

**CHELAN COUNTY**  
**CASCADE PUBLIC INFRASTRUCTURE**  
**FUND**

GRANT PROGRAM POLICIES



# Table of Contents

1. [Introduction](#)
2. [CPIF Grant Program Objectives](#)
3. [CPIF Grant Program Policies](#)
4. [Priorities for Project Selection](#)
5. [Priorities for Housing Projects Selection](#)
6. [Plan Administration](#)
7. [CPIF Advisory Committee](#)
  - a. [Committee Members](#)
  - b. [CPIF Advisory Committee Meeting and Actions](#)
8. [Application Administration](#)
9. [Guidelines for Grant Terms](#)
10. [Definitions](#)

# 1. Introduction

In 1999, the Washington State Legislature passed House Bill 2260 which amended [RCW 82.13.370](#) thereby qualifying Chelan County to retain a certain percentage of the State of Washington's share of locally generated sales tax to fund economic development infrastructure projects in Chelan County.

In 2004, the Washington State Legislature amended [RCW 82.14.370](#) to further clarify that the funds shall only be used to finance public facilities serving economic development purposes. Economic development purposes means projects which facilitate the creation or retention of businesses and jobs in the county.

In 2021, the Washington State Legislature amended [RCW 82.14.370](#) to expand the use of the generated sales tax to fund economic development infrastructure projects to include affordable housing infrastructure and facilities projects.

To receive economic development sales tax funds the public facility must be listed in the officially adopted county overall economic development plan, the economic development section of the county's comprehensive plan, or the comprehensive plan of a city, town or Port District within the county.

"Public Facilities" include:

- 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 82.13.370](#)
- Buildings or structures
- Telecommunications infrastructure
- Transportation infrastructure
- Commercial infrastructure
- Port facilities
- Permanently affordable workforce housing infrastructure or facilities.

Public facilities may include acquisition, construction, repair, reconstruction, replacement, or rehabilitation or improvement of existing facilities. Costs of planning may only be considered if they are directly related to an actual construction or improvement project approved in a CPIF application.

Chelan County will pay grant recipients through a reimbursement process. Recipients may request reimbursement only after successful completion of agreed upon project deadlines. Chelan County does not provide money before vendors are paid and in the case of funds paid directly into escrow for the purchase of property. A cost is allowable if it is reasonable, necessary to complete the approved scope of work, eligible in the grant program, documented adequately, and incurred during the period of performance set forth in the project agreement. Costs outside the period of performance are allowable only if pre-approved and defined by the BOCC. A cost is considered reasonable if the work or materials and the cost reflect what a prudent person would have spent under the circumstances.

Updated May 2023

## 2. CPIF Grant Program Objectives

- Create family wage jobs available to the citizens of Chelan County.
- Retain and expand existing businesses in Chelan County.
- Attract new businesses to Chelan County.
- Invest in projects that will increase Chelan County revenue, in turn easing the tax burden of Chelan County citizens and enhancing the sustainability of the Cascade Public Infrastructure Fund (CPIF).
- Invest in permanently affordable workforce housing projects that will allow for individuals and families earning incomes up to 120% AMI to live in Chelan County.
- Prioritize investments in rural, unincorporated areas of Chelan County.

## 3. CPIF Grant Program Policies

1. Chelan County will only fund public facility projects that:
  - a. Comply with all federal, state, county, and other applicable local regulations.
  - b. Comply with [RCW 82.13.370](#)
  - c. Meet CPIF Grant Program objectives
  - d. Support permanently affordable housing projects
  - e. Are consistent with the [Chelan County Comprehensive Plan](#) or the comprehensive plan of the city, town or port affected by the project.
2. Local government entities, junior taxing districts and “qualifying providers” as defined in [RCW 82.14.370](#) located within Chelan County are eligible to apply for a CPIF grant. These entities include but not limited to:
  - a. County
  - b. Cities
  - c. Regional Port Authority (only for projects located in [Chelan County](#))
  - d. P.U.D.
  - e. Water and Sewer districts
  - f. Housing Authorities and Housing Trusts
  - g. Other districts that may implement projects consistent with the objectives of this program.
3. Projects that include planning costs may only be considered if the planning component is directly related to an actual construction or improvement project.
4. Every CPIF project will have an application description that identifies distinct project objectives directly related to the CPIF Grant Program objectives. Measurable milestones will be part of the application. Disbursement of CPIF Grant funds will be contingent on the project’s accomplishments and as listed, the project’s contract documents.
5. CPIF grant may be part of a larger package involving other funding sources. CPIF grants may be used to leverage other funding sources toward the total project financing.
6. A local match of at least twenty-five (25) percent of the CPIF request is required. Local match may be cash, in-kind contribution or other appropriate revenue source.
7. The applicant will document all projected permits required to complete the project and describe

the timeframe for anticipated receipt of the permits.

