**Policy**

It is the policy of the Bureau of Services to the Blind and Visually Impaired (BSBVI), with the active participation of the Nevada Committee of Blind Vendors (NCBV), to enter into contractual agreements with private vending companies for the operation of unassigned vending machines (vending machines that are not assigned to a specific operator) to provide a mechanism for the collection of additional revenue for the Business Enterprises of Nevada (BEN) Program. These revenues may be used to provide income subsidies for licensed BEN operators or operator trainees for the following reasons:

* While a vending facility is being developed, restored or remodeled.
* To mitigate the impact of reduced sales on net profit.

Subsidies are provided against the cumulative amount of commissions collected. Business Enterprises of Nevada (BEN) staff shall monitor the receipt of commissions and the use of revenue for the provision of income subsidies. Pursuant to NAC 426.225, an operator may not receive income subsidies for more than six months.

**Eligibility**

Licensed BEN operators and operator trainees in good standing are eligible for income subsidies for no more than 6 months if net profit has been reduced as a result of:

 1. Direct Construction: Construction on operator’s facility or on building that hosts

 operator’s facility.

2. Indirect Construction: Construction in area adjacent to operator’s facility that prevents normal customer access or traffic flow.

3. Direct Destruction: Destruction of operator’s facility or destruction of the building that houses the operator’s facility.

4. Indirect Destruction: Destruction of an area adjacent to the operator’s facility that

 prevents normal customer access or traffic flow.

 5. Loss of clientele due to circumstances beyond the control of the operator.

 6. Closure or partial loss of use due to natural or unnatural causes including

 terrorism.

7. Closure of a facility through no fault of the operator.

8. Operator health related issues.

**Subsidy Application**

All subsidy applications must be submitted on the prescribed Loan/Subsidy Application Form (see Attachment A) and faxed or mailed to the Program Chief. In order to be eligible for review, the Loan/Subsidy Application Form must be filled out in an accurate, complete and timely manner, and must include all requested documentation. The Program Chief will review the submission for form, content and eligibility criteria and will forward all requests to the Loan/Subsidy Review Panel for recommendation.

A Loan/Subsidy Review Panel will be established to review all qualified applications and to provide recommendations to the Administrator or designee. The panel will consist of the Program Chief or appointed designee, an NCBV Committee member who is not a direct or indirect recipient or beneficiary or a subsidy considered, and a Business Enterprise Officer (BEO).

Within thirty days of the date of the application, the Loan/Subsidy Review Panel will review applications, the BEO analysis and all other pertinent information relating to the subsidy request. The panel will hold all application information in the strictest confidence. After reviewing all of the information, the panel will submit a written recommendation to the Administrator or designee to approve or deny the subsidy application. The Chief will make a determination within fifteen days after the recommendations have been received from the panel.

If a submission is found to contain errors or is incomplete, the Loan/Subsidy Review Panel will return the form for correction and resubmission. If deemed appropriate, the panel reserves the right to reclassify an application from subsidy to loan.

An operator who is in urgent need of assistance may request emergency review of his/her application. To be considered, an operator must submit an Emergency Loan/Subsidy Application form to the Program Chief. If the Program Chief agrees that an emergency review is justified, the Loan/Subsidy Review Panel will be convened in no more than seven (7) business days.

**Subsidy Approval**

Subsidies, pending availability of funds, are limited to the lesser amount of:

1. The difference between the current actual monthly net profit and one-twelfth of the current prevailing Nevada Median Income as reported by the United States

 Department of Health and Human Services for a family of four; or

2. The difference between the current actual net profit and the average monthly net

 profit for the twelve-month period preceding the request.

Operators are not required to pay set-aside on the approved subsidy amount. However, they are required to submit monthly profit and loss statements and pay set-aside and set-up recovery on any earned income as required by regulation.

The total amount of subsidies and loans granted to BEN Program operators in any given month will not exceed the total unassigned revenue collected by the Bureau in that same month. The Program Chief will submit to the Administrator or designee a monthly summary report of all subsidies being paid to operators or operator trainees.

**Payment of Subsidies**

Subsidy payments approved by the Administrator or designee will be submitted for payment immediately upon approval.