AGENDA

Summit County Economic Development Advisory Board
Thursday, June 30, 2022 @2:00PM

NOTICE is hereby given that the Economic Development Advisory Board will meet in session Thursday, February 20th, 2022, electronically, via Zoom, and at the anchor location at the Summit County Courthouse, 2nd Floor, Executive Conference Room,
60 N Main St, Coalville, UT 84017

To participate in the Economic Development Advisory meeting via Zoom:
https://summitcountyut.zoom.us/j/96170565806?pwd=RDAyaWg2Z0pkT1NDU2lRYXNheDRSdz09

OR

To listen by phone only: Dial
1-669-900-9128, Meeting ID: 961 7056 5806

2:00 PM   The Summit County Economic Development Advisory Board will hold its **14th** meeting, and discuss the following:

1. **Consent Agenda** - Any item will be removed from the consent agenda at the request of any member of the Board and that item will be considered separately later.

   A. Minutes from May 5th, 2022.

ACTION: Approve the consent agenda or take such other action deemed appropriate.

2. **General Announcements – Chair/Vice Chair**

3. **Rural County Grant Update – 20 Minutes**
   a. Rural County Grant 2020/2021
   b. Rural County Grant 2021/2022
   c. Rural County Grant 2022/2023
      1. Grant Software Vendor: ZoomGrants

4. **Summit County Economic Development Strategy**
   a. **Economic Vitality Draft Survey Questions**

5. **3:00 PM   Adjourn**

Individuals with questions, comments, or needing special accommodations pursuant to the Americans with Disabilities Act regarding this meeting may contact Nancy Hooton at 435-336-3042

MINUTES
Summit County Economic Development Advisory Board
Thursday, May 5th, 2022,
Meeting was conducted in Coalville at the Summit County Courthouse, 2nd floor Executive Conference Room, 60 N Main St, Coalville, UT 84017

PRESENT: Melissa Band (Chair), Amanda Pouchot (Vice Chair), TJ Bates, Jeff Jones, Mayor McCormick, Kamas City

ABSENT: Leslie Osborn, Dan McPhun, Byron Ames

The Board was called to order at 2:00 p.m.

New Announcements: None

Old Business: None

Minutes

TJ Bates moved to approve the minutes from February 17, 2022. The motion was seconded by Amanda Pouchot.

Rural County Grant
Staff updated the Board on the status of the various Rural County Grant programs and its review of the various grant software programs available on the market. It was moved by Mayor McCormick and seconded by TJ Bates that Staff be authorized to purchase a software application in the amount of $10,000 in support of the Rural County Grant Program.

Wasatch Back Economic Summit
Staff briefed the Board on the upcoming Wasatch Back Economic Summit. The Summit was scheduled to be held on May 17th 2022. Several Board members would be participating in the Summit.

Conference Board Panel Discussion
Staff briefed the Board on the Conference Board Panel Discussion that was scheduled for May 18th, 2022. The topic of the discussion was "Preparing Rural Americans for a Post-pandemic Recovery. Several Board members were invited to participate

Meeting Schedule
The next meeting (anchor location) will be held in Coalville at the Summit County Courthouse, 2nd floor Executive Conference Room 60 N Main St, Coalville, UT 84017.

Motions:

The meeting was adjourned at 3:00 p.m.

Staff Report

To: Economic Development Advisory Board

From: Jeffrey B. Jones, AICP, Econ. Development & Housing Director

Meeting Date: Thursday, June 30th, 2022

Project Updates

1. Rural County Grant 2020/2021
2. Rural County Grant 2021/2022
3. Rural County Grant 2022/2023
4. Economic Development Strategy

BACKGROUND/EXISTING CONDITIONS:

2020/2021 Rural County Grant

To date, the Board as allocated $77,096 of the original $95,833 grant award. This leaves a current balance of $18,737.

Staff intends anticipates spending between $6,500 of the remaining funds from the 2020/2021 grant for grant software in support of the 2021/2022 grant, leaving a balance of $12,273.

The Economic Development Advisory Board could grant out the remaining funds to small business as per the original area of focus or add the funds to the 2021/2022 Broadband Infrastructure Grant.

Staff would like direction from the Board on this issue.

The "annual" expenditure for grant software will be an "ongoing" cost to the Economic Development Advisory Board.

Staff has attached the vendor proposal to the staff report. The ZoomGrants tool seems the best option at this time. The ZoomGrants product allows greater flexibility in the design and function and less time to complete the setup than other reviewed products. Customer Service has also been greatly improved by working with Ms. Lauren Silver, Customer Relationship Manager

- [ZoomGrants](#)

2021/2022 Rural County Grant

Once the Zoom Grant software subscription has been purchased (currently going through the required County purchasing protocols), Staff will populate the grant application in support of the potential placement of $200,000 in support of broadband infrastructure projects that facilitates job creation and job retention.

