



COMMUNITY ECONOMIC DEVELOPMENT BOARD MEETING

September 17, 2024 at 3:00 PM

AGENDA

Join Zoom

Meeting <https://us06web.zoom.us/j/83154082193?pwd=IQYvrQwl0ZNs1bdTbLEckkHPZjFKSb.1Meeti>
ng ID: 831 5408 2193 Passcode: 659297

CALL TO ORDER

1. Introduction of the San Juan County Economic Development Manager, Talia Hansen

ADOPTION OF THE AGENDA

APPROVAL OF MINUTES

2. Approval of Minutes from the June 18, 2024 meeting

DISCUSSION & ACTION ITEMS

3. Elect a New Vice Chair
4. 2024/2025 Business Conference & Expo - Rural County Grant (RCG) Consideration
5. 2024/2025 SJC Development Department Funds - Rural County Grant (RCG) Consideration
6. 2025 SJC Business Support Grants - Rural County Grant (RCG) Consideration
7. Approval - 2025 Rural County Grant (RCG) Final Budget
8. Approval - 2025 Board Resolution for Rural County Grant (RCG) Application
9. Approval - 2025 Board Letter of Support for the Rural County Grant (RCG) - Signed by Chair
10. Approval - 2025 Amendment For Grant Use - Indian Canyon Ranch
11. Housing Assessment target completion date September 2024

REPORTS

12. Chair Report

13. Monticello, Blanding, and Bluff city updates

14. Nate Pitts Business License Report

FUTURE AGENDA ITEMS

Next Meeting:

15. December 10th, 2024 @ 3pm

ADJOURNMENT

In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for this meeting should contact the San Juan County Clerk's Office: 117 South Main, Monticello or telephone 435-587-3223, giving reasonable notice

San Juan County Economic Development Board
Tuesday June 18th, 2024
Zoom Meeting

CED Board Members

Name	Role	Position	Term Expires	PM Training
Ben Muhlestein	Board Member	Municipality Representative, Blanding City	01/31/2024	Y
	Chair	Workforce Development Representative	01/31/2024	Y
Kaeden Kulow	Vice-Chair	Municipality Representative, Monticello City	01/31/2024	Y
Linda Sosa	Board Member	Municipality Representative, Bluff Town	01/31/2025	Y
Karry Deeter	Board Member	San Juan County Private Sector Representative	01/31/2025	
Silvia Stubbs	Board Member	Representative of San Juan County	01/31/2024	Y
Ryan Benally	Board Member	At Large	01/31/2025	Y
Hannah Bailey	Board Member	At Large	01/31/2025	Y
Karen Whipple	Board Member	San Juan County Private Sector Representative	01/31/2024	Y
Open	Board Member	San Juan County Private Sector Representative		

Attendance:

Members Present: Hannah Bailey, Silvia Stubbs, Karry Deeter, Kaeden Kulow, Ben Muhlestein, Linda Sosa

