

# Walla Walla County Economic Development Sales Tax Fund

**SECTION I.**

**APPLICATION FOR FUNDING**

<b>Applicant:</b>			
<b>Project Title:</b>			
<b>Contact:</b>			
<b>Title:</b>			
<b>Telephone:</b>			
<b>Cell:</b>			
<b>E-Mail:</b>			
<b>Mailing Address:</b>			
<b>City:</b>		<b>Zip Code:</b>	
<b>Total Project Financing</b>			
<b>Total Project Cost:</b>		\$	
<b>Amount secured to date:</b>		\$	
<b>The total amount requested from the Economic Development Sales Tax Fund: Loan &amp; Grant combined</b>		\$	
<b>Loan Information</b>			
<b>Amount of loan request:</b>		\$	
<b>Loan term requested (Maximum term is 10 years):</b>		<b>YRS</b>	<b>Rate</b>
<i>A loan is a general obligation or revenue obligation of the jurisdiction receiving the loan. With the acceptance of a loan, the jurisdiction agrees to obligate its full faith, credit, and revenue to repay the loan, regardless of the project which prompted the application for funding. The maximum loan amount is \$200,000. Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund – Line item #4.</i>			
<b>Grant Information</b>			
<b>Amount of Grant request:</b> <i>(Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund – Line item #4)</i>		\$	
<b>Amount of Local Public Match:</b> <i>(Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund – Line item #5)</i>		\$	

**Declaration:** I hereby certify that the information given in this application is true and correct to the best of my knowledge and belief and that I have reviewed Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund.

**Signature of Responsible Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print or Type Name and Title:** \_\_\_\_\_



4. List the number of projected jobs to be retained and/or created by the firm as a result of the public infrastructure project. Jobs must be expressed in Full-Time Equivalents (FTEs). Management positions should be indicated as an annual salary. \* Retained jobs are defined as jobs that would otherwise be lost in Walla Walla County.

Job Description	Number of Jobs Created (in FTEs)	Number of Jobs Retained* (in FTEs)	Hourly Wage and/or Annual Wage
			\$
			\$
			\$
			\$
			\$
			\$

Projected annual gross payroll for all job classifications? \_\_\_\_\_

How many of these positions are part-time or seasonal work? \_\_\_\_\_

5. Is this project listed in the Walla Walla County Comprehensive Plan? Yes  No

Walla Walla County Comprehensive Plan - Chapter 11 Economic Development Element – Appendix H

6. Does your organization have an active interest and involvement in economic development? Please explain?

7. Will this project upgrade existing public infrastructure or build new public infrastructure? Please explain?

8. List each funding source for the public project and amount. Identify whether the funding source has been secured or is being requested.

Funding Source	Status	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>Total Project Cost</b>		\$

9. Estimated schedule for public project completion. Indicate the month and year when the activities listed have been, or will be, completed.

Activities	Estimated Completion Date (Month/Year)
Preliminary Engineering Report	
All Required Permits Obtained	
Design Engineering	
Land/Right-of-Way Acquisition	
Final Bid Documents	
Award Construction Contract	
Begin Construction	
Complete Construction	
Construction Project Operational	

10. What other quantifiable outcomes can this project measure in addition to the number of jobs created and retained?

Private sector capital investment \$ \_\_\_\_\_

Increase in local property tax revenue: \$ \_\_\_\_\_

Increase in local sales tax revenue: \$ \_\_\_\_\_

Other:

11. Will the public facility project be maintained by the applicant? Indicate the projected annual operating cost of the proposed public facility project and revenue source for maintenance? Please explain.

**Application Submission Process**

- PDF Application Form:** Download and save the "EDSTF Application Form". Open the "EDSTF Form" file in your PDF reader software application. Complete the application. At the end of the application is a "Submit By Email" button. Please review your completed application before clicking on the "Submit By Email" button.
- Print PDF Application Form:** Print the "EDSTF Form" and complete the application. Scan the completed application form into one (1) PDF file and email the PDF file as a file attachment to [pr@portwallawalla.com](mailto:pr@portwallawalla.com).

