

**USDA Rural Development
Rural Business Enterprise Grant Program (RBEG)
Application Revised 01/30/2013**

This guide/template is made available to assist you in providing information for a complete application. This guide provides a list of required forms that are to be attached. Each element of required documentation and loan scoring priorities is listed as a separate item. **It is recommended that the writer start each item on a New Page allowing the writer to provide the documentation for that entire element on that page and to add or attach additional supporting information as needed to that page.** It is very important that each element is completed in its entirety and is well documented with strong supporting information and/or calculations. **This guide/template is designed to be saved and completed as a "Word Document". Do not change this guide by deleting sections or questions; add your response to the guide.**

The primary objective of the program is to support the development of small and emerging private business enterprises in rural areas.

An electronic version of this application form, eligibility information, and Rural Business Enterprise Grant Instruction (RBEG) 1942-G may be accessed from the following website:

http://www.rurdev.usda.gov/KS_RBS_Enterprs.html

We recommend you review RD Instruction 1942-G prior to beginning your application including but not limited to:

- 1942.301 Purpose
- 1942.302 Policy
- 1942.304 Definitions
- 1942.305 Eligibility
- 1942.306 Purpose of grants
- 1942.307 Limitations of use of grant funds (grant funds may not be passed through to a for-profit business)
- RD Instruction 1942-G Attachment 1, General Requirements for Administration of Rural Business Enterprise and Television Demonstration Grants, Section B. III., Responsibilities of the Grantee, pages 8 - 16. This section of RD Instruction 1942-G is considered the "Grant Agreement".

The Federal Catalog Number for this program is 10.769 (item 10 of Form 424).

The required Duns number is obtained by calling 1-866-705-5711.

State Executive Order 12372 process is not applicable in Kansas (item 16 of Form 424).

You are advised against incurring obligations, which cannot be fulfilled without federal funds, **costs incurred prior to grant obligation are not reimbursable.**

There is no set maximum dollar amount for this program. Kansas receives an allocation of RBEG funds each fiscal year. It is our goal to assist as many projects as possible with the allocation received.

It is our goal to assist projects with a scope of work that meets the initiatives and priorities set for the RBEG program. Regionalism, collaboration, sustainability and leveraging are all important aspects of the program. As funds continue to diminish, wise investments of the RBEG grant funds becomes increasingly important.

PLEASE PROVIDE ONE ORIGINAL OF THE COMPLETE APPLICATION PACKAGE to one of the addresses listed below.

You may email your application; the application must be returned as a word document, pdf will not be accepted. Attachments may be emailed as scanned documents. Please clearly indicate in the subject line of your email "RBEG Application attached". **Required forms must be mailed with original signatures. Please set up your document to number the pages when printed.**

Hays

USDA Rural Development
Doug Bruggeman
Area Specialist
2715 Canterbury Drive
Hays, KS 67601
(785) 628-3081 ext 1435
doug.bruggeman@ks.usda.gov

Iola

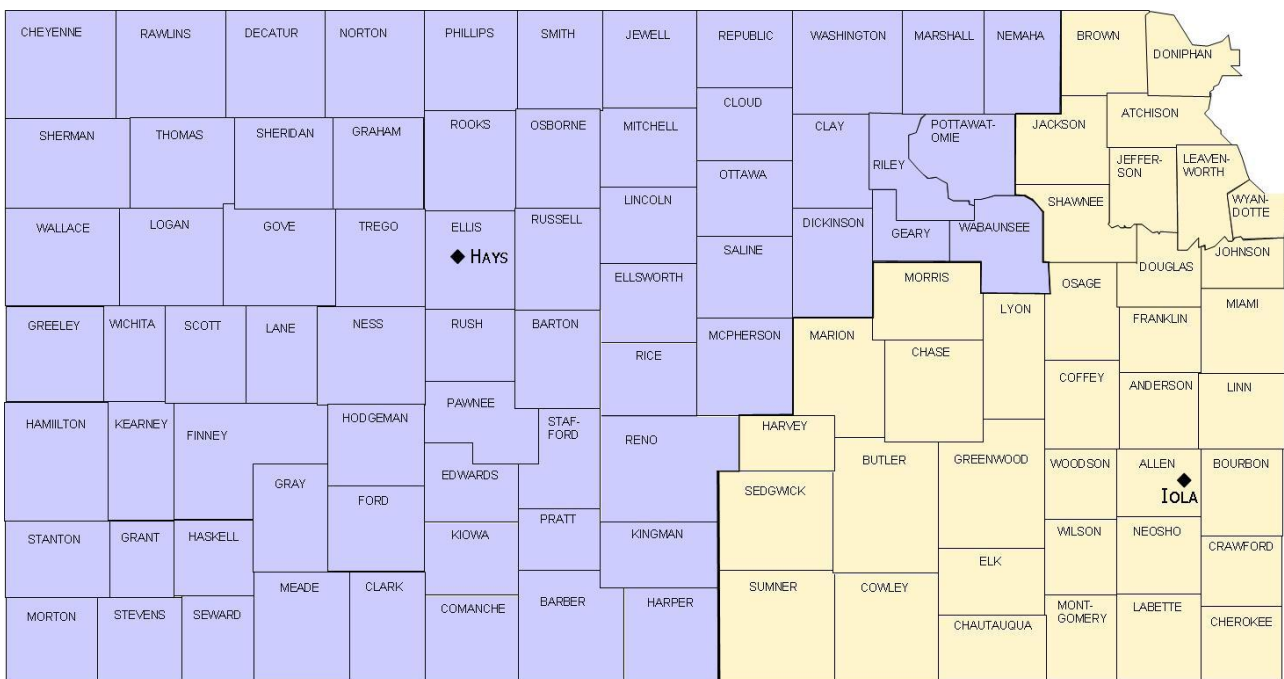
USDA Rural Development
Katie Casper
Area Specialist
202 W. Miller Road
Iola, KS 66749
(620) 365-2901 ext
katie.casper@ks.usda.gov

Kansas State Office

USDA Rural Development
Nancy Pletcher
Business Programs Specialist
1303 SW First American Place, Suite 100
Topeka, KS 66604-0404
Telephone (785) 271-2730
Email: nancy.pletcher@ks.usda.gov

USDA Rural Development home page is: <http://www.rurdev.usda.gov/>

USDA Rural Development Kansas home page is: <http://www.rurdev.usda.gov/ks/>



(start new page here)

Name of Applicant: Douglas County, Kansas	
Contact Name: Eileen Horn, Sustainability Coordinator	
Phone Number: 785-330-3121	E-Mail: ehorn@douglas-county.com
DUNS#: 073063190	Applicant Tax ID: 48-6033538
Amount Requested: \$58,250	

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>, 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 RBEG 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.

CCR # [5XUH1](#)

Brief description of project (short paragraph beginning with) - Rural Development funds will be used to
(below)

USDA Rural Development RBEG program funds would support a Northeast Kansas Food Hub Feasibility Study. This market feasibility analysis would test the hypothesis that economic activity in 16 rural Kansas counties will be fueled by the development of infrastructure linking regional agricultural producers and wholesale customers. Douglas County will utilize USDA funds to hire a consultant to conduct a regional food hub feasibility study; providing critical market data for our regional food system, enabling future investment in rural agriculture and food infrastructure businesses, and providing a replicable model for similar studies statewide.

(Start new page here)
Forms

The following forms are required:

Standard Form 424 "Application for Federal Assistance" including (see [Appendix A](#))

Standard Form 424-A "Budget Information non-construction" and (see [Appendix B](#))

Standard Form 424-B "Assurances non-construction" or

Standard Form 424-C "Budget Information construction" and (not applicable)

Standard Form 424-D "Assurances construction"

(See [detailed budget, Appendix C](#)) Standard Form 424-A or Standard Form 424-C may not fit the budget categories for your project. In order for us to understand your request, please include on a separate sheet of paper (word or excel) a complete and detailed project budget including all sources and uses of funds. Proposed budget should include detailed breakdown in each category (personnel, fringe, travel, contract costs, indirect costs, etc. as appropriate for your project) and an explanation of the method used to estimate the amounts for each budgeted category. You may label categories differently, adding and/or subtracting categories as applicable to your project. Using a spreadsheet format, columns should be labeled as to funding sources; RBEG, Applicant, etc, rows should be labeled to indicate expense class categories. A category titled "other" or "miscellaneous" if in excess of \$100.00 is unacceptable and must have an appropriate title.

