Growth Management Act
Update Grant
2013-2015 Biennium

Grant Application Overview and Instructions for Local Jurisdictions with a June 30, 2016 GMA Update Deadline

Application Deadline: April 18, 2014

Local Government & Infrastructure Division
Growth Management Services
Grant Application Overview and Instructions

Part I: OVERVIEW OF THE UPDATE GRANT

This information is for local governments applying for a Growth Management Services grant to assist with meeting the requirements of RCW 36.70A.130(5), and have June 30, 2016 deadline to review and revise their comprehensive plans and development regulations.

Eligible Grant Applicants:
The legislature has directed the Department of Commerce (Commerce) to administer GMA grant funds so that smaller cities and counties receive proportionally more assistance than larger cities or counties (Chapter 4, Laws of 2013). Therefore, due to limited grant funds appropriated for the 2013-15 Biennium, update grants are available for cities and towns with populations under 10,000 and counties with populations under 100,000 (OFM 2013 population estimates).

Eligible small population jurisdictions with a statutory review and update deadline of June 30, 2016 (“2016 jurisdictions”) will receive grant funds for FY15, beginning July 1, 2014, and ending June 30, 2015. A one-year contract will be executed for this grant period. This represents the first half of the planned grant funding, available in the 2013-15 Biennium. The second half of the grant for 2016 jurisdictions, if approved by the legislature, will be announced and available in the 2015-17 Biennium (July 1, 2015).

Grant materials may also be downloaded from Growth Management Service’s website at http://www.commerce.wa.gov/Services/localgovernment/GrowthManagement/Pages/Grants.aspx.

Questions:
If you have any general questions regarding this grant program, please contact Ike Nwankwo at (360) 725-3056 or ike.nwankwo@commerce.wa.gov.
When are grant applications due to Commerce?

Applications are due to Commerce by April 18, 2014. Applications will be processed as soon as they are received in our office. You will be able to begin work eligible for reimbursement as soon as the agreement has been executed. Commerce reserves the right to reduce or withdraw funding eligibility for any applications that are not submitted by the application due date.

What activities may be funded by this grant?

This grant may be used to cover most activities related to the review and update of the comprehensive plan and development regulations per the requirements of the GMA, under RCW 36.70A.130. Examples of eligible grant expenditures include, but are not limited to, staff time, consultant contracts, costs of providing public notice, printing, and copying. This grant may not be used to make capital purchases or to repay debt.

Eligible costs must be incurred during the grant period. Any work performed prior to execution of this agreement will not be paid for with Commerce update grant funds.

Who is eligible for this grant?

In the 2013-15 Operating Budget (Chapter 4, Laws of 2013), the legislature required that smaller cities and counties receive proportionally more GMA grant assistance than larger cities and counties. A list of eligible jurisdictions, including cities and towns under 10,000 population and counties under 100,000, is available the following link: http://www.commerce.wa.gov/Services/localgovernment/GrowthManagement/Pages/Grants.aspx

Eligible 2016 jurisdictions that have completed their GMA review process and have taken legislative action to comply with RCW 36.70A.130, prior to July 1, 2014; may apply for this grant and use the funds for implementation of approved projects, outlined in its newly updated comprehensive plan.

What is the grant amount?

Your jurisdiction’s grant amount is reserved and listed in the award letter sent to your jurisdiction with this application packet. The amount was determined for cities and counties based on the population size of the jurisdiction, for cities less than 10,000 population and counties less than 100,000 in population.

Jurisdictions with a June 30, 2016 update deadline will receive the first half of grant funds in FY15 and the balance in the next biennium (after July 1, 2015) if adequate funding is provided in the 2015-2017 state budget.

How will grant funds be disbursed?

Grantees will be reimbursed based on performance under the grant contract and completion of the actions and deliverables outlined in the scope of work. Invoices will be provided by Commerce for the grantee to sign and submit for reimbursement. Periodic status reports and deliverables will be established, and these will be the bases for Commerce to review and monitor progress, and approve grant payment or partial
payment. Due to state law, all state funds that are disbursed under this grant need to be spent on eligible activities by the end of the state fiscal year in which they were issued.

**What is the time frame for completion of this grant?**

This one-year grant will cover work up to June 30, 2015, and represents fifty percent (50%) of the anticipated total grant available for 2016 jurisdictions.

The second half of the grant, if approved by the Legislature, will be announced and made available in the 2015-17 Biennium. At that time, a second grant agreement will be developed.

**What is needed to apply?**

Two items are needed to apply:

1. A completed grant application form; and
2. A letter of support (one-page) from the mayor, or the county commissioners/chairperson or executive, briefly summarizing and supporting the grant project.