**ATTACHMENT A**  
**Principle Guidelines**  
**Economic Development Sales Tax Fund (EDSTF)**

**Some provisions within these principle guidelines are requirements under RCW  
82.14.370 - Sales and use tax for public facilities in rural counties.**

1. Public infrastructure projects must be listed in the Walla Walla County Comprehensive Plan ([Chapter 11 Economic Development Element – Appendix H](#)). Public infrastructure project listed in the approved County Comprehensive Plan does not guarantee the public infrastructure project will receive funding.
2. At the beginning of each fiscal year, the Port will notify the jurisdictions of the available funding in the EDSTF and will transmit the application form and these principle guidelines.
3. The Port Commission will maintain discipline in using the EDSTF for strategic economic development opportunities. Public infrastructure projects that create, retain and/or expand family wage jobs (defined as \$25,000 per year plus a benefits package), encourage private sector capital investment, and new taxes are the primary goal of the EDSTF.
4. Cap any one jurisdiction from receiving more than a \$200,000 grant and a \$200,000 loan in any one fiscal year. Exceptions will be made for extraordinary job creating opportunities, private sector capital investments, and new taxes. Exceptions will also be made if a jurisdiction has projects that would allow the funding to be distributed countywide. For example, a jurisdiction may have a qualifying project in Burbank and during that same fiscal year, they may have a qualifying project in Waitsburg. In order to help disburse the EDSTF countywide, both qualifying applications would be considered.
5. Applications require a 50% local public match to the amount of the EDSTF request. 10% local public match will be required for the City of Prescott and City of Waitsburg due to their size and access to local public matching dollars. Local public match is defined as publicly-appropriated local funds. Funds appropriated from the state, federal, other funding sources, and in-kind match do not qualify as a local public match. Private sector funds directly allocated to the public infrastructure project will be considered as a local public match.

Example: If the EDSTF request is \$200,000, the applicant is required to secure \$100,000 in the local public match. In the case for the City of Prescott and City of Waitsburg, if the EDSTF request is \$200,000, the applicant is required to secure \$20,000 in the local public match.

6. Each public infrastructure project approved for EDSTF will need to enter into a performance contract and/or inter-local agreement guaranteeing performance.
7. Public infrastructure projects that can substantiate the creation of new direct family wage jobs (defined as \$25,000 per year plus a benefits package), private sector capital investment, and new taxes will have the best chance in securing an EDSTF grant and/or loan.

8. Public infrastructure projects that cannot identify the creation of new direct family wage jobs (defined as \$25,000 per year plus a benefits package), private sector capital investment, and new taxes are encouraged to apply for an EDSTF loan. If the applicant is requesting an EDSTF grant, and an EDSTF grant is awarded, the applicant will be restricted in applying for an EDSTF grant for 5 years from the date of award. However, during this 5-year restricted period, the applicant has a public infrastructure project that can demonstrate the creation of new direct family wage jobs (defined as \$25,000 per year plus a benefits package), private sector capital investment, and new taxes, their application would be considered for funding.
9. Public infrastructure-related projects that can substantiate the retention of existing family wage jobs (defined as \$25,000 per year plus a benefits package) are encouraged to apply for EDSTF grant and/or loan. To substantiate job retention, the applicant must fully demonstrate that a specific business would have a reduction in its labor force without the public infrastructure improvement.
10. Projects approved for funding must start drawing down the appropriated funds for the proposed public infrastructure project within 1 year from the date the application is approved. All appropriated funds must be fully expended within 2 years from the date the application is approved. If the applicant cannot meet said deadlines, the application must resubmit their application for consideration. All existing approved public infrastructure projects will have priority funding over the new resubmitted application.