Members Absent: Karen Whipple, Ryan Benally

Staff Present: Elaine Gizler, Nate Pitts

Staff Absent: None

Guests: None

- I. Kaeden calls the meeting to order.
- II. Ben motions to adopt the agenda. Karry seconded.
- III. Linda motions to approve the minutes from the March 19, 2024 Meeting. Karry seconded.
- IV. Kaeden talks about nominating a new Chair for the board.
 - A. Ben motions to nominate Kaeden for the Chair. Hannah seconded. All in favor. Kaeden Kulow is appointed Chairperson of the board.
 - B. Elaine shares information about the letter allocating grant funding for 2024 and asks Kaeden to sign it. Ben motions to approve and sign the letter for the 2024 Rural Grant. Linda seconded.
 - C. Silvia, Kaeden, Ben, and Karen are approved by the County Commission for new terms on the board.
 - D. Elaine discusses 2025 Rural Grant funding to be divided amongst the cities to improve main street businesses and asks the board members to consider.
 - E. Ben talks about a proposed pipeline from Energy Fuels to Blanding and shares the benefits. Asks about possible grant funding towards the project.
 - F. Kaeden talks about meeting dates for 2024. August 23rd, September 17th, and December 10th.
 - G. Elaine shares updates on the near completion of the housing assessment. Elaine talks about the progress of Mick Thornton and his role in the housing assessment.
 - H. Elaine discusses improving economic development in SJC. Ben talks about business expansion and retention. Karry reflects on business start up help at the resource center she recently launched. Silvia shares insights on local business.
- V. Ben shares updates on projects in Blanding and talks about business success. Silvia talks about a possible housing development in Blanding for UNHS. Kaeden fills in for Linda and shares updates on Bluff, including a remodel of the old elementary school. Kaeden talks about updates in Monticello.
- VI. Kaeden presents the Chair report and talks about Rural Grant feedback he has received.
- VII. Elaine shares the Director's report and talks about the four new welcome signs. Elaine talks about the RV Stalls completion and shares updates on local businesses.
- VIII. Nate provides updates on business licensing and a zoning update that will allow for more business opportunities.
- IX. Kaeden asks for recommendations for guest speakers. Ben shares that Bayley Hedglin has been working with SERDA and may be willing to present. Kaeden talks about inviting a few Rural Grant recipients to come talk about their progress.
- X. Karry motions to adjourn the meeting. Hannah seconded.

San Juan County Economic Development Department RCG Funds Proposal

For Fiscal Year 2025, the department, led by the new Economic Development Manager, requests \$30,000 through the Rural County Grant (RCG). These funds will support operations, including travel, training, education, and marketing, helping the department improve administrative efficiency and foster collaboration with local businesses and communities.

The department serves the following areas:

- **San Juan County Cities:**

- Blanding
- Bluff
- Monticello

- **Census Designated Places (CDPs):**

- Aneth
- Halchita
- Halls Crossing
- La Sal
- Mexican Hat
- Montezuma Creek
- Navajo Mountain
- Oljato-Monument Valley
- Spanish Valley
- Tselakai Dezza
- Westwater
- White Mesa

As a department serving rural and underserved areas, this funding will enable us to continue promoting business development and infrastructure improvements that benefit the entire region.



San Juan County Business Support Grant Proposal

INTRODUCTION

San Juan County's Grant Program has been a valuable resource for supporting local businesses. The funds for this program come from the Rural Communities Opportunity Grant (RCOG) Part A. This year, the proposed amount to support this program is **\$140,000**. To better serve the county's diverse business needs, the proposal for this program is to update the program to include:

1. **A new tiered funding approach**
2. **Adjust Grant Budget Breakdown:**
3. **Update Grant Application, Scoring System, and Reporting Structure**

NEW TIERED FUNDING APPROACH

Introducing a tiered funding system will better align grant opportunities with the size, stage of development, and economic impact potential of local businesses. By categorizing grants into three tiers, the program will allocate resources more strategically, ensuring a higher return on investment (ROI) for the county.

The tiered approach also addresses a persistent challenge facing Main Street businesses that require funding for renovations or project assistance. However, not all companies or cities are ready for comprehensive Main Street revitalization efforts. This new structure provides flexibility to businesses prepared for expansion, renovation, or shovel-ready projects. This may also inspire other business owners or property owners to be more active in maintaining or using their buildings for business growth.

By offering this tiered system, the program allows for greater flexibility in funding allocation, ensuring that businesses and cities prepared for growth receive the necessary support while assisting those in the early stages of readiness.

GRANT BUDGET BREAKDOWN

The San Juan County Business Support Grant proposed a budget request for the program, which has a total budget of **\$140,000**. To better serve the diverse needs of local businesses, the program will distribute funds across three distinct tiers. This tiered system ensures that companies of varying sizes and stages of development can access the financial support they need to grow and thrive.

Tier 1: Large Business Growth Grants

- **Total Budget Allocation:** \$60,000
- **Estimated Number of Grants:** 1 - 2 businesses
- **Grant Amount per Business:** Up to \$60,000
- **Explanation:** Tier 1 is for large businesses or projects with substantial growth potential. It focuses on projects with a high return on investment (ROI) for the county, such as significant expansions, job creation, or major facility upgrades. Only a few grants will be awarded in this tier, representing a substantial investment in the county's economic development.

