

RURAL OPPORTUNITY PROGRAM

Introduction

State of Utah Code 63N-4-802 establishes the Rural Opportunity Program. The Utah Governor's Office of Economic Opportunity (Go Utah), through the Center for Rural Development (CRD), administers the Rural Opportunity Program. Oversight for the grant programs will be by the Rural Opportunity Advisory Committee as created in Section 63N-4-804. The Rural County Grant is one of the offerings of the Program.

Rural County Grant



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 (RCG). A rural county may receive grant funding up to \$200,000 annually. Grant funds are distributed equally to each qualified rural county on the state fiscal year calendar from July 1 through June 30.

Grant Purpose

The Rural County Grant empowers rural county governments to manage their unique economic development opportunities and take responsibility for planning, projects, and activities that will lead to improved economies.

The grant addresses economic development needs, which may include:

- Business recruitment, development, and expansion
- Workforce training and development
- Infrastructure and capital facilities improvements for business development

QUALIFYING REQUIREMENTS

1. A rural county must form and have a functioning County Economic Opportunity Advisory Board (CEO Board) (see Attachment B);
2. A formal application must be submitted each fiscal year by the county legislative body to the Center for Rural Development;
3. The application must include a description of anticipated economic development projects and activities approved by the county legislative body, based upon the recommendation of the CEO Board, to include:

- a. Scope of Work
- b. Project and Activities Budget
- c. Deliverables and Outcomes

APPLICATION

Upon approval of the previous year's report, an online portal will be open to qualified rural counties to apply for a new RCG. The basic elements of the application are found in Attachment C. 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. 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 application will require a scope of work, a budget, and expected deliverables and outcomes. The applicant will also propose measurable standards for reporting the use of the grant funds.

REPORTING REQUIREMENTS

On or before September 1 of each year, a county that has received an RCG in the previous fiscal year shall provide a written report to the Rural Opportunity Advisory Committee. Each CEO board within a county shall assist and advise the county legislative body in preparing reporting requirements for grant money received by a rural county, and as required by the Rural Opportunity Advisory Committee (*see Attachment D*). This reporting requirement must occur as a compliance measure prior to receiving consideration for a new RCG for a subsequent year. For information regarding the Rural Opportunity Advisory Committee, see Attachment E.

GRANT AGREEMENT AND TERMS

Upon application approval, the State of Utah and the applying rural county will enter into or amend an existing agreement for the RCG. The terms of an agreement 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

RCG funds will be distributed to each qualified rural county after the application approval. The full amount of awarded funds, up to \$200,000, will be distributed to a county upon application approval, and a contract agreement has been made between the county and the State of Utah. An invoice for the award amount will be required to be submitted by the county for payment to be processed.

IMPORTANT DATES

- Annual Reports Due: Sept. 1

- Applications Due: Oct. 1
- Application Review and Period: Applications may be reviewed immediately upon submittal
- Award Notification: Upon Approval
- Grant Agreement Term: July 1 through June 30, on the fiscal year

Attachment A

Rural County Grant Qualified 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 Opportunity Advisory Board (CEO Board), are eligible to apply for grants under the Rural County Grant. Rural Counties (State Code 17-50-501) by classification, are:

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

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

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

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

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

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

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

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

Attachment B

County Economic Opportunity Advisory Board (CEO Board)

"CEO board" means a County Economic Opportunity Advisory Board as described in Utah Code Subsection 63N-4-803.

Each rural county that seeks to obtain a Rural County Grant shall create a CEO 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 CEO board, the county legislative body may consider gender and socioeconomic diversity.

Each CEO 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;
- and 3. preparing reporting requirements for grant money received by a rural county.

County Economic Opportunity Advisory Boards (CEO 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 CEO 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 CEO Board is 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 board members appointed by the county legislative body are staggered so that approximately half of the appointed advisory board members are appointed every two years.

2. The CEO Board shall elect a chair of the advisory board. It is encouraged that a CEO Board Chair serves for no more than two (2) consecutive years.

3. The CEO 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 CEO 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 board.

Attachment C

Basic Elements of the Rural County Grant 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 the 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. If establishing a new Board:
 - a. Resolution establishing the CEO Board
 - b. Minutes from the legislative body council meeting detailing the official establishment of a CEO Board
3. If the Board has been established:
 - a. List of CEO Board members, including names, titles (chair, vice-chair, etc.), terms, organizations each member represents, and contact information
 - b. Minutes from the most recent CEO meeting in which the Rural County Grant was discussed
4. Letter of support from the CEO Board

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, such as:
 - a. What type of work will be done?
 - b. Include a description of how projects and activities will be completed
 - c. Describe the economic development goals and benchmarks of the projects and activities

Budget

To be written into the appropriate field in the application, and spreadsheet to be provided:

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

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 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

Attachment D

Rural County Grant Reporting Requirements

Required by the Rural Opportunity Advisory Committee

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

1. the amount of grant money the county has received;

2. how grant money has been distributed by the community, including

- a. which 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 community, including

- a. the number of jobs created,

- b. infrastructure that has been created, and

- c. capital improvements in the community;

4. how much matching money has been utilized by the community and what entities or sources have provided the matching money; and

5. any other reporting, auditing, or post-performance requirements established by the Center for Rural Development in collaboration with the Advisory

Committee

Attachment E

Responsibilities of the Rural Opportunity Advisory Committee

"Rural Opportunity Advisory Committee" means the committee created in Section 63N-4-804. The Rural Opportunity Advisory Committee is made up of seven members appointed by the executive director of Go Utah, as least five of whom shall reside in a rural county.

Grant Oversight

The Rural County Grant program shall be overseen by the Rural Opportunity Advisory Committee and administered by the Center for Rural Development. In overseeing the grant program, the Rural Opportunity Advisory Committee shall advise and make recommendations to the office regarding the awarding of grants and loans under the Rural Opportunity Program. The grants and loans to rural communities are to address the economic development needs of rural communities, 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 Opportunity Advisory Committee 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 Rural Opportunity Advisory Committee for a grant;
- the method of scoring and prioritizing grant program applications from rural communities;
- 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

Applications will be reviewed by the Center for Rural Development and the Rural Opportunity Advisory Committee. There will be no scoring of applications under the Rural County Grant, as this part of the Rural Opportunity Program is not subject to competitive distribution of grant funds.