

**Yakima County**

**Supporting Investments in  
Economic Development**

**Committed Private Business  
Application for Funding**

### Threshold Requirements

All questions must be fully answered in order to qualify as a complete application. If you need more space for an answer, please attach additional sheets as needed noting the corresponding section, for example "C2."

- Resolution.** A resolution or ordinance of the local governmental jurisdiction authorizing the *SIED* application is required.
- Project Costs.** Engineer cost projections for public project costs are required. *SIED* will not entertain requests for project cost overruns. For the success of your project, ensure project cost estimations are realistic.
- Local Match.** A local match of twenty (20) percent of the *SIED* request is required. Local match may be demonstrated as cash or in-kind contribution.
- Other Funding Sources.** In addition to *SIED*, identify which public sources were considered to fund this project. Indicate what the outcome was.
- Planning.** A statement is required from the planning jurisdiction relating to the type of public facility for which a *SIED* investment is sought.
- Permits.** All public and private permits must be received.
- Private project description.** Job creation and private sector financing must be evident.
- Contingency Agreement.** A complete Contingency Agreement (form included) is required for all projects. The Contingency serves as the first level of convincing evidence that the private sector development will occur.
- Acceptance of Reporting Requirements.** The County is required to report annual information on the use of *SIED* funds. A signed agreement (form included) to report the use of *SIED* funds must accompany the application.
- STAFF ONLY- Application reviewed by Yakima County legal department.** Staff will submit this application prior to the *SIED* Advisory Board review.

**Please submit application to:**

Yakima County Development Association PO Box 1387, Yakima, WA 98907-1387  
(2520 W. Washington Avenue Suite 1, Yakima WA 98903)  
Or digitally to: Joe@YCDA.com

**REQUEST FOR FUNDING** (Funding is awarded 50% Loan and 50% Grant. No more than \$2,000,000 total award from SIED when loan and grant combined.)

Interest rates on loans are established when the County formally approves the project contract by using the County Interfund Loan Rate, as authorized by law. Loans are given for a term of 10 years and annual payments are made in equal amounts on June 1<sup>st</sup> of each year.

An interlocal agreement will be established between the County and the applicant specifying repayment dates and a loan amortization schedule. Loan payment installments are based on an ordinary annuity, compounded annually.

If an applicant needs additional flexibility on loan repayment schedules they can request a deferral. Interest on loans will continue to accrue from the date the contract is approved by the County, even if the applicant is granted a deferral on their first loan payment.

If an applicant requests a deferral of the first loan payment, the applicant must justify the request.

A SIED loan is a general obligation of the jurisdiction receiving the loan. With acceptance of a SIED loan, the jurisdiction agrees to the terms of the interlocal agreement regardless of the project which prompted the application for SIED funding.

<b>Applicant:</b> <u>City of Yakima</u>	<b>Tax ID #:</b> <u>91-600-1293</u>	
<b>Contact:</b> <u>Robert Hodgman</u>	<b>Title:</b> <u>Airport Director</u>	
<b>Phone:</b> <u>5095756260</u>	<b>Email:</b> <u>Robert.Hodgman@yakimawa.gov</u>	
<b>Address:</b> <u>2406 W. Washington Ave</u>	<b>City:</b> <u>Yakima</u>	<b>Zip Code:</b> <u>98903</u>
<b>Resolution Number Authorizing this Application for SIED Funding:</b> _____		
I hereby certify that the information given in this application to the Supporting Investments in Economic Development Board is true and correct to the best of knowledge and belief.		
<b>Signature of Responsible Official:</b> _____		
<b>Printed Name and Title:</b> _____		

Indicate the full terms requested for SIED consideration:

- Loan Terms Requested: 2%
- A deferral of the first loan payment (up to five years): 5 years
- Total number of years for repayment: 20 years
- Please provide justification If requesting a deferral of the first loan payment:

The airport is not currently generating enough revenue to repay a loan. Adding more flights will eventually provide needed revenue however, airport administration salaries and benefits are still benefiting from an ARPA grant, and recent increases in revenue will be needed to fund payroll as the grant nears completion.

