

*Town of Rangely Conference Room*  
*\*\*\* February 13<sup>th</sup>, 2025 @ 7:30 a.m. \*\*\**

*Agenda*

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**Keely Ellis, Chairman**

**Ron Granger, Vice Chairman**  
**Karen Reed**  
**Emma Baker**

**Jeannie Caldwell**  
**Ryan Huitt**  
**Candra Robie**

**Ex-Officio**

**Rio Blanco County Commissioner – Doug Overton**  
**School District Representative – Brad Casto**  
**RJCD Board Representative – Lisa Jones**  
**Rangely Special Districts – Alden Vanden Brink**

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- 1) Call to Order
- 2) Roll Call
- 3) Minutes of Meeting
  - a) *Discussion and Action to approve the minutes of December 12<sup>th</sup>, 2024.*
- 4) Changes to the Agenda
- 5) Public Input
- 6) Old Business
- 7) New Business
  - a) *Discussion and action to accept the Resignation of Candra Robie to the RDA Board*
  - b) *Discussion and action to appoint Derek Nielsen to the RDA Board*
  - c) *Discussion and action to approve the Financials for Nov/Dec 2024*
  - d) *Discussion and action to approve the check register for Nov/Dec 2024*
  - e) *Discussion on RARE Grant committee, guidelines, application and web page*
- 8) Committee & Project Updates
  - Main Street:** Jeannie Caldwell, Lisa Piering
  - Mountain Bike Trails:** Keely Ellis, Jeannie Caldwell
  - Housing:** Lisa Piering
  - Airport:** Jeannie Caldwell, Lisa Jones
  - Outdoor Rec. – Tourism:** Ryan Huitt, Emma Baker
  - Investment Opportunity:** Jeannie Caldwell, Karen Reed,
- 9) Information
- 10) Adjourn



*Town of Rangely Conference Room*  
*\*\*\* December 12<sup>th</sup>, 2024 @ 7:30 a.m. \*\*\**

***Minutes***

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**Keely Ellis, Chairman**

**Ron Granger, Vice Chairman**  
**Karen Reed**  
**Emma Baker**

**Jeannie Caldwell**  
**Ryan Huitt**  
**Candra Robie**

**Ex-Officio**

**Rio Blanco County Commissioner – Doug Overton**  
**School District Representative – Brad Casto**  
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**Rangely Special Districts – Alden Vanden Brink**

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- 1) Call to Order – 7:32am
- 2) Roll Call – Keely Ellis, Ron Granger, Jeannie Caldwell, Ryan Huitt, Doug Overton, Brad Casto, Lis Jones and Alend Vanden Brink present. Karen Reed, Emma Baker and Candra Robie absent.
- 3) Minutes of Meeting
  - a) *Discussion and Action to approve the minutes of October 10th, 2024.* – Motion made by Brad Casto to approve the minutes of October 10<sup>th</sup>, 2024, second by Jeannie Caldwell. Motion passed.
- 4) Changes to the Agenda - None
- 5) Public Input
  - a) *Sasha Nelson, NWCDC*
- 6) Old Business
- 7) New Business
  - a) *Discussion and action to approve the Financials for Sept/Oct 2024* – Motion made by Brad Casto to approve the Financials for Sept/Oct 2024, second by Ron Granger. Motion passed.
  - b) *Discussion and action to approve the check register for Sept/Oct 2024* – Motion made by Alden Vanden Brink to approve the check register for Sept/Oct 2024, second by Brad Casto. Motion passed.
  - c) *Update RARE Grant Approval* – Finally signed the contract. Waiting on the funding to come through. \$400,000 will be received this year and then two additional for the pitch competition in January of 2026 and 2027. Working on a website that is currently not live, it explains everything, rules and putting the applications together. CNCC’s role will provide classes on writing business plans, marketing and financials. It will role out after the first of the year. \$40,000 grants for 8-10 businesses over three years.
- 8) Committee & Project Updates

**Main Street:** Jeannie Caldwell, Lisa Piering – *Installed two new benches on Main Street, through Main Street AARP grant. Have moved up a level.*

**Mountain Bike Trails:** Keely Ellis, Jeannie Caldwell, Lisa Piering - *None*



**Housing:** Lisa Piering – *Working on getting contract signed between the appraisal and Darren. The Town is going to commit some funds to get the lots purchased.*

**Airport:** Jeannie Caldwell, Lisa Jones – *Still waiting for funding. CNCC’s program was identified as the top program for workforce ready pilots. Looking at getting a couple of new planes in the next seven months.*

**Outdoor Rec. – Tourism:** Ryan Huitt, Emma Baker – *Christmasfest with carriage rides, free chili dinner and hot chocolate. Also, a Christmas concert. There is also a big basketball tournament at the high school.*

**Investment Opportunity:** Jeannie Caldwell, Karen Reed – *Family Dollar store was bought at auction the last month.*

- 9) **Information** - Ron Granger wanted to let everyone know that Kyle Wren, at Rangely District Hospital, was able to hire some CNCC students that need some funding to continue going to CNCC. Alden stated that the conservancy district applied and were successful in obtaining a grant to learn about water recreation. Have a contractor that will start the first of the year that will set up interviews to engage people to get thoughts on additional recreational want. Lisa Jones updated everyone on CNCC’s infrastructure. Lisa stated that phase one of the soccer field being built was completed and phase two is getting a scoreboard up, press box and bleachers. Will be looking for donors.

- 10) **Adjourn** – 8:24am

## Lisa Piering

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**From:** Candra Robie <candra.robie17@gmail.com>  
**Sent:** Tuesday, January 7, 2025 8:27 AM  
**To:** Lisa Piering  
**Subject:** Resignation

Hi Lisa,

I would like to put in my resignation from the RDA and the RDC Board's. I appreciated being a part of these boards and learning more about my community. I wish everyone the best, thank you for letting me be a part of the team.

