) and paragraphs (b) (3) (i) through (iv) of this section.

(i) *Project description.* Provide a description of the proposed EEI, including its intended purpose and a vendor/installer certification that the EEI project meets the requirements for being commercially available.

(ii) *Qualifications of EEI provider(s).* Provide a certification by the vendor/installer that:

(A) They are qualified to complete the project as intended, including the number of years of experience with the proposed EEI technology. Any contractor or installer with less than 2 years of experience may be required to provide additional information in order for the Agency to determine if they are a qualified installer/contractor.

(B) The EEI system will operate and perform over the project's useful life in a reliable and cost-effective manner; and

(iii) *Energy assessment.* Provide a copy of the energy assessment (or energy audit) performed for the project as required under Section C of Appendix A to this subpart and the qualifications of the person which completed the energy assessment.

(iv) *Simple payback.* Provide an estimate of simple payback, including all calculations, documentation, and any assumptions.

§ 4280.120(b) (Con.)

(4) *Technical report for RES.* Each RES application submitted under this section must include a technical report in accordance with § 4280.110(g) and paragraphs (b) (4) (i) through (iv) of this section.

(i) *Project description.* Provide a description of the project, including its intended purpose and a vendor/installer certification that the RES project meets the requirements for being commercially available. Appendix B contains instructions for how a project is to be constructed and installed. Identify the project's location and describe the project site.

(ii) *Resource assessment.* Provide vendor/installer certified projections on energy to be replaced and/or generated once the proposed system is operating at its steady state operating level, including the quality and availability of the renewable resource to the project. If there is a residence closely associated with the RES project, include the historical amount of energy used by the residence and the historical amount of energy used by the agricultural operation or rural small business, as applicable, to satisfactorily demonstrate 50% or more of proposed generation will benefit the agricultural operation or rural small business;

(iii) *Project economic assessment.* Describe the projected financial performance of the proposed project. The description must address total project costs, revenues accrued from the sale or crediting of energy, quantity and value of energy offset, and revenue from byproducts. Include applicable investment and other production incentives and indicate if they are a one time or reoccurring incentive. Provide an estimate of simple payback, including all calculations, documentation, and any assumptions; and

(iv) *Qualifications of key service providers.* Provide a certification by the vendor/installer that:

(A) They are qualified to complete the project as intended, including the number of similar systems installed previously and any professional credentials, licenses, and relevant experience. If specific numbers are not available for similar systems, you may submit an estimation of the number of similar systems; and

(B) The RES system will operate and perform over the project's useful life in a reliable and cost-effective manner.

(c) Construction planning and performing development for applications submitted under this section. All applicants submitting applications under this section must comply with the requirements specified in paragraphs (c)(1) through (3) of this section for construction planning and performing development.

(1) General. Paragraphs (a)(1), (2), and (4) of § 4280.125 apply.

(2) Small acquisition and construction procedures. Small acquisition and construction procedures are those relatively simple and informal procurement methods that are sound and appropriate for a procurement of services, equipment and construction of a RES or EEI project with a total project cost of not more than \$80,000. The applicant is solely responsible for the execution of all contracts under this procedure, and Agency review and approval is not required.

(3) Contractor forms. Applicants must have each contractor sign, as applicable:

(i) Form RD 400-6 for contracts exceeding \$10,000; and

(ii) Form AD-1048 for contracts exceeding \$25,000.

(d) Payment process for applications for RES and EEI projects with total project costs of \$80,000 or less.

(1) Upon completion of the project, the grantee must submit to the Agency a copy of the contractor's certification of final completion for the project and a statement that the grantee accepts the work completed. At its discretion, the Agency may require the applicant to have an inspector certify that the project is constructed and installed correctly.

§ 4280.120(d) (Con.)

(2) The RES or EEI project must be constructed, installed, and currently be operating as described in the technical report prior to disbursement of funds. For RES, the system must be operating at the steady state operating level described in the technical report for a period of not less than 30 days, unless this requirement is modified by the Agency, prior to disbursement of funds. Any modification to the 30-day steady state operating level requirement will be based on the Agency's review of the technical report and will be incorporated into the Letter of Conditions.

(3) Prior to making payment, the grantee must provide the Agency with Form RD 1924-9 and Form RD 1924-10, or similar forms, executed by all persons who furnished materials or labor in connection with the contract.

§ 4280.121 Scoring RES and EEI grant applications.

Agency personnel will score each complete and eligible RES and EEI application based on the scoring criteria specified in this section, unless otherwise specified in a *Federal Register* notice, with a maximum score of 100 points possible. *Carry scores to the hundredth decimal place where applicable and when rounding is necessary simple rounding rules will be applied.*

(a) Environmental benefits. A maximum of 5 points will be awarded for this criterion based on whether the applicant has indicated in the application that the proposed project will have a positive effect on resource conservation (e.g., water, soil, forest), public health (e.g., potable water, air quality), and the environment (e.g., compliance with EPA's renewable fuel standard(s), greenhouse gases, emissions, particulate matter). If the project will have a positive impact on:

- (1) Any one of the three impact areas, 1 point will be awarded.
- (2) Any two of the three impact areas, 3 points will be awarded.
- (3) All three impact areas, 5 points will be awarded.

(b) Energy generated, replaced, or saved. A maximum of 25 points will be awarded for this criterion. Applications for RES and EEI projects are eligible for points under both paragraphs (b) (1) and (2) of this section.

(1) *Quantity of energy generated or saved per REAP grant dollar requested.* A maximum of 10 points will be awarded for this sub-criterion. For RES and EEI projects, points will be awarded for either the amount of renewable energy generation per grant dollar requested, which includes those projects that are replacing energy usage with a renewable source; or the actual annual average energy savings over the most recent 12, 24, 36, 48, or 60 consecutive months of operation per grant dollar requested. Points will not be awarded for more than one category.

(i) *RES.* The quantity of energy generated or replaced per grant dollar requested will be determined by dividing the projected total annual energy generated or replaced by the RES or RES retrofit (minus energy for residential use), which will be converted to BTUs, by the grant dollars requested.

*Distribution components necessary to move renewable energy produced to an initial point of sale or other components and ancillary infrastructure, will not receive points for energy generation unless the specific project components being funded are producing renewable energy. For example, a biogas upgrading system distributes renewable energy to an initial point of sale however the biogas upgrading system itself does not generate the renewable energy. Points will be awarded based on the annual amount of energy generated or replaced (minus energy for residential use) per grant dollar requested for the proposed RES project. In cases where there are ineligible pre-application costs, the entire quantity of energy produced by the system is utilized for this scoring criteria as long as the use of energy produced is eligible.*

*The energy generated per grant dollar requested will be calculated using the following equation:  $EG/\$ = (EG_{12}/GR)$  where:  $EG/\$$  = Energy Generated per grant dollar requested;  $EG_{12}$  = Projected total annual energy generated (BTUs) by the proposed RES for a typical year, minus energy for residential use when applicable;  $GR$  = Grant amount requested under this subpart. The Agency will award up to 10 points as determined using paragraphs (b) (1) (i) (A) and (B) of this section. If the annual amount of energy generated or replaced per grant dollar requested is:*

(A) 50,000 BTUs average annual energy generated or replaced per grant dollar requested or higher, 10 points will be awarded; or

(B) Less than 50,000 BTUs annual energy generated or replaced per grant dollar requested, points will be awarded according to the results of taking the energy generated or replaced per grant dollar requested/50,000 x

§ 4280.121(b)(1)(i)(B) (Con.)

**10 points.**  $(EG/\$) / 50,000 \times 10$  points. **The points awarded are rounded to the nearest hundredth of a point.**

*For example, an applicant has requested a \$500,000 grant to install an anaerobic digester project with a 500 kilowatt (kW) generator set. The project will produce 5,913,000 kilowatt hours (kWh) per year. At 3,412 BTUs per kWh, this is the equivalent to 20,175,156,000 BTUs. Based on this example, there are 40,350.31 BTUs generated per grant dollar requested (20,175,156,000 BTUs/\$500,000). Because this is less than 50,000 BTUs average annual energy generated per grant dollar requested, points will be awarded as follows:  $40,350.31 \text{ BTUs} / 50,000 \text{ BTUs} \times 10 = 8.07006$ . This would be rounded to the nearest hundredth, or to 8.07 points.*

**(ii) EEI.** **The Agency will award up to 10 points under this sub-criterion based on the average annual energy saved per grant dollar requested for the EEI project.** *The average annual energy saved per grant dollar requested will be calculated using the following equation:  $ES/\$ = (ES_{12}/GR)$  where:  $ES/\$$  = Average annual energy saved per grant dollar requested;  $ES_{12}$  = Average annual energy saved (BTUs) by the proposed EEI over the same period used in the energy assessment or energy audit, as applicable; GR = Grant amount requested under this subpart. **The Agency will award up to 10 points as determined under paragraph (b)(1)(ii)(A) and (B) of this section. If the average annual energy saved per grant dollar requested is:***

**(A) 50,000 BTUs average annual energy saved per grant dollar requested or higher, 10 points will be awarded; or**

**(B) Less than 50,000 BTUs average annual energy saved per grant dollar requested, points will be awarded according to the result of taking the energy saved per grant dollar requested/50,000  $\times 10$  points.  $(ES/\$) / 50,000 \times 10$  points. The points awarded are rounded to the nearest hundredth of a point.** *For example, an applicant has requested a \$1,500 grant to install a new boiler. The average BTU usage of the existing boiler for the most recent 12 months prior to submittal of the application was 125,555,000 BTUs per year. If the new boiler had been in place for those same 12 months, the*

*average BTU usage is estimated to be 100,000,000 BTUs. Thus, the new boiler is projected to save the applicant 25,555,000 BTUs per year. Based on this example, there are 17,036.6667 BTUs saved per grant dollar requested (25,555,000 BTUs/\$1,500). Because this is less than 50,000 BTUs average annual energy saved per grant dollar requested, points will be awarded as follows:  $17,036.667 \text{ BTUs} / 50,000 \text{ BTUs} \times 10 = 3.407$ . This would be rounded up to the nearest hundredth, or to 3.41 points.*

**(2) Quantity of energy replaced, generated, or saved.** A maximum of 15 points will be awarded for this sub-criterion. Points will be awarded on the basis of whether the project is for energy replacement, energy savings, or energy generation; points will not be awarded for more than one category.

**(i) Energy replacement.** The Agency will award points under this sub-criterion for a RES project based on the amount of energy replaced by the project compared to the amount of energy used by the applicable process(es) over a 12-month period. If the estimated energy produced is more than 150 percent of the energy used by the applicable process(es), the project will be scored as an energy generation project under paragraph (b) (2) (ii) of this section.

**(A) Documentation for energy replacement.** For a RES project to qualify as energy replacement, the applicant must provide documentation in its application on prior energy use incurred by the applicant. Proposed energy use, such as that attributed to an expansion, is not considered in the replacement calculation. For a RES project involving new construction and being installed to serve the new facility, the project can be classified as energy replacement only if the applicant can document prior energy use from a facility that is within plus or minus 10 percent of the size of the facility it is replacing. The estimated quantities of energy must be converted to either BTUs, watts, or similar energy equivalents to facilitate scoring.

§ 4280.121(b)(2)(i) (Con.)

(B) *Calculation.* Energy replacement is determined by dividing the quantity of renewable energy that the RES project is estimated would have been generated if it were in place over the most recent 12-month period by the quantity of energy actually consumed over the same period by the applicable energy process(es) that is(are) consuming energy.

(C) *Awarding of points.* Using the results from paragraph (b)(2)(i)(B) of this section, if the percentage of energy replacement is:

- (1) Greater than 50 percent, 15 points will be awarded;
- (2) Greater than 25 percent, but equal to or less than 50 percent, 10 points will be awarded; or
- (3) Equal to or less than 25 percent, 5 points will be awarded.

(ii) *Energy generation.* If the proposed RES is intended for production of energy or is a proposed retrofitting of an existing RES which increases the amount of energy generated, the Agency will award 10 points.

(iii) *Energy saved.* The Agency will award up to 15 points under this sub-criterion for an EEI project based on the percentage of estimated energy saved by the installation of the project as determined by the projections in the applicable energy assessment or energy audit. If the estimated energy expected to be saved over the same period used in the energy assessment or energy audit, as applicable, will be:

- (A) 50 percent or greater, 15 points will be awarded;
- (B) 35 percent up to, but not including 50 percent, 10 points will be awarded;
- (C) 20 percent up to, but not including 35 percent, 5 points will be awarded; or
- (D) Less than 20 percent, no points will be awarded.

(c) **Commitment of funds.** A maximum of 15 points will be awarded for this criterion based on the percentage of written commitment an applicant has from its fund sources that are documented with a complete application.

(1) **Calculation.** The percentage of written commitment is calculated as follows:  $\text{percentage of written commitment} = \frac{\text{total amount of funds for which written commitments have been submitted with the application}}{\text{total amount of matching funds and other funds required}}$ . *Total amount of matching funds and other funds required, plus the amount of the grant and if applicable guaranteed loan request, should equal eligible project costs.*

(2) **Awarding of points.** Using the result from paragraph (c) (1) of this section, the Agency will award points as shown in paragraphs (c) (2) (i) through (iii) of this section.

(i) If the percentage of written commitments is 100 percent of the matching funds, 15 points will be awarded.

(ii) If the percentage of written commitments is less than 100 percent, but more than 50 percent, points will be awarded as follows:  $((\text{percentage of written commitments} - 50 \text{ percent}) / (50 \text{ percent})) \times 15 \text{ points}$ , where points awarded are rounded to the nearest hundredth of a point.

(iii) If the percentage of written commitments is 50 percent or less, no points will be awarded.

(d) **Previous grantees and borrowers.** A maximum of 15 points will be awarded for this criterion based on whether the applicant has received and accepted a REAP grant award or guaranteed loan commitment under 7 CFR part 4280 of this title or a guaranteed loan commitment under either this part or 7 CFR part 5001 of this title. *Base this calculation on the fiscal year in which the actual obligation was made using the applicant's tax identification or social security number. An award that was not disbursed in full, e.g. a partial de-obligation of funds, still counts as an award. Full de-obligation of grant or guaranteed loan awards will not count as an award.*

(1) If the applicant has never received and accepted a grant award or a guaranteed loan commitment under either this part or 7 CFR part 5001 of this title, 15 points will be awarded.

§ 4280.121(d) (Con.)

(2) If the applicant has not received and accepted a grant award or guaranteed loan commitment under this subpart, or a guaranteed loan commitment under 7 CFR part 5001 of this title within the 2 previous Federal fiscal years, 5 points will be awarded.

(3) If the applicant has received a grant award or guaranteed loan commitment under this subpart, or a guaranteed loan commitment under 7 CFR part 5001 of this title within the 2 previous Federal fiscal years, no points will be awarded.

(e) **Existing business.** A maximum of 5 points will be awarded for an existing agricultural producer business or rural small business that meets the definition of existing business in § 4280.103 of this part. *Existing business evaluation should be made on the applicant entity using the tax identification or social security number submitted on the application. For example, if an agricultural producer has been operating as a sole proprietorship however the producer formed a new legal entity and submitted a REAP application under the new legal entity, the Agency would evaluate whether or not the new legal entity had been in operation for at least one full year.*

(f) **Simple payback.** A maximum of 15 points will be awarded for this criterion based on the simple payback of the project as defined in § 4280.103. Points will be awarded for either RES or EEI; points will not be awarded for more than one category. *See definition of simple payback in § 4280.103 for additional instruction on how to calculate simple payback.*

- (1) **RES.** If the simple payback of the proposed project is:
- (i) Less than 10 years, 15 points will be awarded;
  - (ii) 10 years up to but not including 15 years, 10 points will be awarded;
  - (iii) 15 years up to and including 25 years, 5 points will be awarded; or
  - (iv) Longer than 25 years, no points will be awarded.

(2) **EEI.** If the simple payback of the proposed project is:

(i) Less than 4 years, 15 points will be awarded;

(ii) 4 years up to but not including 8 years, 10 points will be awarded;

(iii) 8 years up to and including 12 years, 5 points will be awarded; or

(iv) Longer than 12 years, no points will be awarded.

(g) **Size of request.** For grant applications requesting \$250,000 or less for RES, or \$125,000 or less for EEI, an additional 10 points may be awarded such that a maximum score of 100 points is possible. All other applications will have a maximum possible score of 90 points.

(h) **State Director and Administrator priority points.** A maximum of 10 points are available for this criterion. A State Director, for its State allocation under this subpart, or the Administrator, for making awards from the National Office reserve, may award up to 10 points to an application based on the conditions specified in paragraphs (h) (1) through (5) of this section. In no case shall an application receive more than 10 points under this criterion. *If State Director or Administrator points are awarded for a criterion, then all applications meeting that criterion will be awarded the same number of points in that competition.*

(1) The application is for an under-represented technology.

(2) Selecting the application helps achieve geographic diversity, which may include points based upon the size of the funding request.

(3) The applicant is a member of an unserved or under-served population described as follows:

(i) Owned by a veteran, including but not limited to individuals as sole proprietors, members, partners, stockholders, etc., of not less than 20 percent. In order to receive points, applicants must provide a statement in their applications to indicate that owners of the project have Veteran status.

§ 4280.121(h) (3) (Con.)

(ii) [RESERVED]

(4) **Selecting the application helps further a Presidential initiative or a Secretary of Agriculture priority.**

(5) **The proposed project is located in a Federally declared major disaster area. Declarations must be within the last 2 calendar years.** This information can be found at: (<https://www.fema.gov/disasters/year>). Points should NOT be awarded for national health pandemic declarations such as Covid-19.

(6) **The proposed project is located in an area where 20 percent or more of its population is living in poverty over the last 30 years, as defined by the United States Census Bureau (1990 and 2000 decennial censuses, and 2007-2001 American Community Survey 5-year average, or any territory or possession of the United States, e.g. persistent poverty. This information can be found at: [https://usdagcc.sharepoint.com/:f:/r/sites/rd\\_ic/DAD1/CensusHub/Shared%20Documents/Census%20Resources?csf=1&web=1&e=AoT6KDD](https://usdagcc.sharepoint.com/:f:/r/sites/rd_ic/DAD1/CensusHub/Shared%20Documents/Census%20Resources?csf=1&web=1&e=AoT6KDD) ), underserved community(ies) (defined in § 4280.103) or has experienced long-term population decline according to the last three decennial censuses. This information can be found at: [https://usdagcc.sharepoint.com/:f:/r/sites/rd\\_ic/DAD1/CensusHub/Shared%20Documents/Census%20Data?csf=1&web=1&e=9nHWrgv](https://usdagcc.sharepoint.com/:f:/r/sites/rd_ic/DAD1/CensusHub/Shared%20Documents/Census%20Data?csf=1&web=1&e=9nHWrgv) , or loss of employment, which may include a project that is located in a city, county, or state with an unemployment rate, as determined by the Department of Labor, 125 percent or greater of the current national rate. This information can be found at: <https://www.bls.gov/charts/employment-situation/civilian-unemployment-rate.htm> and <https://www.bls.gov/lau/tables.htm>.**

§ 4280.122 Selecting RES and EEI grant applications for award.

