



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 Bluff Coffee Shop 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

Bluff Coffee Shop LLC agrees to complete the following project:

Bluff Coffee Shop, LLC (operating locally as “Cow Canyon Coffee”) is a family-owned coffee shop and community gathering place located in Bluff, Utah. Since opening just over a year ago, the business has quickly become a local cultural hub, hosting events that support regional artists, authors, musicians, and makers. Highlights include artist-led workshops during the Bluff Arts Festival, book readings with local writers, and concerts such as a performance by Ed Kabotie. In the winter season, the coffee shop hosted a holiday market and food pop-up that featured nine local artists and a regional chef. These activities have made Cow Canyon Coffee a cornerstone of local creative expression and economic opportunity.

To improve customer and staff comfort and ensure continued programming throughout the year, Cow Canyon Coffee seeks funding to upgrade its climate control systems. The 1957 building currently lacks modern heating and cooling, making it difficult to maintain a consistent indoor temperature during Bluff’s hot summers and cold winters. This project will involve purchasing and professionally installing three energy-efficient mini-split systems, which will provide year-round comfort, improve energy efficiency, and reduce long-term operating costs.

This project will enable the business to expand its hours and year-round programming while creating a more welcoming environment for community events, local artists, and everyday customers. The grant funding is to support the purchase of mini-split units and the cost of licensed electrical installation.

Project Timeline

Bluff Coffee Shop LLC agrees to complete the following project:

The installation of mini-split systems in our 1957 building will be completed within a 6 month timeline. Below is the breakdown of key tasks and their sequence of activities, along with how we will track progress:

Month 1: Planning and Procurement

- Task 1: Finalize design and specifications for mini-split systems, ensuring they meet the building's heating and cooling needs.
- Task 2: Hire a licensed contractor (see quotes for possible electricians) for the installation of the electrical work required for the mini-split systems.

Month 2-6: Mini-Split Installation, Electrical Work and Final Inspection

- Task 1: Electrician will complete the installation of the units and necessary electrical work,

including wiring and installing outlets for the mini-split units. This work will be performed in compliance with safety and code regulations.

- Task 2: Conduct a final inspection of both the electrical work and the mini-split installations to ensure all systems are running properly.
- Task 3: Submit final documentation and photos of the completed project for the grant requirements including photograph evidence from start to finish, demonstrating project compliance with grant requirements.

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 \$10,000. 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).

Bluff Coffee Shop LLC has met the required 10% match (\$1,000) through in-kind match fund at the amount of \$3,500.

Bluff Coffee Shop 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
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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

Hannah Whitney
Co-Owner, Bluff Coffee Shop LLC

Date

Date

Kate Aitchison
Co-Owner, Bluff Coffee Shop LLC

Date

Attachment A - Budget

San Juan County Rural County Grant Program Budget		
Project Title:	Cool Cow Canyon Coffee	
Grant Tier:	Tier 3:Up to 10	
Economic Development Project or Activity	Total Estimated Cost	Matching Funds
Installation of 3 mini splits (the total project will cost 13,500 so we	\$ 10,000.00	
cash match from Cow Canyon Coffee		\$ 3,500.00
	\$ 10,000.00	\$ 3,500.00
Total Project Costs	\$	13,500.00

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.
