

RURAL COUNTY GRANT PROGRAM



Introduction

State of Utah code 17-54-101 established the Rural County Grant Program. Effective July 1, 2020, the Utah Governor's Office of Economic Development (GOED), through the Office of Rural Development (ORD), will administer the Rural County Grant Program. Oversight for the grant program will be by the Governor's Rural Partnership Board.

Rural counties in the State of Utah of the third, fourth, fifth, or sixth class are eligible to apply for the Rural County Grant. Rural County Grants are awarded to rural counties by the executive director of the Governor's Office of Economic Development after review and recommendation of the Governor's Rural Partnership Board.

The Rural County Grant Program is designed to address the economic development needs of rural counties, which needs may include:

- business recruitment, development, and expansion;
- workforce training and development; and,
- infrastructure and capital facilities improvements for business development

Grant Funds Appropriated

For fiscal year 2021, beginning July 1, 2020, the Utah State Legislature has appropriated \$4,600,000 in on-going funding to the Rural County Grant Program, and \$3,400,000 in one-time funding. The total funding available for fiscal year 2021 is \$8,000,000.

Grant Program Parts

The Rural County Grant Program has two distinct parts. They are:

Part A: Annual Distribution—grant funding of up to and including \$200,000 annually, distributed equally to each qualifying rural county, and

Part B: Competitive Award—grant funding, obtained by competitive application, which exceeds the \$200,000 Annual Distribution, up to an overall amount not to exceed \$800,000 per year for a single county.

Rural County Grant Program requirements and qualification will be explained in the pages following.

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Rural County Grant Program Part A: Annual Distribution

Rural counties in the State of Utah of the third, fourth, fifth, or sixth class (*See Attachment A*) are eligible to apply for the Rural County Grant Part A. A rural county may receive grant funding of up to and including \$200,000 annually. Grant funds are distributed equally to each qualifying rural county on the state fiscal year calendar of July 1 through June 30.

QUALIFYING REQUIREMENTS

For Part A: Annual Distribution:

1. A rural county must form and have a functioning County Economic Development Advisory Board (CED Board) (*See Attachment B*);
2. A formal application must be submitted by the county legislative body through the Governor's Office of Economic Development;
3. The application must include a description of anticipated economic development projects and activities approved by the legislative body, based upon recommendation of the CED Board, to include:
 - a. Scope of Work
 - b. Project and Activities Budget
 - c. Deliverables and Outcomes

For the initial Part A grant offering there will be no matching fund or reporting requirements by the applying rural county. However, beginning in 2021, and in subsequent years, a rural county may not receive an additional Rural County Grant Part A unless the rural county:

1. demonstrates a funding match, which may be provided by any combination of:
 - a community reinvestment agency
 - redevelopment agency
 - community development and renewal agency
 - private-sector entity
 - nonprofit entity
 - federal matching grant
 - county or municipality general fund match, or
 - in-kind match;

and that totals:

- 10% match for a county of the sixth class;
 - 20% match for a county of the fifth class;
 - 30% match for a county of the fourth class; and
 - 40% match for a county of the third class;
2. has complied with the reporting requirements of the Governor's Rural Partnership Board, and
 3. has complied with reporting requirements for all previous years the county has received a grant

APPLICATION

A county may apply for Part A: Annual Distribution two (2) months prior to the beginning of each fiscal year. Applicants will be encouraged to design new economic development projects and activities, and budget grant funding based on the economic development needs of the county, including the needs of cities and towns within its

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boundaries. Applications will be reviewed and approved so that counties may use the grant funds as soon as the fiscal year begins.

An online portal application will be open to qualifying rural counties. Each application will require a description of economic development projects and activities that may include: business recruitment, development, and expansion; workforce training and development; and, infrastructure and capital facilities improvements for business development. The description will include a scope of work, a budget, and expected deliverables and outcomes. The county applicant will also propose measurable standards for reporting the use of the grant funds.