Unless otherwise provided for in a *Federal Register* notice, RES and EEI grant applications will be processed in accordance with this section. Complete applications will be evaluated, processed, and subsequently ranked, and will compete for funding, subject to the availability of grant funding. Each State will receive two grant allocations, an allocation of grant funds restricted to funding requests of \$20,000 or less, and an allocation of grant funds which are unrestricted and can fund any size funding request.

(a) RES and EEI grant applications. Complete RES and EEI grant applications, including combination grant and guaranteed loan requests, regardless of the amount of funding requested, are eligible to compete in two competitions within a Federal fiscal year - a State competition and a National competition.

(1) To be competed in the State and National competitions, complete applications must be received by the applicable State Office by 4:30 p.m. local time no later than March 31. If March 31 falls on a non-business day or a federally-observed holiday, the next Federal business day will be considered the last day for receipt of a complete application. Complete applications received after this date and time will be processed in the subsequent fiscal year.

(2) All eligible RES and EEI grant applications that remain unfunded after completion of the State competition will be competed in a National competition.

(b) RES and EEI grant applications requesting \$20,000 or less. Complete RES and EEI grant applications, including combination grant and guaranteed loan requests, requesting \$20,000 or less are eligible to compete in up to five competitions - two State competitions and a National set-aside competition for grants of \$20,000 or less, as well as the two competitions referenced in paragraph (a) of this section.

§ 4280.122(b) (Con.)

(1) For complete RES and EEI grant applications for grants requesting \$20,000 or less, there will be two State competitions each Federal fiscal year. Complete applications for \$20,000 or less that are received by the Agency by 4:30 p.m. local time on October 31 of the Federal fiscal year will be competed against each other. Complete applications for \$20,000 or less that are received by the Agency by 4:30 p.m. local time on March 31 of the Federal fiscal year and any applications for \$20,000 or less that were not ready to compete or were not funded from the prior competition, will be competed against each other. If either October 31 or March 31 falls on a weekend or a federally observed holiday, the next Federal business day will be considered the last day for receipt of a complete application. Complete applications received after 4:30 p.m. local time on March 31, regardless of the postmark on the application, will be processed in the subsequent fiscal year.

(2) All eligible RES and EEI grant applications requesting \$20,000 or less that remain unfunded after completion of the State competition for applications received by March 31 will be competed in the National competition.

(c) Ranking of applications. The Agency will rank complete eligible applications using the scoring criteria specific in § 4280.121. Higher scoring applications will receive first consideration.

(d) Funding selected applications. As applications are funded, if insufficient funds remain to fund the next highest scoring application, the Agency may elect to fund a lower scoring application. Before this occurs, the Agency will provide the applicant of the higher scoring application the opportunity to reduce the amount of the applicant's grant request to the amount of funds available. If the applicant agrees to lower its grant request, the applicant must certify that the purposes of the project will be met and provide the remaining total funds needed to complete the project. If two or more applications score the same and if remaining funds are insufficient to fund each such application, the Agency will notify the applicants that they may either accept a proportional amount of funds or submit their total request for the next available competition. At its discretion, the Agency may also elect to allow any remaining multi-year funds to be carried over to the next fiscal year rather than selecting a lower scoring application.

(e) Handling of ranked applications not funded. Based on the availability of funding, a ranked application might not be funded. Handling of unfunded applications depends on whether the request is more or less than \$20,000.

(1) **All complete and eligible applications requesting \$20,000 or less may be competed in up to five competitions within a Federal fiscal year and if not selected for funding, the Agency will discontinue consideration of the applications.** For example, a complete application requesting \$20,000 that was filed by October 31 of a fiscal year will compete in the first state competition for grants of \$20,000 or less. If not funded, the grant will compete in the second state competition for grants of \$20,000 or less. If not funded, the grant will compete for a third time in the national competition for grants of \$20,000 or less. If not funded, the grant will compete for a fourth time in the state unrestricted grant competition for all grants regardless of the amount of funding requested. If not funded, the grant will compete in its fifth and final national office unrestricted grant competition. If the application remains unfunded the Agency will discontinue consideration of the funding request. A complete application requesting \$20,000 or less that was filed after October 31 but prior to March 31 of a federal fiscal year may be competed in up to four competitions with a federal fiscal year beginning with the second state competition for grants of \$20,000 or less as noted in the example above.

(2) **The Agency will discontinue consideration for funding all complete and eligible applications requesting more than \$20,000 that are not selected for funding after the State and National competitions for the Federal fiscal year.** For example, a complete application requesting more than \$20,000 that was filed by March 31 of a fiscal year will compete in a state unrestricted grant competition for all grants regardless of the amount of funding requested. If not funded, the grant will compete in its second and final national office unrestricted grant competition. If the application remains unfunded the Agency will discontinue consideration of the funding request.

(f) **Commencement of the project.** Not all grant applications that compete for funding will receive an award. Thus, the applicant assumes all risks if the applicant chooses to purchase the proposed equipment or start construction of the proposed project after the complete application has been received by the Agency, but before the applicant is notified as to whether or not they have been selected for an award.

§ 4280.123 Awarding and administering RES and EEI grants.

The Agency will award and administer RES and EEI grants in accordance with Departmental Regulations and with paragraphs (a) through (h) of this section.

(a) Letter of Conditions. A Letter of Conditions will be prepared by the Agency, establishing conditions that must be agreed to by the applicant before any obligation of funds can occur. Upon reviewing the conditions and requirements in the Letter of Conditions, the applicant must complete, sign, and return the Form RD 1942-46, "Letter of Intent to Meet Conditions," and Form RD 1940-1, "Request for Obligation of Funds," to the Agency if they accept the conditions of the grant; or if certain conditions cannot be met, the applicant may propose alternate conditions to the Agency. The Agency must concur with any changes proposed to the Letter of Conditions by the applicant before the application will be further processed.

(b) Insurance requirements. Agency approved insurance coverage must be maintained for 3 years after the Agency has approved the final performance report unless this requirement is waived or modified by the Agency in writing. Insurance coverage shall include, but is not limited to:

(1) Property insurance, such as fire and extended coverage, will normally be maintained on all structures and equipment.

(2) Liability.

(3) National flood insurance is required in accordance with 7 CFR part 1806, subpart B, if applicable.

(4) Business interruption insurance for projects with total project costs of more than \$200,000.

(c) Forms and certifications. The forms specified in paragraphs (c) (1) through (5) of this section will be attached to the Letter of Conditions referenced in paragraph (a) of this section. The forms specified in paragraphs (c) (1) through (4) of this section and all of the certifications must be submitted prior to grant approval. The form specified in paragraph (c) (5) of this section, which is to be completed by contractors, does not need to be returned to the Agency, but must be kept on file by the grantee.

- (1) Form RD 1942-46, "Letter of Intent to Meet Conditions."
- (2) Form RD 1940-1.
- (3) Form SF-LLL, "Disclosure of Lobbying Activities," if the grant exceeds \$100,000 and/or if the grantee has made or agreed to make payment using funds other than Federal appropriated funds to influence or attempt to influence a decision in connection with the application.
- (4) Form RD 400-4, "Assurance Agreement," or successor form.
- (5) Form AD-1048, as signed by the contractor or other lower tier party.

(d) Evidence of matching funds and other funds. If an applicant submitted written evidence of matching funds and other funds with the application, the applicant is responsible for ensuring that such written evidence is still in effect (i.e., not expired) when the grant is executed. If the applicant did not submit written evidence of matching funds and other funds with the application, the applicant must submit such written evidence that is in effect before the Agency will execute the Financial Assistance Agreement. In either case, written evidence of matching funds and other funds needed to complete the project must be provided to the Agency before execution of the Financial Assistance Agreement and must be in effect (i.e., must not have expired) at the time Financial Assistance Agreement is executed.

(e) System for Award Management (SAM) registration. Before the Financial Assistance Agreement can be executed, the applicant's UEI number must be registered in the SAM and a valid (e.g. non-expired) Commercial and Government Entity (CAGE) code must be submitted to the Agency. The UEI number, formerly known as a Dun & Bradstreet D-U-N-S Number, must be associated with the correct tax identification number of the REAP applicant and must also be used to register in the System for Awards Management.

(f) Financial Assistance Agreement. Once the requirements specified in paragraphs (a) through (e) of this section have been met, the Financial Assistance Agreement can be executed by the grantee and the Agency. The Agreement should be signed as soon as possible, but no later than within 6 months of obligation of funds or grant funds may be de-obligated by the Agency. The grantee must abide by all requirements contained in the Financial Assistance Agreement, this subpart, and any other applicable Federal statutes or regulations. Failure to follow these requirements might result in termination of the grant and adoption of other available remedies.

§ 4280.123 (Con.)

(g) **Grant approval.** The grantee will be sent a copy of the executed Form RD 1940-1 and the Financial Assistance Agreement.

(h) **Power purchase agreement.** Where applicable, the grantee shall provide to the Agency a copy of the executed power purchase agreement within 12 months from the date that the Financial Assistance Agreement is executed, unless otherwise approved by the Agency.

(i) *REAP Obligated and Closed Grants.* REAP obligated and closed grants will be randomly selected for review by the national office. If selected for review, the state office will provide the following information:

- (1) Copy of applicable Form RD 4280-3 application form with all attachments, including the technical report;
- (2) Copy of the project summary;
- (3) Copy of score sheet;
- (4) Copy of the Letter of Conditions;
- (5) Grant disbursement documentation, including all Forms SF 271, "Outlay Report and Request for Reimbursement for Construction Programs," received to date with supporting documentation; and
- (6) Evidence of grant monitoring, including all Forms SF 425, "Federal Financial Report," semi-annual project performance reports, final project development report, and outcome project performance reports received to date.

§ 4280.124 **Servicing RES and EEI grants.**

The Agency will service RES and EEI grants in accordance with the requirements specified in Departmental Regulations; 7 CFR part 3; 7 CFR 1951 Subparts E and O ; the Financial Assistance Agreement; and paragraphs (a) through (k) of this section.

(a) **Inspections.** Grantees must permit periodic inspection of the project records and operations by a representative of the Agency.

(b) *Programmatic changes.* Grantees may make changes to an approved project's costs, scope, contractor, or vendor subject to the provisions specified in paragraphs (b) (1) through (3) of this section. If the changes result in lowering the project's score to below what would have qualified the application for award, the Agency will not approve the changes.

(1) *Prior approval.* The grantee must obtain prior Agency approval for any change to the scope, contractor, or vendor of the approved project. Changes in project cost will require Agency approval as outlined in paragraph (b) (1) (iii) of this section.

(i) Grantees must submit requests for programmatic changes in writing to the Agency for Agency approval.

(ii) Failure to obtain prior Agency approval of any such change could result in such remedies as suspension, termination, and recovery of grant funds.

(iii) Prior Agency approval is required for all increases in project costs. Prior Agency approval is required for a decrease in project cost only if the decrease would have a negative effect on the long-term viability of the project. A decrease in project cost that does not have a negative impact on long-term viability requires Agency review and approval prior to disbursement of funds.

(2) *Changes in project cost or scope.* If there is a significant change in project cost or any change in project scope, then the grantee's funding needs, eligibility, and scoring, as applicable, will be reassessed. Decreases in Agency funds will be based on revised project costs and other factors, including Agency regulations used at the time of grant approval.

(3) *Change of contractor or vendor.* When seeking a change, the grantee must submit to the Agency a written request for approval. The proposed contractor or vendor must have qualifications and experience acceptable to the Agency. The written request must contain sufficient information, which may include a revised technical report as required under § 4280.118(e), § 4280.119(b) (4), § 4280.120(b) (3), or § 4280.120(b) (4), as applicable, to demonstrate to the Agency's satisfaction that such change maintains project integrity. If the Agency determines that project integrity continues to be demonstrated, the grantee may make the change. If the Agency determines that project integrity is no longer

§ 4280.124(b) (3) (Con.)

demonstrated, the change will not be approved and the grantee has the following options: continue with the original contractor or vendor; find another contractor or vendor that has qualifications and experience acceptable to the Agency to complete the project; or terminate the grant by providing a written request to the Agency. No additional funding will be available from the Agency if costs for the project have increased. The Agency decision will be provided in writing.

(c) Transfer of ownership. After the Financial Assistance Agreement for the project has been executed, the grantee may request, in writing, a transfer of the Financial Assistance Agreement to another entity. Subject to Agency approval provided in writing *by the state approval official*, the Financial Assistance Agreement may be transferred to another entity provided:

(1) The entity is determined by the Agency to be an eligible entity under this subpart. *The new entity should submit a completed SF424 form to the Agency along with information to justify that the entity is an eligible REAP applicant.; and*

(2) The type of RES or EEI technology and the scope of the project for which the Agency funds will be used remain unchanged.

(3) *The new entity should execute an addendum to the existing original Financial Assistance Agreement to complete the transfer of ownership.*

(d) Disposition of acquired property. Grantees must abide by the disposition requirements outlined in Departmental Regulations.

(e) Financial management system and records. The grantee must provide for financial management systems and maintain records as specified in paragraphs (f) (1) and (2) of this section.

(1) Financial management system. The grantee will provide for a financial system that will include:

(i) Accurate, current, and complete disclosure of the financial results of each grant;

(ii) Records that identify adequately the source and application of funds for grant-supporting activities, together with documentation to support the records. Those records must contain information pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays, and income; and

(iii) Effective control over and accountability for all funds. The grantee must adequately safeguard all such assets and must ensure that funds are used solely for authorized purposes.

(2) *Records.* The grantee will retain financial records, supporting documents, statistical records, and all other records pertinent to the grant for a period of at least 3 years after completion of grant activities except that the records must be retained beyond the 3-year period if audit findings have not been resolved or if directed by the United States. The Agency and the Comptroller General of the United States, or any of their duly authorized representatives, must have access to any books, documents, papers, and records of the grantee that are pertinent to the specific grant for the purpose of making audit, examination, excerpts, and transcripts.

(f) *Audit requirements.* If applicable, grantees must provide an annual audit in accordance with 7 CFR part 3052. The Agency may exercise its right to do a program audit after the end of the project to ensure that all funding supported eligible project costs.

(g) *Grant disbursement.* As applicable, grantees must disburse grant funds as scheduled in accordance with the appropriate construction and inspection requirements in §§ 4280.119, 4280.120 or 4280.125 as applicable. Unless required by third parties providing cost sharing payments to be provided on a pro-rata basis with other funds, grant funds will be disbursed after all other funds have been expended.

(1) Unless authorized by the Agency to do so, grantees may submit requests for reimbursement no more frequently than monthly. Ordinarily, payment will be made within 30 days after receipt of a proper request for reimbursement.

(2) Grantees must not request reimbursement for the Federal share of amounts withheld from contractors to ensure satisfactory completion of work until after it makes those payments.

§ 4280.124 (Con.)

(3) Payments will be made by electronic funds transfer.

(4) Grantees must use SF-271, "Outlay Report and Request for Reimbursement for Construction Programs," or other format prescribed by the Agency to request grant reimbursements. Fund requests must at a minimum include documentation of costs and evidence of payment(s), including payment date(s). Failure to provide sufficient documentation of costs and evidence of payment, including payment date, may result in denied reimbursement.

(5) For a grant awarded to a project with total project costs of \$200,000 and greater, grant funds will be disbursed in full after the project is completed, is operational, and has met or exceeded the steady state operating level as set out in the grant award requirements. Grant funds may also be disbursed through 90 percent of grant disbursement. The final 10 percent of grant funds will be held by the Agency until construction of the project is completed, the project is operational, and the project has met or exceeded the steady state operating level as set out in the grant award requirements. In addition, the Agency reserves the right to request additional information or testing if upon a final site visit or review of documentation, the 30-day steady state operating level is not found acceptable to the Agency.

(h) Monitoring of project. Grantees are responsible for ensuring that all activities are performed within the approved scope of work and that funds are only used for approved purposes.

(1) Grantees shall constantly monitor performance to ensure that:

(i) Time schedules are being met;

(ii) Projected work is being accomplished by projected time periods;

(iii) Financial resources are being appropriately expended by contractors (if applicable); and

(iv) Any other performance objectives identified in the scope of work are being achieved.

(2) To the extent that resources are available, the Agency will monitor grantees to ensure that activities are performed in accordance with the Agency-approved scope of work and to ensure that funds are expended for approved purposes. The Agency's monitoring of grantees neither:

(i) Relieves the grantee of its responsibilities to ensure that activities are performed within the scope of work approved by the Agency and that funds are expended for approved purposes only; nor

(ii) Provides recourse or a defense to the grantee should the grantee conduct unapproved activities, engage in unethical conduct, engage in activities that are or that give the appearance of a conflict of interest, or expend funds for unapproved purposes.

(i) Reporting requirements. Financial and project performance reports must be provided by grantees and contain the information specified in paragraphs (j)(1) through (3) of this section.

(1) *Federal financial reports.* Between grant approval and completion of project (i.e., construction), SF-425, "Federal Financial Report" will be required of all grantees as applicable on a semiannual basis. The grantee will complete the project within the total sums available to it, including the grant, in accordance with the scope of work and any necessary modifications thereof prepared by grantee and approved by the Agency.

(2) *Project performance reports.* Between grant approval and completion of project (i.e., construction), grantees must provide semiannual project performance reports and a final project development report containing the information specified in paragraphs (j)(2)(i) and (ii) of this section. These reports are due 30 working days after June 30 and December 31 of each year.

(i) *Semiannual project performance reports.* Each semiannual project performance report must include the following:

(A) A comparison of actual accomplishments to the objectives for that period;

§ 4280.124(i)(2)(i) (Con.)