8. A Project Annual Summary Evaluation form is expected to be completed by the applicant and submitted annually to the CPIF Advisory Committee until completion of the project.
9. CPIF will not increase grant amounts to pay for project cost overruns. Therefore, applicants should rationally project contingency costs associated with the project.
10. CPIF grants will not exceed actual project costs.

## 4. Priorities for Economic Development Project Selection

In selecting proposals for CPIF grants, Chelan County will evaluate and rank proposed projects based upon the following criteria. If your application is a permanently affordable housing project use priorities outlined in #5.

1. How many jobs could the project attract to Chelan County? (25 points)
2. What is the annual salary of the newly created jobs? (20 points)
3. What is the project's projected amount of newly generated revenue for Chelan County? For example, does the project generate sales tax, property tax, personal property tax, etc.? (25 points)
4. What percentage of the total project cost are you requesting from the CPIF? (15 points)
5. How does this project improve the quality of life for the citizens of Chelan County? (5 points)
6. Does the applicant demonstrate a partnership with another public entity and/or private sector businesses or organization? (5 points)
7. What is the time frame for completion of the project? (5 points)

Total Score: \_\_\_\_/100 points

## 5. Priorities for Housing Project Selection

In selecting permanently affordable housing proposals for CPIF grants, Chelan County will evaluate and rank proposed projects based upon the following criteria.

1. How many dwelling units will be created? (30 points)
2. What is the project's projected amount of newly generated revenue for Chelan County? For example, does the project generate sales tax, property tax, personal property tax, etc.? (20 points)
3. What percentage of the total project cost are you requesting from the CPIF? (20 points)
4. How does this project improve the quality of life for the citizens of Chelan County? (10 points)
5. Does the applicant demonstrate a partnership with another public entity and/or private sector businesses or organization? (15 points)
6. What is the time frame for completion of the project? (5 points)

Total Score: \_\_\_\_/100 points

## 7. Plan Administration

1. The Chelan County Economic Services Director will manage the CPIF Grant Program.
2. The Chelan Board of County Commissioners will make final grant approval decisions for all CPIF projects recommended by the CPIF Advisory Committee.
3. The Chelan County Economic Services Department will administer all CPIF projects.
4. Rural County Tax funds will be used to pay for the administrative costs of managing the CPIF Grant Program.
5. The Economic Services Director will prepare an annual CPIF budget as part of the overall Chelan County Budget.
6. The Economic Services Director will prepare an annual summary evaluation of the CPIF program. This evaluation will include:
  - a. CPIF financial performance
  - b. Number of jobs and / or dwelling units directly created
  - c. Comparison of projected and actual benefits
  - d. Summary of the activities financed during the reporting period
  - e. Benefits of the program and outcomes as they relate to CPIF priorities
  - f. Evaluation of the CPIF Grant Program's overall administration

## **8. CPIF Advisory Committee**

### **7A – Committee Members**

1. The CPIF Advisory Committee will consist of eleven (11) members, which include:
  - a. The Chelan County Economic Services Director, who will act as chair
  - b. One member from each city located within Chelan County, elected official or executive-level staff
    1. Wenatchee
    2. Leavenworth
    3. Cashmere
    4. Entiat
    5. Chelan
  - c. One member from each Chelan County Community Council:
    1. Malaga
    2. Manson
    3. Peshastin
  - d. One member from the Wenatchee Valley Chamber of Commerce Hispanic Business Council
  - e. One member from the Chelan Douglas Regional Port Authority
2. Eligible CPIF Advisory Committee Members will be selected by their jurisdiction or organization and appointed by the Chelan BOCC to serve a three-year term. If a committee member is an elected official, they may only serve while serving in the elected position they held at the time of their appointment. All positions on the CPIF Advisory Committee may only serve up to three terms total.
3. The Chelan County Economic Services Director, as Chair, may request the participation of additional persons as non-voting members. These non-voting members will provide coordination, advice, and assistance in carrying out the objectives of this program.
4. CPIF Advisory Committee members will comply with Chelan County policies relating to ethics and conflicts of interest at the discretion of the Chair. A committee member must recuse themselves from any projects submitted by the jurisdiction or organization they represent.
5. Committee members will not make representations using the name of the CPIF Advisory Committee to endorse or oppose any issue, unless a majority of the members of the Committee approve such position.

### **7B – CPIF Advisory Committee Meetings and Actions**

1. The County will arrange administrative support to the CPIF Advisory Committee and will keep a written record of all board actions.
2. All CPIF Advisory Committee meetings will be open to the public.
3. Applicants will give brief, 5-10 minute presentations to the CPIF Advisory Committee to provide an overview of their application and to specifically answer the questions for committee scoring listed under the “Priorities for Project Selection” section of this document.

