

Kittitas County

2023 Distressed County Sales and Use Tax Grant Application, Guidelines & Instructions

Deadline: Friday, October 7, 2022

Return completed application by 5:00 PM

Return One Original (Hard Copy) To:

**Kittitas County Department of Public Works
411 North Ruby Street, Suite #1
Ellensburg, Washington 98926**

And One Electronic Original To:

candie.leader@co.kittitas.wa.us

The Kittitas County Public Facilities Fund solicits applications from various entities within the County. To assist applicants completing successful grant applications, the Council of Governments has created policies that are available to all applicants upon request. These policies reside within the Public Works Department (509) 962-7523.

Section 1 – Sales and Use Tax Funds

Current Washington State law authorizes the legislative authority of a rural county to impose a sale and use tax in accordance with the terms of chapter 82, Revised Code of Washington (RCW). In Kittitas County, according to RCW 82.14.370, the rate of the tax shall not exceed .09 percent of the selling price in the case of a sales tax or the value of the article used in the case of a use tax. The tax imposed is deducted from the amount of tax otherwise required to be collected or paid over to the department of revenue under chapter 82.08 or 82.12 RCW.

Kittitas County has authorized this tax and compiles the funds annually for distribution throughout the county to qualifying organizations in the form of reimbursable grants. Most applications are considered during an annual grant application process. In some cases, applications may be considered outside of the regularly scheduled annual process.

For consideration during the annual grant process, applications must be completed in full and submitted by the 5:00 PM due date on the application materials to the Department of Public Works. Incomplete and/or late applications will not be considered. Applications may not be changed or amended by the applicant after the deadline for submission.

Supplemental materials, including transmittal letter, are limited to a maximum of twenty (20) pages (20 pages single sided or ten pages double sided including all graphics). Supplemental materials exceeding the maximum allowable length may be discarded without review.

Permissible Uses According to Law

Funds awarded as reimbursable grants under this process may be used for the following:

1. To finance public facilities serving economic development purposes.
2. To finance personnel in economic development offices.

According to RCW 82.14.370, in order to qualify for financing the public facility must be listed as an item in the officially adopted county overall economic development plan, or the economic development section of the county's comprehensive plan, or the comprehensive plan of a city or town located within the county.

"Public facilities" means bridges, roads, domestic and industrial water facilities, sanitary sewer facilities, earth stabilization, storm sewer facilities, railroad, electricity, natural gas, buildings, structures, telecommunications infrastructure, and port facilities in the state of Washington.

"Economic development purposes" means those purposes which facilitate the creation or retention of businesses and jobs in a county.

"Economic development office" means an office of a county, port districts, or an associate development organization as defined in RCW 43.330.010 which promotes economic development purposes within the county.

Funds Availability

All funds awarded under this program will be available in the form of reimbursable grants. The funds will be available for reimbursement beginning January 1st of the calendar year following the award notification, unless otherwise allowed by the Kittitas County Board of Commissioners.

The award process is defined in COG Policy 2018-01.

Kittitas County recognizes that some projects may be large and complex, requiring multiple funding sources and years to complete. In that regard, awarded funds will remain available for reimbursement for a period of two years following the award notification (COG Policy 2018-05.) Any unexpended funds will be returned to the Distressed County Sales and Use Tax Grant Fund and made available for future applications.

All reimbursement requests must be submitted to the Kittitas County Department of Public Works for payment.

Review Process

The county is required to consult with all cities, towns, and port districts located within the county and the associate development organization serving the county to ensure that any expenditures of these funds meets the requirements of RCW 82.14.370. To comply with this requirement, the county will seek the assistance of the Council of Governments (COG). The COG is comprised of two representatives from each municipality within Kittitas County, including Roslyn, South Cle Elum, Cle Elum, Ellensburg, Kittitas, and Kittitas County.

The Council of Governments (COG) will review all applications and score them based on the information provided by the applicant and the Project Rating Criteria as presented in the application. The COG will then make funding recommendations to the Kittitas County BOCC. The review and award process can be found at COG policy 2018-02.

