

Yakima County

**Supporting Investments in
Economic Development**

**Committed Private Business
Application for Funding**

Threshold Requirements

All questions must be fully answered in order to qualify as a complete application. If you need more space for an answer, please attach additional sheets as needed noting the corresponding section, for example "C2."

- Resolution.** A resolution or ordinance of the local governmental jurisdiction authorizing the *SIED* application is required.
- Project Costs.** Engineer cost projections for public project costs are required. *SIED* will not entertain requests for project cost overruns. For the success of your project, ensure project cost estimations are realistic.
- Local Match.** A local match of twenty (20) percent of the *SIED* request is required. Local match may be demonstrated as cash or in-kind contribution.
- Other Funding Sources.** In addition to *SIED*, identify which public sources were considered to fund this project. Indicate what the outcome was.
- Planning.** A statement is required from the planning jurisdiction relating to the type of public facility for which a *SIED* investment is sought.
- Permits.** All public and private permits must be received.
- Private project description.** Job creation and private sector financing must be evident.
- Contingency Agreement.** A complete Contingency Agreement (form included) is required for all projects. The Contingency serves as the first level of convincing evidence that the private sector development will occur.
- Acceptance of Reporting Requirements.** The County is required to report annual information on the use of *SIED* funds. A signed agreement (form included) to report the use of *SIED* funds must accompany the application.

Please submit application to:

Yakima County Development Association
PO Box 1387, Yakima, WA 98907-1387
(10 North 9th Street, Yakima WA 98901)

REQUEST FOR FUNDING (Funding is awarded 50% Loan and 50% Grant. No more than \$1,000,000 total award from SIED when loan and grant combined.)

Interest rates on loans are established when the County formally approves the project contract by using the County Interfund Loan Rate, as authorized by law. Loans are given for a term of 10 years and annual payments are made in equal amounts on June 1st of each year.

An interlocal agreement will be established between the County and the applicant specifying repayment dates and a loan amortization schedule. Loan payment installments are based on an ordinary annuity, compounded annually.

If an applicant needs additional flexibility on loan repayment schedules they can request a deferral. Interest on loans will continue to accrue from the date the contract is approved by the County, even if the applicant is granted a deferral on their first loan payment.

If an applicant requests a deferral of the first loan payment, the applicant must justify the request.

A SIED loan is a general obligation of the jurisdiction receiving the loan. With acceptance of a SIED loan, the jurisdiction agrees to the terms of the interlocal agreement regardless of the project which prompted the application for SIED funding.

Applicant: _____ **Tax ID #:** _____

Contact: _____ **Title:** _____

Phone: _____ **Email:** _____

Address: _____ **City:** _____ **Zip Code:** _____

Resolution Number Authorizing this Application for SIED Funding: _____

I hereby certify that the information given in this application to the Supporting Investments in Economic Development Board is true and correct to the best of knowledge and belief.

Signature of Responsible Official: _____

Printed Name and Title: _____

Indicate the full terms requested for SIED consideration:

- Loan Terms Requested: _____
- A deferral of the first loan payment (up to five years): _____
- Total number of years for repayment: _____
- Please provide justification If requesting a deferral of the first loan payment:

- Please provide justification if a lower interest rate is requested:

Executive Summary

The SIED Advisory Board takes many factors into consideration when making recommendations for funding. This Project Summary highlights the main factors including: local match, funding from other sources, jobs created/retained, wage rates, jobs created/retained per SIED dollar invested, new private investment, and new tax revenues generated.

Project Title: _____

Project Summary: Describe the public infrastructure project and the private development that will occur. Explain why the private development requires the public infrastructure project:

Indicate the Minimum Necessary Total Public Project Infrastructure Costs (no more than \$1,000,000 total award from SIED when loan and grant combined):

SIED Loan Requested: \$ _____

SIED Grant Requested: \$ _____

Local Match (20% of SIED request): \$ _____

All Other Funding Sources: \$ _____

Total Public Project Cost: \$ _____

Total Private Investment in Plant/Equipment: \$ _____

Total Jobs Created/Retained: _____

Median Wage: \$ _____ Average Wage: \$ _____

Fringe Benefits Offered: _____

Estimated Assessed Value of the New Plant/Equipment: \$ _____

Total SIED Request divided by Total Jobs Created/Retained: \$ _____

Total Private Investment in Plant/Equipment divided by Total SIED Request: \$ _____

Other Benefits of the Public Infrastructure Project:

A. Public Sector Project

A1. List all funding sources for the public project and amount. Identify whether the amount has been provided or is being requested. Provide the status and date the funds were approved or the date that funds are expected to be approved:

SOURCE	STATUS	DATE	AMOUNT
SIED loan requested	_____	_____	\$ _____
SIED grant requested	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
Total project costs			\$ _____

Funding to complete the Public Project must be secured within one year of a SIED offer of financial aid

A2. Will this project upgrade an existing public facility or build a new one? _____

Describe the entire public facility project, including the parts that you are not asking SIED to fund.