- Please provide justification if a lower interest rate is requested:

The airport is operating on thin margins and funds to repay a loan are anticipated to be minimal at best for the next several years.

## Executive Summary

The SIED Advisory Board takes many factors into consideration when making recommendations for funding. This Project Summary highlights the main factors including: local match, funding from other sources, jobs created/retained, wage rates, jobs created/retained per SIED dollar invested, new private investment, and new tax revenues generated.

**Project Title:** Yakima Airport Passenger Terminal Modernization

**Date of Application:** 4/5/2024

**Project Summary:** Describe the public infrastructure project and the private development that will occur. Explain why the private development requires the public infrastructure project:

Yakima Air Terminal supports numerous aviation activities including passenger service, air cargo, aeromedical evacuation, aerial wild land fire fighting, business and personal travel, and aerospace manufacturing. In late 2019, right before the onslaught of the pandemic, the airport supported its peak volume in passengers at 14,000 passengers per month, resulting in \$591M annual economic impact and 2,366 jobs to the region. A result of the pandemic, in April 2020 travel dropped to an all-time-low of 500 passengers per month. As the airline industry struggled to maintain air service the airport's passenger volume rose to just over 8,000 passengers per month in September 2021, however one year later the airline dropped to one set of flights per day and passenger volumes again plummeted. In November 2023 the airport was successful in negotiating the return of the second set of flights and passenger volumes recovered to about half of the 2019 high mark, with economic impact at \$479M, a loss of \$1.1M, and 1,559 jobs, a loss of 807 jobs from pre-pandemic levels.

During the pandemic many passengers migrated to Pasco airport. The offerings at Pasco include a newer terminal and more flights to more destinations, and overshadow the lower ticket price at Yakima. The Yakima airport passenger terminal was built in 1949 and has had two remodels, the most recent 24 years ago. The building is in dire need of renovation and modernization. Many spaces are now insufficient for modern travel with larger capacity airplanes and requirements such as ADA, fire and building code, TSA screening, and other space requirements. The legacy buildings systems are failing; numerous roof leaks, inefficient heating, cooling and lighting, 1950s copper wire telephone system, undersized fire suppression and water heating systems, numerous abandoned HVAC units... the building is long overdue for upgrades and improvements.

The airport has developed a three-phase project to accomplish the needed work. The project includes constructing a second floor over one-story portions of the building to gain more space, which will allow revision of the current layout to accommodate the space requirements of modern air travel. The two-story portions of the building will receive a new roof, and current roof-mounted ductwork and gas lines will be brought inside the building. Electrical, water, sewer, fire suppression, HVAC, telecom, and lighting systems will all be brought up to current code and standards. TSA and three gates will move upstairs above the current sterile area, which will provide more space for passengers, and allow the addition of jetways to board aircraft rather than walking across the tarmac in all kinds of weather and negotiating the metal ramp, a real challenge for those with limited mobility.

The airport will bring back the restaurant. The airport restaurant was known as 'the place' to go; the community still talks about it. This project will bring back a re-imagined version of the restaurant, with all the features one would expect and the feel of fine dining in the height of the 1950s.

This project will embrace the rich history of Yakima Air Terminal-McAllister Field. The building facade will be freshened up but will retain the original look, and the interior will provide all the modern conveniences and will embody the classic 1950s style with design, fixtures, furniture, and equipment. The project will also enable the adoption of emerging aviation technology. The two remaining first-floor gates will allow the airport to receive small electric and hybrid-electric airplanes from small community airports across the state with non-TSA screened passengers.

The Yakima community values the travel connections and economic vitality their airport provides. This request will be combined with \$10M federal funds to begin the first phases of design and construction, and will lay the ground work for future projects and funding as the airport works through subsequent phases of the project.



## A. Public Sector Project

A1. List all funding sources for the public project and amount. Identify whether the amount has been provided or is being requested. Provide the status and date the funds were approved or the date that funds are expected to be approved:

SOURCE	STATUS	DATE	AMOUNT
SIED loan requested	_____	4/5/2024	\$ 375,000.00
SIED grant requested	_____	4/5/2024	\$ 375,000.00
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
Total project costs			\$ 70,000,000.00

**Funding to complete the Public Project must be secured within one year of a SIED offer of financial aid**

A2. Will this project upgrade an existing public facility or build a new one? Upgrade

Describe the entire public facility project, including the parts that you are not asking SIED to fund.

