

Rural Rapid Manufacturing Grant Program

This Grant is administered by the Governor’s Office of Economic Development (GOED), Office of Rural Development (ORD) in accordance with state code 63N-4-501. The state has allocated \$500,000 on a one-time appropriation for this grant, beginning July 1, 2019, and ending June 30, 2020.

Grant Purpose

This grant assists in the establishment of laboratories designed to train students and employees, build and improve equipment, and offer scholarships within an industry defined under state code 63N-4-602 as “Rapid Manufacturing.”

General Information

“Rapid manufacturing” means a facility, laboratory, equipment, or process engaged in small-batch, fast delivery manufacturing.

Qualifying activities of this grant are:

- Construction or renovation of laboratories designed to train students and employees in:
 - Clothing production
 - Engineering and computer graphics
 - Manufacturing systems
 - Textile science
- Building and improvement of equipment to provide training and participation in rapid manufacturing
- Training and scholarships for students and employees to participate in rapid manufacturing employment opportunities

Under this grant, any of these qualifying activities is considered a “project” and will be referred to as such throughout the application and the contract.

Who may apply for this Grant?

Qualifying entities for this grant include institutions of higher education or non-profit companies (501(c)(3); 501(c)(4); 501(c)(5); 501(c)(6)) established within qualifying rural counties.

Qualifying Rural Counties are:

Beaver, Box Elder, Carbon, Daggett, Duchesne, Emery, Garfield, Grand, Iron, Juab, Kane, Millard, Morgan, Piute, Rich, San Juan, Sanpete, Sevier, Uintah, Wasatch, Wayne

Non-qualifying Counties are:

Cache, Davis, Salt Lake, Summit, Tooele, Utah, Washington, Weber

Only one application per qualifying entity will be considered for this grant.

Method and formula for determining grant amounts

Because overall grant funding is limited to \$500,000, applicants with the best proposals for the use of funds will receive an award. Applications will be subject to scoring, ranking, and rating in order to determine final award allocations. An application alone does not guarantee an award. Application scoring may determine grant funding amounts, e.g. a formula of points scored may be calculated as a percentage of overall funds available, or any other method deemed fair and equitable the office. Final grant awards are awarded by the executive director of GOED.

Term of the Grant

Upon approval of final grants awarded by the executive director of GOED, the awarded entity will enter into a contractual agreement with GOED to complete its project. The term for project completion will begin from the date of application approval and terminate after 18 consecutive months. If a project is not completed within the allotted 18 month period, the contract will become null and void unless express written permission for an extension is offered by the executive director, or the executive director’s designee.

THE APPLICATION

In as much as this grant has a one-time allocation of funds, applications will be open to qualifying entities to apply for the grant funds one time during the fiscal year 2020 (FY 2020). Grants will only be awarded to qualifying entities established within the qualifying rural counties.

Applying Entity

An applying entity may be an institution of higher education or a non-profit company (501(c)(3); 501(c)(4); 501(c)(5); 501(c)(6)).

The applicant must agree to:

- 1) define who will manage and report laboratory use
- 2) define who will be accountable for expense tracking and reporting for reimbursement requests
- 3) demonstrate the ability to build and maintain rapid manufacturing laboratories and equipment
- 4) administer training and scholarships for students and employees to participate in rapid manufacturing
- 5) assist in the creation of new high paying employment positions, and placement of newly trained students, in rural areas that pay at least 125% of the average wage of the community in which the employment positions will exist

Application Priority

Priority will be given to applicants:

- who will serve underprivileged or under-served communities, including communities with high unemployment and/or low median incomes (compared to State of Utah averages)
- where an applicant demonstrates comprehensive planning of a project and the cooperation of high quality partners, including an institution of higher education; and

- that will create new high paying employment positions in rural areas that pay at least 125% of the average wage of the community in which the employment positions will exist

Applicants will be required to justify the need for the grant and the dollar amount requested. As stated in “*Method and formula for determining grant amounts,*” applications will be subject to scoring, ranking and rating in order to determine final award allocations. Priority criteria, as stated above, will be a feature of the application, and a focus of those who will score them.

Form and Process of Submitting an Application

An official application for the Rural Rapid Manufacturing Grant will be available through an online portal. The portal will be open for a fixed period of time to allow applicants to submit their project proposals, describe budgets and timelines for their projects, and to upload supporting documentation. The applicants will also be required to justify the dollar amount requested by submitting quotes and bids estimating the cost of the proposed project. They will show planning and collaboration in their proposed projects with consideration for the qualifications and priorities explained above.

APPLICATION SCORING

Each application will be scored by multiple reviewers from the ORD staff to ensure objectivity and fairness in evaluation. The score for any application, scored by a single reviewer, may be up to 100 points. Application reviewers will base their review on the quality of the application, completion of application components, the quality of the project description, its purposes, stated goals and the contributions the Rural Rapid Manufacturing Grant will make to the regional economy of the qualified county area.

An application must receive a score of 75 or greater to be considered for an award. Each of the following elements of the application will be reviewed and scored. The points described are a maximum possible score for each element. A reviewer of the application may score an element anywhere from zero up to the maximum points allowed per element.