(B) Reasons why established objectives were not met, if applicable;

(C) Reasons for any problems, delays, or adverse conditions which will affect attainment of overall program objectives, prevent meeting time schedules or objectives, or preclude the attainment of particular objectives during established time periods. This disclosure must be accompanied by a statement of the action taken or planned to resolve the situation; and

(D) Objectives and timetables established for the next reporting period.

(ii) *Final project development report.* The final project development report must be submitted 90 days after project completion and include:

(A) A detailed project funding and expense summary; and

(B) A summary of the project's installation/construction process, including recommendations for development of similar projects by future Applicants to the program.

(3) *Project completion requirements.* Once the project has been constructed, the grantee must provide the Agency as applicable, a certification that their system has for the past year performed at the steady operating level as described in the technical report of their application, and whether projected jobs created or saved have occurred, or certify that it has not performed as described. If it has not performed, a description of the circumstances which have occurred and affected system performance must be reported, along with the actual performance of the subject REAP project, and the actual number of jobs created or saved as a direct result of the REAP project.

(i) *RES.* Three total annual outcome project performance certifications or reports are required for RES projects. The first is due at the completion of the first full calendar year following the year in which the project was completed. The remaining are required for subsequent calendar years.

(ii) **EEI.** Two total annual outcome performance certifications or reports are required for EEI projects. The first is due at completion of the first full calendar year following the year in which the project was completed. The second is required for the subsequent calendar year.

(j) **Grant close-out.** Grant close-out must be performed in accordance with the requirements specified in Departmental Regulations. 2 CFR 200 outlines disposition requirements of real property or equipment which was acquired or improved with federal funds. For equipment, bi-annual monitoring is required if the useful life of the asset is more than one year and the per-unit value of each asset is \$5,000 or greater. Real property requires perpetual bi-annual monitoring until the value of the property is less than \$5,000. Following receipt of the final annual outcome project performance certification or report, the project should be coded in GLS to a 496 status code and the Agency should send an inventory reporting letter to the grantee. Bi-annual inventory reporting letters should be sent thereafter until monitoring is no longer required. A grant close-out letter should be sent to the grantee once the useful life has expired and the Financial Assistance Agreement is no longer in effect. The project should be coded in GLS to a 492 status code and the file should be labeled for destruction. RD Instruction 2033-A outlines file retention. In general, funded REAP grants must be retained for 10 years after the cutoff date.

§ 4280.125 **Construction planning and performing development.**

(a) **General.** The following requirements are applicable to all procurement methods specified in paragraph (f) of this section.

(1) **Maximum open and free competition.** All procurement transactions, regardless of procurement method and dollar value, must be conducted in a manner that provides maximum open and free competition. Procurement procedures must not restrict or eliminate competition. Competitive restriction examples include, but are not limited to, the following: placing unreasonable requirements on firms in order for them to qualify to do business; noncompetitive practices between firms; organizational conflicts of interest; and unnecessary experience or excessive bonding requirements. In specifying material(s), the grantee and its consultant will consider all materials normally suitable for the project commensurate with

§ 4280.125(a) (1) (Con.)

sound engineering practices and project requirements. The Agency will consider any recommendation made by the grantee's consultant concerning the technical design and choice of materials to be used for such a project. If the Agency determines that a design or material, other than those that were recommended, should be considered by including them in the procurement process as an acceptable design or material in the project, the Agency will provide such applicant or grantee with a comprehensive justification for such a determination. The justification will be documented in writing.

(2) *Equal employment opportunity.* For all construction contracts and grants in excess of \$10,000, the contractor must comply with Executive Order 11246, as amended by Executive Order 11375 and Executive Order 13672, and as supplemented by applicable Department of Labor regulations (41 CFR part 60). The applicant, or the lender and borrower, as applicable, is responsible for ensuring that the contractor complies with these requirements.

(3) *Surety.* The Agency will require surety on any contract for procurement exceeding \$100,000, except as provided for in paragraph (a) (3) (iv) of this section. For contracts of lesser amounts, the grantee may require surety.

(i) Surety covering both performance and payment will be required. The United States, acting through the Agency, will be named as co-obligee on all surety unless prohibited by State or Tribal law. Surety may be provided as specified in paragraphs (a) (3) (i) (A) or (B) of this section.

(A) Surety in the amount of 100 percent of the contract cost may be provided using either:

(1) A bank letter of credit; or

(2) Performance bonds and payment bonds. Companies providing performance bonds and payment bonds must hold a certificate of authority as an acceptable surety on Federal bonds as listed in Treasury Circular 570 as amended and be legally doing business in the State where the project is located.

(B) Cash deposit in escrow of at least 50 percent of the contract amount. The cash deposit cannot be from funds awarded under this subpart.

(ii) The surety will normally be in the form of performance bonds and payment bonds; however, when other methods of surety are necessary, bid documents must contain provisions for such alternative types of surety. The use of surety other than performance bonds and payment bonds requires concurrence by the Agency after submission of a justification to the Agency together with the proposed form of escrow agreement or letter of credit.

(iii) When surety is not provided, contractors must furnish evidence of payment in full for all materials, labor, and any other items procured under the contract in an Agency-approved form.

(iv) The Agency may make exceptions to surety for any of the situations identified in paragraphs (a) (3) (iv) (A) through (E) of this section.

(A) Small acquisition and construction procedures as specified in § 4280.119(c) and (d) or § 4280.120(c) and (d) as applicable are used.

(B) The proposed project is for equipment purchase and installation only and the contract costs for the equipment purchase and installation are \$200,000 or less.

(C) The proposed project is for equipment purchase and installation only and the contract costs for the equipment purchase and installation are more than \$200,000 and the following requirements can be met:

(1) The project involves two or fewer subcontractors; and

(2) The equipment manufacturer or provider must act as the general contractor.

§ 4280.125(a)(3)(iv) (Con.)

(D) Other construction projects that have only one contractor performing work.

(E) The grantee agrees to request reimbursement of grant funds only after the contractors have furnished evidence of payment in full and evidence there are no outstanding liens regarding any materials, labor, and any other items procured under the contract, and the systems are deemed operational.

(4) *Grantees accomplishing work.* In some instances, grantees may wish to perform a part of the work themselves. Grantees may accomplish construction by using their own personnel and equipment, provided the grantees possess the necessary skills, abilities, and resources to perform the work and there is not a negative impact to their business operation. For a grantee to provide a portion of the work, with the remainder to be completed by a contractor:

(i) A clear understanding of the division of work must be established and delineated in the contract;

(ii) Grantees are not eligible for payment for their own work as it is not an eligible project cost;

(iii) Warranty requirements applicable to the technology must cover the grantee's work; and

(iv) Inspection and acceptance of the grantee's work must be completed by either:

(A) An inspector that will:

(1) Inspect, as applicable, and accept construction; and

(2) Furnish inspection reports; or

(B) A licensed engineer that will:

- (1) Prepare design drawings and specifications;
- (2) Inspect, as applicable, and accept construction; and
- (3) Furnish inspection reports.

(b) Forms used. Technical service and procurement documents must be approved by the Agency and may be used only if they are customarily used in the area and protect the interest of the applicant and the Government with respect to compliance with items such as the drawings, specifications, payments for work, inspections, completion, nondiscrimination in construction work and acceptance of the work. The Agency will not become a party to a construction contract or incur any liability under it. No contract will become effective until concurred in writing by the Agency. Such concurrence statement must be attached to and made a part of the contract.

(c) Technical services. Unless the requirements of paragraph (c) (4) of this section can be met, all RES and EEI projects with total project costs greater than \$1,000,000 require:

- (1) The design, installation monitoring, testing prior to commercial operation, and project completion certification be completed by a licensed professional engineer (PE) or team of licensed PEs. Licensed PEs may be "in-house" PEs or contracted PEs.
- (2) Any contract for design services must be subject to Agency concurrence.
- (3) Engineers must be licensed in the State where the project is to be constructed.
- (4) The Agency may grant an exception to the requirements of paragraphs (c) (1) through (3) of this section if the following requirements are met:
  - (i) State or Tribal law does not require the use of a licensed PE; and

§ 4280.125(c) (4) (Con.)

(ii) The project is not complex, as determined by the Agency, and can be completed to meet the requirements of this program without the services of a licensed PE.

(d) ***Design policies.*** Unless the applicant plans to request a lump sum reimbursement of grant funds at the end of construction and 30 days of successful operation, regardless of total project costs, final plans and specifications must be reviewed by the Agency and approved prior to the start of construction. *When the contract is expected to be funded in part with funds from Rural Development, neither the United States nor any of its departments, agencies, or employees is or will be a part to this contract or any subcontract. Facilities funded by the Agency must meet the following design requirements, as applicable:*

(1) ***Environmental requirements.*** Actions taken under this subpart must comply with the environmental review requirements in accordance with 7 CFR part 1970. Project planning and design must not only be responsive to the grantee's needs but must consider the environmental consequences of the proposed project. Project design must incorporate and integrate, where practicable, mitigation measures that avoid or minimize adverse environmental impacts. Environmental reviews serve as a means of assessing environmental impacts of project proposals, rather than justifying decisions already made. Applicants may not take any action on a project proposal that will have an adverse environmental impact or limit the choice of reasonable project alternatives being reviewed prior to the completion of the Agency's environmental review. If such actions are taken, the Agency has the right to withdraw and discontinue processing the application.

(2) ***Architectural barriers.*** All facilities intended for or accessible to the public or in which physically handicapped persons may be employed must be developed in compliance with the Architectural Barriers Act of 1968 (42 U.S.C. 4151 *et seq.*) as implemented by 41 CFR 101-196, section 504 of the Rehabilitation Act of 1973 (42 U.S.C. 1474 *et seq.*) as implemented by 7 CFR parts 15 and 15b, and Titles II and III of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*).

(3) ***Energy/environment.*** Project design shall consider cost effective energy-efficient and environmentally-sound products and services.

(4) *Seismic safety.* All new structures, fully or partially enclosed, used or intended for sheltering persons or property will be designed with appropriate seismic safety provisions in compliance with the Earthquake Hazards Reduction Act of 1977 (42 U.S.C. 7701 *et seq.*), and EO 12699, Seismic Safety of Federal and Federally Assisted or Regulated New Building Construction. Designs of components essential for system operation and substantial rehabilitation of structures that are used for sheltering persons or property shall incorporate seismic safety provisions to the extent practicable as specified in 7 CFR part 1792, subpart C.

(e) *Contract methods.* This paragraph identifies the three types of contract methods that can be used for projects funded under this subpart. The procurement methods, which are applicable to each of these contract methods, are specified in paragraph (f) of this section.

(1) *Traditional method or design-bid-build.* The services of the consulting engineer or architect and the general construction contractor must be procured in accordance with the following paragraphs.

(i) *Solicitation of offers.* Solicitation of offers must:

(A) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. The description must not, in competitive procurements, contain features that unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured, and when necessary will set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equal" description may be used to define the performance or other salient requirements of a procurement. The specific features of the named brands which must be met by offerors must be clearly stated.

(B) Clearly specify all requirements which offerors must fulfill and all other factors to be used in evaluating bids or proposals.

§ 4280.125(e) (1) (Con.)

(ii) *Contract pricing.* Cost plus a percentage of cost method of contracting must not be used.

(iii) *Unacceptable bidders.* The following will not be allowed to bid on, or negotiate for, a contract or subcontract related to the construction of the project:

(A) An engineer or architect as a person who has prepared plans and specifications or who will be responsible for monitoring the construction;

(B) Any entity in which the grantee's architect or engineer is an officer, employee, or holds or controls a substantial interest in the grantee;

(C) The grantee's governing body officers, employees, or agents;

(D) Any member of the grantee's immediate family or partners in paragraphs (e) (1) (iii) (A), (B), or (C) of this section; or

(E) An entity which employs, or is about to employ, any person in paragraph (e) (1) (iii) (A), (B), (C), or (D) of this section.

(iv) *Contract award.* Contracts must be made only with responsible parties possessing the potential ability to perform successfully under the terms and conditions of a proposed procurement. Consideration must include, but not be limited to, matters such as integrity, record of past performance, financial and technical resources, and accessibility to other necessary resources. Contracts must not be made with parties who are suspended or debarred.

(2) *Design/build method.* The design/build method, where the same person or entity provides design and engineering work, as well as construction or installation, may be used with Agency written approval.

(i) *Concurrence information.* The applicant will request Agency concurrence by providing the Agency at least the information specified in paragraphs (e) (2) (i) (A) through (H) of this section.

(A) The grantee's written request to use the design/build method with a description of the proposed method.

(B) A proposed scope of work describing in clear, concise terms the technical requirements for the contract. It shall include a nontechnical statement summarizing the work to be performed by the contractor, the results expected, and a proposed construction schedule showing the sequence in which the work is to be performed.

(C) A proposed firm-fixed-price contract for the entire project which provides that the contractor will be responsible for any extra cost which result from errors or omissions in the services provided under the contract, as well as compliance with all Federal, State, local, and Tribal requirements effective on the contract execution date.

(D) Where noncompetitive negotiation is proposed and found, by the Agency, to be an acceptable procurement method, then the Agency will evaluate documents indicating the contractor's performance on previous similar projects in which the contractor acted in a similar capacity.

(E) A detailed listing and cost estimate of equipment and supplies not included in the construction contract but which are necessary to properly operate the project.

(F) Evidence that a qualified construction inspector who is independent of the contractor has or will be hired.

(G) Preliminary plans and outline specifications. However, final plans and specifications must be completed and reviewed by the Agency prior to the start of construction.

§ 4280.125(e) (2) (i) (Con.)

(H) The grantee's attorney's opinion and comments regarding the legal adequacy of the proposed contract documents and evidence that the grantee has the legal authority to enter into and fulfill the contract.

(ii) *Agency concurrence of design/build method.* The Agency will review the material submitted by the applicant. When all items are acceptable, the Agency approval official will concur in the use of the design/build method for the proposal.

(iii) *Forms used.* Agency approved contract documents must be used provided they are customarily used in the area and protect the interest of the applicant and the Agency with respect to compliance with items such as the drawings, specifications, payments for work, inspections, completion, nondiscrimination in construction work, and acceptance of the work. The Agency will not become a party to a construction contract or incur any liability under it. No contract shall become effective until concurred, in writing, by the Agency. Such concurrence statement must be attached to and made a part of the contract.

(iv) *Contract provisions.* Contracts will have a listing of attachments and must contain the following:

- (A) The contract sum;
- (B) The dates for starting and completing the work;
- (C) The amount of liquidated damages, if any, to be charged;
- (D) The amount, method, and frequency of payment;
- (E) Surety provisions that meet the requirements of paragraph (a) (3) of this section;
- (F) The requirement that changes or additions must have prior written approval of the Agency as identified in the letter of conditions;

(G) **Contract review and concurrence.** The grantee's attorney will review the executed contract documents, including performance and payment bonds, and will certify that they are in compliance with Federal, State, or Tribal law, and that the persons executing these documents have been properly authorized to do so. The contract documents, engineer's recommendation for award, and bid tabulation sheets will be forwarded to the Agency for concurrence prior to awarding the contract. All contracts will contain a provision that they are not effective until they have been concurred, in writing, by the Agency;

(H) This part does not relieve the grantee of any responsibilities under its contract. The grantee is responsible for the settlement of all contractual and administrative issues arising out of procurement entered into in support of Agency funding. These include, but are not limited to, source evaluation, protests, disputes, and claims. Matters concerning violation of laws are to be referred to the applicable local, State, Tribal, or Federal authority; and

(3) **Construction management.** Construction managers as a constructor (CMc) acts in the capacity of a general contractor and is financially and professionally responsible for the construction. This type of construction management is also referred to as construction manager "At Risk." The construction contract is between the grantee and the CMc. The CMc in turn subcontracts for some or all of the work. The CMc will need to carry the Agency required 100 percent surety and insurance, as required under paragraph (a) (3) of this section. Projects using construction management must follow the requirements of (e) (2) (i) through (iv) of this section.

(f) **Procurement methods.** Procurement must be made by one of the following methods: competitive sealed bids (formal advertising); competitive negotiation; or noncompetitive negotiation. Competitive sealed bids (formal advertising) are the preferred procurement method for construction contracts.

§ 4280.125(f) (Con.)

(1) *Competitive sealed bids.* In competitive sealed bids (formal advertising), sealed bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is lowest, price and other factors considered. When using this method, the following will apply:

(i) At a sufficient time prior to the date set for opening of bids, bids must be solicited from an adequate number of qualified sources. In addition, the invitation must be publicly advertised.

(ii) The invitation for bids, including specifications and pertinent attachments, must clearly define the items or services needed in order for the bidders to properly respond to the invitation under paragraph (f) (1) of this section.

(iii) All bids must be opened publicly at the time and place stated in the invitation for bids.

(iv) A firm-fixed-price contract award must be made by written notice to that responsible bidder whose bid, conforming to the invitation for bids, is lowest. When specified in the bidding documents, factors such as discounts and transportation costs will be considered in determining which bid is lowest.

(v) The applicant, with the concurrence of the Agency, will consider the amount of the bids or proposals, and all conditions listed in the invitation. On the basis of these considerations, the applicant will select and notify the lowest responsible bidder. The contract will be awarded using an Agency-approved form.

(vi) Any or all bids may be rejected by the grantee when it is in their best interest.

(2) *Competitive negotiation.* In competitive negotiations, proposals are requested from a number of sources. Negotiations are normally conducted with more than one of the sources submitting offers (offerors). Competitive negotiation may be used if conditions are not appropriate for the use of formal advertising and where discussions and bargaining with a view to reaching agreement on the technical quality, price, other terms of the proposed contract and specifications are necessary. If competitive negotiation is used for procurement, the following requirements will apply:

(i) Proposals must be solicited from two qualified sources, unless otherwise approved by the Agency, to permit reasonable competition consistent with the nature and requirements of the procurement.

(ii) The request for proposal must identify all significant evaluation factors, including price or cost where required, and their relative importance.

(iii) The grantee must provide mechanisms for technical evaluation of the proposals received, determination of responsible offerors for the purpose of written or oral discussions, and selection for contract award.

(iv) Award may be made to the responsible offeror whose proposal will be most advantageous to the grantee, price and other factors considered. Unsuccessful offerors must be promptly notified.

(v) Owners may utilize competitive negotiation procedures for procurement of architectural/engineering and other professional services, whereby the offerors' qualifications are evaluated, and the most qualified offeror is selected, subject to negotiations of fair and reasonable compensation.