A3. Specifically, for what element(s) of the public project are SIED funds requested?

A4. Describe how the public facility project will enhance or encourage other development in the immediate area in addition to the direct development described in this application section C.

A5. List all permits and environmental reviews required for the **PUBLIC SECTOR PROJECT** and give their current status (applied for, application being prepared, permit issued, etc.)

PERMIT	ISSUER	STATUS	ANTICIPATED COMPLETION DATE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Permits to complete the Public Project must be secured within six months of a SIED offer of financial aid

A6. If environmental permits are not required for the project (e.g., Shorelines Permit, Environmental Impact Statement, etc.), **please explain why they are NOT required.**

A7. Estimated schedule for public project completion. Indicate the month and year when the activities listed have been, or will be, completed.

**ESTIMATED COMPLETION DATE
(month/year)**

Preliminary Engineering Report	_____
Environmental Review	_____
All Required Permits Obtained	_____
Design Engineering	_____
Land/Right-of-Way Acquisition	_____
Prepare Bid Documents	_____
Award Construction Contract	_____
Begin Construction	_____
Project Operational	_____

A8. What other jurisdictions, such as counties, cities, port districts, tribes, state/federal agencies are involved in the planning, design, financing, construction or operation of this project?

_____	_____
_____	_____
_____	_____

Please explain how completion of the project is coordinated between other involved parties.

A9. Will the SIED public facility project be totally maintained by the applicant? If not, whom? Please explain.

A10. How will this project impact utility rates and public services within the jurisdiction?

B. Financial Information of SIED Applicant

B1. Other public sources of funding for public economic development projects are listed below and must be investigated. In addition to SIED, identify which public sources were considered to fund this project. Indicate what the outcome was.

Federal Grant/Loan Programs:	YES	NO	OUTCOME
Economic Development Administration	_____	_____	_____
Rural Development	_____	_____	_____
FASTACT	_____	_____	_____
Other: _____	_____	_____	_____
State Grant/Loan Programs:			
Transportation Improvement Board	_____	_____	_____
Community Development Block Grant	_____	_____	_____
Public Works Trust Fund	_____	_____	_____
Department of Ecology	_____	_____	_____
CERB	_____	_____	_____
RTPO/MPO	_____	_____	_____
Other	_____	_____	_____
Other Funding Options:			
Revenue Bonds	_____	_____	_____
General Obligation Bonds	_____	_____	_____
LID	_____	_____	_____
ULID	_____	_____	_____
Other: _____	_____	_____	_____

B1 continued: Provide a narrative of the investigation of the above referenced funding sources and the outcomes:

B2. In the context of the local government's overall annual budget, explain the need for SIED assistance. If the applicant has budget reserves, please explain why these funds are not available for the project.

B3. Identify funds (General Fund, Utility Fund, Property taxes, etc.) that are eligible to repay a SIED loan:

Will a revenue stream be generated that could repay a SIED loan outside of the system's normal operations and maintenance costs? If yes, please explain:

B4. If the local jurisdiction is not financially contributing to the project, please explain why.

C. Private Sector Project *Complete Section C and a Contingency Agreement for each private sector entity.*

In order to show that a specific private investment is ready to occur, but will do so only if SIED assistance is made available to the applicant, SIED requires a signed Contingency Agreement(s) between the applicant and the private sector representative(s). If a developer is involved, there must also be a signed Contingency Agreement between the developer and the proposed tenant.

Private Sector Business: _____		
Contact: _____	Title: _____	
Phone: _____	Email: _____	
Address: _____	City: _____	Zip Code: _____

C1. Describe the private development that will be supported by the public infrastructure/facility project.

C2. Explain why the private development requires the proposed public infrastructure improvements described in this application.

C3. Indicate the construction schedule (if applicable) for the proposed private sector project.

(month/year)

Private Facility Construction Begins _____
Private Facility Construction Completed _____
Private Facility Operational _____

C4. List all permits required for the **PRIVATE SECTOR PROJECT** and give their current status (applied for, application being prepared, permit issued, etc.)

PERMIT/ENVIROMENTAL REVIEW	ISSUER	STATUS	ANTICIPATED COMPLETION DATE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Permits to complete the Private Project must be secured within one year of a SIED offer of financial aid

C5. What private authorizations remain prior to proceeding with the proposed private development project?

C6. Explain how the private sector is financing their capital investment in this project.

C6 continued: When will private sector financing be in place?

Please list financial references that can verify financing sources and capacity for this project.

C7. List the number of projected jobs to be retained and/or created by the firm as a direct result of the public infrastructure project supporting the private development. Retained jobs are defined as jobs that will be lost to the county if the public project is not completed.

