

Rural Employment Development Incentive (REDI)

Information and Instructions

The purpose of the Rural Employment Development Incentive (REDI) grant is to bolster 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 community in Utah. The Utah Legislature has allocated funding towards this 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 of 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 which meet the following requirements to qualify for the grant:

- New to the organization, and not simply a relocation from one jurisdiction to another;
- Located in rural Utah;
- Work at least 30 hours per week, on average;
- Pay at least 100% of the county's average annual wage (not including healthcare, or other paid or unpaid benefits); and
- Retained for at least 12 months.

In addition to creating new positions, organizations must maintain the baseline number of full-time employees, or the number of full-time positions that existed when the application was submitted, as identified by 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 average annual wage.

An organization may qualify for up to \$250,000 in REDI Grant allocations per year. See the table [here](#) for a full 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. This includes positions that are remote, at a satellite or hub office, or in the same county as the organization so long as they are physically working 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. Cities and towns within Washington County, except the City of St. George, qualify as rural locations for the REDI grant as per Utah Code Section 63N-4-810(9). See a full 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 as illustrated below. The following sections describe each of these phases, what is required of applicants, and what to expect.



Phase 1 – Application Submission

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

- February 1 – 15
- May 1 – 15
- August 1 – 15
- November 1 – 15

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

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

The online portion of the application is broken up into four sections: Applicant Information, Hiring Plan, Required Documents, and Declaration of Truth and Accuracy. You 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, you must submit the following documentation:

- A signed copy of your organization's W9 form;
- AND -**
- Copies of Form 33H – Utah Employer Quarterly Wage List and Contribution Report for the most recent 4 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 of the other forms of documentation listed above, a document explaining the organization's situation and structure, and why you do not file the above stated documents.

Step-by-step instructions on how to access the application portal and complete both parts of the application are available [here](#).

Phase 2 – Eligible Hiring Period

The Eligible Hiring Period includes the month prior to your application date, plus the five months including and following the month of application. For example, if you submit your application during the February application cycle, your Eligible Hiring Period will include the month of January plus five more months—February, March, April, May, and June. Although you will have applied in February your contract effective date will be recognized as January 1.

This will allow your organization to receive credit for those hired the month prior to the application period, but also allow our office to 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 application, determine the baseline number of full-time employees, and generate your contract as soon as possible after your 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 you to report the actual 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 contract to reflect the lower number of actual hires. This allows us to unencumber funding and accept future applications from you 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 you need to retain the new, high-paying positions that you 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 the new position is refilled by a current employee, that employee's previous position must be backfilled to maintain the baseline employee count. This phase of the grant may start as early as the date of your last eligible hire.

Organizations can choose to submit their Request for Funds at the end of either 6 continuous months or 12 continuous months of retaining the eligible positions. In either case, the intent of this grant is to award organizations for creating new, permanent positions, not temporary or seasonal employment opportunities. If you choose to submit your Request for Funds at the end of 6 months, you must submit additional documentation listed in the following section.

Phase 4 – 90-day Submission Period

At the end of a standard 6-month Eligible Hiring Period and 12-month Eligible Employment Period, you have 90 days to submit your Request for Funds before your contract ends. As with your original application, you must complete and submit your Request for Funds using GOEO's [application portal](#). Around the end of the Eligible Employment Period, our office will send you an email with a link directly to your Request for Funds, and instructions on how to access it by logging into the application portal.

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

If you submit your Request for Funds at the end of 12 months of continuous employment, you 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 2 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 the State of Utah.

If you submit your Request for Funds at the end of 6 months of continuous employment, you 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 of the employees hired to fill the new, high-paying positions.

For complete, step-by-step instructions on how to complete the Request for Funds application will be provided to you upon request.

Phase 5 – Contract End

Your contract ends at the conclusion of the 90-day submission period. If you fail to submit your Request for Funds before the 90 days are up, you will no longer be eligible to receive funding under this contract. However, you may reapply and start this process again at any point as long as funds remain.

If you have any questions about the REDI program, reach out to econgrants@utah.gov and include “REDI” in the subject line.