(3) *Noncompetitive negotiation.* Noncompetitive negotiation is procurement through solicitation of a proposal from only one source. Noncompetitive negotiation may be used when the award of a contract is not feasible under small acquisition and construction procedures, competitive sealed bids (formal advertising) or competitive negotiation procedures. Circumstances under which a contract may be awarded by noncompetitive negotiations are limited to the following:

§ 4280.125(f)(3) (Con.)

(i) After solicitation of a number of sources, competition is determined inadequate; or

(ii) No acceptable bids have been received after formal advertising.

(4) *Additional procurement methods.* The grantee may use additional innovative procurement methods provided the grantee receives prior written approval from the Agency. Contracts will have a listing of attachments and the minimum provisions of the contract will include:

(i) The contract sum;

(ii) The dates for starting and completing the work;

(iii) The amount of liquidated damages to be charged;

(iv) The amount, method, and frequency of payment;

(v) Whether or not surety bonds will be provided; and

(vi) The requirement that changes or additions must have prior written approval of the Agency.

(g) Contracts awarded prior to applications. Owners awarding construction or other procurement contracts prior to filing an application, must provide evidence that is satisfactory to the Agency that the contract was entered into without intent to circumvent the requirements of Agency regulations.

(1) *Modifications.* The contract shall be modified to conform to the provisions of this subpart. Where this is not possible, modifications will be made to the extent practicable and, as a minimum, the contract must comply with all State and local laws and regulations as well as statutory requirements and executive orders related to the Agency financing.

(2) *Consultant's certification.* Provide a certification by an engineer, licensed in the State where the facility is constructed, that any construction performed complies fully with the plans and specifications.

(3) *Owner's certification.* Provide a certification by the owner that the contractor has complied with applicable statutory and executive requirements related to Agency financing.

(h) *Contract administration.* Contract administration must comply with 7 CFR 1780.76. If another authority, such as a Federal, State, or Tribal agency, is providing funding and requires oversight of inspections, change orders, and pay requests, the Agency will accept copies of their reports or forms as meeting oversight requirements of the Agency.

§§ 4280.126 - 4280.136 [Reserved]

Combined Funding for Renewable Energy Systems and Energy Efficiency Improvements

§ 4280.137 Combined grant and guaranteed loan funding requirements.

The requirements for a RES or EEI project for which an applicant is seeking a combined grant and guaranteed loan are specified in this section.

(a) *Eligibility.* All applicants must be eligible under the requirements specified in § 4280.112. If the applicant is seeking a loan, the applicant must also meet the borrower eligibility requirements specified in 7 CFR 5001.126. Lenders must meet eligibility requirements specified in 7 CFR 5001.130-132. Projects must meet the project eligibility requirements specified in §§ 4280.113, 7 CFR parts 5001.102 (b) and (c) and 5001.106-107, as applicable. For projects that include New Markets Tax Credits, the guaranteed loan portion of the combined funding request must meet provisions found in 5001.141.

(b) *Funding.* Funding provided under this section is subject to the limits described in paragraphs (b) (1) through (5) of this section.

(1) The amount of any combined grant and guaranteed loan shall not exceed 75 percent of eligible project costs and the grant portion shall not exceed 25 percent of eligible project costs. Loan amount provisions of 7 CFR part 5001.406(d) apply, except for (d) (2). For purposes of combined funding requests, eligible project costs are based on the total costs associated with those items specified in § 4280.115(c) and 7 CFR part 5001.121(d), except for (d) (2). The applicant must provide the remaining total funds needed to complete the project.

§ 4280.137(b) (Con.)

(2) The minimum guaranteed loan request allowed is \$5,000, with the grant portion of the funding request being at least \$1,500 for EEI projects and at least \$2,500 for RES projects.

(c) Loan origination provisions. Provisions found in 7 CFR parts 5001.201 through 5001.208 apply to the guaranteed loan portion of a combined grant and guaranteed loan funding request.

(d) Application provisions and documentation. When applying for combined funding, the applicant/borrower must submit separate applications for both types of assistance (grant and guaranteed loan). The separate applications must be submitted simultaneously by the lender.

(1) Each application must meet the requirements, including the requisite forms and certifications, specified in §§ 4280.118, 4280.119, or 4280.120 as applicable, for the grant request, and 7 CFR parts 5001.301 through 5001.303, and 5001.307 for the guaranteed loan request, and as follows:

(2) Where both the grant application and the guaranteed loan application provisions request the same documentation, form, or certification, such documentation, form, or certification may be submitted once; that is, the combined application does not need to contain duplicate documentation, forms, and certifications.

(e) Loan provisions. Provisions found in 7 CFR parts 5001.401 through 5001.408 apply to the guaranteed loan portion of a combined funding request.

(f) Guarantee provisions. Provisions found in 7 CFR parts 5001.450 through 5001.459 apply to the guarantee on the guaranteed loan portion of a combined funding request.

(g) Servicing provisions. Provisions found in 7 CFR parts 5001.501 through 5001.524 apply to the guaranteed loan portion of a combined funding request.

(h) Evaluation, scoring, and award. The Agency will evaluate each combined application according to § 4280.116(c) and 7 CFR part 5001.315 (a) and (b). The Agency will select applications according to applicable procedures specified in § 4280.122(a) and (b) unless modified by this section. A combination loan and grant request will be selected based upon the grant score of the project. The Agency will score combined funding applications based upon the grant score as noted in § 4280.121. Projects will be ranked and selected for award according to applicable competition procedures specified in § 4280.122 (c), unless modified by this section or via a *Federal Register* notification.

(i) Interest rate and terms of loan. The interest rate and terms of the guaranteed loan for the loan portion of the combined funding request will be determined based on the procedures specified in 7 CFR parts 5001.401 and 5001.402.

(j) Other provisions. In addition to the requirements specified in paragraphs (a) through (i) of this section, the combined funding request is subject to the other requirements specified in this subpart, including, but not limited to, processing and servicing requirements, as applicable, as described in paragraphs (j) (1) through (4) of this section.

(1) All other provisions of §§ 4280.101 through 4280.111 apply to the grant portion of the combined funding request and all other provisions as applicable of 7 CFR parts 5001.1 through 5001.9 apply to the guaranteed loan portion of the combined funding request.

(2) All other provisions of §§ 4280.112 through 4280.124 apply to the grant portion of the combined funding request and § 4280.125 applies if the project for which the grant is sought has a total project cost of \$200,000 and greater.

(3) All guarantee loan and grant combination applications that are ranked, but not funded, will be processed in accordance with provisions found in § 4280.122(d), (e), and (f).

(4) Applicants whose combination applications are approved for funding must utilize both the loan and the grant. The guaranteed loan will be closed prior to grant funds being disbursed. The Agency reserves the right to reduce the total loan guarantee and grant award, as appropriate, if construction costs are less than projected or if funding sources differ from those provided in the application.

§ 4280.137(j) (Con.)

(5) Ineligible project provisions of §§ 5001.115 and 5001.119, and ineligible use of funds provisions of § 5001.122 apply to the guaranteed loan portion of the combined funding request. Borrower ineligibility provisions of § 5001.127 are also applicable.

§§ 4280.138 - 4280.148 [Reserved]

#### Energy Audit and Renewable Energy Development Assistance Grants

##### § 4280.149 Applicant eligibility.

To be eligible for an EA grant or a REDA grant under this subpart, the applicant must meet each of the criteria, as applicable, specified in paragraphs (a) through (d) of this section. The Agency will determine an applicant's eligibility.

(a) The applicant must be one of the following:

- (1) A unit of State, Tribal, or local government;
- (2) A land-grant college or university, or other institution of higher education;
- (3) A rural electric cooperative;
- (4) A public power entity;
- (5) An instrumentality of a State, Tribal, or local government; or
- (6) A council, as defined under the Resource Conservation and Development Program, at 16 U.S. C. 3451.

(b) The applicant must have sufficient capacity to perform the EA or REDA activities proposed in the application to ensure success. *If contracting, this includes capacity of the applicant to contract for services as well as the capacity of the contractor to perform the EA or REDA activities.* The Agency will make this assessment based on the information provided in the application.

(c) The applicant must have the legal authority necessary to apply for and carry out the purpose of the grant.

(d) The applicant must:

- (1) Be registered in the SAM prior to submitting an application.
- (2) Maintain an active SAM registration with current information at all times until final fund disbursement has been made.
- (3) Provide its UEI number in each application it submits to the Agency. Generally, the UEI number is included on SF-424.

§ 4280.150 Project eligibility.

To be eligible for an EA or a REDA grant, the grant funds for a project must be used by the grantee to assist agricultural producers or rural small businesses in one of the purposes specified in paragraphs (a) and (b) of this section, and must also comply with paragraphs (c) through (f) of this section.

- (a) Conducting and promoting energy audits as defined in 4280.103.
- (b) Conducting and promoting REDA by providing to agricultural producers and rural small businesses recommendations and information on how improve the energy efficiency of the operations and to use renewable energy technologies and resources in their operations.
- (c) EA and REDA can be provided only to a project located in a rural area unless the grantee of such project is an agricultural producer. If the project is owned by an agricultural producer, the project for which such services are being provided may be located in either a rural or non-rural area and the EA or REDA can only be for an EEI or RES on components that support the production, processing, vertical integration, or marketing of agricultural products. If the agricultural producer's operation is in a non-rural area, then the Energy Audit or REDA can only be for RES or EEI components of the business operation that are directly related to and their use and purpose is limited to the agricultural production operation, such as vertically integrated operations, and are part of and co-located with the agricultural production operation.
- (d) The EA or REDA must be provided to a recipient in a State.
- (e) The applicant must have a place of business in a State.

§ 4280.150 (Con.)

(f) The applicant is cautioned against taking any actions or incurring any obligations prior to the Agency completing the environmental review that would either limit the range of alternatives to be considered or that would have an adverse effect on the environment, such as the initiation of construction. If the applicant takes any such actions or incurs any such obligations, it could result in project ineligibility.

§ 4280.151 Ineligible projects.

Ineligible projects for EA and REDA grants include, but are not limited to:

- (a) Research related projects.
- (b) Feasibility studies of any nature.
- (c) Projects where funding is not targeted directly to assisting agricultural producers or rural small businesses.
- (d) Projects to develop computer software or programs.
- (e) Projects where in-eligible costs (includes pre-application costs) meet or exceed 50 percent of total project costs. *If the application presents some in-eligible costs but in-eligible costs do not meet or exceed 50 percent of total project costs, the application is allowed to compete for funding, however the Agency must work with the applicant to revise their scope of work and budget to reflect only eligible project costs.*

§ 4280.152 Grant funding for Energy Audit and Renewable Energy Development Assistance.

(a) Maximum grant amount. The maximum aggregate amount of EA and REDA grants awarded to any one recipient under this subpart cannot exceed \$100,000 in a Federal fiscal year. Grant funds awarded for EA and REDA projects may be used only to pay eligible project costs, as described in paragraph (b) of this section. Ineligible project costs are listed in paragraph (c) of this section. Provisions for EA applications are listed in paragraph (d) of this section.

(b) Eligible project costs. Eligible project costs for EA and REDA are those costs incurred after the date a complete application has been received by the Agency and that are directly related to conducting and promoting EA and REDA, which include but are not limited to:

- (1) Salaries;
- (2) Travel expenses;
- (3) Office supplies (e.g., paper, pens, file folders); and
- (4) Expenses charged as a direct cost or as an indirect cost of up to a maximum of 5 percent for administering the grant. *Indirect costs for this program are limited to a maximum of 5 percent regardless of any negotiated cost rates the applicant entity may have in place. Indirect costs exceeding 5 percent should not be counted as match given the costs are not eligible project costs.*

(c) Ineligible project costs. Ineligible project costs for EA and REDA grants include, but are not limited to:

- (1) Payment for any construction-related activities;
- (2) Purchase or lease of equipment;
- (3) Payment of any judgment or debt owed to the United States;
- (4) Any goods or services provided by a person or entity who has a conflict of interest as provided in § 4280.106;
- (5) Any costs of preparing the application package for funding under this subpart; and
- (6) Funding of political or lobbying activities.
- (7) Funding to train individuals to become qualified to perform EA or REDA assistance.
- (8) Payment or waiver of student tuition.

§ 4280.152 (Con.)

(d) **EA.** A grantee that conducts energy audits must require that, as a condition of providing the EA assistance, the agricultural producer or rural small business pay at least 25 percent of the cost of the energy audit. Further, the amount paid by the agricultural producer or rural small business will be retained by the grantee as a contribution towards the cost of the energy audit and considered program income. The grantee may use the program income to further the objectives of their project or EA services offered during the grant period in accordance with Departmental Regulations. The 25% to be paid by an agricultural producer or rural small business does not count towards the commitment of funds scoring criteria noted in 4280.155 (f).

§ 4280.153 EA and REDA grant applications - content.

(a) Unless otherwise specified in a *Federal Register* notice, applicants may only submit one EA grant application and one REDA grant application each Federal fiscal year. No combination (EA and REDA) applications will be accepted. *If the application is not clear as to whether the applicant is seeking EA assistance or REDA assistance, the application will be determined in-eligible and will not be allowed to compete for funding.*

(b) Applicants must submit complete applications consisting of the elements specified in paragraphs (b)(1) through (7) of this section, except that paragraph (b)(3), is optional. Applications will be evaluated based only on information submitted by the applicant in the application.

(1) Form SF-424.

(2) Form SF-424A, "Budget Information - Non-Construction Programs."

(3) Identify the ethnicity, race, and gender of the applicant. This information is optional and is not required for a complete application.

(4) Certification that the applicant is a legal entity in good standing (as applicable) and operating in accordance with the laws of the State(s) or Tribe where the applicant has a place of business.

(5) The applicant must identify whether or not the applicant has a known relationship or association with an Agency employee. If there is a known relationship, the applicant must identify each Agency employee with whom the applicant has a known relationship. *An Agency employee is anyone who works for Rural Development.*

(6) A proposed scope of work to include the following items:

(i) A brief summary including a project title describing the proposed project;

(ii) Goals of the proposed project;

(iii) Geographic scope or service area of the proposed project and the method and rationale used to select the service area;

(iv) Identification of the specific needs for the service area and the target audience to be served. The number of agricultural producers and/or rural small businesses to be served must be identified including name and contact information, if available, as well as the method and rationale used to select the agricultural producers and/or rural small businesses;

(v) Timeline describing the proposed tasks to be accomplished and the schedule for implementation of each task. Include whether organizational staff, consultants, or contractors will be used to perform each task. If a project is located in multiple States, resources must be sufficient to complete all projects;

(vi) Marketing strategies to include a discussion on how the applicant will be marketing and providing outreach activities to the proposed service area ensuring that agricultural producers and/or rural small businesses are served;

(vii) Applicant's *(contractor experience if contracting for services)* experience as follows:

§ 4280.153(b) (6) (vii) (Con.)

(A) If applying for a REDA grant, the applicant's experience in completing similar REDA activities, such as renewable energy site assessments and renewable energy technical assistance provided directly to agricultural producers and rural small businesses, including the number of similar projects the applicant has performed and the number of years the applicant has been performing a similar service.

(B) If applying for an EA grant, the number of energy audits the applicant has completed and the number of years the applicant has been performing those services;

(C) For all applicants, the amount of experience in administering EA, REDA, or similar activities as applicable to the purpose of the proposed project. Provide discussion if the applicant (*does not include contractors*) has any existing programs that can demonstrate the achievement of energy savings or energy generation with the agricultural producers and/or rural small businesses the applicant has served. If the applicant has received one or more awards within the last 5 years in recognition of its renewable energy, energy savings, or energy-based technical assistance, please describe the achievement;

(viii) Itemized budget; and

(ix) Identify the amount of matching funds and other funds and the source(s) the applicant is proposing to use for the project. Provide written commitments for matching funds and other funds at the time the application is submitted.

(A) If financial resources come from the applicant, documentation may include a bank statement that demonstrates availability of funds.

(B) If a third party is providing financial assistance to the project, the applicant must submit a commitment letter signed by an authorized official of the third party. The letter must be specific to the project, identify the dollar amount being provided and any applicable rates and terms.

§ 4280.154 Evaluation of EA and REDA grant applications.

The Agency will evaluate EA and REDA grant applications, based only upon information submitted in the application, to determine if:

- (a) The application is complete, as defined in § 4280.103 and as per § 4280.153;
- (b) The applicant is eligible according to § 4280.149;
- (c) The project is eligible according to § 4280.150 and 4280.151, including 50% or more of proposed project costs are eligible; and
- (d) Grant funding provisions according to §4280.152 are met.

§ 4280.155 Scoring EA and REDA grant applications.

The Agency will score each EA and REDA application using the criteria specified in paragraphs (a) through (f) of this section, with a maximum score of 100 points possible. Unless otherwise altered via a *Federal Register* notification, the project must score a minimum of 40 points to be eligible to compete for funding.

(a) Geographic scope of project in relation to identified need. A maximum of 20 points can be awarded. *Both the service area and the needs within the service area should be identified.*

- (1) If the applicant's proposed or existing service area is state-wide or includes all or parts of multiple states, and the scope of work has identified needs throughout that service area, 20 points will be awarded.
- (2) If the applicant's proposed or existing service area consists of multiple counties in a single state and the scope of work has identified needs throughout that service area, 15 points will be awarded.
- (3) If the applicant's service area consists of a single county or municipality and the scope of work has identified needs throughout that service area, 10 points will be awarded.

§ 4280.155 (Con.)

(b) Number of agricultural producers/rural small businesses to be served. A maximum of 20 points will be awarded for this criterion based on the proposed number of ultimate recipients to be assisted and if the applicant has provided the names and contact information for the ultimate recipients to be assisted.

- (1) If the applicant plans to provide EA or REDA to:
  - (i) Up to 10 ultimate recipients, 2 points will be awarded.
  - (ii) Between 11 and up to and including 25 ultimate recipients, 5 points will be awarded.
  - (iii) More than 25 ultimate recipients, 10 points will be awarded.

(2) If the applicant provides a list with at least 50 percent of the total number of proposed ultimate recipients ready to be assisted, including their name and contact information, an additional 10 points may be awarded. *The list should support ultimate recipient interest in EA or REDA assistance, versus a printout of names from the applicant's general contact database. Both the name and the contact information for the ultimate recipients should be provided.*

(c) Marketing and outreach plan. A maximum of 5 points will be awarded for this criterion. If the scope of work included in the application provides a satisfactory discussion of each of the following criteria, one point for each can be awarded.

