



RURAL COUNTY ECONOMIC DEVELOPMENT  
INFRASTRUCTURE INVESTMENT  
PROGRAM

Island County is authorized by RCW 82.14.370 to retain a portion of the state's share of sales and use taxes to finance public facilities. The goal of Island County's Rural County Economic Development Infrastructure Investment Program is to improve the economy of Island County by creating and retaining ongoing, private sector jobs. To achieve this, the Rural County Economic Development Infrastructure Investment Program offers grants to local governments with qualifying proposals to assist in financing the cost of public facilities that will assist businesses in creating and retaining jobs.

Local government agencies and port districts within Island County are eligible to apply for grant awards. Local governments include the county, cities, port districts, water and sewer districts and other districts that may implement projects consistent with the objectives of this program.

Public facilities mean

... means bridges, roads, domestic and industrial water facilities, sanitary sewer facilities, earth stabilization, storm sewer facilities, railroads, electrical facilities, natural gas facilities, research, testing, training, and incubation facilities in innovation partnership zones designated under RCW [43.330.270](#), buildings, structures, telecommunications infrastructure, transportation infrastructure, or commercial infrastructure, and port facilities in the state of Washington.

Public facility projects include acquisition, construction, repair, reconstruction, replacement, or rehabilitation or improvement to existing facilities.

### Program Objectives

The objectives of the program are to assist in financing public facilities that will stimulate private capital investments which benefit the community and public-at-large and

- A. Increase the number of ongoing, family wage jobs available to local residents.
- B. Retain businesses and/or facilitate the expansion of existing businesses within Island County.
- C. Attract new businesses to Island County that create family wage jobs.
- D. Support a stable and diversified local economy.

## Project Selection

In selecting proposals for funding, Island County may give additional consideration to projects based upon

- Broad impact to Island County
- Local business and community support
- Leverage Rural County Economic Development funds to the greatest degree for maximum economic impact within Island County
- Immediacy of the resulting benefit to the community
- Readiness to proceed

Planning/feasibility only projects are not eligible for funding.

## Program Policies

- 1) Island County will only award funds to qualifying projects that:
  - a. Comply with all federal, state, county and other applicable local regulations.
  - b. Are "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 for those counties planning under RCW [36.70A.040](#)." RCW 82.14.370(3)(a)
  - c. Meet objectives of the Rural County Economic Development Fund program.
  - d. Are consistent with local and/or regional economic goals.
  - e. Are compatible with local comprehensive plans.
- 2) Awards will be allocated through an annual application process. The Board of Island County Commissioners may at its sole discretion reduce or partially fund requests based upon review of the applications and funds available. There is no obligation or commitment to award any funds in an application cycle. The Board also reserves the right to fund requests made outside of the annual application process.
- 3) Applications must be submitted using the Rural County Economic Development Fund Application form. Supplemental materials may be included in a submittal package. Applications that do not include job and wage information will be not be considered complete. In order to be considered, applications must be complete and submitted by the announced deadline.
- 4) Each project application should have a project description that identifies distinct project objectives directly related to the program objectives. Measurable milestones should be included.
- 5) Rural County Economic Development grants may be used to leverage other funding sources toward financing the total project. Funding awarded to any project shall be contingent on the project securing matching funds (if applicable) from additional sources (grants, loans, etc.) within the timeline proposed in the application.
- 6) A local match of at least ten percent (10%) or more of the total project costs is required. The local match can be provided by investing cash in the project, grants, loans, in-kind contribution, donations, private investment or other appropriate revenue source.

- 7) Project proposals must demonstrate a complete financial plan that will be used to successfully complete the project.
- 8) The applicant documents all permits required to complete the project and describe the anticipated timeframe for securing such permits.
- 9) Only design, A&E services, permits and construction costs will be reimbursed. Construction costs include project materials, payments to contractors for work performed, etc. Rural County Economic Development monies may not be spent on soft costs such as planning and feasibility studies or administrative costs. However, soft costs may be used as matching funds. In the rare occurrence of a project being cancelled, stopped or otherwise ended before completion, any reimbursements for design costs and A&E services must be repaid to the Rural County Economic Development Infrastructure Investment Program. Funds may not be used to reimburse work performed prior to the start date of the grant award agreement with Island County, unless otherwise approved.
- 10) Island County will not increase grant awards to pay for project overruns. Therefore, applicants should rationally anticipate contingency costs associated with the project.
- 11) Awards will be withdrawn if project construction is not initiated within 12 months of the award date. Applicants may reapply if funding is withdrawn.
- 12) Successful applicants will be required to enter into an Interlocal grant agreement and to submit annual project reports to evaluate the project's economic benefit to the community and data necessary for reporting to the State Auditor's Office. Grant awardees that fail to submit required reports in a timely manner may jeopardize their ability to receive future RCED grants.

### **Selection Process**

Applications will be reviewed for completeness by county personnel. Projects meeting the minimum requirements will be presented to the Board of County Commissioners for consideration. Some, all or none of the applicants may be asked to make an oral presentation to the Board of County Commissioners at a public meeting. Representatives from the cities, town, and port districts with Island County and the Economic Development Council will be invited to attend presentations, and asked to provide written comments on each application presented within 2 weeks after presentations. Within 60 days of applicant presentations, the Board of County Commissioners will consider awards, if any. The Board of Island County Commissioners is the decision making authority for all Rural County Economic Development fund awards.

## Timeline

Prior to February 15 annually	County Commissioners review financial projections and sustainability of the Rural County Economic Development Program, and determine whether or not to call for applications.
No later than February 15	Eligible entities will be notified of an award cycle.
March 31	Deadline for submittal of applications
April	County personnel review applications for completeness and minimum program requirements.
May/June	Qualifying applicants make oral presentations at Commissioners' meeting. Written comments by cities, town, ports and EDC on each application presented are due 2 weeks after oral presentations.
Within 60 days of presentations	County Commissioners consider awards.

## **Program Administration**

- 1) The Island County Rural County Economic Development fund is administered by the General Services Administration (GSA) department under the supervision of the Board of Island County Commissioners.
- 2) Rural County Economic Development funds will be used to pay for administrative costs of managing the program.
- 3) GSA will
  - a. Administer the application process according to the policy and procedures.
  - b. Monitor the financial performance of the Rural County Economic Development Fund program and promptly inform the Board of Island County Commissioners of any matters requiring its attention.
  - c. Review reimbursement requests to ensure such costs are eligible for reimbursement under the terms of the grant award.
  - d. Prepare an annual Rural County Economic Development budget submittal as part of the overall county budget.
  - e. Prepare and submit to the Board of Island County Commissioners an annual program report. This report will include:
    - Rural County Economic Development fund financial performance.
    - Summary of activities financed during the reporting period.
    - Summary of data and statistics reported by each agency receiving Rural County Economic Development funds.