Tier 2: Business Expansion or Main Street Business Grants

- **Total Budget Allocation:** \$50,000
- **Estimated Number of Grants:** 1 - 3 businesses
- **Grant Amount per Business:** Up to \$25,000
- **Explanation:** Tier 2 supports small to mid-sized businesses looking to expand or improve their operations. These grants will help companies that need moderate funding for improvements, expansions, or projects that support community revitalization, such as Main Street businesses.

Tier 3: Seed Money, Equipment, Project, and Small Business Grants

- **Total Budget Allocation:** \$30,000
- **Estimated Number of Grants:** 50 - 100 businesses
- **Grant Amount per Business:** \$200 - \$3,000
- **Explanation:** Tier 3 is focused on startups and small businesses, providing seed money for new ventures or operational costs for small businesses. This tier will have the highest number of recipients, making it an essential tool for encouraging entrepreneurship and supporting early-stage companies in the county.

UPDATED GRANT APPLICATION, SCORING, AND REPORTING

Grant Application Requirements

For all tiers, the updated application process will include the following:

- **Basic Business Information:** Contact details, business name, and history.
- **Quotes for Projects:** Required for any renovations, new buildings, or equipment purchases.
- **General Contractor Requirement:** For renovations or new builds, businesses must use a licensed general contractor and comply with all permits and legal requirements.

Scoring and Criteria by Tier

The updated San Juan County Grant Program utilizes a tiered scoring system to ensure Each tier includes specific scoring criteria, ensuring grants are allocated based on business performance, project readiness, and community impact.

Tier 1: Large Business Growth Grants

Scoring Criteria:

- **Business Longevity (20 points):** Higher scores for businesses with longer operating histories, demonstrating stability and experience.
- **Profit and Loss Statement (20 points):** Applicants must provide a comprehensive P&L statement, with higher scores for demonstrating sound financial management and profitability.
- **Shovel-Ready Projects (30 points):** Projects must be shovel-ready, with quotes and clear budgets. Detailed plans, including contractor bids and timelines, will score higher.
- **Job Creation Potential (20 points):** Higher scores for projects that demonstrate the potential for significant job creation.
- **Matching Funds Requirement (5 points):** A 10% match of the requested grant amount is required, which can include cash, land, or buildings. Applicants showing a strong commitment through matching funds will score higher.
- **Business Technical Assistance (5 points):** Applicants who meet with a business technical assistance provider (SBDC, WBC, ashTEC, SJC Economic Development Office) can earn additional points.

Total Available Points: 100

Tier 2: Business Expansion or Main Street Grants

Scoring Criteria:

- **Business Longevity (15 points):** Higher scores for businesses with a longer history of operation, reflecting their stability.
- **Profit and Loss Statement (15 points):** Points awarded for businesses that can demonstrate sound financial management practices through their P&L statement.
- **Shovel-Ready Projects (35 points):** Projects ready to begin upon grant approval, with clear quotes, budgets, and timelines, will score higher.
- **Job Retention Potential (20 points):** Businesses that can show how the grant will help retain existing jobs will score higher.
- **Matching Funds Requirement (10 points):** A 5% match of the requested grant amount is required. Matching funds can include cash, land, or buildings.
- **Business Technical Assistance (5 points):** Applicants who meet with a business technical assistance provider (SBDC, WBC, ashTEC, SJC Economic Development Office) can earn additional points.

Total Available Points: 100

Tier 3: Seed Money Grants

Scoring Criteria:

- **Startup Costs and Operating Budget (30 points):** Applicants must provide a clear outline of startup costs or an initial operating budget. Thorough plans and a strong understanding of financial needs will score higher.
- **Financials (20 points):** Points awarded for applicants who can provide one of the following financial documents: startup budget, project budget, or P&L reports.
- **Return on Investment (30 points):** Applicants must explain how the grant will generate a return on investment (ROI), even if it's job creation for themselves. Clear paths to profitability will score higher.
- **No Matching Funds Requirement:** No match is required for Tier 3 applicants, lowering financial barriers for new businesses.

