

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

1. A detailed description of the proposed service to be provided/projects to be funded with grant funds
 - a. Income data, unemployment rate and median household income of area to be served
 - b. Grantee experience in providing the proposed service
2. Benefits of the proposed technical assistance
3. Area to be served
4. Business Commitment - Name and Address
 - a. Letter of commitment
 - b. Latest financial statement, audit and/or tax return
 - c. Projection/verification of number of jobs - created and/or 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 USDA 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