



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 Monticello Merc Inc. regarding the implementation of a Tier 2 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

Monticello Merc Inc. agrees to complete the following project:

This project will help us upgrade and replace the exterior signage on our store, Monticello Merc, located on Main Street. Our goal is to make the storefront more visible and inviting so we can attract more foot traffic—both from local customers and tourists passing through town. The upgrades include a new face on our west-facing sign, a brand-new cabinet sign on the north side to catch traffic from the highway, and a new digital display on the south side so we can share messages and promotions more easily.

This is especially important for our “Small Town Goods” section, where we currently provide shelf space for 14 local vendors to sell handmade items and locally produced goods. These vendors rely on walk-in traffic, and the improved signage will help bring more eyes (and customers) to their work. We expect this to help grow their sales and give them better exposure to tourists and visitors.

Project Timeline

Monticello Merc Inc. agrees to complete the following project:

1. Design Phase (Month 1):

- Finalize design concepts for the signage and digital display.
- Submit design plans for approval, including technical specifications for the LED lighting and digitalScreen.
- Coordinate with local electricians (Northern Electric) to confirm power requirements.

2. Permit & Approval (Month 2):

- Obtain necessary permits for installation and any electrical work.
- Finalize contracts and agreements with YESCO and Northern Electric.

3. Manufacturing (Month 3-4):

- YESCO will manufacture the signage components: new faces for the west elevation sign, north elevation cabinet, and the digital screen for the south elevation.
- Work with YESCO and Northern Electric to ensure all power and electrical requirements are met.

4. Installation (Month 5-7):

- YESCO will install the new signage, including retrofitting the existing sign, installing the new cabinet,
- and setting up the digital screen.
- Northern Electric will handle any necessary electrical work and power installation.

5. Project Completion (Month 7-9):

- Test the digital screen and LED lighting to ensure full functionality.
- Ensure all documentation is submitted, including proof of installation and completion.

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 \$25,000. 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).

Monticello Merc Inc. has met the required 20% match (\$5,000) through a match fund. Monticello Merc. did exceed the match requirement with a total of \$28,133.54 cash match.

Monticello Merc Inc. 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
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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

Kevin Francom
Owner, Monticello Merc Inc.

Date

Date

Attachment A - Budget

San Juan County Rural County Grant Program Budget

Project Title: Monticello Merc Main Street Signage Revitalize

Grant Tier: Tier 2: Up to 25

Economic Development Project or Activity	Total Estimated Cost	Matching Funds
Signage quote	\$ 25,000.00	\$ 25,133.54
Additional Electrical Estimation		\$ 3,000.00

\$ 25,000.00	\$ 28,133.54
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Total Project Costs

\$ 53,133.54

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.