4. CPIF Advisory Committee members will submit final scores and recommended funding levels for each application by the end of the scheduled CPIF Advisory Committee meeting. The total recommended levels for funding must not exceed the total available CPIF Grant Program funding.
5. The CPIF Advisory Committee Chair will calculate the average score and recommended funding levels for each application, notify the committee, and submit the Committee recommendation to the Chelan BOCC for final consideration.
6. The CPIF Advisory Committee Chair will appoint a smaller Technical Review Committee (TRC). The TRC will consist of county administrative staff and will meet prior to CPIF Advisory Committee meetings to review eligible project applications and ensure they are complete.
7. The Chelan BOCC will make final funding decisions and will reserve the authority to select eligible projects that were not recommended by the CPIF Advisory Committee.
8. All applicants will be informed about the process for application and the process for review and approval.
9. If the CPIF Advisory Committee recommends approval and the Chelan BOCC provides approval of a proposed project, the county administration will prepare a contract for the proposed grant. The contract will include all negotiated and standard terms, including:
  - a. Program deadlines
  - b. Performance criteria

## **9. Application Administration**

1. The County will develop forms necessary for implementation of the CPIF Grant Program. The application will describe the basic eligibility requirements and the selection criteria essential to successful applications.
2. County Administration will make guidelines and application materials available to potential program recipients. County Administration will assist applicants in utilizing this program, along with other resources and information, in fulfilling community goals and economic development.

### **8A – Application Review**

1. The TRC or county administration will submit the proposed application, along with all relevant findings from its review to the CPIF Advisory Committee. The TRC will review applications for:
  - a. Eligibility criteria
  - b. Program objectives
  - c. Financial feasibility
  - d. Selection criteria
  - e. Environmental requirements
  - f. Civil rights requirements
  - g. Other program considerations



2. The TRC or county administration may request additional information from the applicant for its submission to the CPIF Advisory Committee.
3. Applicants are allowed to resubmit a proposal if the CPIF Advisory Committee recommends against it, or if the Chelan BOCC denies the CPIF Advisory Committee's recommendation.

## 10. Guidelines for Grant Terms

The CPIF Advisory Committee will use the following guidelines in negotiating grant terms with the applicant. All grant terms are subject to final approval by the Chelan BOCC.

1. Specific performance required of the grant recipient, including timely completion of project phases, will be specified in each contract between Chelan County and the grant recipient. Grant disbursements are contingent on successful completion of deadlines and on an incremental reimbursement basis. Grant funds will in no case exceed total project costs.
2. If other funding sources are involved in a project, disbursements will be made contingent on the continued commitment of the other funding sources.
3. The county administration may, as necessary, delineate the federal, state, and local requirements that the CPIF program recipient must meet in order to receive CPIF grant funding. The county administration will monitor and ensure the special conditions required by the CPIF program are addressed by each CPIF program recipient during the period of the grant.
4. All CPIF grant funding must be spent by December 31<sup>st</sup> of the year following the year the contract was executed.

## 11. Definitions

### ***County Administration***

The person(s) stipulated by the Chelan BOCC or Economic Services Director to carry out the duties of the CPIF program assigned within these policies to the administration of the CPIF, and any other duties relating to the CPIF assigned by the Chelan BOCC or Economic Services Director.

### ***CPIF***

Cascade Public Infrastructure Fund

### ***CPIF Advisory Committee***

Cascade Public Infrastructure Fund Advisory Committee

### ***TRC***

Technical Review Committee

### ***Chelan BOCC***

Chelan Board of County Commissioners

### ***In-kind contribution***

Donated or loaned real or personal property, volunteer services, and employee services.

***Project***

A CPIF project may include planning, feasibility studies, marketing analyses, acquisition, construction, repair, reconstruction, replacement, or rehabilitation or improvement to new and existing facilities

***Public Facility***

Bridges, roads, domestic and industrial water facilities, sanitary sewer facilities, earth stabilization, storm sewer facilities, railroad, electricity, natural gas, buildings, structures, telecommunications infrastructure, transportation infrastructure, or commercial infrastructure, port facilities, or affordable workforce housing infrastructure or facilities.

***Comprehensive Plan***

“Comprehensive plans are the centerpiece of local planning efforts. A comprehensive plan articulates a series of goals, objectives, policies, actions, and standards that are intended to guide the day-to-day decisions of elected officials and local government staff.

Many cities and counties are required to enact comprehensive plans, while others choose to do so voluntarily.” ([MRSC](#))

***Affordable workforce housing infrastructure or facilities***

Means housing infrastructure or facilities that a qualifying provider uses for housing for a single person, family, or unrelated persons living together whose income is no more than 120 percent of the median income, adjusted for housing size, for the county where the housing is located.

***Qualifying provider***

Means a nonprofit entity as defined in [RCW 84.36.560](#), a nonprofit entity or qualified cooperative association as defined in [RCW 84.36.049](#), a housing authority created under [RCW 35.82.030](#) or [35.82.300](#), a public corporation established under [RCW 35.21.660](#) or [35.21.730](#), or a county or municipal corporation.