

**RURAL BUSINESS ENTERPRISE GRANT TECHNICAL ASSISTANCE  
GUIDELINES FOR SCOPE OF WORK**

**EACH THIRD PARTY PROJECT RECEIVING TECHNICAL ASSISTANCE WILL BE  
REVIEWED FOR ELIGIBILITY BY RURAL BUSINESS-COOPERATIVE SERVICE  
BEFORE ANY ASSISTANCE IS APPROVED.**

1. A detailed description of the service to be provided with grant funds
2. Benefits of the proposed technical assistance
3. Area to be served
4. Name(s) of business(es) which will benefit from the assistance and if jobs will be created and/or saved as a result of the project, please provide a projected number of jobs created/saved
5. Timetable for project including an estimated time from notification of grant approval to beginning of service
6. Names and experience of personnel on staff or under contract to be utilized for delivery of technical assistance.
7. Milestones for accomplishing proposed tasks
8. Method for evaluating effectiveness of services to be delivered
9. Documentation regarding the availability and amount of other funds to be used in conjunction with the Rural Development funds
10. Any other pertinent information
11. Proposed budget with detailed breakdowns in each category and an explanation of the method used to estimate the amounts for each budgeted category

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