Kind regards,

Candra Robie

**Derek Nielsen**

Director of Marketing & Executive Assistant to the CEO

Rangely District Hospital

210 Ridge Rd

Rangely, CO 81648

01/09/2024

**To the Rangely Development Agency (RDA) and Rangely Development Corporation (RDC) Board**

I am writing to express my interest in joining the RDA/RDC Board as a representative of Rangely District Hospital (RDH). Currently, I serve as the Director of Marketing and Executive Assistant to the CEO at RDH, where I have the privilege of collaborating closely with the hospital's leadership to advance its mission of providing exceptional care to our community.

Born and raised in rural western Colorado, I bring a deep understanding of the unique challenges and opportunities facing Rangely and its surrounding areas. My professional experiences have equipped me with a strong background in administration, marketing, and strategic communications skills I believe align well with the goals of the RDA/RDC in fostering economic development and community growth.

Through my role at RDH, I have gained firsthand experience working with stakeholders across diverse sectors to promote initiatives that enhance Rangely's vitality. Whether it's organizing community outreach programs, coordinating events, or crafting marketing strategies, I have consistently sought to highlight and build upon the strengths of our town. As a board member, I would strive to bring innovative ideas and a collaborative spirit to advance Rangely's development while honoring its rich heritage.

In addition to my role at RDH, I currently serve as a Board Member of the Rio Blanco County Farm Bureau and the Rangely Area Chamber of Commerce. These positions have provided valuable insights into the economic and social fabric of our region, as well as opportunities to contribute to initiatives that promote local businesses and agriculture. These experiences further

reflect my commitment to supporting rural communities like ours and advocating for their sustained growth.

I am eager to contribute my expertise and dedication to the RDA/RDC Board's mission. I firmly believe that a thriving Rangely is built upon partnerships between its institutions, businesses, and residents, and I am committed to being an active participant in this collaborative effort.

Thank you for considering my application. I would welcome the opportunity to discuss how my experiences and vision align with the board's objectives. Please feel free to contact me at [your phone number] or [your email address].

Sincerely,

A handwritten signature in black ink that reads "Derek Nielsen". The signature is written in a cursive, flowing style with a large initial "D" and "N".

Derek Nielsen

Director of Marketing & Executive Assistant to the CEO

Rangely District Hospital

TOWN OF RANGELY  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2024

ECONOMIC DEVELOPMENT FUND/RDA

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
73-30-100 HOUSING REVENUE	4,850.00	62,025.00	69,300	7,275.00	89.50
73-30-200 INTEREST EARNED	46.78	522.10	200	( 322.10)	261.05
73-30-320 MAIN ST REVENUES	.00	2,355.00	1,750,000	1,747,645.00	.13
73-30-500 MISCELLANEOUS INCOME	.00	610.25	90,000	89,389.75	.68
TOTAL REVENUES	4,896.78	65,512.35	1,909,500	1,843,987.65	3.43
TOTAL FUND REVENUE	4,896.78	65,512.35	1,909,500	1,843,987.65	3.43

TOWN OF RANGELY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2024

ECONOMIC DEVELOPMENT FUND/RDA

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
73-40-220 PROF/TECH SERVICES	205.27	573.33	4,500	3,926.67	12.74
73-40-250 HOUSING MANAGEMENT EXPENSE	4,396.00	45,565.97	52,600	7,034.03	86.63
73-40-260 HOUSING MAINT/REPAIRS	.00	.00	2,000	2,000.00	.00
73-40-270 UTILITIES	.00	.00	100	100.00	.00
73-40-300 MARKETING	.00	.00	1,000	1,000.00	.00
73-40-301 GRANT EXPENSES	34.12	9,261.85	25,000	15,738.15	37.05
TOTAL OPERATING EXPENSES	<u>4,635.39</u>	<u>55,401.15</u>	<u>85,200</u>	<u>29,798.85</u>	<u>65.02</u>
<u>CAPITAL IMPROVEMENTS</u>					
73-40-800 CAPITAL IMPROVEMENTS	.00	.00	2,000,000	2,000,000.00	.00
TOTAL CAPITAL IMPROVEMENTS	<u>.00</u>	<u>.00</u>	<u>2,000,000</u>	<u>2,000,000.00</u>	<u>.00</u>
TOTAL EXPENDITURES	<u>4,635.39</u>	<u>55,401.15</u>	<u>2,085,200</u>	<u>2,029,798.85</u>	<u>2.66</u>
TOTAL FUND EXPENDITURES	<u>4,635.39</u>	<u>55,401.15</u>	<u>2,085,200</u>	<u>2,029,798.85</u>	<u>2.66</u>
NET REVENUE OVER EXPENDITURES	<u>261.39</u>	<u>10,111.20</u>	<u>175,700-</u>	<u>( 185,811.20)</u>	<u>5.75</u>



TOWN OF RANGELY  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

ECONOMIC DEVELOPMENT FUND/RDA

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
73-30-100 HOUSING REVENUE	6,275.00	68,300.00	69,300	1,000.00	98.56
73-30-200 INTEREST EARNED	44.91	567.01	200	( 367.01)	283.51
73-30-320 MAIN ST REVENUES	.00	2,355.00	1,750,000	1,747,645.00	.13
73-30-500 MISCELLANEOUS INCOME	400,000.00	400,610.25	90,000	( 310,610.25)	445.12
TOTAL REVENUES	406,319.91	471,832.26	1,909,500	1,437,667.74	24.71
TOTAL FUND REVENUE	406,319.91	471,832.26	1,909,500	1,437,667.74	24.71