A 40% match would be required of all grant funds. Furthermore, the grant is a reimbursable grant and would only be made available upon completion of a given project.

2022/2023 Rural County Grant

The 2022/2023 Rural County Grant program opens on July 1, 2022.

Prior to making application, Staff would seek direction from the Board with regards to the use of the grant and bring those recommendations to County Council.

Summit County will not make application until the 2021/2022 application is "live." Once that has been completed and Staff has obtained recommendations from the Board and County Council, the Staff will make application to the State of Utah for the 2022/2023 grant award.

The Board may need an additional $6,500 in support of the 2022/2023 grant.

ECONOMIC DEVELOPMENT STRATEGY
Economic Vitality Survey

Staff has gone back through the original survey questions and has augmented that effort. Staff would like to review questions that will be made available at the meeting with the Board.

ATTACHMENTS:

- Meeting minutes from May 5th, Economic Development Advisory Board Meeting
- ZoomGrants Proposal

ZOOMGRANTS

June 2, 2022

Proposal for:

Summit County, UT

Attn: Jeffrey Jones
1755 S Hoytsville Rd
Coalville, Utah 84017
208-608-2472
Jjones@summitcounty.org

Proposal by:
GrantAnalyst.com LLC dba

ZoomGrants
44 Cook St., Suite 100
Denver, CO 80206

Representative:
Lauren Silver
Customer Relationship Manager
 (866) 323-5404 ext. 113
Lauren.Silver@ZoomGrants.com

June 2, 2022

Summit County, UT
Attn: Jeffrey Jones
1755 S Hoytsville Rd
Coalville, Utah 84017
208-608-2472
Jjones@summitcounty.org

Hi Jeffrey,

As a leader in web-based application and grant application management systems, ZoomGrants offers an easy solution that allows grant-making organizations to quickly implement online grant applications. ZoomGrants also provides access to grant management tools specifically built to facilitate and organize every step of the grant management cycle. The technology was developed to help save valuable financial resources while also being able to implement a streamlined, environmentally friendly, and socially sustainable way to manage and disburse grants. ZoomGrants' mission is to provide responsive technology and customer service, to in turn promote efficiency and support our customers and the work that you do. Our mission serves as a valuable common goal with the state and local governments, non-profits, private foundations, educational institutions, and corporations that we work with across the country.

The attached proposal is intended to provide information about the scope of work and pricing for a one-year ZoomGrants subscription and one (1) RFP/Program. Pricing can be adjusted to reflect the actual program type and/or additional programs needing to be purchased. Prices quoted within are valid for 90 days from the date above and represent a lump sum cost for the entire scope of work described. All technical support for administrators, reviewers, applicants, and collaborators is included.

Please let me know if you have any questions, and I look forward to the opportunity to work with you.

Sincerely,
Lauren Silver
Customer Relationship Manager
866-323-5404 x 113
Lauren.Silver@ZoomGrants.com

ZOOMGRANTS

Scope of Work

Nature and Purpose

This document is intended to provide information and answers to frequently asked questions regarding the scope of work, ongoing maintenance and support offered by ZoomGrants website-hosted software-as-a-service (SaaS). It is also intended to provide clarification of the type of support provided to all ZoomGrants customers so that they understand how ZoomGrants technology will meet and exceed system requirements and expectations for their organization. All users must comply with the **ZoomGrants Terms of Use Agreement and Privacy Statement** listed on the ZoomGrants website.

Duration

The subscription is paid annually, and typically begins on the last day of the month in which the account is created. Annual extensions to the subscription are billed 60 days prior to expiration. Additional programs may be purchased at the per-program fees quoted below, with no additional activation or subscription fees. Quotes below are valid for 90 days.