This multi-phase project will transform the airport terminal. It will include a new roof over the second floor, and new space constructed above single-story areas of the building, and reconstructing/new parking. The improvements will include a new sterile area on the second floor, and moving TSA passenger screening and three gates upstairs, with jetways, escalators, and an elevator. On the lower floor, the baggage claim area will be expanded and a new baggage conveyor installed. The airline ticket counters will be rearranged to accommodate multiple airlines with direct conveyor of baggage to the TSA baggage screening area. The previous 1st floor sterile area will become open public space with shops, snack bar/cafe, and wine tasting/sales. On the upper level east end of the building the commercial kitchen renovation will be completed and a new airport restaurant/bar constructed with a view of the the runway. The lower level west side of the building currently houses TSA baggage screening and air cargo processing areas which will be expanded to accommodate an increased volume of baggage, and screening for larger air cargo.

A3. Specifically, for what element(s) of the public project are SIED funds requested?

These funds will match federal funds for design. To obtain funding for construction, the Federal Aviation Administration requires shovel-ready construction documents. This project will design phases 1B, 2, and 3. It will deliver a cohesive design with complete and usable project phases ready for solicitation and permitting.

A4. Describe how the public facility project will enhance or encourage other development in the immediate area in addition to the direct development described in this application section C.

This project will improve passenger flow in the building, eliminating crowding and lines at airline ticket counters, TSA screening, and baggage claim. It will also enable the establishment of shops, cafe/snack bars, and wine tasting on the ground floor, and the return of the landmark airport restaurant to the upper floor. All of these are benefits to the passenger, revenue for the airport, and jobs for the community. Air service is an economic engine for the community. A 2012 Aviation Economic Impact Study published by WSDOT determined 97% of Gross Business Income occurs within 10 miles of an airport, and 70% within five miles. Long term this project will add vibrancy to the community and economic vitality to the region. Access to air travel and air cargo shipping are staples of a strong business community. In addition to the robust offering of agricultural products, the airport hosts aerospace manufacturing businesses and the community benefits from manufacturing jobs. The airport terminal modernization is a powerful step towards raising the average wage and retaining local, young workers by providing broader career options with promotion and earnings potential.

A5. List all permits and environmental reviews required for the **PUBLIC SECTOR PROJECT** and give their current status (applied for, application being prepared, permit issued, etc.)

PERMIT	ISSUER	STATUS	ANTICIPATED COMPLETION DATE
Env. Assessment	JUB Engineers	CATEX	January 13, 2022
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Permits to complete the Public Project must be secured within six months of a SIED offer of financial aid**

A6. If environmental permits are not required for the project (e.g., Shorelines Permit, Environmental Impact Statement, etc.), **please explain why they are NOT required.**

An Environmental Assessment was completed on January 13, 2022 for the terminal building and paved areas immediately adjacent and was determined to be a categorical exclusion. The EA will need to be updated before construction of phase 2 which includes parking lots not currently covered under the current EA.

A7. Estimated schedule for public project completion. Indicate the month and year when the activities listed have been, or will be, completed.

	<b>ESTIMATED COMPLETION DATE (month/year)</b>
Preliminary Engineering Report	11/24
Environmental Review	completed
All Required Permits Obtained	3/26
Design Engineering	3/25
Land/Right-of-Way Acquisition	N/A
Prepare Bid Documents	10/25
Award Construction Contract	3/26
Begin Construction	4/26
Project Operational	3/27

A8. What other jurisdictions, such as counties, cities, port districts, tribes, state/federal agencies are involved in the planning, design, financing, construction or operation of this project?

- City of Yakima \_\_\_\_\_
- Federal Aviation Administration \_\_\_\_\_
- Department of Homeland Security/TSA \_\_\_\_\_

Please explain how completion of the project is coordinated between other involved parties.

The City of Yakima has overall financial responsibility for the development, delivery, code compliance, and funding of the project.