Jobs must be expressed in Full Time Equivalents (FTEs) and wage data should exclude fringe benefits. Management positions should be indicated as an annual salary.

Job Description	# Of Jobs Retained (In FTEs)	# Of Jobs Created Year 1 (In FTEs)	# Of Jobs Created by Year 3 (In FTEs)	Current or initial Hourly Wages	Local Occupational Hourly Wages
Mgmt./Admin*					
Technical/Prof.					
Office/Clerical					
Production					
Sales					
Skilled Crafts					
Others					
Totals					

- a) How many of these positions are for seasonal work? Give response in FTE: _____
- b) What kind of fringe benefits does the company offer to regular full time employees?

C8. How were job projections developed? Explain how the projections are realistic.

- C9. Will this project move existing jobs from another part of the county? If yes, please describe why the project cannot happen where the jobs are currently located.
- C10. Will the private sector project offer expanded employment opportunities to disadvantaged or unemployed workers? How will the firm work to hire people from Yakima County?

Attachments

1. **Resolution:** A resolution or ordinance of the local governmental jurisdiction authorizing the *SIED* application.
2. **Plan listing the project:** Attach a copy of the section of the comprehensive plan or capital facilities plan that lists the public project.
3. **Site map of the area:** Identify the location of the site, public infrastructure and private development project (existing and/or proposed). Specifically identify where *SIED* funds are proposed to be used.
Materials must be reproducible in black and white and in 8 1/2 x 11 format.
4. **Engineering estimates supporting project costs:** Identify whether estimates are from preliminary engineering or design engineering work.
SIED will not entertain requests for additional funding if projections are insufficient
5. **Contingency agreement:** A complete Contingency agreement (form included) is required for all projects. The agreement serves as the first level of convincing evidence that the private sector development will occur.
6. **Business plan or year-end financial statements of the Private Sector Business:** Attach supporting information such as a business plan or year-end financial statements (financial statements may be unaudited). The entire *SIED* application is considered a public record; however, financial and commercial information provided by the private business is exempt from disclosure to the extent permitted by RCW 42.56.270 paragraph (4).
7. **Letters of support:** If applicable, please include any letters of support for this project from partners or others entities in the community.

SAMPLE CONTINGENCY AGREEMENT

1. PARTIES.

The parties to this Agreement are *THE APPLICANT* and *THE PRIVATE BUSINESS*.

ATTENTION: If a developer is involved in the project, the tenant must also be a party to this agreement or there must be an additional agreement between the developer and the tenant.

2. PURPOSE.

The purpose of this Agreement is to clarify the intentions of the parties regarding the completion of *THE PUBLIC FACILITIES PROJECT*. This section should also contain an explanation of the need for the public improvements.

3. BACKGROUND.

The purpose of this section is to provide a description of the public improvements, which can be referenced, thereafter, as "required public improvements."

4. AGREEMENT.

This section must contain the following:

- a) A statement that the applicant agrees to construct the required public improvements providing that SIED financing is approved.
- b) A statement by the business of the projected number of permanent, full-time jobs created and/or retained as a result of the public facilities project. (Attention: Job estimates identified here must equal those in Question C5.)
- c) A statement by the business of the estimated private capital investment.
- d) An agreement by the business to contact the local One-Stop Career Center, Job Service Center, or appropriate Community Based Organization for assistance in filling new positions.
- e) An agreement by the business to provide the applicant with employment and investment data as requested by SIED.
- f) If applicable, this section must also contain a list of any public and/or private contributions to the public facilities project, such as cash contribution or donated land.

5. CONTINGENCY.

This Agreement is contingent upon receipt of SIED funds by *THE APPLICANT* and is intended to meet the first level of convincing evidence of private development as required by SIED.

All parties must sign the Agreement.

Supporting Investments in Economic Development Reporting Form

Applicant: _____

Project Title: _____

Public Infrastructure Project: _____

Plan Containing the Project: _____

Total Spent on the Project: _____

Amount of SIED Funds (loan and grant) spent on the project _____

Estimated Number of Businesses Created or Retained by Project: _____

Estimated Number of Jobs Created or Retained by Project: _____

Instructions to Preparer:

1. List the public facility project.
2. Indicate where the project is listed (e.g., officially adopted county economic development plan, economic development section of the county's comprehensive plan, etc.).
3. List an amount of total expenditures related to the project.
4. List an amount of expenditures paid for by SIED funding.
5. The applicant must provide an actual or estimated number of businesses jobs that will be created, attracted, expanded or retained.
6. Documentation supporting this report must be made available upon request for audit purposes and public requests.

If awarded SIED funds, I hereby agree to annually report to the SIED Board the use of those funds according to the instructions above.

Signature of Responsible Official: _____

Printed Name and Title: _____