



SAN JUAN COUNTY COMMISSION

| | |
|---------------|---------------|
| Silvia Stubbs | Chair |
| Lori Maughan | Vice-Chair |
| Jamie Harvey | Commissioner |
| Mack McDonald | Administrator |

Memorandum of Understanding (MOU) **San Juan County Rural County Grant Program**

This MOU outlines the shared understanding between San Juan County, through its Community Economic Development (CED) Board, and Hunt's Trading Post LLC regarding the implementation of a Tier 3 grant award through the Rural County Grant Program.

This MOU is intended to confirm funding, timelines, and expectations for collaboration in support of a successful project that aligns with the goals of economic development and community benefit in San Juan County.

The project must be completed no later than April 28, 2026, which is one year from the date of award.

Project Scope of Work

Hunt's Trading Post LLC agrees to complete the following project:

Hunt's Trading Post has been a staple in Blanding for decades, serving local families, Native communities, tour guides, and visitors from across the U.S. and Canada. We're a small business that specializes in traditional and cultural goods, especially shawls and robes that are essential for funerals, ceremonies, memorials, and gifts to honor loved ones.

Coming out of the winter months, our inventory is low—and these are high-demand items. With this grant, we'll purchase around 80 shawls and blankets for both adults and children. These items are a key part of our business, and not having them in stock means we're missing out on sales and unable to meet the needs of our community and regular customers.

Receiving these funds will allow us to increase our inventory right now instead of slowly trying to build it back up over the next year.

Project Timeline

Hunt's Trading Post LLC agrees to complete the following project:

Month 1

- We plan to use the funds right away. In month one, we will place the order with our supplier.

Month 1 -3

- We understand not all inventory will arrive at once, so we will check and stock items as they are delivered.
- We will make sure to keep our receipts for reporting.

The project must be completed no later than April 28, 2026, which is one year from the date of award.

Funding Structure

The total grant award is \$8,960. Because the approved budget consists solely of equipment purchases, and these items can be verified through receipts upon purchase, 100% of the award will be disbursed up front upon execution of this MOU.

The business agrees to submit all itemized receipts and supporting documentation for the purchases to San Juan County within 45 days of expenditure, or no later than the project completion deadline (April 28, 2026).

Hunt's Trading Post LLC has met the required 10% match (\$896) through cash match.

Hunt's Trading Post LLC will be responsible for any costs exceeding the award amount. All funds must be used for eligible activities as outlined in the approved application.

Use of Funds and Retention Requirements

To ensure that the impact of grant funding remains within San Juan County, the following conditions apply:

Equipment Retention:

Any equipment purchased with grant funds must be retained and used for its intended business purpose for a minimum of three (3) years from the date of purchase. Equipment may not be sold, transferred, or repurposed during this period without written approval from San Juan County.

Business Ownership:

The recipient agrees not to sell, transfer, or dissolve the business receiving grant funds for at least three (3) years following receipt of the award, unless authorized in writing by San Juan County.

In the event of unforeseen circumstances — such as involuntary business closure, sale due to health reasons or death, or other events outside the business owner's control — the County may, at its sole discretion, waive or modify the retention requirements.

The recipient or their representative must notify San Juan County in writing as soon as reasonably possible, including any documentation that supports the request for exception. Each case will be reviewed individually.

These requirements are in place to protect the integrity of the grant program and ensure long-term benefit to the community.

Reporting Requirements

Ongoing reporting will be required throughout the project period to ensure transparency and alignment with program goals. All reports will be submitted to:

Talia Hansen

Economic Development Manager

Email: thansen@sanjuancountyut.gov

Key Reporting Expectations:

- **Quarterly Reports:**

Submitted using a provided template and include:

- Updates on project development
- Business status and challenges
- Grant-related expenses aligned with the application

- **Project Documentation:**

Businesses must maintain:

- Photos documenting key phases of the project
- Organized receipts and invoices for all eligible purchases

- **Final Report & CED Board Presentation:**

Due upon completion or by April 28, 2026, whichever comes first. The final report must include:

- Full project summary
- Number of jobs created
- Financial reconciliation and documentation
- Impact statement

Awardees will be scheduled to present their final project to the CED Board. A board meeting schedule will be provided.

Reporting Timeline

Quarterly

| Report Type | Reporting Period | Due Date |
|----------------|-------------------------------------|------------------|
| Q3 2025 Report | April 28 – July 31, 2025 | August 5, 2025 |
| Q4 2025 Report | August 1 – October 31, 2025 | November 5, 2025 |
| Q1 2026 Report | November 1, 2025 – January 31, 2026 | February 5, 2026 |
| Q2 2026 Report | February 1 – April 27, 2026 | May 5, 2026 |

Final Report

| | | |
|---------------------|---------------------------------------|---|
| Final Report | Full project summary and presentation | Due by April 28, 2026 or earlier if completed before that date |
|---------------------|---------------------------------------|---|

Verification & Compliance

By signing this MOU, the grant recipient agrees to the following:

I authorize the San Juan County CED Board to verify the information provided in this application and accompanying documentation. I agree to provide any necessary information or records upon request to confirm compliance with the grant requirements. If awarded, I understand I will receive a 1099 from San Juan County for funding received and agree to retain documentation related to this application and any use of grant funds for at least five (5) years.

By signing below, both parties acknowledge and agree to the shared understanding outlined in this MOU regarding project scope, funding structure, and reporting responsibilities.

Silvia Stubbs
Commission Chair

William (Wayne) Day
Owner, Hunt's Trading Post LLC

Date

Date

Attachment A - Budget

San Juan County Rural County Grant Program Budget

Project Title: Hunt's Trading Post: Supporting Native Ceremonial Needs
Grant Tier: Tier 3:Up to 10

| Economic Development Project or Activity | Total Estimated Cost | Matching Funds |
|--|-------------------------|-----------------------|
| Navajo Shawls - Adult Female (20) \$162 | \$ 3,240.00 | |
| Navajo Robes - Adult Male (20) \$153 | \$ 3,060.00 | |
| Navajo Shawls - Childrens Female (20) \$69 | \$ 1,380.00 | |
| Navajo Robes - Childrens Male (20) \$64 | \$ 1,280.00 | |
| | | \$ 896.00 |
| | <hr/> <hr/> \$ 8,960.00 | <hr/> <hr/> \$ 896.00 |
| Total Project Costs | <hr/> <hr/> \$ | <hr/> <hr/> 9,856.00 |

Instructions:

1. Download this file to fill it out for your project. File > Download > Microsoft Excel (.xlsx)
2. Fill in the Project Title
3. Describe or title your projects and activities
4. Select the Tier you are applying for.
5. Enter your total estimated costs per project and activity
6. Enter the amount of grant funds you will use for each project and activity. The total of grant funds will calculate in cell E6 and may not exceed the maximum amount of the tier you are applying in.

Note: Matching funds are required for the SJC Rural County Grant Program. Tier Costs incurred in order to complete proposed projects and activities over and above the awarded amount of will be paid for by the applicant through match funds or other funding sources.