

**Application Guidance for  
Rural Business Development Grant  
(RBDG)**

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**2016 ROUND OF FUNDING**

**Contents**

Program Deadlines..... 3

Rural Business Development Grants (RBDG) Fact Sheet ..... 4

California Staff Contacts..... 6

Rural Business Development Grant Instruction 4280-E..... 7

Applying for a Rural Business Development Grant..... 8

Non-Discrimination Statement ..... 9

**CALIFORNIA**  
**Rural Business Development Grant**  
**Guidance for Applicants 2016**

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Contact: Martin Zone (530) 792-5829

### Program Deadlines

Interested applicants are encouraged to contact a [local Rural Development office](#) for more details about the program and how to apply.

#### **Native American Set-Aside Funds**

Applications for Native American set aside funds, including Enterprise Type Grants and Opportunity Type Grants, must be received by the local or state Rural Development office **by 4:00 pm PDT on Monday, April 18, 2016.**

#### **All Other Applications**

All other RBDG applications, including Enterprise Type Grants, Opportunity Type Grants, and 6025 set-aside funds, must be received by the local or state Rural Development office **by 4:00 pm PDT on Monday, May 2, 2016.**

## Rural Business Development Grants (RBDG) Fact Sheet

### What does this program do?

RBDG is a competitive grant designed to support targeted technical assistance, training and other activities leading to the development or expansion of small and emerging private businesses in rural areas that have fewer than 50 employees and less than \$1 million in gross revenues. Programmatic activities are separated into enterprise or opportunity type grant activities.

### Who may apply for this program?

Rural public entities including, but not limited to:

- Towns
- Communities
- State agencies
- Authorities
- Nonprofit Corporations
- Institutions of Higher Education
- Federally-recognized Tribes
- Rural Cooperatives (*Please refer to Rural Business Development Grant Instruction 4280-E, 4280.416(a)(5) and (6) for specific eligibility criteria for credit unions*)

### What is an eligible area?

RBDG funds must be directed for projects benefitting rural areas or towns outside the urbanized periphery of any city with a population of 50,000 or more. Check eligible areas.

### How much funding is available?

There is no maximum grant amount for enterprise type grants; however, smaller requests are given higher priority. Generally, grants range from \$10,000 up to \$500,000. There is no cost sharing requirement. Opportunity type grant funding is limited to a maximum award of \$50,000 for unreserved funds. Total opportunity type grant funding is limited statutorily to up to 10% of the total RBDG annual funding.

### How may funds be used?

Enterprise type grant funds must be used on projects to benefit small and emerging businesses in rural areas as specified in the grant application. Uses may include:

- Training and technical assistance, such as project planning, business counseling/training, market research, feasibility studies, professional/technical reports, or product/service improvements
- Acquisition or development of land, easements, or rights of way; construction, conversion, renovation, of buildings, plants, machinery, equipment, access streets and roads, parking areas, utilities
- Pollution control and abatement
- Capitalization of revolving loan funds including funds that will make loans for start-ups and working capital
- Distance adult learning for job training and advancement
- Rural transportation improvement
- Community economic development

- Technology-based economic development
- Feasibility studies and business plans
- Leadership and entrepreneur training
- Rural business incubators
- Long-term business strategic planning

Opportunity type grant funding must be used for projects in rural areas and they can be used for:

- Community economic development
- Technology-based economic development
- Feasibility studies and business plans
- Leadership and entrepreneur training
- Rural business incubators
- Long-term business strategic planning

**How are applications evaluated for competitive funding?**

RBDG applications compete at the state office level, which are dependent on appropriations. All applications are evaluated based on:

- Evidence showing job creation to occur with local businesses;
- Percent of nonfederal funding committed to the project;
- Economic need in the area to be served;
- Consistency with local economic development priorities;
- Experience of the grantee with similar efforts; and
- Other factors described in the current Notice of Solicitation of Applications (NOSA), if one is published.

**How do we get started?**

Applications are accepted through USDA Rural Development’s local or State offices once per year. Applicants are advised to view program information specific to your local or State office to learn about local application timelines, concept paper requirements, etc. Grant awardees will need to complete required paperwork and comply with the terms and conditions of the award. Contact your local or State office for details.

**Who can answer questions?**

Contact your local office.

**What governs this program?**

- Basic Program – 7 CFR Part 4280, Subpart E
- This program is authorized by the Consolidated Farm and Rural Development Act (ConAct)

**Why does USDA Rural Development do this?**

This program provides grants for rural projects that finance and facilitate development of small and emerging rural businesses, help fund distance learning networks, and help fund employment related adult education programs. To assist with business development, RBDGs may fund a broad array of activities.

