

**RURAL BUSINESS DEVELOPMENT GRANT** APPLICATION TOOLKIT

2019

**CFDA NUMBER**: 10.351

**CFDA TITLE**: RURAL BUSINESS DEVELOPMENT GRANT

**Application Due: March 29, 2019**

**Rural Business Development Grants (RBDG)**

### "Good To Know Before You Start"

##### 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.

###### 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.

##### What governs this program

###### What governed the predecessor programs of RBEG and RBOG, as well as all awards given before

**FY 2015?**

* Basic Program – **7 CFR Part 4280, Subpart E**
* This program is authorized by the Consolidated Farm and Rural Development Act (ConAct)
* RBEG Basic Program - **RD Instruction 1942-G**
* RBOG Basic Program - **7 CFR Part 4284**
* This program was authorized by the Consolidated Farm and Rural Development Act (ConAct)

**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

##### What is an eligible area?

RBDG funds must be directed for projects benefiting rural areas or towns outside the urbanized periphery of any city with a population of 50,000 or more. [https://eligibility.sc.egov.usda.gov/eligibility/welcomeActio](#_bookmark0)[n.do](https://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do)

##### How much funding is available?

**Recommend applications be at <$50,000**

There is no maximum grant amount for enterprise or opportunity 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. Total opportunity type grant funding is limited statutorily to up to 10% of the total RBDG annual funding.

**Agency Initiative:** Nearly all business sectors can be assisted with the program. However, USDA RD is placing specific emphasis on the following business sectors for Fiscal Year 2018:

* Projects impacting locally produced/ locally manufactured food and or distribution systems.
* Projects targeting Strategic Economic and Community Development (6025) communities.
* The opioid epidemic in rural communities.

**How may funds be used?**

**Enterprise type** grant funds must be used on projects that will promote the development of multiple rural small and emerging businesses in rural areas as specified in the grant application.

Uses May Include:

* Technical Assistance Activities *(i.e. feasibility studies, marketing plans)*
* Equipment purchases *($5,000 or less- grantee must retain ownership and or shared business incubator equipment)*
* Construct, improve, or purchase buildings, used for economic development of multiple small and emerging private rural business
* Infrastructure
* To Capitalize Revolving Loan Funds

**§ 200.311 Real property.** 2 CFR 200.311(c)(1)(2)(3) provides instructions concerning security interest a grantee and the Federal awarding agency must adhere to. regarding the disposition of real property and equipment (if applicable).

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

Uses May Include:

* Promote sustainable economic development in rural communities
* Economic planning for rural communities
* Provide technical assistance to rural businesses
* Provide training for rural entrepreneurs, or comprehensive area wide planning

**How are applications evaluated for competitive funding?** RBDG applications compete at the state office level, which are dependent on appropriations and Native American Set-A-Side compete at the National Level.

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, learn about local application timelines, and required paper work to complete application requirements and comply with the terms and conditions of the award

**Rural Business Development Grant**

**PROGRAM OVERVIEW**

The RBDG Application Deadline is **March 29, 2019** at 4:30 pm. Applications of $50,000 or less are encouraged due to limited and highly competitive funds. **Applications must be received by the due date at the State Office by mail to USDA Rural Development ATTN: RBS 1550 Earl Core Rd. Suite 101 Morgantown, WV 26505 or e-mail to** [**Abbey.Hart@usda.gov**](mailto:Abbey.Hart@usda.gov)**.**

Applicants are encouraged to consider projects that provide measurable results in helping rural communities build robust and sustainable economies through strategic investments in infrastructure, partnerships, and innovation. Key strategies include:

* Achieving e-Connectivity for Rural America;
* Developing the Rural Economy;
* Harnessing Technological Innovation;
* Supporting a Rural Workforce; and
* Improving Quality of Life.

Should you have questions or require additional clarification, please contact Rural Business Service staff.

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Abbey Hart

(304) 284-4874

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**DOCUMENT PURPOSE**

The purpose of this Application Toolkit is to assist eligible applicants to navigate the program requirements as detailed in **7 CFR Part 4280 Subpart E** and ensure a complete application submission of all required details and documents for Rural Business Development Grant proposals. While this Application Toolkit is not required, applicants are highly encouraged to utilize this as a tool.

