

Whatcom County
Economic Development
Investments Program

Application for Funding



Jack Louws, Whatcom County Executive

Whatcom County Economic Development Investment (EDI) Program

Revolving Loan and Grant Program to Encourage Creation or Retention of Private Sector Jobs

Preliminary Information and Application

Note: The intent of this Program is to be consistent with State law, RCW 82.14.370

- 1. Who is eligible to apply:** Local general or special-purpose governments and higher education.
- 2. What projects are covered:** Construction of publically-owned infrastructure, facilities, and related improvements, which enable or encourage the creation or retention of private sector businesses and jobs in Whatcom County consistent with EDI Program Policy Objectives.
- 3. What activities are fundable:** New construction, refurbishment, replacement, rehabilitation, renovation or repair. Demolition is allowable if tied to construction. Soft costs allowed within scope of construction budget. No land acquisition except right-of-way included in a construction project.
- 4. What can you use the funds for:** Transportation (roads, bridges, rail), utility services (water, sewer, storm, energy, telecom) and public buildings or structures.
- 5. Other Limitations:** Planning/feasibility only projects are not eligible. Minimum local match is 10% of EDI request. EDI Board will make recommendations to the County Council which makes the final decision.

Preferential Project Types

First Preference – “JOBS IN HAND PROJECTS” – These types of projects will allow for the immediate creation and/or retention of jobs by providing public infrastructure that directly supports jobs. A perfect example would be a private business that will build or move into a facility and hire employees if a road is built or if water/sewer lines are extended to the site. These types of proposals would include a commitment by the private sector employer to create jobs and provide private investment.

Second Preference – “BUILD IT AND JOBS WILL COME PROJECTS” – These types of projects will construct public infrastructure but are not associated with a specific commitment from a private business to locate and/or create jobs. A perfect example would be the construction of roads and utility infrastructure to serve a new business park that would benefit multiple businesses.

Third Preference – COMMUNITY ENHANCEMENT PROJECTS” – These types of projects generally improve the physical appearance or create community assets to enhance the business climate. Examples would be boardwalk, streetscaping, downtown structures, and other publicly-owned facilities that make a community or region more attractive to existing or future businesses.

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Preferential Project Terms

First Preference – EDI LOAN – Due to the preferred revolving nature of EDI funds, proposals that are loan only will receive higher scoring. Loan terms and interest rate structure matches the Public Works Trust Fund program. The county will maintain discretion to modify such as including a deferral period.

Second Preference – LOAN/GRANT COMBINATION – The preferred combination of grant funds and loan funds is 1/3 grant, 2/3 loan.

Third Preference – EDI GRANT – Due to the “one-shot” nature of grants, projects of equal scoring requesting a grant only will be scored lower than another similar project requesting a loan/grant mix.

Preferential* Project Amounts (Guidelines)

JOBS IN HAND PROJECTS - \$1,000,000 limit if grant only. \$2,000,000 limit if combination of grant and loan. \$3,000,000 limit if loan only.

BUILD IT AND JOBS WILL COME PROJECTS - \$500,000 limit if grant only. \$1,000,000 limit if combination of grant and loan. \$1,500,000 limit if loan only.

COMMUNITY ENHANCEMENT PROJECTS - \$250,000 limit if grant only. \$500,000 limit if combination of grant and loan. \$750,000 limit if loan only.

*Based on compelling reasons, the EDI Board and County Council may consider exceptions.

Past Performance

Have you received EDI Program funding in the past? _____; Yes _____ No

If yes, provide project name and EDI grant/loan awarded: _____

If yes, EDI Program staff and/or the EDI Board may conduct an audit to review performance measures against projected outcomes, such as job creation projections.

Has your jurisdiction received any audit findings from the Washington State Auditor in the past 10 years?
_____ Yes; _____ No. If yes, provide details:

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THRESHOLD PROJECT CRITERIA

Evidence of Planning

YES NO

Project included on an adopted regional economic strategy (“CEDS” list).
 Project included in the applicant’s Comprehensive Plan.
 Project included in the applicant’s Capital Expenditure Plan or adopted budget.

COMMENTS: _____

THRESHOLD PROJECT SCORING

POINTS

Preferential Project Type

| | | |
|-------|--|------------------|
| _____ | <input type="checkbox"/> Jobs In Hand | <i>10 points</i> |
| | <input type="checkbox"/> Build It And Jobs Will Come | <i>5 points</i> |
| | <input type="checkbox"/> Community Enhancement | <i>2 points</i> |

_____ Preferential Project Terms

| | |
|-------------------------------------|------------------|
| <input type="checkbox"/> Loan Only | <i>10 points</i> |
| <input type="checkbox"/> Loan/Grant | <i>5 points</i> |
| <input type="checkbox"/> Grant Only | <i>2 points</i> |

_____ Preferential Project Amounts

| | |
|--|-----------------|
| <input type="checkbox"/> Within Dollar Limits | <i>5 points</i> |
| <input type="checkbox"/> Outside Preferred Dollar Limits | <i>0 points</i> |

_____ TOTAL POINTS

To proceed to other parts of the application and to receive EDI Board review, a proposed project must score 10 or more points on the above section.

