



December 4, 2023

To: Interested Applicants for the 2024 Rural Business Development Grant

Re: Deadline for 2024 Applications

Dear Interested Applicants,

Due to your interest in the Rural Business Development Grant (RBDG) program, you are receiving this letter as notice that the application deadline for the 2024 RBDG program is February 28, 2024.

Attached is a working template for this program. Although it is not required, it is helpful for new applicants.

The most important and significant part of any RBDG application is the Project Summary, Scope of Work and Budget. It cannot be stressed enough to potential applicants that a detailed Project Summary and Budget must be provided. Broad and vague projects do not score well. The Project Summary and Scope of Work should show a clearly defined service area. Large service areas generally do not score very high due to the inability to take advantage of high poverty and low-income areas.

The RBDG program is driven by job creation and assistance to a small and emerging business (or businesses). All applications should **CLEARLY** identify the business (or businesses) that will benefit from this project – if funded. An accurate number of jobs created should be included.

All applicants must have a taxpayer ID number, UEI number and be registered with [SAM](#). Meeting these requirements is always free and applicants are cautioned against using pay sites.

The list of required forms is as follows:

- Project Summary & Scope of Work
- SF-424 and attachments (Standard Application) with detailed budget
- 400-4 Assurance Agreement
- 1940-Q Certification for Contracts, Grants & Loans – Lobbying
- Your entity's Organizational Documents
- Your entity's Financial Statements (3 years is preferred)
- Contracts, Bids, Cost Estimates, etc.
- Your entity's Board Resolution authorizing consent to apply and manage funds

If the project involves construction:

- Plans, Specs, Drawings, Blueprints, etc.
- Preliminary Engineering and Architectural Report
- Appraisal on real estate to be purchased
- Legal description and street address of the real estate
- Preliminary Title Opinion

Additional forms that might be required are resumes, support letters, other environmental forms, copies of mortgages and deeds, verification of insurance, etc. Please reference the [NOSA](#) as published in the Federal Register on December 4, 2024 for more details regarding required documents and scoring criteria. The application deadline is February 28, 2024. Late applications will not be able to compete for funding.

You may submit your applications electronically to [amy.cowley@usda.gov](mailto:amy.cowley@usda.gov).

You may also mail them to:

USDA Rural Development  
Attention Business Programs  
100 USDA, Suite 108  
Stillwater, OK 74074

(Applications MUST be received by close of business – February 28, 2024)

Please take time to verify the receipt of your application should you not receive a confirmation from our office in a timely manner.

Sincerely,

Amy Cowley  
Director – Business & Cooperative Programs  
USDA Rural Development - Oklahoma