HOW TO SUBMIT AN APPLICATION

Please submit the Rural County Grant Program Part A: Annual Distribution applications by visiting the GOED website business.utah.gov/rural. Open the Business Services tab and scroll down to Rural Economic Development. In the Rural County Grant tab, open the link titled FY20__ Rural County Grant Program Part A Application. All instructions to successfully apply for the grant will be included in the application form. Applications will be reviewed by the GOED Office of Rural Development and the Governor's Rural Partnership Board.

GRANT AGREEMENT AND TERMS

Upon application approval, the State of Utah and the applying rural county will enter into an agreement for the Rural County Grant Program Part A: Annual Distribution. The terms of an agreement under Part A are set to match the state's fiscal year, beginning July 1 of one year and ending June 30 of the following year.

GRANT FUND DISTRIBUTION

The Rural County Grant Program Part A: Annual Distribution

Grant funds will be distributed to each qualified rural county after application approval. 100% of the funds, up to \$200,000, will be distributed to a county upon application approval, and an agreement has been made between the county and the State of Utah.

REPORTING REQUIREMENTS

Each CED board within a county shall assist and advise the county legislative body in preparing reporting requirements for grant money received by a rural county under the program, and as required by the Governor's Rural Partnership Board (*See Attachment C*).

Required by the Governor's Rural Partnership Board

On or before September 1 of each year, a county that has received a grant under this program, including a Rural County Grant Part A, in the previous 12 months shall provide a written report to the rural partnership board that describes:

1. the amount of grant money the county has received;
2. how grant money has been distributed by the county, including
 - a. what companies or entities have utilized grant money,
 - b. how much grant money each company or entity has received, and
 - c. how each company or entity has used the money;
3. an evaluation of the effectiveness of awarded grants in improving economic development in the county, including

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- a. the number of jobs created,
 - b. infrastructure that has been created, and
 - c. capital improvements in the county;
4. how much matching money has been utilized by the county and what entities have provided the matching money; and
 5. any other reporting, auditing, or post-performance requirements established by the Office of Rural Development in collaboration with the rural partnership board under Subsection (6).

IMPORTANT DATES

- Grant Program Release Date: June 1, 2020
- Application Orientation Webinar: June 3, 2020
- Applications Due: June 19, 2020, 5 pm (Preferred)
- Application Review and Period: Applications may be reviewed immediately upon submittal
- Award Notification: Upon Approval
- Agreements completed for signatures: July 1, 2020 (Preferred)
- Grant Agreement Term: July 1, 2020 through June 30, 2021

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Rural County Grant Program Part B: Competitive Award

Rural counties in the State of Utah of the third, fourth, fifth, or sixth class (*See Attachment A*) are eligible to apply for the Rural County Grant Part B. Grant funding under Part B is obtained by competitive application. These funds may exceed the \$200,000 Part A: Annual Distribution, up to an overall amount not to exceed \$800,000 per year for a single county. If a county receives a Part A Grant it may be eligible to receive not more than \$600,000 in a Part B Grant in the same fiscal year.

QUALIFYING REQUIREMENTS

For Part B: Competitive Award:

1. A rural county must form and have a functioning County Economic Development Advisory Board (CED Board) (*See Attachment B*)
2. A formal application must be submitted by the county legislative body through the Governor's Office of Economic Development
3. The application must include a description of anticipated economic development projects and activities approved by the legislative body, based upon recommendation of the CED Board, to include:
 - a. Scope of Work
 - b. Project and Activities Budget
 - c. Timeline
 - d. Deliverables and Outcomes
4. The applying county must demonstrate a funding match, which may be provided by any combination of:
 - a community reinvestment agency
 - redevelopment agency
 - community development and renewal agency
 - private-sector entity
 - nonprofit entity
 - federal matching grant
 - county or municipality general fund match, or
 - in-kind matchand that totals:
 - 10% match for a county of the sixth class;
 - 20% match for a county of the fifth class;
 - 30% match for a county of the fourth class; and
 - 40% match for a county of the third class;
5. The applying county must provide verification of county compliance with the reporting requirements of the Governor's Rural Partnership Board, and
6. verification of reporting requirements for all previous years the county has received a grant