TOWN OF RANGELY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

ECONOMIC DEVELOPMENT FUND/RDA

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
73-40-220 PROF/TECH SERVICES	41.57	614.90	4,500	3,885.10	13.66
73-40-250 HOUSING MANAGEMENT EXPENSE	4,396.00	49,961.97	52,600	2,638.03	94.98
73-40-260 HOUSING MAINT/REPAIRS	.00	.00	2,000	2,000.00	.00
73-40-270 UTILITIES	.00	.00	100	100.00	.00
73-40-300 MARKETING	.00	.00	1,000	1,000.00	.00
73-40-301 GRANT EXPENSES	.00	9,261.85	25,000	15,738.15	37.05
<b>TOTAL OPERATING EXPENSES</b>	<b>4,437.57</b>	<b>59,838.72</b>	<b>85,200</b>	<b>25,361.28</b>	<b>70.23</b>
<u>CAPITAL IMPROVEMENTS</u>					
73-40-800 CAPITAL IMPROVEMENTS	.00	.00	2,000,000	2,000,000.00	.00
<b>TOTAL CAPITAL IMPROVEMENTS</b>	<b>.00</b>	<b>.00</b>	<b>2,000,000</b>	<b>2,000,000.00</b>	<b>.00</b>
<b>TOTAL EXPENDITURES</b>	<b>4,437.57</b>	<b>59,838.72</b>	<b>2,085,200</b>	<b>2,025,361.28</b>	<b>2.87</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>4,437.57</b>	<b>59,838.72</b>	<b>2,085,200</b>	<b>2,025,361.28</b>	<b>2.87</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>401,882.34</b>	<b>411,993.54</b>	<b>175,700-</b>	<b>( 587,693.54)</b>	<b>234.49</b>

Report Criteria:

Report type: Invoice detail

Invoice Detail.GL account = "7340220","7340255","7340260","7340270","7340300","7340301","7340700","7340800","7340250"

GL Period	Payee	Invoice GL Account Title	Check Issue Date	Check Number	Invoice Number	Amount
11/24	ALL COPY PRODUCTS INC.	PROF/TECH SERVICES	11/15/2024	86580	37880537	13.42
12/24	ALL COPY PRODUCTS INC.	PROF/TECH SERVICES	12/13/2024	86781	38101895	13.42
Total ALL COPY PRODUCTS INC.:						26.84
11/24	CF INVESTORS PARTNERSHIP LLP	HOUSING MANAGEMENT EXPENSE	11/15/2024	86590	SAGE RENT 1	4,396.00
12/24	CF INVESTORS PARTNERSHIP LLP	HOUSING MANAGEMENT EXPENSE	12/13/2024	86736	SAGE RENT 1	4,396.00
Total CF INVESTORS PARTNERSHIP LLP:						8,792.00
11/24	FIRST BANKCARD	PROF/TECH SERVICES	11/29/2024	86650	3054 11/24	177.60
Total FIRST BANKCARD:						177.60
12/24	NICHOLS STORE	PROF/TECH SERVICES	12/31/2024	86810	44322	8.95
Total NICHOLS STORE:						8.95
11/24	STEARNS CONSTRUCTION, INC.	GRANT EXPENSES	11/29/2024	86669	1440	34.12
Total STEARNS CONSTRUCTION, INC.:						34.12
Grand Totals:						9,039.51

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-11100	.00	.00	.00
73-21500	.00	9,039.51-	9,039.51-
73-40-220	213.39	.00	213.39
73-40-250	8,792.00	.00	8,792.00
73-40-301	34.12	.00	34.12
Grand Totals:	9,039.51	9,039.51-	.00

August 10, 2023 \*\*\*APPROVED CHECK REGISTER\*\*\*

RDC BOARD

Report Criteria:

Actual amounts  
 All accounts  
 Account.Termination date = IS NULL  
 Account.Account number = "7330100"-"7340800"

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance	
<b>73-30-100 HOUSING REVENUE</b>						
		10/31/2024 (10/24) Balance	.00 *	.00 *	57,175.00-	
AR	10	Billings		4,850.00-		
		11/30/2024 (11/24) Period Totals and Balance	.00 *	4,850.00- *	62,025.00-	
AR	9	Billings		6,275.00-		
		12/31/2024 (12/24) Period Totals and Balance	.00 *	6,275.00- *	68,300.00-	
		12/31/2024 (14/24) Period Totals and Balance	.00 *	.00 *	68,300.00-	
YTD Encumbrance	.00	YTD Actual	68,300.00- Total	68,300.00- YTD Budget	69,300.00- Unearned	1,000.00

<b>73-30-200 INTEREST EARNED</b>						
		10/31/2024 (10/24) Balance	.00 *	.00 *	475.32-	
JE	55	INT EARNED		.05-		
JE	75	INT INCOME		46.73-		
		11/30/2024 (11/24) Period Totals and Balance	.00 *	46.78- *	522.10-	
JE	78	INT INCOME		.05-		
JE	93	INT EARNED		6.51-		
JE	139	DEC INT ACCL		38.35-		
		12/31/2024 (12/24) Period Totals and Balance	.00 *	44.91- *	567.01-	
		12/31/2024 (14/24) Period Totals and Balance	.00 *	.00 *	567.01-	
YTD Encumbrance	.00	YTD Actual	567.01- Total	567.01- YTD Budget	200.00- Unearned	367.01-

<b>73-30-310 MAIN STREET GRANT - MSOB</b>						
		10/31/2024 (10/24) Balance	.00 *	.00 *	.00	
		12/31/2024 (14/24) Period Totals and Balance	.00 *	.00 *	.00	
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00

<b>73-30-320 MAIN ST REVENUES</b>						
		10/31/2024 (10/24) Balance	.00 *	.00 *	2,355.00-	
		12/31/2024 (14/24) Period Totals and Balance	.00 *	.00 *	2,355.00-	
YTD Encumbrance	.00	YTD Actual	2,355.00- Total	2,355.00- YTD Budget	1,750,000.00- Unearned	1,747,645.00

