

FY 2019 RBDG Application Content Requirements

Application Submission: Applications must be **RECEIVED** in the Area Office not later than **March 29, 2019**.

Internal Processing by Area Office: Upon initial application receipt, the AO conducts all internal processing of the application in accordance with the RBDG Processing Checklist and File Docket Index, and follows all guidance and instruction provided by the State Office via webinar training, BCS Memos, or ANs. Intergovernmental Reviews will be necessary **ONLY** for construction and development projects (see Environmental Scoping Form on NC SharePoint Site). Point of contact for Intergovernmental Reviews:

North Carolina Department of Administration - State Clearinghouse
1301 Mail Service Center, Raleigh, North Carolina 27699-1301
(919) 807-2425

FY2019 RBDG APPLICATION CONTENTS BY SUBMISSION DEADLINE

Forms:

SF-424, Application for Federal Assistance - All
SF-424A and SF-424B, Budget & Assurances - non-construction
SF-424C and SF-424D, Budget & Assurances – construction
RD 400-1, Equal Opportunity Agreement – construction
RD 400-4, Assurance Agreement - All
AD-1047, Certification Regarding Debarment - All
AD-1049, Certification Regarding Drug Free Workplace - All
RD Instruction 1940-Q Exhibit A-1, Certification for Contracts, Grants and Loans - All
AD-3030, Felony/Tax Delinquency Status - corporations only
Survey on Ensuring Equal Opportunity for Applicants – as applicable

Executive Summary:

Project summary description, including a statement whether the application is an *initial* or *subsequent* application for technical assistance, equipment, realty, or WW/infrastructure purposes, proposed grant period start and end dates, source and use of matching funds, and certification that the applicant has no currently outstanding Federal Judgments.

Demonstrated Applicant Eligibility:

- a. Type of Applicant: Public Body/Government Entity, Indian Tribe or Nonprofit Entity
- b. Evidence of Applicant Legal Authority and Responsibility: Articles of Organization, Bylaws, Certificate of Good Standing, List Naming Board of Directors, Resolution authorizing application/project, and Attorney Certification that Applicant is legally eligible to carry out the purpose of the grant and receive and administer RBDG funds.
- c. Applicant DUNS #: Begin at 1-866-705-5711

- d. Applicant Active Registration with SAM Cage Code and Expiration Date: <https://www.Sam.gov/portal/public/SAM>
- e. Evidence of Applicant Financial Strength and Expertise in Activities Proposed:
 - 3 years financial information (balance sheets, income statements and cash flow statements) to show financial capacity to carry out proposed work. A current audited report is required, if available.
 - A description of the applicant staff's demonstrated capability and experience in providing the proposed project assistance or similar economic development activities, including the training and experience of key staff members and persons that will provide and manage the project activities.
 - A description of how the work will be performed, whether by staff, consultants or contractors.
 - The applicant may not have any delinquent debt to the Federal Government.

Demonstrated Project Eligibility:

- a. Type of Project: Description of project activities that qualify as either an Opportunity (TA only) or Enterprise (TA, Equipment, Realty, Infrastructure) purpose. Provide details of activities to be accomplished and timeframes for completion of each task, the number of months for duration of the project (up to 12 months), and the estimated time it will take from grant approval to begin project implementation.
- b. Applicant Ownership and Control: Applicants must own and control any equipment, real estate, or real estate improvements made with RBDG funds, and activities must be for the direct benefit of community economic development and identified and committed rural small and emerging businesses. Eligible beneficiaries using the equipment or realty will be required to pay near-market rental rates to grantee for the useful life of the assets and the grantee must abide by Program Income requirements in 2 CFR 200.307 and in the grant agreement.
- c. Environmental Information for Construction Projects: Intergovernmental Review comments from the State Single POC. Construction projects must conform to requirements in 7 CFR 1942, Subpart A and include environmental information sufficient to meet requirements in 7 CFR 1970.
- d. Result of Project: If for an Opportunity purpose, the project must demonstrate a reasonable likelihood that it will result in the economic development of a Rural Area. Opportunity applications must demonstrate the project is consistent with any local or area-wide strategic plans for community and economic development. If for an Enterprise purpose, the project must result in the development or financing of identified Small and Emerging Businesses in a Rural Area.
- e. Basis for Success or Failure: Provide an explanation of why the project is needed, benefits of the project, a basis for determining the success or failure of the project, and an outline of procedures that will be taken to assess the project's impact at its conclusion.

