



Office of Administrative Services

207 Fourth Ave. North
Kelso, WA 98626
TEL (360) 577-3065
FAX (360) 423-9987

www.co.cowlitz.wa.us

Board of County Commissioners
Kathleen A. Johnson District 1
George Raiter District 2
Axel Swanson District 3

Office of Financial Management
Claire J. Hauge, Director

OFM
Claire J. Hauge
Director

Kathy Sauer
Project Manager

RISK MANAGEMENT
Clyde Carpenter
Risk Manager

February 4, 2010

To Interested Parties:

Cowlitz County is the recipient of certain sales and use taxes, commonly known as rural county public facility funds. These funds may be used only for the purposes authorized by Chapter 311 of the Laws of Washington 1999, codified as R.C.W. 82.14.370 and recently amended by Substitute Senate Bill 6113, Chapter 130, Laws of 2004: namely, **to finance public facilities serving economic development purposes in rural counties**. The public facility must be listed as an item in the county's capital facilities plan or the capital facilities plan of a city or town located in Cowlitz County.

The statute defines **public facilities** as: bridges, roads, domestic and industrial water facilities, sanitary sewer facilities, earth stabilization, storm sewer facilities, railroad, electricity, natural gas, buildings, structures, telecommunications infrastructure, transportation infrastructure, or commercial infrastructure, and port facilities in the state of Washington. **Economic development** is defined as those purposes that facilitate the creation or retention of businesses and jobs in Cowlitz County.

Cowlitz County is interested in identifying projects that meet the criteria of State law and the program intent of the Board of Commissioners. Cowlitz County believes public involvement is important in this process. Therefore, the Board of County Commissioners wishes to provide an opportunity for the public to present new project proposals and comment on other potential uses for the sales tax proceeds not already obligated.

The Board of Commissioners may award up to \$1 million toward one or more projects; which funds are to be distributed in 2010. The Board has developed a self-sustaining program to make funds available for economic development even after the County is no longer eligible to receive the sales tax rebate. Therefore, the Board of Commissioners will give favorable attention to projects that propose to treat County funds as a loan.

Those wishing to present project proposals for consideration should complete the enclosed Project Information Sheet and return it to the Office of Administrative Services no later than March 19th at 5:00 p.m. The Board will meet to discuss the proposals on Tuesday, April 13th at 10:00 a.m.

For more information contact:
Claire J. Hauge, OFM Director
Cowlitz County
Office of Administrative Service
207 Fourth Avenue North
Kelso, WA 98626
Telephone (360) 577-3065

Return completed application to:
Cowlitz County
Office of Administrative Services
Attn: Marilyn Ashurst
207 Fourth Avenue North
Kelso, WA 98626

**DUE NOT LATER THAN:
MARCH 19TH, 2010 5:00 P.M.**

***Project Information Sheet:
Rural County Public Facility Funds***

Telephone: (360) 577-3065
FAX: (360) 423-9987

SUBMIT AN ORIGINAL AND 8 COPIES

SECTION 1A: APPLICANT

Agency:

Federal Tax I.D.:
Mailing Address:

Telephone:
FAX:
Email Address:

Contact Person:
Title:

Mailing Address:

Telephone:
FAX:
Email Address:

Project Title:

This application includes activities in the following location(s) in Cowlitz County (include a site map, reproducible in black and white in 8 ½ x 11 format):

Signature of Responsible Official:

Date

SECTION 1B: PROJECT ELIGIBILITY

Money collected under RCW 82.14.370 shall be used on public facilities and for economic development purposes.

Select the type of public facility that applies to your project:

- | | |
|--|--|
| <input type="checkbox"/> Bridge | <input type="checkbox"/> Natural gas |
| <input type="checkbox"/> Road | <input type="checkbox"/> Buildings |
| <input type="checkbox"/> Domestic or industrial water facility | <input type="checkbox"/> Structures |
| <input type="checkbox"/> Sanitary sewer facility | <input type="checkbox"/> Telecommunications infrastructure |
| <input type="checkbox"/> Earth stabilization | <input type="checkbox"/> Transportation infrastructure |
| <input type="checkbox"/> Storm sewer facility | <input type="checkbox"/> Commercial infrastructure |
| <input type="checkbox"/> Railroad | <input type="checkbox"/> Port facilities |
| <input type="checkbox"/> Electricity | |

SECTION 2A: PROJECT BUDGET ESTIMATES

What is the estimated budget for this project? Indicate whether the budget is based on preliminary estimates or completed project costs; include administration, design and construction costs.