Complete your budget in detail using dollars, and cents if necessary. When your budget is completed, transfer the amount of funds requested to Standard Form 424, to either SF 424-A or SF 424-C as appropriate and to page two of this template; at that time please round your request to the nearest \$100.00.

If indirect costs are to be claimed for reimbursement you will need to submit an approved copy of your current "Indirect Cost Rate Agreement" including a list of those items considered as indirect.

(see [Appendix D for the following five signed forms](#))

***Form AD-1047**, "Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions"

***Form AD-1049**, "Certification Regarding Drug-Free Workplace Requirements"

***Form RD 400-1**, "Equal Opportunity Agreement"

***Form RD 400-4**, "Assurance Agreement"

***Form AD 3030**, "Felony Conviction and Tax Delinquent Status"

***Certificate Contracts Grants Loans 1940-Q, Exhibit A-1** The Certification for Contracts, Grants and Loans, contained in Exhibit A-a must be completed at the time an application or bid proposal is submitted by a person requesting a contract or grant exceeding \$100,000 or loan exceeding \$150,000. (not applicable)

***Form RD 1940-20**, "Request for Environmental Information" (only for revolving loan fund or construction requests) (not applicable)

*If you are a non-profit private organization (not including private universities) please complete the following: "USDA Survey on Ensuring Equal Opportunity for Applicants" OMB No. 1890-0014. (For assistance in locating forms contact one of the offices previously listed.) (not applicable)

For revolving loan fund requests only - RBEG revolving loan fund initial administrative costs are the responsibility of the applicant. All funds awarded from this agency must be used for loans. As loans are repaid, principal and interest are the basis of the continuation of the revolving loan fund. Interest collected may be used to offset administrative costs. For example a revolving loan fund that charges a 5% interest rate might require 1-2% for administrative costs, with the remaining interest along with the principal paid used for relending. Please provide a "proposed use of interest funds" as a part of your plan to provide financial assistance to third parties (RD Instruction 1942.313). The Intermediary's contribution for administrative costs should be budgeted as a separate item from the Intermediary's contribution to be used for (small and emerging) business loans. **(not applicable)**

Requests for construction or renovation projects the following should be provided - proof of ownership of the property; preliminary drawings, cost estimates, pictures (inside and outside) of any existing structures. **Anticipatory demolition is discouraged and will prevent USDA Rural Development funding of the project.** An appropriate environmental review will be required including a response from the State Historic Preservation Officer (SHPO). Please complete Form RD 1940-20, "Request for Environmental Information." **(not applicable)**

For request to purchase equipment - provide a detailed list with estimated cost per item. **(not applicable)**

(start new page here)
Eligibility Information

For non-profits the following are attached: (not applicable)

1. Articles of Incorporation (including any amendments)
2. Bylaws (including any amendments)
3. Certificate of Good Standing issued by the Kansas Secretary of State. Certificate should be less than one year old.
4. IRS letter granting non-profit standing
5. Resolution passed by the board authorizing the entity to apply and administer the RBEG, including the name and title of the person authorized to sign grant documents.

For public bodies the following are attached:

1. Documentation of organization ([see Appendix E](#))
2. Resolution passed by the board authorizing the entity to apply and administer the RBEG, including the name and title of the person authorized to sign grant documents. ([see Appendix F](#))

For Indian Tribes the following are attached: (not applicable)

1. Constitution (and any other appropriate documents)
 2. Resolution passed by the Tribal Council authorizing the entity to apply and administer the RBEG, including the name and title of the person authorized to sign grant documents.
-

(start new page here)

Certifications/ General Information

1. Relationships to RD employees- To assure the high standards of honesty, integrity, and impartiality maintained by Rural Development employees, we need to identify any Rural Development assistance to be provided to employees, their relatives, or their business or close personal associates. This includes insured or guaranteed, loans or grants to individuals or organizations. If you know of any relationship or association you (the applicant) may have with a Rural Development employee, please provide this information, **or advise if there is none.** Your response will allow us to make special provisions for processing but will not affect your application status.

Immediate family, other relatives or close associates who are USDA Rural Development employees, if any, are listed here _____

If none, indicate here None. _____

2. Location - No (small and emerging) business located within or adjacent to a community in excess of 50,000 population may be served with the services provided with grant funds.

Note your agreement here that no (small and emerging) business to be served will be located in or adjacent to a community of 50,000 population or more No small and emerging businesses served by this grant will be located in or adjacent to a community of 50,000 population or more.

3. Citizenship requirements - All (small and emerging) businesses assisted with grant funds must be at least 51 % owned by U.S. citizens or resident aliens.

Note your agreement here that all (small and emerging) businesses assisted will be at least 51 % owned by U.S. citizens or resident aliens All small and emerging businesses assisted will be at least 51% owned by U.S. citizens or resident aliens.

4. Small and emerging private business enterprise requirements – All businesses assisted with RBEG 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 businesses assisted will meet the RBEG program definition of small and emerging private business enterprise All businesses assisted will meet the RBEG program definition of small and emerging private business enterprises, employing fewer than 50 employees, and with less than \$1 million in projected gross revenues.

(start new page here)

Area to be served

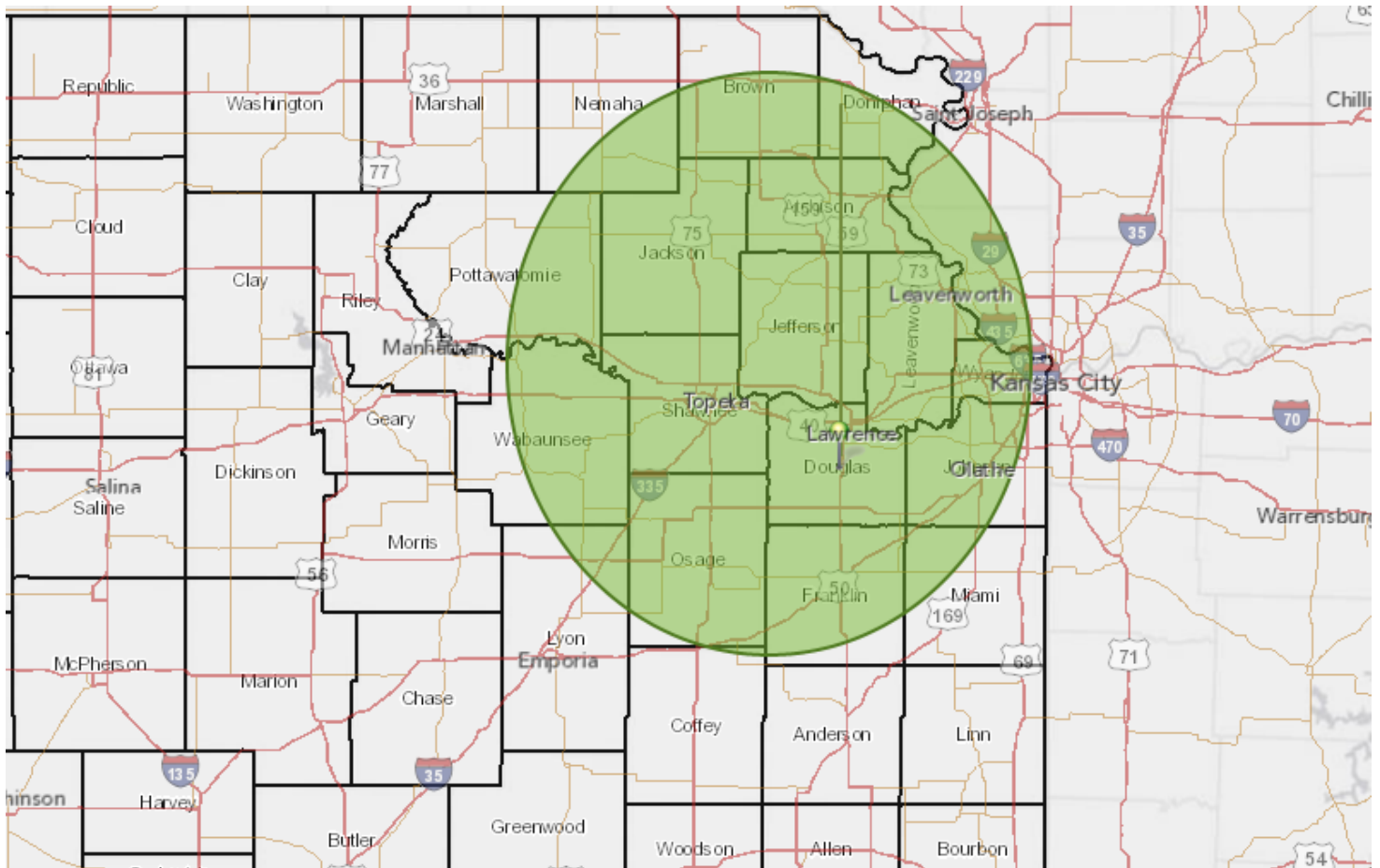
A list of communities/counties to be served must be included as a part of the application.

