

Rural Employment Development Incentive (REDI) Information and Instructions

The Rural Employment Development Incentive (REDI) grant bolsters rural economies in the state by awarding funding to business entities creating new, high-paying jobs in Utah's rural communities. These organizations can be located anywhere in the state so long as the new positions are filled by employees primarily working in a rural Utah community. The Utah Legislature allocated funding towards this incentive and other rural grants under the Rural Opportunity Program. The REDI grant application is open quarterly each calendar year until all available funding is encumbered or exhausted.

Overview

The REDI grant is a post-performance grant, meaning that grant funds are not distributed until applicants have met all the grant requirements outlined in the contract. Organizations considering the REDI grant must submit an application to the Governor's Office of Economic Opportunity (GOEO) before creating new positions. To qualify for the grant, the newly created positions must be:

- New to the organization and not simply a relocation from one jurisdiction to another
- Located in rural Utah
- Full-time, working at least 30 hours per week, as per state law
- Pay at least 100% of the county's average annual wage (not including healthcare or other paid or unpaid benefits)
- Retained with new hires filling the positions for at least 12 months

In addition to creating new positions, organizations must maintain the baseline number of full-time employees or full-time positions when the application is submitted, as identified by the contract.

Organizations can receive from \$4,000 to \$6,000 for each position created, depending on the relative size of the county's average annual wage compared to the state's average annual wage. An organization may qualify for up to \$250,000 in REDI Grant allocations per year. See the table [here](#) for a complete list of potential grant amounts by county.

Eligibility

To qualify for this grant, organizations:

- Must be a sole proprietorship, partnership, association, joint venture, corporation, firm, trust, foundation, or other organization or entity engaged in carrying out business activities; and
- Must not be primarily engaged in construction, staffing, retail trade, or public utility activities

Eligibility is also based on the employee's work location. Organizations must create new, high-paying positions primarily located in rural Utah, including remote positions at a satellite or hub office or in the same county as the organization, as long as the employees physically work from a rural community.

Rural communities include cities and towns in all counties of the third, fourth, fifth, or sixth class and cities and towns with a population of 10,000 or less in counties of the second class. See a complete list of the communities in counties of the second class that qualify as eligible primary work locations [here](#).

Finally, eligible organizations must remain current on all unemployment insurance payments and state and federal taxes. They must also maintain a current business license issued by the municipality where the organization is located.

REDI Timeline/Phases

The REDI grant consists of five main phases, illustrated below. The following sections describe each phase, what applicants must do, and what to expect.



Phase 1

Application Submission

The REDI application will open quarterly for approximately two weeks, one month after each calendared quarter. The application portal will open and close on the following dates:

- Feb. 1-15
- May 1-15
- Aug. 1-15
- Nov. 1-15

Once an organization has decided to apply for a REDI grant, it must complete and submit the application using GOEO's [application portal](#). If the organization has not applied for a grant or other funding opportunity administered by our office, it must submit a new user request [here](#).

The application consists of an online questionnaire and an Excel template. For it to be considered complete, the organization must answer all of the questions in the online portion and complete the "Hiring Plan" and "Baseline" sheets of the Excel template. Read the instructions in both parts carefully to ensure your organization has completed everything correctly.

The online portion of the application is divided into four sections: Applicant Information, Hiring Plan, Required Documents, and Declaration of Truth and Accuracy. In the hiring plan section,

the organization will use the "Hiring Plan" and "Baseline" sheets of the Excel template to answer several questions in the Hiring Plan section of the online application.

For the Required Documents section of the application, and per Utah Administrative Rules R357-22-104, an organization must submit the following documentation:

- A signed copy of its organization's W9 form;

- AND -

- Copies of Form 33H — Utah Employer Quarterly Wage List and Contribution Report for the most recent four quarters;
- Copies of executed professional employee agreements for each employee, as defined by Utah Code Subsection 31A-20-102(15);
- Copies of an equivalent form of official documentation showing the total number of current employees in the state of Utah;

- OR -

- If you are a new organization and do not have any other documentation listed above, a document explaining the organization's situation and structure and why your organization does not file the above-stated documents

Step-by-step instructions on accessing the application portal and completing both parts of the application are available [here](#).