**INSTRUCTIONS and NOTICE TO RBDG APPLICANTS**

* Use of this application template is not required (optional). However, applicants must provide the requested information.
* Use of the template does not imply or ensure a favorable determination.
* In addition to the information requested in the template, applicants must complete and submit ***all required*** Federal forms and registrations and append specified documentation to support claims for applicant and project eligibility, and matching funds verification; as specified by the program.
* Applications received that do not include **ALL** required materials will be considered incomplete, and therefore, ineligible.
* Certifications, statements, and other standard verbiage used throughout this toolkit that refer to “you,” “I,” “we,” “it,” “applicant,” “entity,” “grantee,” and other similar terms are meant to refer to the legal applicant entity applying for the Rural Business Development Grant unless otherwise noted. Checking, signing or otherwise affirmatively acknowledging these elements is acknowledgement by the applicant that the application is true and correct.

**RBDG Checklist**

Before submitting an application, be sure all of the following elements have been addressed.

Applicants must follow the requirements found in 7 CFR Part 4280 Subpart E

Required Federal Forms (forms are in a separate file of the application packet)

DUNS Number (can be obtained for FREE)

SAM Registration, CAGE Code and Expiration Date \*Register as soon as possible, processing can take weeks

Intergovernmental Review Letter to Community Development Office

SHPO Letter

Scope of Work

Section 1: Summary Information

Section 2: Applicant Eligibility

Section 3: Project Eligibility

Section 4: Narrative

Section 5: Budgets

Appendix A Organizational Documents

Appendix B Applicant Financials

Appendix C Letters of Support

Appendix D Applicant Experience

Appendix E Matching Funds

Appendix F Forms

Scoring Criteria (helpful tool)

**REQUIRED FORMS**

Form SF 424 “Application for Federal Assistance”

Form SF 424A “Budget Information Non-Construction Programs”

Form SF 424B “Assurances – Non-Constructive Programs”

**OR**

Form SF 424C “Budget Information Construction Programs”

Form SF 424D “Assurances – Construction Programs”

Form RD 400-1 “Equal Opportunity Agreement”

Form RD 400-4 “Assurance Agreement”

Form AD-3030 “Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants”

Form AD-1047 “Certification Regarding Debarment”

Form AD-1049 “Certification Regarding Drug-Free Workplace Requirements”

RD Instruction 1940-Q Exhibit A-1

Form RD 1942-8 “Resolution of Members or Stockholders”

Survey on Ensuring Equal Opportunity for Applicants

Environmental Information: Categorical Exclusion Pre-Screening

**DUNS Number Registration**

**Step-by-Step Process to Register with iUpdate and Obtain a DUNS Number**

The DUNS number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B).

1. Click or copy the following link to your browser <http://fedgov.dnb.com/webform>
2. Click on “Begin D-U-N-S Search / Request Process” at the top of the left hand tool bar
3. In the “Search” screen select “United States of America” (It will be at the top of the list) from the drop down list and click “Continue”
4. In the “iUpdate – Webform Page” click on “Continue to iUpdate” arrow at the bottom of the screen
5. In iUpdate, locate the center box titled “Find DUNS or Request new DUNS” and click on the “Start Now” button
   * You must successfully complete 4 easy steps to access iUpdate. You can follow the status bar at the top of the page to manage your progress.
6. You must first make sure your company is not already on file. In the “Company Look-up” screen, please enter your Business Name, City and State and click the “Search” button.

Company Look-up

Having trouble finding your company? Follow the below tips:

* + Remove symbols from your search criteria. Example – if your company name is D & K GLOBAL ENTERPRISES remove the “&” sign from your search
  + Avoid any type of punctuation marks
  + Only enter the first word or two of the business name. Sometime less search criteria is better
  + Avoid abbreviations if not specifically part of the legal company name
  + If the company name carries the proper name of an individual, only enter Last Name of the individual in the “Business Name” section
  + Exclude corporate status designations in the “Business Name” section. (i.e. - Inc, Corp, LLC, Co. etc)
  + If you locate your Business but the address is from a previous location, select that record as you can alter the address and other information once you are registered.

