

**Kittitas County**  
**2023 Distressed County Sales and Use Tax Grant Application,**  
**Guidelines & Instructions for**  
**Economic Development Office Personnel**

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**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***

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Current Washington State law authorizes the legislative authority of a rural county to impose a sales 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 single sided or ten (10) 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 1<sup>st</sup> 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.

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 meet 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 is defined in 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*

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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 doubled 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](mailto: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 following lines 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). Make sure to include documentation that funds have been applied for and/or awarded (grant applications, award letters, legislative resolutions, etc.).

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.

**Distressed County Fund Matching Ratio (page 2 of the application):** This line is to show what percentage of the total project budget the applicant is providing in local funding. For instance, if the total project budget is \$100,000 and the application is for \$50,000 with combined other funding sources of another \$50,000 and the local funding source component is \$20,000, the Ratio would be 20%.

A simple equation to answer this question from the Project Budget is:

$$\frac{(\text{Local Government} + \text{Other (if a local funding source)})}{\text{Project Total}} = \text{Distressed County Fund Matching Ratio (converted to a percentage)}.$$

**A minimum of 10% cash match is required for all proposals. Projects failing to demonstrate 10% cash match will be disqualified from COG review.**

**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.

# DISTRESSED COUNTY SALES AND USE TAX APPLICATION FOR ECONOMIC DEVELOPMENT OFFICE PERSONNEL

The Distressed County Sales and Use Tax supports improvements to infrastructure systems that foster economic development in Kittitas County as well as providing funding for personnel in economic development offices. The goal is to create economic opportunity through local investment.

## APPLICANT INFORMATION

<b>Applicant:</b>			
<b>Contact Name:</b>			
<b>Address:</b>			
<b>City:</b>		<b>WA Zip:</b>	
<b>Telephone:</b>		<b>FAX:</b>	
<b>E-mail Address:</b>			
<b>Office Location:</b>			
<b>Jurisdiction:</b>			
<b>Funds Request:</b>			

## APPLICATION THRESHOLDS

**Applicant Requirement:**

**Check-off:**

- 1. The request is to provide funding for personnel in an economic development office in Kittitas County.
  
- 2. Distressed County funds are not being substituted for other funds that are already secured.
  
- 3. Applicant has submitted only one application this round.
  
- 4. The local/regional economic development organization has been informed of this request.

## PROJECT BUDGET

Funding Sources		Amounts	Is Funding Secured Yes or No?
<b>Distressed County Funds Requested:</b> \$ _____		\$	
<b>*Other Funding Sources:</b> (Please list)			
<b>Federal:</b> _____		\$	
<b>State:</b> _____		\$	
<b>Local Government:</b> _____		\$	
<b>Private:</b> _____		\$	
<b>Other:</b> _____		\$	
<b>Project Total:</b>		\$	
<b>**Distressed County Fund Matching Ratio:</b>			

*\*Note: You must include documentation for all other funding sources listed (i.e. grant requests, award letter notifications, legislative resolutions, etc.).*

***\*\*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.***

## **PROJECT NARRATIVE**

- 1. Request Description: Please describe the work this position will perform. Include a job description and any other pertinent information.**
- 2. Is this a new position for your organization? If so, please describe why this position is needed. If not, why is it a necessary for this fund to continue to support this position?**
- 3. Will your organization be capable of supporting this position in the future without support from this fund? Please describe your plan and include target dates for implementation and completion. If no plan is currently in place and/or no plans are being made, please explain why.**
- 4. Will this position serve the needs and/or interests of multiple jurisdictions and/or organizations? Please explain in detail.**

**5. What goals and deliverables have you set for this position? How will you measure success?**

**6. Indicate if the proposed position is consistent with the following applicable state, regional and local plans and priorities for economic development. Please include the pertinent sections of the respective plan(s) as justification. Please explain in detail how this position is compatible with the plan(s):**

**Overall Economic Development Plan – Officially Adopted**\_\_\_\_\_

**Community Action Plan (or other community-based plan) – Officially Adopted**\_\_\_\_\_

**Other** \_\_\_\_\_

**7. How will this position meet the economic development goals of the County and region?**

- 8. Describe any research your organization has conducted which shows the need for this position. Please include the data upon which your claims are based for our review.**

**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](mailto: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 application as demonstrated by the signature of the organization's representative.

\_\_\_\_\_  
**Name of Organization**

\_\_\_\_\_  
**Signature of Representative**

\_\_\_\_\_  
**Date**

**Kittitas County Department of Public Works Receipt of Application**

\_\_\_\_\_  
**Signature of Kittitas County DPW Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Typed or Printed Name**

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

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Distressed County Sales and Use Tax Application for Economic Development Office Personnel:  
Applicants are invited to appear at the COG meeting when the project's criteria is reviewed.

APPLICATIONS DUE

COG MEETING DATES

2023 Application due Date

COG Applicant Presentation Meeting

**October 7, 2022.....October 19, 2022 COG Meeting**

\*\*Funding available January 1, 2023