Phase 2

Eligible Hiring Period

The Eligible Hiring Period includes the month before the application date plus the five months including and following the month of application. For example, suppose your organization submits its application during the February application cycle. In that case, its Eligible Hiring Period will include the month of January plus five more months — February, March, April, May, and June. Although the organization will have applied in February, its contract effective date will be recognized as January 1.

This will allow your organization to receive credit for those hired the month before the application period and let our office capture the most accurate, up-to-date hiring records we use to establish a baseline count of full-time employees. Our office will review your organization's application, determine the baseline number of full-time employees, and generate its contract as soon as possible after your organization's application is submitted. While we are doing so, your organization can begin the hiring process.

At the end of the Eligible Hiring Period, or six months after the contract effective date, our office will ask your organization to report the number of new, high-paying positions created and filled under this program. If the number of positions is less than the projected amount, our office may amend your organization's contract to reflect the lower number of actual hires, allowing us to unencumber funding and accept future applications from your organization or other rural organizations. Contract amendments must be signed within 30 days of receipt, or our office may terminate the contract altogether.

Phase 3

Eligible Employment Period

The Eligible Employment Period is the phase of the grant during which your organization needs to retain the new, high-paying positions created and filled during the Eligible Hiring Period. Please note that retaining these positions does not mean that the employee hired to fill that position cannot leave the organization, but that if that employee leaves, the position is refilled as

soon as possible. Note that if a current employee refills the new position, that employee's previous position must be backfilled to maintain the baseline employee count. This grant phase may start as early as the date of your organization's last eligible hire.

Organizations can submit their Request for Funds after either six or 12 continuous months of retaining the eligible positions. In either case, this grant intends to award organizations for creating new, permanent positions, not temporary or seasonal employment opportunities. If your organization chooses to submit its Request for Funds after six months, it must submit additional documentation listed in the following section.

Phase 4

90-day Submission Period

At the end of a standard six-month Eligible Hiring Period and 12-month Eligible Employment Period, your organization has 90 days to submit its Request for Funds before your organization's contract ends. As with your organization's original application, it must complete and submit your organization's Request for Funds using GOEO's [application portal](#). Around the end of the Eligible Employment Period, our office will send your organization an email with a link to your Request for Funds, and instructions on how to access it by logging into the application portal.

Like the grant's initial application, the Request for Funds application consists of an online portion and an Excel template. Your organization should use the same Excel template submitted with the original application. If your organization no longer access that template, the application contains a link to download a new copy.

If your organization submits a Request for Funds at the end of 12 months of continuous employment, your organization will need to complete the "Request for Funds" sheet of the Excel Hiring Plan template and upload it to the application with the following documentation:

- Copies of Form 33H — Utah Employer Quarterly Wage List and Contribution Report for the two most recent quarters;
- Copies of executed professional employee agreements for each employee, as defined by Utah Code Subsection 31A-20-102(15);
- OR -
- Copies of an equivalent form of official documentation showing the total number of current employees in Utah

If your organization submits a Request for Funds at the end of six months of continuous employment, your organization must submit a completed "Request for Funds" sheet of the Excel Hiring Plan template, one of the types of documentation listed above to show the total number of current employees in the state, as well as:

- 2nd-, 4th-, and 6th-month pay stubs for each employee hired to fill the new, high-paying positions

See Appendix B at the end of this document for complete, step-by-step instructions on creating and completing the Request for Funds application in the application portal.

Phase 5

Contract End

Your organization's contract concludes at the end of the 90-day submission period. Failure to submit a Request for Funds within this timeframe will result in ineligibility for funding under the current contract. However, your organization may reapply and restart the process at any time, provided funds are still available.

If you have questions about the REDI program, email econgrants@utah.gov and include "REDI" in the subject line.