APPLICATION

A county may apply for the Rural County Grant Part B: Competitive Award during a designated period of time in a fiscal year. That designated period of time will take into account that the Part B application requires verification of county compliance with the reporting requirements of the Governor's Rural Partnership Board, and verification of reporting requirement for all previous years the county has received a grant, which are due on or before September 1

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of each year. Applicants will be encouraged to design new economic development projects and activities, and budget grant funding based on the economic development needs of the county, including the needs of cities and towns within its boundaries.

An online portal application will be open to qualified rural counties. As this part of the Rural County Grant is competitive, each application will be scored based on the quality of the application, economic development projects and activities description, and the purposes, goals, and measurable outcomes related to improving the overall county economy. The county applicant will be required to justify the economic development need for the grant, and the dollar amount requested. An application will be reviewed and scored by the Governor's Rural Partnership Board, and must receive a score of 75 or greater to be considered for an award. Final approval of an application will be given by the GOED executive director. Limited funds and the number of quality applications may factor into the overall number of grants awarded, and the dollar amounts allocated. Application alone does not guarantee funding. Due to the limitations stated above, an applicant may not receive a Part B grant award, or may be asked to accept a lower funding amount than is requested.

HOW TO SUBMIT AN APPLICATION

Please submit the Rural County Grant Part B: Competitive Award applications by visiting the GOED website business.utah.gov/rural. Open the Business Services tab and scroll down to Rural Economic Development. In the Rural County Grant tab open the link titled FY20__ Rural County Grant Program Part B Application. All instructions to successfully apply for the grant will be included in the application. Applications will be reviewed and scored by the GOED Office of Rural Development and the Governor's Rural Partnership Board.

CONTRACTS AND TERMS

Upon application approval, the State of Utah and the applying rural county will enter into a contract for the Rural County Grant Part B: Competitive Award. The terms of a contract under Part B are set for two years from the time of approval of the Governor's Rural Partnership Board and the executive director of the Governor's Office of Economic Development. For example, if approval is given on November 1 of 2020 the term of the grant will be from November 1, 2020 to November 1, 2022. All projects under Part B must be completed within the 24 month period of the contract. No county may have more than one Part B grant award at a time. Unless otherwise approved by the Governor's Rural Partnership Board and the GOED executive director, a county must complete the projects and activities of an initial Part B grant before seeking to apply again for another Part B grant.

Because Part B Grants are subject to competitive review against other rural county applicants, and because those applications will require significant planning and budgeting, amending an awarded contract to altogether different projects or activities is highly discouraged. An attempt to amend a contract and change a project or activity design once a contract has been made will require appeal to, and review by, the Governor's Rural Partnership Board. Final approval of a contract amendment will ultimately be given at the discretion of the GOED executive director. In the event of hardship or other unforeseen economic circumstances, an extension to a contract beyond the 24 month period of a Part B grant may be requested by appeal to the Governor's Rural Partnership Board, with final approval given at the discretion of the GOED executive director.

GRANT FUND DISTRIBUTION

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The Rural County Grant Part B: Competitive Award

Grant funds will be distributed to each qualified rural county after application approval. Funds will be distributed on a 75/25 bases, meaning 75% of grant funds will be delivered to a county upon application approval and a contract between the county and the State of Utah has been entered into. The remaining 25% of funds will be delivered upon satisfactory evidence of benchmark achievements toward completion of economic development projects and activities as proposed by the applying county and recorded in the grant contract.

