

Kittitas County Small Capital -Distressed Sales & Use Tax Application

This application seeks funding under RCW 82.14.370 to support public infrastructure projects in Kittitas County that serve economic development purposes. Eligible projects must meet the following criteria:

- Deliver an immediate impact by enabling the construction, repair, or enhancement of critical economic development infrastructure. Planning, feasibility studies, or designs for larger projects may be considered.
- Be one-time capital investments, though phased funding for larger projects with a defined end state will be evaluated.
- Fund capital projects only; operational or service-based requests are ineligible.
- Be sponsored by a Kittitas County municipality, with potential benefits extending to districts or nonprofits.
- Matching funds (cash or assets) secured or provided by the applicant, are strongly encouraged.
- Demonstrate a connection to the Kittitas County Economic Development Strategic Plan (KCEDSP).

All applications will be reviewed and recommended by the Kittitas County Conference of Governments (COG), with final approval granted by the Board of County Commissioners (BOCC).

I. Applicant Information (Please fill out below)

- **Project Title:**
- **Total Request Amount:**
- **Applicant Name/Organization:**
- **Contact Person:**
- **Phone:**
- **Email:**
- **Mailing Address:**

Please respond to the questions in Sections II-VII in a separate document or presentation and submit with this cover sheet.

II. Project Overview

1. Project Description: Provide a detailed description of the infrastructure project, including its purpose, scope, location, and anticipated economic development impact. Explain how the project aligns with the Kittitas County Economic Development Strategic Plan (KCEDSP). Include visuals, plans, or supporting materials if available.

2. Economic Benefit: Describe how the project will foster economic development in the community and/or Kittitas County. Include specific details on its potential to attract or retain businesses, create jobs, and enhance the municipality's appeal to investors.

3. Stakeholders: Identify all stakeholders supporting and/or benefiting from the project, including municipalities, districts, nonprofits, or private entities.

III. Budget and Funding: Provide a detailed project budget, including the total cost and a breakdown of expenses by phase and/or major category. Specify which portions or phases the grant will support.

1. Funding Sources: List all additional funding sources (e.g., grants, private partnerships, in-kind contributions) and their current status (e.g., secured, pending, or proposed).

2. Operations & Maintenance: Outline the plan for ongoing maintenance and operational funding to ensure the infrastructure's long-term sustainability.

IV. Project Timeline: Submit a comprehensive timeline detailing the project's current status and key milestones, from initiation through completion.

V. Feasibility and Risk Management

1. Feasibility: Assess the project's feasibility, including any completed studies, readiness to begin, and likelihood of completion within the proposed timeline.

2. Risk Management: Identify potential risks (e.g., delays, budget overruns) and propose mitigation strategies to address them.

VI. Measurements & Reporting: Describe the metrics and methods you will use to evaluate the project's economic impact post-completion.

VII. Scoring: Applications will be scored in accordance with the following criteria:

Criteria	Points
<p>Economic Development Impact: Demonstrates a clear, immediate, and measurable contribution to economic growth, such as attracting new businesses, retaining existing ones, creating jobs, or enhancing the municipality's appeal to investors.</p>	<p>20</p>
<p>Economic Strategic Plan Alignment: This criterion is met by showing a direct or indirect connection to the Kittitas County Economic Development Strategic Plan (KCEDSP). An applicant might reference specific KCEDSP goals (e.g., position the County for targeted real estate development) and explain how the project supports those objectives.</p>	<p>10</p>
<p>Feasibility: An application satisfies this by providing evidence of readiness, such as completed feasibility studies, secured permits, or a detailed timeline for completion.</p>	<p>20</p>
<p>Collaboration: This is achieved by identifying multiple stakeholders (e.g., municipalities, districts, or nonprofits) actively supporting and/or benefiting from the project.</p>	<p>15</p>
<p>Sustainability: An application meets this criterion with a robust plan for long-term maintenance and operational funding.</p>	<p>25</p>
<p>Matching Funds: This is fulfilled by securing or committing cash or in-kind contributions from the applicant or partners.</p>	<p>10</p>
<p>Total</p>	<p>100</p>

VIII. Applicant Certification (*Must be completed for application to be accepted*)

I certify that the information provided in this application is true and complete to the best of my knowledge. I confirm my understanding of the eligibility requirements under RCW 82.14.370 and affirm that this project complies with these standards.

- **Name:**
- **Title:**
- **Date:**
- **Signature:**

Submission Instructions

Applications must be submitted by **[July 11th 2025]** to:

Kittitas County Public Works

411 N. Ruby, Suite #1
Ellensburg, WA 98926

Late or incomplete applications will not be considered.