The Federal Aviation Administration is responsible for ensuring compliance with airport development criteria and for administering and dispersing federal funds.

The Transportation Security Administration is responsible for compliance with DHS criteria and requirements, and providing and installing unique security equipment.

A9. Will the SIED public facility project be totally maintained by the applicant? If not, whom? Please explain.

The airport administration staff has overall responsibility for the building envelope, building systems, and parking and roadways. Individual tenant improvements and maintenance are the responsibility of tenants.



A10. How will this project impact utility rates and public services within the jurisdiction?

This project is being conducted in concert with energy improvements. An independent energy audit was conducted consultant Veregy under the supervision of the airport's on-call consultant JUB. The audit determined many of the building systems (electrical, gas, telecom, fire suppression, etc.) are under-performing today's energy standards. The design will incorporate upgrades to these systems that will reduce consumption, and solar collectors and battery storage will be incorporated into construction as funding becomes available. The consultant team is pursuing federal and state grants tailored to these improvements. The goal of the project is at a minimum to remain on par with current consumption serving a larger square footage, but ultimately to reduce consumption and the carbon footprint of the facility.

**B. Financial Information of SIED Applicant**

B1. Other public sources of funding for public economic development projects are listed below and must be investigated. In addition to SIED, identify which public sources were considered to fund this project. Indicate what the outcome was.

<b>Federal Grant/Loan Programs:</b>	<b>YES</b>	<b>NO</b>	<b>OUTCOME</b>
Economic Development Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Applicable
Rural Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Applicable
FASTACT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
 <b>State Grant/Loan Programs:</b>			
Transportation Improvement Board	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Community Development Block Grant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Public Works Trust Fund	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Department of Ecology	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
CERB	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Applied
RTPO/MPO	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
 <b>Other Funding Options:</b>			
Revenue Bonds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
General Obligation Bonds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
LID	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
ULID	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Other: <u>City of Yakima contributions</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See B1

B1 continued: Provide a narrative of the investigation of the above referenced funding sources and the outcomes:

The airport has applied for a CERB planning grant of \$75,000 with the intention of applying for a future CERB construction grant of \$1.5M to match \$10M federal funds for construction of phase 1B, the upstairs three-gate sterile area. The city of Yakima has contributed \$125K funding and signed a \$500k contract with Alaska Airlines to obtain a second set of flights to/from Seattle, and also has obtained and is contributing \$700K USDOT Small community Air Service Development (SCASD) grant funds to expand air service.

B2. In the context of the local government's overall annual budget, explain the need for SIED assistance. If the applicant has budget reserves, please explain why these funds are not available for the project.

In 2023 the City of Yakima implemented a 10% cut to the general fund and does not have the funds to support this project. The airport has benefited from and FAA ARPA grant (#3-53-0089-050-2022) to fund salaries. With increased revenue over the last year from a new airport-administered parking system, and increased landing fees, fuel flowage fees, and terminal tenant revenue from restoration of the second set of flights, the airport is approaching a revenue level to fully fund salaries and benefits, however there is no room in the budget for additional expenses.

B3. Identify funds (General Fund, Utility Fund, Property taxes, etc.) that are eligible to repay a SIED loan:

The city is not in a position to make loan payments, and the airport, as an enterprise fund is in a similar condition. The primary purpose of this project is to bolster the economic impact of the airport and increase revenue at the airport and across the region.

Will a revenue stream be generated that could repay a SIED loan outside of the system's normal operations and maintenance costs? If yes, please explain:

Ultimately the improvements are likely to provide a revenue stream that could potentially repay some of the requested amount. However, this request is to support design for three phases of construction. When operating a commercial facility undergoing construction, patronage can experience a downturn. The three phases of construction are likely to overlap and it is anticipated the airport terminal could be continuously under construction for up to five years after construction commences (estimated spring 2026) before meaningful revenue is recognized.

B4. If the local jurisdiction is not financially contributing to the project, please explain why.