List here or attach a list of those communities/counties to be served: [\(see below\)](#)

The Food Hub Feasibility Study Project will serve rural areas in the following 16 counties in northeast Kansas: **Wyandotte, Johnson, Douglas, Leavenworth, Jefferson, Atchison, Brown, Nemaha, Doniphan, Shawnee, Franklin, Osage, Miami, Jackson, Pottawatomie, and Wabaunsee.**

These counties were chosen based upon their proximity to expanding markets for locally-grown foods. Douglas County in particular has experienced significant growth and interest in local food production in its rural communities in recent years, and has led the regional effort to expand rural agriculture and food business opportunities.

These 16 counties fall within a 40-50 mile radius of Douglas County, the distance cited by many producers as a potential limit for cost-efficient delivery of their goods. The rural producers in these 16 counties currently transport and sell to markets in Topeka, Lawrence, and Kansas City via key transportation arteries such as I-70 and state highways 40, 50, 56, 59, 73, and 75. The rural areas of these 16 counties also share attributes such as climate, access to water, and soil types that support the nutrient-intensive production of fruits and vegetables.



(start new page here)

Scope of Work

(a) Specific Purposes, including but not limited to;
a detailed description of the service(s) to be provided with grant funds,
benefits of the proposed assistance,
area to be served (see above),
and if jobs will be created and/or saved as a result of the project (please list jobs created and jobs saved as separate numbers).

Documentation as follows or attached:

[Description of specific purposes \(below\).](#)

USDA Rural Development RBEG program funds would support a Northeast Kansas Food Hub Feasibility Study. This market feasibility analysis would test the hypothesis that economic activity in 16 rural Kansas counties will be fueled by the development of infrastructure linking regional agricultural producers and wholesale customers. Douglas County will utilize USDA funds to hire a consultant to conduct a regional food hub feasibility study; providing critical market data for our regional food system, enabling future investment in rural agriculture and food infrastructure businesses, and providing a replicable model for similar studies statewide.

Background:

In 2009, the Douglas County Commission appointed 20 stakeholders to the Douglas County Food Policy Council, the first of its kind in Kansas. The FPC develops policies to support the local and regional food economy, rural agricultural producers, and consumers' access to locally-grown food. Through our research and engagement of farmers, ranchers, value-added food producers, Farmers Market vendors, grocers, chefs, school food service directors, and food insecurity service agencies, a key theme has emerged:

Demand for local foods in our communities is significantly stronger than our current supply. Farmers currently sell direct-to-consumers through markets, CSAs, and to a handful of grocers and restaurants. However, this retail pricing structure and limited distribution system prohibits the participation of large food buyers such as chain grocers, school districts, universities, and hospitals. These wholesale customers represent a large unmet demand for locally produced goods, providing a significant market for small and mid-sized rural producers to scale up their production to meet.

Despite this potential, our regional food system's growth is constrained. Producers are hesitant to scale up due to lack of capital for the on-farm refrigeration, packaging, and distribution needed to serve larger markets. Producers struggle to both run their farm business and build a market for their products at the same time. Wholesale customers hesitate to commit to local purchasing in this decentralized environment, where contacts with individual farmers often yield less (and inconsistent) quantity than they need and higher prices than they can pay. This chicken-and-egg situation has persisted for years, stymieing the growth of a robust local food system in our region.

Over the past three years, the Douglas County Food Policy Council, partner organizations, and stakeholders in our community have explored solutions to grow our regional food system. One such solution that has emerged as a national best practice is a “food hub,” a business model that “centralizes the business management structure to facilitate the aggregation, storage, processing, distribution, and/or marketing of locally/regionally produced food products” (USDA). By offering a combination of services, food hubs make it possible for producers to gain entry into new markets, distribute their products more efficiently, and focus on growing, rather than marketing, their products.

The Food Hub Feasibility Study Project will serve rural areas in the following 16 counties in northeast Kansas: Wyandotte, Johnson, Douglas, Leavenworth, Jefferson, Atchison, Brown, Nemaha, Doniphan, Shawnee, Franklin, Osage, Miami, Jackson, Pottawatomie, and Wabaunsee. These counties were chosen for their proximity to growing markets for local food in northeast Kansas.

Scope of Work:

A Northeast Kansas Food Hub Feasibility Study would test the viability of a regional food hub in 16 counties in northeast Kansas. The feasibility study would provide market analysis for an aggregation, storage, and distribution facility for our regionally-produced foods.

The consultant’s scope of work and final report would include the following elements:

1. A **demand analysis** will identify prospective wholesale customers, especially retail outlets and institutional food service providers. Purchasing procedures, product quality, volume, packaging requirements, and food safety certification requirements will all be assessed.
2. A **current supply analysis** will identify producer capacity and existing infrastructure. The number and characteristics of rural food producers and food entrepreneurs, and current productive capacity of products such as fruit, vegetable, dairy, and protein products will be measured.
3. A **potential supply analysis** will assess the number of acres of production growers could supply/add in the next five years, grower interest in seasonal extension and for which crops, and interest in expanding production to new or different products. Identified gaps will inform future supports for rural agricultural producers to scale up.
4. An **operating model** will be determined for core functions of aggregation, storage, and distribution services. Requests will be made for additional recommended services (i.e. packaging, value-added products, private labeling, etc).
5. **Business structure models** will be evaluated for the hub– including private ownership, public ownership or cooperatively owned by producers and/or other stakeholders in the business.
6. The **optimal facility scale** in terms of facility size and throughput will be determined. Square footage requirements for food hub components (storage, aggregation) would be provided.
7. **Potential location** characteristics will be identified for food hub facilities (i.e. zoning requirements, site needs).
8. A **financial analysis** will be conducted to determine the economics of the operation at breakeven and optimal capacity, along with a sensitivity analysis for pricing & volume.

9. An **economic impact analysis** will be conducted to evaluate the external economic impact of the food hub, addressing the value of additional production, generation of jobs, multiplier effects on the local economy, and state/local tax revenue generation.
10. **Final recommendations** on project timeline, potential sources of funding, etc.

Benefits of the feasibility study:

The Northeast Kansas Food Hub Feasibility Study will provide key documentation of the market viability of a food hub in our region. This data will then be shared with key stakeholders including agricultural producers, wholesale customers, elected officials, and economic development professionals to inform next steps.

The feasibility study process and final report will also provide a template and replicable model for other Kansas communities struggling to rebuild their regional food systems. By piloting a process for regionally-based food aggregation and distribution infrastructure studies, Douglas County can test solutions for our particular Kansas context.

