

APPLICATION FOR LODGING TAX FOR TOURISM-RELATED, SMALL-SCALE MUNICIPALITY-OWNED CAPITAL PROJECTS AND OPERATIONS

Applicant Information – Capital Project or Operations (Circle One or Both)

Name of Municipality: Kittitas County

Mailing Address: 205 West 5th Ave Suite 105
Ellensburg WA 98926

Contact Person and Title: Judy Pless, Budget & Finance Manager

Phone: 509-962-7502

Email: judy.pless@co.kittitas.wa.us

Project Title: Kittitas County Operations

Project Location: Kittitas County Courthouse/Event Center

Funding Request: \$140,405.00

RECEIVED

JUN 17 2016

Application Requirements

- ☒ 1. The project qualifies for lodging tax funds as a capital expenditure of a tourism-related facility owned or operated by a municipality or is supporting the operations of tourism-related facilities owned or operated by a municipality.
- ☒ 2. The municipality has submitted no more than two applications for capital project funding in the current year.
- ☐ 3. The municipality's lodging tax advisory committee (or equivalent) has been informed of the project and endorsed it (not required for Kittitas County). A letter from the municipality is included.
- ☐ 4. Lodging tax capital project funds are not being substituted for other funds that are already secured or applied for (if applicable).
- ☐ 5. Municipality has secured matching funds of at least 50% of the total project costs.
- ☒ 6. A completed project budget is included in the application (if applicable).
- ☐ 7. A detailed 8 ½ X 11 vicinity map that clearly shows the project is included (if applicable).

Tourism-Related, Small-Scale Municipality-Owned Capital Project Narrative

1. **Project Description:** Please describe the project in detail. Indicate the major work to be completed, any milestones that need to be overcome in order for the project to move forward, and include a comparison of existing and proposed conditions.
2. **Kittitas County Tourism Infrastructure Plan:** Please explain how the project meets the goals and priorities in the Kittitas County Tourism Infrastructure Plan as adopted. Also, describe the specific county tourism infrastructure needs the project addresses and how the project directly increases tourism. Explain how the improvements will promote tourism in Kittitas County and indicate specifically how the improvements will directly increase economic activity resulting from tourists (see the definition of tourist on page 3 of this application).
3. **Use of Grant Funds:** Please explain exactly how the requested funds will be used. Include an itemized list.
4. **Real Property:** If real property acquisition is a component of the project, please explain. Include any information of property already secured or evidence of the ability to secure the real property.
5. **Capital Assets:** If capital asset acquisition is a component of the project, please explain. Include any bids solicited and received from potential vendors willing to supply the asset. *All capital asset purchases require at least three bids.* If you have already selected one of the bids, please provide justifications in writing.
6. **Coordination:** Please explain how this project has been coordinated with other jurisdictions as well as affected stakeholders. Please include letters of support from stakeholders.
7. **Studies:** Please attach any feasibility or other studies that demonstrate linkages between the proposed project and the anticipated tourism impacts. Also please include your operations/maintenance funding strategy and business plan for long-term project sustainability (how the facility or facilities will be operated and maintained for at least three years following completion).
8. **Project Readiness:** Please provide a detailed project schedule, including milestones necessary for completion as mentioned in question 1 above. On the schedule, indicate items completed and exactly where in the schedule the project is at this time. Be sure to include expected completion date.
9. **Applicant Certification:** Please sign below in agreement with statement of 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 further certify that the application thresholds are met at the time of application.

Signature of Official Representative

Title

Date

Tourism-Related, Small-Scale Municipality-Owned Capital Project Budget

All applicants for capital project funding must supply a detailed and complete project budget utilizing the following basic format:

Funding Sources

- Lodging Tax Funds Request

- *Other Grant Funds

 - List By Source (indicate if secured or applied)

- *Other Local Government Funds

 - List By Source

- *Private Funds

 - List By Source (may include in-kind)

Total Available Funding

Project Expenses

- Real Property or "Right-of-Way" Acquisition Cost

- Capital Asset Cost

- Construction Cost or "Hard" Cost

 - Include an itemized list of general costs

 - For example: asset type and cost, site prep, building foundation and structure, mechanical work, finish work, site restoration, electrical work, technology, etc.

- Soft Cost

 - Include an itemized list of soft costs

 - For example: design fees, construction management fees, survey costs, engineering fees, permitting costs, special inspections, cultural resource surveys, etc.

Total Project Costs

*Verifying documentation must be provided and attached to this budget. This documentation may include award letters, letters of commitment, or loan approval documentation. You must include this in order to meet the matching funds requirement. If the funding source includes applicant funds, proof of available funding in the form of a letter of commitment from an authorized body or representative of the applicant is adequate.

Tourism-Related Facility Operational Funding Narrative

(Municipality Applications Only)

1. Operational Spending: Please explain your request for operational funding and how it is directly related to supporting the operations of a tourism-related facility owned or operated by a municipality or public facilities district.

2. Sustainability Strategy: Please describe your strategy for long-term operational sustainability. Include any specific progress toward this goal.

3. Applicant Certification: Please sign below in agreement with statement of 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 further certify that the application thresholds are met at the time of application.



Signature of Official Representative

Budget & Finance Manager

Title

June 16, 2016

Date

Lodging Tax Capital Project Rating Form

Criteria	Points Possible	Application Questions	Points Awarded
Kittitas County Tourism Infrastructure Plan	Low Priority = 5 Medium Priority = 15 High Priority = 20	Question 2	
Stakeholder Support	Up to 5	Question 6	
Feasibility Analysis and Business Plan Completed	15 Yes = 15 No = 0	Question 7	
Promotes Tourism/ Increases Economic Activity Resulting From Tourists	Up to 20	Question 2	
Project Readiness	Up to 20	Question 8	
Applicant's Matching Funds	Up to 20 Less than 50% = 0 50% - 55% = 5 56% - 59% = 10 60% - 70% = 15 71% or more = 20	Capital Project Budget	

Lodging Tax for Tourism-Related Facility Operational Funding Narrative (Municipality Applications Only)

Applicant: Kittitas County

Date: June 16, 2016

Departments: Lodging Tax Committee
Board of County Commissioners
Auditor's Office
Event Center

1. Operation Spending: *Please explain your request for operational funding and how it is directly related to supporting the operations of a tourism-related facility owned or operated by a municipality or public facilities district.*

Kittitas County is requesting from the Lodging Tax funds in the total amount of **\$140,405**. The individual requests include:

Event Center Operations: \$100,000

The Kittitas Valley Event Center (KVEC) supports over 1500 space reservations per year ranging from private equine/livestock events to corporate conferences. Those 1500 space reservations are in addition to the Kittitas County Fair and Ellensburg Rodeo. Our facilities offer a meeting destination that is beneficial to the residents, business, and visitors to Kittitas County, Ellensburg and Central Washington. The events held at the KVEC contribute a major financial impact to Ellensburg and Kittitas County in the way of hotel night bookings, food and beverages sales by restaurants and caterers, as well as, service providers that support events and conferences. Support from lodging tax revenue is a crucial component of the overall funding model for the KVEC operations. The funds go to support utilities, staffing and all other aspects. Diminished funding from lodging tax revenue will greatly hinder the KVEC's ability to provide proper facilities and services to the clients and guests that have come to rely on the KVEC.

Event Center Operations – Coke Stage Repairs: \$3,405

The Large Coke Stage was in need of Department of Transportation (DOT) required repairs so that it can be used at locations outside of the KVEC grounds. This included new tires, additional lighting, air brake testing and the DOT inspection. These repairs will make the stage available to event organizers around Kittitas County.

