

Rural Business Development Grant (RBDG) Program

2025 Nevada Application Toolkit

CFDA Number: 10.351

CFDA Title: Rural Business Development Grant

Nevada APPLICATIONS DEADLINE:

*The Deadline for Nevada Applications including Native-American (NA), Strategic Economic Community Development (SECD), and Persistent Poverty (PP) Set-Aside Funds is Close of Business (COB) 4:30 pm PST,*

*February 28, 2025*

**NOTE: Important Application Deadline Information**

All applicants are encouraged to submit their application **by email** to: Krista Minges at [krista.minges@usda.gov](mailto:chandler.allen@usda.gov)

or submit a complete application package to:

*2730 N. Deer Run Road, Ste 1, Carson City, NV 89701 by COB.*

*Any questions please call Krista Minges at (775)443-4756.*

**About this Toolkit**

The RBDG program operates under [RD Instruction 4280-E.](https://www.rd.usda.gov/files/4280e.pdf) Applicants are encouraged to read the Instruction before completing the application as it includes definitions and other important requirements of the RBDG program. This application toolkit was created to assist the applicant in submitting a complete RBDG application, but it does not replace the instruction. **Use of this application toolkit is not required.** However, applicants must provide all required information as stated in the Instruction. The Agency may request additional information to assist in the application review process. Additional guidance can be found on USDA Rural Development’s [Rural Business Development Grants in Nevada | Rural Development (usda.gov)](https://www.rd.usda.gov/programs-services/business-programs/rural-business-development-grants/nv)

USDA is an equal opportunity provider, employer and lender.

# Checklist

*Before you submit your application, please be sure you have completed all the following elements:*

**SAMS Registration**

*All applicants* for Federal grant funding must register in the Central Contractor Registration (CCR) database, or its successor database, known as the System for Award Management (SAM), at [https://www.sam.gov,](https://www.sam.gov/) whether applying electronically or by paper, and at no cost. Registration may take 1-1.5 hours to complete and requires a DUNS #, tax ID and business name, statistical and financial information about the business (including number of employees and annual receipts for each of previous 3 years), and Electronic Funds Transfer information for payment of grant disbursements to grantee (Routing #, Account #, ACH contact). Registration activation will take 1-5 days with an established tax ID; OR 2-5 weeks if a new Employer Identification Number is used. A cage code number and expiration date will be provided when the registration is activated and **must** be included in your RBDG application information. For technical assistance, call the toll-free assistance line at 1-866-606-8220 and press “1.” Enter the registration cage code and expiration date in field 5(a), “Federal Entity Identifier,” on Form SF-424.

This registration must remain active, with current information, at all times during which an entity has an application under consideration by an Agency or has an active Federal Award. To remain registered in the database after the initial registration, the applicant is required to review and annually update its information in the database to ensure it is current, accurate and complete.

### Required Forms

* [Form SF-424,](https://forms.sc.egov.usda.gov/efcommon/eFileServices/eForms/SF424.PDF) “Application for Federal Assistance”
* [Form SF-424A,](https://www.grants.gov/web/grants/forms/sf-424-family.html) “Budget Information - Non-Construction Programs”
* [Form RD 400-1,](https://forms.sc.egov.usda.gov/eForms/welcomeAction.do?Home) “Equal Opportunity Agreement” (only required for construction projects greater

than $10,000)

* [Form RD 400-4,](https://forms.sc.egov.usda.gov/eForms/welcomeAction.do?Home) “Assurance Agreement” (only required for construction projects greater than

$10,000)

* [RD Instruction 1940-Q, Exhibit A-1,](https://www.rd.usda.gov/files/1940q.pdf) “Certification for Contracts, Grants & Loans”
* [RD](https://www.ocio.usda.gov/document/ad3030) Instruction 1970-A, Exhibit C, “Environmental Documentation Checklist”
* Section 6025 Strategic Economic and Community Development Information (Verify with USDA if appropriate for your project)

Environmental Requirements:

* + Environmental Information Packet: Consult USDA for project appropriate material.
  + Intergovernmental Review Comments: Consult USDA for state specific requirements

Contact: Roger Haga, State Environmental Coordinator (775)737-0644

Non-Profits: Include in Appendix A:

* Articles of Incorporation (including any amendments)
* Bylaws (including any amendments)
* Current (within 12 months) Certificate of Good Standing issued by the Secretary of State
* Board Resolution authorizing entity to apply and administer the RBEG/RBOG including the name and title of the person authorized to sign grant documents.