Should the feasibility analysis identify an opportunity for one or more regional food hub operations, the Douglas County Food Policy Council will engage these stakeholders in action planning for the creation or attraction of a food hub operator(s) to our community. The FPC is uniquely poised to utilize the results to educate key stakeholders about the potential food hub development holds for our region, and to begin to build a supportive policy environment for its development – from zoning regulations to resource identification to economic development incentives.

The end goal of the feasibility study is to create a tool to drive the development of a regional food hub. A northeast Kansas food hub could increase direct markets and competitiveness of existing and emerging rural agricultural producers, increase efficiency of the distribution system for locally-produced goods, facilitate Farm to School programs in our region, increase access to local foods for wholesale and end-user customers, and create jobs in rural communities.

With increased demand and access to wholesale markets, agricultural producers would increase on-farm labor to scale up production. A sample of rural agricultural producers in the 16 counties served by the potential food hub footprint suggests that in just 6 farms, 36 additional on-farm jobs could be created (*see application, Appendix L*). A coordinated regional effort would support job creation not only in agricultural production but for aggregators, warehousing services, logistics and distribution, quality assurance, processing, marketing, and more. According to a recent UW-Madison study, 2.2 jobs are created for every \$100,000 in local food sales.

Food hubs are creative, innovative business models that can have significant social, economic and environmental impacts beyond just their operations. Investing in our regional food system has great potential to increase our citizens' access to local food, bring efficiencies in food distribution to reduce energy wasted in transportation, and build vibrant rural agricultural economies in Kansas.

(start new page)
Scope of Work cont.

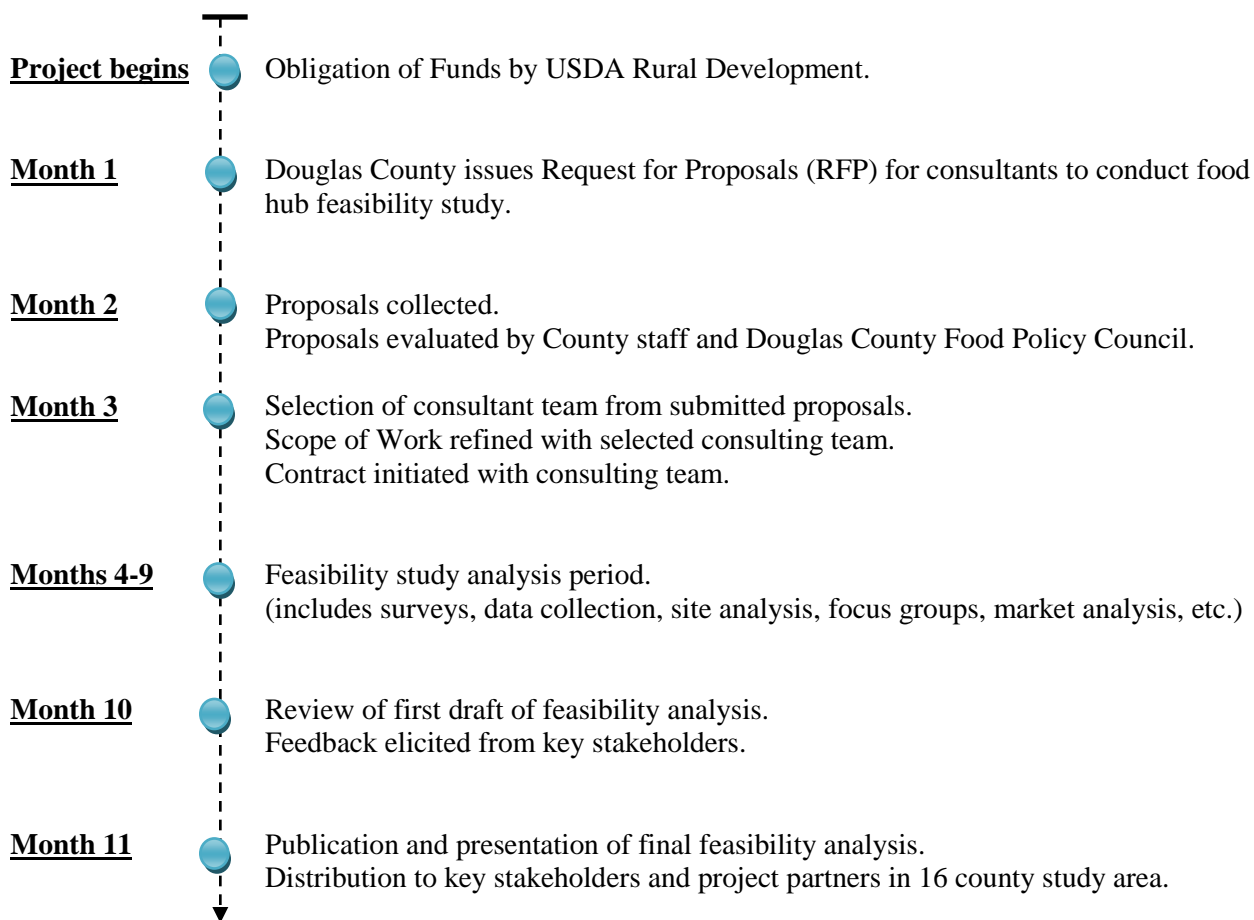
(b) Timeframes or dates by which actions surrounding the use of funds will be accomplished based on utilizing funds within one year of grant obligation. Please use general terms such as within 30 days after obligation or in the first quarter after obligation, rather than specific calendar dates. If selected for funding, provide a statement indicating how soon after notification of grant obligation will project begin. **If selected for funding, the information provided here will be used by you to prepare required quarterly and final reports and by Rural Development when reviewing the reports.**

Documentation as **follows** or attached:

[Timeline for feasibility study project within one year of grant obligation \(below\).](#)

Food Hub Feasibility Study Implementation Timeline:

(Project to be completed within one year of grant obligation)



(start new page)

Scope of Work cont.

(c) Key personnel, names and experience of personnel on staff and if applicable under contract to be utilized for delivery of technical assistance; identify their connection to the project and include a resume of their experience.

(If personnel are to be contracted for, document the capability of the contractor to carry out the objectives of the project. This Agency recommends the contract be submitted to Rural Development for concurrence prior to signing.)

Provide as follows or attached:

[Key personnel \(below\)](#)

[Resume of Eileen Horn, County Sustainability Coordinator \(see Appendix G\).](#)

Key personnel:

Eileen Horn, County Sustainability Coordinator

The Douglas County Sustainability Coordinator provides staff support for the Douglas County Food Policy Council, and will oversee the obligation and administration of grant funds, coordination of milestones for consultant team, and evaluation of deliverables and outcomes. The Sustainability Coordinator will also provide support to the consultant research team to connect them with interviewees, data sources, and mapping resources as needed.

The County's in-kind staff contribution will be based upon 25% of the Sustainability Coordinator's staff time. At an annual salary of \$67,000, this would equal an in-kind contribution of \$16,750 (approximately \$32/hr, for 525 hours of work over the one year grant period).

Consultant, To Be Determined

To conduct the food hub feasibility study, Douglas County will initiate a competitive Request for Proposals process to elicit proposals from qualified consultants. The consultant will conduct the components of the feasibility study research (*see Scope of Work, above*). The consultant will work closely with the Douglas County Food Policy Council to conduct the feasibility study research, compile the findings into a summary report, and make recommendations for next steps.

Douglas County will elicit proposals from consultants with the following qualifications:

- At least 3+ years experience in assessing the commercial viability of food system and agriculture related enterprises.
- Experience conducting feasibility studies and market analysis for food hub type functions, especially warehousing, aggregation, and distribution food service models.
- Demonstrated knowledge of industry trends and developments in food hubs nationally.
- The ability to conduct on-site visits for key stakeholder interviews, surveys and/or focus groups.

The contract will be submitted to Rural Development for concurrence prior to signing.

(start new page)
Scope of Work cont.