Base Pricing – *Effective March 1, 2021*

ZoomGrants Subscription *(paid annually)*	Price Per Year $3,500	Year(s) 1	$3,500
Per-Program Fee	*Price per Program* $2,500	*Program(s) per Year*	
		1	$2,500
Account Activation *(one time only)*			$500
*Total price quoted is for up to 500 applications created per program and is for the duration of the contract. Subscription payments will be made annually, and programs purchased will be paid in full prior to receiving applications. Any applicable taxes and fees will be added, where required by law.		**TOTAL***	**$6,500**

Optional Add-Ons – *Any work stated below must be agreed to in writing prior to commencement.*

On-Site Training	A ZoomGrants (ZG) expert conducts training(s) for users at a location determined by Organization. ($1,000/day) Training(s) are customized to best fit the needs of Organization and are based on attendees' technological literacy, experience, etc. as well as the goals of the organization.
Data Entry	A ZG specialist works directly with Organization to create content for a new grant application, enter data or make edits to an existing application. ($110/hour)
Data Manipulation outside of ZG	A ZG specialist exports data out of the system and manipulates it in external software such as Excel or Word to generate additional report(s) for an administrative user. ($110/hour)

ZOOMGRANTS

Description

ZoomGrants offers an easy to use and implement online application and grant management system that can allow grant programs to begin receiving applications very quickly. An administering organization purchases an annual subscription, which provides access to ZoomGrants, then individual programs (sometimes referred to as RFA's, RFP's, applications, etc.) are purchased. Each Program within the account may have up to 50 administrators assigned to it. Once opened to receive applications, programs can accept up to 500 new applications for up to a full 365 days (at base pricing). After that, the program can be used for review or post-decision purposes indefinitely (so long as the subscription is maintained). Technical support is also included for all users.

There are different user account types, and tiers, levels, or permissions of access within each:

Senior Administrators have access to everything in the Administrator's account.

Non-Senior Administrators have access only to the programs to which a Senior Admin has given them access. They cannot delete administrative or committee users or add new programs.

Committee Members/Reviewers have access only to the programs to which they have been assigned by an administrator. Administrators can further restrict reviewer access by assigning them to review specific applications and blocking their ability to see other applications within that program. Individual document request slots can also be hidden from reviewers.

Applicants can only see the applications that they have created in addition to any to which they have been invited as collaborators (see below).

Collaborators can only see the applications on which they have been invited to collaborate. They can only work in the section(s) to which the applicant has provided them with access.

Once the initial administrator account is created, any other administrative or committee account can be created by another administrator. Applicants create their own account, and the administrator provides a link to potential applicants to access, create and submit one or multiple applications.

ZOOMGRANTS

Features

Pre-Application – Screen and pre-qualify all potential applicants

Custom Content – Your own diverse question types, unique character limits, branching logic

Budgets – Simple or complex budgets, including calculated columns and comparisons

Document Attachments – Applicants and admins can upload various file types, required or optional

Scoring/Decision Tools – Trial balance, scoring reports, comments, private notes, discussions

IRS Verification – Automatic check of applicant nonprofit status via IRS data released monthly

Custom Reports – Pull data from specific fields to generate ad hoc reports to print, save, or share

**Post-Funding Features** – Manage Reporting, Invoices, Payments, and Contracts

Funding Source Tracking – Track multiple funding sources, from multiple funding years

Batch Emails, Automatic Email Notifications – Send merged custom content bulk emails

Data Export – Create custom ad hoc reports to .CSV and other printer-friendly formats

Checklists – Build up to 10 custom task checklists for tracking compliance

Dashboard – Customized views, live program activity data, financial snapshot, Custom filters
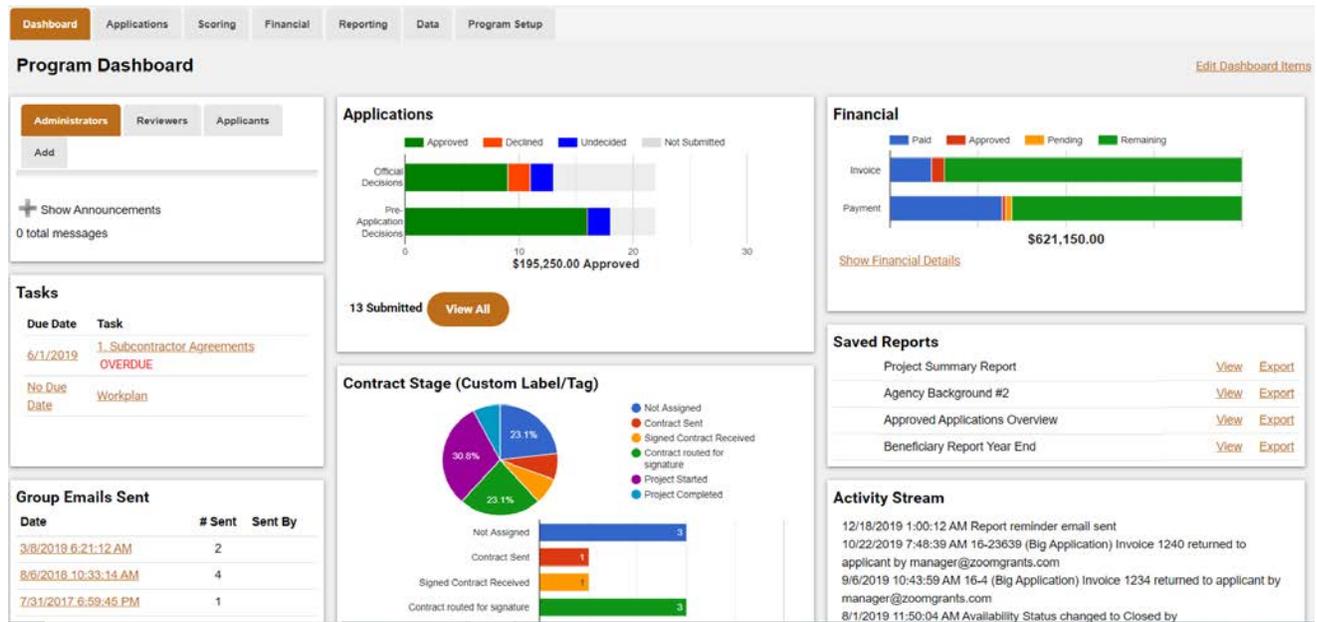
ZOOMGRANTS

