

2011 REAP (Rural Energy for America Program) Grants

Dear Grant Applicant,

Thank you for your interest in the REAP grant for your proposed grain dryer replacement project. The REAP program was authorized under the 2008 Farm Bill and can be used for renewable energy systems, energy efficiency improvements, feasibility studies and energy audits. Grants awarded **pay 25% of the** approved project costs and are contingent upon the recipient meeting the conditions of the grant agreement. More information is available at: www.rurdev.usda.gov/rbs/farmbill/index.html. Our company, Energy Improvement Matters (EIM) completes the 80 to 100 page application for you and we've had a very good success rate with hundreds we've submitted. We charge **\$500** to start the process and **1%** of the project costs if you win the grant. There will be an additional service fee for guaranteed loans, which are typically required for projects over \$80,000. Working with us, you could expect the process to take about 4 hours of your time. Please let me take this opportunity to list several things needed for an application for energy efficient equipment, such as energy efficient grain dryers or irrigation systems. Providing these items as soon as possible is beneficial because you are **not allowed to submit an application if the project has been started or if you have already purchased the equipment**. You may start a project after the US Department of Agriculture has received your completed application.

Items needed from the Grant Applicant to start the process:

- 1.) A completed intake form (information form) with description of farming operation (acreage, number of years in farming, etc.) and \$500 check to initiate process.
- 2.) Quote/Written estimate for entire project (needed to do the energy audit by EIM or other certified energy manager).

The following items may be provided within the two weeks following submission of the intake, quote and check:

- 3.) An e-mail address is extremely beneficial to help us stay in contact and keep you apprised of progress.
- 4.) Two years of Schedule F and 1040, 1120 **or** 1065 tax forms ('07 & '08, or '08 & '09) will be needed. Confidential information is protected in our office. This information is used only for grant purposes and is then properly destroyed. Please mark out all but the last four digits of any individual's social security numbers.
- 5.) **If the applicant is incorporated or is an LLC**, a Dun Number will be needed. If you already have one, great. If you need to get one, you can sign up at no cost by going to 1-800-234-3867 <http://fedgov.dnb.com/webform/displayHomePage.do> or www.dunandbradstreet.com/US/duns_update/index.html
- 6.) If you are not a sole proprietor (i.e.: you are a partnership, LLC, or incorporated), we need a copy of your articles of incorporation.
- 7.) Any applicable permits or a letter from the local permit office saying that no permit is needed. Permit offices are often listed with your county offices in the phone book or on the internet. There may be a fee (usually \$20 to \$40) associated with obtaining the permit. Ask if there is a zoning permit, a building permit and possibly an electrical permit. Tell the person at the permit office, "This is a simple grain dryer or irrigation installation. It requires removal of an existing equipment and hooking up the new equipment to existing electrical lines (or existing natural gas line or propane line.) **Because it is a grant application, a letter is needed even if no permit is needed.**" It could be a one-sentence letter saying that no permits are

required for the proposed energy efficient equipment at such and such location. **Send a copy of the permit or permit letter to us** at EIM.

- 8.) A letter of support from your bank or the FSA office will be required stating the amount of the loan, the interest rate and the term of the loan. We will send a sample letter to the bank explaining this after we get a copy of the quote. If your project is over \$80,000, a guaranteed loan will earn valuable points for the grant application. Please ask for more information.
- 9.) An aerial satellite photograph of the proposed site, available at no charge from your local FSA office.
- 10.) Proof of property control is required and is typically shown by providing a copy of property taxes or a long term lease for the dryer location.

We will tell your equipment **dealer** that we will need:

- 1.) Specifications/ information on the equipment to be installed.
- 2.) Quote/ Written estimate for entire project (needed to do the energy audit by EIM or other certified energy manager) if we can't get it quickly from you.
- 3.) Description of dealer's company to assure the grant reader that the dealer is capable of fulfilling the contract. I have a fill-in the blank form and a sample to make it easier to write up.
- 4.) Schedule telling when dryer can be completed and if concrete will be poured.

Energy Improvement Matters helps obtain the following information: Letters of support from the banker; letters of support from the state Departments of Agriculture, Energy, and Environmental Management; population of the township to verify that it is "rural." The energy audit calculates and compares your existing and proposed equipment in terms of energy usage. We write the grant, answer questions, keep up with USDA rules pertaining to the REAP grant and application process. While EIM has a good history of winning grants submitted, there is no guarantee that your application will be a winner. If you do receive the REAP grant, it pays for 25% of the total project because the USDA wants to support energy improvement projects which would not otherwise happen. The final deadline for the REAP 2010 grant cycle is June 30, 2010 and then the 2011 grant cycle begins. You may begin a project without fear of disqualification, after the USDA receives a completed application. If you receive the grant, you will be invoiced for 1% of the total project amount by EIM, due within 45 days of announcement. If the grant is not received, there will be no additional cost other than the initial \$500 writing fee/ energy audit cost and service fee for the guaranteed loan if your project is over \$80,000. Please call if you have questions. Thank you for your interest.