<b>73-30-500 MISCELLANEOUS INCOME</b>						
		10/31/2024 (10/24) Balance	.00 *	.00 *	610.25-	
AR	10	Billings		400,000.00-		
		12/31/2024 (12/24) Period Totals and Balance	.00 *	400,000.00- *	400,610.25-	
		12/31/2024 (14/24) Period Totals and Balance	.00 *	.00 *	400,610.25-	
YTD Encumbrance	.00	YTD Actual	400,610.25- Total	400,610.25- YTD Budget	90,000.00- Unearned	310,610.25-

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>73-40-220 PROF/TECH SERVICES</b>					
		10/31/2024 (10/24) Balance	.00 *	.00 *	368.06
AP	119	ALL COPY PRODUCTS INC.	13.42		
AP	297	FIRST BANKCARD	177.60		
JE	105	PREPAID WC ACCL	14.25		
		11/30/2024 (11/24) Period Totals and Balance	205.27 *	.00 *	573.33
AP	146	ALL COPY PRODUCTS INC.	13.42		
AP	214	NICHOLS STORE	8.95		
JE	63	wc adj	19.20		
		12/31/2024 (12/24) Period Totals and Balance	41.57 *	.00 *	614.90
		12/31/2024 (14/24) Period Totals and Balance	.00 *	.00 *	614.90

YTD Encumbrance .00 YTD Actual 614.90 Total 614.90 YTD Budget 4,500.00 Unexpended 3,885.10

<b>73-40-250 HOUSING MANAGEMENT EXPENSE</b>					
		10/31/2024 (10/24) Balance	.00 *	.00 *	41,169.97
AP	40	CF INVESTORS PARTNERSHIP LLP	4,396.00		
		11/30/2024 (11/24) Period Totals and Balance	4,396.00 *	.00 *	45,565.97
AP	43	CF INVESTORS PARTNERSHIP LLP	4,396.00		
		12/31/2024 (12/24) Period Totals and Balance	4,396.00 *	.00 *	49,961.97
		12/31/2024 (14/24) Period Totals and Balance	.00 *	.00 *	49,961.97

YTD Encumbrance .00 YTD Actual 49,961.97 Total 49,961.97 YTD Budget 52,600.00 Unexpended 2,638.03

<b>73-40-255 HOUSING RENTAL EXP/FEE</b>					
		10/31/2024 (10/24) Balance	.00 *	.00 *	.00
		12/31/2024 (14/24) Period Totals and Balance	.00 *	.00 *	.00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00

<b>73-40-260 HOUSING MAINT/REPAIRS</b>					
		10/31/2024 (10/24) Balance	.00 *	.00 *	.00
		12/31/2024 (14/24) Period Totals and Balance	.00 *	.00 *	.00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget 2,000.00 Unexpended 2,000.00

<b>73-40-270 UTILITIES</b>					
		10/31/2024 (10/24) Balance	.00 *	.00 *	.00
		12/31/2024 (14/24) Period Totals and Balance	.00 *	.00 *	.00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget 100.00 Unexpended 100.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>73-40-300 MARKETING</b>					
		10/31/2024 (10/24) Balance	.00 *	.00 *	.00
		12/31/2024 (14/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	1,000.00	Unexpended	1,000.00
<b>73-40-301 GRANT EXPENSES</b>					
		10/31/2024 (10/24) Balance	.00 *	.00 *	9,227.73
AP	363	STEARNS CONSTRUCTION, INC.	34.12		
		11/30/2024 (11/24) Period Totals and Balance	34.12 *	.00 *	9,261.85
		12/31/2024 (14/24) Period Totals and Balance	.00 *	.00 *	9,261.85
YTD Encumbrance	.00	YTD Actual	9,261.85	Total	9,261.85
		YTD Budget	25,000.00	Unexpended	15,738.15
<b>73-40-700 CAPITAL OUTLAY</b>					
		10/31/2024 (10/24) Balance	.00 *	.00 *	.00
		12/31/2024 (14/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>73-40-710 CAP OUTLAY--MSOB</b>					
		10/31/2024 (10/24) Balance	.00 *	.00 *	.00
		12/31/2024 (14/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>73-40-730 CAP OUTLAY-MAIN ST PROJECTS</b>					
		10/31/2024 (10/24) Balance	.00 *	.00 *	.00
		12/31/2024 (14/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>73-40-800 CAPITAL IMPROVEMENTS</b>					
		10/31/2024 (10/24) Balance	.00 *	.00 *	.00
		12/31/2024 (14/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	2,000,000.00	Unexpended	2,000,000.00

Number of transactions: 17	Number of accounts: 16	Debit	Credit	Proof
Total :		9,072.96	411,216.69-	402,143.73-
Number of transactions: 17	Number of accounts: 16	Debit	Credit	Proof
Grand Totals:		9,072.96	411,216.69-	402,143.73-

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>73-40-800 CAPITAL IMPROVEMENTS (continued)</b>					

Report Criteria:

Actual amounts

All accounts

Account Termination date = IS NULL

Account.Account number = "7330100"-"7340800"



## **RARE SMALL BUSINESS SUPPORT GRANTS**

### **Rules for Applying**

RARE, which is an acronym for Retain, Attract, Rebuild and Expand, is a grant program funded through the Office of Economic Development and International Trade (OEDIT) and the Office of Just Transition (OJT) for community economic development. The 3-year Small Business Support Grant Program is organized through Rangely’s Urban Development Agency, Rangely Development Agency (RDA).