The ZoomGrants reporting engine is a custom written tool. Along with customized reports that can be generated by administrative users using data fields they have created, ZoomGrants provides access to the following standard reports: Full Applications, All Document Attachments, Contact Fields, Application Settings, Official Decision Reports, IRS Report, DUNS Report, Raw Scores Votes & Comments, Conflict Report, Invoice Payment Summary, Invoicing Reports, Payment Reports, Contract Signatures, etc.

Work Plan

Upon agreement to use our services through the initial Account Setup process, which takes about ten minutes, the ZoomGrants team will begin the onboarding process. This process includes the creation of the ZoomGrants account and the handoff of administrative credentials with supporting documentation/guides to the point of contact. ZoomGrants will submit a company invoice through QuickBooks upon creation of the ZoomGrants account and RFPs/Programs within. Upon receiving the account credentials, administrators will have full and complete access to create and customize scholarship and grant programs within their account prior to receipt of payment. The ZoomGrants onboarding team is available to facilitate and assist administrators with the creation of the programs through email communication, phone calls and screen sharing.

Administrators are responsible for setting up content within and administering their programs via their ZoomGrants accounts. This includes selecting program settings, inputting program content (questions, file requests, reports, etc.), and managing incoming applications. Throughout the entire process, any content or program-specific-process questions from applicants or reviewers must be answered by the administrator.

ZoomGrants offers a multitude of training and documentation for all users. The HELP link in all users' accounts takes them to the **ZoomGrants University** page, which is an extensive knowledgebase that addresses the features and functions of ZoomGrants. It includes answers to FAQs and information on troubleshooting for each user type, available and searchable 24/7. Additionally, we can facilitate administrator onboarding training sessions as needed through the annual grant process via screen-sharing and conference calls. Additionally, we can help lead applicant or reviewer trainings via calls, screen-sharing, or, if requested, in person (for an additional fee). The ZoomGrants support team also offers regional training workshops and other opportunities to provide ongoing training for new and existing administrative users.

ZOOMGRANTS

Security/Availability Summary

ZoomGrants can be accessed by users 24 hours a day, 365 days per year. There are several security measures in place that ensure the protection and availability of your data, ranging from the user level to the server level, and even the physical location of the servers.

First, all users are required to login with their own userid and password, giving them access only to the information that they are authorized to access. Once logged in, they are automatically logged out after a period of inactivity.

Upon their initial login, users set up a three-question security profile. If they forget their password, they must answer each question correctly before they can reset their password. If an administrator or committee member has forgotten their User ID, another administrator can look it up or reset it for them. If an applicant has forgotten their User ID, an administrator can refer to one of their applications to find the information, or the user can contact the ZoomGrants tech support desk for assistance.

Next, all pages and data transfers are encrypted using our Secure Socket Layer (SSL) certificate. While this will encrypt data transfers for you and your users, it would require that the pages on your website also be encrypted if you choose to embed your application on your site.