An online portal will be available to make requests for final reimbursement of the outstanding 25% of grant funds. The GOED Compliance Department will identify key benchmarks from each contract to determine evidence of significant completion of economic development project and activities. The key elements to determine benchmarks will come from the applicant's submitted Scope of Work, Budget, Timeline, Deliverables and Outcomes as recorded in the grant contract, as well as from reporting standards required by the Governor's Rural Partnership Board.

REPORTING REQUIREMENTS

Each CED board within a county shall assist and advise the county legislative body on preparing reporting requirements for grant money received by a rural county under the program, and as required by the Governor's Rural Partnership Board (*See Attachment C*).

Required by the Governor's Rural Partnership Board

On or before September 1 of each year, a county that has received a grant under this program in the previous 12 months shall provide a written report to the rural partnership board that describes:

1. the amount of grant money the county has received;
2. how grant money has been distributed by the county, including
 - a. what companies or entities have utilized grant money,
 - b. how much grant money each company or entity has received, and
 - c. how each company or entity has used the money;
3. an evaluation of the effectiveness of awarded grants in improving economic development in the county, including
 - a. the number of jobs created,
 - b. infrastructure that has been created, and
 - c. capital improvements in the county;
4. how much matching money has been utilized by the county and what entities have provided the matching money; and
5. any other reporting, auditing, or post-performance requirements established by the Office of Rural Development in collaboration with the rural partnership board under Subsection (6).

IMPORTANT DATES

- Grant Release Date:
- Application Orientation Webinar:

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- Applications Due:
- Application Review and Scoring Period:
- Award Notification:
- Contracts completed for signatures:
- Grant Contract Agreement Term: Two years from the time of Rural County Grant Application approval

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Attachment A

Rural County Grant Qualifying Counties

Rural counties in the State of Utah of the third, fourth, fifth, or sixth class that have created and have an active County Economic Development Advisory Board (CED Board), are eligible to apply for grants under the Rural County Grant Program. Rural counties, by classification, are:

Counties of the Third Class (Population of 40,000 or more, but less than 175,000)

- Cache County
- Tooele County
- Box Elder County
- Iron County
- Summit County
- Uintah County

Counties of the Fourth Class (Population of 11,000 or more, but less than 40,000)

- Wasatch County
- Sanpete County
- Sevier County
- Carbon County
- Duchesne County
- San Juan County
- Millard County
- Morgan County
- Juab County

Counties of the Fifth Class (Population of 4,000 or more, but less than 11,000)

- Emery County
- Grand County
- Kane County
- Beaver County
- Garfield County

Counties of the Sixth Class (Population less than 4,000)

- Wayne County
- Rich County
- Piute County
- Daggett County

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Attachment B

County Economic Development Advisory Board (CED Board)

"CED board" means a County Economic Development Advisory Board as described in Utah Code Section [17-54-104](#).

Each rural county that seeks to obtain a Rural County Grant shall create a CED board composed of at least the following members appointed by the county legislative body:

- a county representative;
- a representative of a municipality in the county;
- a workforce development representative;
- a private-sector representative; and
- a member of the public who lives in the county

The county legislative body may also appoint additional members with experience or expertise in economic development matters. In appointing members of the CED board, the county legislative body may consider gender and socioeconomic diversity.

Each CED board shall assist and advise the county legislative body on:

1. applying for a Rural County Grant;
2. what projects should be funded by grant money provided to a rural county under the program; and
3. preparing reporting requirements for grant money received by a rural county under the program.

County Economic Development Advisory Boards (CED Boards) are subject to the Utah Open and Public Meetings Act (52-4-101-104, 201-210, 301-304), and are expected to abide by ethics in governance, and conflict of interest practices.