1. If you do not locate your company, click on the “Request a D-U-N-S Number” arrow at the bottom of the screen
2. You will now be in the New D-U-N-S Registration Process. Two **IMPORTANT NOTES:**
   * **PERSONAL** information is required at this step to validate your **PERSONAL** identity and eliminate fraudulent activity. **Do not** enter your **company address** as your registration will **fail.**
   * Please ensure you see the ReCaptcha box at the bottom of the screen. If you do not have the ReCaptcha box, you will need to return to Step 8. When you get the box “Do you want to view only the webpage content that was delivered securely?” Click the “No” button.

Step 1 - Personal Information

This information is required at this step to validate your **PERSONAL** identity. **Do not enter**

your **company address** as your registration will fail.

* + Legal First Name and Legal Last Name:
    - Ensure you enter **your** Legal First Name and Legal Last Name. Examples – What is your name on your Driver’s License, Mortgage, Mailing Address, etc..
    - Avoid the use of nicknames, initials, and suffixes such as JR, SR, II, etc.
  + Enter **your** current physical **home** address.
  + Home Telephone:
    - What telephone number do you most commonly use as your **Home Telephone Number?** (i.e. your cell phone is used as your Home telephone number)

Step 2 – Company Info.

* + Complete the company information sections. This will provide us the data necessary to build your D-U-N-S Number.

Step 3 – Review Details

* + Review your company details. If correct proceed to Step 4.

Step 4 – Request Confirmation

* + Click the “Submit” button to complete your request.

**Note:** Under normal circumstances the DUNS is issued within 1-2 business days when using the D&B online process.

It is recommended that you go directly to the D&B website to register for your DUNS number; however, you may call D&B at 1-800-333-0505 for assistance. If calling in:

* enter option “2” to register your business for Federal Assistance, then
* enter option “1” for Federal Registration.
* A service representative will answer and may suggest optional “products” to purchase – remember, obtaining a DUNS number is absolutely **FREE** for all entities doing business with the Federal Government.



**\*A notarized letter is now required to complete registration. The registration process should be started as soon as possible to ensure timely completion.**

Quick Start Guide For New Grantee Registration

###### Helpful Information

**What is an Entity?**

In SAM, your company / business / organization is referred to as an “Entity.” You register your entity to do business with the U.S. Federal government by complet- ing the registration process in SAM.

SAM is the official **free, government- operated website** – there is NO charge to register or maintain your entity registration record in SAM.

**What do I need to get started? DUNS Number**

You need a Data Universal Numbering System (DUNS) number to register your entity in SAM. DUNS numbers are unique for each physical location you are regis- tering.

If you do not have one, you can request a DUNS number for **free** to do business with the U.S. Federal government by visit- ing Dun & Bradstreet (D&B) at

###### Steps for Registering

1. Type [www.sam.gov](http://www.sam.gov/) in your Internet browser address bar.
2. Create a SAM Individual User Account (be sure to validate your e- mail address), then Login.
3. Select “Register New Entity” under “Register/Update Entity” on your “My SAM” page.
4. Select your type of Entity. Definitions are in the Glossary to the right.
5. If you are registering in SAM.gov so you can apply for a Federal fi- nancial assistance opportunity on Grants.gov, and are not inter- ested in pursuing Federal contracts, you will have a much shorter registration path. To chose this “grants only” path:
   * Select “No” to “Do you wish to bid on contracts?”
   * Select “Yes” to “Do you want to be eligible for grants and other federal assistance?”
6. Complete the “Core Data” pages:
   * Validate your DUNS information.
   * Enter Business Information (TIN, etc.) This page is also where you cre- ate your Marketing Partner Identification Number (MPIN). Write the MPIN down as it will serve as a password for you in other govern- ment systems. You will need it for your Grants.gov registration.
   * Enter your CAGE code if you have one, but remember, CAGE

codes are tied to DUNS numbers and cannot be reused. Don’t worry if you don’t have a CAGE code for the DUNS number you are registering: one will be assigned to you after your registration is submitted. Foreign registrants must enter their NCAGE code

<http://fedgov.dnb.com/webform>

before proceeding.



ation (business types, organization structure,

It takes no more than 1-2 business days to obtain a DUNS number.

