

Lincoln County Washington



2015 Rural Development Fund Grant Guidelines

Program Goal

To promote the creation, attraction, expansion, and retention of businesses and provide for family wage jobs.

Grant Fund Source & Purpose

Washington State law, authorized under RCW 82.14.370, allows rural counties to impose a sales and use tax to be used to “... finance public facilities serving economic development purposes in rural counties and finance personnel in economic development offices.” The legislative goal for RCW 82.14.370 is for rural counties to use this tax to promote the creation, attraction, expansion, and retention of businesses and provide for family wage jobs. Lincoln County compiles the monies collected into the Lincoln County Rural Development Fund. Much of the Rural Development Fund monies are dispersed through a grant program, as funds allow and at the discretion of the Lincoln County Commissioners.

Eligible Projects

Projects submitted for Rural Development Fund grant monies must meet the following requirements set by the statute: They must be used to finance public facilities serving economic development purposes and they must be listed either in the Lincoln County Economic Development Strategy or in a municipal capital facilities plan.

The statute defines *economic development purposes* as “...those purposes which facilitate the creation or retention of businesses and jobs in a county.”

The statute defines *public facilities* as “...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 zones¹ designated under RCW 43.330.270, buildings, structures, telecommunications infrastructure, transportation infrastructure, or commercial infrastructure, and port facilities in the state of Washington.” Eligible activities include the capital facility costs of acquisition, construction, rehabilitation, alteration, expansion or improvements of public facilities; costs of development and improvement for the public

¹ Lincoln County is not located within an innovation partnership zone.

facilities; project-specific environmental costs; land use and permitting costs; costs of site planning and analysis; project design, etc.

The statute requires that public facilities be listed as an item in the officially adopted county overall economic development plan or the public facility must be listed in the county's capital facilities plan or the capital facilities plan of a city or town located within the county.

Eligible Applicants

Because the statute limits how the sales and use tax can be expended, there are limitations on who can apply for Rural Development Fund grants. Eligible applicants include:

Lincoln County
Lincoln County's eight incorporated communities
Lincoln County Public Development Authorities
Lincoln County Economic Development Council

All other entities and organizations are encouraged to partner with an eligible applicant.

Rural Development Fund Program Principles

The basic principles that serve as the foundation for the Rural Development Fund grant program are:

- Invest in projects that retain or increase sustainable economic capacity.
- Invest in projects in partnership with the local community and/or others.
- Invest in projects that are well planned and ready to be implemented at the time of application.

Application Submission Process

The grant application process is administered by the staff of the Lincoln County Economic Development Council (LCEDC). The schedule for the 2015 grant round is as follows:

September 1, 2015	Guidelines and Applications will be available online at www.LincolnEDC.org .
October 15, 2015	Completed applications are due. Submit completed applications electronically to the LCEDC Director at margie@lincolnedc.org by 3:00 pm.
October 29, 2015	Applicants present their projects. Each applicant will have the opportunity to support their project before the LCEDC Board of Directors. Applicants will be contacted with the time for their presentation. Bring a hard copy of the full application, SIGNED by the lead official, to the presentation.
November 2, 2015	Awards announced during the regular meeting of the Lincoln County Commissioners.

- November 16, 2015 Last day for awardees to submit request letters and project budgets for awarded projects. Before an award check will be issued, applicants must provide Lincoln County Commissioners with 1) a written request for funds from the lead official on the entity's letterhead; and 2) a budget that details how the award money will be used. It is the grantee's responsibility to provide the request for funds and the budget in a timely manner, giving Commissioners reasonable time to review them.
- December 7, 2015 Request for approval of grant award payments during the regular meeting of the Board of County Commissioners. Checks will be mailed to awardees before the end of the month.
- Jan. 1 – Dec. 31, 2016 One-year grant period.

Application Review Process

Applications are first reviewed by the Board of Directors for the Lincoln County Economic Development Council. The Economic Development Council is a 501(c)3 nonprofit organization that operates solely for purposes related to economic development within Lincoln County. The Board of Directors reviews applications to assure the goals and requirements of the statute are met; interviews the applicants; evaluates and ranks submitted projects; and makes funding recommendations to the Board of County Commissioners. The County Commissioners make the final decision on all projects to be funded through the Rural Development Fund.

Preference will be given to project proposals:

- Which adhere to the program goals, guidelines, and legislation.
- Which are "shovel ready" and can be completed within a 1-year time frame.
- Which do not request funds in excess of 75% of total project cost.

Grant Management

The one-year grant period will commence on January 1, 2016 and end on December 31, 2016.

During the one-year grant period, awardees will be asked to submit quarterly project updates and expense reports. Due dates for quarterly reports are April 15, July 15, and October 14, 2016. An expense form will be emailed to awardees at the end of each quarter, approximately two weeks prior to its due date. Project updates and expense reports are to be returned to the LCEDC for presentation to the Board of County Commissioners. Because these are public funds, it is the responsibility of the awardee to retain original invoices, receipts, contracts, or any other record of project related expenditures relevant to an audit. Copies of same shall be included with their quarterly reports.

At the end of the one-year grant period, awardees will provide a written project summary and a final financial report showing how funds were spent. Both documents are due to the LCEDC no later than thirty (30) days of the end of the grant period. *All unspent funds are to be returned to the County.*

If an entity fails to meet any or all grant reporting obligations they will be ineligible for future Rural Development Fund grant rounds.

If during the grant period the awardee finds it necessary to discontinue the funded project, the awardee will submit a final project summary and budget update that itemizes funds spent. *All unspent funds are to be returned to the County.*

The Board of County Commissioners will reserve a portion of Rural Development Fund monies as an emergency fund. This fund will be available outside of the grant cycle for eligible entities that experience an emergency situation that falls within the goals of this program.

The Economic Development Council is responsible for administering the application process. Please contact them with questions and submit completed applications and quarterly reporting forms directly to the EDC at:

Email: Margie@LincolnEDC.org

Phone: (509) 725-1170

Mailing Address:

Lincoln County EDC

Attn: Executive Director

P.O. Box 1304, Davenport WA 99122

Physical Address: 303 6th St. (WSU Extension Building)