The City of Yakima has contributed to expanding air service. Funds available for air service are \$1,155,000, of which up to \$500K are committed to the Alaska Airlines contract. We do not anticipate full payment of \$500K will be required, given first quarter passenger volumes/route financial results. Remaining funds will be applied to an additional and air carrier.

**C. Private Sector Project** Complete Section C and a Contingency Agreement for each private sector entity.

In order to show that a specific private investment is ready to occur, but will do so only if SIED assistance is made available to the applicant, SIED requires a signed Contingency Agreement(s) between the applicant and the private sector representative(s). If a developer is involved, there must also be a signed Contingency Agreement between the developer and the proposed tenant.

<b>Private Sector Business:</b> Alaska Airlines/Horizon Air		
<b>Contact:</b> Roshaun Pesho	<b>Title:</b> Station manager	
<b>Phone:</b> 208 596-9848	<b>Email:</b> Roshaun.Pesho@horizonair.com	
<b>Address:</b> 2300 W. Washington Ave	<b>City:</b> Yakima	<b>Zip Code:</b> 98903

C1. Describe the private development that will be supported by the public infrastructure/facility project.

Horizon Air is the sole commercial air carrier operating out of Yakima Air Terminal. The company provides its own equipment for supporting passengers, baggage, and freight. As the terminal space is expanded and air service is increased, equipment additions and upgrades will be needed.

C2. Explain why the private development requires the proposed public infrastructure improvements described in this application.

The current state of the terminal is static; no meaningful changes. The modernization will expand the air cargo space and the baggage claim and baggage screening areas, which will necessitate equipment additions and up-gauging. However these improvements will not be needed until a larger facility and increased flight volumes and aircraft size occur.

C3. Indicate the construction schedule (if applicable) for the proposed private sector project.

	(month/year)
Private Facility Construction Begins	unknown
Private Facility Construction Completed	unknown
Private Facility Operational	unknown

C4. List all permits required for the ***PRIVATE SECTOR PROJECT*** and give their current status (applied for, application being prepared, permit issued, etc.)

PERMIT/ENVIROMENTAL REVIEW	ISSUER	STATUS	ANTICIPATED COMPLETION DATE
N/A			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Permits to complete the Private Project must be secured within one year of a SIED offer of financial aid**

C5. What private authorizations remain prior to proceeding with the proposed private development project?

None.

C6. Explain how the private sector is financing their capital investment in this project.

N/A

C6 continued: When will private sector financing be in place?

N/A

Please list financial references that can verify financing sources and capacity for this project.

City of Yakima Finance Department - Rosylen Oglesby, Acting Finance Director

C7. List the number of projected jobs to be retained and/or created by the firm as a direct result of the public infrastructure project supporting the private development. Retained jobs are defined as jobs that will be lost to the county if the public project is not completed.

Jobs must be expressed in Full Time Equivalents (FTEs) and wage data should exclude fringe benefits. Management positions should be indicated as an annual salary.

Job Description	# Of Jobs Retained (In FTEs)	# Of Jobs Created Year 1 (In FTEs)	# Of Jobs Created by Year 3 (In FTEs)	Current or initial Hourly Wages	Local Occupational Hourly Wages
Mgmt./Admin*					
Technical/Prof.					
Office/Clerical	PLEASE	SEE	ATTACHED	WORKSHEET	
Production					
Sales					
Skilled Crafts					
Others					
<b>Totals</b>					

- a) How many of these positions are for seasonal work? Give response in FTE: 0
- b) What kind of fringe benefits does the company offer to regular full time employees?

Paid time off, retirement fund contribution, medical/dental.

C8. How were job projections developed? Explain how the projections are realistic.

Jobs are based on increased flight and passenger volumes compared to current volumes. Management/Admin jobs represent airport administration, and operations, air traffic control, and TSA. Technical/Professional represent Horizon Air. Production represents McCormick FBO. Sales represents Hertz rental car. These estimates are based on another air carrier and destination. The wages vary greatly for Mgmt/Admin.

C9. Will this project move existing jobs from another part of the county? If yes, please describe why the project cannot happen where the jobs are currently located.

No.

C10. Will the private sector project offer expanded employment opportunities to disadvantaged or unemployed workers? How will the firm work to hire people from Yakima County?