**Taxpayer Identification Number**

You need your entity’s Taxpayer ID Num- ber (TIN) and taxpayer name (as it ap- pears on your most recent tax return).

Foreign entities that do not pay employ- ees within the U.S. do not need to provide a TIN. Your TIN is usually your Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS).

Sole proprietors may use their Social Secu- rity Number (SSN) assigned by the Social Security Administration (SSA) as their TIN, but are strongly encouraged to obtain a free EIN from the IRS by visiting: http:// [www.irs.gov/Businesses/Small-Businesses-&](http://www.irs.gov/Businesses/Small-Businesses-%26)

-Self-Employed/How-to-Apply-for-an-EIN Allow approximately two weeks before your new EIN is ready for use when regis- tering in SAM.

Enter General Inform etc.) about your entity.

* + Provide your entity’s Financial Information, i.e. U.S. bank Electronic

Funds Transfer (EFT) Information for Federal government payment purposes. Foreign entities do not need to provide EFT information.

* + Answer the Executive Compensation questions.
  + Answer the Proceedings Details questions.

1. Complete the “Points of Contact” pages:
   * Your Electronic Business POC is integral to your Grants.gov regis- tration and application process. Your Government POC will be used by other government systems, such as CAGE, when they contact you. List someone with direct knowledge of this registra- tion for both of those POCs.
2. Make sure to hit [Submit] after your final review. You will get a *Con- gratulations* message on the screen. If you do not see this message, you have not submitted your registration.
   * There are two external validation steps, one with the IRS and an- other with CAGE, after you submit. You will receive an email from SAM.gov when your registration is active.

**Please give yourself plenty of time before your grant application submission deadline. Allow up to 7-10 business days after you submit before your registra- tion is active in SAM, then an additional 24 hours for Grants.gov to recognize your information.**

For help registering in SAM, contact the supporting Federal Service Desk (FSD) at https://[www.fsd.gov/](http://www.fsd.gov/)

**Intergovernmental Review and SHPO**

Send a letter to the WV Development Office and the WV Division of Culture and History both must be provided with a copy of the application, scope of work, map of the location, site photos and any other information they request and any follow up comments in writing from these agencies must be provided to USDA. The addresses for both agencies are provided in the package.

Susan Foster

Community Development Division

1900 Kanawha Boulevard East

Building 3 Suite 700

Charleston, WV 25305-0311

304-558-2234 / Fax 304-558-3248

[Susan.K.Foster@wv.gov](mailto:Susan.K.Foster@wv.gov)

Susan Pierce

WV Division of Culture and History  
The Culture Center  
Capitol Complex  
1900 Kanawha Boulevard East  
Charleston WV 25305-0300

[Susan.M.Pierce@wv.gov](mailto:Susan.M.Pierce@wv.gov)

Date

Susan Pierce

WV Division of Culture and History The Culture Center

Capitol Complex

1900 Kanawha Boulevard East

Charleston WV 25305-0300

[Susan.M.Pierce@wv.gov](mailto:Susan.M.Pierce@wv.gov)

RE: USDA Rural Development Rural Business Development Grant (RBDG) Program

$ for project\_ located at

Dear Ms. Pierce:

Attached are copies of an application for a USDA funding request for . A map showing the project location is attached. This project includes

.

Please review this project through the intergovernmental review process and provide any pertinent comments regarding historical resources.

Please contact me if you have any questions. Thank you for your assistance.

Sincerely,

\_name

Enclosures

Date

Susan Foster

Community Development Division,

1900 Kanawha Blvd East

Building 3 Suite 700

Charleston, WV 25305-0311

(304) 558-2234/Fax (304) 558-3248

[Susan.K.Foster@wv.gov](mailto:Susan.K.Foster@wv.gov)

RE: USDA Rural Development Rural Business Development Grant (RBDG) Program

$ for project\_ located at

Dear Ms. Foster:

Attached are copies of an application for a USDA funding request for . A map showing the project location is attached. This project includes

.