- (1) The goals of the project;
- (2) Identified need;
- (3) Targeted ultimate recipients;
- (4) Timeline and action plan; and
- (5) Marketing and outreach strategies and supporting data for strategies.

(d) Applicant's organizational experience in completing the EA or REDA proposed activity. A maximum of 25 points will be awarded for this criterion based on the experience of the organization in providing EA or REDA as applicable to the purpose of the proposed project. *Experience in conducting energy audits should be related to conducting commercial energy audits versus residential energy audits. The organization must have been in business and provided services for the number of years as identified in the paragraphs below. Experience of contractors proposed in the application to perform the services may be applied to this scoring criteria as long as the experience relates to the same type of activity, e.g. energy audit experience for an EA application. If points are awarded for contractor experience the specific contractor entity should be conditionalized to ensure experienced personnel performs the work.*

- (1) More than 10 years of experience, 25 points will be awarded.
- (2) At least 5 years and up to and including 10 years of experience, 20 points will be awarded.
- (3) At least 2 years and up to and including 5 years of experience, 10 points will be awarded.
- (4) Less than 2 years of experience, no points will be awarded.

(e) Potential of project to produce energy savings or generation and its attending environmental benefits. A maximum of 10 points will be awarded for this criterion under both paragraphs (d) (1) and (2) of this section.

- (1) If the applicant (does not include entities the applicant will contract with) has an existing program that can demonstrate the achievement of energy savings or energy generation with the agricultural producers and/or rural small businesses it has served, 5 points will be awarded.
- (2) If the applicant (does not include entities the applicant will contract with) provides evidence that it has received one or more awards (e.g. recognition, not funding awards) within the last 5 years in recognition of its renewable energy, energy savings, or energy-based technical assistance, up to a maximum of 5 points will be awarded as follows:

§ 4280.155 (Con.)

- (i) International/national - 3 points for each.
- (ii) Regional/State - 2 points for each.
- (iii) Local - 1 point for each.

(f) Commitment of funds. A maximum of 20 points will be awarded for this criterion if written documentation from each source providing matching funds and other funds are submitted with the application. Compare eligible commitment of funds to the amount of grant requested to derive percentage to be used for scoring. *The 25 percent contribution from ultimate recipients of EA assistance does not count towards commitment of funds. In-kind match of the applicant, such as waived tuition or associated or waived overhead, also does not count towards commitment of funds. If the applicant entity provides acceptable verification of cash to be committed to the project, to be used for applicant salaries or other project related expenses, from a qualified source, this may be counted towards commitment of funds.*

- (1) If the applicant proposes to match 50 percent or more of the grant funds requested, 20 points will be awarded.
- (2) If the applicant proposes to match 20 percent or more but less than 50 percent of the grant funds requested, 15 points will be awarded.
- (3) If the applicant proposes to match 5 percent or more but less than 20 percent of the grant funds requested, 10 points will be awarded.
- (4) If the applicant proposes to match less than 5 percent of the grant funds requested, no points will be awarded.

§ 4280.156 Selecting EA and REDA grant applications for award.

Unless otherwise provided for in a *Federal Register* notice, EA and REDA grant applications will be processed in accordance with this section. EA and REDA grant funding is maintained at the National Office and applications compete for funds only once in a nationwide competition.

(a) Application competition. Complete EA and REDA applications received by the Agency by 4:30 p.m. local time on January 31 will be competed against each other. If January 31 falls on a weekend or a Federally observed holiday, the next Federal business day will be considered the last day for receipt of a complete application. Complete applications received after 4:30 p.m. local time on January 31, regardless of the postmark on the application, will be processed in the subsequent fiscal year. Unless otherwise specified in a *Federal Register* notice, the two highest scoring applications from each State, based on the scoring criteria established under § 4280.155, will compete for initial funding. If undersubscribed on eligible applications, the third highest scoring application from each state shall be requested for National Office review and potential competition, ranking and funding, until funds are expended.

(b) Ranking of applications. All applications submitted to the National Office under paragraph (a) of this section will be ranked in priority score order. All applications that are ranked and meet the minimum scoring threshold will be considered for selection for funding.

(c) Selection of applications for funding. Using the ranking created under paragraph (a) of this section, the Agency will consider the score an application has received compared to the scores of other ranked applications, with higher scoring applications receiving first consideration for funding. If two or more applications score the same and if remaining funds are insufficient to fund each such application, the Agency will distribute the remaining funds to each such application on a pro-rata basis. At its discretion, the Agency may also elect to redirect unused funds into the RES/EEI program or allow any remaining multi-year funds to be carried over to the next fiscal year rather than funding on a pro-rata basis.

(d) Handling of ranked applications not funded. Based on the availability of funding, a ranked application submitted for EA or REDA funds may not be funded. Such ranked applications will not be carried forward into the next Federal fiscal year's competition.

§ 4280.158 Awarding and administering EA and REDA grants.

The Agency will award and administer EA and REDA grants in accordance with Departmental Regulations and with the procedures and requirements specified in § 4280.123, except as specified in paragraphs (a) through (b) of this section.

(a) Instead of complying with § 4280.123(b), the grantee must provide satisfactory evidence to the Agency that all officers of grantee organization authorized to receive and/or disburse Federal funds are covered by such bonding and/or insurance requirements as are normally required by the grantee.

(b) The power purchase agreement specified in § 4280.123 (h) is not required.

§ 4280.159 Servicing EA and REDA grants.

The Agency will service EA and REDA grants in accordance with the requirements specified in Departmental Regulations, the Financial Assistance Agreement, 7 CFR part 3, 7 CFR 1951 Subparts E and O, and the requirements in § 4280.124, except as specified in paragraphs (a) through (d) of this section.

(a) Grant disbursement. The Agency will determine, based on the applicable Departmental Regulations, whether disbursement of a grant will be by advance or reimbursement. Form SF-270, Request for Advance or Reimbursement, must be completed by the grantee and submitted to the Agency no more often than monthly to request either advance or reimbursement of funds.

(b) Semiannual performance reports. Project performance reports shall include, but not be limited to, the following:

(1) A comparison of actual accomplishments to the objectives established for that period (e.g., the number of EA performed, number of recipients assisted, and the type of assistance provided for REDA);

(2) A list of recipients, each recipient's location, and each recipient's NAICS code;

(3) Problems, delays, or adverse conditions, if any, that have in the past or will in the future affect attainment of overall project objectives, prevent meeting time schedules or objectives, or preclude the attainment of particular project work elements during established time periods. This disclosure shall be accompanied by a statement of the action taken or planned to resolve the situation;

(4) Objectives and timetable established for the next reporting period.

(c) Final performance report. A final performance report will be required with the final Federal financial report within 90 days after project completion. The final performance report must contain the information specified in paragraphs (c) (1) (i) or (ii), as applicable, of this section.

(1) For EA projects, the final performance report must provide complete information regarding:

(i) The number of audits conducted,

(ii) A list of recipients (agricultural producers and rural small businesses) with each recipient's NAICS code,

(iii) The location of each recipient,

(iv) The cost of each audit and documentation showing that the recipient of the EA provided 25 percent of the cost of the audit, and

(v) The expected energy saved for each audit conducted if the audit is implemented.

(2) For REDA projects, the final performance report must provide complete information regarding:

(i) The number of recipients assisted, and the type of assistance provided,

(ii) A list of recipients with each recipient's NAICS code,

(iii) The location of each recipient, and

§ 4280.159(c) (2) (Con.)

(iv) The expected renewable energy that would be generated if the projects were implemented.

(d) Outcome project performance report. One year after submittal of the final performance report, the grantee will provide the Agency a final status report on the number of projects that are proceeding with the grantee's recommendations, including the amount of energy saved and the amount of renewable energy generated, as applicable.

§§ 4280.160 - 4280.165 [Reserved]

§ 4280.166 OMB control number.

The report and recordkeeping requirements contained in this part have been approved by the Office of Management and Budget and have been assigned OMB control number 0570-0067.

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Appendix A to Subpart B of Part 4280 -- Technical Reports for Energy  
Efficiency Improvement (EEI) Projects

For all EEI projects with total project costs of more than \$80,000, provide the information specified in Sections A and D and in Section B or Section C, as applicable. If the application is for an EEI project with total project costs of \$80,000 or less, please see § 4280.120 (b) (3) for the technical report information to be submitted with your application.

If the application is for an EEI project with total project costs of \$200,000 and greater, you must conduct an energy audit. However, if the application is for an EEI project with a total project costs of less than \$200,000, you may conduct either an energy assessment or an energy audit.

Section A - Project Information. Describe how all the improvements to or replacement of an existing building and/or equipment meet the requirements of being commercially available. Describe how the design, engineering, testing, and monitoring are sufficient to demonstrate that the proposed project will meet its intended purpose, ensure public safety, and comply with applicable laws, regulations, agreements, permits, codes, and standards. Describe how all equipment required for the EEI(s) is available and able to be procured and delivered within the proposed project development schedule. In addition, present information regarding component warranties and the availability of spare parts.

Section B - Energy audit. If conducting an energy audit, provide the following information.

(1) Situation report. Provide a narrative description of the existing building and/or equipment, its energy system(s) and usage, and activity profile. Also include average price per unit of energy (electricity, natural gas, propane, fuel oil, renewable energy, etc.) paid by the customer for the most recent 12 months, or an average of 2, 3, 4, or 5 years, for the building and equipment being audited. Any energy conversion should be based on use rather than source.

(2) Potential improvement description. Provide a narrative summary of the potential improvement and its ability to reduce energy consumption or improve energy efficiency, including a discussion of reliability and durability of the improvements.

- (i) Provide preliminary specifications for critical components.
  - (ii) Provide preliminary drawings of project layout, including any related structural changes.
  - (iii) Identify significant changes in future related operations and maintenance costs.
  - (iv) Describe explicitly how outcomes will be measured.
- (3) Technical analysis. Give consideration to the interactions among the potential improvements and the current energy system(s).
- (i) For the most recent 12 months, or an average of 2, 3, 4, or 5 years, prior to the date the application is submitted, provide both the total amount and the total cost of energy used for the original building and/or equipment, as applicable, for each improvement identified in the potential project. In addition, provide for each improvement identified in the potential project an estimate of the total amount of energy that would have been used and the total cost that would have been incurred if the proposed project were in operation for this same time period.
  - (ii) Calculate all direct and attendant indirect costs of each improvement;
  - (iii) Rank potential improvements measures by cost-effectiveness; and
  - (iv) Provide an estimate of Simple Payback, including all calculations, documentation, and any assumptions.
- (4) Qualifications of the auditor. Provide the qualifications of the person which completed the energy audit.

Section C - Energy Assessment. If conducting an Energy Assessment, provide the following information.

- (1) Situation report. Provide a narrative description of the existing building and/or equipment, its energy system(s) and usage, and activity profile. Also include average price per unit of energy (electricity, natural gas, propane, fuel oil, renewable energy, etc.) paid by the customer for the most recent 12 months, or an average of 2, 3, 4, or 5 years, for the building and equipment being evaluated. Any energy conversion shall be based on use rather than source.

(2) Potential improvement description. Provide a narrative summary of the potential improvement and its ability to reduce energy consumption or improve energy efficiency.

(3) Technical analysis. Giving consideration to the interactions among the potential improvements and the current energy system(s), provide the information specified in paragraphs C.(3)(i) through (iii) of this appendix.

(i) For the most recent 12 months, or an average of 2, 3, 4, or 5 years, prior to the date the application is submitted, provide both the total amount and the total cost of energy used for the original building and/or equipment, as applicable, for each improvement identified in the potential project. In addition, provide for each improvement identified in the potential project an estimate of the total amount of energy that would have been used and the total cost that would have been incurred if the proposed project were in operation for this same time period.

(ii) Document baseline data compared to projected consumption, together with any explanatory notes on source of the projected consumption data. When appropriate, show before-and-after data in terms of consumption per unit of production, time, or area.

(iii) Provide an estimate of Simple Payback, including all calculations, documentation, and any assumptions.

(4) Qualifications of the assessor. Provide the qualifications of the person that completed the assessment. If the energy assessment for a project with total project costs of \$80,000 or less is not conducted by Energy Auditor or Energy Assessor, then the person must have at least 3 years of experience and completed at least five energy assessments or energy audits on similar type projects.

Section D - Qualifications. Provide a resume or other evidence of the contractor or installer's qualifications and experience with the proposed EEI technology. Any contractor or installer with less than 2 years of experience may be required to provide additional information in order for the Agency to determine if they are qualified installer/contractor.

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**Appendix B to Subpart B of Part 4280 -- Technical Reports for Renewable Energy System (RES) Projects with Total Project Costs of Less Than \$200,000, but More Than \$80,000**

Provide the information specified in Sections A through D for each technical report prepared under this appendix. A renewable energy site assessment may be used in lieu of Sections A through C if the renewable energy site assessment contains the information requested in Sections A through C. In such instances, the technical report would consist of Section D and the renewable energy site assessment.

**NOTE:** If the total project cost for the RES project is \$80,000 or less, this appendix does not apply. Instead, for such projects, please provide the information specified in § 4280.120 (b) (4).

**Section A - Project Description.** Provide a description of the project, including its intended purpose and a summary of how the project will be constructed and installed. Describe how the system meets the definition of commercially available. Identify the project's location and describe the project site.

**Section B - Resource Assessment.** Describe the quality and availability of the renewable resource to the project. Identify the amount of renewable energy generated that will be generated once the proposed project is operating at its steady state operating level. If applicable, also identify the percentage of energy being replaced by the system.

If the application is for a bioenergy project, provide documentation that demonstrates that any and all woody biomass feedstock from National Forest System land or public lands cannot be used as a higher value wood-based product.

**Section C - Project Economic Assessment.** Describe the projected financial performance of the proposed project. The description must address total project costs, energy savings, and revenues, including applicable investment and other production incentives accruing from Government entities. Revenues to be considered shall accrue from the sale of energy, offset or savings in energy costs, and byproducts. Provide an estimate of Simple Payback, including all calculations, documentation, and any assumptions.

Section D - Project Construction and Equipment Information. Describe how the design, engineering, testing, and monitoring are sufficient to demonstrate that the proposed project will meet its intended purpose, ensure public safety, and comply with applicable laws, regulations, agreements, permits, codes, and standards. Describe how all equipment required for the RES is available and able to be procured and delivered within the proposed project development schedule. In addition, present information regarding component warranties and the availability of spare parts.

Section E - Qualifications of Key Service Providers. Describe the key service providers, including the number of similar systems installed and/or manufactured previously, professional credentials, licenses, and relevant experience. When specific numbers are not available for similar systems, estimations will be acceptable.

**Appendix C to Subpart B of Part 4280 -- Technical Reports for Renewable Energy System (RES) Projects with Total Project Costs of \$200,000 and Greater**

Provide the information specified in Sections A through G for each technical report prepared under this appendix. Provide the resource assessment under Section C that is applicable to the project. For hybrid projects, technical reports must be prepared for each technology that comprises the hybrid project.

Section A - Qualifications of the Project Team. Describe the project team, their professional credentials, and relevant experience. The description shall support that the project team key service providers have the necessary professional credentials, licenses, certifications, and relevant experience to develop the proposed project.

Section B - Agreements and Permits. Describe the necessary agreements and permits (including any for local zoning requirements) required for the project and the anticipated schedule for securing those agreements and permits. For example, interconnection agreements and power purchase agreements are necessary for all renewable energy projects electrically interconnected to the utility grid.

Section C - Resource Assessment. Describe the quality and availability of the renewable resource and the amount of renewable energy generated through the deployment of the proposed system. For all bioenergy projects, except anaerobic digesters projects, complete Section C.3 of this appendix. For anaerobic digester projects, complete Section C.6 of this appendix.

(1) Wind. Provide adequate and appropriate data to demonstrate the amount of renewable resource available. Indicate the source of the wind data and the conditions of the wind monitoring when collected at the site or assumptions made when applying nearby wind data to the site.

(2) Solar. Provide adequate and appropriate data to demonstrate the amount of renewable resource available. Indicate the source of the solar data and assumptions.

(3) Bioenergy/Biomass Project. Provide adequate and appropriate data to demonstrate the amount of renewable resource available. Indicate the type, quantity, quality, and seasonality of the renewable biomass resource, including harvest and storage, where applicable. Where applicable, also indicate shipping or receiving method and required infrastructure for shipping. For proposed projects with an established resource, provide a summary of the resource. Document that any and all woody biomass feedstock from National Forest System land or public lands cannot be used as a higher value wood-based product.

(4) Geothermal Electric Generation. Provide adequate and appropriate data to demonstrate the amount of renewable resource available. Indicate the quality of the geothermal resource, including temperature, flow, and sustainability and what conversion system is to be installed. Describe any special handling of cooled geothermal waters that may be necessary. Describe the process for determining the geothermal resource, including measurement setup for the collection of the geothermal resource data. For proposed projects with an established resource, provide a summary of the resource and the specifications of the measurement setup.

(5) Geothermal Direct Generation. Provide adequate and appropriate data to demonstrate the amount of renewable resource available. Indicate the quality of the geothermal resource, including temperature, flow, and sustainability and what direct use system is to be installed. Describe any special handling of cooled geothermal waters that may be necessary. Describe the process for determining the geothermal resource, including measurement setup for the collection of the geothermal resource data. For proposed projects with an established resource, provide a summary of the resource and the specifications of the measurement setup.

(6) Anaerobic Digester Project/Biogas. Provide adequate and appropriate data to demonstrate the amount of renewable resource available. Indicate the substrates used as digester inputs, including animal wastes or other Renewable Biomass in terms of type, quantity, seasonality, and frequency of collection. Describe any special handling of feedstock that may be necessary. Describe the process for determining the feedstock resource. Provide either tabular values or laboratory analysis of representative samples that include biodegradability studies to produce gas production estimates for the project on daily, monthly, and seasonal basis. If an anaerobic digester project, identify the type of operation (e.g. dairy, swine, layer, etc.), along with breed, herd population size and demographics, and the type of waste collection method and frequency information available. For

the biogas produced, identify the type of digester (e.g. mixed, plug-flow, attached film, covered lagoon, etc.), if applicable, or the method of capture (landfill, sewage waste treatment, etc.) and treatment. Identify the system designer and determine the digester design assumptions such as the number and type of animals, the bedding type and estimated annual quantity used, the manure and wastewater volumes, and the treatment of digester effluent (e.g. none, solids separation by screening, etc. with details including use or method of disposal).