(d) How the grant purposes will be accomplished, including milestones for accomplishing the proposed tasks and method for evaluating effectiveness of services to be delivered by the proposed project. **If selected for funding, the information provided here will be used by you to prepare required quarterly and final reports and by Rural Development when reviewing the reports.**

Documentation as follows or attached:

[Milestones and evaluation methods for food hub feasibility project \(below\).](#)

Timeline <i>(see section b)</i>	Milestone	Evaluation Metric
Project begins	Obligation of Funds by USDA Rural Development.	Notification received by Douglas County.
Month 1	Douglas County issues Request for Proposals (RFP) for consultants to conduct food hub feasibility study.	RFP issued, posted on Douglas County website, and circulated to identified consultants with relevant experience.
Month 2	1. Proposals collected. 2. Proposals evaluated by Advisory Team (comprised of County Sustainability Coordinator, Purchasing Director, County Administrator, Chair and Vice Chair of the Food Policy Council, etc).	1. Proposals received by Douglas County. 2. Review process conducted by Advisory Team.
Month 3	1. Selection of consultant team from submitted proposals. 2. Scope of Work refined with selected consulting team. 3. Contract sent to Rural Development for concurrence, then initiated with consulting team.	1. Consultant selected. 2. Advisory Team and consultant produce refined Scope of Work document. 3. Contract signed and initiated by Douglas County and consultant.
Months 4-9	Feasibility study analysis period. (includes surveys, data collection, site analysis, focus groups, market analysis, financing research, facility size, potential locations, etc.) – <i>see Scope of Work</i>	1. Data collection process completed (surveys, interviews, review of existing documentation). 2. Market analysis completed. 3. Potential facility structure, ownership, location, financing and next steps identified.
Month 10	1. Review of first draft of feasibility analysis. 2. Feedback elicited from key stakeholders.	1. First draft reviewed and edited by Advisory Team. 2. First draft reviewed by key stakeholders from process.
Month 11	1. Publication and presentation of final feasibility analysis. 2. Distribution to key stakeholders and project partners in 16 county study area.	1. Final feasibility study presented to Douglas County Commission and Food Policy Council. 2. Feasibility study posted on County website, distributed to project partners.

(start new page)
 Scope of Work cont.

(e) Documentation regarding the availability of and amount of other funds to be used with grant funds awarded. Please include all other funding.

Please identify for us the source, the amount and whether cash or in-kind or federal.

Please 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. Evidence should be on source letterhead, signed and dated.

Documentation as follows and attached:

- Documentation of additional funds to be used with grant funds awarded (**below**).
- Letter from the Kansas Health Foundation re: Food Policy Council Planning Grant for Douglas County – commitment of \$10,000 (**see Appendix H**.)
- Letter from Craig Weinaug, County Administrator committing staff time of Sustainability Coordinator for project coordination- commitment of \$16,750 (**see Appendix I**).

Source of Funding:	Amount:	% Contribution to Total Project Funding:
Douglas County, Kansas – <i>non-federal</i> (in-kind match of staff time for Sustainability Coordinator, to serve as project coordinator)	\$16,750 (in-kind)	20%
Kansas Health Foundation – <i>non-federal</i> (Food Policy Councils Planning Grant)	\$10,000 (cash)	11.5%
USDA Rural Development - <i>federal</i> (Requested RBEG funds)	\$58,250	68.5%
Total Project:	\$85,000	

(start new page)

Scope of Work cont.

(f)(1) Information which will establish/identify the need for the assistance identified in this application.

Documentation as follows or attached:

Description of documents establishing need for assistance (below)

Full documents (see Appendix J).

1. Executive Summary, “Building a Deep-Rooted Local Food System”
 2. Executive Summary, “Cultivating a Healthy Local Food Economy in Douglas County”
 3. University of Kansas, Masters in Business Administration project “Economic Impact of Local Food Purchasing in the City of Lawrence, KS”
 4. Summary from multi-stakeholder event, “Farmers Let Your Voice Be Heard”
-

The Douglas County Food Policy Council, the Kansas Rural Center, the Kansas Department of Agriculture, the Downtown Lawrence Farmers Market, local producers, grocers, and community partners have all identified local food infrastructure as a priority need for our region. Appendix J provides documentation of reports and workshops in which the lack of local food infrastructure was identified as a barrier for growing our local food system. A food hub was identified by rural producers and consumers as an opportunity to increase market access for small and mid-sized producers, and increasing consumers’ access to locally produced foods.

1. Executive Summary, “Building a Deep-Rooted Local Food System” (2011)

This food system assessment was conducted by the Douglas County Food Policy Council and Kansas State University to assess the tri-county food system of Douglas, Leavenworth, and Jefferson Counties. This food system assessment was conducted to identify the benefits, challenges and opportunities for a successful and sustainable local food system in Douglas County and surrounding region. Among the report’s key findings was that: “Of the state-licensed food processors located in our tricounty area, most process small batches for local markets. We currently lack the capacity for light processing (chopping, packaging, etc.) required to prepare local food for our restaurants and institutions, and the storage and transportation infrastructure to get it there. Instead, most institutions utilize nationwide distributors such as Sysco and US Foodservice, that ship food long distances from other markets to our buyers.”

2. Executive Summary, “Cultivating a Healthy Local Food Economy in Douglas County” (2012)

In October 2012, the Douglas County Food Policy Council convened key policymakers and stakeholders in the local food system. Kimberley Hodgson, a national food policy expert with Cultivating Healthy Places, facilitated a workshop to design strategies to build a robust, healthy local food system in Douglas County. Workshop participants drew upon a “menu of strategies” for food system policy change at all levels of the food system. Through a facilitated prioritization process, six recommendations emerged as the key strategies that would have the most impact on the Douglas County food system. The item that received the highest priority was: Creation of a Food Hub: The creation of a “food hub” in the region would facilitate the aggregation, warehousing and distribution necessary to assist local food producers in delivering their products to regional markets. Policy support for this could include economic development incentives and zoning changes. The Douglas County Food Policy Council (FPC) was noted as the key responsible party, but necessary partners would be food producers, food businesses, the city of Lawrence and Douglas County. Key resources needed to develop a food hub are primarily: An interest assessment of local producers, survey of existing infrastructure and community resources, funding, and entrepreneurs (potentially through an RFP process).

3. University of Kansas, Masters in Business Administration project “Economic Impact of Local Food Purchasing in the City of Lawrence, KS” (2013)

MBA students from the University of Kansas partnered with the Douglas County Food Policy Council in the fall of 2012 and spring of 2013 to address the challenge of measuring the local economic impact of purchases of locally grown food in our region. MBA students surveyed grocery stores, restaurants, institutional food purchasers (KU, hospitals, etc.), and the farmers market vendors to capture the local food sales currently taking place in our region. This study was to establish a baseline for measuring local food sales impacts in the future. KU researchers asked both quantitative sales data and qualitative data about the barriers to purchasing local foods. Currently, local food sales top \$2 million/year. However, 29% of the grocers, chefs, and food service directors responded that a key barrier to selling more local food was lack of consistent supply. “Supply, or the capacity to fill the potential order and the time it takes to locate these individuals,” was the second biggest concern. This is expanded upon in additional comments about how inefficient distribution to these restaurants inhibited the purchases: “It is likely that a solid, centralized distribution system would fix both these issues.”

4. Executive Summary, “Farmers Let Your Voice Be Heard!” (2013)

In March 2013, the Douglas County Food Policy Council collaborated with other groups (Kansas Department of Agriculture, Kansas Rural Center, Lawrence Farmers Market, and K-State Research and Extension) to convene and engage a broad-spectrum of farmers in conversation about solutions for increasing the sales of Kansas farm products locally. Workshop participants, including 33 farmers and 1 farm supply representative, drove the conversation by suggesting and selecting priority small group break-out topics themselves. Across two break-out sessions with some topics repeating, participation in each of the following chosen topics was as follows: food hubs (38% general, 12% cooperative model), policy (20%), marketing needs (18%), infrastructure for scaling-up (18%), water (15%).