The RARE program is divided into two sections, one being a Pitch Competition for local entrepreneurs and the other being a 3-year Small Business Support Grant Program. The Small Business Support Grant Program is designed to incentivize business growth that creates high-paying or essential jobs.

The grant program is capable of funding 8 to 10 businesses, up to \$40,000 per grant. Grant funds can be utilized for existing small businesses in Rangely for retention, rebuilding, sustainability and expansion purposes.

Business Technical Assistance will be supplied to applicants by the Small Business Development Center (“SBDC”), at no cost to the applicant.

### **Who is Eligible:**

1. Businesses must exist within the Town of Rangely limits.
2. Eligible entities include for-profit small businesses or nonprofits who provide childcare services. Cultural/Social/Welfare nonprofits and churches are excluded.
3. Businesses must have been in business for two years. **(Let’s discuss)**

### **Eligible Use of Grant Funds:**

1. Grant funds can be utilized to leverage additional funding such as:
  - a. Loans or investment capital.
  - b. Matching dollars for approved grants.
2. Grant funds can be utilized for:
  - a. New equipment and software that supports business growth.
  - b. New product development



- c. Property expansion which includes construction or renovation to expand the business, including design and engineering. Does not include the purchase of land.
- d. Marketing such as website development, business intelligence, etc.

## Process

1. Applicants are required to meet with an SBDC advisor as part of the application process. During this meeting, SBDC will conduct a confidential business health assessment and will provide suggested resources and learning pathways to support the business owner's goals. The grant committee will not receive the business health assessment or the confidential details of the conversation, but they will receive confirmation that the meeting took place and a summary of the topics that were of interest to the business owner for long-term business support. The business owner will review this document before it is shared with the committee. This SBDC meeting will be conducted virtually (by video or phone call) and can be scheduled by visiting [www.northwestsbdc.org](http://www.northwestsbdc.org) or by calling 970-328-3414. Please note that advisor schedules often book 1-2 weeks out, so applicants should contact the SBDC a minimum of one week prior to any deadlines.
2. Beyond the initial meeting requirement, the SBDC is also a free and confidential resource to support the grant application itself. SBDC advisors can help applicants with how to write a business plan or how to present the budget and financial projections. Advisors can also review the application and provide feedback to applicants before they submit it.
3. The Town of Rangely will provide a private space for applicants to meet with an SBDC advisor, if applicants require access to a computer.
4. Applications will be available at the Rangely Town Hall or can be emailed to applicants. Once completed they should be returned to [jcaldwell@rangelyco.gov](mailto:jcaldwell@rangelyco.gov). The subject line for the e-mail should read "RARE Grant Application." Completed applications may also be mailed/delivered to Rangely Town Hall located at 209 E. Main Street, Rangely, Co 81648, to the attention of Jeannie Caldwell.
5. A committee of five members ("Committee"), organized by the RDA, will review each application for purposes of approval or denial. The Committee will meet once a month to review applications.
6. Applicants will be scheduled to appear before the Committee to respond to any questions about the application and to solidify their application. Applicants will be notified in advance of the meeting date and time.
7. Applicants will have 30 days after meeting with the Committee to submit additional documentation to committee members should additional information be required.
8. The Committee will meet with the RDA Board for final approval of applications. All required documentation must be submitted by the applicant prior to this meeting.
9. Applicants will be notified within 30 days after the RDA meeting of approval/denial of application.

## **Certification Forms – Required with Application:**

Prior to receiving any grant funds, the following forms, which will be supplied by the RDA, must be signed and returned to the RDA. The forms must be signed by an owner, CEO, COO, CFO or equivalent.

### **1. Reporting Certification**

The Reporting Certification Form requires that progress reports will be submitted monthly on the fourth business day following the month end for all RARE Business Grants

### **2. Legal to Work in the United States Certification**

The Legal to work in the United States certification Form requires that all employers use the I-9, Employment Eligibility Verification form to verify the identity and employment authorization of all employees. Grantee must complete an I9 with the grant application.

### **3. Certification of Health, Safety, and Working Conditions.**

The Certification of Health, Safety, and Working Conditions required that working conditions for employers have not had any violations of any Federal, State or Local Laws affecting the health, safety or working conditions of employees for the prior five years or the years the business has been in existence whichever is applicable.

## **Disbursement and Reporting**

The grantee will submit a monthly report to the RDA on progress as well as submitting a monthly reimbursement request to the Rangely Town Treasurer. All disbursements are required to apply directly to the expenses detailed in the reimbursement request.

Reimbursement requests will be paid on the 15th or 31st of each month following receipt of reporting/reimbursement request based on when it is received and approved. Progress reports are required monthly regardless of whether a reimbursement request is necessary.

## **Business Goals**

1. Approved business applicants should:
  - Create at least one FTE job or with wages at or above the median area income level for Rio Blanco County
  - **OR** create essential jobs that preserve the heritage and quality of life for Rangely supporting both indirect and induced job creation.
  - Increase sales for the business.



## **RARE SMALL BUSINESS GRANT PROGRAM RANGELY DEVELOPMENT AGENCY**

### **Mission Statement of the Rangely Development Agency, Town of Rangely, Urban Renewal Plan**

*'The goals and objectives of the plan are to undertake programs and activities for the elimination and prevention of blight in this community. Such programs and activities, among other things, shall lead to the revitalization and growth of the business district, create an atmosphere that fosters entrepreneurship among local businesses and residents, and has as the final goal the increased health and prosperity of the entire Rangely community, all in cooperation with the private sector.'*

The Rangely Development Agency is offering a 3-year Small Business Grant Program, funded through the Colorado Office of Economic Development and International Trade and the Office of Just Transition for economic development in Rangely. The program will offer grants up to \$40,000 for 8 to 10 business in Rangely and will take place over a 3-year period.