Finally, the datacenter where everything is housed has significant security and redundancy features in place, including:

- Multiple SAS 70 Type II Certified data centers
- Parallel, redundant, multi-tiered network architecture
- Multiple Tier 1 telecom providers and direct Internet connections
- Complete redundancy in supplying data center power to servers and HVAC
- 24x7x365 redundant monitoring from multiple locations
- State-of-the-art network monitoring software
- Distributed Denial of Service (DDoS) attack response
- Secured physical entrances/exits
- Nightly security updates
- Incremental hourly and daily server backups
- Nightly complete database backups

ZOOMGRANTS

Operation

ZoomGrants.com is run on both MySQL and MS SQL Server 2017. ZoomGrants can be accessed by any internet-enabled device with a web connection, using recent versions of common browsers such as Firefox, Chrome, Safari, and Internet Explorer. No additional purchased or installed software or hardware is necessary for the website-hosted system, and technical support is provided to all users free of charge. Due to the nature of our web-based applications, we do not go into full details that could compromise the integrity, safety or security of our system. However, ZoomGrants runs on redundant virtual servers with continuous backups and redundant data providers running to the data centers.

As ZoomGrants is an online system, there is no need for updates. Users access the most up-to-date version of ZoomGrants each time they log in and can even refresh their page to get the latest version if a necessary fix has been uploaded since their last refresh or login. ZoomGrants software is hosted on its own servers, with users logging in to access their data. Data is input and saved into the system, moving from users' computers, onto the ZoomGrants server. Data is then viewed by users on their own device and can be downloaded via an export.   All data is stored on ZoomGrants servers indefinitely. It is stored forever unless specifically requested by the customer. Client data can be easily exported should they ever choose to discontinue the subscription with ZoomGrants. The account can be deactivated by the ZoomGrants tech support staff, if contacted. Administrators will also have access to immediately revoke the access of ZoomGrants administrators that are associated with the account, if terminated.

All users access ZoomGrants by logging in on the ZoomGrants website. LDAP is utilized in the authentication scheme for ZoomGrants.com. Data can be accessed by ZoomGrants staff only to assist with technical assistance issues which may arise, and administrators who are ZoomGrants users. It cannot be accessed by other ZoomGrants customers or any member of the public. If the contract ends, administrator may extend its subscription to maintain access to the data on ZoomGrants servers or can work with ZoomGrants staff to export the data. Data cannot be modified by other ZoomGrants customers. ZoomGrants staff can modify data but will only do so at the request of the administrator. Data center personnel do not have access to the ZoomGrants data or system.

ZoomGrants utilizes multiple layers of protection for recognizing attack vectors and either immediately blocking the request and IP or immediately notifying someone of the finding (if it is a less critical finding). When system issues are addressed and a fix is uploaded, the fixed version is available to all active users via page refresh. If the bug affected a specific group of users, they are contacted either via the tech support desk or via the administering organization (depending on the preference of the admin).

ZOOMGRANTS

Support

If users have any technical questions, they can search for a quick answer at ZoomGrants University (ZGU) by going to **help.zoomgrants.com**. If there is a more complex issue at hand and additional help is needed, they can submit a ticket for technical assistance through ZGU, or they can contact Technical Support directly, Monday-Friday 8am – 5pm MST at 866.323.5404 ext. 2 or email **questions@zoomgrants.com**. Administrators can contact **adminquestions@zoomgrants.com** for direct assistance. Any program-related questions received will be deferred to the administrator. Additionally, administrators may also contact the Customer Relationship Manager assigned to their account for specific questions and one-on-one support needed to answer complex questions about the initial set-up of the programs in their account.

The ZoomGrants support team handles all inbound technical inquiries from all users, including admin users, applicants, and committee members. Any code-related issues are escalated internally and resolved by the ZoomGrants team. Response time to calls and emails received during operating hours can be expected to be less than 2 hours, on average. Often response times can be much quicker depending on current call volume, complexity of the issue at hand and/or time of day which it was received. Most inquiries received through ZoomGrants Technical Support are resolved within the same day, or within 48 hours. Calls and emails received after hours or over the weekend will be attended to as soon as possible, with urgent inquiries being addressed first.

The ZoomGrants online application management system is updated and revised often, with new features and fixes being rolled out and available for use the very next time users log in. Because the system is online, there is no need for new versions to be downloaded – users access the latest edition each time they log in. The rolling release schedule means we do not track or schedule software releases. All users are always welcome to contact the tech support desk with questions, including requests for modification or improvements. General, non-urgent requests for modifications/improvements can also be made directly to the ZoomGrants development team. Suggestions are reviewed and, if deemed beneficial, added to the development queue and implemented in turn.

Lastly, it is worth mentioning that ***ZoomGrants is one of the only grant management software vendors that is 100% owned, operated, and supported in the United States.*** This is an important consideration when taking into account how and where your data will be stored, maintained, and accessed.

We would be happy to answer questions or hear your comments. We hope to have the privilege of working with you in the future.