Sincerely,



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General Manager, Energy Improvement Matters (EIM), LLC
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PERMIT INFORMATION FOR HIGH-EFFICIENCY GRAIN DRYER REPLACEMENT PROJECT

Grant applicant _____ is submitting for a grant to help remove an out-dated grain drying system and replace it with a new higher efficiency grain dryer. This process will involve rewiring and reconnection to the existing legs and handling equipment. The grant writing process requires applicants to check for permits that may be needed. The work site is in _____ County at (address) _____

Are Permits needed? Please circle Yes or No.

Building Permit- Yes No

Zoning Permit- Yes No

Electrical Permit- Yes No

_____ county in _____ State require no permits other than those circle above for replacing a grain dryer.

Signed By Permit Officer: _____

Permit Officer's Printed Name: _____

Title _____

Agency _____

Address (street, city, state, zip) _____

Phone number _____

Fax number _____

E-mail address _____

Date _____

Grant Intake for *Energy Improvement Matters*

To start the grant process with Energy Improvement Matters (EIM, LLC), complete this form and return it to EIM. Send a check for \$500 for projects under \$80,000 or \$700 for projects over \$80,000 for grant writing and energy audits. Make checks payable to EIM at 7545 Chablis Circle, Indianapolis, IN 46278. By completing this application, the applicant also agrees to pay EIM 1% of the total project amount, if and only if you win the grant.

Name of Applicant or Business to be listed on the grant application (full legal name as on taxes)

Principal person to contact or who will sign the grant application? _____

Title of the person to contact (circle one): owner, general manager, president, other _____

Tax ID # (if you are the sole proprietor, it is usually your SSN) _____

If you are **not** a sole proprietor, what is your DUNS#? _____ NAICS #? _____

Phone _____ Fax _____

E-mail (very helpful for quick communication) _____

Business address _____

Location of proposed equipment _____

Type of business (as taxes are filed): **circle one**: Sole Proprietor; LLC; C Corp; S Corp

List names **and addresses** of business partners filing taxes under this name (i.e.: wife, brother, parent; partner)

Describe your rural small business or farm

This is (circle one) a family owned farm, a rural small business, other (describe on back or separate page.)

Years you have been farming: _____ Years you have operated irrigation equipment: _____

You are a _____th generation farmer; Total acreage farmed: _____ acres;

Acreage in irrigation: _____

How many full-time employees do you have? _____

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7545 Chablis Circle, Indianapolis, IN 46278
Phone: 317-228-0134; Fax: 1-866-286-0343
Bruce@midwesteim.com

Grant Intake for *Energy Improvement Matters*

What type of training have you had in the last 2 years? (Circle) Pesticide; Business; Equipment selection and maintenance; Farm shows; Other (explain): _____

Educational level (Circle all that apply): High school; Trade school; Associate Degree; MS; Other _____;

How do you think this equipment would benefit your farm or business? (Check all that apply): _____ It would allow me to keep up with increasing capacity needed to advance my business; _____ It would save money in operating costs by reducing fuel bills; _____ It would increase the quality of the grain.

Other things for which you are proud and make you a good applicant:

Dealership where you will purchase equipment _____

Dealer contact (sales **person**) _____

Phone number: _____ E-mail: _____

Fax: _____

Equipment Model that you want _____

Fuel For proposed system (circle): LP; Natural Gas; Electric

Bank you will work with (required) _____

Contact person _____

Phone number _____ E-mail _____

Fax: _____

Grant Intake for *Energy Improvement Matters*

Describe Current/Existing Equipment.

1. Type of crop to be irrigated (circle):

Rice Cotton Soybeans Corn Sorghum Other: _____

2. Type of system?

_____ Flooded
_____ Furrow
_____ Sprinkler/ Pivot
_____ Micro Irrigation
_____ Other _____

a. Manufacturer and Model Number Motor: _____

b. Manufacturer and Model Number pump: _____

c. How many inches of irrigation water per acre per year _____

d. PSI of system _____

e. GPM (gallons per minute) of system _____

f. Depth of casing _____

g. Size of casing _____

3. How much fuel did it use? _____

a. Tell about its efficiency (Refer to owner manual if possible)

4. Problems you're having with current equipment?

5. Fuel Type for existing equipment (circle):

Diesel Liquid propane Natural Gas Electricity

6. Fuel cost (cents/gal or cents/ KWH) _____

7. Does the system have a flow meter? _____

8. Does the system have a scheduler? _____

9. Age of current equipment _____

10. Other relevant information

Grant Intake for *Energy Improvement Matters*

Describe Proposed Irrigation Equipment

1. Type of system?

- ☐ Flooded
- ☐ Furrow
- ☐ Sprinkler/ Pivot
- ☐ Micro Irrigation
- ☐ Other _____

- a. Manufacturer and Model Number Motor: _____
- b. Manufacturer and Model Number pump: _____
- c. How many inches of irrigation water per acre per year _____
- d. PSI of system _____
- e. GPM (gallons per minute) of system _____
- f. Depth of casing _____
- g. Size of casing _____

2. Fuel Type for proposed equipment (circle):

Diesel Liquid propane Natural Gas Electricity

- 3. Fuel cost (cents/gal or cents/ KWH) _____
- 4. Will the system have a flow meter? _____
- 5. Will the system have a scheduler? _____
- 6. Other relevant information

Please include a quote for all work to be done