Please review this project through the intergovernmental review process and provide any pertinent comments.

Please contact me if you have any questions. Thank you for your assistance.

Sincerely,

\_name

Enclosures

**Scope of Work**

**Section 1: Summary Information**

**Legal Name of Applicant:** Enter Legal Name of Applicant.

(Include the applicant’s legal name as provided through registration at the WV Secretary of State or through other legal means. If the applicant has a DBA “doing business as” name, please provide that as well.)

**Requested Grant Amount:** Enter Requested Grant Amount.

**DUNS Number:** Enter DUNS Number.

**SAM/CCR Registration Cage Code:** Enter Cage Code.

**Cage Code Expiration Date:** Enter Expiration Date.

**NAICS Code:** Enter NAICS Code.

(Check tax returns or see <http://www.census.gov/eos/www/naics/>)

**Section 2: Applicant Eligibility**

**Applicant Type**

(check one)

Public Body/Government Entity

Nonprofit Entity

Indian Tribe

Organizational documents/legal standing must be attached in Appendix A

Applicant financials from last 3 years must be attached in Appendix B

**Section 3: Project Eligibility**

**Project Type**

(check one)

Enterprise

Opportunity

**Grant Purposes**

Provide specific goals, objectives, purposes, and results of the proposed project and explain how they address the grant purposes per the 7 CFR 4280.417.

**Enterprise Type Applicants ONLY**

Project should result in development or financing of Small and Emerging Businesses

Enter Enterprise Grant Purpose. Skip if applying for Opportunity Grant.

**Opportunity Type Applicants ONLY**

Project should result in Economic Development of a rural area

Enter Opportunity Grant Purpose. Skip is applying for Opportunity Grant.

**Section 4: Narrative**

**Activity Type**

(check one)

Technical Assistance

Industrial Site

Business Opportunity

Revolving Loan Fund (Please contact USDA Rural Development staff for the required supplemental documentation)

Other Business Development

**Rural Area to be Served**

Applicant can be headquartered in non-rural area; however, the project must serve only a rural area.

Enter service area (counties, towns)

**Timeframe**

**Estimated Start Date:** Click or tap to enter a date.

**Estimated End Date:** Click or tap to enter a date.

**Jobs**

Include jobs over the next 3 years

Created: Enter number of created jobs.

Saved: Enter number of saved jobs.

**Businesses Assisted**

Provide the number of businesses assisted beside the appropriate business type

Small Business: Enter number of Small Businesses

Farmer/Rancher: Enter number of Farmers/Ranchers

Coops: Enter number of Coops

Individuals: Enter number of Individuals

Groups: Enter number of Groups

Total Businesses: Enter Total Businesses Assisted.

List and describe the businesses to be assisted. Include the names of businesses that provided written evidence of commitment and jobs created and saved.

Letters must be attached in Appendix C

Enter list/description of businesses.

**Project Summary**

Explain why the project is needed, the benefits, and how it meets the grant purposes.

Enter Project Summary.

**Applicant Experience**

Provide an explanation of the applicant’s capability and experience to carry out the project. List names and the key project personnel who will be providing or managing services. Explain each person’s qualifications and roles. Include a brief description of how the work will be performed including organizational staff or consultants/contractors that will be used.

Resumes of personnel should be attached in Appendix D

Use the table below to track staff/contractors and responsibilities.

Enter Applicant Experience

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of person completing project activity** | **Position in applicant organization, if any** | **Position of responsibility in project** | **Project activity to be performed** *(activity must be the same as those listed in the Project Budget)* | **Resume included in the Appendix?** *(resume must show qualifications for the activity to be performed for this project)* | **If a contractor, have you attached the contract or written commitment?** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Matching Funds**

Verification of matching contributions must be provided in Appendix E

|  |  |
| --- | --- |
| **Contributor** | **Amount** |
| Applicant | Enter Applicant Contribution. |
| Enter Other Contributor. | Enter Other Contribution |
| Enter Other Contributor | Enter Other Contribution |
| Enter Other Contributor | Enter Other Contribution |
| Total Contributions | Enter Total Contributions |

**Section 5: Budgets**

**Project Summary Budget**

Summarize the total project budget by activity using the table below as an example.