Public Bodies: Include in Appendix A:

* Documentation of organization (date established if other than city, county, or state government).
* Resolution passed by the governing board authorizing entity to apply and administer

the RBDG/RBOG, including the name and title of the person authorized to sign grant documents.

### Section 1 – Summary Information

* Legal name of applicant
* Requested Grant amount
* **Unique Entity Identifier (UEI) for Federal Awards**
* SAM Registration Cage Code and Expiration Date [www.sam.gov](http://www.sam.gov/)
* NAICS Code: Check tax returns or see: <https://www.census.gov/naics/>
* Certification of Relationship to RD employee
* Certification of serving rural areas
* Certification of Citizenship
* Certification of assisting small and emerging businesses (Enterprise Grant only)

### Section 2 – Applicant Eligibility

* Applicant Type
  + Non-profit corporation
  + Public Body / Municipality
  + Federally recognized Indian Tribe

### Section 3 – Project Eligibility

* Business Opportunity Project
  + Demonstration of Need
  + Economic Development Result
  + Local and Area Strategic Plans
  + Suggested Performance Criteria
* Business Enterprise Project
  + Demonstration of Need
  + Clear identification (list) of Small & Emerging Business(es) to be assisted
  + Suggested Performance Criteria

### Section 4 –Scope of Work

* Project Type / Description: RLF, Technical Assistance, Site, Feasibility Study
* Proposed Activities to be Accomplished
* Timeframe for Individual Activity Completion
* Timeframe (months) To Project Completion
* Timeframe from Grant Approval to Project Start

### Section 5 –Written Narrative

* Project Need
* Project Benefits
* Demonstrate Project Meets Eligible Grant Purpose
* Area(s) to be Served (be specific)
* Project Coordination with Area Economic Development Plans
* Goals to be Accomplished
* Identify Business(es) to be Assisted (if appropriate)
* Economic Development to be Accomplished
* Summary: How the Project will result in Created, Saved or Supported Jobs
* Quantify: Jobs Created, Saved and/or Supported for next 3 Year Period
* Description of Applicant Experience – Demonstrated Ability – Key Staff that Support Project
* Method and Rationale to Select Service Area and Proposed Benefitting Businesses
* Description of Project Methodology: Use of Organization Staff, Consultants, Contractors or Other
* Work Plan and Budget

### Appendices

* Appendix A – Organizational Documents §4280.427(b)
* Appendix B – Proposed Scope of Work §4280.427(c)
* Appendix C – Documentation of Experience §4280.427(d)
* Appendix D – Supporting Financial Documentation (Latest 3 Years Financial Information) §4280.427(e)
* Appendix E – Supplemental Funds Verification (Matching Funds) §4280.427(g)
* Appendix F – Letters of Commitment from Businesses to be assisted (include jobs saved/created) Letters of Support §4280.435(h)
* Appendix G – Additional Supporting Documentation

Rural Business Development Grant Instructions: <https://www.rd.usda.gov/files/4280e.pdf>

# Application Template

Section 1: Summary Information

**Legal Name of Applicant:**  (Verify from Articles/Bylaws)

#### Requested Grant Amount: $

**Applicant Type– Please Check One:**

* Public Body/Government Entity
* Nonprofit Entity
* Federally recognized Indian Tribe

#### Project Type – Please Check One:

* Enterprise Grant ☐Opportunity Grant

#### UEI #:

**SAM/CCR Registration Cage Code: Expiration Date:**

Jobs Summary: *[Provide a summary of jobs on an FTE basis “prior to” and “projected at Year 3”]*