County Staff – operations \$20,000

Currently the staff in the Board of County Commissioners and Auditor's office spend time supporting the Lodging Tax Committee and processing the requests that are presented for reimbursement from the contracted vendors. Annually we

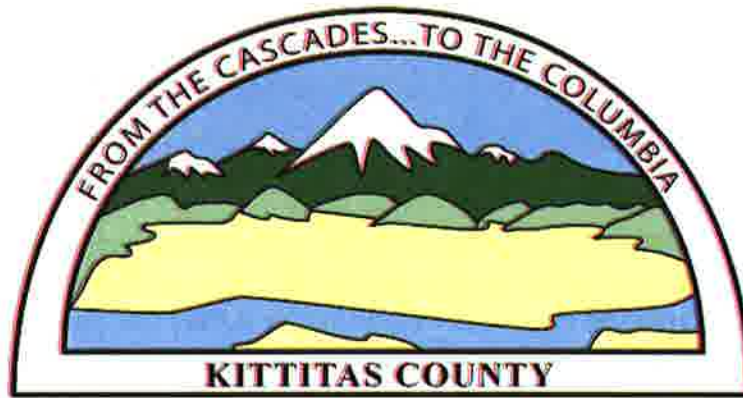
are required to submit a report to the Washington State JLARC committee reporting all the statistics collected from the contracted vendors regarding their events, see attached. In 2015, the actual expenses spent on lodging tax were \$11,277.38.

Lodging Tax Committee – Minor Equipment \$5,000

In order to view documents presented to the Committee, we are requesting \$5,000 for I-pad minis or compatible tables to assist the Committee during meetings and reviewing applications

Interlocal Agreement – U. S. Forest Service \$12,000

We are requesting to support a staff person at the Cle Elum Ranger Station at the U. S Forest Service during the weekend. The Board of County Commissioners will prepare an interlocal agreement with the Forest Service and the County.



Kittitas County Lodging Tax Grant Program for Tourism-Related, Large-Scale Municipality-Owned Capital Projects

Submission Deadline: TBD

Kittitas County Commissioners
205 W 5th Avenue, Suite 108, Ellensburg, WA 98926

509-962-7508

Lodging Tax Grant Program for Tourism-Related, Large-Scale, Municipality-Owned Capital Projects

Background

Kittitas County imposes a lodging tax assessed on the sale or charge made for furnishings of lodging according to RCW 67.28.180 and RCW 67.28.181. In accordance with the tax and Washington State law, a Lodging Tax Advisory Committee (LTAC) has also been established. The committees' purpose is to advise and recommend to the Board of County Commissioners how excise taxes on lodging should be allocated to support tourism which in turn generates revenue.

Uses According to Law:

RCW 67.28.1816 states the following:

Lodging tax revenues under this chapter may be used, directly by any municipality or indirectly through a convention and visitor bureau or destination marketing organization for: ...(c) Supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality...

Definitions included in state law which should be considered in any application requesting funding include:

1. Tourism means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.
2. Tourism promotion means activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing or the operation of special events and festivals designated to attract tourists.
3. Tourism-related facility means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is: (a) (i) owned by a public entity; ...and (b) used to support tourism, performing arts, or to accommodate tourist activities.

Grant Program Description

This grant program is one component of an overall strategy to enhance the economic value of tourism in Kittitas County. The intent of the program is to develop and implement a Capital Improvement Plan (CIP) for developing tourism-related, large-scale municipality-owned projects throughout the County which contribute to that strategy.

Kittitas County Tourism Infrastructure Plan:

As the basis for developing this grant program and the CIP, the Board of County Commissioners (BOCC) adopted the Kittitas County Tourism Infrastructure Plan. The plan includes, among other things, an inventory of tourism-related facilities across the County, an evaluation of potential tourism opportunities, goals for guiding tourism development, and a list of prioritized

actions for implementation. The plan was created with the assistance and input of various tourism-related interest groups from across the County through a process of open meetings, tourism surveys, open house events, focus group meetings and data research.

Application Process:

Projects seeking funding assistance within this grant program must complete each step of a four-step grant process.

Figure A:



The intent of the process is to periodically update the CIP with potential projects which are eligible under state law for receiving lodging tax funds. The list will be prioritized based on criteria derived from the Kittitas County Tourism Infrastructure Plan. Projects must successfully navigate through each step of the process to remain in the CIP.

The CIP is managed by the County's LTAC, with assistance from County staff and a Technical Review Team (TRT) and as approved by the BOCC, through the four-step process described above in Figure A. The TRT is an advisory body made up of 5 to 7 members to include volunteers with industry experience and technical knowledge in planning, design, and development of projects. Although the TRT may also include County staff, it is not intended to duplicate other county or city permitting, planning, or project compliance processes. Its scope is to assure that the CIP strategic intent is met, that information provided in the project application remains current and is accurate, and to advise the LTAC of the applicant's completion of each project requirement at each step. All members of the TRT are appointed by the BOCC.

Steps 1 and 2 determine a project's eligibility for funding consideration. Projects are eligible for funding consideration in steps 3 and step 4 of the process. However, it should be noted that completion of steps 1, 2, and/or 3 is not a guarantee of future funding. Projects which become eligible for funding consideration must compete with all other eligible projects as funds become available. All funding decisions are subject to recommendation of the LTAC and approval by the Board of County Commissioners. Awards may be authorized annually as funding allows, and may include consideration of how a project ranks in priority with regard to all other eligible projects, project readiness, and other factors as determined by the LTAC. All eligible projects which have completed phases 1 and 2 of this process will be notified each year when funding is available, the amount of funding, and the process for funding decisions. It is the intent of this process that project funding will be considered annually.

It is not the intent of this process to be the sole funding source for any non-county owned project. Strict minimum matching fund commitments will be required from all non-county owned projects.

Each step of the process is illustrated in figure 2 and further described as follows:

Step 1 – Application for CIP List

Applicants must first apply and be approved to be included in the program's CIP. In order to generate the program's CIP, the County will request project proposals once every five years. To facilitate this process, the County's LTAC will create an application form to use in evaluating proposals. Applicants must fill out the form and submit it to the LTAC. The LTAC will review the proposals and make recommendations for creating the list of projects for the program's CIP to the Board of County Commissioners. All applications will be rated and ranked according to the rating sheet included in this packet. The Board of County Commissioners will make the final decision to approve or reject the list.

Step 2 – Feasibility Analysis

Applicants whose projects are included in the program's capital improvement plan shall propose a Step 2 agreement to determine overall project feasibility to the LTAC for approval. The LTAC will submit the proposed Step 2 agreement to the TRT for recommendation. The TRT may recommend modifications for project feasibility requirements to the proposed agreement as necessary. The TRT's recommendation shall be submitted to the Board of County Commissioners for final approval. No funding will be included in Step 2 agreements.

Step 2 agreements will be reviewed at least annually by the TRT to assess progress and review compliance. The TRT may meet more frequently if needed and/or requested by the LTAC or the applicant. Applicants who do not meet Step 2 agreement requirements within the timeframe outlined in the agreement will not continue in this program or remain on the CIP.

Step 2 agreement amendments, including the addition of requirements, modifications of existing requirements, or time extensions shall be reviewed by the TRT. Recommendations from the TRT shall be submitted to the Board of County Commissioners for final decision.

Applicants must complete all Step 2 agreement requirements prior moving to Step 3 in this process. To be considered complete, an applicant must request a review for completeness from the TRT. The TRT shall review the Step 2 agreement requirements and submit a written recommendation to the Board of County Commissioners for approval.

In the case where a project is accepted as part of the County's CIP and the applicant believes its project has completed feasibility analysis prior to making application for the CIP, a Step 2 agreement may not be required. Applicants may be granted a waiver from the Step 2 agreement requirement by making request to the TRT for review and consultation. The TRT shall review the request and supporting documentation received and submit a recommendation to the BOCC. The BOCC shall have the final authority to accept or reject the TRT's recommendation.

Step 3 – Design and Permitting

Applicants whose projects meet all the requirements of their step 2 agreement shall propose a step 3 agreement for final project planning, design, and permitting to the LTAC for approval. The LTAC will submit the step 3 agreement to the TRT for recommendation. The TRT may recommend modifications to the proposed agreement for final design and permitting requirements, except with regard to any funding, as necessary. The TRT shall limit its oversight to assuring completion of project design, planning, and permitting requirements; its function is considered non-duplicative of other county and city permitting, planning, and project completion requirements.

