All applicants are strongly encouraged to contact DCA for guidance prior beginning work on a REAP application. Following are the main elements required for in the submission of a REAP Application:

1. A mandatory, non-refundable application fee of $5,000.
2. Support from the applicable local government in the form of a resolution. Please contact DCA for a sample REAP resolution to ensure all required language is included.
3. A comprehensive economic and development impact study, obtained at the applicant’s expense, which addresses all elements listed in REAP Rules 110-20-1-.05(5). Please note it is the DCA standard for this study to be conducted by an independent third party. DCA can provide guidance on obtaining the impact study.
4. Three copies of a comprehensive map of the project, on paper that is at least 17 by 22 inches (24 by 36 inches, if the project is greater than 1,000 acres in size). Please see REAP rule 110-20-1-.05(4) for a complete description of map requirements.
5. Please read Section 110-20-1-.05 of the REAP rules in its entirety and ensure the application narrative provides a detailed project description which adequately addresses all application elements listed in 110-20-1-.05.

NOTE: All projects which apply for and are awarded a REAP designation will be required to submit a REAP APR (Annual Progress Report) each year, on the anniversary of the REAP designation.