

GMA UPDATE GRANT APPLICATION

This form is used to apply for a GMA Periodic Update Grant (PUG) from Commerce. Be sure to answer each question clearly and with sufficient detail.

Information on how to address the questions can be found in the Application Instructions.

The following items should be submitted with your application:

1. This completed grant application form; and
2. A letter of support from either your city mayor, county executive or the chair of your board of county commissioners, supporting the work to be done as funded by this grant.

Section 1: Proposal Request

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

Periodic Update to the City of Woodland Comprehensive Plan to ensure compliance with the Growth Management Act and related RCW.

Section 2: Grantee Information

Applying Jurisdiction	City of Woodland
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Joint Applicants (if applicable)	
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Grantee/Contract Representative			
Name	Travis Goddard		
Title	Director		
Unit/Department	Community Development		
Mailing Address	PO Box 9		
City	Woodland		
State	WA	Zip Code	98674
Telephone Number	360-225-7299		
Email	goddardt@ci.woodland.wa.us		

Financial Contact (If different from the Contract/Grant Representative)			
Name	Georgina D. Anderson		
Title	Deputy-Clerk Treasurer		
Department	Clerk-Treasurer		
Mailing Address	PO Box 9		
City	Woodland		
State	WA	Zip Code	98674
Telephone Number	360-228-8281		
Email	andersong@ci.woodland.wa.us		

UBI Number	086 000 003
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Statewide Vendor (SWV) Number	0007722-00
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Contract Signature Authority (Signer's Name/Title) Email Address (for DocuSign)	William A. Finn, Mayor finna@ci.woodland.wa.us
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Consultant / Subcontractor	To be Determined - Undecided
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Section 3: GMA Compliance Status/Background Information

3.1 Does your jurisdiction(s) have a current adopted comprehensive plan, critical areas ordinance and/or, where applicable, a natural resources lands ordinance?

YES NO

3.2 Has your jurisdiction(s) 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 code) and critical areas?

YES NO

3.3 Are there any current non-compliance decision or orders before the Growth Management Hearings Board and/or courts?

YES NO

3.4 If your answer in Question 3.3 above is "Yes", please give a brief description of you're the case and currents status of this petition or appeal. (Please include any relevant Board case number or court case number)

Section 4: Scope of Work

Sample Scope of Work and Budget Template:

Task/Work Item	SFY 2024 Funds	SFY 2025 Funds	Deliverable
<u>Public Participation Plan (PPP)</u>			
Task 1 – Draft Public Participation Plan Drafted by: September 30, 2023	\$1,000		1) Draft PPP
Task 2 – Council Hearing on PPP in November 2023 with adoption by December 2023	\$500		2) PPP adoption resolution
Task 3 - Outreach and engagement (Ongoing till June 2025)	\$6,500	\$5,000	3) Outreach materials/notices/ website content etc.
<u>Periodic Update Checklist</u>			
Task 4 – Fill out draft checklist Anticipated completion date: November 30, 2023	\$2,000		4) Draft Update Checklist
Task 5 – Review of existing plans & regulations	\$5,000	\$5,000	
Task 6 – Checklist review (final) Anticipated completion date: December 31, 2024		\$1,000	5) Final Update Checklist (Task 15)
<u>Critical Areas Ordinances</u>			
Task 7 - Critical areas analysis including but not limited to: habitat, wetland, CARA, geohazard, and floodplain Anticipated completion date: September 30, 2024	\$5,000	\$1,000	6) Critical Areas Checklist
Task 8 - Draft Critical Areas Ordinance amendment Anticipated completion date: December 31, 2024	\$2,000	\$3,000	7) Draft Critical Areas Ordinance 8) SEPA checklist & determination 9) Notification email from Commerce that draft ordinance was submitted for 60-day review