If an applicant's step 3 agreement does not include any funding request, the TRT's recommendation shall be submitted to the Board of County Commissioners for approval.

If an applicant's step 3 agreement does include funding, the LTAC shall receive the recommendation for the step 3 agreement from the TRT. The LTAC shall have no authority to modify the TRT's recommendations. The LTAC shall consult annually with county financial staff as directed by the County Auditor and shall consider all eligible step 3 and step 4 agreements along with available funding resources. The LTAC shall provide a written recommendation for funding eligible step 3 and step 4 agreements to the Board of County Commissioners for consideration. The recommendation shall include which agreements to fund, the funding amount for each, and a written explanation for the recommendation. The recommendation shall also include a listing of the currently eligible projects requesting funding which are not included in the recommendation. The Board of County Commissioners shall either accept or reject the recommendation from the LTAC.

Step 3 agreements will be reviewed at least annually by the TRT to assess progress and review compliance. The TRT may meet more frequently if needed and/or requested by the LTAC. Applicants who do not meet step 3 agreement requirements within the timeframe outlined in the agreement will not continue in this program or remain on the CIP. However, projects may reapply to be placed on the CIP during the next project application cycle.

Step 3 agreement amendments, including the addition of requirements, modifications of existing requirements, or time extensions, but which do not include funding modifications, shall be reviewed by the TRT. Recommendations from the TRT shall be submitted to the Board of County Commissioners for final decision. Any step 3 agreement amendments which include any funding shall be reviewed by the LTAC. Recommendations from the LTAC shall be submitted to the Board of County Commissioners for final decision.

Applicants must complete all step 3 agreement requirements prior moving to step 4 in this process. To be considered complete, an applicant must request a review for completeness from the LTAC and TRT. The TRT shall review the step 3 agreement requirements and submit a written recommendation to the Board of County Commissioners for approval.

Step 4 – Project Construction and Closeout Reporting

Applicants whose projects meet all the requirements of the step 3 agreement shall propose a step 4 agreement for project construction and closeout to the LTAC for approval. The LTAC will submit the step 4 agreement to the TRT for recommendation. The TRT may recommend

modifications to the proposed agreement, except with regard to any funding, as necessary. The TRT shall limit its oversight as described in step 3.

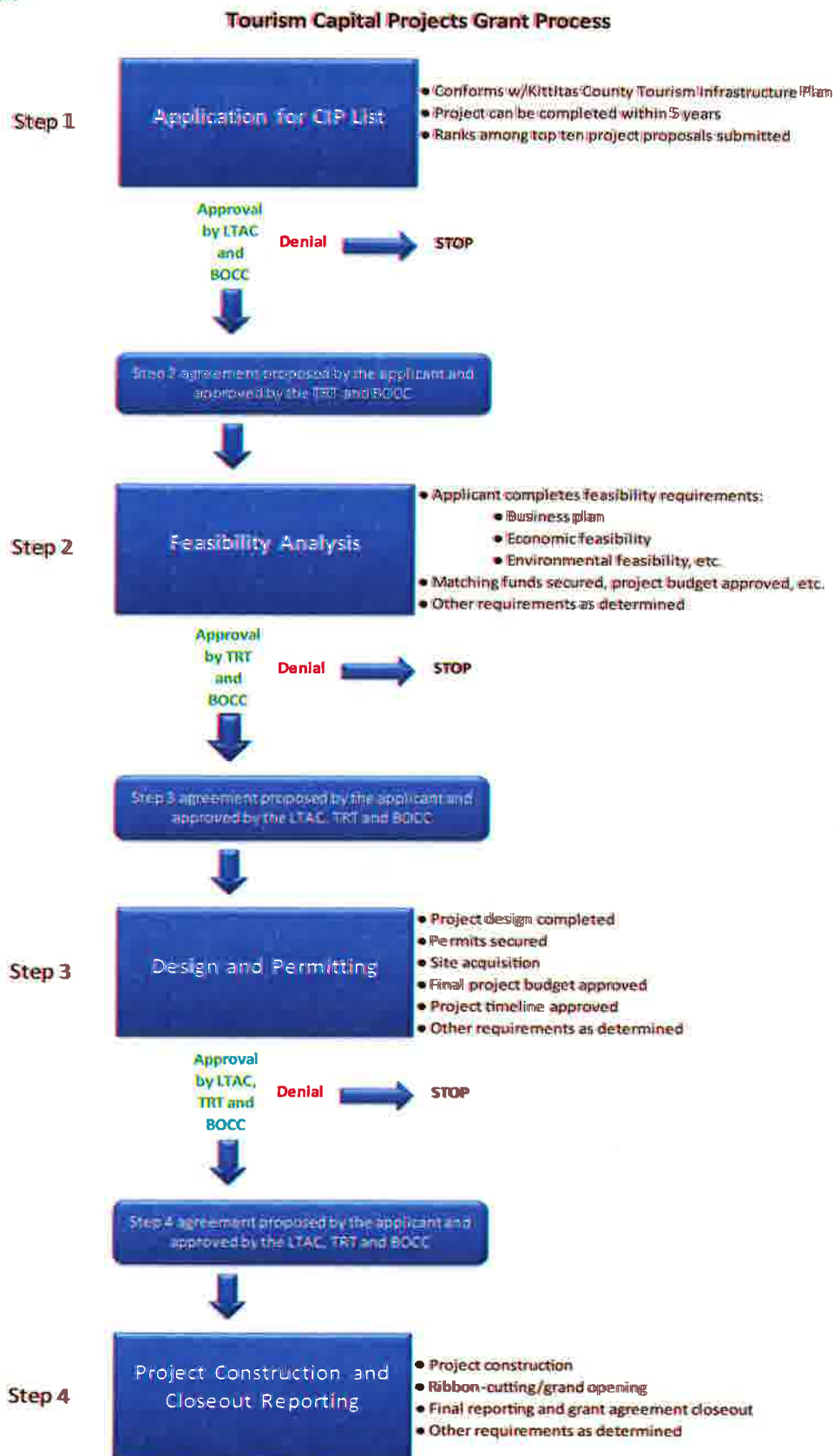
The LTAC shall receive all step 4 agreement recommendations from the TRT. The LTAC shall have no authority to modify the TRT's recommendation. The LTAC shall consult annually with county financial staff as directed by the County Auditor and shall consider all eligible step 3 and step 4 agreements along with available funding resources. The LTAC shall provide a written recommendation for funding eligible step 3 and step 4 agreements to the Board of County Commissioners for consideration. The recommendation shall include which agreements to fund, the funding amount for each, and a written explanation for the recommendation. The recommendation shall also include a listing of the currently eligible projects requesting funding which are not included in the recommendation. The Board of County Commissioners shall either accept or reject the recommendation from the LTAC.

Step 4 agreements will be reviewed at least annually by the TRT to assess progress and review compliance. The TRT may meet more frequently if needed and/or requested by the LTAC.

Step 4 agreement amendments, including the addition of requirements, modifications of existing requirements, or time extensions, but which do not include funding modifications, shall be reviewed by the TRT. Recommendations from the TRT shall be submitted to the Board of County Commissioners for final decision. Any step 4 agreement amendments which include any funding shall be reviewed by the LTAC. Recommendations from the LTAC shall be submitted to the Board of County Commissioners for final decision.

Upon project completion, all step 4 agreements must be submitted to the LTAC and TRT for a review of completeness. The LTAC and TRT shall meet as needed to review project completeness for step 4 agreements. The LTAC and TRT shall submit a written recommendation regarding their finding of project completeness to the Board of County Commissioners for acceptance and final project closeout.

Figure 2



Application Definitions:

Below is a list of terms and phrases which have a specific meaning within this application. It may be helpful for you to review these as you prepare responses so that a better understanding of the reviewer's expectations may be obtained.

Capital Asset is any type of property that has a useful life longer than one year and is valued at over \$5,000.