(7) Hydrogen Project. Provide adequate and appropriate data to demonstrate the amount of renewable resource available. Indicate the type, quantity, quality, and seasonality of the renewable biomass resource. For solar, wind, or geothermal sources of energy used to generate hydrogen, indicate the renewable resource where the hydrogen system is to be installed. Local resource maps may be used as an acceptable preliminary source of renewable resource data. For proposed projects with an established renewable resource, provide a summary of the resource.

(8) Hydroelectric/Ocean Energy Projects. Provide adequate and appropriate data to demonstrate the amount of renewable resource available. Indicate the quality of the resource, including temperature (if applicable), flow, and sustainability of the resource, including a summary of the resource evaluation process and the specifications of the measurement setup and the date and duration of the evaluation process and proximity to the proposed site. If less than 1 year of data is used, a qualified consultant must provide a detailed analysis of the correlation between the site data and a nearby, long-term measurement site.

(9) RES with storage components. Provide adequate and appropriate data to demonstrate the amount of renewable resource available. Indicate the type, quantity, quality, and seasonality of the renewable energy resource, where applicable. Indicate the storage system specifications and the integrity of the system in conjunction with the RES it is integrated with, including application, size, lifetime, response time, capital and maintenance costs associated with the operation as well as the distribution of the stored resource(s).

**Section D - Design and Engineering.** Describe the intended purpose of the project and the design, engineering, testing, and monitoring needed for the proposed project. The description shall support that the system will be designed, engineered, tested, and monitored so as to meet its intended purpose, ensure public safety, and comply with applicable laws, regulations, agreements, permits, codes, and standards. In addition, identify that all major equipment is commercially available, including proprietary equipment, and justify how this unique equipment is needed to meet the requirements of the proposed design. In addition, information regarding component warranties and the availability of spare parts must be presented.

**Section E - Project Development.** Describe the overall project development method, including the key project development activities and the proposed schedule, including proposed dates for each activity. The description shall identify each significant historical and projected activity, its beginning and end, and its relationship to the time needed to initiate and carry the activity through to successful project completion. The description shall address applicant project development cash flow requirements. Details for equipment procurement and installation shall be addressed in Section F of this appendix.

**Section F - Equipment Procurement and Installation.** Describe the availability of the equipment required by the system. The description shall support that the required equipment is available and can be procured and delivered within the proposed project development schedule. Describe the plan for site development and system installation, including any special equipment requirements. In all cases, the system or improvement shall be installed in conformance with manufacturer's specifications and design requirements, and comply with applicable laws, regulations, agreements, permits, codes, and standards. *Applications should include adequate information to:*

- (1) Ensure open and free competition will be used for the procurement of project components in a manner consistent with the requirements of 2 CFR part 200 of this title.*
- (2) Ensure that the system or improvements will be installed in full compliance with the National Electric Code, and all applicable local building codes and standards, with permits, and in conformance with the manufacturer's intended purpose for the specified products.*

**Section G - Operations and Maintenance.** Describe the operations and maintenance requirements of the system, including major rebuilds and component replacements necessary for the system to operate as designed over its useful life. The warranty must cover and provide protection against both breakdown and a degradation of performance. The performance of the RES or

**EEI shall be monitored and recorded as appropriate to the specific technology.** *REAP deals with too many technologies and different equipment to feasibly track applicable warranties for components and a one size fits all warranty does not work well. Therefore, the approval official will need to make a determination that the warranty being provided is similar to that industry standard.*

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## Appendix D to Subpart B of Part 4280 - Feasibility Study Components

<b>EXECUTIVE SUMMARY</b>	
Provide an overview to describe the nature and scope of the proposed project, including the purpose, project location, design features, capacity, and estimated capital costs. Include a summary of the feasibility determinations made for each applicable component.	

<b>ECONOMIC</b>	
<b>What is it?</b>	<b>Cost benefit analysis</b>
<b>What are the factors to consider?</b>	<ul style="list-style-type: none"> <li>Minimum amount of inputs (labor, infrastructure, utilities, renewable resources, feedstocks) to operate successfully</li> <li>Contracts in place and contracts to be negotiated, including terms and renewals</li> <li>Environmental risks</li> <li>Cost of project relative to the increase in revenues or benefits provided</li> <li>Overall economic impact of project including new markets created and economic development</li> </ul>

<b>MARKET</b>	
<b>What is it?</b>	<b>Analysis of the current and future market potential, competition, sales or service estimations including current and prospective buyers or users</b>
<b>What are the factors to consider?</b>	<ul style="list-style-type: none"> <li>Competition</li> <li>Type of project: service, product or commodity based</li> <li>Target market, new versus established</li> <li>End user analysis, captive versus competitive</li> <li>By-product revenue streams</li> <li>Industry risk</li> </ul>

<b>TECHNICAL</b>	
<b>What is it?</b>	<b>Analyzing the reliability of the technology to be used and/or the analysis of the delivery of goods or services, including transportation, business location, and the need for technology, materials, and labor.</b>
<b>What are the factors to consider?</b>	<ul style="list-style-type: none"> <li>Commercial availability</li> <li>Product and process success record and duplication of results</li> <li>Experience of the service providers</li> <li>Roads, rail, airport infrastructure</li> <li>Need for local transportation</li> <li>Labor market</li> <li>Availability of materials</li> <li>Use, age, and reliability of technology</li> <li>Construction risk</li> </ul>

<b>FINANCIAL</b>	
<b>What is it?</b>	<b>Analysis of the operation to achieve sufficient income, credit, and cashflow to financially sustain the project over the long term and meet all debt obligations.</b>
<b>What are the factors to consider?</b>	<b>Commercial or project underwriting</b> <b>Management's assumptions</b> <b>Accounting policies</b> <b>Source of repayment</b> <b>Dependency on other entities</b> <b>Equity contribution</b> <b>Market demand forecast</b> <b>Peer industry comparison</b> <b>Cost-accounting system</b> <b>Availability of short-term credit</b> <b>Adequacy of raw materials and supplies</b> <b>Sensitivity analysis</b>

<b>MANAGEMENT</b>	
<b>What is it?</b>	<b>Analysis of the legal structure of the business or operation; ownership, board and management analysis.</b>
<b>What are the factors to consider?</b>	<b>History of the business or organization</b> <b>Professional and educational background</b> <b>Experience</b> <b>Skills</b> <b>Qualifications necessary to implement the project</b>

<b>RECOMMENDATION</b>	
<b>Conclude with an opinion and recommendation presented by the consultant</b>	

<b>QUALIFICATIONS</b>	
<b>Provide a resume or statement of qualifications of the author of the feasibility study, including prior experience.</b>	

Appendix E to Subpart B of Part 4280 - Rural Energy for America Program				
Renewable Energy Systems, Energy Efficiency Improvements, Energy Efficient Equipment				
Evaluation Criteria Scoring Guide				
		Post Review by:		
Name of Applicant:				
Name of Reviewer:				
Type of Technology:				
Grant Request:		\$		
Loan Request:		\$		
Total Project Cost:		Eligible Project Cost:		
\$		\$		
	Base Priority Score	Administrative Points	Total Grant/Combo Score	Total Loan Only Score
RES Generation				
RES Direct Use/Replacement				
Energy Efficiency Improvements (EEI)				
Energy Efficient Equipment (EEE)				
<p>Complete using TAB key the yellow highlighted text boxes or insert the maximum points the applicant is eligible for under each of the following seven categories, the individual scores are automatically summed and placed in the "Total Score" columns above. Provide comments to justify score. Combination grant/loan applications are scored as grants using grant dollars requested in applicable calculations. Energy efficient equipment applies only to guaranteed loans.</p>				
<p>(1) Environmental benefits A Maximum of 5 points will be awarded for criterion 1.</p>				

<p>Points are awarded based on whether the Applicant has documented in the application that the proposed project will have a positive effect on any of the three impact areas: resource conservation (e.g., water, soil, forest), public health (e.g., potable water, air quality), and the environment (e.g., compliance with EPA's renewable fuel standard(s), greenhouse gases, emissions, particulate matter). Points will be awarded as follows:</p>	<p>Points</p>
<p>(i) If the proposed project has a positive impact on any one of the three impact areas, Award 1 point.</p>	
<p>(ii) If the proposed project has a positive impact on any two of the three impact areas, Award 3 points.</p>	
<p>(iii) If the proposed project has a positive impact on all three impact areas, Award 5 points</p>	
<p>Provide comments if additional specific measures applicable to the project were provided as part of the application.</p>	
<p>(2) Quantity of Energy Generated, Replaced, Saved or Percent Efficiency</p>	
<p>A maximum of 25 points will be awarded for Criterion 2. Complete sub-criteria (i) and (ii) below.</p>	
<p><b>Sub-Criteria (i): Quantity of Energy Generated or Saved per REAP RES/EEI Grant or Loan Dollar Requested, or Percent Efficiency of EEE project (10 points max.)</b></p>	
<p>For RES and EEI projects, points will be awarded for either the amount of energy generated per grant or loan dollar requested, which includes those projects that are replacing energy usage with a renewable source, or the actual annual average energy savings over the most recent 12, 24, 36, 48, or 60 consecutive months of operation per grant or loan dollar requested; For EEE projects, points will be awarded for the increased percent of energy efficiency; <u>points will not be awarded for more than one category.</u> Residential energy use should NOT be included.</p>	

(A) Renewable Energy Systems				
Projected Annual Energy Generated (EG) in BTU's:		EG/Grant Dollar (G or Combo): <i>(Auto-Calculates)</i>		
				Points
(1) Less than 50,000 BTU per Grant or Loan Dollar <i>Auto Calculates (EG/\$) / 50,000 x 10 points</i> (2) Greater than 50,000 BTU per Grant or Loan Dollar = 10 points <i>Auto Calculates: (EG/\$)&gt;50,000 = 10 points</i>				
		EG/Loan Dollar		
		<i>(Auto-Calculates)</i>		
Provide additional documentation (if applicable) to substantiate the score for this category below.				
OR				
(B) Energy Efficiency Improvement (EEI)				
Projected Average Annual Energy Saved (ES) in BTU's		ES/Grant Dollar (G or Combo): <i>(Auto-Calculates)</i>		
(1) Less than 50,000 BTU per Grant or Loan Dollar <i>Auto Calculates: (ES/\$) / 50,000 x 10 points</i> (2) Greater than 50,000 BTU per Grant or Loan Dollar = 10 points <i>Auto Calculates: (ES/\$)&gt;50,000 = 10 points</i>				Points
		ES/Loan Dollar		
		<i>(Auto-Calculates)</i>		
Provide additional documentation (if applicable) to substantiate the score for this category below.				
OR				
(C) Energy Efficient Equipment & Systems (EEE) (LOAN ONLY)				
If the increased energy efficiency of the proposed equipment and systems is:				
75 percent or greater, award 10 points;				Points
Less than 75 percent but equal to or greater than 50 percent, award 5 points;				
Less than 50 percent but equal to or greater than 25 percent, award 2.5 points; or				
Less than 25 percent, award 0 points.				
Provide additional documentation (if applicable) to substantiate the score for this category below.				

<b>Sub-Criteria (ii): Quantity of Energy Replaced, Generated, or Saved or Percent of Energy Efficiency (15 points max)</b>			
<i>Points may only be awarded for energy replacement, energy generation, or energy savings, or percentage of energy efficiency. <u>Points will not be awarded for more than one category.</u></i>			
(A) Energy replacement			
<i>For a project to qualify as an energy replacement it must provide at least 12 months of historical utility bills in the name of the applicant entity or documentation must be provided regarding historical energy expense incurred by the applicant entity. If not provided, score as generation. For new construction the project may classify as energy replacement only if the applicant can document previous energy use from a facility of approximately the same size (+/- 10%).</i>			
Determine energy replacement by dividing the estimated quantity of renewable energy to be generated over a 12-month period by the estimated quantity of energy consumer <u>over the same 12-month period</u> during the previous year by the applicable energy application;			
Projected Annual Energy Generated (EG) in BTU's:		Percent Energy Replacement (Auto-Calculates)	
Historical Annual Energy Consumption (EC) in BTU's:			
If the proposed Renewable Energy System is intended primarily for self-use by the Agricultural Producer or Rural Small Business, and will provide energy replacement of:			
(1) Greater than 0 but equal to or less than 25%, award 5 points.		Points	
(2) Greater than 25%, but equal to or less than 50%, award 10 points.			
(3) Greater than 50%, award 15 points.			
(4) Greater than 150% , Score as Energy Generation			
Provide additional documentation (if applicable) to substantiate the score for this category below.			
OR			

(B) Energy Savings				
<i>Energy savings will be determined by the projections in an energy assessment or audit, supported by at least 12 months of historical utility bills. Proposed additional energy consumption should not be considered.</i>				
Historical Annual Energy Consumption (HEC) in BTU's:		Energy Savings (Auto-Calculates)		
Projected Annual Energy Consumption (PEC) in BTU's:				
If the estimated energy expected to be saved by the installation of the energy efficiency improvements will be from:				
(1) 20% up to but not including 35%, award 5 points.				Points
(2) 35% up to but not including 50%, award 10 points.				
(3) 50% or greater, award 15 points.				
Provide additional documentation (if applicable) to substantiate the score for this category below.				
OR				
(C) Energy Generation				
(1) If the proposed Renewable Energy System is intended primarily for production of energy, Award 10 points. <i>This includes RES retrofits that increase the amount of energy generated by the existing RES system, off-grid RES applications, and direct use energy in new buildings without historical energy consumption.</i>				Points
Provide additional documentation (if applicable) to substantiate the score for this category below.				

(D) Energy Efficiency (EE)			
If the percentage of energy efficiency is:			
(1) Greater than 50 percent, Award 15 points			Points
(2) Greater than 5 percent, but equal to or less than 50 percent, award 10 points:			
(3) Equal to or less than 25 percent, award 5 points;			
Provide additional documentation (if applicable) to substantiate the score for this category below.			
(3) Commitment of Funds			
<i>A maximum of 15 points will be awarded for criterion 3.</i>			
Points awarded if the applicant has confirmed written commitments, received by the Agency as part of the complete application, of more than 50% of commitment needed. Commitment needed equals eligible project costs.			
Commitment Needed	\$0	Commitment Provided	
(i) 50% or less, award 0 points.			Points
(ii) Over 50% but not including 100% of the commitment needed, calculate the points as:			
Percentage of Committed Funds Provided (Auto-Calculates)		(PM-50% / 50% x 15 points) Auto-Calculates Points	
(iii) 100%, award 15 points.			
Provide documentation to substantiate the score for this category below.			
(4) Previous Grantees and Borrowers			
<i>A maximum of 15 points will be awarded for criterion 4.</i>			
<i>Receiving a grant or loan means funds were disbursed or a loan note guarantee was issued by the Agency to the same applicant entity, based upon the tax identification number. Base the calculation on the fiscal year in which the obligation was made.</i>			

(i) If the Applicant has never received a grant and/or guaranteed loan under this subpart, Award 15 points.	
(ii) If the Applicant has not received a grant and/or guaranteed loan under this subpart within the 2 previous Federal Fiscal Years, Award 5 points.	
(iii) If the Applicant has received a grant and/or guaranteed loan under this subpart within the 2 previous Federal Fiscal Years, Award 0 points.	
Provide documentation to substantiate the score for this category below.	
(5) Existing Business	
<i>A maximum of 5 points will be awarded for criterion 5.</i>	
Points will be awarded for an existing agricultural producer business or rural small business that meets the definition of existing business	Points
<i>A business that has been in operation for at least one full year. Organization of the entity alone, e.g. filing of legal business documents, does not constitute being in operation. As long as there is no significant change in operations, mergers by an existing business with a new or existing business, a change in the business name, or a new business and an existing business applying as co-borrowers, will be treated as an existing business.</i>	
Provide documentation to substantiate the score for this category below.	
(6) Simple Payback	
<i>A maximum of 15 points will be awarded for criterion 6.</i>	
Points will be awarded for renewable energy systems or energy efficiency improvements, or energy efficient equipment; <u>points will not be awarded for more than one category.</u>	

(i) Renewable Energy Systems				
<p>Renewable Energy Systems Simple Payback = Total project costs/ Dollar value of energy units replaced, credited, sold or used and fair market value of byproducts as applicable in a typical year. <i>Historical use must be based on average actual energy consumed by the applicant entity over at least the most recent 12 month period. Only energy charges directly reduced by the unit of energy being replaced should be included in the actual average price of energy for replacement projects. Documentation should be provided to justify the quantity and price per unit of energy and by products (e.g. compost from a digester or distillers grain from ethanol plant). Documentation of price per unit of a conventional fuel source may be provided to calculate payback when renewable energy will be used in a new facility or off grid application. Residential energy consumption is excluded. Do not include proposed additional energy consumption. Does not include tax credits, carbon credits, RECs and construction or investment related benefits which are not received for the entire life of the system.</i></p> <p><b>*For RES w/ prorated residential, TPC minus residential costs can be used in cell B140. Manually input the number and document in cell A150.</b></p>				
Total Project Costs (Auto Calculates):		\$ Replaced		
		\$ Sold or Credited		
Total Income:		\$ Used		
		\$ By Products		
If the Simple Payback of the proposed project is:				
(1) Less than 10 years, award 15 points.				Points
(2) 10 years up to but not including 15 years, award 10 points.				
(3) 15 years up to and including 25 years, award 5 points.				
(4) Longer than 25 years, award 0 points.				
Provide documentation to substantiate the score for this category below.				
OR				
(ii) Energy Efficiency Improvements				
<p>EEI projects Simple Payback = (Total Project Costs)/Dollar Value of Energy Saved. <i>Dollar value of energy saved incorporates the following: Energy Savings using a constant value or price of energy; historical energy use of building or equipment must be based on actual average annual BTU used over the most recent 12-60 consecutive month period, supported by utility bills. Does not include proposed additional energy consumption and savings. Value or price of energy must be actual average price paid over same period as above, using only energy charges directly reduced by the unit of energy being replaced or saved. EEI improvements cannot monetize benefits other than the dollar amount of energy savings realized as a result of the improvement.</i></p>				

Total Project Costs <i>(Auto Calculates):</i>	\$	Dollar Value of Energy Saved:	\$
If the Simple payback of the proposed project is:			
(A) Less than 4 years, award 15 points.			Points
(B) 4 years up to but not including 8 years, award 10 points.			
(C) 8 years up to and including 12 years, award 5 points.			
(D) Longer than 12 years, award 0 points.			
Provide documentation to substantiate the score for this category below.			
OR			
(iii) Energy Efficient Equipment			
EEE projects Simple Payback = (Total Project Costs)/ Dollar Value of Efficiency Savings. <i>Efficiency savings will be determined by subtracting the annual value of energy to be consumed by the proposed energy efficient equipment from the annual value of energy that a conventional equipment alternative would have consumed. Adequate documentation must be provided for all consumption estimates and values utilized in the calculation.</i>			
<b>Eligible Project Costs</b> <i>(Auto Calculates):</i>		<b>Dollar Value of Efficiency Savings</b>	
If the simple payback of the project is:			Points
(A) Less than 4 years, award 15 points.			
(B) 4 years up to but not including 8 years, award 10 points.			
(C) 8 years up to and including 12 years, award 5 points.			

