

should include, but is not limited to: (1) RBS State Office input and review of institution's proposal, (2) invitations to attend and participate in workshops and conferences when needed, (3) on-going monitoring of the outreach project, and (4) directing applicants to the RBS State Office when applicable.

### Deliverables

During the term of the negotiated agreements, the recipients will deliver quarterly reports of progress of the work to RBS and prepare and deliver a final report detailing all work done and results accomplished. In addition, all reports forwarded to RBS must be forwarded to the Rural Development State Office. Also, upon request by RBS, the recipient will deliver manuscripts, videotapes, software, or other media, as may be identified in approved proposals. RBS retains those rights delineated in 7 CFR 3019.36. Also, the recipients will deliver project outreach success stories and other project related information requested by RBS for use on the website (<http://bisnet.sus.edu>), or other websites designated by RBS.

### Award Amount

In the event that the applicant is to receive an award that is less than the amount requested, the applicant will be required to modify the application to conform to the reduced amount before execution of the cooperative agreement. RBS reserves the right to reduce or de-obligate any award if acceptable modifications are not submitted by the awardees within 10 working days from the date the application is returned to the applicant. Any modification must be within the scope of the original application.

### Recipient Requirements

Institutions that are awarded a cooperative agreement will be responsible for the following:

- (a) Completing the objectives as defined in the approved proposal.
- (b) During the term of the agreement, keep up-to-date records on the project, and on or prior to October 6, January 5, April 5, and July 5, make quarterly reports of the progress of the work to RBS, and prepare a final report detailing all work done and results accomplished. All reports will be forwarded to the RBS National Office and to the final report detailing all work done and results accomplished. All reports will be forwarded to the RBS National Office and to the Rural Development State Office.
- (c) Submit to RBS, on a quarterly basis, Form SF-270, "Request for Advance or Reimbursement."

(d) Keep an account of expenditures of the Federal dollars and matching fund dollars and provide to RBS, Form SF-269, "Financial Status Report," with each Form SF-270 submitted, and a final SF-269 within 90 days of the project's completion.

(e) Immediately refund to RBS, at the end of the agreement, any balance of unobligated funds received from RBS.

(f) Provide matching funds or equivalent in-kind in support of the project, at least to the level agreed to in the accepted proposal.

(g) Conduct seminars to disseminate Rural Development program information to stimulate business and economic development in selected rural communities.

(h) Participate in the RBS Entrepreneurship Conferences when planned.

(i) In cooperation with local businesses, develop a program of business startup and technical assistance that will assist with new company development, business planning, new enterprise, franchise startup and consulting, business expansion studies, marketing analysis, cashflow management, and seminars and workshops for small businesses.

(j) Provide office space, equipment, and supplies for all personnel assigned to the project.

(k) Develop management and technical assistance plans in cooperation with RBS State Office that will:

(1) Assess small business alternatives to agricultural and other natural resources-based industries;

(2) Assist in the development of business plans and loan packages, marketing, bookkeeping assistance, and organizational sustainability; and

(3) In cooperation with the RBS State Office, provide technical assistance and training in customer relations, product development, and business planning and development.

(l) Assess the need for and, if necessary, conduct a feasibility study of local community weaknesses and strengths, feasible alternatives to agriculture production, and the needed infrastructure to expand or develop new or existing businesses. The plans for any such studies must be submitted for approval prior to the study being conducted.

(m) In cooperation with the RBS State Office, provide community leaders with advice and recommendations regarding best practices in community economic development stimulus programs for their communities.

(n) Develop technology outreach and establish and maintain a Business

Information Network System website, linking community leaders and residents to available economic development information.

(o) Assure and certify that it is in compliance with, and will comply in the course of the agreement with, all applicable laws, regulations, Executive orders, and other generally applicable requirements, including those set out in 7 CFR 3015.205(b) and 7 CFR part 3019.

(p) Federal funds can only be used to pay meeting related travel expenses, if the employees are performing a service of direct benefit to the government directly in furtherance of the objectives of the proposed agreement. Therefore, Federal funds cannot be used to pay non-Federal employees to attend meetings.

(q) Not commingle or use program funds for administrative expenses to operate an Intermediary Relending Program (IRP).

(r) As a cooperative agreement and not a grant, the 1890 Institution will collaborate with the RBS National and State Offices in performing the tasks in the agreement as needed and will provide the RBS National Office with the necessary information for RBS to do the following:

(1) Monitor the program as it is being implemented and operated, including monitoring of financial information to ensure that there is no commingling or use of program funds for administrative expenses to operate an IRP or other unapproved items.

(2) Halt activity, after written notice, if tasks are not met.

(3) Review and approve changes to key personnel.

(4) Provide guidance in the evaluation process and other technical assistance as needed.

(5) Approve the final plans for the community business workshops, business and economic development sessions, and training workshops to be conducted by the Institution.

(6) Provide reference assistance as needed to the Institution for technical assistance given on a one-on-one basis to entrepreneurs and startup businesses.

(7) Review and comment upon strategic plans developed by the Institution for targeted areas.

(8) Review economic assessments made by the Institution for targeted counties so that RBS can indicate which of its programs may be beneficial.

(9) Carefully screen the project to prevent First Amendment violations.

(10) Monitor the program to ensure that a Business Information System Network website link is established and maintained.