Construction or "Hard" Costs are the direct contractor costs for labor, material, equipment and services; contractor's overhead and profit, and other direct construction costs. These costs do not include the compensation paid to architects, engineers, or consultants, the cost of land, right-of-ways, or other similar costs.

Large-scale, as it relates to projects which may be eligible for being listed on the County's CIP for tourism infrastructure as well as potential funding through this grant process, are projects requesting funding of \$50,000 or more.

Matching Funds is the amount of funding your organization has secured and is contributing to the project. This includes both direct and indirect support. Direct funds can be in the form of cash funding from your organization or funding secured elsewhere but dedicated to the project such as other grants, loans, donations, etc. Indirect funding support includes in-kind support like labor, volunteer support, supplies, and services which directly relate to the project, including those supplied by your organization and others.

Municipality is a city, county, or town.

Real Property is fixed property, principally land and buildings.

Soft Costs are cost items in addition to the direct construction cost. These generally include architectural and engineering, permits and fees, financing fees, construction interest and operating expenses, leasing and real estate commissions, advertising and promotion, and supervision.

A **Tourist** is defined as a person traveling away from their place of residence or business and staying overnight in paid accommodations; to a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or from another country or state outside of their place of residence or their business.

SUBMITTAL INSTRUCTIONS

Please return **ONE COPY** of the entire original application and answers to narrative questions to:

Kittitas County Commissioners
Attn: Lodging Tax Grant Application
205 West 5th, Suite 108, Ellensburg, WA 98926

Applications must be received no later than 5:00 PM, TBD or postmarked no later than TBD.

Incomplete and/or late applications will not be considered. Applications may not be changed or amended by the applicant after the deadline for submission

Schedule:

- | | |
|---|-----|
| ▪ Application deadline | TBD |
| ▪ Oral presentations of proposals to LTAC and LTAC recommendation | TBD |
| ▪ BOCC deliberation and decision | TBD |

Project Management:

As discussed in the grant process section of this application packet, successful applicants shall be required, as a condition of inclusion in the County's CIP for tourism infrastructure and any funding award (as available), to enter into a contract. The contract may include, but not be limited to, the specific conditions or deliverables the applicant must meet in order to continue to progress through each phase of this process, the specific amount of any award if a project becomes eligible for funding and what it may be used for, all reporting requirements associated with this funding, payment terms, and any and all other appropriate terms of the funding. Kittitas County will be the contracting agent for all approved projects.

All funds awarded under this program will be available in the form of reimbursable grants. The funds for capital projects will be available for reimbursement as of the date of the contract and will remain available for the term defined in the contract. Any unexpended funds will be returned to the Lodging Tax account made available for re-appropriation. All requests for reimbursement shall be made to the Kittitas County Auditor's office at the following address:

Kittitas County Auditor
Attn: Lodging Tax Grant Funds Reimbursement
205 W 5th, Suite 105
Ellensburg, WA 98926

For specific information and requirements regarding the reimbursement process, please contact the Auditor's office at 509-962-7504.

Project Reporting Requirements for Tourism-Related Facilities:

State law requires that all recipients of Lodging Tax revenues must submit a report to the municipality describing the actual number of people traveling for business or pleasure on a trip:

- A. Away from their place of residence or business and staying overnight in paid accommodations;
- B. To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or

C. From another country or state outside of their place of residence or their business.

A report form will be provided as part of the contract for receiving funds. We ask that you provide this information within 60 days after your project is complete.

Applicant Eligibility:

This grant process for lodging tax funds is available only for large-scale tourism capital projects which are municipality-owned. All applicants must be a municipality in Kittitas County. One capital project is allowed per application. There is no limit to the number of applications a municipality may submit per funding cycle. **Projects must be compatible with the Kittitas County Tourism Infrastructure Plan as a low, medium, or high priority to be eligible for inclusion in the CIP.**

Other Information:

Insurance: As part of its contract for performance, a municipality may require contractors to maintain liability insurance in the amount of \$1,000,000 or more and name the municipality as an additional insured on its liability insurance policy.

Application Form: This packet will be available on Kittitas County's website as a word document and as a pdf. It can also be obtained directly as a hard copy or in digital format by contacting the Kittitas County Board of Commissioners office at 509-962-7508. Kittitas County's website address is: www.co.kittitas.wa.us.

APPLICATION FOR TOURISM-RELATED, LARGE-SCALE MUNICIPALITY-OWNED CIP LISTING

Applicant Information

Name of Municipality: _____

Mailing Address: _____

Contact Person and Title: _____

Phone: _____

Email: _____

Project Title: _____

Project Location: _____

Application Requirements

- _____ 1. The project qualifies for lodging tax funds as a capital expenditure of a tourism-related facility owned or operated by a municipality.
- _____ 2. If this application is not from Kittitas County, the municipality's lodging tax advisory committee (or equivalent) has been informed of the project and endorsed it. A letter from the municipality is included.
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- _____ 5. A completed project budget is included in the application.
- _____ 6. A detailed 8 ½ X 11 vicinity map that clearly shows the location of the project is included.

Tourism-Related, Large-Scale Municipality-Owned Capital Project Narrative

1. **Project Description:** Please describe the project in detail. Indicate the major work to be completed, any milestones that need to be overcome in order for the project to move forward, and include a comparison of existing and proposed conditions.
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Tourism-Related, Large-Scale Municipality-Owned Capital Project Budget

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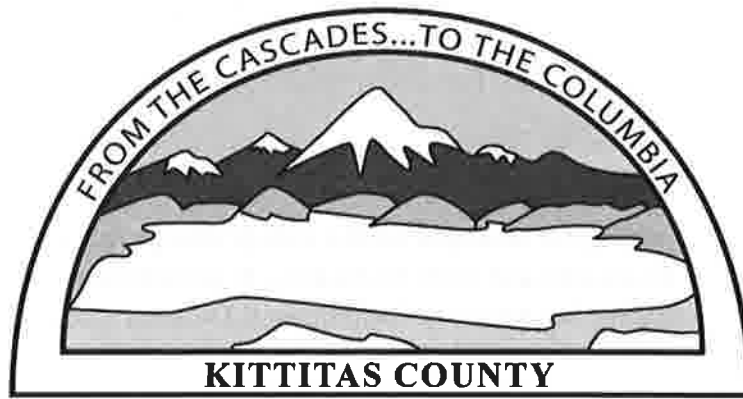
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Tourism-Related, Large-Scale Municipality-Owned Capital Project Rating Form

Criteria	Points Possible	Application Questions	Points Awarded
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Project Readiness	Up to 15	Question 6	
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Kittitas County Lodging Tax Grant Program for Tourism-Related, Large-Scale Municipality-Owned Capital Projects

Submission Deadline: TBD

Kittitas County Commissioners
205 W 5th Avenue, Suite 108, Ellensburg, WA 98926

509-962-7508

Lodging Tax Grant Program for Tourism-Related, Large-Scale, Municipality-Owned Capital Projects

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Definitions included in state law which should be considered in any application requesting funding include:

1. Tourism means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.
2. Tourism promotion means activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing or the operation of special events and festivals designated to attract tourists.
3. Tourism-related facility means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is: (a) (i) owned by a public entity; (ii) owned by a nonprofit organization described under section 501 (c) (3) of the federal internal revenue code of 1986, as amended; or (iii) owned by a nonprofit organization described under section 501 (c) (6) of the federal internal revenue code of 1986, as amended; a business organization, destination marketing organizations, main street organization, lodging association, or chamber of commerce; and (b) used to support tourism, performing arts, or to accommodate tourist activities.

Grant Program Description

This grant program is one component of an overall strategy to enhance the economic value of tourism in Kittitas County. The intent of the program is to develop and implement a Capital Improvement Plan (CIP) for developing tourism-related, large-scale municipality-owned projects throughout the County which contribute to that strategy.