##### Full Time Part Time

|  |  |  |
| --- | --- | --- |
| **Current- Existing # of jobs** |  |  |
| **Projected jobs to be created as a result of this project** |  |  |
| **Projected jobs to be saved as a result of this project** |  |  |

Businesses Assisted Summary:

##### Number of Businesses

|  |  |  |
| --- | --- | --- |
| **Total Businesses to be assisted:** |  |  |
| **Type of Sub-Business assisted: 1** |  |  |
| **Farmer/Rancher** |  |  |
| **Small Business** |  |  |
| **Individuals** |  |  |
| **Groups** |  |  |
| **Cooperatives** |  |  |
| **Type of Plan to be accomplished for the business (i.e. feasibility, business plans):** |  |  |

**1** “Total Businesses Assisted” must equal the sum of “Sub-Businesses Assisted”

Project Summary

*[Provide a concise summary of your proposed project]*

*All Grant Applicants* – Complete certifications 1 – 3.

1. Relationships to RD employees

Immediate family, other relatives or close associates who are USDA Rural Development employees, if any, are listed here If none, indicate here

1. Rural Location

**Applicant (grantee) organizations** may be located in “rural” or “non-rural” communities. **Benefitting business (es)** must be located in a rural community with a population of 50,000 or less population and not located in a city or town located within the urbanized area contiguous and adjacent to a city or town with a population over 50,000. You may verify rural eligibility of **benefitting business (es)** using the [**Rural Eligibility Website.**](https://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do?pageAction=RBSmenu)Note your agreement here that all business(es) to be served will be located in eligible rural area(s).

1. Citizenship Requirement

All business (es) assisted with grant funds must be at least 51 % owned by U.S. citizens or resident aliens (persons legally admitted for permanent residence). Note your agreement here that all proposed businesses assisted will be at least 51 % owned by U.S. citizens or resident aliens

## Enterprise Grant Applicants Only

1. Small and Emerging Private Business Enterprise Requirement

***Enterprise Grant Funds.*** All businesses assisted with RBDG enterprise grant funds must meet the following definition: “Any private business which will employ 50 or fewer new employees and has less than $1 million in projected gross revenues.” Note your agreement here that all business (es) assisted will meet the RBDG program definition of small and emerging private business enterprise

1. Development or Financing of Small & Emerging Private Businesses - §4280.417(b)(2)

*[Describe how grant funds will be used to finance and/or develop Small and Emerging Businesses in Rural Areas. Supporting documentation may be included in Appendix G]*

1. Revolving Loan Fund Requests Only - §4280.453

***Use of Funds:*** All Agency funds must be used for the purpose of making eligible loan(s). Loans cannot exceed 75% of total project costs in accordance with §4274.331(b)(2).

***RLF Operating Budget:*** RLF applications must include an Annual Budget in accordance with §4274.332(b)(2). RBDG revolving loan fund initial administrative costs are the responsibility of the applicant. As loans are repaid, principal and interest are the basis of the continuation of the revolving loan fund. Subject to an approved Operating Budget, interest collected may be used to offset administrative costs of the Loan Fund.

1. Equipment Purchase Requests Only

Provide a detailed list of equipment to be acquired along with supplemental funding (if applicable):

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment Description** | **RBDG Funds** | **Supplemental Funds**  ***If Applicable*** | **Notes / Supplement Source** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** | **$** | **$** |  |

**Pass Thru Prohibition §**4280.423(m)(4)

*[To prevent the grant funds from being classified as “Pass Thru” please provide a description of how the grantee*

*(applicant) will establish and charge benefitting businesses (ultimate recipients) for the “fair market use” of the equipment.]*

## Opportunity Grant Applicants Only

1. Economic Development Result - §4280.417(b)(1)

Opportunity Type Grants may be made only when there is reasonable prospect that the project will result in economic development of a rural area. *[Describe the economic development that will occur as a result of the proposed project. Include demonstration of project sustainability. Supporting Documentation can be inserted in Appendix G]*

