

**RURAL BUSINESS ENTERPRISE GRANT REVOLVING LOAN FUND
GUIDELINES FOR SCOPE OF WORK**

1. Information which will establish/further identify the need for the Revolving Loan Fund (RLF). At a minimum, a sufficient number of proposed and known ultimate recipients on hand should be shown with the number of jobs to be created/saved with each project.
2. Specific purposes for which funds will be utilized. Include an outline the grantee will provide to ultimate recipients regarding eligibility for assistance.
3. The grantee's ability to commit financial resources under their control to establish a Revolving Loan Fund. Include a statement of the sources of non-federal funds for operations and financial assistance for projects and demonstration of securing commitments of significant financial support from public agencies and private organizations.
4. Who will carry out the purposes for which the grant is made (key personnel should be identified)? To document and demonstrate the ability of the grantee to administer the program, the grantee must provide a complete list of all personnel responsible for administering this program along with a statement of their qualifications and experience. They may be members or employees of the organization. If they are contracted, the contract will be submitted for USDA Rural Development's review.
5. Balance Sheet and Income Statement which will demonstrate the financial ability of the applicant to administer the Revolving Loan Fund.
6. Timeframes or dates by which the use of funds will be accomplished. Project priority and length of time involved in completion of each project.
7. How the grant purpose(s) will be accomplished. Complete details of how the funds will get from the grantee to the ultimate recipient (UR), including but not limited to eligibility criteria; application process including a list of proposed fees and other charges to be assessed the UR; proposal for security of the UR loan including interest rates and maturity; fund disposition to the UR; monitoring of UR's progress including number of jobs to be created/saved with each project; and reporting requirements of the ultimate recipient.