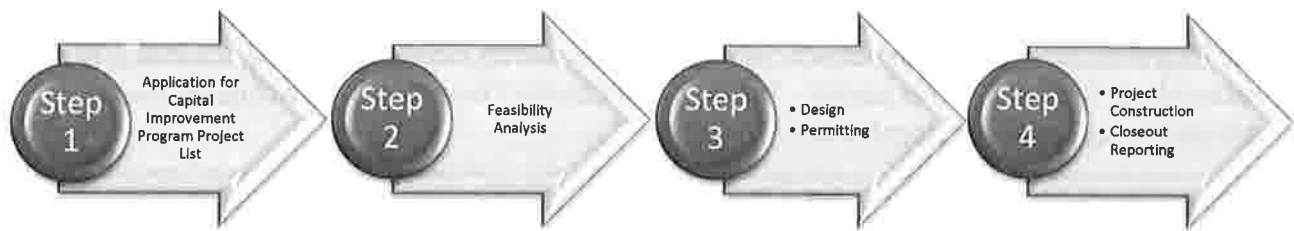
Kittitas County Tourism Infrastructure Plan:

As the basis for developing this grant program and the CIP, the Board of County Commissioners (BOCC) adopted the Kittitas County Tourism Infrastructure Plan. The plan includes, among other things, an inventory of tourism-related facilities across the County, an evaluation of potential tourism opportunities, goals for guiding tourism development, and a list of prioritized actions for implementation. The plan was created with the assistance and input of various tourism-related interest groups from across the County through a process of open meetings, tourism surveys, open house events, focus group meetings and data research.

Application Process:

Projects seeking funding assistance within this grant program must complete each step of a four-step grant process.

Figure A:



The intent of the process is to periodically update the CIP with potential projects which are eligible under state law for receiving lodging tax funds. The list will be prioritized based on criteria derived from the Kittitas County Tourism Infrastructure Plan. Projects must successfully navigate through each step of the process to remain in the CIP.

The CIP is managed by the County's LTAC, with assistance from County staff and a Technical Review Team (TRT) and as approved by the BOCC, through the four-step process described above in Figure A. The TRT is an advisory body made up of 5 to 7 members to include volunteers with industry experience and technical knowledge in planning, design, and development of projects. Although the TRT may also include County staff, it is not intended to duplicate other county or city permitting, planning, or project compliance processes. Its scope is to assure that the CIP strategic intent is met, that information provided in the project application remains current and is accurate, and to advise the LTAC of the applicant's completion of each project requirement at each step. All members of the TRT are appointed by the BOCC.

Steps 1 and 2 determine a project's eligibility for funding consideration. Projects are eligible for funding consideration in steps 3 and step 4 of the process. However, it should be noted that completion of steps 1, 2, and/or 3 is not a guarantee of future funding. Projects which become eligible for funding consideration must compete with all other eligible projects as funds become available. All funding decisions are subject to recommendation of the LTAC and approval by the Board of County Commissioners. Awards may be authorized annually as funding allows, and

may include consideration of how a project ranks in priority with regard to all other eligible projects, project readiness, and other factors as determined by the LTAC. All eligible projects which have completed phases 1 and 2 of this process will be notified each year when funding is available, the amount of funding, and the process for funding decisions. It is the intent of this process that project funding will be considered annually.

It is not the intent of this process to be the sole funding source for any project. Strict minimum matching fund commitments will be required from all projects.

Each step of the process is illustrated in figure 2 and further described as follows:

Step 1 – Application for CIP List

Applicants must first apply and be approved to be included in the program's CIP. In order to generate the program's CIP, the County will request project proposals once every five years. To facilitate this process, the County's LTAC will create an application form to use in evaluating proposals. Applicants must fill out the form and submit it to the LTAC. The LTAC will review the proposals and make recommendations for creating the list of projects for the program's CIP to the Board of County Commissioners. All applications will be rated and ranked according to the rating sheet included in this packet. The Board of County Commissioners will make the final decision to approve or reject the list.

Step 2 – Feasibility Analysis

Applicants whose projects are included in the program's capital improvement plan shall propose a Step 2 agreement to determine overall project feasibility to the LTAC for approval. The LTAC will submit the proposed Step 2 agreement to the TRT for recommendation. The TRT may recommend modifications for project feasibility requirements to the proposed agreement as necessary. The TRT's recommendation shall be submitted to the Board of County Commissioners for final approval. No funding will be included in Step 2 agreements.

Step 2 agreements will be reviewed at least annually by the TRT to assess progress and review compliance. The TRT may meet more frequently if needed and/or requested by the LTAC. Applicants who do not meet Step 2 agreement requirements within the timeframe outlined in the agreement will not continue in this program or remain on the CIP.

Step 2 agreement amendments, including the addition of requirements, modifications of existing requirements, or time extensions shall be reviewed by the TRT. Recommendations from the TRT shall be submitted to the Board of County Commissioners for final decision.

Applicants must complete all Step 2 agreement requirements prior moving to Step 3 in this process. To be considered complete, an applicant must request a review for completeness from the TRT. The TRT shall review the Step 2 agreement requirements and submit a written recommendation to the Board of County Commissioners for approval.

Step 3 – Design and Permitting

Applicants whose projects meet all the requirements of their Step 2 agreement shall propose a Step 3 agreement for final project planning, design, and permitting to the LTAC for approval. The LTAC will submit the Step 3 agreement to the TRT for recommendation. The TRT may

recommend modifications to the proposed agreement for final design and permitting requirements, except with regard to any funding, as necessary. The TRT shall limit its oversight to assuring completion of project design, planning, and permitting requirements; its function is considered non-duplicative of other county and city permitting, planning, and project completion requirements.

If an applicant's ~~step 3~~ agreement does not include any funding request, the TRT's recommendation shall be submitted to the Board of County Commissioners for approval.

If an applicant's ~~step 3~~ agreement does include funding, the LTAC shall receive the recommendation for the step 3 agreement from the TRT. The LTAC shall have no authority to modify the TRT's recommendations. The LTAC shall consult annually with county financial staff as directed by the County Auditor and shall consider all eligible ~~step 3~~ and ~~step 4~~ agreements along with available funding resources. The LTAC shall provide a written recommendation for funding eligible ~~step 3~~ and ~~step 4~~ agreements to the Board of County Commissioners for consideration. The recommendation shall include which agreements to fund, the funding amount for each, and a written explanation for the recommendation. The recommendation shall also include a listing of the currently eligible projects requesting funding which are not included in the recommendation. The Board of County Commissioners shall either accept or reject the recommendation from the LTAC.

Step 3 agreements will be reviewed at least annually by the TRT to assess progress and review compliance. The TRT may meet more frequently if needed and/or requested by the LTAC. Applicants who do not meet ~~step 3~~ agreement requirements within the timeframe outlined in the agreement will not continue in this program or remain on the CIP. However, projects may reapply to be placed on the CIP during the next project application cycle.

Step 3 agreement amendments, including the addition of requirements, modifications of existing requirements, or time extensions, but which do not include funding modifications, shall be reviewed by the TRT. Recommendations from the TRT shall be submitted to the Board of County Commissioners for final decision. ~~Any step 3 agreement amendments which include any funding shall be reviewed by the LTAC. Recommendations from the LTAC shall be submitted to the Board of County Commissioners for final decision.~~ *Submitted to the LTAC for funding recommendation.*

Applicants must complete all ~~step 3~~ agreement requirements prior moving to step 4 in this process. To be considered complete, an applicant must request a review for completeness from the LTAC and TRT. The TRT shall review the ~~step 3~~ agreement requirements and submit a written recommendation to the Board of County Commissioners for approval. *LTAC*

LTAC review funding, TRT review technical requirements.

Step 4 – Project Construction and Closeout Reporting

Applicants whose projects meet all the requirements of the step 3 agreement shall propose a ~~step 4~~ agreement for project construction and closeout to the LTAC for approval. The LTAC will submit the ~~step 4~~ agreement to the TRT for recommendation. The TRT may recommend modifications to the proposed agreement, except with regard to any funding, as necessary. The TRT shall limit its oversight as described in ~~step 3~~.