1. Consistency with Local and Area Strategic Plans - §4280.417(d)

Grants may be made only when the proposed project is consistent with local and area-wide strategic plans for community and economic development, coordinated with other economic development activities in the project area and consistent with USDA Rural Development State Strategic Plan. *[Describe how the project coincides with local or regional strategic plans. Supporting Documentation can be inserted in Appendix G]*

***All Grant Applicants*:**

**Basis for Project Success or Failure** §4280.417(c)

1. Demonstrated Need: *[Describe the demonstrated need for the project]*
2. Project Evaluation:
3. Project Elements: *[Describe the major elements of the project]*

1. Project Impact: *[Describe the procedures that will be used to assess project impact at its conclusion]*

**Proposed Scope of Work** - §4280.427(c)

* 1. Project Description – Opportunity Projects §4280.417(a)(1) or Enterprise Projects §4280.417(a)(2)

*[Describe the project type: Technical Assistance, Revolving Loan Fund, Industrial Site or Business Opportunity]*

* 1. Project Activities and Timeline

*[Detail the key project activities to be accomplished and identify corresponding timeframes for each task.]*

3.3 Project Duration

*[Outline the months of project duration – explain (if applicable) any major breaks between activity points.]*

3.4 Project Implementation

*[Identify the expected timeframe between Award of Funds and Project Start – explain (if applicable) any delays.]*

**Written Narrative** - §4280.427(d)

* 1. Project Need

*[Explain the project need. Supporting documentation can be inserted in Appendix G]*

* 1. Project Benefits

*[Explain the benefits of the proposed project. Supporting documents can be inserted in Appendix G]*

* 1. Eligible Grant Purpose

See: Opportunity Projects §4280.417(a)(1) or Enterprise Projects §4280.417(a)(2)

*[Explain how the proposed project meets an eligible grant purpose. Supporting documents can be inserted in Appendix*

*G]*

* 1. Area to be Served

*[Describe the area to be served, identifying each governmental unit (i.e. town, county, etc.) to be affected by the project.]*

* 1. Description of Project Coordination with Area Economic Development

*[Describe the area to be served, identifying each governmental unit (i.e. town, county, etc.) to be affected by the project.]*

* 1. Businesses Assisted – Economic Development

*[Describe the business(es) to be assisted, if appropriate; and Economic Development to be accomplished.]*

* 1. Job Impact – 3 Years

*[Explain how the project will result in newly created, increased or supported jobs and the number of projected new and supported jobs within 3 years.]*

* 1. Applicant Experience – Key Personnel

*[Describe applicant entity demonstrated capability and experience in providing the proposed assistance or similar economic development activities. Include experience of key personnel providing project activities and managing project.]*

* 1. Rationale: Project Area

*[Describe the method and rationale used to select the area(s) and business(es) that will benefit from assistance. Provide the background documentations for each area(s) to be served: Include Unemployment rate; Median Household Income (MHI) for the State; and provide copies of Disaster Notices citing Economic Distress (of community or communities benefit from the grant.] Supporting Documentation can be inserted in Appendix G]*

* 1. Project Execution

*[Describe how the work will be performed including whether organization staff, consultants or contractors will be used.]*

1. Coordination with Area Economic Development Activities
2. Businesses to be Assisted and Economic Development to be Accomplished

*[Describe Businesses to be assisted (if appropriate) and Economic Development to be accomplished. Supporting Documentation can be inserted in in Appendix G]*

1. Jobs Created/Saved

*[Describe how the proposed project will create jobs or save existing jobs in the service area and provide an estimated number of jobs created and jobs saved. This is evidenced by letters from rural businesses that will be directly assisted in Appendix F]*

Number of jobs expected to be created or saved

1. Applicant Expertise

*[Insert key personnel, names and experience of personnel on staff and, if applicable, under contract to be utilized for delivery of project tasks. Identify their connection to the project and include a resume of their experience. Attach resumes and other supporting documentation of experience in Appendix C]*

