



**Project Proposal  
Economic Development Program**

The St. Charles County Port Authority (SCCPA) is seeking project proposals for eligible **economic development projects** whereby the Port Authority may provide a resource needed to bring the project to completion.

**Mission Statement**

The St. Charles County Port Authority is a viable professional organization designed to promote development in a cooperative manner with other economic development organizations that share a common interest in creating new job opportunities, expanding the existing tax base, and promoting economic well-being for the residents of the County. The Port Authority achieves outcomes that would not otherwise occur by encouraging and facilitating new private and public capital investment through a principled deployment of its unique set of tools and expertise.

**Vision Statement**

Create and enhance positive economic development opportunities and outcomes in the County.

**Authority**

The St. Charles County Port Authority shall have the powers set forth in Sections 68.025, 68.030, and 68.035, RSMo. (2016), as amended.

**Financial Tools**

**AIM Zone**

The Port Authority, at its sole discretion, may deploy the Missouri Advanced Industrial Manufacturing (AIM) Zone program to offset the costs of public infrastructure that advance economic development. For more information, please click on the link below or the summary attached hereto.

[Advanced Industrial Manufacturing Zones Act | Department of Economic Development \(mo.gov\)](#)

The Port Authority AIM Zone Fund consists of 50% of the state withholding tax from new jobs created within the zone after development or redevelopment has begun.

The St. Charles County Port Authority has created the following AIM Zones: \_\_\_\_\_

### **Port Improvement Districts**

The Port Authority, at its sole discretion, may deploy the use of the Port Improvement District Program (PID). Sections [68.200 to 68.260](#) shall be known and may be cited as the "Port Improvement District Act".

PID projects may include: environmental cleanup, energy conservation, wetland creation, water facilities or the disposal of solid waste, buildings determined by the port authority to be significant in, or in the furtherance of, the history, architecture, archeology, or culture of the United States, the state of Missouri, or its political subdivisions, any project determined to be significant in or in furtherance of the purpose of a port authority as provided in section [68.020](#).

The Port Authority has the power to establish a PID within which the revenues the PID generates may be used to fund needed infrastructure improvements and site development. A PID may generate revenues through the imposition of a sales tax, use tax or tax on real property. These taxes can be imposed singly or in combination.

### **Transportation Development District**

The Port Authority may deploy the use of a Transportation Development District. Revenues from TDDs, commonly occurring as a sales tax, can only be used for public transportation and transportation improvements.

### **Foreign Trade Zone**

The Port Authority may form a foreign trade zone. To establish an FTZ, an application must be made to the Foreign Trade Zone Board at the United States Department of Commerce. While not a funding source, the presence of an FTZ may act as an additional incentive for business attraction and expansion.

### **Cost Estimates**

Preliminary cost estimates included in proposals should be completed by licensed engineers, qualified public works officials or persons directly familiar with estimated the costs of infrastructure and capital improvement projects.

### **Proposal Submission**

Proposals are due by 5 pm on \_\_\_\_\_ and may be submitted by email to Roger Ellis, St. Charles County Port Authority Chairman of the Board, at [portauthority@sccmo.org](mailto:portauthority@sccmo.org) . Applicants will present their project proposals to the SCCPA between 8:00 AM and 11:00 AM on \_\_\_\_\_. Staff will evaluate proposals and provide recommendations to the SCCPA Board of projects that represent both the most competitive projects based upon the MPAA priorities as well as consistency with the SCCPA Strategic Plan.

### **SCCPA Administration Fee**

Successful applicants achieving a recommendation by the St. Charles County Port Authority Board are required to include an administration fee paid to the St. Charles County Port Authority equal to 7.5% of construction costs. Proposals should build the fee into the project budget.

### **Project Evaluation**

Projects will be evaluated using the following criteria:

- Need – the degree to which the demand for the improvement is documented.
- Financial need – the degree to which the Improvement funds will fill a proven gap or expedite a project.
- Impact – the degree to which the project may:
  - Increase the number of direct new jobs in St. Charles County
  - Increase the number of indirect new jobs in St. Charles County
  - Increase the amount of private investment in St. Charles County
  - Increase the flow of goods and services or people within the County
- Consistency – the degree to which the project:
  - Is consistent or advances the SCCPA Strategic Plan

### **Proposal Format**

On a separate paper please provide the following information using the format provided below:

#### **1. Project Title:**

#### **2. Applicant Information**

- a. City:
- b. Contract Person:
- c. Address:
- d. Telephone Number:
- e. Email:

#### **3. Project Description (including at a minimum)**

- a. Provide a narrative description of the proposed project including a statement of the need.
- b. What is the proposed location of the project?
- c. As applicable, in which AIM Zone is the project located?
- d. List the major outputs and outcomes intended for the project.

- e. How does this project impact the local economy?
- f. Provide a statement of how the project is consistent with or provides progress toward the goals and outcomes of the St. Charles County Port Authority Strategic Plan [SCCPA-Strategic-Plan-Executive-Summary-2 \(sccmo.org\)](http://sccmo.org) .
- g. Provide a statement of how the project impacts any targeted industries supported by the St. Charles County Economic Development Council.
- h. What specific activities/costs are you proposing for the respective AIM Zone, PID or TDD funds?
- i. List each of the other funds included in the project budget, amounts, and the degree to which they are currently committed (fully committed – no conditions; committed with conditions; request made - under review; no request made yet) to the project and, as applicable, the estimated date that they will be committed to the project.
- j. Since both the AIM Zone, PID and TDD funds are “earned over time” provide a detailed explanation of how those funds will be generated, over what period of time, and how they will be monetized to support project costs? For example, if the proposal includes AIM Zone funds, provide an estimate of the number of new jobs created, over what period of time, at what salary level, the estimated total of withholding taxes and 50 percent of those withholding taxes available to pay project costs earned annually. If a PID is planned, provide the level of proposed sales tax, the estimated amount of sales, the estimated amount of tax revenue earned per year available to pay project costs.
- k. Provide a timeline for implementation that will be used for project progress reports throughout the fiscal year.

**4. Project Financing Plan (including at a minimum):**

**Sources and Uses:**

<b>Description of Activity</b>	<b>Estimated Cost</b>	<b>Source – present value of funds generated by Port AIM Zone funds over term</b>	<b>Source – present value of funds generated by Port Improvement District over term</b>	<b>Source – present value of funds generated by Transportation Development District over term</b>	<b>Source - Other</b>	<b>TOTAL</b>
<b>Acquisition</b>						
<b>Construction</b>						
<b>Engineering</b>						
<b>Inspection</b>						

<b>Other Professional Services</b>						
<b>SCCPA Fee</b>						
<b>TOTAL</b>						

**5. Proposal Attachments:**

- a. Map indicating project location
- b. Copy of project cost estimate
- c. Copy of award letters or documentation indicating commitment of match and other funds, as applicable.