The LTAC shall receive all ^SStep 4 agreement recommendations from the TRT. The LTAC shall have no authority to modify the TRT's recommendation. The LTAC shall consult annually with county financial staff as directed by the County Auditor and shall consider all eligible ^SStep 3 and ^SStep 4 agreements along with available funding resources. The LTAC shall provide a written recommendation for funding eligible ^SStep 3 and ^SStep 4 agreements to the Board of County Commissioners for consideration. The recommendation shall include which agreements to fund, the funding amount for each, and a written explanation for the recommendation. The recommendation shall also include a listing of the currently eligible projects requesting funding which are not included in the recommendation. The Board of County Commissioners shall either accept or reject the recommendation from the LTAC.

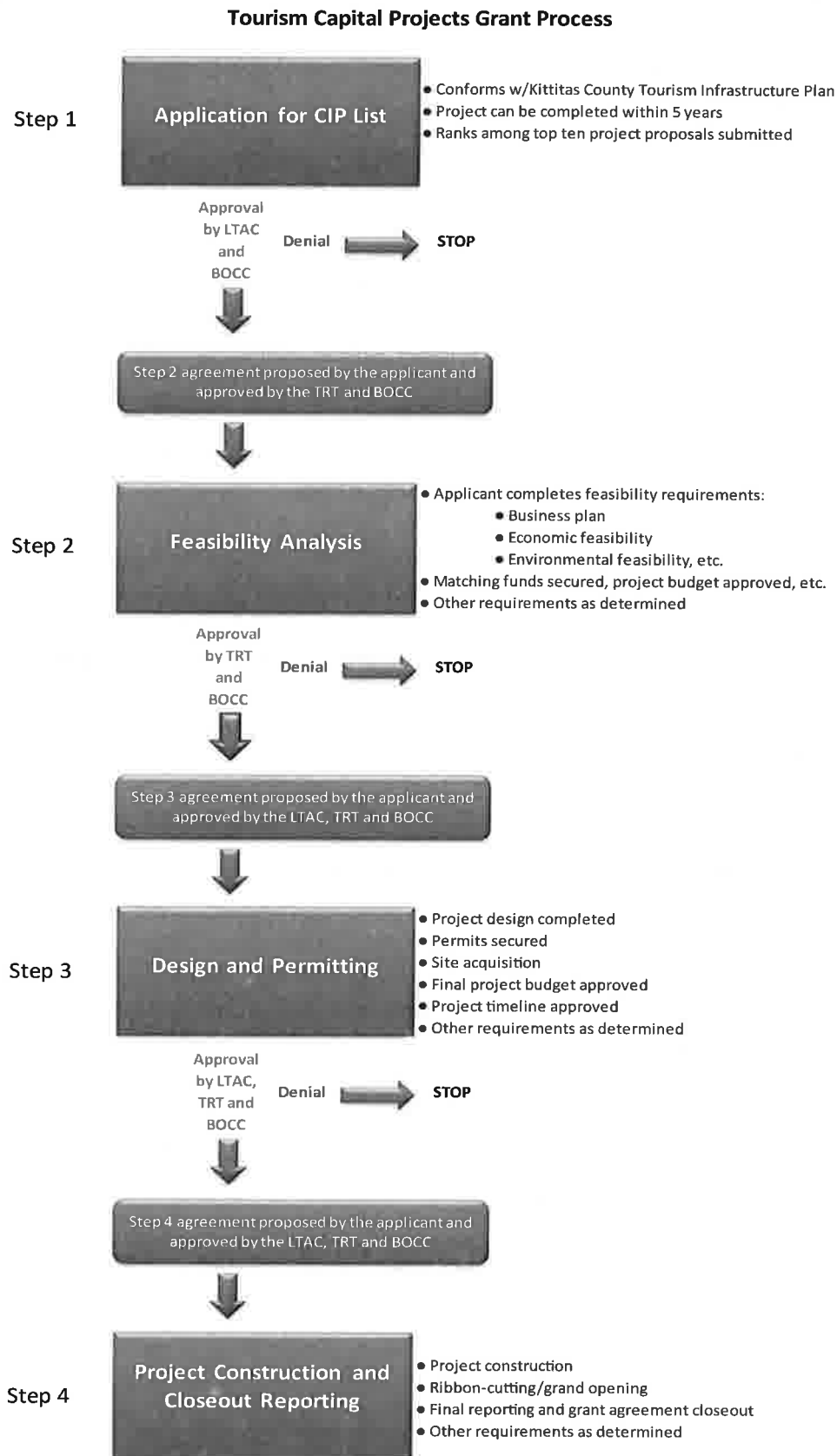
Step 4 agreements will be reviewed at least annually by the TRT to assess progress and review compliance. The TRT may meet more frequently if needed and/or requested by the LTAC.

Step 4 agreement amendments, including the addition of requirements, modifications of existing requirements, or time extensions, but which do not include funding modifications, shall be reviewed by the TRT. Recommendations from the TRT shall be submitted to the Board of County Commissioners for final decision. Any ^SStep 4 agreement amendments which include any funding shall be reviewed by the LTAC. Recommendations from the LTAC shall be submitted to the Board of County Commissioners for final decision.

↳ For funding consideration

Upon project completion, all ^SStep 4 agreements must be submitted to the LTAC and TRT for a review of completeness. The LTAC and TRT shall meet as needed to review project completeness for ^SStep 4 agreements. The LTAC and TRT shall submit a written recommendation regarding their finding of project completeness to the Board of County Commissioners for acceptance and final project closeout.

Figure 2



Application Definitions:

Below is a list of terms and phrases which have a specific meaning within this application. It may be helpful for you to review these as you prepare responses so that a better understanding of the reviewer's expectations may be obtained.

Capital Asset is any type of property that has a useful life longer than one year and is valued at over \$5,000.

Construction or "Hard" Costs are the direct contractor costs for labor, material, equipment and services; contractor's overhead and profit, and other direct construction costs. These costs do not include the compensation paid to architects, engineers, or consultants, the cost of land, right-of-ways, or other similar costs.

Large-scale, as it relates to projects which may be eligible for being listed on the County's CIP for tourism infrastructure as well as potential funding through this grant process, are projects requesting funding of \$50,000 or more.

Matching Funds is the amount of funding your organization has secured and is contributing to the project. This includes both direct and indirect support. Direct funds can be in the form of cash funding from your organization or funding secured elsewhere but dedicated to the project such as other grants, loans, donations, etc. Indirect funding support includes in-kind support like labor, volunteer support, supplies, and services which directly relate to the project, including those supplied by your organization and others.

Municipality is a city, county, or town.

Real Property is fixed property, principally land and buildings.

Soft Costs are cost items in addition to the direct construction cost. These generally include architectural and engineering, permits and fees, financing fees, construction interest and operating expenses, leasing and real estate commissions, advertising and promotion, and supervision.

A **Tourist** is defined as a person traveling away from their place of residence or business and staying overnight in paid accommodations; to a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or from another country or state outside of their place of residence or their business.

SUBMITTAL INSTRUCTIONS

Please return **ONE COPY** of the entire original application and answers to narrative questions to:

Kittitas County Commissioners
Attn: Lodging Tax Grant Application
205 West 5th, Suite 108, Ellensburg, WA 98926

Applications must be received no later than 5:00 PM, TBD or postmarked no later than TBD.

Incomplete and/or late applications will not be considered. Applications may not be changed or amended by the applicant after the deadline for submission

Schedule:

- | | |
|---|-----|
| ▪ Application deadline | TBD |
| ▪ Oral presentations of proposals to LTAC and LTAC recommendation | TBD |
| ▪ BOCC deliberation and decision | TBD |

Project Management:

As discussed in the grant process section of this application packet, successful applicants shall be required, as a condition of inclusion in the County's CIP for tourism infrastructure and any funding award (as available), to enter into a contract. The contract may include, but not be limited to, the specific conditions or deliverables the applicant must meet in order to continue to progress through each phase of this process, the specific amount of any award if a project becomes eligible for funding and what it may be used for, all reporting requirements associated with this funding, payment terms, and any and all other appropriate terms of the funding. Kittitas County will be the contracting agent for all approved projects.

