

Okanogan County Community, Economic Development & Public Infrastructure Prioritization Process

ONLY COMPLETE APPLICATIONS WILL BE ASKED TO PRESENT TO THE ECONOMIC ALLIANCE INFRASTRUCTURE COMMITTEE.

A REPRESENTATIVE FROM YOUR ORGANIZATION WILL NEED TO PRESENT THE APPLICATION IN PERSON TO BE RANKED THROUGH THIS PROCESS.

OUTLINE OF PROCESS

Project Prioritization Process

The Economic Alliance will coordinate the application and review process and provide the Okanogan County Commissioners with a single prioritized master list of economic and community development projects. It is recognized that some projects (e.g., city and district fire halls, police stations, correctional facilities) may not be eligible for certain funding sources including .09 revenues. Therefore, from the master list of .09 project list of projects that comply with RCW 82.14.370 while meeting our own countywide economic development priorities will be developed, and upon review of other state and federal funding lists, appropriate sub-lists may be developed. This is intended to avoid the hasty reprioritization of projects for special circumstances related to different funding sources. Projects will be selected from the Master List that are determined to be regional in scope (i.e., of benefit at least to the North Central Washington region) and forwarded to the North Central Washington Economic Development District (NCW EDD) for consideration as regional projects, gaining additional support and attention at that level.

Each entity intending to submit projects for prioritization are encouraged to, first, review and prioritize their own projects and are requested to limit the number of applications to three for Public Facilities Fund grants and three for prioritization for other community development projects. Applicants will be asked to submit a pre-application letter of intent to apply for projects to be ranked through the .09 process. The Infrastructure Committee will review the pre-application letter of intent and invite those applicants who are deemed ready to be ranked to submit their completed application to the committee. At that time further project development may be recommended for those not selected, and the applicant will be asked to submit their application the following year. Potential applicants may be strongly encouraged to attend the Infrastructure Assistance Coordinating Committee (IACC) conference held annually in Wenatchee where funding agencies gather to provide project development assistance and to present their infrastructure funding programs. A “Tech Team” session may be arranged at this conference, or a community may decide to arrange such a meeting with funders on their own. Regardless of the approach, the Alliance will favor projects that demonstrate an effort to leverage other funding to maximize the local funding sources. The Alliance supports projects with good return potential, and/or projects that build strategic infrastructure improvements that enhance the County’s competitive position for economic development.

EXAMPLE

ENTITIES ELIGIBLE TO APPLY FOR PUBLIC INFRASTRUCTURE PRIORITIZATION PROCESS AND .09 DOLLARS

- CITIES
- COUNTY
- TRIBE
- PUBLIC UTILITIES DISTRICTS
- ECONOMIC ALLIANCE AS DESIGNATED ADO FOR COUNTY
- ***County Sponsored projects (including unincorporated communities, special purpose districts) will need to get a letter from the County Commissioners showing that they have approved the application.

ENTITIES ELIGIBLE TO BE RANKED FOR COMMUNITY AND ECONOMIC DEVELOPMENT PROJECTS

- NON-PROFITS
- CO OPS
- CHAMBERS OF COMMERCE
- HOUSING AUTHORITIES
- OTHER SPECIAL PURPOSE DISTRICTS

Projects funded through the Okanogan County .09 Public Infrastructure Prioritization Process will commit to the following annual reporting as required by the state of Washington and Okanogan County:

- Final Project Cost, Total Funds Leveraged and by whom.
- Economic Development impact including businesses created and or retained due to the infrastructure improvements.
- Jobs Created and or retained.
- Number of Affordable Housing units created.

Emerging Opportunity Process

Emerging opportunities are economic opportunities or infrastructure enhancements, which require immediate action outside the normal funding cycle (e.g. a “Bird in the Hand” business which will sign a contingency agreement or a time sensitive investment requirement from another funding source or private individual or business). These projects will be reviewed using the same application and criteria described below. However, the timeline for review and recommendation by the Alliance is shortened to provide for quick responses to emerging opportunities. The Emerging opportunities review process is described in the following paragraph.

When a proposal for an emerging opportunity funding request is submitted to the Alliance, staff will immediately (within 2 business days) notify members of the Infrastructure Committee, the Economic Alliance Executive Committee and the County Commissioners. A copy of the application and related materials will be provided to each member of these groups by the most expeditious means possible. The Economic Alliance staff, Executive Director or other designee will poll the above groups and ensure a simple majority concurs with

funding the project. If a simple majority of the Infrastructure Committee and a simple majority of the Executive Committee, each voting separately, exists then the Economic Alliance will present the project to the County Commissioners at their next regular meeting. Following the Commissioner's action, the project will be managed the same as any other Public Facilities Fund project.

The County Commissioners have the final decision on all projects to be funded through the Public Facilities Fund.

On an annual basis in July, the Economic Alliance and the Infrastructure Committee will meet with the Okanogan County Commissioners to determine the amount available for project allocation out of the .09 Fund while always maintaining a reserve of \$\$.

TIMELINE FOR PROCESS

August 21, 2023

Email "Save the Date" to give a heads up to eligible communities informing them about submitting a letter of intent for projects to be ranked.