Appointment and Terms of CED Board Members

1. Appointment and Terms:
 - a. The county legislative body shall appoint each new member or reappointed member to a four-year term. It is encouraged that an appointed member of the CED Board be limited to serving two (2) consecutive terms.
 - b. The county legislative body shall, at the time of appointment or reappointment, adjust the length of terms to ensure that the terms of advisory committee members appointed by the county legislative body are staggered so that approximately half of the appointed advisory committee members are appointed every two years.
2. The CED Board shall elect a chair of the advisory board. It is encouraged that a CED Board Chair serves for no more than two (2) consecutive years.
3. The CED Board shall elect annually a vice chair from the advisory board's members.
4. When a vacancy occurs in the membership for any reason, the county legislative body shall appoint the replacement for the unexpired term.
5. A majority of the CED Board constitutes a quorum for the purpose of conducting advisory board business and the action of a majority of a quorum constitutes the action of the advisory committee.

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Attachment C

Rural County Grant Reporting Requirements

Required by the Governor's Rural Partnership Board

On or before September 1 of each year, a county that has received a grant under this program in the previous 12 months shall provide a written report to the rural partnership board that describes:

1. the amount of grant money the county has received;
2. how grant money has been distributed by the county, including
 - a. what companies or entities have utilized grant money,
 - b. how much grant money each company or entity has received, and
 - c. how each company or entity has used the money;
3. an evaluation of the effectiveness of awarded grants in improving economic development in the county, including
 - a. the number of jobs created,
 - b. infrastructure that has been created, and
 - c. capital improvements in the county;
4. how much matching money has been utilized by the county and what entities have provided the matching money; and
5. any other reporting, auditing, or post-performance requirements established by the Office of Rural Development in collaboration with the rural partnership board under Subsection (6).

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Attachment D

Responsibilities of the Governor's Rural Partnership Board

"Rural partnership board" means the Governor's Rural Partnership Board created in Section 63C-10-102.

Grant Oversight

The grant program shall be overseen by the Rural Partnership Board and administered by the Office of Rural Development. In overseeing the grant program, the rural partnership board shall recommend the awarding of grants to rural counties to address the economic development needs of rural counties, which needs may include:

- business recruitment, development, and expansion;
- workforce training and development; and
- infrastructure, industrial building development, and capital facilities improvements for business development.

Rules and Reporting Criteria

The Rural Partnership Board shall collaborate with the GOED Office of Rural Development to make rules establishing the eligibility and reporting criteria for the rural county to receive grant money, including,

- the form and process for a county to submit an application to the rural partnership board for a grant;
- the method of scoring and prioritizing grant program applications from rural counties;
- the reporting, auditing, and post-performance requirements for a rural county that receives grant money; and
- any deadlines that shall be met by a rural county when applying for a grant.

Application Review, Scoring, and Fund Distribution

Under Part A—

Applications will be reviewed by the GOED Office of Rural Development and the Governor's Rural Partnership Board. There will be no scoring of applications under Part A, as this part of the Rural County Grant is not subject to competitive distribution of grant funds. Distribution of funds under Part A is described in the GRANT FUND DISTRIBUTION of the program information.

Under Part B—

In determining the award of grant money under Part 2: Competitive Award, the Rural Partnership Board may not recommend the awarding of more than \$600,000 annually to a rural county. The Governor's Rural Partnership Board may prioritize applications that demonstrate any combination of the following:

1. that the county has or is actively pursuing the creation of an effective strategic economic development plan;
2. consistency with local economic development priorities;
3. economic need;
4. utilization of local financial or in-kind resources in combination with a grant;
5. evidence that jobs will be created; and
6. evidence that there will be a positive return on investment.

Additionally, the Governor's Rural Partnership Board will verify an applying county

7. has complied with the reporting requirements required by the rural partnership board, and
8. the reporting requirements described for all previous years that the county has received a grant.

After reviewing the recommendations of the Rural Partnership Board, the executive director of the Governor's Office

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of Economic Development shall award grants to rural counties in accordance with the provisions of the state statute and governing rules.