All funds awarded under this program will be available in the form of reimbursable grants. The funds for capital projects will be available for reimbursement as of the date of the contract and will remain available for the term defined in the contract. Any unexpended funds will be returned to the Lodging Tax account made available for re-appropriation. All requests for reimbursement shall be made to the Kittitas County Auditor's office at the following address:

Kittitas County Auditor
Attn: Lodging Tax Grant Funds Reimbursement
205 W 5th, Suite 105
Ellensburg, WA 98926

For specific information and requirements regarding the reimbursement process, please contact the Auditor's office at 509-962-7504.

Project Reporting Requirements for Tourism-Related Facilities:

State law requires that all recipients of Lodging Tax revenues must submit a report to the municipality describing the actual number of people traveling for business or pleasure on a trip:

- A. Away from their place of residence or business and staying overnight in paid accommodations;
- B. To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or

C. From another country or state outside of their place of residence or their business.

A report form will be provided as part of the contract for receiving funds. We ask that you provide this information within 60 days after your project is complete.

Applicant Eligibility:

This grant process for lodging tax funds is available only for large-scale tourism capital projects which are municipality-owned. All applicants must be a municipality in Kittitas County. One capital project is allowed per application. There is no limit to the number of applications a municipality may submit per funding cycle. **Projects must be compatible with the Kittitas County Tourism Infrastructure Plan as a low, medium, or high priority to be eligible for inclusion in the CIP.**

Other Information:

Insurance: As part of its contract for performance, a municipality may require contractors to maintain liability insurance in the amount of \$1,000,000 or more and name the municipality as an additional insured on its liability insurance policy.

Application Form: This packet will be available on Kittitas County's website as a word document and as a pdf. It can also be obtained directly as a hard copy or in digital format by contacting the Kittitas County Board of Commissioners office at 509-962-7508. Kittitas County's website address is: www.co.kittitas.wa.us.

APPLICATION FOR TOURISM-RELATED, LARGE-SCALE MUNICIPALITY-OWNED CIP LISTING

Applicant Information

Name of Municipality: _____

Mailing Address: _____

Contact Person and Title: _____

Phone: _____

Email: _____

Project Title: _____

Project Location: _____

Application Requirements

- _____ 1. The project qualifies for lodging tax funds as a capital expenditure of a tourism-related facility owned or operated by a municipality.
- _____ 2. If this application is not from Kittitas County, the municipality's lodging tax advisory committee (or equivalent) has been informed of the project and endorsed it. A letter from the municipality is included.
- _____ 3. Lodging tax capital project funds are not being substituted for other funds that are already secured or applied for (if applicable).
- _____ 4. Applicant has secured matching funds of at least 50% of the total project costs.
- _____ 5. A completed project budget is included in the application.
- _____ 6. A detailed 8 ½ X 11 vicinity map that clearly shows the location of the project is included.

Tourism-Related, Large-Scale Municipality-Owned Capital Project Narrative

1. **Project Description:** Please describe the project in detail. Indicate the major work to be completed, any milestones that need to be overcome in order for the project to move forward, and include a comparison of existing and proposed conditions.
2. **Kittitas County Tourism Infrastructure Plan:** Please explain how the project meets the goals and priorities in the Kittitas County Tourism Infrastructure Plan as adopted. Also, describe the specific, county tourism infrastructure needs the project addresses and how the project directly increases tourism. Explain how the improvements will promote tourism in Kittitas County and indicate specifically how the improvements will directly increase economic activity resulting from tourists.
3. **Real Property:** If real property acquisition is a component of the project, please explain. Include any information of property already secured or evidence of the ability to secure the real property.
4. **Coordination:** Please explain how this project has been coordinated with other jurisdictions as well as affected stakeholders. Please include letters of support from stakeholders.
5. **Studies:** Please attach any feasibility or other studies that demonstrate linkages between the proposed project and the anticipated tourism impacts. Also please include your operations/maintenance strategy and other plans for long-term project sustainability (how the facility or facilities will be operated and maintained over at least five years following completion).
6. **Project Readiness:** Please provide a detailed project schedule, including milestones necessary for completion as mentioned in question 1 above. On the schedule, indicate items completed and exactly where in the schedule the project is at this time. Be sure to include expected completion date.
7. **Applicant Certification:** Please sign below in agreement with the statement of 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 further certify that the application thresholds are met at the time of application.

Signature of Official Representative

Title

Date

Tourism-Related, Large-Scale Municipality-Owned Capital Project Budget

All applicants for must supply a detailed and complete project budget utilizing the following basic format:

Funding Sources

Lodging Tax Funds Request

*Other Grant Funds

List By Source (indicate if secured or applied)

*Other Local Government Funds

List By Source

*Private Funds

List By Source (may include in-kind)

Total Available Funding

Project Expenses

Real Property or "Right-of-Way" Acquisition Cost

Capital Asset Cost

Construction Cost or "Hard" Cost

Include an itemized list of general costs

For example: asset type and cost, site prep, building foundation and structure, mechanical work, finish work, site restoration, electrical work, technology, etc.

Soft Cost

Include an itemized list of soft costs

For example: feasibility analysis, design fees, construction management fees, survey costs, engineering fees, permitting costs, special inspections, cultural resource surveys, etc.

Total Project Costs

*Verifying documentation must be provided and attached to this budget. This documentation may include award letters, letters of commitment, or loan approval documentation. You must include this in order to meet the matching funds requirement. If the funding source includes applicant funds, proof of available funding in the form of a letter of commitment from an authorized body or representative of the applicant is adequate.

Tourism-Related, Large-Scale Municipality-Owned Capital Project Rating Form

Criteria	Points Possible	Application Questions	Points Awarded
Kittitas County Tourism Infrastructure Plan	Low Priority = 5 Medium Priority = 15 High Priority = 20	Question 2	
Stakeholder Support	Up to 5	Question 4	
Feasibility Analysis and Business Plan Completed	Yes = 15 No = 0	Question 5	
Promotes Tourism/ Increases Economic Activity Resulting From Tourists	Up to 25	Question 2	
Project Readiness	Up to 15	Question 6	
Applicant's Matching Funds	Less than 50% = 0 50% - 55% = 5 56% - 59% = 10 60% - 70% = 15 71% or more = 20	Capital Project Budget	



Kittitas County
Event or Tourism Facility Lodging Tax Expenditure Report Worksheet

RETURN COMPLETED FORM TO:

Kittitas County Auditor Accounting
E-MAIL: auditorsaccounting@co.kittitas.wa.us
205 West 5th Ave - Suite 105
Ellensburg, WA 98926
Phone Number: 509-962-7502 FAX Number: 509-962-7687

WORKSHEET IS DUE : NO LATER THAN 60 DAYS AFTER THE END OF YOUR EVENT

ACTIVITY	
Activity Name:	
Organization name:	
Activity Type (see glossary page 2):	
Activity Date:	
Start Date:	End Date:
Funds Requested:	
Awarded:	
Total Cost of Activity	

See Glossary (page 2) for information on:
Activity Types, Attendance, Paid Lodging nights and
Predicted and Retired

See Methodology descriptions (page 3) for information on:
How to complete Methodology regarding Attendance information

ATTENDANCE INFORMATION			
Overall Attendance:	Predicted:	Actual (Estimated):	Method (see pg. 3)
Enter Notes:			
Attendance, 50+ miles:			
Enter Notes:			
Attendance, Out of State, Out of Country:			
Enter Notes:			
Attendance, Paid for Overnight Lodging:			
Enter Notes:			
Attendance, Did Not Pay for Overnight Lodging:			
Enter Notes:			
Paid Lodging Nights:			
Enter Notes:			

