

# RURAL COUNTY GRANT PROGRAM (RCGP) INFORMATION AND APPLICATION INSTRUCTIONS



## OVERVIEW

The Garfield County Economic Development (CED) Board administers the Rural County Grant Program (RCGP). This grant provides a way for businesses and non-profits investing in Garfield County to apply for incentives that promote economic growth.

### Business Development Incentive

Projects and applications for the RCGP will be ranked higher if a small business makes a capital investment, e.g. a major equipment purchase, construction or purchase of a building, etc.

### Job Creation Incentive

Projects and applications for the RCGP will be ranked higher if a small business creates new jobs, more specifically higher-wage and full-time jobs, and retains the new employees for 12 consecutive months.

## GRANT ELIGIBILITY REQUIREMENTS

**A project or application eligible to apply for the Garfield County Rural County Grant should:**

- be located in Garfield County
- not request more than 50% of the total project cost

**Examples of Rural County Grant Projects:**

- Housing developments
- Infrastructure developments
- Construction of a new building
- Adding on to an existing building
- New or upgraded equipment or machinery
- Value-added agriculture expansion projects
- New or uncommon industry investment

**The following projects or applications are ineligible for Rural County Grant Program (RCGP):**

- Project is not or would not be located in Garfield County
- Project or application does not provide a business development, job creation or economic need incentive
- Project or application is behind on property taxes, invalid/unapproved business license or Conditional Use Permit or in violation of any other applicable Federal, State or County rule, regulation or requirement.

### **Pre-Application – Request for Information (RFI)**

The application process begins with a Request for Information Form. The form can be found at <https://www.garfield.utah.gov/departments/planning-economic-development> under the County Economic Development (CED) Board tab. The pre-application RFI is intended to help the applicant and the staff at Garfield County to evaluate eligibility for the grant. Once the pre-application has been evaluated, the business applicant will be informed of eligibility, of possible deficiencies to be corrected, or of options with other programs in the case that it is determined a business or its proposed project are not eligible for the Rural County Grant Program (RCGP). If a business is deemed eligible, they will receive a detailed notification with instructions to move forward.

### **Full Application – Additional Project Information, Project Presentation**

The Rural County Grant Program (RCGP) application is only accessed after pre-application approval. The applicant will be required to fill out all question fields and upload all supporting documents. The full application will contain the following components:

#### **GENERAL BUSINESS INFORMATION**

- Name of applying business
- Key organizational contact(s), email addresses and telephone numbers
- Full mailing address (matching W9)
- Utah Business Entity Number ([found here](#))
- Primary NAICS code and industry
- Number of years the company has been in business
- Current number of full-time employees, if applicable
- GRAMA form (Request for confidentiality)

#### **SUPPORTING DOCUMENTATION**

- Project information such as financials, scope of work, project cost spreadsheet, funding sources, etc.
- Letter of support from local jurisdiction
- Business license from local jurisdiction ([found here](#))
- Current W-9 ([found here](#))

## THE APPLICATION

### DETAILED PROJECT OUTLINES

- Detailed description of the project (text field)

The applicant will describe what the project is, how it will be accomplished, and why the Rural County Grant Program (RCGP) is needed to accomplish the project; for example, has there been a change in business opportunity, a change in competition; offering a new service, etc. The applicant will state the goals the company intends to achieve with the capital investment and how the project promotes business and economic development in the community/County.

- Detailed description of how the project will lead to the creation of new high-paying full-time job(s), if applicable. (text field)

For example, the new equipment will require a new full-time operator; the new building will require a new full-time manager, etc. The applicant will justify the new hire against the project description.

- Complete budget outline, this includes other funding sources contributing to the project (upload document)
- Project quotes and/or bids (upload document)

Quotes and bids must not be previously paid invoices. Purchases made prior to a Rural County Grant Program (RCGP) contract being fully executed do not qualify for reimbursement

- Pictures, Drafts or Renderings (upload documents)

Pictures of the type of equipment or existing property intended to be purchased; drafts or rendering of the project to be built, etc. Purchases of raw land, non-specialized vehicles, replacement equipment or machinery, computers/laptops and non-specialized office equipment do not qualify for Rural County Grant Program (RCGP) funds

- Estimate of total project cost (text field)
- Requested matching grant amount (text field)

### **Pre-Application**

The pre-application, submitted through the online form, will be received by the Garfield County Economic Development Office and shared with the County Economic Development (CED) Board. The pre-application will be evaluated to determine preliminary eligibility. The Rural County Grant Program (RCGP), project description, along with general company information, business development and job creation potential will be key components of evaluation. If it is determined that the applying business does not qualify for the RCGP, it will be informed of possible deficiencies to be corrected, or of options with other programs. If a business is deemed eligible, they will receive a detailed notification with instructions, and a link to access the full application.

### **Full Application**

Review of the full application will entail a comprehensive evaluation of all general business information, supporting documentation and required information. This review will be conducted by the CED Board. They will determine eligibility, adhering to statute administrative rules and GOED/County policy. Garfield County staff will communicate with the applicant about any questions, concerns or deficiencies in the application to offer help in making corrections. If there is an unresolvable issue, such as the business not being located in Garfield County, staff will communicate with the business regarding denial of the application, and/or what options they have for future application or other programs.

During this timeframe, the business will also be asked to meet with the CED Board, virtual Zoom meetings can be arranged, to allow the business discuss and elaborate upon their stated needs with the board.

If an application is acceptable, the CED board will determine award and funding terms. Upon this recommendation County Staff will draft a Memorandum of Understanding (MOU) to be taken to the County Commission for final approval and signature. The business is welcome to attend this meeting to address the County Commission, the MOU will be presented by the CED Board Chair and County Economic Development Director.

### **Contract and Award**

The time from pre-application to approval may take as long as three months. The applicant will be required to exercise patience during the review and approval process, and to not engage in the activities of their proposed project, including making purchases and hiring, until a contract between parties is agreed upon and signed. Within 10 business days after the County Commission meeting discussing MOU, the MOU between the business and Garfield County will be sent electronically, first for the business to review and approve, and then for signature execution. The business will have 30 days from the date the MOU is sent to sign and return the MOU to the County, or the MOU will be null and void. Once fully executed (all parties have signed and dated the MOU), the business may commence their project. RCGP MOUs are in effect for two (2) years from the date of County Commission's MOU approval. The business will have two (2) years to complete their project—paid for in full—make their new hires and request reimbursement.

Upon completion of the project the business will be asked to complete a post-performance report. This report will include finalized project budget and spending, specifically of RCGP dollars; detailed listing of receipts for expenses; project summary—jobs created, completed project success, future of project, etc.; pictures and/or other marketing items of the completed project; invoice for grant amount addressed to the Garfield County Economic Development Office, P.O. Box 77, Panguitch, UT 84759.