**How should grant applications be submitted to Commerce?**

Commerce requests that application forms be completed and returned in electronic (MS Word) format, in order to assist with program review and editing of the proposed Statement of Work and Budget. (Jurisdictions may submit an additional copy in Adobe PDF/scanned format, or a mailed hardcopy format, if desired, but this is not required.) The signed letter of support may be provided in any format.

**Email Instructions:** Please attach (1) the completed application form (MS Word) and (2) a copy of letter of support to an Email, with the jurisdiction’s name listed in the subject line of the Email message as follows: “City of _____: Grant Application”

Submit the materials to gmsgrants@commerce.wa.gov

If you prefer to mail a hardcopy of the application and/or letter of support, please address it to:

Washington State Department of Commerce
Growth Management Services
Attn: Grants Team
Post Office Box 42525
Olympia, WA 98504-2525

**When will Commerce send the grant contract?**

Commerce will award these grants as soon as possible after receiving a completed application. We will communicate with the jurisdictions and send a final draft contract to the jurisdiction by Email for signature. It is our intent to send contracts to all applicants as soon as possible. Commerce reserves the right to request modifications to the proposals prior to awarding the grant. If Commerce and the local government cannot come to agreement on the grant contract, the reserved amount may be rescinded.
Part II: APPLICATION INSTRUCTIONS

These instructions will help applicants fill out the application form necessary for this GMA Update grant from the Washington State Department of Commerce (Commerce). Reading these instructions prior to filling-out the application form will help assure that each question is answered clearly and with sufficient detail to meet the grant criteria.

In addition to these instructions, prospective grant applicants are encouraged to read Part I above “Overview of The Update Grant”. The Overview provides information about grant eligibility requirements, eligible activities, deadline, award amounts, etc.

For 2016 jurisdictions, a completed grant application (Part III: Application) should be submitted to Commerce, along with the letter of support, by **5:00 PM, Friday, April 18, 2014**

Please contact us, (360) 725-3048 or gmsgrants@commerce.wa.gov, if you cannot make this date.

Section 1: Proposal Request

Please give a brief description of your grant proposal. (50 words or less)

Provide a brief description of the update grant proposal, including the focus of your work, which parts of the update you will focus on, and how you intend to spend update grant funds.

Section 2: Jurisdiction Information

<table>
<thead>
<tr>
<th>Applying Jurisdiction</th>
<th>Please state the name of the local government entity that will serve as the lead agency for this grant. The lead agency is the county or city, and it will assume the responsibility to oversee the grant and assure compliance with the stipulations of the grant contract.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>Provide contact information for the person who will be the primary point of contact with Commerce for this grant. This person should be the staff lead for managing the grant on behalf of the jurisdiction.</td>
</tr>
</tbody>
</table>
**Financial Contact**

*Provide name and contact information for the individual responsible for finance, accounting and risk management. Commerce requires this information for finance, accounting and risk assessment questions (e.g., Clerk-Treasurer, Finance Director, or elected official where applicable.)*

**Statewide Vendor (SWV) Number**

*This number is required by Commerce. The SWV number is necessary for grant payment and electronic fund transfers. Please check with your accounting office. Information on obtaining an SWV number is available through the Payee Help Desk at the Department of Enterprise (DES) Services, at (360) 407-8180 or payeehelpdesk@des.wa.gov. They will verify your SWV number and assist with registering you, if needed.*

DES – Statewide Vendor/Payee Services: [http://des.wa.gov/services/IT/SystemSupport/Accounting/Pages/swps.aspx](http://des.wa.gov/services/IT/SystemSupport/Accounting/Pages/swps.aspx)

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**Section 3: Eligibility Requirements**

*These grants are available to jurisdictions planning under the GMA if they can answer “YES” to the following questions:*

<table>
<thead>
<tr>
<th>3.1 Does your jurisdiction have an adopted comprehensive plan, critical areas ordinance and/or, where applicable, a natural resources lands ordinance?</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ YES □ NO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3.2 Has your jurisdiction adopted other necessary development regulations under the GMA, including ordinances for subdivision of land, controls on the location and intensity of development (i.e., zoning codes) and critical areas?</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ YES □ NO</td>
</tr>
</tbody>
</table>
Section 4: Statement of Work & Proposed Budget

This section provides us information about the project, its proposed schedule and the final products it will generate. The applicant should begin by preparing a Statement of Work (SOW), which will be examined in detail during the grant contract development process.


Please use the example Statement of Work provided on the application form, and edit and modify it as needed.

