



United States Department of Agriculture
Rural Development
Vermont/New Hampshire

**RURAL BUSINESS ENTERPRISE GRANTS
APPLICATION INSTRUCTIONS
GRANT PURPOSE FACILITY PROJECTS
(Equipment, Building or Utility Extension)**

Eligible applicants are public bodies and private nonprofit corporations serving rural areas and they may use grant funds to benefit small and emerging private business enterprises (<50 employees & < \$1MM in projected gross revenues) in rural areas. Construction projects may include access road development, utility service extension/improvements, facility upgrades, parking areas, fixtures, machinery and equipment. Applicants must identify the business(es) that will benefit from the project and illustrate such benefits in the application. **Applicants must own and retain ownership in the property funded by the grant project. No funds will be passed through to the business(es).**

The application selection process is competitive and grants are awarded based on the scoring of evaluation criteria. These criteria are objective based upon economic and demographic statistics relating to the project area. However, factors such as leveraging, grant amount, job creation, applicant experience and written evidence of commitment from small business(es) that start-up or expansion will occur as a result of this grant will carry weight in the scoring process.

You may call the USDA Rural Development Business Programs Office in Concord at 603-223-6042 or in Montpelier at 802-828-6034 for assistance. Also you can access the regulation that governs this program, **1942-G, Rural Business Enterprise Grant and Television Demonstration Grants**, including the score criteria 1942.305(b) (3), on the USDA regulations web page http://www.rurdev.usda.gov/regs/regs_toc.html#1942

Grant funds are released to the grantee on a reimbursement basis. The business(es) that benefit from the grant must be located in an eligible rural area, and at least 51% of the outstanding ownership of the benefiting business must be either citizens of the U.S. or reside in the U.S. after being legally admitted for permanent residence.

You are advised against incurring obligations which cannot be fulfilled without federal funds.

<http://www.rurdev.usda.gov/vt>
Committed to the future of rural communities

"USDA is an equal opportunity provider, employer and lender."
To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call (800)795-3272 (voice) or (202) 720-6382 (TDD).

Attention All Applicants: To submit a complete application package, please provide **one original plus one complete copy** of all the following information. In addition, New Hampshire applicants only must also submit **an additional 6 copies of the Scope of Work, SF-424, SF-424C, and the Project Location Map.**

1. **SCOPE OF WORK.** Please submit in narrative format the scope of work. At a minimum, the scope of work should contain the following:
 - Provide information that will establish/identify the need for the grant. *Why is this grant needed, what are the economic impacts, how many jobs will be created or saved as a direct result of the project, what effect will no grant assistance have, etc.?*
 - Explain the purpose for which the grant funds will be used. *Describe the project in detail and its location, list and describe the businesses benefited and their specific geographic service area.*
 - Provide documentation regarding the availability and amount of other funds that will contribute to the project. *Provide tangible evidence such as a letter of commitment from any existing or potential funding sources to be used in the project, list the grant funds to be used as a percent of the total project cost.*
 - Provide evidence such as tax returns or financial statements that the business(es) benefiting meet the definition of small and emerging.
 - List the applicant's experience in economic development projects of this type. *Identify who will be responsible for managing the grant project, successful projects, key personnel, in-house or contracted services, and qualifications for administering the grant assistance, etc.*
 - Describe how the construction or other procurement will be accomplished and indicate a timetable for completion of the project. *Provide reasonable assurance that the applicant is able to utilize the total grant amount in the defined grant period.*
 - Describe the expected final results of the grant project and indicate how the goals will be measured.
2. **OFFICE OF ENERGY AND PLANNING and ENVIRONMENTAL REVIEW.**
 - In New Hampshire, the Office of Energy and Planning will review the project. For all applicants, an environmental assessment will be done by Rural Development prior to grant approval. Please include a *clear* project location map. Also, any available relevant materials that will assist us in this process may be helpful, for example: engineering / architectural / feasibility reports, soils & wetland maps, site photos, etc.

- Complete form RD 1940-20, Request for Environmental Information. Please contact RD prior to starting this form to determine the level (Categorical Exclusion, Class I or Class II) of environmental assessment required by RD. The form is completed differently for the various assessment levels.

3. PROPOSED PROJECT BUDGET.

Provide a detailed line item budget for all items in the construction project, along with an explanation of the methodology used to estimate the costs in each category.

4. WRITTEN STATEMENT FROM BENEFITING BUSINESS(ES).

Provide evidence that business development, such as start up or expansion, job creation/preservation, will occur as a result of the project.

5. ORGANIZATIONAL DOCUMENTS.

- Non-profit organizations must provide a current (< 1 year old) Certificate of Good Standing from the Secretary of State, a current copy of your By-Laws, and a current copy of your Articles of Organization.
- Public Body / Municipality applicants must provide a Certificate of Organization.

6. FEDERAL INTEGRITY ACT.

Please acknowledge and identify any known relationships or association that your organization, its employees, or Board Members may have with a USDA Rural Development employee, or advise if there is none. *Such acknowledgement will not affect your application status, but will allow us to make special provisions for processing your application.*

Please complete the following forms:

- SF 424.2 Application for Federal Assistance signed by authorized official, use Catalog of Federal Domestic Assistance #10.769. Also include your DUNS # on this form.
- SF 424C Budget for Construction
- SF 424D Assurances Agreement, signed by authorized official
- Form AD-1047, Certificate Regarding Debarment, Suspension
- Form AD-1049, Certificate Regarding Drug-Free Work Place
- Form RD 400-1, Equal Opportunity Agreement
- Form RD 400-4, Assurance Agreement
- SF 1180, Survey on Ensuring Equal Opportunity for Applicants
- Form RD 1940-20, Request for Environmental Information (call RD office before completing).
- Additional Environmental Information, "Short Form"

Attention All Applicants: Complete application packages must include submission of **one original plus one complete copy** of all the above information. In addition, New Hampshire applicants only must also submit **an additional six copies of the Scope of Work, SF-424.2, SF-424C, and the Project Location Map for the Office of Energy and Planning review.**

COMPLETED APPLICATIONS SHOULD BE SENT TO:

NEW HAMPSHIRE Projects:

Located in Merrimack, Belknap, Strafford
Rockingham, Hillsborough, Cheshire and
Sullivan Counties:

USDA, Rural Development
ATTN: Business Programs
10 Ferry St., Box 317, Suite 218
Concord, NH 03301
603-223-6042

NEW HAMPSHIRE Projects:

Located in Coos, Grafton and Carroll
Counties:

USDA, Rural Development
ATTN: Business Programs
PO Box 1020
73 Main St
Conway NH 03818
603-447-3318

VERMONT Projects:

Located in Grand Isle, Franklin,
Lamoille, Chittenden, Washington,
Addison and Orange Counties:

USDA, Rural Development
ATTN: Business Programs
89 Main St, 3rd Floor City Center
Montpelier, VT 05602
802-828-6034

VERMONT Projects:

Located in Orleans, Essex and
Caledonia Counties:

USDA, Rural Development
ATTN: Business Programs
481 Summer St, Suite 203
St Johnsbury, VT 05819
802-748-8746

VERMONT Projects:

Located in Rutland, Windsor,
Bennington and Windham Counties:

USDA, Rural Development
Attn: Business Programs
28 Vernon St, Suite 3
Brattleboro VT 05301
802-257-7878