



SKAGIT COUNTY ECONOMIC DEVELOPMENT PUBLIC FACILITY PROJECT APPLICATION INSTRUCTIONS

For Projects Funded by Skagit County's Economic Development Public Facilities Distressed/Rural County Sales and Use Tax

Per Skagit County Code, Chapter 3.09 Distressed County Sales and Use Tax and
RCW 82.14.370 Local Option Sales and Use Tax

Purpose:

The purpose is to solicit proposals from those entities that are eligible to request funding for public facility projects that promote the creation, attraction, expansion, and retention of businesses and create or retain family wage jobs. The project must meet the definition of a public facility. RCW 82.14.370(3)(i) defines public facilities as bridges, roads, domestic and industrial water facilities, sanitary sewer facilities, earth stabilization, storm sewer facilities, railroad, electrical facilities, natural gas facilities, research, testing, training and incubation facilities in innovation partnership zones designated under RCW 43.330.270, buildings, structures, telecommunications infrastructure, transportation infrastructure, or commercial infrastructure, and port facilities in the State of Washington.

The expected outcomes of projects that receive funding are infrastructure development, business retention and/or attraction, and expansion programs that will provide a competitive advantage to Skagit County.

Project Description/Criteria:

Each application should develop and outline one project that meets the following requirements and provides an economic benefit to Skagit County. Specific questions are included in the application form to ensure the project is in compliance with the requirements set forth in RCW and to assist the applicant in delineating those matters which are of concern to the Advisory Committee and which will be part of the selection criteria.

- ❖ Per RCW 82.14.370(3)(a), the project must be listed as an item in the County's adopted overall economic development plan, or the economic development section of the County's comprehensive plan, or your city or town's comprehensive plan.
- ❖ Priority will be given to those projects that are located within incorporated and unincorporated Urban Growth Areas.
- ❖ Preference shall be given to projects that provide matching revenues. Funding priority will be given to projects that have a partnership component. Funding awarded to any project shall be contingent on the project receiving funds from additional sources (grants, loans, etc). No contract will be entered into with Skagit County for awarded funds until such additional monies have been secured. After a period of twelve (12) months, if the additional monies have not been secured, the Economic Development money award offered may be rescinded by the Board of County Commissioners and/or according to the terms of the contract and the entity will be able to reapply for the money at a later time.
- ❖ Priority shall be given to projects that result in immediate or near term job creation or retention.

- ❖ Preference shall be given to projects that create or retain “family wage” jobs. Applications that do not include job and wage information will not be forwarded to the Advisory Committee for review. (The exception to this is for funding personnel in economic development offices.)
- ❖ Projects will receive a higher priority based on how soon they can begin after funds are received.
- ❖ Funds awarded must be spent on construction costs only. This includes but is not limited to: project materials, payments to contractors for work performed, etc. Economic Development money may not be spent on soft costs such as studies, planning, or design. Funds may not be used to pay for work performed prior to the start of the award date with Skagit County unless otherwise approved.
- ❖ The start date on contracts entered into as a result of funding award shall be the date the Board of County Commissioners awards funding via Resolution.

Funding:

The Board of County Commissioners has formed an Advisory Committee to make recommendations regarding the allocation of funds available. The Board reserves the right to reduce or partially fund requests based on recommendations from the Committee, review of applications, and funds available. The Board also reserves the right to fund requests made outside of the timelines established on this application.

The specific funding amount of the applicant's proposal is open, to be defined by the applicant, not to exceed \$500,000. The applicant should define alternate levels of funding, indicating as their first priority the maximum amount desired and, as a second priority, the minimum acceptable amount. The establishment of alternate funding levels will allow the Advisory Committee some latitude in approving projects without the necessity of rejecting one or more projects due to a potential lack of funds.

Project Management:

Skagit County will issue contracts for approved projects, reimburse expenses, and monitor contract compliance. The Budget and Finance Director will act as coordinator of the application process, issuing and receiving the applications, responding to applicant questions, and notifying applicants as appropriate.

Selection Process:

Skagit County staff will review project applications prior to submittal to the Advisory Committee. Projects meeting the minimum requirements will be presented for review by the Committee. Applications that do not meet the requirements will not be forwarded to the Committee.

Each application forwarded will be reviewed by the Advisory Committee for the effectiveness of the proposed project in meeting the expected outcomes, need, and funding requirements. Upon completion of its review of the written application the Committee may request some, all, or none of the applicants to make an oral presentation in order to more fully understand the proposed project. The recommendations given to the Board may be adopted or amended.

Reporting:

Successful applicants will be required to provide certain financial information and economic information at year end as required by the State for reporting purposes.