Yes, primarily Horizon Air and TSA. Hiring for these organization are managed and the corporate/headquarters level. Local solicitation is an accepted practiced.

## Attachments

1. **Resolution:** A resolution or ordinance of the local governmental jurisdiction authorizing the *SIED* application.
2. **Plan listing the project:** Attach a copy of the section of the comprehensive plan or capital facilities plan that lists the public project.
3. **Site map of the area:** Identify the location of the site, public infrastructure and private development project (existing and/or proposed). Specifically identify where *SIED* funds are proposed to be used.  
*Materials must be reproducible in black and white and in 8 1/2 x 11 format.*
4. **Engineering estimates supporting project costs:** Identify whether estimates are from preliminary engineering or design engineering work.  
*SIED will not entertain requests for additional funding if projections are insufficient*
5. **Contingency agreement:** A complete Contingency agreement (form included) is required for all projects. The agreement serves as the first level of convincing evidence that the private sector development will occur.
6. **Business plan or year-end financial statements of the Private Sector Business:** Attach supporting information such as a business plan or year-end financial statements (financial statements may be unaudited). The entire *SIED* application is considered a public record; however, financial and commercial information provided by the private business is exempt from disclosure to the extent permitted by RCW 42.56.270 paragraph (4).
7. **Letters of support:** If applicable, please include any letters of support for this project from partners or others entities in the community.

## **SAMPLE CONTINGENCY AGREEMENT**

### **1. PARTIES.**

The parties to this Agreement are *THE APPLICANT* and *THE PRIVATE BUSINESS*.

**ATTENTION:** If a developer is involved in the project, the tenant must also be a party to this agreement or there must be an additional agreement between the developer and the tenant.

### **2. PURPOSE.**

The purpose of this Agreement is to clarify the intentions of the parties regarding the completion of *THE PUBLIC FACILITIES PROJECT*. This section should also contain an explanation of the need for the public improvements.

### **3. BACKGROUND.**

The purpose of this section is to provide a description of the public improvements, which can be referenced, thereafter, as "required public improvements."

### **4. AGREEMENT.**

This section must contain the following:

- a) A statement that the applicant agrees to construct the required public improvements providing that SIED financing is approved.
- b) A statement by the business of the projected number of permanent, full-time jobs created and/or retained as a result of the public facilities project. (Attention: Job estimates identified here must equal those in Question C5.)
- c) A statement by the business of the estimated private capital investment.
- d) An agreement by the business to contact the local One-Stop Career Center, Job Service Center, or appropriate Community Based Organization for assistance in filling new positions.
- e) An agreement by the business to provide the applicant with employment and investment data as requested by SIED.
- f) If applicable, this section must also contain a list of any public and/or private contributions to the public facilities project, such as cash contribution or donated land.

### **5. CONTINGENCY.**

This Agreement is contingent upon receipt of SIED funds by *THE APPLICANT* and is intended to meet the first level of convincing evidence of private development as required by SIED.

All parties must sign the Agreement.

# Supporting Investments in Economic Development Reporting Form

**Applicant:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Public Infrastructure Project:** \_\_\_\_\_

**Plan Containing the Project:** \_\_\_\_\_

**Total Spent on the Project:** \_\_\_\_\_

**Amount of SIED Funds (loan and grant) spent on the project** \_\_\_\_\_

**Estimated Number of Businesses Created or Retained by Project:** \_\_\_\_\_

**Estimated Number of Jobs Created or Retained by Project:** \_\_\_\_\_

## Instructions to Preparer:

1. List the public facility project.
2. Indicate where the project is listed (e.g., officially adopted county economic development plan, economic development section of the county's comprehensive plan, etc.).
3. List an amount of total expenditures related to the project.
4. List an amount of expenditures paid for by SIED funding.
5. The applicant must provide an actual or estimated number of businesses jobs that will be created, attracted, expanded or retained.
6. Documentation supporting this report must be made available upon request for audit purposes and public requests.

If awarded SIED funds, I hereby agree to annually report to the SIED Board the use of those funds according to the instructions above.

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

**Printed Name and Title:** \_\_\_\_\_