The objectives of this program are to:

1. Create jobs within the community.
2. Increase sales for the applicant business.
3. Support indirect and induced job creation.
4. Benefit the community by adding additional services and products within the community.

Attached to this application are copies of the Rules for Applying (Guidelines).

Applicants are required to meet with a representative of SBDC electronically to complete the grant application. The contact information for this meeting is as follows:

Should the applicant require an electronic means to meet with SBDC the Town of Rangely will provide a private space to facilitate the meeting.

Applications should be submitted via e-mail to Jeannie Caldwell at [jcaldwell@rangelyco.gov](mailto:jcaldwell@rangelyco.gov). The subject line for the e-mail should read "RARE Grant Application." Applications may also be dropped off at Rangely Town Hall located at 209 E. Main Street in Rangely.

**Please feel free to contact Jeannie Caldwell at (970) 675-8476 with questions.**



# RARE Grant Application

Serving Business Residing with the Town Limits of Rangely, Colorado

## SUMMARY OF RARE GRANT REQUEST

Grant Request Amount \$

Date:

### 1. PRELIMINARY INFORMATION

Business Name

Phone ( )

Mobile ( )

Contact Person

Title

Email Address

Mailing Address

Physical Address

County

Federal ID or SS#

### 2. BUSINESS INFORMATION

Type of Business:

- Sole Proprietor
- Corporation
- Sub S Corporation
- Partnership
- Other \_\_\_\_\_

If corporation, list names of officers:

Date business established

Fiscal year

PROPOSTED NUMBER OF MONTHS TO COMPLETE UPON APPROVAL\_\_\_\_\_

Describe how the project will meet the objectives below

1. Creating Jobs in the community
2. Increase sales for the applicant business
3. Support indirect and induced job creation
4. Benefit the community (additional service and/or products)

**3. SCOPE OF PROJECT** (Provide a brief description of the project or list of what will be purchased and its purpose)

**Complete questions below if Grant will be used for leveraging another Grant/Loan**

**NAME AND PROVIDER OF GRANT/LOAN**\_\_\_\_\_

**Amount of Grant/Loan and Date of Approval**\_\_\_\_\_

#### 4. Project Budget

ITEM	DESCRIPTION	TOTAL COST	RARE GRANT	BUSINESS IN KIND OTHER GRANT/LOAN	TOTAL BUDGET
1		\$	\$		\$
2		\$	\$		\$
3		\$	\$		\$
4		\$	\$		\$
	TOTAL BUDGET	\$	\$		\$

#### SIGNATURE

I (we) certify that the information included in this application is true and complete to the best of my (our) knowledge. By my (our) signature(s), I (we) agree to comply with the requirements that the RARE Grant in connection with the approval of my (our) request.

Company Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner or Officer \_\_\_\_\_ Title \_\_\_\_\_

**Applicant can attach a Business Plan to Strengthen their application. All of the attached forms must be completed and submitted with the application.**



# COLORADO

Office of Economic Development  
& International Trade

Business Funding & Incentives

## REPORTING CERTIFICATION

The statute (CRS: 24-46-105.1,2) states: "The progress report submitted to the commission shall include a signed certification by the private person who received the grant or loan or, if the recipient is a private entity, the chief officer of the entity that received the grant or loan as to the accuracy of the progress report."

By initialing below, I certify that the documentation supplied by this company such as a progress report, including the Baseline (if applicable) and Annual Report, financial information, or reimbursement backup documentation submitted to OEDIT regarding a Strategic Fund Grant or Initiate is accurate and complete to the best of our ability.

By initialing below, I also attest that I am a C-Level employee and am authorized to sign on behalf of my company.

---

Initial to certify the above



# COLORADO

Office of Economic Development  
& International Trade

Business Funding & Incentives

## LEGAL TO WORK IN THE UNITED STATES CERTIFICATION

Per statute (CRS 24-46-105.3), a section about compliance with federal law, all companies that are recipients of economic development incentives “shall be in compliance with the provisions of 8 U.S.C. sec. 1324a in order to be eligible to receive such economic development incentive” (i.e. each employee is legal to work in the United States). By signing this document, we certify that “each employee employed by the employer within the United States is a United States citizen or, if not a United States citizen, is lawfully present in the state and authorized to work”.

Form I-9, Employment Eligibility Verification, is a form that U.S. employers use to verify the identity and employment authorization of new hires. Retain original paper or electronic copies of the form for current employees. Retain copies of the form for former employees for at least three years from the first day of employment or one year from the end of employment.

By initialing below, I also attest that I am a C-Level executive and am authorized to sign on behalf of my company.

---

Initial to certify the above





# COLORADO

## Office of Economic Development & International Trade

Business Funding & Incentives

### CERTIFICATION OF HEALTH, SAFETY, AND WORKING CONDITIONS

We, as recipients of financial assistance from the Colorado Economic Development Commission, understand the following statutory statement:

The statute (CRS 24-46-105 (4)(a)(III)(A and B)) states that the commission may "award a grant or loan... only if the person or entity... has not been adjudicated to be in violation of any federal, state, or local laws affecting the health, safety, or working conditions of employees for at least the prior five years, as certified by the person or entity; or... has been adjudicated to be in violation of federal, state, or local law affecting the health, safety, or working conditions of employees within five years of applying for a grant or loan pursuant to this section, but can provide evidence to the commission that it has corrected the violation or has taken steps to correct the violation and can provide an estimated date by which the violation will be corrected."

We certify that our company has not been adjudicated to be in violation of any federal, state, or local laws affecting the health, safety, or working conditions of employees for at least the prior five years.

If the company has been adjudicated to be in violation of any federal, state, or local laws affecting the health, safety, or working conditions of employees within the prior five years, below are the steps we have taken to correct the violation along with an estimated date by which the violation will be (or has been) corrected.