(D) Longer than 12 years, award 0 points.				
Provide documentation to substantiate the score for this category below.				
(7) Size of REAP funding Request (N/A to loan only requests)				
<i>A maximum of 10 points will be awarded for criterion 7.</i>				
Grant request of \$250,000 or less for RES or \$125,000 or less for EEI are eligible for an additional 10 points. <i>This section applies to grant and combination grant/loan applications only.</i>				
REAP Grant Request				Points
Project Type				
Provide additional documentation below (if applicable) to substantiate the score for this category.				
(8) State Director and Administrator priorities and points				
<i>A maximum of 10 points will be awarded for criterion 8.</i>				
A State Director, for its State allocation under this subpart, or the Administrator, for making awards from the National Office reserve, may award up to 10 points to an application if the application is for:				Points
(i) An under-represented technology;				
(ii) If selecting the application would help achieve geographic diversity ( <i>may include points for size of funding request</i> );				
(iii) The Applicant is a member of an unserved or under-served population; <i>veteran/socially-disadvantaged group</i> ;				
(iv) Selecting the application helps further a Presidential Initiative or a Secretary of Agriculture priority;				

(v) The proposed project is located in a Federally declared disaster area ( <i>declaration within last 2 calendar yrs.</i> );	
(vi) The proposed project is located in persistent poverty area, underserved community(ies) or has experienced long-term population decline, or loss of employment.	
Provide documentation to substantiate the score for this category below.	

Appendix F to Subpart B of Part 4280 - Rural Energy for America Program			
Energy Audits and Renewable Energy Development Assistance			
Evaluation Criteria Scoring Guide			
		Post Review by:	
Name of Applicant:			
Name of Reviewer:			
Fiscal Year:			
Type of Request (EA or REDA):		\$	
Grant Request:		\$	
Total Project Cost:		\$	
Grant Score:			
List the maximum points the Applicant is eligible for under each of the following categories in the shaded cells. The Grant score will automatically total and will be reported above.			
(1) Geographic Scope of Project in Relation to Need			
A maximum of 20 points will be awarded. Points to be awarded will be determined as follows. If the Applicant's proposed or existing service area and identified need per the scope of work:			
(i)	Is State-wide or includes all or parts of multiple States, and the scope of work has identified needs throughout that service area. Award 20 points	Points	
(ii)	Consists of multiple counties in a single State and the scope of work has identified needs throughout that service area. Award 15 points		
(iii)	Consists of a single county or municipality and the scope of work has identified needs throughout that service area. Award 10 points		
Provide documentation to substantiate the score for this category below.			

(2) Number of Ultimate Recipients Served	
<i>A maximum of 20 points will be awarded. Points to be awarded will be determined as follows.</i>	
If the Applicant plans to provide Energy Audits or REDA assistance to:	
(i) Up to 10 ultimate recipients. Award 2 points	Points
(ii) Between 11 and up to and including 25 ultimate recipients. Award 5 points	
(iii) More than 25 ultimate recipients. Award 10 points	
	Points
If the Applicant provides a list with at least 50 percent of the total number of proposed ultimate recipients ready to be assisted, including their name and contact information, Award an Additional 10 Points.	
Provide documentation to substantiate the scores for this category below.	
(3) Marketing and Outreach Plan	
<i>A maximum of 5 points will be awarded. Points to be awarded will be determined as follows:</i>	
If the scope of work included in the application provides a satisfactory discussion of each of the following criteria, one point for each can be awarded.	
(i) The goals of the project. Award 1 point	Points
(ii) Identified need. Award 1 point	
(iii) Targeted ultimate recipients. Award 1 point	
(iv) Timeline and action plan. Award 1 point	
(v) Marketing and outreach strategies and supporting data for strategies. Award 1 point	
Provide documentation to substantiate the score for this category below.	

(4) Applicant's Organizational Experience		
A maximum of 25 points will be awarded based on the experience of the organization in providing EA or REDA as applicable to the proposed project. Points will be determined as follows. <i>The organization must have been in business and provided services for the number of years as identified below. Experience of contractors proposed in the application may be applied as long as experience relates to the same type of activity, e.g. energy audit experience for an EA application. Energy audit experience should be related to conducting commercial energy audits vs. residential.</i>		
(i)	More than 10 years of experience. Award 25 points.	Points
(ii)	At least 5 years and up to and including 10 years of experience. Award 20 points	
(iii)	At least 2 years and up to and including 5 years of experience. Award 10 points	
(vi)	Less than 2 years of experience. Award 0 points	
Provide documentation to substantiate the score for this category below.		
(5) Potential to Produce Energy Savings or Generation & Environmental Benefits		
A maximum of 10 points total will be awarded. Points to be awarded will be determined as follows:		
(i)	If the Applicant ( <i>does NOT include entities the applicant may contract with</i> ) has an existing program that can demonstrate the achievement of energy savings or energy generation with the Agricultural Producers and/or Rural Small Businesses it has served:	Points
	Award 5 points	
(ii)	If the Applicant ( <i>does NOT include entities the applicant may contract with</i> ) provides evidence that it has received one or more awards <u>within the last 5 years</u> in recognition of its renewable energy, energy savings, or energy-based technical assistance ( <i>does not include funding awards</i> ), up to a maximum of 5 points will be awarded as follows:	Points

(A) International/National--3 points for each award	
(B) Regional/State-- 2 points for each award	
(C) Local -- 1 point for each award	
Provide documentation to substantiate the score for this category below.	
(6) Commitment of Funds for the Total Project Cost	
<p><i>A maximum of 20 points will be awarded. Points to be awarded will be determined as follows:</i></p> <p>If written documentation from each source providing Matching Funds and other funds is submitted with the application. <i>(Does not include the 25% contribution from UR's for EA grants. In-kind match of applicant, such as waived tuition or associated or waived overhead, is not counted towards commitment of funds.)</i> If the Applicant proposes written match of:</p>	
(i) 50 percent or more of the grant funds requested. Award 20 points	Points
(ii) 20 percent or more but less than 50 percent of the grant funds requested. Award 15 points	
(iii) 5 percent or more but less than 20 percent of the grant funds requested. Award 10 points	
(iv) Less than 5 percent of the grant funds requested. Award 0 points	
Provide documentation to substantiate the score for this category below.	

oOo



	Was the document submitted and/or the requirement met?
Complete Application: 4280.116-120	
All required application materials as applicable were filed as documented in the <i>Application Processing Section</i> of the REAP Renewable Energy Systems and Energy Efficiency Improvements Grant Program Processing Checklist File Docket Index.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant has identified the amount and source of matching funds.	
Application contains statement about receipt of any grants and/or loans under 4280-B and/or 7 CFR 5001.	
If Applicant has been awarded previous funding, an acceptable description on the progress for that project is provided.	
The Applicant stated whether there is any known relationship or association with a Rural Development employee. <i>If yes, process in accordance with 1900-D.</i>	
Comments: _____	
Project Information	
Application contains information on the project as a whole and its relationship to the applicant's operation:	<input type="checkbox"/> Yes <input type="checkbox"/> No
The project has been identified as an RES Generation, Replacement, Retrofit or an EEI.	
The application includes a description (>\$200,000) of the process that will be used to conduct procurement and comply with maximum open and free competition, 4280.125(a)(1).	
The application indicates if the proposed project will have a positive effect on resource conservation, public health, and the environment.	
The RES application contains a feasibility study when applicable (4280.116 (b)), that indicates project viability.	
Comments: _____	
Technical Merit	
Application contains information necessary for Agency to determine technical merit of project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the technical report contain the items specified in 4280.120(b)(3) for EEI or (4) for RES projects with TPC of \$80,000 or less?	
Does the technical report meet the requirements outlined in 4280.110 (g) and Appendix A, B, or C as applicable for RES or EEI projects with TPC of greater than \$80,000?	
Comments: _____	
Certifications	
Applicant has completed required application certifications including SAM.gov?	<input type="checkbox"/> Yes <input type="checkbox"/> No
The applicant has certified they are a legal entity in good standing and are operating in accordance with the laws of the State or Tribe where the applicant's place of business is located.	
Applicant has agreed to abide by open and free competition. 4280.125 certification	

Applicant has agreed to abide by Equal Employment Opportunity. 4280.125 certification	
Comments: _____	
Other:	
Applicant has used the tax identification number as filed on the application form, to obtain a Unique Entity Identifier (UEI) formerly DUNS number, which has successfully been registered in SAM with an Active CAGE code?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the Grantee proposing to perform any of the work and if so is it in compliance with 4280.125(a) (4)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments: _____	
The application is <input type="checkbox"/> complete <input type="checkbox"/> not complete in accordance with 4280.116 and 4280.118, 4280.119, or 4280.120 as applicable.	
Comments: _____	

Applicant Eligibility (4280.112 and 4280.119 ineligible applicants)	
Applicant applied and certified as an eligible: Rural Small Business <input type="checkbox"/> OR Agricultural Producer <input type="checkbox"/> <i>Note: The Agency has the right to request documentation to support applicant eligibility.</i>	
Primary NAICS Code for operation: _____	
NAICS Code limitations. _____ <a href="http://www.sba.gov/content/small-business-size-standards#">http://www.sba.gov/content/small-business-size-standards#</a>	
Did the application provide a description of the project's relationship to the applicant's operation?	
Did the application describe the history of the applicant business entity, e.g. in operation for at least one full year?	
Did the application describe how the applicant at time of application, award and for life of project would own the <u>project</u> ?	
Did the application describe how the applicant at time of application, award and for life of the project would own or control the <u>site</u> for the project?	
Were end user provisions of 4280.112 (c) considered and does the applicant remain eligible?	
Did the application provide a description of the relationship between the applicant and other entity(ies) it controls or is controlled by? e.g. list of owners with % ownership, control and contact information; organizational charts; passive investors.	

The Applicant has certified to the applicant eligibility criteria of 4280.112, including: having satisfactory sources of revenue sufficient to provide for the operation, management, maintenance, and any debt service of the project for the useful life of the project (\$200,000 TPC or more review financial information); controlling the revenues and expenses of the project, including its operation and maintenance; and applicant has legal authority to apply for and carry out the purpose of the grant.

System Checks:

Are there any concerns from the Agency's system checks: Do Not Pay, USA Spending, GLS?

Yes  No

Does the applicant or owner have an outstanding judgment obtained by the U.S. in a Federal court (other than in the U.S. Tax Court), is delinquent in paying Federal income taxes, or is delinquent on a federal debt? *If so, the applicant is NOT eligible to receive a grant, direct loan, or guaranteed loan until the judgment is paid in full or otherwise satisfied or the delinquency is resolved.*

Has the applicant been debarred from receiving Federal assistance? *If so, the applicant is NOT eligible to receive a grant, direct loan, or guaranteed loan under this subpart.*

Has the applicant received one or more grants and/or guaranteed loans under this program, and if so, has satisfactory progress been made in order to consider subsequent funding?

The applicant is  eligible  not eligible in accordance with 4280.112.

Comments (include detailed narrative if the Agency requested additional information to document applicant eligibility per 4280.112): \_\_\_\_\_

Project eligibility (4280.113 and 4280.114 Ineligible projects)	
The project must be for the purchase or retrofit of a renewable energy system or for energy efficiency improvements.	
<input type="checkbox"/> Renewable Energy System:	
Purchase of a new Renewable Energy System	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purchase of a Refurbished Renewable Energy System	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Retrofitting of an existing Renewable Energy System	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Energy Efficiency Improvement	
Brief description of project: _____	
If project is an Energy Efficiency Improvement, does it replace or duplicate an Energy Efficiency Improvement previously funded under 4280-B, and if so, is previously funded improvement still within the useful life as per the Financial Assistance Agreement ? <i>If yes, project is not eligible.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
If project is RES hydroelectric, is system sized with a rated power of 30 megawatts or less <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Comments: _____	

Technical Merit (4280.117)	
Is technology commercially available?	
Does the project have technical merit, passing or passing with conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If fail assignment, project is not eligible.</i>	
Comments: _____	

Location:				
Is location of project eligible?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Is project located in a rural area as defined in 4280.103?				
If project is located in a non-rural area, is the applicant an agricultural producer and does the application support the production, processing, vertical integration, or marketing of agricultural products?				
If RES, is project collocated with a residence?				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Will a separate meter be installed to ensure generated energy benefits only the business or agricultural producer operations?				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If single collocated meter, does the application demonstrate that 50% or more of the energy to be generated will benefit the Rural Small Business or Agricultural Operation? <i>Complete table below to determine eligibility.</i>				
<input type="checkbox"/> Yes <input type="checkbox"/> No				
RES System Shares Meter with Residence Total Project Costs: _____				
Business/Ag Operation Energy Needs (kWh's) <i>Per historical energy consumption</i>	Projected Energy Generated by RES System (kWh'S)	% of Eligible Project Costs	Eligible Project Costs	
Have total project costs and grant amounts been amended accordingly? <input type="checkbox"/> Yes <input type="checkbox"/> No				
This project is: <input type="checkbox"/> eligible <input type="checkbox"/> not eligible in accordance with 4280.113. Comments: _____				
Funding Requirements (4280.115)				
Have REAP funding provisions been met:				<input type="checkbox"/> Yes <input type="checkbox"/> No
EEI- The grant request is for a minimum of \$1,500 but does not exceed \$250,000.				
RES- The grant request is for a minimum of \$2,500 but does not exceed \$500,000.				
Grant assistance to an applicant ( <i>same ID</i> ) does not exceed \$750,000 per Federal Fiscal Year.				
Comments: _____				

Project Budget:	
Project costs have been reviewed to ensure eligibility per 4280.115 (c). <input type="checkbox"/> Yes <input type="checkbox"/> No	
In-eligible project costs per 4280.115 (d) have been removed from total project costs.	
Costs have been modified accordingly if residential collocation, conflict of interest between applicant and contractor(s), or other ineligible items or scenarios are present?	
Comments: _____	

Budget Summary:	
	TOTAL PROJECT COSTS (TPC)
	Minus in-eligible project costs
	TOTAL ELIGIBLE PROJECT COSTS (TEPC)
	Maximum Grant (25%)

Does the grant request exceed 25% of eligible project costs?  Yes  No  
*If yes, the SF 424 must be revised with the applicant initializing acceptance of the revised grant amount.*

Amount and source of matching funds has been identified?

	TOTAL ELIGIBLE PROJECT COSTS (TEPC)
	Amount of Grant Requested
	Amount of Guaranteed Loan Requested
\$0.00	Matching Funds Required

The application:  meets funding requirements or  does not meet funding requirements according to 4280.115.

Comments: \_\_\_\_\_

ENVIRONMENTAL (7 CFR 1970)
----------------------------

- | Type of Environmental Analysis                                | Status                                    | Environmental Concerns                       |
|---|---|--|
| <input type="checkbox"/> Categorical Exclusion (Cat-Ex)       | <input type="checkbox"/> In Progress      | <input type="checkbox"/> None                |
| <input type="checkbox"/> Environmental Assessment (EA)        | <input type="checkbox"/> Completed        | <input type="checkbox"/> Mitigation required |
| <input type="checkbox"/> Without Report                       | <input type="checkbox"/> Completed w/ NPA |  |
| <input type="checkbox"/> With Report                          | (Section 106)                             |  |
| <input type="checkbox"/> Environmental Impact Statement (EIS) |   |  |

Environmental review comments or mitigation conditions (As applicable): \_\_\_\_\_

Complete One Section as Applicable:

Requirements for filing Applications for RES EEI Projects with Total Project Costs of \$80,000 or less
The Applicant is eligible in accordance with 4280.112.
The project is eligible in accordance with 4280.113.
The total project costs are \$80,000 or less.
Applicant has certified that the design, engineering, testing, and monitoring will be sufficient to demonstrate that the proposed project will meet its intended purpose.
The Applicant or the Applicant's prime contractor have agreed to assume all risks and responsibility of project development
The Applicant or the Applicant's prime contractor have agreed to be responsible for all interim financing, including during construction
The Applicant has agreed not to request reimbursement from funds obligated from this program until after the project has been completed and is operating in accordance with information in the application.
The Applicant has agreed to maintain insurance as required under 4280.123(b), except business interruption insurance is not required.
<b>N/A</b> <input type="checkbox"/> <b>OR</b> The application <input type="checkbox"/> meets or <input type="checkbox"/> does not meet the requirements for an application of \$80,000 or less according to 4280.120.

Requirements for filing Applications for RES EEI Projects with Total Project Costs of less than \$200,000 but more than \$80,000
The Applicant is eligible in accordance with 4280.112.
The project is eligible in accordance with 4280.113.
The total project costs are less than \$200,000 but more than \$80,000.
Applicant has certified that the design, engineering, testing, and monitoring will be sufficient to demonstrate that the proposed project will meet its intended purpose.
The Applicant or the Applicant's prime contractor have agreed to assume all risks and responsibility of project development
The Applicant or the Applicant's prime contractor have agreed to be responsible for all interim financing, including during construction
The Applicant has agreed not to request reimbursement from funds obligated from this program until after the project has been completed and is operating in accordance with information in the application.

The Applicant has agreed to maintain insurance as required under 4280.123(b), except business interruption insurance is not required.

N/A  OR The application  meets or  does not meet the requirements for an application of less than \$200,000 but more than \$80,000 according to 4280.119.

<b>Requirements for filing Applications for RES EEI Projects with Total Project Costs of \$200,000 or greater.</b>
The Applicant is eligible in accordance with 4280.112.
The project is eligible in accordance with 4280.113.
The total project costs are greater than \$200,000.
Applicant has certified that construction planning and performing development will be in accordance with 4280.124. <input type="checkbox"/> Yes <input type="checkbox"/> No
Projects with total project costs greater than \$100,000,000 will provide design, installation monitoring, testing prior to commercial operation, and project completion certification by a licensed professional engineer. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
The Applicant certifies that construction planning and performance development, including that final plans and specifications must be reviewed by the Agency and approved prior to the start of construction, will be in accordance with 4280.124. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
The Applicant has agreed to maintain insurance as required under 4280.123(b).

