



RURAL COUNTY GRANT PROGRAM (RCGP) INFORMATION AND APPLICATION INSTRUCTIONS

OVERVIEW

The San Juan County Economic Development (CED) Board administers the Rural County Grant Program (RCGP). This grant provides a way for businesses and non-profits investing in San Juan County to apply for incentives that promote economic growth. *This grant is not intended for COVID-19 business relief.*

Business Development Incentive

Projects and applications for the RCGP will be ranked higher if a small business makes a capital investment, e.g. a major equipment purchase, construction or purchase of a building, etc.

Job Creation Incentive

Projects and applications for the RCGP will be ranked higher if a small business creates new jobs, more specifically higher-wage and full-time jobs, and retains the new employees for 12 consecutive months.

GRANT ELIGIBILITY REQUIREMENTS

A project or application eligible to apply for the San Juan County Rural County Grant should:

- be located in San Juan County
- not request more than 50% of the total project cost

Examples of Rural County Grant Projects:

- Housing developments
- Infrastructure developments
- Construction of a new building
- Adding on to an existing building
- New or upgraded equipment or machinery
- Value-added agriculture expansion projects
- New or uncommon industry investment

Rural County Grant Program (RCGP)

Information and Application Instructions

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The following projects or applications are ineligible for Rural County Grant Program (RCGP):

- Project is not or would not be located in San Juan County
- Short-term payroll, utility, or other operational costs
- Project or application does not provide a business development, job creation or economic need incentive
- Project or application is behind on property taxes, invalid/unapproved business license or Conditional Use Permit or in violation of any other applicable Federal, State or County rule, regulation or requirement.

THE APPLICATION

1. Pre-Application

The application process begins with a pre-application form. The form can be found at <https://www.utahscanyoncountry.com/CED> and click on the “Rural County Grant Program” tab. The pre-application is intended to help the applicant and the staff at San Juan County to evaluate eligibility for the grant. Once the pre-application has been evaluated, the business applicant will be informed of eligibility, of possible deficiencies to be corrected, or of options with other programs in the case that it is determined a business or its proposed project are not eligible for the Rural County Grant Program (RCGP). If a business is deemed eligible, they will receive a detailed notification with instructions to move forward.

2. Full Application – Additional Project Information, Project Presentation

Upon approval and scoring of the pre-application, applicants may be invited to complete a full application. The applicant will be required to fill out all question fields and upload all supporting documents. The full application will contain the following components:

GENERAL BUSINESS INFORMATION

- Name of applying business
- Key organizational contact(s), email addresses and telephone numbers
- Full mailing address (matching W9)
- Utah Business Entity Number ([found here](#))
- Primary NAICS code and industry
- Number of years the company has been in business
- Current number of full-time employees, if applicable
- GRAMA form (Request for confidentiality)

SUPPORTING DOCUMENTATION

- Project information such as financials, scope of work, project cost spreadsheet, funding sources, etc.
- Letter of support from local jurisdiction or municipality
- Business license from San Juan County or municipality
- Current W-9 – [found here](#)

DETAILED PROJECT OUTLINES

Rural County Grant Program (RCGP)

Information and Application Instructions

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- Detailed description of the project (*text field*)

The applicant will describe what the project is, how it will be accomplished, and why the Rural County Grant Program (RCGP) is needed to accomplish the project; for example, has there been a change in business opportunity, a change in competition; offering a new service, etc. The applicant will state the goals the company intends to achieve with the capital investment and how the project promotes business and economic development in the community/County.

- Detailed description of how the project will lead to the creation of new high-paying full-time job(s), if applicable. (*text field*)

For example, the new equipment will require a new full-time operator; the new building will require a new full-time manager, etc. The applicant will justify the new hire against the project description.