<p>Task 9 - Critical Areas Ordinance council hearing Anticipated date: January 31, 2025</p>		\$2,000	<p>10) Adopted Critical Areas Ordinances 11) Notification email from Commerce that adopted ordinance was received</p>
<p><u>Comprehensive Plan Update</u> Task 10 - Comprehensive plan analysis including but not limited to:</p> <ul style="list-style-type: none"> • Land Use Element • Housing Element • Capital Facilities Element • Utility Element • Transportation Element • Economic Development Element • Parks & Recreation Element • Climate & Community Resiliency Element <p>Anticipated completion date: September 30, 2024</p>	\$20,000	\$15,000	
<p>Task 11 - Draft Comprehensive Plan amendment including but not limited to:</p> <ul style="list-style-type: none"> • Land Use Element • Housing Element • Capital Facilities Element • Utility Element • Transportation Element • Economic Development Element • Parks & Recreation Element • Climate & Community Resiliency Element <p>Anticipated completion date: December 31, 2024</p>	\$12,000	\$10,000	<p>12) Draft Comprehensive Plan elements for Planning Commission and City Council review. 13) SEPA checklist & determination 14) Notification email from Commerce that draft ordinance was submitted for 60-day review</p>
<p>Task 12 - Public Hearing & Adopted Comprehensive Plan Anticipated completion date: June 30, 2025</p>	\$0	\$5,000	<p>15) Adopted Comprehensive Plan 16) Notification email from Commerce that</p>

			adopted ordinance was received
<u>Development Regulations</u> Task 13 - Development Regulations analysis including but not limited to the Woodland Municipal Code chapters for: Zoning, Subdivisions, Environment, Streets & Sidewalks, Annexations, and Development Code Administration. Anticipated completion date: March 31, 2025	\$2,000	\$10,000	17) Development Regulations Checklist or agenda memo to the City Council regarding Development regulation work plan.
Task 14 - Draft Development Regulations Ordinance amendments. Anticipated completion date: June 30, 2025	\$6,500	\$5,000	18) Draft Development Regulations Ordinance 19) SEPA checklist & determination 20) Notification email from Commerce that draft ordinance was submitted for 60-day review
Task 15 - Finding that the periodic update required by RCW 36.70A.130(b) is complete. Anticipated completion date: June 30, 2025		\$500	21) Resolution Finding the periodic update required by RCW 36.70A.130(b) is complete 22) Notification email from Commerce that adopted ordinance was received
Total Budget	\$62,500	\$62,500	
Control Number (Total Grant Available)	\$62,500	\$125,000	

Reminder: The grant breakdown includes 50% of your total grant award, for SFY 2024 (July 1, 2023 – June 30, 2024), and 50% of the total award for SFY2025 (July 1, 2024- June 30, 2025).

Section 5: Proposed Grant Budget / Funding Information

5.1 Funding/Expenses

This section will collect background information about the project’s cost, other funding sources, and the resources that would be committed by your jurisdiction toward the PUG. Please complete the fields based on your best estimate.

Table 1	*SFY 2024 (7/1/2023 to 6/30/2025)	*SFY 2025 (7/1/2023 to 6/30/2025)
Expenses		
Salaries and Benefits	\$10,000	\$10,000
Goods and Supplies	\$2,500	\$2,500
Professional Services	\$50,000	\$50,000
Other Goods and Services		
Total Expenses **	\$62,500	\$62,500

Table 2	*SFY 2024 (7/1/2023 to 6/30/2025)	*SFY 2025 (7/1/2023 to 6/30/2025)
Update Grant Funding Sources		
Commerce Update Grant Funds	\$62,500	\$62,500
Other Funds (If any)		
Total Funds **	\$62,500	\$62,500

* The State Fiscal Years (SFY) for 2023-25 Biennium are Year 1 (July 1, 2023 to June 30, 2024) and Year2 (July 1, 2024 to June 30, 2025) for this 2-year grant. Grant funds may reimburse work on the grant project beginning July 1. This current grant will only cover this first fiscal year, due to a break in the state biennium. A second grant agreement will be

executed next year to provide the second half of funding, once authorized by the Legislature for the 2023-25 Biennial Budget, beginning July 1, 2023.

** Estimated Expenses must match the Total Revenue, or estimated sources of funds, for each fiscal year. For example, under the SFY 2024 column, the “Total Expenses” field in Table 1 must equal the “Total Funds” field in Table 2.

Application Submittal:

Please submit this completed Application Form and a Letter of Support.

We request your materials be submitted electronically as an attachment to an e-mail to the gmsgrants@commerce.wa.gov

Email format:

- In the email subject line please identify the grant name and your jurisdiction:

Example: *Update Grant Application - [Jurisdiction Name]*

Format:

- Attachments to e-mail shall be in Microsoft Word format or PDF. Scanned copies of letters are acceptable.
- We request a copy of the grant application form be submitted in MS Word format. (A PDF copy may also be attached if you prefer.) Receiving a Word copy of the application form with Scope of Work and Budget tables, allows us to more quickly prepare your contract template.

If you have any questions, please contact your [Commerce Regional Assistance Planner](#). Additional information, including contact details, will be available in your update grant award letter.