



United States Department of Agriculture
Rural Development
Vermont/New Hampshire

**RURAL BUSINESS ENTERPRISE GRANT PROGRAM
APPLICATION INSTRUCTIONS
WHEN GRANT PURPOSE IS
TECHNICAL ASSISTANCE**

Eligible applicants are public bodies and private nonprofit corporations serving rural areas and may use grant funds to provide technical assistance to small and emerging private business enterprises (<50 employees & < \$1MM in projected gross revenues) in rural areas. Technical Assistance is a function performed for the benefit of a small business enterprise, which is a problem solving activity, such as marketing research, product and/or service improvement, feasibility study, etc. Grants may be made only when there is a reasonable prospect that they will result in the start up or expansion of small and emerging private business enterprises. Technical Assistance is generally provided to existing businesses to help them expand.

The application selection process is competitive and grants are awarded based on a scoring criterion. Much of the criteria are objective based on economic and demographic statistics. However, factors such as leveraging, application amount, job creation, applicant experience and written evidence of commitment from small business 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 find 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 applicant on a reimbursement basis. The business(es) benefited through the Technical Assistance grant must be located in a rural area and the business ownership must be 51% US citizen or legally admitted resident.

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 six copies of the Scope of Work, SF-424 and the SF-424A, Budget.**

1. SCOPE OF WORK. *The scope of work will be used to measure performance of the grantee. As a minimum the scope of work should contain the following.*

- Detailed description of the service to be provided with grant funds.
- Area to be served (specific list of communities or counties)
- Name(s) of the specific business(es) that will benefit from the assistance as well as data on the number of jobs the project will create and/or save for each business assisted.
- Information which will establish/identify the need for the Technical Assistance grant. *Applicant must identify the need and demand in the service area. i.e., recent active inquiries from legitimate businesses, supporting evidence, etc.*
- Timetable for the project including an estimated time from notification of grant approval to beginning of service. *Reasonable assurance that the applicant is able to utilize the total grant amount in a defined period of time*
- Method for evaluating the effectiveness of services to be delivered.
- Indicate how the project is consistent with local planning for the area.
- What will be the final results of the grant assistance? *Who will benefit and how?*
- What methods were used in determining the feasibility of the project and how will the goals be measured.
- Detail on the applicant's experience in providing Technical Assistance. *I.e., history, if any, activity, successful projects, etc.*
- Who will be carrying out the purpose for which the grant is made? *Please include key personnel, in house or contracted services, and qualifications for administering the Technical Assistance*
- Please explain how this project does not duplicate existing technical assistance programs of your organization or other organizations.
- Other pertinent information that you may feel appropriate to include.

2. **Proposed project budget narrative** with a detailed breakdown in each category and an explanation of the method used to estimate the amount in the categories. If indirect costs are to be claimed, please submit a copy of your approved Federal Indirect Cost Rate Agreement.
3. **Written commitment from benefiting business** that business development will occur as a result of Technical Assistance grant. *Please include written evidence of commitment from each business to be assisted indicating that business development will occur by start up or expansion. This will include the number of existing jobs and the number of jobs to be created as a result of this technical assistance grant.*
4. **Provide evidence or statement** that the benefiting business(es) meets the definition of "small and emerging business." *Which is any eligible private business that will employ 50 or fewer new employees; has less than \$1 million in annual projected gross revenues, and is at least 51% owned by U.S. Citizens or resident aliens.*
5. **Other Funds Documentation** regarding the availability and amount of other funds to be used in conjunction with funds from Rural Development. *Must provide tangible evidence such as a letter of commitment from any existing and potential source of funds to be used in conjunction with Rural Development grant funds to receive points. Please include written evidence of commitment from each source of other funds. Other funds cannot be contingent on the receipt of the USDA grant. Applicant's In-Kind contribution is not considered "other funds" for scoring purposes.*
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.*
7. **Program Accessibility**
Please describe how your project will be accessible to employees and / or participants of the program that have disabilities. For example, do parking facilities accommodate wheelchair vans? Are doorways, restrooms, meeting rooms and other public access areas accessible to persons with special needs? Do your personnel and/or policy manuals contain procedure for reasonable accommodations; how to obtain interpreters, and other compliance activities?

8. Copies of Organizational Documents must be included in the package:

- 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
 - a current copy of your Articles of Organization
 - most current listing of board of directors and/or advisory board
- Public body applicants must provide a Certificate of Organization
 - most current listing of Selectboard & employees

Please complete the following forms:

- SF 424, Application for Federal Assistance signed by authorized official, use Catalog of Federal Domestic Assistance #10.769. Also include your DUNS # on this form.
- SF 424A, Budget Information for Non-Construction
- SF 424B, 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 (non-profit organizations only)

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-424.1, SF-424A, Budget 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