\$ _____

List all funding sources for this project. Indicate the amount and status of the funding, i.e. grant applied, grant secured, loan applied, loan secured. L.I.D., R.I.D., bonds sold or to be sold, and whether the rural county public facility funds requested are used to leverage other funds.

<u>Source</u>	<u>Status</u>	<u>Date</u>	<u>Amount</u>
Federal _____	_____	_____	\$ _____
State _____	_____	_____	\$ _____
Local/Public _____	_____	_____	\$ _____
Private _____	_____	_____	\$ _____
Other _____	_____	_____	\$ _____
Total Resources:			\$ _____

(If in-kind is planned, please describe.)
 Identify specifically the elements of the project for which the rural county public facility funds are requested.

RURAL COUNTY PUBLIC FACILITY FUNDS REQUESTED

\$ _____

SECTION 2B: GRANT OR LOAN?

The Board of Commissioners may award up to \$1 million toward one or more projects; which funds are to be distributed in 2010. The Board has developed a self-sustaining program to make funds available for economic development even after the County is no longer eligible to receive the sales tax rebate. Therefore, the Board of Commissioners will give favorable attention to projects that propose to treat County funds as a loan.

Are you applying for a:

- _____ Grant?
- _____ Loan?
- _____ Combination; give percentage or dollar amount of each:

_____ % Grant or \$ _____ Grant

_____ % Loan or \$ _____ Loan

If a loan is proposed, please provide the following details:

- a) Proposed terms:
 - including interest rate _____ %
 - term of loan (in years) _____
 - # of payments _____
 - schedule of payments:
 - monthly _____
 - quarterly _____
 - semi-annual _____
 - annual _____
 - other (specify) _____
 - date payments would commence _____

- b) Other financial information helpful in evaluating your proposal:

SECTION 3: PROJECT SUMMARY

DESCRIPTION OF PUBLIC FACILITY PROJECT:

Briefly describe the project, including, among other things, the following items:

- a) Type, size, location and use of public facility.
- b) Indicate why the rural county public facility funds are necessary for the project to succeed.
- c) Is the project ready to proceed? If the project is not ready to proceed, describe what must be completed before the project is ready and estimate a start date.
- d) If applicable, list all permits and environmental reviews required and give their current status (applied for, permit issued, etc.)
- e) Estimate the date for project completion.
- f) Is the project listed in the County Overall Economic Development Plan, or your local comprehensive or capital facilities plan? If no, please explain.
- g) Does this proposed project duplicate existing capacity in the community-either public or private?
i.e. who are your competitors?

SECTION 4: PROJECT GOALS

Describe how your public facility project meets the goals identified in R.C.W. 82.14.370, as amended by Substitute Senate Bill 6113, Chapter 130, Laws of 2004, namely financing of public facilities serving economic development purposes in rural counties. **“Economic development purposes”** is defined in the statute as “those purposes that facilitate the creation or retention of businesses and jobs in a county.” Discuss any or all that apply, specifically:

- a) Promote the ongoing operation of business in rural distressed areas;
- b) Promote the expansion of existing business in rural distressed areas;
- c) Attract new businesses to rural distressed areas;
- d) Assist in the development of new businesses from within rural distressed areas;
- e) Provide family wage jobs to the citizens of rural distressed areas. **Include the number of family wage jobs that will be created or retained as a result of your project;**
- f) Promote the development of communities of excellence in rural distressed areas;
- g) Other (be specific).

SECTION 5: APPLICANT CAPACITY

Identify the organization(s) and individual(s) involved in the project activities described in this application. Explain how the project is coordinated between involved parties.

SECTION 6: PROJECT TIME LINE

Provide estimated schedule for this project.

	Estimated Completion Date (month/year)
Preliminary Engineering Report	_____
Environmental Review(s)	_____
All Required Permits Obtained	_____
Design Engineering	_____
Land/Right-of-Way Acquisition	_____
Prepare Bid Documents	_____
Award Construction Contract(s)	_____
Begin Construction	_____
Project Operational	_____

SECTION 7: PROJECT DYNAMICS

Provide other information, or special and unique features of the project that merit attention.