All applicants will be notified as to the date and time of review of their application by the COG

The BOCC will consider recommendations for grant awards by the COG at a regularly scheduled Board meeting. The BOCC will make all grant awards. The decision of the BOCC is final.

Section 2 – Application Instructions

Grant applicants shall follow the instructions below in preparing their proposal.

- Complete the supplied application forms using a computer. No handwritten forms.
- Do not use graphics or formatting embellishments beyond those within the application.
- Answer each question and sub-question individually in each section.
- Leave in the question and directions. This way we will be sure of the question you are answering, and it will also facilitate easy review for the Council of Governments (COG).
- Use single spaced 12-point Times New Roman or Arial font.
- Make certain you are answering the questions. For instance, if the question asks “how,” please answer how, not whether or when.
- **Supplemental materials, including transmittal letter, are limited to twenty (20) pages doubled sided (one double sided page equals two pages of supplemental material). This page limit includes all graphics.**

Please also include the following:

- A detailed 8 ½” x 11” vicinity map that clearly shows the project.
- A signature from the local/regional economic development organization supporting the project.
- Any other information pertinent to the application you would like the COG to consider.

Applications are due by 5:00 PM, Friday, October 7, 2022, at the Kittitas County Department of Public Works Office. You will be notified that your application has been received and accepted by the COG.

Kittitas County Department of Public Works
Distressed County Sales and Use Tax Grant Fund
411 North Ruby Street, Suite 1
Ellensburg, WA 98926

Please submit 1 original (hard copy) to the address stated above. Additionally, please submit 1 electronic original to candie.leader@co.kittitas.wa.us.

Note: Incomplete applications will be rejected.

Question Instructions

Applicant Information (page 1 of the application): Please fill in all areas completely. The applicant is the agency requesting funding. The contact name will be considered the leader of the project for the applicant agency. The contact should also be the individual who will present the project and will be available for questions from the COG.

Applicant Thresholds (page 1 of the application): Your project must meet each of these requirements to be considered. Please check each box and include the necessary documentation with your application. If your project does not meet all of the listed requirements and/or your application does not include the necessary documentation to support your claims, it will not be considered for funding.

Project Budget (page 2 of the application): The top line (Distressed County Funds Requested) is to list how much funding you are asking the COG to consider awarding your project. The columns to the right then ask you to include the specific breakdown as to how and in what phase or phases (if a construction project) the money will be utilized. Please be as accurate as possible.

The following lines and columns are for other funding sources you have secured or for which you have applied. Again, please be as accurate as possible and fill in the final column for each signifying the status of the funding source (whether or not the funding has been secured). A minimum ten percent (10%) cash match is required for the application to be considered by COG.

The “Project Total” line is for the total cost of the project the application represents. The sum of all the funding sources lines should accurately add to the figure listed here. Additionally, please also accurately include the breakdown for phases listed to the right, again making sure the sums of the previous columns are equal to the amount placed on each line.

A minimum of 10% cash match is required for all proposals. Failure in demonstrating a minimum 10% cash match results in the proposal not being reviewed by COG.

Project Narrative (starts on page 3 of the application): Please answer each question and sub-question completely. Incomplete applications will not be considered for funding. You may attach additional information necessary to answer the questions as needed.

Special Instructions: Please review the following instructions as listed below for specific questions in the Project Narrative.

Question 3: Please attach the pertinent sections of the agency’s plans as listed with which the application is consistent.

Question 7: You must include the key assumptions (if any) and their justifications, methodology, and calculations upon which your jobs created/retained estimate is based. Simply providing a number or approximate number will not be considered a complete answer and will result in your application being rejected from consideration. Specifically identify the number of short term and permanent jobs resulting from your proposal.