- **Business Technical Assistance (5 points):** Applicants who meet with a business technical assistance provider (SBDC, WBC, ashTEC, SJC Economic Development Office) can earn additional points.

Total Available Points: 100

Award Process

1. Application Review and Scoring:

- Applications will be reviewed by the San Juan County Economic Development Board. Each application will be scored according to the specific criteria for the respective tier.
- Businesses that meet the minimum score threshold will be considered for funding.

2. Grant Award Notification:

- Successful applicants will receive an official **Award Letter**, which will detail the terms of the grant, reporting requirements, and how funds will be disbursed. The letter will outline the project's timeline, the percentage of funds awarded, and the reporting expectations.
- A detailed timeline of when businesses will receive their checks will be included in the Award Letter, ensuring they know when and how the funds will be transferred.
- Each awardee will be required to sign an MOU.

Distribution of Funding

One potential area for discussion is the structure of grant payments:

- **Reimbursement Grants:** For Tier 1, consider offering 80% of the grant upfront, with the remaining 20% distributed upon submission of receipts and project completion. This ensures accountability but may challenge businesses in a rural area where cash flow is limited.
- **Upfront Grants for Smaller Tiers:** For Tier 2 and Tier 3, consider offering the full amount upfront to avoid putting undue financial strain on businesses that may not have the resources to front the costs.

Reporting Process

1. Reporting Requirements:

- Grant recipients will be required to submit **progress reports** throughout the year. These reports may include:
 - A breakdown of expenses incurred.
 - Progress updates on the project (e.g., milestones met, challenges encountered).
 - Receipts for expenditures.
 - Reports will be submitted to the **San Juan County Economic Development Office**, which will review the reports for completeness and compliance.
2. **CED Board Updates:**
- Each progress report will be provided to the **County Economic Development (CED) Board** for review during their regular meetings. This provides transparency and accountability as the board monitors project progress.
3. **Final Report:**
- A **final report** must be submitted before the last CED Board meeting of the year and prior to submitting the final report to the **State of Utah**. This report should include:
 - A complete financial breakdown (all receipts and invoices).
 - Final outcomes of the project (job creation/retention, renovations completed, equipment purchases, etc.).
 - Any amendments or changes made during the project's duration.
4. **Amendments and Changes:**
- If the project comes in under budget or the business needs to change the use of the grant funds, they may submit an amendment request to the Economic Development Office. Approval of amendments must align with the original grant scope, and changes must be reported in progress reports and approved by the **County Economic Development (CED) Board**.
5. **Reporting Form or Template:**
- An outline or **reporting form** will be provided in the Award Letter. This form will detail exactly what information is required in each report, making it easier for grant recipients to comply with the reporting requirements. The form will include sections for financial details, project updates, and other key information.

Potential Challenges to Address

- **Does this grant include nonprofits? Would it be better to keep them on the lower tier?**
- **General Contractor Costs and Availability:** In our rural area, it can be expensive and difficult to find available contractors within the 12-month project window. Should we require General Contractors? Would it be better to have them submit permits as part of the reporting process?

- **Obtaining Quotes in Time:** Another challenge is that businesses often struggle to get quotes in time to complete their applications.
- **Reimbursement vs. Upfront Payments:** While reimbursement can increase accountability, many rural businesses don't have the financial resources to front the costs. We should discuss whether reimbursement should only apply to larger businesses (Tier 1) while offering upfront payments for smaller grants in Tiers 2 and 3.



Rural County Grant—FY 2025

San Juan County Economic Development Budget

Item Amount Budget Narrative The Economic Department's split from Visitor

Services has left it with a limited budget.

2024/2025 SJC Economic Development

Department Budget \$ 30,000.00

These funds will be used for training, education, and travel across the county to connect with businesses, attend conferences, and participate in training. This will help improve skills and services to support business and economic development in our area.