Approved by the Port Commission on the 25<sup>th</sup> day of September 2014

Concurrence by the Walla Walla County Commissioners on the 20<sup>th</sup> day of October 2014

## **Appendix H**

### **Projects Eligible to Receive Economic Development Sales Tax Funds**

#### **Projects of Regional Significance**

- All Transportation projects in Walla Walla County listed in the six year Transportation Improvement Plan (TIP) as adopted by any state or local government.
- Businesses recruited to Walla Walla County that need public infrastructure facilities constructed to facilitate job creating opportunities, private sector capital investments, and new taxes.
- Four-laning of U.S. Highway 12 including interchanges and frontage roads.
- Acquisition and rehabilitation of rail lines in Walla Walla County.
- All projects listed in the most currently adopted Port of Walla Walla Economic Development Plan.

#### **Walla Walla County**

##### **Walla Walla County Campus Buildings**

- Remodeling, replacement, repair of existing County owned buildings.
- Acquisition of additional property to expand County Campus.
- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, roadway, fiber optics, gas and power.

##### **Walla Walla County-Burbank Annex**

- Acquisition of property for potential Burbank Annex
- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, roadway, fiber optics, gas and power.
- Construction of building(s) to house County services.

##### **Health, Human Services and Planning Building**

- Construction of new building(s) on County Campus
- Acquisition of additional property
- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, roadway, fiber optics, gas and power.

##### **Fairgrounds**

- Construction of new buildings.
- Remodeling and expansion of existing county-owned buildings.
- Property acquisition to expand fairground property.
- Site improvements including, but not limited to, parking areas and associated vehicular circulation routes, landscaping, fencing, and pedestrian facilities.
- Utility improvements including new services, extensions, relocations and rehabilitations of water, sewer, storm sewer, roadways, parking lots, fiber optics, gas, power, street lighting.
- Other projects listed in the long-term planning, capital facilities, and strategic plans.

##### **Miscellaneous**

- Projects listed in the capital facilities section of the county's comprehensive plan.

## City of College Place

### **Projects in Process:**

- Myra Road Improvements (Dalles Military to SR 125)
- College Avenue/Rose Street Intersection Improvements
- Rose Street Improvements
- SW 4<sup>th</sup> Street to Homestead Acres Development

### **Street Upgrade & Extension Projects:**

- SW Davis Transportation Improvements
- SW 12<sup>th</sup> Transportation Improvements
- Taumarson Road Improvements (Joint Project with Walla Walla County)
- Lambert Arterial Extension Project
- Lambert/C Street/Larch Street Intersection
- SE Date Improvements

### **Capital Improvements:**

- Wastewater Plan Improvements & Facility Plan
- Regional Stormwater Facility & Plan
- Well Development at Eastside Booster Station
- Westside Elevated Water Reservoir
- Water System Consolidation Project (Region Water System)

### **Property Acquisition:**

- WWU Plant Services Property for Public Works Relocation
- Lot north and adjacent to City Hall
- Property Acquisition for New City Park

### **Economic Development:**

- West Whitman business incubator building
- Martin Airfield Industrial Park
- Old Milton Highway Industrial Park

## City of Walla Walla

### **Street Upgrades & Extension Projects**

- Myra Road (Garrison Creek to Hwy 125)
- E. Isaacs Avenue Rehabilitation/Safety Improvement Project (E. Main to Wilbur)
- Myra Road (Hwy 125 SE to Taumarson)
- 13th Avenue Renovation (Rose to Pine-2013)
- Melrose Street (Wilbur to Airport Way)
- Rose Street Improvements ( Myra to 2<sup>nd</sup>)
- Dell Avenue – Warehouse District

- Portland Avenue (Blue to Wilbur)
- Plaza Way Improvements (Hwy 125 to Stone)

### **Utility Facility & Expansion Projects**

- LT2 - Mill Creek Water Treatment Plant Upgrade (Future capacity/improve quality)

### **Community Upgrades & Extension Projects**

- Alder Street Signal upgrade and sidewalk Improvements
- Mixed-use downtown parking structure
- Farmer's Market/Crawford Park Expansion

### **City of Waitsburg**

- Weller library renovation.
- Main Street Bridge Replacement.
- Touchet River Levee repairs/improvements.
- Main Street Tourism Kiosk.
- Installation of Public Art.
- Continued water/sewer line rehabilitation & improvements.
- ADA access to City Facilities (City Hall, Library, Pool).
- City wide pedestrian improvements.