DISTRESSED COUNTY SALES AND USE TAX INFRASTRUCTURE IMPROVEMENT PROGRAM APPLICATION

The Distressed County Sales and Use Tax Infrastructure Improvement Program supports improvements to infrastructure systems that foster economic development in Kittitas County. The goal is to create economic opportunity through Infrastructure investment.

APPLICANT INFORMATION

Applicant:			
Contact Name:			
Address:			
City:		WA Zip:	
Telephone:		FAX:	
E-mail Address:			
Office Location:			
Project Name:			
Jurisdiction:			
Funds Request:			

APPLICATION THRESHOLDS

Applicant	Requirement:
Check-off:	
<input type="checkbox"/>	1. The project is improvement to an infrastructure system(s) linked to economic development.
<input type="checkbox"/>	2. A detailed 8 ½ X 11” vicinity map that clearly shows the project is included in the application package.
<input type="checkbox"/>	3. Distressed County funds are not being substituted for other funds that are already secured.
<input type="checkbox"/>	4. The project involves traditional improvements, instead of “non-traditional” improvements eligible for “Enhancement” funding
<input type="checkbox"/>	5. Applicant has submitted only one application this round.
<input type="checkbox"/>	6. The local/regional economic development organization has been informed of the project.

PROJECT BUDGET

Funding Sources	Preliminary Engineering Phase	Right of Way Phase	Construction Phase	Project Total	Is Funding Secured – Y or N?
Distressed County Funds Requested: \$ _____	\$	\$	\$	\$	
Other Federal: \$ _____	\$	\$	\$	\$	
State: \$ _____	\$	\$	\$	\$	
Local Government: \$ _____	\$	\$	\$	\$	
Private: \$ _____	\$	\$	\$	\$	
*Other: \$ _____	\$	\$	\$	\$	
Project Total:	\$	\$	\$	\$	
Distressed County Fund Matching Ratio:	%	%	%	%	

****Note:** Your Distressed County Fund matching ratio must be at least or greater than 10% in order to qualify for funding consideration. The COG will not consider any requests which do not provide at least 10% matching funds from a local source.

4. **Public Benefit:**

Please describe the public benefit derived from project completion.

5. Define the total number of project partners demonstrating project support.

6. Explain how construction ready this infrastructure project is relative to design completeness and the permitting process.

7. Indicate the Estimated Number of Short Term and/or Permanent Jobs Created/Retained by the Project.

NOTE: Supplemental materials, including transmittal letter, are limited to a maximum of twenty (20) pages single sided or ten (10) pages doubled sided including all graphics. Submittals shall be 12-point font. COG reserves the right to decline review of submittals that exceed the stipulated length or fail to provide sufficient font size.

Submit the original application to:

**Kittitas County Department of Public Works
411 N. Ruby, Suite #1
Ellensburg, WA 98926**

And to:

candie.leader@co.kittitas.wa.us

Applicant Certification

Certification is hereby given that the information provided is accurate and the applicable attachments are complete and included as part of the application package.

I certify that application thresholds are met at the time of application.

Signature of Official Representative

Date

**Sponsoring Agency
(If Applicable)**

Signature of Agency Representative

Date

Typed or Printed Name

Date

Associate Economic Development Organization Notification

The organization listed below has received notification of this project as demonstrated by the signature of the organization's representative.

Name of Organization

Signature of Representative

Date

**KITTITAS COUNTY DEPARTMENT OF PUBLIC WORKS
DISTRESSED COUNTY INFRASTRUCTURE IMPROVEMENT PROGRAM
APPLICATION DUE DATES
FY 2023**

Distressed County Infrastructure Improvement Program, applications are initially due to Kittitas County Department of Public Works for conceptual approval of the infrastructure project. Distressed County Infrastructure Improvement Program applicants are invited to appear at the COG meeting when the project's criterion is reviewed.

APPLICATIONS DUE

COG MEETING DATES

2023 Application due Date

COG Applicant Presentation Meeting

October 7, 2022October 19, 2022 COG Meeting

**Funding available January 1, 2023