Insert Explanation of violation here:

By initialing below, I also attest that I am a C-Level executive and am authorized to sign on behalf of my company.

---

Initial to certify the above



# COLORADO

Office of Economic Development  
& International Trade

Business Funding & Incentives

## CERTIFICATIONS SIGNATURE FORM

By Signing below, I attest that I have read, certified, and initialed the Reporting Certification, the Legal to Work in the United State Certification, and the Certification of Health, Safety, and Working Conditions, forms above. By signing below, I also attest that I am a C-Level executive and am authorized to sign on behalf of my company.

Legal Name of Business: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title/Capacity **(C-Level)** \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_



# Employment Eligibility Verification

## Department of Homeland Security

### U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
OMB No.1615-0047  
Expires 05/31/2027

**START HERE:** Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [Instructions](#).

**ANTI-DISCRIMINATION NOTICE:** All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

**Section 1. Employee Information and Attestation:** Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name)		First Name (Given Name)		Middle Initial (if any)	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number (if any)	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's Email Address			Employee's Telephone Number
<p><b>I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.</b></p>	Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):					
	<input type="checkbox"/> 1. A citizen of the United States					
	<input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions.)					
	<input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.)					
<input type="checkbox"/> 4. A noncitizen (other than <b>Item Numbers 2.</b> and <b>3.</b> above) authorized to work until (exp. date, if any)						
If you check <b>Item Number 4.</b> , enter one of these:						
USCIS A-Number		OR	Form I-94 Admission Number		OR	Foreign Passport Number and Country of Issuance
Signature of Employee					Today's Date (mm/dd/yyyy)	

If a preparer and/or translator assisted you in completing Section 1, that person **MUST** complete the [Preparer and/or Translator Certification](#) on Page 3.

**Section 2. Employer Review and Verification:** Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

	List A	OR	List B	AND	List C
Document Title 1					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)	<p><b>Additional Information</b></p>				
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)	<p><input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.</p>				
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					

<p><b>Certification:</b> I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.</p>		First Day of Employment (mm/dd/yyyy):
Last Name, First Name and Title of Employer or Authorized Representative		Signature of Employer or Authorized Representative
		Today's Date (mm/dd/yyyy)
Employer's Business or Organization Name		Employer's Business or Organization Address, City or Town, State, ZIP Code

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.

## LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

\* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

**Examples of many of these documents appear in the Handbook for Employers (M-274).**

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>	OR	<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	AND	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security               <p style="margin-left: 20px;">For examples, see <a href="#">Section 7</a> and <a href="#">Section 13</a> of the M-274 on <a href="http://uscis.gov/i-9-central">uscis.gov/i-9-central</a>.</p> <p style="margin-left: 20px;">The Form I-766, Employment Authorization Document, is a List A, <b>Item Number 4</b>, document, not a List C document.</p> </li> </ol>
<p><b>Acceptable Receipts</b></p> <p>May be presented in lieu of a document listed above for a temporary period.</p> <p>For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List A document.</li> <li>• Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.</li> <li>• Form I-94 with "RE" notation or refugee stamp issued to a refugee.</li> </ul>	OR	<p>Receipt for a replacement of a lost, stolen, or damaged List B document.</p>	AND	<p>Receipt for a replacement of a lost, stolen, or damaged List C document.</p>

\*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.

## RARE PITCH COMPETITION RULES

The RARE Pitch Competition is a business competition that will take place once a year for three years, beginning with the year 2025. The competition is organized by the Town of Rangely and a committee chosen from the RDA, which is Rangely's urban development agency. RARE is funded through a grant from the Office of Economic Development and International Trade and the Office of Just Transition for community economic development.

RARE's Pitch Competition provides entrepreneurs and business start-ups with funding opportunities. Competitors will present business ideas to a panel of five (5) judges. The competition will focus on the ability to deliver a Pitch that attempts to persuade the judges in favor of a new product or service for the community of Rangely. Judges will engage with contestants and score each contestant based on the pitch presentation and any Q/A. Judge assessments are based on the realistic development of a product or service, research, customer viability, and traction. Cash and **other prizes (maybe)** will be awarded to the top 3 contestants.

RARE's Pitch Competition includes a partnership with the Business Department of Colorado Northwestern Community College (CNCC). CNCC will provide contestants over two days, ranging from four to six hours per day period, instruction on writing a business plan to include marketing plans, business research and financial plans. Qualified contestants will be required to attend the classes, which will provide the necessary knowledge and skills to aid in their success.

### Competition Prizes

**First Prize:** \$15,000 + (This is what Vernal offered - 1-year membership at the Innovation Hub + 1-year Internet Subscription from Strata Networks + Full Ride Scholarship to UBTech + Advertising Credits with V6 Media + Advertising Credits with Evans Family Media – thoughts on what we could offer?) **My thoughts - one-year basic membership to the Rangely Chamber of Commerce + 6 months free internet services from Cimmaron + free banking at Bank of San Juans for a year or 6 months. Also, I wonder if Evans Family Media would donate some advertising credits.**

**Second Place:** \$10,000 + **ideas from above**

**Third Place:** \$5,000 + **ideas from above**

**People's Choice Award:** A gift basket from donated items around town. (People's Choice Awards allows the audience members to participate)

### Eligibility

1. Anyone with a start-up company or entrepreneurial idea.
2. The concept must be the original work of the contestant(s). Innovations of existing products or services are permitted but must be disclosed in application.

3. Ideas and concepts must be in the start-up or early stage of development. Business entity can be established for more than one year; however, completed establishment of business, selling goods, and opening door to the public is required to be 1 year or less.
4. The contestant(s) must be a resident of the Town of Rangely.
5. Business establishment and operations will be organized and operated within the Town of Rangely.
6. Business must have a valid EIN or SS, and be a registered entity with the State of Colorado.
7. All ages are eligible.
8. Concepts deemed offensive, immoral, or unethical by the grant committee may be disqualified.