Submitted by: _____

Email and Phone Number: _____

Date: _____

Keep a copy for your records

GLOSSARY FOR ACTIVITY TYPE, ATTENDANCE, LODGING NIGHTS

Glossary

Activity types:

- | | |
|---------------------------|--|
| 1. Event/Festival: | Encompasses specific activities such as fairs, festivals, celebrations, etc. |
| 2. Marketing: | Encompasses activities which advertise the municipality or town.
If lodging funds were used to advertise for a specific event/festival, the expenditure falls under the "Event/Festival" Category |
| 3. Facility: | Encompasses activities related to facility acquisitions, upkeep, renovation, etc. |

Definitions:

- | | |
|-----------------------------|--|
| Activity Start Date: | Enter the date the activity began |
| Activity End Date: | Enter the date the activity ended |
| Funds Requested: | Enter the amount of lodging tax funds that was requested on the application for 2015 funding |
| Funds Awarded: | Enter the amount of lodging tax funds ultimately awarded to the organization |
| Total Activity Cost: | Enter the total cost of the activity |

Attendance Information:

- | | |
|--|---|
| Overall Attendance, Predicted: | Enter the total number of people predicted to attend the activity as listed on the application for 2015 funding.
If lodging tax funds were used for an activity not expected to generate measurable attendance an expenditure related to facility upkeep, enter "N/A"
(such as a general marketing campaign or an expenditure related to facilities), enter "N/A" |
| Overall Attendance, Actual (Estimated): | Enter the total number of people who attended the activity. Organizations using lodging tax funds should quantify the number of attendees.
If lodging tax funds were used for an activity not expected to generate measurable attendance an expenditure related to facility upkeep, enter "N/A"
(such as a general marketing campaign or an expenditure related to facilities), enter "N/A" |
| Overall Attendance, Method: | Enter the method used to determine the overall attendance |
| Enter notes: | Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, raffle tickets sold, etc.) |

- | | |
|---|---|
| Attendance, 50+ Miles, Predicted: | Enter the number of people predicted to travel a distance of over 50 miles to attend the activity as listed on the application for 2015 funding.
If lodging tax funds were used for an activity not expected to generate measurable attendance an expenditure related to facility upkeep, enter "N/A"
(such as a general marketing campaign or an expenditure related to facilities), enter "N/A" |
| Attendance, 50+ Miles, Actual (Estimated): | Enter the total number of people who traveled more than 50 miles to attend the activity.
If lodging tax funds were used for an activity not expected to generate measurable attendance an expenditure related to facility upkeep, enter "N/A"
(such as a general marketing campaign or an expenditure related to facilities), enter "N/A" |
| Attendance, 50+ Miles Method: | Enter the method used to determine the number of people who traveled more than 50 miles to attend the activity |
| Enter notes: | Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, informal survey, etc.) |

- | | |
|---|--|
| Attendance, Out of State/Out of Country, Predicted: | Enter the number of people predicted to travel from out of the state or country to attend the activity as listed on the application for 2015 funding.
If lodging tax funds were used for an activity not expected to generate measurable attendance an expenditure related to facility upkeep, enter "N/A"
(such as a general marketing campaign or an expenditure related to facilities), enter "N/A" |
| Attendance, Out of State/Out of Country, Actual (Estimated): | Enter the total number of people who traveled from out of the state or country to attend the activity.
If lodging tax funds were used for an activity not expected to generate measurable attendance an expenditure related to facility upkeep, enter "N/A"
(such as a general marketing campaign or an expenditure related to facilities), enter "N/A" |
| Attendance, 50+ Miles Method: | Enter the method used to determine the number of people who traveled from out of the state or country to attend the activity |
| Enter notes: | Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, raffle tickets sold, etc.) |

GLOSSARY FOR ACTIVITY TYPE, ATTENDANCE, LODGING NIGHTS

Lodging Information:

Attendance, Paid for Overnight Lodging, Predicted:	Enter the number of people predicted to pay for overnight lodging while attending the activity as listed on the application for 2015 funding. If lodging tax funds were used for an activity not expected to generate measurable attendance an expenditure related to facility upkeep, enter "N/A" (such as a general marketing campaign or an expenditure related to facilities), enter "N/A"
Attendance, Paid for Overnight Lodging, Actual (Estimated):	Enter the total number of people who paid for overnight lodging while attending the activity. If lodging tax funds were used for an activity not expected to generate measurable attendance an expenditure related to facility upkeep, enter "N/A" (such as a general marketing campaign or an expenditure related to facilities), enter "N/A"
Attendance, Paid for Overnight Lodging, Method:	Enter the method used to determine the number of people who paid for overnight lodging while attending the activity.
Enter notes:	Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, hotel room reservations, etc.)
Attendance, Did Not Pay for Overnight Lodging, Predicted:	Enter the number of people predicted to attend the activity without paying for overnight lodging as listed on the application for 2015 funding. If lodging tax funds were used for an activity not expected to generate measurable attendance an expenditure related to facility upkeep, enter "N/A" (such as a general marketing campaign or an expenditure related to facilities), enter "N/A"
Attendance, Did Not Pay for Overnight Lodging, Actual (Estimated):	Enter the total number of people who attended the activity without paying for overnight lodging. If lodging tax funds were used for an activity not expected to generate measurable attendance an expenditure related to facility upkeep, enter "N/A" (such as a general marketing campaign or an expenditure related to facilities), enter "N/A"
Attendance, Did Not Pay for overnight Lodging, Method:	Enter the method used to determine the number of people who attended the activity without paying for overnight lodging.
Enter notes:	Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, hotel room reservations, etc.)
Paid Lodging Nights, Predicted:	Enter the number of predicted lodging nights associated with this activity as listed on the application for 2015 funding. If lodging tax funds were used for an activity not expected to generate measurable attendance an expenditure related to facility upkeep, enter "N/A" (such as a general marketing campaign or an expenditure related to facilities), enter "N/A"
Paid Lodging Nights, Actual (Estimated):	Enter the total number of lodging nights associated with this activity. <u>A lodging night is one or more persons occupying a room for a single night.</u> If lodging tax funds were used for an activity not expected to generate measurable attendance an expenditure related to facility upkeep, enter "N/A" (such as a general marketing campaign or an expenditure related to facilities), enter "N/A"
Paid Lodging Nights, Method:	Select the method used to determine the number of lodging nights.

Select the methodology used to estimate the attendance information

DIRECT COUNT:

Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides, likely to be affected by an event

INDIRECT COUNT:

Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.

REPRESENTATIVE SURVEY:

Information collected directly from individual visitors/participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.

INFORMAL SURVEY:

Information collected directly from individual visitors or participants in a non-random manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.

STRUCTURED ESTIMATE:

Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet).

Kittitas County

Special Revenue Funds

		2014 ACTUAL	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 ADOPTED BUDGET	% CHANGE
Fnd 140	STADIUM					
Obj 300	REVENUES		617,657	617,657	498,355	23.9-
Obj 310	TAXES	731,514	720,000	720,000	725,000	.7
Obj 330	INTERGOVERNMENTAL REVENUES	39,899			50,000	100.0
Obj 360	MISCELLANEOUS REVENUES	146	200	200	200	
Total Revenues		771,559	1,337,857	1,337,857	1,273,555	5.1-
Obj 500	EXPENDITURES	259,190-	156,029-	156,029-	105,369-	48.1-
Obj 508	ENDING FUND BALANCE		777,438-	777,438-	780,636-	.4
Obj 510	SALARIES AND WAGES	2,851-	3,000-	3,000-	10,922-	72.5
Obj 520	PERSONNEL BENEFITS	1,314-	1,040-	1,040-	3,078-	66.2
Obj 531	OFFICE AND OPERATING SUPPLIES	71-	50-	50-	250-	80.0
Obj 541	PROFESSIONAL SERVICES	334,885-	400,200-	400,200-	373,200-	7.2-
Obj 542	COMMUNICATIONS	65-	100-	100-	100-	
Total Expenses		598,376-	1,337,857-	1,337,857-	1,273,555-	5.1-
Fnd 140	STADIUM	173,183				