August 28, 2023

Press release and Memo out to eligible communities informing them about proposal opportunities.

September 13, 2023

Workshop planned for applicants at the Economic Alliance office from 1:30-3 pm, RSVP required.

September 30, 2023

Deadline for all Pre-Application Letters of intent to apply. They must be completed and into Roni no later than 5:00 p.m. Absolutely no late applications accepted.

October 6, 2023

Applicants selected to be invited to submit a full application by the Economic Alliance Infrastructure committee will be notified.

October 31, 2023

Deadline for all Applications. They must be completed and into Roni no later than 5:00 p.m. Absolutely no late applications accepted.

November 1, 2023

Submitted applications will be emailed to the Economic Alliance Infrastructure committee members for their review. Applicants will be contacted to schedule a time for their presentation.

November 14, 2023

Presentations to the Economic Alliance Infrastructure committee will be held at a designated location.

Notification for project selection will occur after approval from the Executive committee of the Economic Alliance and the Okanogan County Commissioners.

***Emerging Opportunity applications accepted year-round.

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EVALUATION CRITERION AND WEIGHTING FACTORS

All applications will be ranked on the below factors. Please ensure that you address all these items in your application/presentation.

KEY	CRITERIA	EXPLANATION	TOTAL POINTS
Project Readiness	Is the project ready to proceed?	Each proposal should be evaluated and rated based on its readiness to proceed (sign contract, advertise for bids, apply for matching money, etc.) For example, a project which has needed engineering documents, permits, and environmental review completed would rate a 20 while a project that is in its early stages would rate a 1 to 5 depending on the details included in the project scope. Projects that represent discreet phases (e.g. a feasibility study or conceptual plan) required to move a project to construction of implementation would rate a 5 to 15 depending on the project scope.	20
Local Commitment	Does the proposal include evidence of local commitment in terms of support, funding, need, etc.	Each proposal should be evaluated and rated based on the level of local commitment described in the application. A project that shows strong local commitment in terms of dollars, in kind support, history of positive action, evidence of efforts to secure funding from other appropriate sources, record of public participation etc. would rate 15 while a project with no firm evidence of local commitment would rate a 1.	15
Enhances Infrastructure and Economic Diversification	Does the proposal include physical infrastructure or other items required for economic diversification?	There is a wide variation to the type and scope of proposals. Each proposal should be evaluated and rated on its own merit based on a review of the information provided by the applicant.	25
Consistent with applicable local plans	Is the project consistent with the Alliance CEDS and/or local comprehensive plans, economic plans or capital facility plans?	Each proposal should be evaluated and rated on consistency with appropriate plans. A project that is detailed in existing, adopted plans should be rated 20-25, a project that is in a draft plan a 10-20 and projects not in any plans 1 to 10.	25
Economic Impact	Will the project provide some measurable positive impact on Okanogan County's economy?	Each proposal should be evaluated and rated based on what type of economic impact the project will have. For example, a proposal that will generate new or retail existing jobs would rate a 20-25. Proposals that result in studies, reports or organizational capacity building, depending on the specific proposal would rate from 10-20. Proposals with little or no description in terms of economic impact would rate a 1-10.	25
Workforce Training	Will the proposal provide opportunities for workforce training upon completion?	There is a wide variation to the types and scopes of proposals. Each proposal should be evaluated and rated on its own merit based on a review of the information provided by the applicant.	10
Partnerships	Does the project create opportunities for public/private partnerships, intergovernmental cooperation, or further existing commitments to private or public parties?	This criterion is intended to give weigh to projects that involve other private or public entities. For example, a developer is extending a city water main to serve a new private development in an area that is presently underserved. The partnership in this instance could be that the city would participate in increasing the line size over that required for the proposed development to improved service to existing residents/customers and projected growth. Each proposal should be evaluated and rated on its own merit based on a review of the information provided by the applicant.	10

<p>Leveraging</p>	<p>Does the proposal leverage local, private, state, and federal dollars and/or technical resources?</p>	<p>Each proposal should be evaluated and rated based on the amount and type of assistance to be leveraged by the commitment of local resources. For example, a proposal that has secured most of the resources required but still has a funding gap would rate a 15-20a proposal that leverages 75% or more of the assistance required for success would also rate a 15-2-. Projects that leverage from 50-75% would rate 10 or 15, those that leverage 25-50% would rate a 5 to 10 and those that do not leverage, and other resources would rate a 1 to 5. The rating process should consider the amount requested when evaluating projects. For example, a small project (\$10,000 or less) should not necessarily be evaluated based upon the amount of resources leveraged, but rather on the merits of the proposal. The leveraged dollars do not have to be in hand but at a minimum it must be clear what sources and amounts will be leveraged. <i>Additionally, efforts to leverage funding should be considered when evaluating projects as unsuccessful attempts may be justified; however, points should be withheld from projects who have clearly not made efforts to secure other funding.</i></p>	<p>20</p>
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Documents Referenced in Application:

LINK TO : [Economic Alliance CEDRS](#)
[Community Resiliency Initiatives \(EDA\)](#)
[Tech Team Information: IACC](#)
[.09 Fund RCW Sales and Use Tax for Rural Counties](#)