## **CNCC Business Classes**

Applicants for the Pitch Competition are required to attend business modules offered by the Business Department at CNCC in Cothe following areas:

- Writing a Business Plan
- Writing a Marketing Plan
- How to conduct business research
- Financial Planning

The classes will take place over two days. The dates will be announced prior to the Pitch Competition. The classes will last up to six (6) hours per day.

## **Process**

The event includes two rounds of pitches to judges that have expertise in business creation and development, marketing or financing businesses, or have a strong understanding of the local economy and culture. The event will be open to the public. During the first round, the applicant will have 5 minutes to pitch their business idea to the judges. Judges will evaluate pitches on the provided rubric. The top 5 businesses will advance to the second round. During the second-round judges will have up to 15 minutes to ask each applicant questions. Judges will determine the top three winning businesses.

**Applicants should consider the following questions as they formulate their pitches and prepare to answer the judge's questions:**

- Define your business and why you believe it will be successful.
- Who is the market audience and how will you sell to them?
- Who is your team and why are they special?
- How will you make money?
- What is your economic model?
- What will be the larger economic impact of your business?

- What will the community impact of your business be?

## **Participation**

1. Submissions as individuals or a team may be entered. The maximum number of team members for a single Pitch is limited to 2 people.
2. Each individual or team may enter only one idea or concept.
3. Individuals may only participate in one Pitch.
4. Only the individual(s) participating in the Pitch may answer questions from the judges.

## **Preliminary & Final Competition Time**

5. Three (3) minutes are allocated to each team's Pitch in both the preliminary and final competition. The Pitch is the presentation of the business idea or concept. A timer will begin when the Contestant(s) begins to speak.
6. Each team may select the media it feels will most effectively deliver its message. Teams may display or showcase prototypes, samples, or posters. Contestants are not allowed to hand out literature, information, business cards, or food products directly to judges.
7. Slide presentations are allowed, with a maximum of 5 slides. Participants are responsible for providing a laptop or device to feature slide show at the preliminary competition. A large screen TV, HDMI cord, and a remote for slide advancement are provided. Those advancing to the final competition will be required to submit slide shows to organizers.
8. Participants must provide a financial document indicating how the funds will be used.
9. Three (3) minutes are allocated for optional questions by the judges.
10. Following the preliminary competition, judges will score contestants to determine a Top 10 for the final competition.
11. Any contact with the judges after the preliminary competition will result in automatic termination from the final competition.
12. All contestants will be notified by email of advancement into the final competition within 24 hours of the preliminary competition.

## **DISCLOSURE:**

Confidentiality is not guaranteed in any way. It is not recommended that confidential or proprietary material are included in submission. The RARE Pitch Competition accepts no responsibility for preventing other competitors, audience members, judges, sponsors or others from sharing the idea and/or materials presented during the Pitch Competition process. Nondisclosure Agreements and Covenants not to Compete between a competitor, the RARE Competition, the RDA, and audience members are not permitted. Sharing concepts may be deemed a public disclosure. It is the responsibility of Contestants to consult with an attorney before entering the competition. RARE is not

responsible for any confidentiality issues that may occur during, or because of, the competition. Pitch Competition competitors agree that RARE and the RDA incur no liability from disputes arising here from.

### **Reproduction:**

RARE, the RDA and Organizers may take photographs and/or videos of any materials used or made available by Pitch Competition Contestants during the competition for public relations purposes. Any content presented by a Contestant should be considered public information disclosure. Contestants should carefully consider excluding any proprietary information or materials that may be deemed at risk of disclosure.

### **Prize Money:**

The prize will be awarded and allocated in the name of the business within 30 days of the Final Competition. The business recipients of prize money will be responsible for the tax implications of their winnings and will be required to provide a W-9 form and invoice to the RDA prior to receiving funds. Prize money may be considered by the Internal Revenue Service as ordinary income to the business. The financial prize must be used in accordance with the presentation and materials presented during the Pitch Competition.

### **Certification Forms – Required:**

Prior to receiving any grant funds, the following I-9 must be completed and returned with the application.

#### **1. Reporting**

The grantee will submit bi-monthly reports to the RDA on progress for a period of six months or until the project is complete.

#### **2. Legal to Work in the United States Certification**

Form I-9, Employment Eligibility Verification, is a form that U.S. is used to verify the identity and employment authorization of individuals.





# RARE's 2024 Pitch Competition Application

Submit an application to start your business journey with us!

Fill out the application below to participate in the Pitch Competition

**Application Deadline:**

**Pitch Competition Event Date:**

Changes may be made to submitted applications before the Application Deadline. Incomplete or late submissions will not be accepted.

**[Click here for full competition rules](#)**

First Name:

Last Name:

E-mail:

Mobile Number:

Business Name:

Business Address (if applicable):

**Check all that apply:**

Business Concept

Existing Business (2 years or less in business)

Have a Federal Tax ID

Have an account with a Bank or Credit Union

Registered with the State of Colorado

**Describe your business idea below (2000 character limit)**

**Signature:**

**Date:**

I certify this idea or concept is original

[Link to get a Federal ID](#)

[Link to register Business with State](#)

**Have a question? Send us an e-mail and we'll be in touch ASAP! Send e-mail to [jcaldwell@rangelyco.gov](mailto:jcaldwell@rangelyco.gov) or call Jeannie Caldwell at (970) 675-8476**

**Completed applications can be emailed, mailed or delivered to Jeannie Caldwell ([jcaldwell@rangelyco.gov](mailto:jcaldwell@rangelyco.gov)) at Rangely Town Hall, 209 E Main, Rangely CO 81648**