Producer comments related to food hubs included:

- the desire to scale-up production to meet consumer demand,
- the challenge of scaling-up without access to the consistent market a food hub could provide,
- the financial and labor drain marketing and distribution is for farms,
- the desire for a convenient central location to drop products for sales and distribution to a broader customer base,
- the need for food hub price points that would keep farms profitable,
- the appeal of umbrella insurance coverage available to farmers through a food hub,
- the consensus that though there are three existing operations serving as food hubs in our region (Rolling Prairie CSA, Good Natured Family Farm (primarily KC), and Backyard Produce), significant unmet needs remain.

(start new page)
Scope of Work cont.

(f)(2) Financial information that will demonstrate the financial ability of the **applicant** to administer the assistance.

Attach the following:

1. Current and past three years balance sheets
2. Current and past three years income statements
3. Current audited report if available

The applicant, Douglas County, KS has the financial ability to administer the USDA Rural Development funds, as evidenced by balance sheets, income statements, and audit reports from the past three years:

2009:

Douglas County Financial Statements, year end Dec. 2009
Auditor Communications, year end Dec. 2009 (conducted by RubinBrown LLP)

2010:

Special Purpose Financial Statements, year end Dec. 2010
Independent Auditors' Report, year end Dec. 2010 (conducted by Allen, Gibbs & Houlik, L.C.)

2011:

Special Purpose Financial Statements, year end Dec. 2011
Independent Auditors' Report, year end Dec. 2011 (conducted by Allen, Gibbs & Houlik, L.C.)

(see full documentation, Appendix K)

(new page)

Scope of Work cont.

(f)(3) Detail on the applicant's/contractor's experience in providing the technical assistance identified in this application.

Documentation as follows or attached:

[Description of the applicant's/contractor's experience in providing technical assistance for a food hub feasibility study \(below\).](#)

The applicant, Douglas County, KS has demonstrated experience in both managing federal funds and hiring contractors to complete research and feasibility studies. In 2012, our estimated and unaudited total federal expenditures totaled \$1,015,672. Federal funding for County operations are provided from a variety of agencies, including the U.S. Dept. of Justice, U.S. Dept. of Transportation, U.S. Dept. of Homeland Security, and Housing & Urban Development. We also manage significant state funding as well, on projects ranging from road projects to juvenile justice. (*see Appendix K, Audits, for full documentation of 2009-2011 federal funding*).

Douglas County also has significant experience hiring consultants for an array of County services including: architectural design services, financial consulting, and engineering services. Our County Purchasing Policies outline an RFP process for the selection of professional services such as consulting services. Our in-house purchasing division conducts a fair and open RFP process to select qualified vendors for professional services. The approval of the Douglas County Board of County Commissioners is required when the purchase price of a combined commodity/service is greater than \$20,000. The Douglas County Purchasing Policy can be accessed here: http://www.douglas-county.com/depts/as/pu/docs/pdf/purchasing_policy.pdf

To conduct the food hub feasibility study, Douglas County will initiate a competitive Request for Proposals process to elicit proposals from qualified consultants. The consultant will conduct the components of the feasibility study research (*see Scope of Work, above*). The consultant will work closely with the Douglas County Food Policy Council to conduct the feasibility study research, compile the findings into a summary report, and make recommendations for next steps.

Douglas County will elicit proposals from consultants with the following qualifications:

- At least 3+ years experience in assessing the commercial viability of food system and agriculture related enterprises.
- Experience conducting feasibility studies and market analysis for food hub type functions, especially warehousing, aggregation, and distribution food service models.
- Demonstrated knowledge of industry trends and developments in food hubs nationally.
- The ability to conduct on-site visits for key stakeholder interviews, surveys and/or focus groups.

The contract will be submitted to Rural Development for concurrence prior to signing.

(start new page)
Scope of Work cont.

(g) Planned projects, (small and emerging) businesses **to be assisted**.

Please provide listing of and **written commitment** (to extent possible) **from small and emerging business** that business development will occur by startup or expansion as a result of the grant.

*RBEG program definition of small and emerging private business enterprise: “Any private business which will employ 50 or fewer new employees **and** has less than \$1 million in projected gross revenues.”*

See “**Scoring Priorities (iv) Other (A)**” following for further details.

Documentation as follows/attached:

List of small and emerging businesses to be assisted: **All are agricultural producers in the 16 county region to be served by the grant, and to benefit from feasibility study research and the expanded market opportunities provided by a food hub operation.** All are small businesses which employ 50 or fewer employees, and have less than \$1 million in projected gross revenues. **(Below)**

Support letters from producers, with cited numbers of jobs created (see Appendix L).

Name of small business:	Location:	Type of agricultural products:
Johannes Family Farms	Brown County	Grains, vegetables, fruit
Hoyland Farms & Avery’s Produce	Jefferson County	Vegetables, fruit, Central Soy Tofu
Mettenburg Farm	Franklin County	Beef, lamb, heritage pork, poultry
Jirak Family Produce	Atchison County	Vegetables
Davenport Orchard, Vineyard, and Winery	Douglas County	Apples and grapes
Juniper Hill Farms	Douglas County	Vegetables

(start new page)
Scope of Work cont.

(h) Number of jobs to be created and/or saved (**separate numbers**). Identify jobs created and/or saved per (small and emerging) business (if applicable) and total for the grant project.

See “**Scoring Priorities (iv) Other (D)**” following for further details.

Documentation as follows/attached:

List of a representative sample of the small and emerging businesses to be assisted, with job creation listed. (Number of jobs created provided in support letters, see Appendix L).

Name of small business:	Location:	Type of agricultural products:	# of jobs created by food hub:
Johannes Family Farms	Brown County	Grains, vegetables, fruit	2
Hoyland Farms & Avery’s Produce	Jefferson County	Vegetables, fruit, Central Soy Tofu	2
Mettenburg Farm	Franklin County	Beef, lamb, heritage pork, poultry	1
Jirak Family Produce	Atchison County	Vegetables	1
Davenport Orchard, Vineyard, and Winery	Douglas County	Apples and grapes	15
Juniper Hill Farms	Douglas County	Vegetables	15
Total Jobs Created:			36

(start new page)

Information required for Revolving Fund Requests ONLY (not applicable)

(Provide this information only if you are applying for a revolving loan fund)

For applications involving establishment of a revolving fund to provide financial assistance to third parties, the applicant shall develop a plan which outlines the purpose and administration of the fund. A document titled "Revolving Loan Fund Plan" is available upon request.

The plan will include the following:

(a) Describe how you plan to administer the fund in sufficient detail to provide the Agency with a complete understanding of what the intermediary will accomplish by lending the funds to the ultimate recipient and the complete mechanics of how the fund will get from the intermediary to the ultimate recipient. Service area, eligibility criteria, loan purposes, fees, rates, terms, collateral requirements, limits, priorities, application process, method of disposition of funds to the ultimate recipient, monitoring of the ultimate recipient's accomplishments, servicing, liquidation, and reporting requirements by the ultimate recipient's management are some of the things to be addressed. (Revolving Loan Fund plan assistance is available upon request.)

Described as follows:

██████████

(a1) Planned projects (small and emerging businesses) to be financed.

Listed as follows:

██████████

(a2) Sources of all non-RBEG funds to be utilized as a part of the Ultimate Recipient (small and emerging) business loans.

Identify standards for revolving loan fund guidelines for example; a minimum 10% equity will be required for each loan, no more than 40% of each loan will be RBEG funds, 5% of each loan will be applicant funds pledged as match, remaining 45% will be leveraged from other sources i.e., bank, seller carry back, etc.

Funds identified as follows:

██████████

(a3) Amount of technical assistance to be provided along with the financial assistance. If technical assistance will be referred, identify to whom referrals will be made.

Described as follows:

██████████

(a4) Purpose of the loans.

Identify purposes of **initial loans**, including rates and terms. Identify loan purposes, rates and terms for **revolving loan fund guidelines**.

██████████

(a5) Number of jobs to be created and/or saved with each project (**overall project guidelines**).