N/A  OR The application  meets or  does not meet the requirements for an application of greater than \$200,000 according to 4280.118.

**SUMMARY:**

	Yes	No
Question 1 - Is the Application Complete?	<input type="checkbox"/>	<input type="checkbox"/>
Question 2 - Is the Applicant Eligible?	<input type="checkbox"/>	<input type="checkbox"/>
Question 3 - Is the Project Eligible?	<input type="checkbox"/>	<input type="checkbox"/>
Question 4 - Does the Project meet Funding Requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Question 5 - Does the Application meet the applicable grant requirements per 4280.116 and 4280.118-120?	<input type="checkbox"/>	<input type="checkbox"/>
Question 6 - Does the Project have Technical Merit?	<input type="checkbox"/>	<input type="checkbox"/>
Question 7 - Has the Environmental Review been completed?	<input type="checkbox"/>	<input type="checkbox"/>

Comments: \_\_\_\_\_

<p>I _____ recommend _____ do not recommend this project be consideration for funding.</p> <p>_____ Date _____</p> <p>Agency Review Official</p>
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United States Department of Agriculture  
Rural Development

Rural Energy for America Program

**Energy Audit & Renewable Energy Development Assistance**

**The Energy Audits (EA) and Renewable Energy Development Assistance (REDA) grant application guide** - on the following pages - provides a cover page, table of contents and a framework of divider pages to organize the grant application for submission to USDA-Rural Development. Each divider page will list the documents to be filed directly behind it. Please tab the divider pages as indicated.

Unless otherwise specified in a Federal Register notice, an original application must be received in the State Office by **4:30 PM local time on January 31** to complete for Fiscal Year Funding. For contact information, view the State Energy Coordinator list found at:

[http://www.rd.usda.gov/files/RBS\\_StateEnergyCoordinators.pdf](http://www.rd.usda.gov/files/RBS_StateEnergyCoordinators.pdf)

All Applicants must have a Dun and Bradstreet Data Universal Numbering System (DUNS) number, which can be obtained at no cost via a toll free request line at 1-866-705-5711 or at

<http://fedgov.dnb.com/webform> .

All applicants must also register the DUNS number through the System for Award Management (SAM) process and obtain a Commercial and Government Entity (CAGE) code. Go to [www.sam.gov](http://www.sam.gov) to register your DUNS number.

This guide is designed for training and education and does not replace the 4280-B Regulation.

USDA-Rural Development

Rural Energy for America Program

Energy Audits and Renewable Energy Development Assistance Grant Application  
Guide

Title of Project: \_\_\_\_\_

Submitted by

Applicant Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
County: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip code: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Fax: \_\_\_\_\_

Indicate the purpose of your grant request:

- Renewable Energy Development Assistance (REDA)  
 Energy Audits (EA)

No combination (EA and REDA) applications will be accepted.  
Applicants may only submit one EA & one REDA application per Fiscal year (FY)  
Maximum aggregate amount awarded to Applicant cannot exceed \$100,000 in a FY

\$\_\_\_\_\_ Grant Request

Grant Writer Name \_\_\_\_\_  
Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

Date Submitted to RD \_\_\_\_\_

Energy Audit and Renewable Energy Development Assistance Grant Application

**Table of Contents**

Applicant Name \_\_\_\_\_

Application and Submission Information - Applicants must submit an original application to the Rural Development State Office in which the Applicant's principal office is located. Applicants must submit complete applications, consisting of the following elements, in order to be considered.

	<b>Energy Audits and Renewable Energy Development Assistance Grant Application Components</b>	Tab
1	Title Page	
2	Table of Contents	
3	Civil Rights Information. <i>Optional</i>	A
3	Project specific forms A. SF 424 - Application - the Federal Catalog number is 10.868 - requires a DUNS number B. SF 424 A - Budget C. SF 424 B - Assurances D. AD 3030 - Representations regarding felony convictions and tax delinquent status for corporate applicants E. Applicant eligibility and Project eligibility certification form	B
4	Proposed Scope of Work cover page	C
	Executive Summary	1
	Project Goals	2
	Geographic Scope and Service Area	3
	Needs of Service Area and Target Audience	4
	Timeline and Resources	5
	Marketing Strategies	6
	Applicant Experience	7
	Itemized Budget	8
	Leveraging and Commitment of Other Sources of Funding	9

<b>Tab A</b> <b>Divider Page</b>	
<b>Civil Rights Information</b>	
<p><i>The purpose of these questions is to gather race, ethnicity, and gender information about persons who apply and participate in this USDA program. The information provided will not be used when reviewing the application or when determining eligibility to participate in this program. The answers provided are voluntary and are not required to be considered a Complete Application. The information provided will be used to improve the operation of this program, to help USDA design additional opportunities for program participation, and to monitor enforcement of laws that require equal access to this program for eligible persons. For entities, check all that apply. The information will be kept private to the extent permitted by law.</i></p>	
What is the Applicant's race (check all that apply)? :	American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/>
What is the Applicant's Gender? :	Male <input type="checkbox"/> Female <input type="checkbox"/>
What is the Applicant's Ethnicity? :	Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/>

<b>Tab B Divider Page</b>	
<b>Project Specific Forms</b>	
Federal Tax ID #	
DUNS # To get a DUNS number, call 1-866-705-5711 or go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> Also Insert DUNS number on SF424 Form	
System for Award Management (SAM) (CAGE code) <u>All Applicants must also register their DUNS # in the System for Award Management and obtain a CAGE code prior to submitting an application. Registration in SAM must remain active during all times during which an active Federal award or application is under consideration.</u> Go to <a href="http://www.sam.gov">www.sam.gov</a> to register. SAM User Guides can be found at: <a href="https://sam.gov/SAM/pages/public/help/samQUserGuides.jsf">https://sam.gov/SAM/pages/public/help/samQUserGuides.jsf</a>	CAGE Code  Expiration Date
<b>Project Specific Forms</b>	
<p><b>Forms can be found by typing in the form name (i.e. SF 424) in the "Form Number" column via this website:</b> <a href="https://forms.sc.egov.usda.gov/eForms/welcomeAction.do?Home">https://forms.sc.egov.usda.gov/eForms/welcomeAction.do?Home</a></p> <p><b>Some forms can also be found at this website:</b> <a href="https://www.rd.usda.gov/programs-services/rural-energy-america-program-energy-audit-renewable-energy-development-assistance">https://www.rd.usda.gov/programs-services/rural-energy-america-program-energy-audit-renewable-energy-development-assistance</a></p> <p><i>Insert the executed forms immediately after this divider page.</i></p>	
SF 424 - Application for Federal Assistance	
SF 424A - Budget Information	
SF 424B - Assurances	
AD 3030 - Representations regarding felony convictions and tax delinquent status for corporate applicants	
Applicant eligibility and project eligibility certification/determination  (Certifications on following pages)	

**Energy Audits and Renewable Energy Development Assistance Grant Program**  
 Applicant Eligibility and Project Eligibility Certification/Determination  
 Form

*Per 4280.149 - Applicant Eligibility*

<p><b>(A) Type of Applicant. The eligible Applicant must be one of the following:</b></p>	<p>Applicant Certification:  (Please Check 1 )</p>
<p>(i) a unit of State, tribal or local government</p>	
<p>(ii) a land-grant college, a university, or another Institution of Higher Education</p>	
<p>iii) a Rural electric cooperative, or</p>	
<p>(iv) a Public Power Entity</p> <p><i>Is defined using the definition of state utility as defined in section 217(A)(4) of the Federal Power Act (16 U.S.C. 824q(a)(4). As of this writing, the definition means a State or any political subdivision of a State, or any agency, authority, or Instrumentality of any one of more of the foregoing, or a corporation that is wholly owned, directly or indirectly, by any one or more of the foregoing, competent to carry on the business of developing, transmitting, utilizing, or distributing power.</i></p>	
<p>(v) an Instrumentality of a State, tribal or local government</p> <p><i>An Instrumentality is an organization recognized, established, and controlled by a State, tribal, or local government, for a public purpose or to carry out special purposes.</i></p>	
<p>(vi) a Council as defined in 16 U.S.C. 3451 Resource Conservation and Development Districts are eligible Councils</p>	
<p><b>(B) Capacity to perform. The Applicant must have sufficient capacity to perform (or contract) the activities proposed in the application to ensure success. The Agency will make this assessment based on the information provided in the application.</b></p>	
<p>The Applicant's summary of information submitted to show sufficient capacity to perform the activities proposed in the application to ensure success is:</p>	

<p><b>(C) Legal entity in good standing.</b> Each Applicant must certify that it is a legal entity in good standing (as applicable) and operating in accordance with the laws of the State(s) or Tribe where the Applicant has a place of business.</p>	
<p>Are you (the Applicant) a legal entity in good standing in accordance with the laws of the State(s) or Tribe where you have a place of business? List the State or Tribe where you have a place of business?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>_____</p>
<p><b>(D) Legal authority and responsibility.</b> Each Applicant must have, or obtain, the legal authority necessary to carry out the purpose of the grant.</p>	
<p>The Applicant's evidence of legal authority to carry out the purpose of the grant is:</p>	
<p><b>(E) Place of business.</b> The Applicant must have a place of business in a State.</p>	
<p>The Applicant's business is located in :</p>	
<p><b>(F) Know relationship with Agency Employee.</b> The Applicant must identify whether or not there is a known relationship or association with a Rural Development Employee. If there is a known relationship, identify each employee with whom you have a relationship.</p>	
<p>The Applicant has a known relationship with a Rural Development employee?          Yes <input type="checkbox"/> No <input type="checkbox"/>          If Yes, identify the name of each employee:</p>	
<p><b>(G) Ineligible Applicants.</b> Consistent with Department regulations, an Applicant is ineligible if it is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs.</p>	
<p>Have you (the Applicant) ever been debarred or determined ineligible for participation in Federal assistance programs?</p>	<p>Applicant certification:          Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Applicants will also be considered ineligible for a grant if they have an outstanding Federal judgment (other than one obtained in the U.S. Tax Court), are delinquent on the payment of Federal income taxes, or are delinquent on Federal debt.</b></p>	
<p>Do you (the Applicant) have any outstanding federal judgment, or are you delinquent on federal income tax or delinquent on any federal debt?</p>	<p>Applicant certification:          Yes <input type="checkbox"/> No <input type="checkbox"/></p>

**The Agency will review prior EA/REDA awards to determine satisfactory progress. To be eligible for additional funding, at least 50 percent of previous awards must be expended at the time the Agency makes its eligibility determination.**

***Per 4280.150 - Project eligibility.***

To be eligible for an Energy Audit or a Renewable Energy Development Assistance grant, the grant funds for a project must be used by the grant recipient to assist Agricultural Producers or Rural Small Businesses in one of the purposes specified in paragraphs (1) and (2) and shall also comply with paragraphs (3) through (6), as applicable.

Ineligible projects per 4280.151 include:

- (a) Research related projects;
- (b) Feasibility studies of any nature;
- (c) Projects where funding is not targeted directly to assisting agricultural producers or rural small businesses;
- (d) Projects to develop computer software or programs;
- (e) Projects where 50 percent or more of the costs are in-eligible or where project costs as defined in the application do not meet the definition of providing EA or REDA;
- (f) Projects which propose EA or REDA for residential purposes.

<b><i>Project eligibility questions for the Applicant</i></b>	Yes	No
1. Is the proposal for a grant to conduct and promote Energy Audits?		
2. Is the proposal for a grant to conduct and promote Renewable Energy Development Assistance?		
3. For eligible Small Businesses, will the assistance you provide be for facilities located in a Rural Area? (less than 50,000 population)		
4. If the Agricultural Producer's facility is in a non-rural area, will the Energy Audit or Renewable Energy Development Assistance only be for a Renewable Energy System or Energy Efficiency Improvement on components that support the production, processing, vertical integration or marketing of agricultural products?		
5. Will the Energy Audit or REDA assistance be provided to a recipient in a State?		
6. If applicable, are small hydropower projects to be assisted with Energy Audits or Renewable Energy Development Assistance rated at 30 megawatts or less?		

Applicant and Project Eligibility answers provided by:
Applicant Name :
Authorized Representative Name:
Authorized Representative Signature:
Title:
Date:

<b>Tab C Divider Page</b>	
<b>Scope of Work</b>	
<p>Include a description of the proposed project, details of the proposed activities to be accomplished and timeframes for completion of each task, the duration of the project (number of months), and the estimated time it will take from grant approval to beginning of project implementation. A <b>written narrative</b> to be used as the scope of work includes, at a minimum, the following items:</p>	
Executive Summary (including descriptive project title) ;	1
The goals of the proposed project;	2
The geographic scope or service area of the proposed project and rationale used to select the service area;	3
Identification of the specific needs for the service area and the target audience to be served. Must include: <ul style="list-style-type: none"> <li>a) the number of Ag Producers and/or Rural Small Business to be served,</li> <li>b) identify (if available) the name and contact information for the Ag Producers or Rural Small Business,</li> <li>c) method and rationale used to select the Ag Producers and Rural Small Businesses</li> </ul>	4
<p><i>An Agricultural Producer is an individual or entity directly engaged in the production of agricultural products through labor management and operations, including cultivating, growing and harvesting of plants and crops (including farming); breeding, raising, feeding, or housing of livestock (including ranching); forestry products; hydroponics; nursery stock; or aquaculture, whereby 50% or greater of their gross income is derived from the operations.</i></p>	
<p><i>An entity is considered a Small Business in accordance with the Small Business Administration's (SBA) Small Business size standards by the North American Industry Classification System (NAICS) found in 13 CFR part 121 and criteria of 121.131 as applicable to financial assistance programs including, (a) or (b). A private for-profit entity, including a sole proprietorship, partnership, corporation, cooperative (including a cooperative qualified under section 501(c)(12) of the Internal Revenue Code), and an electric utility, including a Tribal or governmental electric utility, that provides service to Rural consumers. These entities must operate independent of direct Government control except for Tribal business entities chartered under Section 17 of the Indian Reorganization Act or other Tribal business entities that have similar structures and relationships with their Tribal governments as determined by the Agency. The Agency shall determine the Small Business status of such a Tribal entity without regard to the resources of the Tribal government. <b>With the exception of the entities described above, all other non-profit entities are excluded.</b></i></p>	

<p>Timeline describing proposed tasks to be accomplished and the schedule for implementation of each task, including whether organizational staff, consultants, or contractors will be used to perform each task.</p> <p>Discuss Applicant's resources, including personnel, finances, and technology, to complete what is proposed. <i>If a project is located in multiple States, resources must be sufficient to complete all projects.</i></p>	<p>5</p>
<p>Marketing strategies to include a discussion on how the Applicant will be marketing and providing outreach activities to the proposed service area, ensuring that Ag Producers and Rural Small Businesses are served.</p>	<p>6</p>
<p>Applicant's experience (may include contractors) as follows:</p> <ul style="list-style-type: none"> <li>a) If applying for a REDA grant, Applicant's experience in completing similar REDA activities. Include number of similar projects performed and number of years performing the similar service.</li> <li>b) If applying for an EA grant, the number of Energy Audits and Energy Assessments the Applicant has completed and the number of years the Applicant has been performing those services.</li> <li>c) For all Applicants, the amount of experience in administrating Energy Audit, REDA, or similar activities as applicable to the purpose of the proposed project.       <ul style="list-style-type: none"> <li>(i) Include discussion on any existing programs to demonstrate achievement of energy savings or energy generation with clients served.</li> <li>(ii) Identify awards received within the last 5 years in recognition of the Applicant's Renewable Energy, energy savings, or energy-based technical assistance. <i>(Not funding awards, recognition for EA or REDA)</i></li> <li>(iii) Identify the achievement noting origin of award (local, State/regional, national/international award).</li> </ul> </li> </ul>	<p>7</p>

An itemized budget. Provide a detailed description of the tasks to be performed and the associated budget for each item. Identify the intended use of grant, matching and other funds.

Grant funds awarded for Energy Audit and Renewable Energy Development Assistance projects may be used only to pay Eligible Project Costs.

Eligible Project Costs are post application expenses directly related to conducting and promoting Energy Audits and Renewable Energy Development Assistance, which include but are not limited to:

- (i) Salaries;
- (ii) Travel expenses;
- (iii) Office supplies (e.g. paper, pens, file folders); and
- (iv) Expenses charged as a direct cost or as an indirect cost of up to a maximum of 5% for administering the grant, which include but are not limited to:
  - (A) Utilities
  - (B) Office space; and
  - (C) Operation expenses of office and other project-related equipment (ex: computers, cameras, printers, copiers);

Ineligible project costs:

- (i) Pay for any construction-related activities;
- (ii) Purchase or lease of equipment;
- (iii) Pay any judgment or debt owed to the United States;
- (iv) Any goods or services provided by a person or entity who has a conflict of interest as provided in 4280.106;
- (v) Pay any costs of preparing the application package for funding under this Notice;
- (vi) Fund political or lobbying activities;
- (vii) Funding to train individuals to become qualified to perform EA or REDA assistance;
- (viii) Payment or waiver of student tuition; and

The maximum aggregate grant amount to any one recipient cannot exceed \$100,000 per Federal Fiscal Year.

A recipient of a grant under this Notice that conducts an Energy Audit shall require that, as a condition of the Energy Audit, the Agricultural Producer or Rural Small Business pay at least 25% of the cost of the Energy Audit. Further, the amount paid by the Agricultural Producer or Rural Small Business will be retained by the recipient as a contribution towards the cost of the energy audit.

<p>Identify leveraging and commitment of other sources of funding being brought to the project. <i>(The required 25% contribution from the Agricultural Producer or Rural Small Business for the cost of an Energy Audit is not considered as matching funds).</i></p> <p>Leveraged funds should be <u>clearly identified and listed by source</u>. <u>Written documentation/confirmation</u> from the party committing a specific amount of leveraged funds is required at the time of application.</p> <p>a) If financial resources are coming from the Applicant, provide documentation in the form of a bank statement demonstrating the availability of funds. <i>(Applicant in-kind is not eligible)</i></p> <p>b) If a third party is providing financial assistance to the project, a commitment letter signed by an authorized official of the third party must be submitted. It must be specific to the project and identify the dollar amount being provided.</p>	<p>9</p>
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