APPLICATION COMPONENTS

Organizational Information (5 points)

1. Date submitted
2. Name of applying entity
3. Full mailing address and telephone number of applying entity
4. Proposing organization Tax ID and name of Fiscal Agent (if other than applying entity)
5. Key organizational contact(s)
6. Email addresses and telephone numbers of responsible contact(s) (more than one is preferred)
7. Amount of grant funding request for FY 2020

Supporting Documentation (10 points)

To be uploaded into the application:

1. List stakeholders and partners involved in the grant project and the roles they will perform
2. Letter(s) of support from all entities involved in the project
3. Letter of support from the community in which the project will take place
4. Quotes and bids for proposed project
5. Drafts or renderings of the proposed construction or renovation projects, and/or pictures of existing property to be modified to accommodate a laboratory
6. The entity's W9 form, or the applicant's State of Utah vendor number if the applicant is currently a state vendor

If the applicant is a non-profit company the following additional Organizational Information and Supporting Documentation will be required:

1. IRS Designation Letter
2. Non-profit Organization W-9
3. Charitable Solicitation Permit
4. Certificate of Good Standing
5. Articles of Incorporation
6. By-laws
7. List of Board Member
8. GRAMA form (Request for confidentiality)
9. Letter of Support from the Economic Development Director or County/City Official in the designated area

ENTITY HISTORY AND QUALIFICATIONS (5 points)

A brief history of the applying entity will be required. Also, the entity will explain of how their organization relates to rapid manufacturing and why they are uniquely qualified to assist in the establishment of laboratories designed to train students and employees, build and improve equipment, and offer scholarships within an industry defined under state code 63N-4-502 as "Rapid Manufacturing."

PROJECT PROPOSAL (20 points)

This grant is project based. The applicant will explain what their proposed project is, its purposes, goals and benchmarks, the stakeholders and partners involved, and their defined roles. The applicant will describe the property in which the proposed rapid manufacturing laboratory will be established, or otherwise facilitated, and how it will be changed to accommodate the useful space. They will also include an argument as to why this location is best suited for such a facility.

SCOPE OF WORK (20 points)

In this section the applicant will explain how the Rural Rapid Manufacturing Grant Project will be completed, including a plan for project execution, what type of work will be done, what support activities will be involved, and who the participants will be.

Qualifying activities of this grant are:

- Construction or renovation of laboratories designed to train students and employees in:

- Clothing production
- Engineering and computer graphics
- Manufacturing systems
- Textile science
- Building and improvement of equipment to provide training and participation in rapid manufacturing
- Training and scholarships for students and employees to participate in rapid manufacturing employment opportunities

A project may include any one, or all, of the qualifying activities described above. The Scope of Work will also require an explanation of who will track and record the progress of the project against the stated goals and benchmarks explained in the Project Proposal, and who will be responsible for final project reporting.

BUDGET (10 points)

Each proposed Rural Rapid Manufacturing Grant Project will be accompanied by a detailed budget. The budget will outline estimated project costs. This will require thorough planning of the project. The exercise of budgeting will also help reviewers of the application determine the likelihood of project completion. The applicant will create a budget in an itemized form to reflect the proposed project, Scope of Work, and the Deliverables and Outcomes of their project. Table 1 is a Sample Budget given as an idea for creating an itemized budget.

Table 1—Sample Budget

Project Expenses	Grant Request	Construction/ Renovation	Building and Improvement of Equipment	Training and Scholarships	Total
Project Expense 1					\$
Project Expense 2					\$
Project Expense 3					\$
Project Expense 4					\$
Total Project Expenses	\$	\$	\$	\$	\$

TIMELINE (10 points)

The applicant will list the expected dates for the project, including expected start date, end date, and estimated dates for benchmarks and goals reached through the course of the project. The term of a Rural Rapid Manufacturing Grant Project agreement is approximately 18 months. Table 2 is a Sample Timeline.

Table 2—Sample Timeline

Project Timeline	Start	Project Completion
Benchmark		

Benchmark		
Benchmark		

DELIVERABLES AND OUTCOMES (20 points)

Deliverables and Outcomes will be a synopsis, or summarization, of the Project Proposal, Scope of Work, Budget, and Timeline. It will explain what the Rural Rapid Manufacturing Grant Project will look like upon completion, and what the projects capacity will be to serve the rapid manufacturing industry through construction or renovation of rapid manufacturing laboratories, training and preparing students and employees, and providing scholarships for students and employees to participate in rapid manufacturing employment opportunities. This synopsis will be included in each project contract and will be reviewed by GOED’s Compliance Department to determine true completion of the project.

REQUIREMENTS FOR PROJECT REIMBURSEMENT

GOED and the applicant (the applying entity’s responsible party) will agree to a contract and sign it. The GOED Compliance Department will identify areas such as: the Scope of Work, Deliverables and Outcomes, Timeline as defined in the application and Rural Rapid Manufacturing Grant Project Contract to make a determination if the reimbursement qualifies. Partial reimbursement payment may be made through the course of the 18 month term of the contract, not to exceed 50% of expenses incurred during the development of the project. A request-for-funds form and itemization sheet will be required to be signed and submitted to receive the initial 50% of funds. The remaining portion of funds will be paid upon proof of project completion, e.g., the completion of construction or renovation, building and improvement of equipment, and the issuance of scholarships and training certificates.

In addition to the key elements as stated above, awarded applicant will be required to submit the following documentation upon reimbursement request:

- A Letter of Request on entity letterhead specifying the amount requested and certifying that the project is either partially completed (up to 50%) or fully completed and all invoices have been paid. The Letter of Request shall be signed and the accuracy of the information verified by a company officer
- Copies of all invoices and evidence of payment (checks, bank statements or loan agreements) for work on the project
- Photo evidence that the project has been completed. Please provide several photos of the Rural Rapid Manufacturing Grant Project, the building, renovation, installed and functioning equipment, etc.
- List of scholarship and training recipients and the value of the awards