<table>
<thead>
<tr>
<th>Goals/ Actions/ Deliverables</th>
<th>Description</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal 1.0</td>
<td>Describe your review process, using the periodic update checklist.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Action 1.1</td>
<td>Details (See Sample Statement of Work below)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Action 1.2</td>
<td>Details (See Sample Statement of Work below)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deliverable 1.1</td>
<td>Details (See Sample Statement of Work below)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performance Measure 1.0</td>
<td>Details (See Sample Statement of Work below)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goal 2.0</td>
<td>Describe end objective of the project.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Action 2.1</td>
<td>Describe major steps to reach this goal.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deliverable 2.1</td>
<td>Tangible products that demonstrate that an action was completed or a goal was reached.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performance Measure 2.1</td>
<td>Describe the final outcome (based on the Goal above).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Explanation of Statement of Work terms:

On the application form, the SOW is arranged in four columns. The Goal / Action / Deliverable column is reserved for the element name (goal, action, or deliverable). The second column is for the description of the element. The third and fourth columns are for estimated start and end dates for each action.

- “Goals” refer to the overall purpose of a specific part or portion of the project. Goals do not need a “start” or “end date.”
• “Actions” are brief statements about the work activities that this particular portion of the project entails. Actions need an estimated start date and an estimated end date. If only a month and year are given, we will assume that the estimated start date is the first day of the first month and the estimated end date is the last day of the last month.

• “Deliverables” are the final products that the grant and/or portion of the grant will generate. The applicant will need to deliver these products on the dates indicated in the “End Date” column.

• “Performance Measure” is usually a restatement of the Goal, and is intended to assist Commerce with tracking progress for a performance based contract such as this grant agreement. It should have an end date that matches the last Action or Deliverable for that particular goal.

• In order to receive all your grant money in the current biennium, all deliverables and actions for the comprehensive plan and related development regulations work included in the Statement of Work above should not have an end date beyond 06/30/2015.

Applicants are not limited to the number of lines represented on the grant application form. Additional lines will most likely be necessary.

• Generally, Goals are listed sequentially, (1.1, 1.2, 1.3, etc.) followed by Actions and Deliverables.
• Please write all dates as “MM/DD/YY”
• End dates are more important than start dates.

**Goal 1.0 - Required**

Completion of the Commerce periodic update checklist is required as the first task and deliverable under Goal 1.0.

<table>
<thead>
<tr>
<th>Goals/ Actions/ Deliverables</th>
<th>Description</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goal 1.0</strong></td>
<td>Review relevant comprehensive plan and development regulations to determine if there are any sections that need revision.</td>
<td></td>
<td>Date of Execution (DOE)</td>
</tr>
<tr>
<td><strong>Action 1.1</strong></td>
<td>Review the comprehensive plan using the Commerce periodic update checklist</td>
<td>12/31/14</td>
<td>12/31/14</td>
</tr>
<tr>
<td>Action 1.2</td>
<td>Review the development regulations, including the critical areas regulations using the Commerce periodic update checklist.</td>
<td>DOE</td>
<td>12/31/14</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-----</td>
<td>----------</td>
</tr>
<tr>
<td>Deliverable 1.1</td>
<td>Completed Commerce periodic update checklists for comprehensive plan and development regulations.</td>
<td></td>
<td>12/31/14</td>
</tr>
<tr>
<td>Deliverable 1.2</td>
<td>First grant status report due to Department of Commerce.</td>
<td></td>
<td>12/31/14</td>
</tr>
<tr>
<td>Performance Measure 1.0</td>
<td>Grantee has completed the actions required to complete the review of relevant plans and regulations.</td>
<td></td>
<td>12/31/14</td>
</tr>
</tbody>
</table>

**Budget**

This section provides information about the project’s cost, other funding sources, and impact on other contracts and obligations.

Please complete the project budget to reflect your expected expenses and revenues in each of the categories for State Fiscal Year 2015 and 2016. Include only the expenses that will be directly related to completing the items included in the statement of work.

Below is a description of each of the categories. This description includes the relevant lines from the Budget, Accounting, and Reporting System (BARS) manual used by your local government finance department in your city or county budget. The BARS manual information is included to assist you in categorizing grant costs. Please note that the State Fiscal Year is July 1 to June 30 and may not be the same as your jurisdiction’s fiscal year.

- **Salaries and Benefits:** These are your costs to pay for your staff time on this grant. They relate to Object Codes 10 and 20 in the BARS Manual.

- **Goods and Supplies:** This is the estimated cost of the office supplies that will be needed to complete this grant. This relates to Object Codes 30 in the BARS Manual.

- **Professional Services:** This line is for the cost of any work that you are using private consultants to complete. This relates to Object Code 41 in the BARS Manual.

- **Other Goods and Services:** This is for the estimated costs of such items as printing, advertising, training, and travel. This relates to Object Codes 40 (less Object Code 41) in the BARS Manual.
**Very Important Note:** Due to state law, all state funds that are disbursed to your local government under this grant need to be spent on eligible activities by the end of the state fiscal year in which they were issued. Local governments are not allowed to carry unexpended funds past that date. The budget table represents State Fiscal Year 2015. The total expenses and total revenues in this column must be the same within each state fiscal year. We are aware that state and local fiscal years are not on the same schedule; however, state law requires strict adherence to the state fiscal year for state contracts.