### **City of Prescott**

- Utility improvements involving new services, extensions, relocations and rehabilitations of water, sewer, storm sewer, roadway, parking lots, fiber optics, gas, power, rail and street lighting.
- Construction of a wastewater treatment plant.
- Expansion of City Hall and Fire Department.
- Main Street improvements.
- Expansion of Prescott City Library.
- Improvements to the Prescott Joint Park & Recreation District.
- Flood Water Diversion – WWGG & Hermans.
- Arterial Improvement & Street improvements.
- Ivy Cemetery Improvements.
- Downtown Renewal.
- Composting Program.
- Water System Study, analysis and update.

### **Community of Touchet**

- Acquisition of property for a business park.
- Utility improvements involving new services, extensions, relocations and rehabilitations of water, sewer, storm sewer, roadway, parking lots, fiber optics, gas, power, rail and street lighting.
- Construction of new buildings.

### **Community of Lowden**

- Acquisition of property for a business park.
- Utility improvements involving new services, extensions, relocations and rehabilitations of water,

sewer, storm sewer, roadway, parking lots, fiber optics, gas, power, rail and street lighting.

- Construction of new buildings.

## **Port of Walla Walla**

### **Ady Industrial Site**

- Utility improvements including new services, extensions, relocations, and rehabilitation of water, sewer, storm sewer, roadways, parking lots, fencing, fiber optics, gas, power, rail and lighting.
- Development of a marine terminal and transload facility.

### **Attalia Industrial Site**

- Utility improvements including new services, extensions, relocations, and rehabilitation of water, sewer, storm sewer, roadways, parking lots, fencing, fiber optics, gas, power, rail and lighting.
- Development of a marine terminal and transload facility.

### **Avery Street Industrial Park**

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadways, fiber optics, gas, power, rail and street lighting.
- Construction of new buildings.

### **Burbank Industrial Park**

- Utility improvements including new services, extensions, relocations, and rehabilitation of water, sewer, storm sewer, roadways, parking lots, fencing, fiber optics, gas, power, rail and lighting.
- Remodeling and expansion of existing port-owned buildings.
- Construction of new buildings and tear down existing buildings.
- High dock and barge slip repairs and expansions including equipment and cranes for on/off load of barges.
- Land acquisition to enlarge industrial park.
- Cargill Pond improvements.

### **Burbank Business Park**

- Utility improvements including new services, extensions, relocations, and rehabilitation of water, sewer, storm sewer, roadways, parking lots, fencing, fiber optics, gas, power, rail and lighting.
- Construction of new buildings.
- Land acquisition to enlarge industrial park.

### **Cott/Cliffstar Building**

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadways, parking lots, fiber optics, gas, power, rail and street lighting.
- Remodeling and expansion of the Port owned Cott/Cliffstar building.
- Construction of new buildings.
- Acquisition of additional property to expand industrial site.

### **Crown Cork & Seal Building**

- Utility improvements involving new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadway, parking lots, fiber optics, gas, power, rail and street lighting.
- Remodeling and expansion of former Crown Cork & Seal Building.
- Construction of new buildings.
- Acquisition of additional property to expand.

- ADA access & building entryway improvements.
- 13th Ave new fencing and motorized access gates.
- Interior subdivision of space.

### **Dell Avenue/Warehouse District**

- Utility improvements including water extensions, sewer, roadways, parking lots, streetscape improvements, fiber optics, gas, power street lighting, and warehouse district entrance improvements.
- Construction of new buildings.
- Land acquisition to enlarge industrial park.
- Tear down remaining homes.
- Establish back lot fencing and landscaping.

### **Dodd Road Industrial Park**

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadway, fiber optics, gas, power, rail and street lighting.
- Upgrade rail spur development into the industrial park.
- Acquisition of additional property to expand the industrial park.
- Construction of new buildings.
- Development of a transload facility.
- Tear down remaining home.