Enter Project Summary Budget

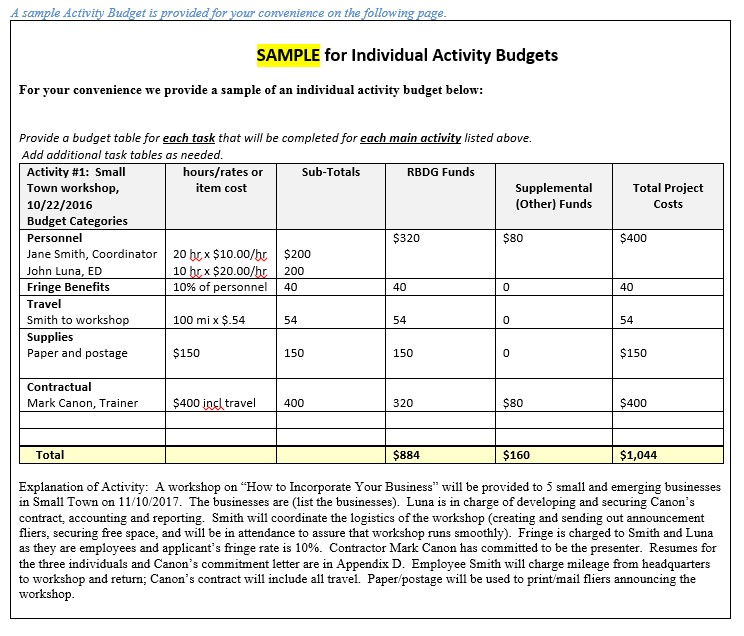
|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity**  **#** | **Activity Name and Description** | **Start Date** | **End Date** | **RBDG**  **Funds** | **Other Funds** | **Total Project Costs** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
|  | **TOTAL PROJECT** |  |  | **$** | **$** | **$** |

**Activities Budget**

Provide a budget table for each activity listed on the Project Summary Budget with a written description of the activities. Budget categories should include items such as personnel, fringe benefits, supplies, contractual, etc. Be sure to list staff and consultants/contractors for each task. Please review sample below.

Insert as many activities as needed.

SAMPLE:

****

Enter Individual Activity Budgets

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity #1 (give a brief title for the activity here) Budget Categories** | **hours/rates or item cost** | **Total for each personnel** | **RBDG Funds** | **Supplemental (Other) Funds** | **Total Project Costs** |
| Personnel |  |  |  |  |  |
| Fringe Benefits |  |  |  |  |  |
| Travel |  |  |  |  |  |
| Supplies |  |  |  |  |  |
| Contractual |  |  |  |  |  |
| (Add Additional Cells) |  |  |  |  |  |
| **Total** |  |  | **$** | **$** | **$** |

* *The Agency may request other information to assist it in making a grant award determination.*
* *The Agency may request resumes, business licenses, DUNS and SAM of all applicant consultants or applicant contractors.*
* *Complete the appendices that follow. Completion of all appendices is required as part of the application.*
* *The Applicant cannot change the Scope of Work or*
* *If you wish to apply for a Revolving Loan Fund, please contact Rural Development for more application information and requirements.*

By signing this application,

1. Applicant certifies to the accuracy of the materials presented in this application. Applicant agrees that, should the applicant become a grantee, no changes will be made to the Scope of Work, provided above, without prior approval by the grantor, USDA Rural Development.
2. Applicant certifies that is has no delinquent debt to the Federal government.

Enter Applicant Name. (or GRANTEE, if successful)

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Title Date

This Scope of Work is hereby approved by USDA Rural Development

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Title Date

**Appendix A**

**Organizational Documents**

Organizational documents must show the applicant’s legal existence and the authority to perform the activities proposed.

**Public Bodies:** Show evidence of legal organization. A copy of the relevant statue that created the entity must be provided.

**Nonprofit Entities:** Articles of Incorporation, Bylaws including amendments, IRS tax exempt letter, Certificate of Good Standing with the WV Secretary of State. Certificate can be found by using the link <https://apps.wv.gov/SOS/BusinessEntitySearch/>.