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Attachment E

Basic Elements of the Part A Application

Organizational Information

1. Date submitted
2. Name of applying county
3. Full mailing address and telephone number of applying county
4. Federal Tax ID number
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 20__ up to \$200,000

Supporting Documentation

To be uploaded into application form

1. The entity's W9 form, or the applicant's State of Utah vendor number if the applicant is currently a state vendor
2. Resolution establishing the CED Board
3. Minutes from the legislative body council meeting detailing the official establishment of a CED Board
4. List of CED Board members, including names, titles (chair, vice chair, etc.), organizations each member represents, and contact information
5. Letter of support from the County Economic Development Advisory Board (CED)

Scope of Work

To be written into the appropriate field in the application

1. Describe in detail what the proposed Rural County Grant projects and activities are
2. What type of work will be done?
3. Include a description of how projects and activities will be completed
4. Describe the economic development goals and benchmarks of the projects and activities

Budget

Explanation to be written into the appropriate field in the application:

Spreadsheet (to be provided) to be uploaded:

1. Explain the funding requirements of the project
2. Include calculated project bids
3. Provide estimated cost to administer the grant
4. Submit a proposed budget in spreadsheet format

Deliverables and Outcomes

To be written into the appropriate field in the application

Please address the following:

1. What will the completed economic development projects and activities look like? For example,
 - a. What populations or industry sectors will the project affect?
 - b. Will business opportunities be enhanced by this project?
 - c. How many projected new jobs will be realized as a result of this project?
2. Show metrics of project success, e.g., how it will be measured, tracked and recorded against goals

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and benchmarks, and how the projects and activities will affect:

- a. business recruitment, development, and expansion;
- b. workforce training and development; and/or,
- c. infrastructure and capital facilities improvements for business development

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Attachment F

Basic Elements of the Part B Application

Organizational Information

1. Date submitted
2. Name of applying county
3. Full mailing address and telephone number of applying county
4. Tax ID Name of Fiscal Agent
5. Key organizational contact(s)
6. Email addresses and telephone numbers of responsible contact(s) (more than one is preferred)
7. Minutes from the legislative body council meeting detailing the official establishment of a CED Board
8. List of CED Board members, including names, titles (chair, vice chair, etc.), organizations each member represents, and contact information
9. Amount of grant funding request for up to \$600,000

Supporting Documentation

To be uploaded into application form

1. Executive Summary of the Rural County Grant projects and activities
2. Letter of support from the Community Economic Development Advisory Board (CED)
3. The entity's W9 form, or the applicant's State of Utah vendor number if the applicant is currently a state vendor
4. The applying county must provide verification of county compliance with the reporting requirements of the Governor's Rural Partnership Board, and
5. verification of reporting requirement for all previous years the county has received a grant

Scope of Work

To be written into the appropriate field in the application

1. Describe in detail what the proposed Rural County Grant projects and activities are, and their
2. What type of work will be done?
3. Include a description of how projects and activities will be completed
4. Describe the economic development goals and benchmarks of the projects and activities

Budget

Explanation to be written into the appropriate field in the application:

Spreadsheet to be uploaded:

1. Explain the funding requirements of the project
2. Include calculated project bids
3. Provide estimated cost to administer the grant
4. Submit a proposed budget in spreadsheet format

Timeline

Explanation to be written into the appropriate field in the application:

Spreadsheet to be uploaded:

1. Explain the timeline for completion of projects and activities including important dates, goals, benchmarks, etc.

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2. Submit a proposed timeline in spreadsheet format

Deliverables and Outcomes

To be written into the appropriate field in the application

Please address the following:

1. What will the completed economic development projects and activities look like? For example,
 - a. What populations or industry sectors will the project affect?
 - b. Will business opportunities be enhanced by this project?
 - c. How many projected new jobs will be realized as a result of this project?
2. Show metrics of project success, e.g., how it will be measured, tracked and recorded against goals and benchmarks, and how the project will affect:
 - a. business recruitment, development, and expansion;
 - b. workforce training and development; and/or,
 - c. infrastructure and capital facilities improvements for business development