

Memorandum of Understanding
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 **[Business Name]**, regarding the implementation of a **Tier [1 / 2 / 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 **March 13, 2027**, which is one year from the award date.

Project Scope of Work

[Business Name] agrees to complete the following project:

[Insert approved project description from application.]

All work must align with the approved scope and budget submitted with the application (Attachment A).

Project Timeline

[Insert approved project timeline from application.]

Funding Structure

The total grant award is **[\$Insert Award Amount]**.

100% of the award will be disbursed in a single payment at the official award event on March 13, 2026, following execution of this MOU.

The business agrees to complete the project in alignment with the approved scope and budget and submit itemized receipts and supporting documentation for all eligible expenditures and the committed cash match, as part of the final reporting process.

[Business Name] 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

Grant funds are awarded in good faith to support the ongoing operation and growth of the recipient's business within San Juan County. The expectation of this program is that any equipment or improvements funded through this grant will remain in use locally and will not be sold, transferred, repurposed, or used primarily for the purpose of reselling the business in a way that undermines the intent of the grant.

Project Documentation

Businesses must maintain:

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

Reporting Timeline

To ensure transparency and alignment with program goals, the following reports are required:

Mid-Year Progress Report	Final Report & CED Board Presentation
<p>Due: September 15, 2026</p> <p>The Mid-Year Report must include:</p> <ul style="list-style-type: none">• Project status update• Summary of expenditures to date• Match contribution update• Any challenges or delays	<p>Due upon project completion or no later than March 13, 2027, whichever occurs first.</p> <p>The Final Report must include:</p> <ul style="list-style-type: none">• Full project summary• Documentation of all eligible expenditures• Documentation of required match• Number of jobs created or retained (if applicable)• Impact statement

Awardees will present their completed project to the CED Board as part of the grant closeout process.

Verification & Compliance

The grant recipient agrees to complete the project as outlined in this MOU and to provide required documentation supporting eligible expenditures and match contributions.

Failure to complete the project or provide required documentation may result in repayment of grant funds at the discretion of San Juan County.

The recipient understands that grant funds may be reported to the Internal Revenue Service (IRS) as required by law and that San Juan County will issue a Form 1099 for funds disbursed. The recipient is responsible for any tax obligations associated with the grant award.

By signing below, both parties acknowledge and agree to the terms outlined in this MOU.

_____	_____	_____	_____
Date	Authorized County Signer	Owner Name Title, Business Name	Date