**Indian Tribes:** Evidence that applicant is a Federally recognized tribal group.

**Appendix B**

**Applicant Financials**

Attach the last three (3) years of financial statements. Applicant’s tangible net worth must be positive to be eligible. **Tax returns will NOT be accepted.**

Attach the most current audit(s). if there is not one, please explain.

If applicant is less than 3 years old, at a minimum, all balance sheet(s), income statement(s), and cash flow statement(s) should be submitted.

**Appendix C**

**Letters of Support**

Attach letters/written evidence from small and emerging businesses that will commit to seeking the proposed project’s assistance and stating how many jobs will be created and/or saved because of the project.

**NOTICE:**

* + Although all letters of support and written evidence of commitment are accepted, the only letters that can add to an applicant’s score are those from 1) small or Small and Emerging Businesses (opportunity type projects) or 2) only Small and Emerging Businesses (enterprise type projects) that state that they will seek the applicant’s assistance under this project.
  + If the businesses state, in their letters, the number of jobs expected to be 1) created and/or supported by their business as a result of the assistance they expect to obtain through this project, the application may achieve additional points. Be sure that the letters project a reasonable number of jobs expected to be saved/created. Rural Development may reduce the number if those stated are unreasonably high.

**Appendix D**

**Applicant Experience**

Attach resumes and documentation of experience with proposed project activities.

If the person completing the work is a contractor, include the contractor’s resume, business license, DUNS and SAM registration and either a fully-executed contract or a written commitment directly from the contractor.

**Appendix E**

**Matching Funds**

Matching (contributed) funds are non-grant funds that will be part of the project cost. Note that these funds are NOT required but can add to the applicant’s score.

Attach evidence of the availability of matching funds. Acceptable documentation could be a resolution from the applicant’s governing body or a bank statement or equivalent that is no more than 30 days old that is at least the amount of matching funds. In-kind contributions must meet the requirements of 2 CFR 200. Evidence would be a letter from a contributor expressing capability and willingness to provide the match and necessary time and quantity to the grant. Evidence of the reasonableness of the cost must be included in the letter.

Matching funds cannot be used twice, for example, to match this grant and another.

**Appendix F**

**Forms**

Federal forms that are not located in this document must be attached here. Those forms are located in other file within this application package. If you have not received them, please contact Rural Development staff to obtain them.

Forms appropriate to the application must be completed, dated, and signed. If you do not include appropriate forms, the application may be found ineligible.

###### Scoring Criteria- RD Regulation § 4280.435

The Agency will use the criteria in this section to score applications for purposes identified under § 4280.417 (a) (1) and (2), **Project Eligibility-** Types of Projects, Business Opportunity Projects and Business Enterprise Projects. *See Regulation for details*

*at:* [*https://www.rd.usda.gov/files/4280e.pdf*](https://www.rd.usda.gov/files/4280e.pdf)

* 1. **Leveraging.** If the grant will fund a critical element of a larger program of Economic Development, without which the overall program either could not proceed or would be far less effective, or if the program to be assisted by the grant will also be partially funded from other sources, points will be awarded as follows. If points are awarded for leveraging, funds must be spent proportionally, and if leveraged funds are not utilized proportionately with the grant, the Agency reserves the right to take any legal action, including terminating the grant. If Rural Development’s portion of Project funding is:
     1. Less than 20 percent - 30 points;
     2. 20 but less than 50 percent - 20 points;
     3. 50 but less than 75 percent - 10 points; or
     4. 75 percent or more - 0 points.
  2. Points will be awarded for each of the following criteria met by the community or communities that will receive the benefit of the grant. However, regardless of the mathematical total of points indicated by paragraphs (b)(1) through (b)(4) of this section, total points awarded under paragraph (b) must not exceed 40.
  3. **Trauma.** Experiencing trauma due to a major natural disaster that

occurred not more than 3 years prior to the filing of the application for assistance—15 points;

* + 1. **Economic distress.** The community has suffered a loss of

20 percent or more in their total jobs caused by the closure of a military facility or other employers within the last 3 years - 15 points;

* + 1. **Long-term poverty**. Has experienced Long-Term poverty as demonstrated by being a former Rural empowerment zone, Rural economic area partnership zone, Rural enterprise community, champion community, or a persistent poverty county as determined by USDA’s Economic Research Service—10 points;

(4) **Population decline**. Has experienced Long-Term population decline—10 points as demonstrated by the latest three decennial censuses.