- f. Area to be Served: Identify each town, county, and governmental unit to be served by the project.
- g. Description of how the project will coordinate economic development activities within the project area.
- h. Identification of specific rural small businesses to be assisted by the project, if Enterprise purpose, with an explanation stating the need and benefit of the project to these specific businesses, as well as a description of the method and rationale used to select the service area and businesses identified for the project. If the project is for an Opportunity purpose, letters from benefitting businesses will improve scores because the same scoring criteria are used for both Enterprise and Opportunity applications.
- i. An explanation of how the project will result in economic development for the service area, including realistic numbers of newly created or saved jobs for the project beneficiaries during the grant year and projected new and saved jobs within the next three years. An authentic letter from each Rural Small and Emerging Business committed to the project should be included in the application to document the nature and characteristic of the small business development (start-up or expansion) that will result from the project, and to document that the project will create and/or support a specified number of jobs.
- j. Source documentation to verify the commitment, availability, and amount of other project funds to be used in conjunction with RBDG funds for project purposes. Only committed, available, and properly verified cash matching funds directly relevant to the RBDG project purpose will be awarded points for leveraging in the scoring criteria. Funds spent outside the grant period, or for ineligible purposes, or for purposes that are not RBDG project specific, are not eligible matching funds.
- k. Budget and Scope of Work: Include a description of all project tasks and activities with a breakdown of all estimated costs allocated across the tasks and activities. The budget must show the source and use of both grant and matching funds for all tasks. Matching funds must be spent at a rate equal to, or in advance of, grant funds. The budget must detail all direct costs and identify any indirect costs proposed for the project. Applicants that do NOT request funds for administrative or indirect costs will receive a higher score.
- l. Project Selection / RBDG Scoring Criteria: Although not required as part of a complete application submission, applicants may request a copy of the FY2019 RBDG Project Selection Criteria for their own awareness and consideration when drafting an application. In addition, scoring information related to 6025-RDP/SECD priority is also available upon request.

6025-RDP/SECD Priority

The following additional application content is ONLY required if the applicant requests to compete for 6025 – RDP/SECD set-aside funding, or requests 6025 – RDP/SECD priority points; if available and in accordance with applicable regulations. See § 1980.1020 for 6025-RDP/SECD Scoring and § 1980.1025 for 6025-RDP/SECD Award Process. To be considered for 6025 priority, applications must evidence that an eligible project supports a multi-jurisdictional strategic economic and community development plan.

IF 6025 FUNDS are MADE AVAILABLE: In fiscal years where the Agency sets-aside 6025 funding from the underlying RBDG program, only applicants who (a) request 6025 funds, (b) document their eligibility to compete for 6025 funds in accord with application requirements and by program deadline, and (c) are selected to receive 6025 funding, will be allowed to retain 6025 priority points in their final score. Applications that are NOT funded with 6025 funds will NOT retain 6025 priority points and will compete for underlying RBDG program funds utilizing the underlying RBDG program scoring criteria only (including any State Director Discretionary Points, as applicable).

IF 6025 FUNDS are NOT MADE AVAILABLE: In fiscal years where the Agency does NOT set-aside 6025 funding from the underlying RBDG program, applicants may request and document eligibility to compete for 6025 priority points. The final scores for such applications, when competing for underlying RBDG program funding only, WILL INCLUDE the score assigned to the application utilizing the underlying RBDG program scoring criteria (including any State Director Discretionary Points, as applicable) AND the 6025 priority points, as applicable. The Agency intends to prioritize applications in this manner, even if it chooses NOT to set-aside funds in a fiscal year.

If the RBDG project proposal supports a multi-jurisdictional or community economic development PLAN and the PROJECT will be carried out solely in a Rural Area, then the applicant may request to compete for 6025-RDP/SECD set-aside funds (if available) and up to an additional 20 priority points at the State level, as applicable. For consideration, the following additional application content must be RECEIVED in the Area Office as part of the larger RBDG application by March 29, 2019.

- a. Completed Form RD 1980-88, including sections
 - I. Applicant Information
 - II. Strategic Economic or Community Development PLAN Information
 - III. PROJECT Information
 - IV. Scoring Information for 6025-RDP Priority
 - V. Agency Coordination
 - VI. Certification of Supporting Documentation and Acceptance
- b. Attachment A for Form RD 1980-88 for EACH PLAN OBJECTIVE that the RBDG project directly supports
- c. All Supporting Documentation specified in Form RD 1980-88
 - Service Area
 - Letter of Consistency with the PLAN
 - Identified PLAN Goals directly supported by the project
 - Scoring documentation for the five separate scoring items listed in section IV. of the application for 6025-RDP Priority