

# Whitman County Economic Development Fund

Please read this document and the “Whitman County Economic Development Public Facilities Project Proposal” thoroughly before completing the “Proposal”

## Guiding Principles

**Requirements:** To invest in Public Facilities that promote Economic Development. Economic Development is defined as creating and/or retention of living wage jobs that will increase the vitality of the local economy. These funds can also be used for funding Personnel in an Economic Development Office. Awards will be for no more than 75% of the project cost.

### Principle 1 (Proposal Form - Topic 3)

**Invest in projects that retain or increase sustainable economic capacity.**

- This funding can be used to develop public facilities that are directly needed for a specific economic development project. Public facilities include publicly owned or leased facilities such as business parks or buildings rented to businesses, or publicly owned utilities, telecommunications or roads needed to retain or expand existing businesses or accommodate new businesses or similar facilities.
- This funding will be used primarily for projects that have a potential for directly accommodating or supporting the retention of existing employment or development of new employment.

### Principle 2 (Proposal Form - Topic 4)

**Invest in projects in partnership with the local communities and others.**

- The applicant or other local sponsor must invest in the project by providing 10% or more of the project costs. The local investment can be provided in the form of volunteer work or donated land, materials, supplies or services or by investing cash in the project.
- The County’s economic development fund will preferably cover no more than 50% of the total project costs but may not be used to cover more than 75% of the project costs.
- The County’s economic development fund is intended to provide only the funding needed to make a project feasible. For example, some financing sources will not cover more than 70% of the project costs therefore if the applicant is only able to provide local funds for 20% of the projected costs a grant equal to 10% of the project costs is needed to make the example project feasible.

### Principle 3 (Proposal Form - Topic 5)

**Invest in projects that are well planned and ready to be implemented.**

- The project must be the implementation of a project or strategy included in a publicly adopted plan. Acceptable plans are the officially adopted county economic development plan, economic development section of the county’s comprehensive plan, the county’s capital facilities plan, a city or town’s comprehensive plan or a city or towns capital facilities plan.

### Principle 4 (Proposal Form - Topic 6)

**Invest in projects that build on the sustainable conditions, resources, people and communities in Whitman County.**

### Eligible Applicants Include:

- Cities & towns, County & Port,
- Other taxing districts within Whitman County such as the Libraries, Hospital districts, etc.
- Public Development Authorities also known as Public Corporations organized under RCW 35.21.730 – 759 (example: Uniontown Community Development Association, Garfield Public Development Authority)
- Economic Development Offices – restricted to funding economic development staff only.
- Only one grant for public utilities will be allowed an entity every 5 years.

**Eligible Public Facilities Project funding may include construction, renovation or expansion of facilities owned or leased by an eligible applicant that facilitate, enable or promote the creation or retention of jobs.** Applicable publicly owned facilities might be a building, a business park, utility infrastructure, transportation infrastructure, telecommunication infrastructure, or some other publicly owned infrastructure as allowed in RCW 82.14.370.

**The only other use of the funds shall be to finance personnel in an Economic Development Office.** An economic Development Office is a non-profit corporation who's Bylaws and Articles of Incorporation clearly state the intent of the corporation is to promote economic development and which office is able to demonstrate to the county that they are broadly representative of community interests.

- **Funds will not be issued to cover costs that were incurred prior to the application date.**

**Project Selection Process**

1. The County Commissioners will issue a request for proposals in **January**.
2. Technical assistance in developing proposals will be provided to potential applicants by the BRATC Chairman or Commissioners' Deputy Clerk of the Board.
3. Project proposals are due in March (specific date determined annually).
4. Proposals will be reviewed and evaluated by BRATC to determine project validity in April.
5. All applicants with viable projects will be asked to make an oral presentation at the annual BRATC meeting held in April.
6. BRATC will forward their recommendation to the County Commissioners immediately following their annual evaluation meeting.
7. The Commissioners will act on BRATC's recommendation in May.

**Specific issues when addressed in a detailed manner will enhance the ranking of the project. Not all issues will apply to any given project.** The issues are most relevant to the topic (line) numbers of the application form listed in the right-hand column.

	<b>Topic</b>
1. Total area being developed and the acreage zoned commercial and/or industrial.....	1
2. Number of employees affected and what the impact would be. ....	3
3. Average wage or projected average wage of employees. ....	3
4. Total wages for effected employees. ....	3
5. Total projected sales increase that can be attributed to project.....	3
6. The economic purpose of the project.....	3
7. Cite studies and findings, including market studies that justify the project .....	3
8. Projected occupants and their commitment to the project. ....	3,4
9. Specifically list businesses that will be impacted by the project .....	3,6
10. What is the amount and how are the affected property owners sharing in the cost? .....	4
11. If projected use fees are to be used for payout of project, what other funds have been committed to the project?.....	4
12. If project involves sewer or water please include your current rates. ....	4
13. Specific plans for development of impacted area. ....	5
14. Other improvements planned or under construction for the development.....	5
15. Will economic impact be measured and how? .....	5
16. Have private commercial interests submitted a viable business plan and/or financial statement. Note: these funds may not be used to provide funding directly to private businesses. Do <b>not</b> reveal confidential information in proposal.....	6