List jobs created and/or saved for **initial loans** identified: (continue on separate sheet if needed)

Name of loan applicant	Jobs created	Jobs saved
------------------------	--------------	------------

(a6) Project priority and length of time involved in completion of each project: (continue on second sheet if needed)

Name of loan applicant	Priority	Time involved in completion

(New Page)

Priority Scoring Criteria

Each RBEG application for assistance will be carefully reviewed in accordance with the priorities established by RD instruction 1942-G. A priority rating will be assigned to each application. Applications selected for funding will be based on the priority rating assigned each application and the total funds available. All applications submitted for funding should contain strong documentation to permit Rural Development to complete a thorough priority rating.

2000 census data may be found at:

Population: Proposed **project** will primarily be located in a community of:

(over 25,000 population – 0 points)

(1) over 15,000 and up to 25,000 population - 5 points,

(2) between 5,000 and 15,000 population - 10 points,

(3) under 5,000 population - 15 points.

Identify selected level with supporting documentation as follows.

The Northeast Kansas Food Hub Feasibility study will serve rural areas of 16 Kansas counties. **The table (below) shows the population of the largest eligible rural community in each of the 16 counties. 0 points.**

County in Study Area:	Population of largest community in rural area served by feasibility study
Atchison County	Atchison (11,021)
Brown County	Hiawatha (3,417)
Doniphan County	Wathena (1,348)
Douglas County	Eudora (4,307)
Franklin County	Ottawa (12,649)
Jackson County	Holton (3,353)
Jefferson County	Valley Falls (1,253)
Johnson County	DeSoto (4,561)
Leavenworth County	<i>Leavenworth (35,251)</i>
Miami County	Paola (5,602)
Nemaha County	Sabetha (2,589)
Osage County	Osage City (3,034)
Pottawatomie County	Wamego (4,246)
Shawnee County	Silver Lake (1,358)
Wabaunsee County	Alma (797)
Wyandotte County	Delaware Township (4,200)

- Data retrieved from US Census (2010) at: <http://quickfacts.census.gov/qfd/index.html> (Accessed online 4/23/2013)
- For data on communities with population less than 5,000 (and not available on census.gov), data on city populations was retrieved from State Library of Kansas at: <http://www.skyways.org/counties/> (Accessed online 4/23/2013)
- Notes: I utilized the State Library of Kansas to identify the largest community in the rural area served by the feasibility study’s 16 county region. Only cities determined to be in “eligible” areas were included. Eligibility was determined utilizing the USA tool at: <http://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do>

Scoring Priorities cont.

(ii) Economic conditions.

(A) Proposed project(s) will primarily be located in **areas** where the unemployment rate exceeds the State rate by 25 percent or more - 20 points;
 exceeds the State rate by less than 25 percent - 10 points;
 is equal to or less than State rate - 0 points.

Current unemployment information may be found on the Kansas Department of Labor website at <http://www.dol.ks.gov/LMIS/newsrel/pr1110/pr1110.html> and click on Current Unemployment Rates–If your project will serve a multi county area, unemployment rates will be added and averaged for comparison to the State rate.

Identify selected level with supporting documentation & calculations as follows/attached:

Economic conditions in the 16 county area would qualify this project for 10 points, as the unemployment rate in this northeast Kansas region exceeds the state rate by 12%.

Current Unemployment Rate Data, accessed at: <http://www.dol.ks.gov/LMIS/newsrelease/pr1302/pr1302.aspx>

*February 2013 Labor Report
 Released March 29, 2013
 Accessed online April 14, 2013*

Kansas County:	February 2013 Unemployment Rate (%)
Atchison County	7.7
Brown County	5.6
Doniphan County	6.0
Douglas County	5.4
Franklin County	8.4
Jackson County	6.4
Jefferson County	7.6
Johnson County	4.8
Leavenworth County	7.3
Miami County	6.6
Nemaha County	3.6
Osage County	8.1
Pottawatomie County	5.1
Shawnee County	6.5
Wabaunsee County	5.6
Wyandotte County	9.1
Average:	6.5
Kansas:	5.8

Source: Kansas Department of Labor, Labor Market Information Services, Bureau of Labor Statistics.

Start new page

Scoring Priorities cont.

(B) Proposed project(s) will primarily be located in **areas** where Median Household Income (MHI) as prescribed by Section 673 (2) of the Community Services Block Grant Act (42 U.S.C 9902 (2)) for a family of 4 for the State is:

- less than poverty line - 25 points;
- poverty line or more but less than 85 percent of State MHI - 15 points;
- between 85 percent but less than 100 percent of State MHI - 10 points;
- equal or greater than State MHI - 0 points.

Kansas State MHI - \$39,859 (2000 census data)

85% of State MHI - \$33,880

Effective April 14, 2009 and continuing until further notice, the poverty line is \$22,050.

For assistance in determining a multi-county weighted average for comparison with the State MHI, contact one of the offices previously listed.

Identify selected level with supporting documentation/calculations as follows/attached:

These 16 counties in northeast Kansas have a Median Household Income that is greater than state MHI. Therefore, this section would qualify the project for 0 points.

Median Household Income accessed at: www.factfinder2.census.gov/
Accessed online April 14, 2013

Kansas County:	Median Household Income
Atchison County	44,433
Brown County	36,218
Doniphan County	45,000
Douglas County	47,063
Franklin County	50,231
Jackson County	54,440
Jefferson County	58,083
Johnson County	74,761
Leavenworth County	62,853
Miami County	59,668
Nemaha County	47,476
Osage County	51,878
Pottawatomie County	54,309
Shawnee County	47,701
Wabaunsee County	53,292
Wyandotte County	39,812
Pop'n Weighted Average:	60,021
Average:	51,701
Kansas:	50,594

Source: U.S. Census Bureau, 2007-2011 American Community Survey

Start new page

Scoring Priorities cont.

(iii) Experience. **Applicant** has evidence of at least 5 years of successful **experience in the type of activity proposed in the application** for funds under this subpart. Evidence of successful experience may be (1) a description of experience supplied and certified by the applicant, or (2) a letter of support from appropriate local elected officials explaining the applicant's experience. (For Revolving Loan Fund applications only - If the applicant does not have a revolving loan fund; the applicant has no experience and therefore no points will be awarded.)

Experience - 10 points.

Douglas County, the applicant has at least 5 years of successful experience administering both federal grant funds and managing consultant contracts for technical assistance such as a feasibility study – **10 points.**

Supporting Documentation as follows or attached:

Letter of experience, certified by applicant, Douglas County Administrator (see **Appendix M**)

Start new page
Scoring Priorities cont.

(iv) Other.

(A) Applicant has evidence that small and emerging business development will occur by startup or expansion as a result of the activities to be carried out under the grant. **Small and emerging private business enterprise requirements – All businesses assisted with RBEG 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.”**

Written evidence of commitment is a pledge by the (small and emerging) business to participate in the project for which the funding is being requested. Written evidence should be on business letterhead, signed and dated. Unless the project funds will be specifically dedicated to one (small and emerging) business, more than one letter is required to obtain 25 points. A letter of support is not a commitment to participate. A letter of support only indicates approval of the project.

Information regarding jobs should be included. Information regarding jobs will be used to answer (iv) Other (D), below; the number of jobs must be evidenced by a written commitment from the (small and emerging) business to be assisted.

Written evidence of commitment by small and emerging business must be provided to obtain 25 points (letters should be personal).

Documentation as follows/attached:

25 points - See letters of support, [Appendix L](#), and [Scope of Work \(g\) and \(h\)](#).

Start new page
Scoring Priorities cont.

(B) Applicant has evidence of substantial commitment of funds from nonfederal sources for proposed project. **An authorized representative of the source organization of the nonfederal funds must provide evidence that the funds are available and will be used for the proposed project. Evidence should be on source letterhead, signed and dated.** (Commitment may be cash or in-kind, please identify amount, source and type.)

- More** than 50% of total project costs from nonfederal sources - 15 pts
- More than 25%, up to and including 50% of total project costs from nonfederal sources -10pts
- Between 5% and 25% of total project costs from nonfederal sources - 5 pts
- (An exact 50% commitment will only receive 10 points.)**

Identify level with supporting documentation and calculations:

10 points – 31.5% of project costs from nonfederal sources.

