

Rural County Grant Program
Part B: Competitive Award
FY 2022

Introduction

State of Utah code 17-54-101 established the Rural County Grant Program. The Utah Governor's Office of Economic Opportunity (GO Utah), through the Center for Rural Development (CRD), will administer the Rural County Grant Program. Oversight for the grant program will be by the Business and Economic Development Subcommittee (GO Utah Board) as created in Section 63N-1b-202.

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 Opportunity (GO Utah) after review and recommendation by the GO Utah 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

Part B: Competitive Award

The Part B Grant Award is grant funding, obtained by competitive application, which exceeds 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.

For FY 2022 the total funding available for Part B is \$1,750,000.

QUALIFYING REQUIREMENTS

For Part B: Competitive Award:

1. A rural county must form and have a functioning County Economic Development Advisory Board (CED Board)
2. A formal application must be submitted by the county legislative body through the Governor's Office of Economic Opportunity (GO Utah)
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, addressing the economic development needs of the county, which needs may include:
 - business recruitment, development, and expansion;
 - workforce training and development; and,
 - infrastructure and capital facilities improvements for business development

4. The application will require a:
 - a. Scope of Work
 - b. Project and Activities Budget
 - c. Deliverables and Outcomes
 - d. Timeline
5. 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;
6. The applying county must provide verification of county compliance with the reporting requirements of the GO Utah Board, and
7. 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. 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 (See Attachment A for Basic Elements of Application). 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. Applications will be reviewed and scored by the GO Utah 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 GO Utah 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 GO Utah website business.utah.gov/rural. Open the Business Services tab and scroll down to Center for Rural Development. In the Rural County Grant Program tab open the link titled Rural County Grant Program Part B—FY2022 Application. All instructions to successfully apply for the grant will be included in the application. Applications will be reviewed and scored by the staff of the GO Utah Center for Rural Development and the GO Utah 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 by the GO Utah Board and the executive director of the GO Utah. For example, if approval is given on December 1 of 2022 the term of the grant will be from December 1, 2022 to November 1, 2024. All projects under Part B must be completed within the 24 month period of the contract. Unless otherwise approved by the GO Utah Board and the GO Utah 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. No county may have more than one Part B contract open at a time.

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 GO Utah Board. Final approval of a contract amendment will ultimately be given at the discretion of the GO Utah 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 GO Utah Board, with final approval given at the discretion of the GO Utah executive director.

GRANT FUND DISTRIBUTION

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 and completion of economic development projects and activities as proposed by the applying county and recorded in the grant contract, and proof of expenditure of matching funds.

An online portal will be available to make requests for final reimbursement of the outstanding 25% of grant funds. The GO Utah Compliance Department will identify key benchmarks from each contract to determine evidence of 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, and proof of matching funding as recorded in the grant contract, as well as from reporting standards required by the GO Utah Board.

IMPORTANT DATES

- Part B Grant Application Open Date: November 1, 2021
- Application Orientation Webinar: November 4, 2021; 11:00 am
- Applications Closure Date: December 15, 2021
- Application Review and Scoring Period: December 16-31, 2021
- Award Notification and Contracts completed for signatures: January, 2022
- Grant Contract Agreement Term: Two years from the time of Rural County Grant Application approval

Attachment A

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. Amount of grant funding request, not to exceed \$600,000

Supporting Documentation

To be uploaded into application form

1. Letter of support from the County Economic Development Advisory Board (CED)
(See Attachment B)
2. The entity's W9 form, or the applicant's State of Utah vendor number if the applicant is currently a state vendor

Note: The applying county must provide verification of county compliance with the reporting requirements of the GO Utah Board, and 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
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:

1. Explain the funding requirements of the project
2. Include calculated project bids
3. Provide estimated administrative costs
4. Explain the source and quantity of matching funds
5. Submit a proposed budget in spreadsheet format (Excel format to be uploaded)

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
3. Timeline
 - a. Explain the timeline for completion of projects and activities including important dates, goals, benchmarks, etc.

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.

Attachment C

Responsibilities of the GO Utah Board (GO Utah Board)

"GO Utah Board" means the GO Utah Board created in Section 63N-1b-202.

Grant Oversight

The grant program shall be overseen by the GO Utah Board (GO Utah Board) and administered by the Center for Rural Development. In overseeing the grant program, the GO Utah 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 GO Utah Board shall collaborate with the Center for 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 GO Utah 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 B—

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

1. 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 matching 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 GO Utah Board will verify that an applying county

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

After reviewing the recommendations of the GO Utah Board, the executive director of the GO Utah shall award grants to rural counties in accordance with the provisions of the state statute and governing rules.