1. **Population.** Proposed Project(s) will be located in a community of:
   1. Under 5,000 population - 15 points;
   2. Between 5,000 and less than 15,000 population - 10 points; or
   3. Between 15,000 and 25,000 population - 5 points*. When the project serves multiple locations or large geographical areas such as a county, the population should be determined by the largest eligible community in the area to be served and awards points accordingly.*

(ci) **Unemployment**. Proposed Project(s) will be located in areas where the unemployment rate:

1. exceeds the State rate by 25 percent or more - 20 points;
2. exceeds the State rate by less than 25 percent - 10 points; or
3. is equal to or less than the State rate - 0 points.

*When the project covers multi-locations or larger geographical areas such as one or two counties and specific data is not available for the geographic region, a weighted average based on the population for the project area will be used to determine these points.*

(cii) **Median household income**. Proposed Project(s) will be located in areas where Median Household Income (MHI) *as prescribed by section 673(2) of the Community Services Block Grant Act for a family of 4 for the State are:*

1. Less than poverty line - 25 points;
2. More than poverty line but less than 65 percent of State MHI - 15 points;
3. Between 65 and 85 percent of State MHI - 10 points; or
4. Greater than 85 percent State MHI - 0 points.

*When the project covers multi-locations or larger geographical areas such as one or two counties and specific data is not available for the geographic region, a weighted*

*average based on the population for the project area will be used to determine these points.*

1. **Experience**. Applicant has evidence of successful experience in the type of activity:
   1. 10 or more years - 30 points;
   2. At least 5 but less than 10 years - 20 points;
   3. At least 3 but less than 5 years - 10 points; or
   4. At least 1 but less than 3 years - 5 points.

*Evidence of successful experience may be a description of experience supplied and certified by the applicant based upon its current employees’ resumes*.

1. **Small business start-up or expansion**. Applicant has evidence that small business development will be supported by startup or expansion as a result of the activities to be carried out under the grant. Written evidence of commitment by a small, or a Small and Emerging Business must be provided to the Agency, and should include the number of jobs that will be supported and created. —*5 points for each letter up to 25 points. Generic or duplicated letters are not acceptable, letters must address the specific business producing the letter, the connection to the project activities and further provide information relative to jobs to meet the criteria below.*
2. **Jobs created or supported.** The anticipated development, expansion, or furtherance of business enterprises as a result of the proposed Project will create and/or support existing jobs associated with the affected businesses. The number of jobs must be evidenced by a written commitment from the business to be assisted.
   1. one job for less than $5,000 - 25 points;
   2. one job for $5,000 but less than $10,000 - 20 points;
   3. one job for $10,000 but less than $15,000 - 15 points;
   4. one job for $15,000 but less than $20,000 - 10 points; or
   5. one job for $20,000 but less than $25,000 - 5 points.
3. **Size of grant request.** Grant Projects utilizing funds available under this subpart of:
   1. less than $100,000 - 25 points;

(2) $100,000 to $200,000 - 15 points; or

* 1. more than $200,000 but not more than $500,000 – 10 points.

1. **Indirect cost**. Applicant is not requesting grant funds to cover their administrative or indirect costs-5 points.
2. **Discretionary points**. Either the State Director or Administrator may assign up to 50 discretionary points to an application. Assignment of discretionary points must include a written justification. Permissible justifications are geographic distribution of funds, special Secretary of Agriculture initiatives such as Priority Communities, or a state’s strategic goals. Additionally, discretionary points may be awarded under the following four categories: Innovation and Entrepreneurship, Leverage Investments in Opportunity Zones, High Poverty Areas, and Substance Abuse Disorder. Discretionary points may only be assigned to initial grants. However, in the case where two Projects have the same score, the State Director may add one point to the Project that best fits the State’s strategic plan regardless of whether the Project is an initial or subsequent grant