Funds allocated for the annual San Juan County Business Conference & Expo in Blanding for both 2024 and 2025.

2024/2025 SJC Business Basecamp

Conference & Expo \$ 17,000.00 2025 SJC Business

This program will be adjusted to use a tiered funding system to better align grant opportunities with the size, stage of development, and economic impact potential of local businesses. This program supports business startups, retention, and expansion efforts, including Main Street revitalization and shovel-ready projects.

Support Grants \$ 140,000.00

SJC Economic Development Grant Match \$ 13,000.00 This funding will be allocated to support grants that require matching contributions.

Total \$ 200,000.00

San Juan County Economic Development Board Resolution

Authorizing Application for Rural County Grant (RCG) Funding for Fiscal Year 2025

WHEREAS, the San Juan County Economic Development Board recognizes the need to support local businesses, economic growth, and infrastructure within the county;

WHEREAS, the Rural County Grant (RCG) funding provides a critical opportunity to support these objectives and enhance the economic vitality of San Juan County;

WHEREAS, the proposed budget for Fiscal Year 2025 includes the following funding allocations:

- \$30,000 for the **San Juan County Economic Development Department**, to support the split from Visitor Services and for operational costs;
- \$17,000 for the **San Juan County Business Basecamp Conference & Expo**, to fund the annual conference supporting local businesses;
- \$140,000 for the **San Juan County Business Support Grants**, to provide tiered grants for business growth and expansion within the county;
- \$13,000 for the **San Juan County Economic Development Grant Match**, to support grants and related programs;

WHEREAS, the San Juan County Economic Development Board has reviewed and approved the budget for the use of the Rural County Grant (RCG) funding in Fiscal Year 2025, as outlined above;

NOW, THEREFORE, BE IT RESOLVED by the San Juan County Economic Development Board that:

1. The Board authorizes the application for Rural County Grant (RCG) funding for Fiscal Year 2025.
2. The Board approves the use of the grant funding for the purposes outlined in the Fiscal Year 2025 budget, including departmental operations, the Business Basecamp Conference & Expo, Business Support Grants, and the Economic Development Grant Match.
3. The Board authorizes the San Juan County Economic Development Office to submit the application and any necessary documentation to the Governor’s Office of Economic Opportunity for the Rural County Grant (RCG) funding on behalf of San Juan County.

ADOPTED by the San Juan County Economic Development Board on this 17th of September 2024.

Kaeden Kulow, Chair
San Juan County Economic Development Board

XXX, Secretary
San Juan County Economic Development Board



September 16, 2024

Governor's Office of Economic Opportunity
60 East South Temple
Suite 300
Salt Lake City, Utah

To Whom it May Concern,

On behalf of the San Juan Economic Development Board, I express our full support for the San Juan County Economic Development Department's application for the Rural County Grant (RCG) in the amount of \$200,000 for FY 2025.

We believe that by applying these funds strategically, we will meet the GOEO's objective of promoting economic diversity and job creation and address the specific challenges facing San Juan County, including access to capital for local businesses, the need for infrastructure improvements for continued economic development in San Juan County.

Sincerely,

Kaeden Kulow, Chair
San Juan County Economic Development Board

San Juan County Grant Amendment Request Form

Business Information

Please submit this form to the San Juan County Economic Development Office. This amendment request will be subject to approval by the San Juan County Economic Development Board (CED). An approved amendment will require compliance with all grant guidelines and provide receipts or invoices if the amendment is approved.

Business Name: Indian Canyon Ranch

Contact Name: Joe Toska

Phone Number: 626-533-5529

Email: Joet@indiancanyonranch.com

Amendment Request Details

Reason for Amendment Request

Please explain why your project came in under budget and why an amendment is necessary:

Projected construction budget was over forecasted. I would like to utilize the remaining funds to construct a business website.

Proposed Use of Remaining Funds

Provide details on how you plan to use the remaining grant funds. Ensure that the new purpose aligns with the original goals of the grant and complies with all grant guidelines.

I would like to hire a Website designer to create a viable business page to gain exposure for my campground.