



CAPITAL COMMUNITY DEVELOPMENT PROJECT APPLICATION

SUMMARY

The Port of Woodland Commission has allocated a specified fund deemed Capital Community Development Project (CCDP). A Capital Community project must meet the Port's mission as well as Washington State Auditor, RCW and WAC requirements. The Port of Woodland's mission is "to support the economic growth and recreational opportunities of a diverse array of businesses, industries and services that enhance the District." RCW requirements references to this fund are RCW 53.08.60 and 53.08.255. In addition, CCDP funds are subject to Port of Woodland Commission approval and any and all interest should be aware that funds accepted from the Port of Woodland would subject themselves to State Audits of use of funds and the Port of Woodland will require information on the use of funds be provided after funds are used to be included in the Port of Woodland's audit reports. CCDP annually funding is determined through the annual budget process.

Applications will be taken semi-annually and will be advertised through the Port of Woodland website, advertisement in media and in the Port of Woodland office. Only completed applications will be accepted. Applications will be reviewed by the Commission in a regularly scheduled Port meeting and applicants will provide a presentation of their project to the Commission in a regularly scheduled Port meeting. Allocation of funds will be completed through a regularly scheduled Port meeting.

Application Schedule for 2018

Spring:

- Applications will be made available on November 1, 2017.
- Applications are due to the Port Commission on December 28, 2017 by 5 PM.
- The Commission will receive the requests as part of the Commission packet on January 4, 2018.
- Presentations will be on January 18, 2018. The Commission will take action on either January 18, 2018 or February 1, 2018.

Fall:

- Applications will be made available on June 1, 2018.
- Applications are due to the Port Commission on June 29, 2018.
- The Commission will receive the requests as part of the Commission packet on July 19, 2018.
- Presentation will be on August 2, 2018 and any awards made will be on August 2, 2018 or August 18, 2018.

REQUIREMENTS OF PROGRAM

GOALS:

The goal of the Capital Community Development Project funds are directed at improving the economic conditions within the Port of Woodland District through the following opportunities:

1. Economic Development- focus on attracting new businesses (priority to medium and high wage/ family wage jobs), number of jobs to be created, amount of investment to create jobs.
2. Stewardship- project development, management and oversight that is a direct benefit to the betterment of Woodland and the Port District.
3. Increasing the tax base beyond current trends/rates.
4. Improving the quality of place of creating an attractive community to enhance the marketability to new businesses. Quality of place may include improving education, health, and beautification regionally.

Criteria:

The Port Commission will use the following criteria in selecting the amount of funding to community projects or programs and is at the sole discretion of the Port Commission to fund any portion of to all of the request.

1. Applicants that have a proven track record of successful project or program implementation and having a proven history of positively impacting the Port District region.
2. The Port Commission, at their sole discretion hold a specific percentage of funds for the fall allocation and will be determined on an annual basis. Identification of such percentage will be made public prior to the spring allocation.
3. Required presentations to the Commission will be limited to 15 minutes each and 5 minutes for questions. Applicants must provide any and all presentation materials one week prior to the presentation date to the Port office.
4. The funds shall be used only for the applicant and cannot be re-granted, donated or reprocessed to other organizations, projects or programs that are not within the application. Any such violation will require repayment in full of funding to the Port of Woodland.

Reimbursement Requirements:

1. For programs and projects approved by the Port Commission, the Port will send a letter to the applicant confirming approval and contract terms.
2. Successful applicants will be required to submit all documentation and receipts for reimbursement to the maximum amount allocated by the Port Commission.
3. At the end of the project/program, the applicant is required to provide a letter to the Port detailing how the funds were used along with an overview of the project/program impact to the Port District.
4. The applicant agrees to promote the Port of Woodland including the use of the Port's logo, and including sponsorship notation or stating the financial support by the Port for the project/program.

The funds cannot be used for organizational operational expenses such as rent, salaries, utilities, and other monthly/annual regular expenses.