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PROJECT APPLICANT

Applicant Name: _____

Applicant Address: _____

Applicant Contact Person: _____

Applicant Email and Phone Number: _____

PROJECT TITLE

PROJECT AMOUNT REQUESTED

\$ _____ EDI TOTAL - (Loan \$ _____; Grant \$ _____)

\$ _____ Local Match (10% of EDI request minimum)

PROJECT TYPE

___ Jobs In Hand

___ Build It And Jobs Will Come

___ Community Enhancement

PROJECT TERMS

___ Loan Only

___ Grant/Loan

___ Grant Only

If a loan, term requested: _____ (years)

PROJECT LOCATION: _____

PROJECT DESCRIPTION

(one page limit)

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BASIC PROJECT INFORMATION

1. Complete the public project budget and status of funds below. If EDI funds are approved is funding 100% complete? ___Yes ___No

| <u>Funding Source</u> | <u>Amount</u> | <u>Planned/Applied For</u> | | <u>Secured</u> | |
|-----------------------|---------------|----------------------------|--------|----------------|--------|
| Federal Dollars | \$ _____ | Yes ___ | No ___ | Yes ___ | No ___ |
| State Dollars | \$ _____ | Yes ___ | No ___ | Yes ___ | No ___ |
| Local Dollars | \$ _____ | Yes ___ | No ___ | Yes ___ | No ___ |
| EDI Funding | \$ _____ | Yes ___ | No ___ | Yes ___ | No ___ |
| TOTAL | \$ _____ | | | | |

2. Describe the amount of outside (private) funding committed to the project (eg. Plant and equipment).

3. Describe the public infrastructure being proposed. Include engineering estimates and a site map detailing the proposed improvements as Attachments A and B.

4. Describe how these improvements will enhance or encourage community vitality and stimulate other private development in the area.

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5. List all permits and environmental reviews required for the public project and detail their status (completed, in-process, etc.)

| | In Process | Date Completed |
|-----------------------------|------------|----------------|
| Preliminary Engineering | _____ | _____ |
| Environmental Review | _____ | _____ |
| Design Engineering | _____ | _____ |
| Right-of-Way | _____ | _____ |
| Construction Permits | _____ | _____ |
| Environmental Permits | _____ | _____ |
| Bid Documents | _____ | _____ |
| Award Construction Contract | _____ | _____ |
| Begin Construction | _____ | _____ |
| Project Operational | _____ | _____ |
| _____ | _____ | _____ |

6. Are any other public jurisdictions involved in this project? If so, in what way?

7. Who will maintain the public facility/infrastructure to be completed with EDI funds? Will this project impact utility rates within the jurisdiction?

8. Will this project directly generate a revenue stream that could be used to repay an EDI loan? Will this project spur indirect revenues that could be used to repay an EDI loan? If no to either question – why?

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9. What other revenue sources are available for this project and have they been considered. This includes forming a Local Improvement District (LID or ULID), issuing Councilmanic Bonds, Revenue Bonds, or other source(s).

10. Describe the private development project that will be supported by this public facility project. If there is a committed private sector partner include Contingency Agreement (Attachment C).

11. Explain why the private development requires the proposed public improvement(s).

12. What is the status of the associated private development review and permits. List all permits required and give the current status (applied for, being reviewed, issued).

| | In Process | Date Completed |
|-----------------------|------------|----------------|
| Environmental Review | _____ | _____ |
| Construction Permits | _____ | _____ |
| Environmental Permits | _____ | _____ |
| _____ | _____ | _____ |

13. Describe the type of industry or economic activity the public development will attract. What is the strategy to attract industry to the project site?

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14. List the number of projected jobs, by type, to be retained and/or created by the private entity.

| Occupation | Current Jobs Retained** (In FTEs) | # Of Jobs Created Year 1 (In FTEs) | # Of Jobs Created by Year 5 (In FTEs) | Hourly Wage of current or new position | Local Occupational Hourly Wages*** |
|-----------------|-----------------------------------|------------------------------------|---------------------------------------|--|------------------------------------|
| Mgmt./Admin* | | | | | N/A |
| Technical/Prof | | | | | |
| Office/Clerical | | | | | |
| Production | | | | | |
| Sales | | | | | |
| Skilled Crafts | | | | | |
| Others | | | | | |
| Totals | | | | N/A | N/A |

* Indicate Management positions in annual salary.

** Retained jobs are defined as jobs that would otherwise be lost from the county without this project.

*** This column will be populated with data from the state before application is distributed and revised annually.

- a. Projected annual gross payroll for all job classifications \$ _____
- b. Describe fringe benefits the company offers to regular full time employees?
(health insurance, retirement plans, etc.) _____

15. How does this project support the economy of Whatcom County and how does it fit into a county-wide economic development strategy?

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16. What will the effect of this project be on the natural environment – does the project address any issues related to public health, pollution, or quality of life?

17. Does this project address any existing issues related to public safety and/or does it increase public safety in the future or address a potential future public safety issue?

18. Describe specific quantifiable measures of the outcomes, other than purely jobs, that will demonstrate project success. Describe how you will measure this and explain what you expect to show as progress toward the outcome.

Application for Funding – Certification

I HEREBY CERTIFY THAT THE INFORMATION GIVEN IN THIS APPLICATION TO WHATCOM COUNTY FOR INVESTMENTS IN ECONOMIC DEVELOPMENT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Signature of Responsible Public Official: _____

Date _____