

Tuesday June 28, 2022,

Dear Community Economic Development Stakeholder:

On behalf of the Central Washington Economic Development District (CWEDD), Kittitas County Chamber of Commerce and Yakima County Development Association are assisting with a project update for the Comprehensive Economic Development Strategy (CEDS) for Yakima County and Kittitas Counties. The Federal Economic Development Administration (EDA) developed the CEDS planning process so that regions could articulate their economic development priorities and projects. The Economic Development Administration also requires that the CEDS be updated before their agency will fund projects in a particular region.

To move the CEDS project updating process forward, we need your help. Attached to this letter is an application (and important instructions) that cities, nonprofit organizations, and other entities can fill out to identify economic development projects or initiatives. We invite you or your community partners to complete this application if you need technical assistance or funding to start, continue, or finish an economic development venture within your jurisdiction.

To complete the CEDS updating process for Yakima and Kittitas Counties, we need to get projects submitted by 5:00 pm Friday July 22, 2022. These two-page project applications do not take a lot of time to complete, so hopefully this deadline gives you plenty of time to develop and submit projects. Once these projects are received, the CWEDD board of directors will evaluate projects alongside projects already in the CEDS plan. Inclusion in the CEDS is based on several criteria that is outlined in the following instruction sheet.

If you have questions or need any help to develop a project or complete the included application, please contact our offices.



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## Instructions for Submitting Economic Development Projects for Inclusion in Central Washington Economic Development District’s Comprehensive Economic Development Strategy (CEDS)

Kittitas and Yakima Counties are updating the projects in the Comprehensive Economic Development Strategy (CEDS). As part of this project, local jurisdictions, nonprofit organizations, community-based organizations, and educational institutions can fill out a “Project Proposal Application” to have their economic development projects listed within this plan.

The Central Washington Economic Development District Board of Directors will evaluate all projects submitted based on how they address the following questions:

Qualifications for project listing in the CEDS
<b>Job Creation &amp; Business Development</b>
<ul style="list-style-type: none"><li>• Is the project consistent with or responsive to local or regional economic needs or opportunities?</li><li>• How many businesses will benefit from this project?</li><li>• How many jobs will result from this project?</li><li>• What are the wages/salaries and benefits of the jobs?</li><li>• What is the likelihood the business and job benefits will occur?</li></ul>
<b>Readiness to Proceed &amp; Likelihood of Success</b>
<ul style="list-style-type: none"><li>• How soon will permits, financing, and other key steps be completed?</li><li>• Is the projects timeline realistic and likely to be accomplished?</li><li>• What is the track record of the applicant in accomplishing similar projects?</li><li>• How many dollars have been committed locally?</li><li>• Does the project align with other state/federal/foundation funding programs or priorities?</li></ul>

Following the evaluation of applications, a comprehensive list of all projects that address the criteria outlined above will be included in the CEDS.

**Clarification About This Process:** Submitting a “Project Proposal Application” application does not ensure an applicant will get funding for their project. Being included in the CEDS project list does, however, increase your chances of getting funds or technical assistance.

Please limit project applications to two pages. Use only the space provided on the application to describe your project. The CEDS steering committee will not consider information or attachments submitted that push applications beyond this two-page requirement.

Submit “Project Proposal Applications” via email to [jon@ycda.com](mailto:jon@ycda.com). Applications must be signed physically or digitally by an authorized representative from the organization making the application.