**CALIFORNIA**  
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**California Staff Contacts**



**California State Office:**

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**Local Offices:**

Office	Counties Covered	Staff	Phone	Email
Alturas	Lassen, Plumas, Modoc	Angela Cross	(530) 233-4137 x113	<a href="mailto:angela.cross@ca.usda.gov">angela.cross@ca.usda.gov</a>
Yreka	Siskiyou	Kevin DeMers	(530) 842-6123 x112	<a href="mailto:kevin.demers@ca.usda.gov">kevin.demers@ca.usda.gov</a>
Eureka	Del Norte, Humboldt	Debbie Coggins	(707) 443-6714 x107	<a href="mailto:deborah.coggins@ca.usda.gov">deborah.coggins@ca.usda.gov</a>
Oroville	Butte, Colusa, El Dorado, Glenn, Nevada, Placer, Shasta, Sierra, Sutter, Tehama, Trinity, Yolo, Yuba	Tammy Laizure	(530) 533-4401 x131	<a href="mailto:tammy.laizure@ca.usda.gov">tammy.laizure@ca.usda.gov</a>
Santa Rosa	Lake, Marin, Mendocino, Napa, Sonoma	Jennifer Gooler	(707) 526-6797 ext. 102	<a href="mailto:jennifer.gooler@ca.usda.gov">jennifer.gooler@ca.usda.gov</a>
Merced	Alpine, Calaveras, Madera, Mariposa, Merced, Mono, San Joaquin, Stanislaus, Tuolumne	Guadalupe Valdes	(209) 723-0475 x119	<a href="mailto:guadalupe.valdes@ca.usda.gov">guadalupe.valdes@ca.usda.gov</a>
Salinas	Alameda, Contra Costa, Monterey, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz	Rick Sturtevant	(831) 757-5294 x130	<a href="mailto:rick.sturtevant@ca.usda.gov">rick.sturtevant@ca.usda.gov</a>
Fresno	Fresno, Kings	Lee Takikawa	(559) 276-7494 x134	<a href="mailto:lee.takikawa@ca.usda.gov">lee.takikawa@ca.usda.gov</a>
Bakersfield	Inyo, Kern, Tulare	Dan Johnson	(661) 336-0967 x127	<a href="mailto:daniel.johnson@ca.usda.gov">daniel.johnson@ca.usda.gov</a>
Santa Maria	San Luis Obispo, Santa Barbara, Ventura	Al Correale	(805) 928-9269 x119	<a href="mailto:al.correale@ca.usda.gov">al.correale@ca.usda.gov</a>
Indio	Los Angeles, Orange, Riverside, San Bernardino, Imperial, San Diego	Matt Koch	(760) 347-3675 x115	<a href="mailto:matthew.koch@ca.usda.gov">matthew.koch@ca.usda.gov</a>

**Rural Business Development Grant Instruction 4280-E**

Link to Instructions

<http://www.rd.usda.gov/files/4280e.pdf>

## Applying for a Rural Business Development Grant

The guidance for applying for a Rural Business Development Grant (RBDG) is contained in RD Instruction 4280-E: <http://www.rd.usda.gov/files/4280e.pdf>. This document contains all the information needed to determine your eligibility and the project's eligibility under the RBDG program. It also provides directions for the development of a complete application package.

Key sections to review before developing an application are:

- **4280.401 Purpose**
- **4280.403 Definitions**
- **4280.416 Applicant Eligibility**
- **4280.417 Project Eligibility**
- **4280.427 Application\***

\*Please note that section "4280.427 Application" provides all the directions for developing the application. At a minimum, a complete application must include the narrative information specified in this section.

### Required Forms

- One original and one copy of [Form SF-424, "Application for Federal Assistance"](#)
- [Form RD 400-4, "Assurance Agreement"](#)
- [Form AD 1047, "Certification Regarding Debarment"](#)
- [Form AD 1049, "Certification Regarding Drug Free Workplace"](#)
- [RD Inst. 1940-Q, Exh A-1, "Certification for Contracts, Grants, & Loans"](#)
- [Form RD 1940-20, "Request for Environmental Information"](#)
- [Form AD-3030, "Representations Regarding Felony Conviction and Tax Delinquency Status for Corporate Applicants"](#)

### Additional Required Information

- [DUNS #](#)
- [SAM Registration Cage Code and Expiration Date](#)

## Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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