1. Work Plan Narrative

*[Insert work plan narrative including how the grant purposes will be accomplished and milestones for accomplishing the proposed tasks. Additionally, if selected for funding, provide a statement indicating how soon after notification of grant obligation project will begin]*

* 1. Project Budget Summary

*[Summarize the total project budget by task. Project should reasonably be completed within 1 full year after it has begun]*

Insert additional rows as needed.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity #** | **Task Name and Description** | **Start Date** | **End Date** | **RBDG Funds** | **Supplemental Funds** | **Total Project Costs** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **TOTAL PROJECT** |  |  |  |  |  |

* 1. Sources of Funding

*[Identify sources and amounts of matching funds. Provide written verifiable commitment of funds from other sources. An authorized representative of the organization contributing funds from another source must provide evidence that the funds are* ***available*** *and will be used for the proposed project. Verification of matching funds documentation should be in Appendix E]*

* 1. Task Budget Format

*[Provide a budget table for each task that will be completed for each main activity listed above]*

Add additional task tables as needed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task #1**  **Budget Categories** | **RBDG Funds** | **Supplemental Funds** | **Total Project Costs** |
| Personnel |  |  |  |
| Fringe Benefits |  |  |  |
| Travel |  |  |  |
| Supplies |  |  |  |
| Contractual |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** |  |  |  |

*[Provide explanation/clarification of the basis for the above budget figures:]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Task #2**  **Budget Categories** | **RBDG Funds** | **Supplemental Funds** | **Total Project Costs** |
| Personnel |  |  |  |
| Fringe Benefits |  |  |  |
| Travel |  |  |  |
| Supplies |  |  |  |
| Contractual |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** |  |  |  |

*[Provide explanation/clarification of the basis for the above budget figures:]*

Insert task budget explanation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task #3**  **Budget Categories** | **RBDG Funds** | **Supplemental Funds** | **Total Project Costs** |
| Personnel |  |  |  |
| Fringe Benefits |  |  |  |
| Travel |  |  |  |
| Supplies |  |  |  |
| Contractual |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** |  |  |  |

*[Provide explanation/clarification of the basis for the above budget figures:]*

Insert task budget explanation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task #4**  **Budget Categories** | **RBDG Funds** | **Supplemental Funds** | **Total Project Costs** |
| Personnel |  |  |  |
| Fringe Benefits |  |  |  |
| Travel |  |  |  |
| Supplies |  |  |  |
| Contractual |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** |  |  |  |

*[Provide explanation/clarification of the basis for the above budget figures:]*

Insert task budget explanation.

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Appendices

### Appendix A – Organizational Documents

Please attach evidence of Legal Authority and Good-standing (Examples: By-Laws, Articles of Incorporation or Organization, Letter or Certificate of Good Standing from your Secretary of State or equivalent agency.

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### Appendix B – Proposed Scope of Work

### Appendix C – Documentation of Experience

*Please attach documentation of experience for proposed project activities.*

### Appendix D – Supporting Financial Documentation

Please attach latest Three (3) years financial statements including, balance sheets, income statements and current audited report if available.

### Appendix E – Supplemental / Matching Funds Verification

Documentation verifying eligible supplemental / matching funds are available and have been committed to the project must be included in your application to qualify for consideration under applicable scoring criterion.

***Examples of acceptable documentation include: a signed letter from the source of funds (nonfederal) stating the amount of funds, when the funds will be provided, and what the funds can be used for, an executed grant agreement, and a signed resolution from your governing board authorizing the use of a specified amount of funds for the project (if funds will be contributed by the applicant organization).***

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### Appendix F – Letters of Support

Letters of Support should be from business(es) that will benefit from the project and they should report how many jobs will be created/saved in their letter(s).

### Appendix G – Supporting Documentations

**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, audiotape, 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](https://www.ascr.usda.gov/how-file-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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