- Complete budget outline, this includes other funding sources contributing to the project (*upload document*)

- Project quotes and/or bids (*upload document*)

Quotes and bids must not be previously paid invoices. Purchases made prior to a Rural County Grant Program (RCGP) contract being fully executed do not qualify for reimbursement

- Pictures, Drafts or Renderings (*upload documents*)

Pictures of the type of equipment or existing property intended to be purchased; drafts or rendering of the project to be built, etc. Purchases of raw land, non-specialized vehicles, replacement equipment or machinery, computers/laptops and non-specialized office equipment do not qualify for Rural County Grant Program (RCGP) funds

- Estimate of total project cost (*text field*)

- Requested matching grant amount (*text field*)

APPLICATION REVIEW & AWARD PROCESS

Pre-Application

The pre-application, submitted through the online form, will be received by the San Juan County Economic Development Office and shared with the County Economic Development (CED) Board. The pre-application will be evaluated to determine preliminary eligibility. The Rural County Grant Program (RCGP), project description, along with general company information, business development and job creation potential will be key components of evaluation. If it is determined that the applying business does not qualify for the RCGP, it will be informed of possible deficiencies to be corrected, or of options with other programs. If a business is deemed eligible, they will receive a detailed notification with instructions, and a link to access the full application.

Pre-Application Review & Ranking

Review of the full application will entail a comprehensive evaluation of all general business information, supporting documentation and required information. This review will be conducted by the CED Board. They will determine eligibility, adhering to statute administrative rules and GOED/County policy. San Juan County staff will communicate with the applicant about any questions, concerns or deficiencies in the application to offer help in making corrections. If there is an unresolvable issue, such as the business not being located in San Juan County, staff will communicate with the business regarding denial of the application, and/or what options they have for future application or other programs.

During this timeframe, the business may also be asked to meet with the CED Board, virtual Zoom meetings can be arranged, to allow the business discuss and elaborate upon their stated needs with the board.

All applications will be ranked using the following system:

RCGP RANKING REFERENCE	
Ranking 0-4 points. (0-Non-Existent, 1-Poor, 2-Fair, 3-Good, 4-Exceptional)	
Job Creation Rank	How many equivalent FTEs are proposed?
	No FTE's purposed = 0
	Below average FTE's < 2 rating
	Above average FTE's > 2 rating
Job Quality Rank	How well are FTEs paid on average? Are FTE's seasonal? Will there be a benefits package?
	No FTE's purposed = 0,
	If Yes Benefits package >3
RCGP to Total Project Cost Rank	How much of the proposed project needs to be funded by grant money?
	100% = 0
	99%-50% = <1
	49%-33% = <3
	<33%= >3
Business Development Rank	How well does this project help the business grow and be built for the future?

Rural County Grant Program (RCGP)

Information and Application Instructions

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	Does this project sustain a struggling business or does it assist an already thriving business?
Economic Diversification Rank	How well would this project diversify the County's businesses?
	Is this project a new industry?
Economic Need Rank	0-1 Little to no need
	1-2 Shows potential, but questionable results
	2-3 Increases population, tax revenues, business, education, etc. in the County
	3-4 Demonstrates a clear economic need for San Juan County
Long-Term Community Impact Rank	0-1 Little to no impact, unnecessary for long-term growth
	1-2 Some impact, but questionable long-term growth
	2-3 Positive impact on County, but other projects show greater potential for long-term growth
	3-4 Necessary for County's long-term growth

Full Application & MOU

If an application is acceptable based on CED board consideration and ranking the applicant will be invited to complete a full application. Upon review of the full applications the CED board will determine award and funding terms. Upon this recommendation County Staff will draft a Memorandum of Understanding (MOU) to be taken to the county commission for final approval and signature. The business is welcome to attend this meeting to address the county commission, the MOU will be presented by the CED board chair and County Economic Development Director.

Contract, Award, and Post Performance Reporting

The time from pre-application to approval may take as long as three months. The applicant will be required to exercise patience during the review and approval process, and to not engage in the activities of their proposed project, including making purchases and hiring, until a contract between parties is agreed upon and signed. Within 10 business days after the County Commission meeting discussing MOU, the MOU between the business and San Juan County will be sent electronically, first for the business to review and approve, and then for signature execution. The business will have 30 days from the date the MOU is sent to sign and return the MOU to the County, or the MOU will be null and void. Once fully executed (all parties have signed and dated the MOU), the business may commence their project. RCGP MOUs are in effect for two (2) years from the date of County Commission's MOU approval. The business will have two (2) years to complete their project—paid for in full—make their new hires, and request reimbursement.

Upon completion of the project the business will be asked to complete a post-performance report. This report will include finalized project budget and spending, specifically of RCGP dollars; detailed listing of receipts for expenses; project summary—jobs created, completed project success, future of project, etc; pictures and/or other marketing items of the completed project; invoice for grant amount addressed to *San Juan County Economic Development and Visitor Services, PO Box 490, Monticello UT 84535*.

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