Table of Funding Partners (below)

Letters from source organizations – **included in Scope of Work, section (e), and Appendices H & I.**

Source of Funding:	Amount:	% Contribution to Total Project Funding:
Douglas County, Kansas (in-kind match of staff time for Sustainability Coordinator, <i>non-federal funding</i>)	\$16,750	20%
Kansas Health Foundation (Food Policy Councils Planning Grant, <i>non-federal</i>)	\$10,000	11.5%
USDA Rural Development (Requested RBEG funds)	\$58,250	68.5%
Total Project:	\$85,000	

Start new page
Scoring Priorities cont.

For Revolving Loan Fund Requests Only

(C) For a grant to **establish** a revolving fund, the applicant provides evidence to Rural Development through loan applications or letters from (small and emerging) businesses that the loans are needed by small and emerging businesses in the proposed project area - 25 points. (25 points will be awarded if the applicant does not have a revolving loan fund from **any** funding source)

Provide evidence/documentation attached:

Not applicable.

Start new Page
Scoring Priorities cont.

(D) The anticipated development, expansion, or furtherance of (small and emerging) business enterprises as a result of the proposed project will create and/or save jobs associated with the affected (small and emerging) businesses. **The number of jobs must be evidenced by a written commitment from the (small and emerging) business to be assisted.**

When requesting written evidence of commitment by small and emerging businesses as in (iv) Other (A), above; request each (small and emerging) business list number of jobs anticipated to be created and/or saved (separate numbers) as a result of any assistance received. Jobs are calculated as follows: 2 part time jobs = 1 full time job; 3 seasonal jobs = 1 full time job

One job per each \$10,000 or less in grant funds expended - 10 points.
 One job per each \$25,000 to \$10,000 in grant funds expended - 5 points.

Identify selection with supporting documentation as follows/attached:

10 points – with 36 total jobs created from \$58,250 in USDA Rural Development Funds. (one job/\$1600)

See letters of support with cited job creation numbers (**Appendix L**).

Name of small business:	Location:	Type of agricultural products:	# of jobs created by food hub:
Johannes Family Farms	Brown County	Grains, vegetables, fruit	2
Hoyland Farms & Avery's Produce	Jefferson County	Vegetables, fruit, Central Soy Tofu	2
Mettenburg Farm	Franklin County	Beef, lamb, heritage pork, poultry	1
Jirak Family Produce	Atchison County	Vegetables	1
Davenport Orchard, Vineyard, and Winery	Douglas County	Apples and grapes	15
Juniper Hill Farms	Douglas County	Vegetables	15
Total Jobs Created:			36

Start new page
Scoring Priorities cont.

(E) The proposed grant project is consistent with, and **does not duplicate**, economic development activities for the project area under an existing community or economic development plan covering the project area. If no local plan is in existence for the project area, an area wide plan may be used. The plan used must be adopted by the appropriate governmental officials/entities as the area's community or economic development plan. Appropriate **plan references** and **copies of appropriate sections** of the plan, as well as **evidence** of plan adoption by appropriate governmental officials, **must be provided to Rural Development**.

HINT- Development Districts that receive EDA money do a five-year plan for EDA; counties and municipal governments may have a strategic plan or goals for economic development. Does your organization have a plan that is presented to your governing board each year, a short term plan for the current year and/or a long term plan, three to five years?

Project is reflected in a plan - 5 points.

5 points- Project is reflected in local planning and economic development documents.

Supporting documentation as follows and attached:

Description of local plans that demonstrate consistency with local economic development activities (**below**).

Documentation of these plans, with appropriate sections, and plan adoption (**see Appendix N**).

Douglas County has specifically named value-added agriculture and local food systems as key priorities in planning and economic development documents. Jefferson County has identified support of agriculture-related businesses that add value to locally grown commodities in their comprehensive plan. These plans have been adopted by both governing bodies. The Northeast Kansas Food Hub Feasibility Study would be consistent with economic development activities and priorities in this region, evidenced by:

Horizon 2020, the long-range plan for Lawrence and Douglas County, KS, adopted May 1998 by the Douglas County Commission. In particular, chapters 12 (Economic Development) and 16 (Environment) reference agriculture and agribusiness as key priorities for business development, job creation, and environmental conservation:

- **Chapter 12, Economic Development, Policy 4:** Targeted Business Attraction. This section names “Value-added agriculture” as a target area for business attraction.
- **Chapter 16, Environment, Policy 2.7:** Encourage the protection of High Quality Agricultural Land in Douglas County for current and future agricultural use. This section uses the protection of agricultural soils as a key assumption in the planning process, and encourages the development of policies that support Agri-Tourism and local/regional food system.
- **Chapter 16, Environment, Policy 6.7:** As the community develops a local/regional food program, the City of Lawrence and Douglas County should work with stakeholders to assist in developing that program. This section cites the role of City and County governments in supporting this work, including zoning to promote growing and marketing local food.

Jefferson County, KS Comprehensive Plan, adopted March 2001 by the Jefferson County Planning Commission. In particular, the Agricultural Economies section highlights the need to preserve farmland for agricultural production, and to adopt policies through their Economic Development Office to support agriculture related businesses that process locally-grown food.

Start new page
Scoring Priorities cont.

(F) Grant projects utilizing funds available under this subpart of:

less than \$100,000 - 25 points,
\$100,000 to \$200,000 - 15 points,
more than \$200,000 but not more than \$500,000 - 10 points.

Identify selection

Less than \$100,000 – 25 points

Start new page
Scoring Priorities cont.

(G) The project will assist a small and emerging private business enterprise as described in 1942.305 (a) (2) of this subpart – 10 points

(Per RD AN No. 4641 (1942-G) 6/4/012; To receive points - the small and emerging private business enterprise being assisted must be a nonprofit entity or other tax-exempt organization located in a city, town, or unincorporated area with a population of 5,000 or less and which has a principal office on land of an existing or former Native American reservation. The application must provide supporting documentation to receive the points.) *(Identify the (small and emerging) business or businesses to be assisted which meets this definition. Proof of nonprofit or other tax exempt status, population of location, and documentation in support of “has a principal office on land of an existing or former Native American reservation,” must be provided by the (small and emerging) business or businesses which will receive the assistance.)* **Small and emerging private business enterprise requirements – All businesses assisted with RBEG 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.”**

Identify the small and emerging business that will be assisted and has a principal office on land of an existing or former Native American reservation. Provide proof of nonprofit or other tax exempt status, population of location, and documentation in support of “has a principal office on land of an existing or former Native American reservation”.

0 points - The applicant does not qualify as the small & emerging private business.

Start new page
Scoring Priorities cont.

(v) Discretionary. In certain cases, **when a grant is an initial grant** for funding under this subpart and is not more than \$500,000, Rural Development **may** assign points in addition to those that may be assigned in paragraphs above. Use of these points must include a written justification; **geographic distribution** of funds, criteria which will result in **substantial employment improvement, mitigation of economic distress** of a community through the **creation or saving of jobs, emergency situations**. Points may be assigned as following:

For grants of less than \$100,000	50 points;
For grants of \$100,000 to \$200,000	30 points;
For grants of more than \$200,000, but not more than \$500,000	20 points.

Identify selection and provide/attach substantial supporting documentation addressing the above high-lighted criteria as well as any other significant issues:



HINTS:

Geographic distribution of funds (hints: why are the requested grant dollars important to the area of Kansas your project will serve?)

Criteria which will result in substantial employment improvement (hints: new jobs, higher quality of employment such as higher wages, improved benefits, greater career potential, higher levels of skill than are typical of current jobs in the area your project will serve).

Mitigation of economic distress of a community through the creation or saving of jobs (hints: recent natural disasters in the area, long term poverty of the area, long term population decline of the area, job loss, businesses closed or downsized to include names, locations, dates, number of jobs lost).

Emergency situations (hints: jobs lost or jobs not created if project is not funded, viability of project if not funded, tie to applicant or partners not being able to fund whole, importance of timeliness of funding).