### **Isaacs Business Park**

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadway, fiber optics, gas, power, rail and street lighting.
- Remodeling of manufacturing plant and offices located at 3301 and 3303 E. Isaacs Avenue.
- Acquisition of additional property to expand the industrial park.
- Construction of new buildings.

### **Melrose Business Park**

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadways, fiber optics, gas, power, rail and street lighting.
- Demolishing of old sawmill infrastructure to ready site for development.
- Construction of new buildings.
- Acquisition of additional property to expand the industrial park

### **Sudbury Business Park (in partnership with the City of Walla Walla)**

- Utility improvements including new services, extensions, relocations, and rehabilitation of water, sewer, storm sewer, roadways, parking lots, fencing, fiber optics, gas, power, rail and lighting.
- Construction of new buildings.
- Land acquisition to enlarge industrial park.

### **Waitsburg Business Park**

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadway, fiber optics, gas, power, rail and street lighting.
- Construction of buildings.
- Acquisition of additional property to expand the industrial park.

### **Walla Walla Regional Airport & Business Park**

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadways, fiber optics, gas, power, rail, fencing and street lighting.
- Construction of new buildings.
- Remodeling and expansion of existing port-owned buildings.
- Remodel of former terminal building.

### **Wallula Gap Business Park**

- Utility improvements including water system, sewer, wastewater spray fields, roadways, parking lots, fiber optics, gas, power and rail extensions.
- Construction of new buildings.
- Land acquisition to enlarge industrial park.

### **Wallula Industrial Site**

- Utility improvements including water system, sewer, wastewater spray fields, roadways, parking lots, fiber optics, gas, power and rail extensions.
- Land leveling to make property suitable for development.
- Barge slip improvements and repairs.
- Rail spur development into industrial park.
- Construction of new buildings.
- Acquisition of additional property to expand industrial park.

### **2<sup>nd</sup> Ave Parking Lot**

- Utility improvements.
- Construction of new buildings.

### **Other**

- Acquisition of land and/or buildings throughout Walla Walla County for economic development that will facilitate job creating opportunities, private sector capital investments, and new taxes.

### **Walla Walla Community College**

- Expand the Enology and Viticulture facilities on the campus and at the airport to accommodate the addition of an Applied Baccalaureate in Enology and Viticulture and a program in hard cider production, which requires additional classroom and laboratory facilities and production capacity. The result will expand program capacity, improve the existing program, facilitate the creation of new programs, lead to the enrollment of more students, and enhance the Walla Walla wine and hospitality cluster.
- Expand and renovate the Craik Building to support the creation of the Precision in Agriculture program, which will serve a critical role in increasing the competitiveness of the local and regional agricultural economy.
- Expand and improve the Fort Walla Walla Amphitheater, which will provide the infrastructure to support our Performing Arts programs and enhance tourism in the Walla Walla region as a result of attracting and presenting additional performances and events.

- Improve access to the campus by changing roadway infrastructure and entrances in cooperation with the city and county. Traffic flow is a problem for students, faculty, and staff, and will impact neighboring businesses unless this potential problem is addressed.
- Expand and improve Professional Technical facilities in response to emerging needs for highly skilled workers in the Walla Walla region. Examples of such programs are John Deere Agriculture Technology, Water Management, Diesel Technology, Outdoor Power Equipment Technology, Turf Management, Culinary Arts, and Automotive and Alternative Fuel Technology (e.g. compressed natural gas and biofuels).
- Improve and expand Energy Systems educational facilities on the WWCC campus.
- Construct a new, state-of-the-art STEM (Science, Technology, Engineering, and Math) building on the WWCC campus. STEM provides cornerstone education and training to individuals across a broad range of workforce education programs that is critical to preparing individuals for success in the 21st century workforce and transfer to high skills baccalaureate degrees.

### **Valley Transit**

- Farmer's Market and Transfer Center Joint Development Project.
- Satellite Transfer Centers in Waitsburg, Prescott, Vista Hermosa, and Burbank for Village Van service.
- Opticom traffic signal priority control system.