



GMA UPDATE GRANT APPLICATION

Edit 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)

Amend the Lewis County Comprehensive Plan and implementing ordinances, including zoning designations and development regulations, to address mandatory updates as well as community-identified priorities. The deliverable will be an updated plan that conforms to the Growth Management Act.

Section 2: Grantee Information

Applying Jurisdiction	Lewis County
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Joint Applicants (if applicable)	N/A
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Grantee/Contract Representative			
Name	Mindy Brooks		
Title	Senior Long Range Planner		
Unit/Department	Community Development, Planning Division		
Mailing Address	2025 Kresky Avenue		
City	2025 Kresky Avenue		
State	WA	Zip Code	98532
Telephone Number	360-740-2610		
Email	mindy.brooks@lewiscountywa.gov		

Financial Contact (If different from the Contract/Grant Representative)			
Name	Sarah Hensley		
Title	Office Manager		
Department	Community Development		
Mailing Address	2025 Kresky Avenue		
City	2025 Kresky Avenue		
State	WA	Zip Code	98532
Telephone Number	360-740-1232		
Email	sarah.hensely@lewiscountywa.gov		

UBI Number	212-002-978
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Statewide Vendor (SWV) Number	SWV0001232 32
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Contract Signature Authority (Signer's Name/Title) Email Address (for DocuSign)	Lee Napier, Director lee.napier@lewiscountywa.gov
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Consultant / Subcontractor	*not yet hired*
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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?

☐ XXYES ☐ 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?

☐ XXYES ☐ NO

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

☐ YES ☐ XXNO

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

Section 4: Scope of Work

4.1 SFY 2024* Scope of Work template

Task/Work Item	Description	SFY 2024 Funds	SFY 2025 Funds	Deliverable(s)
Scoping Goals & Policies Completion date: October 15, 2023	Perform a gap analysis of the 2017 Comprehensive Plan. Work with the Board of County Commissioners and Planning Commission to scope priority amendments to the plan. Vet through public engagement.	\$10,000	\$0	Periodic Update Checklist
Public Engagement Plan Completion date: On-going; final June 15, 2025	Public Engagement Plan that meets the county's guidelines. Summary report of public engagement results.	\$35,000	\$25,000	Public Engagement Plan Engagement Results
Existing Conditions & Capital Facilities Draft completion date: January 31, 2024 Final completion date: April 30, 2024	Update both the existing conditions information in the comprehensive plan, and work with internal and external partners to amend the existing capital facilities element.	\$50,000	\$0	Draft Comprehensive Plan Chapter Introductions Updated Capital Facilities Plan
Comprehensive Plan Goals, Policies and Future Land Uses Map Draft completion date: April 30, 2024 Final completion date: June 30, 2024	Update Comprehensive Plan goals, policies and future land use designations map. Includes SEPA checklist and determination (could result in EIS).	\$60,000	\$0	Draft Comprehensive Plan Final Ordinance adopting goals, policies and future land uses map
Scoping Zoning & Development Regulations	Perform a gap analysis of the Lewis County Code zoning designations and development regulations	\$20,000	\$0	Zoning Changes Map

Completion date: September 30, 2024	based on the updated Comprehensive Plan goals, policies and future land use designations, as well as the mandated state updates.			Periodic Update Checklist
Amended Zoning & Development Regulations Completion date: June 30, 2024	Amend the zoning designations and development regulations to implement the Comprehensive Plan. Includes SEPA checklist and determination (could results in EIS).	\$0	\$55,000	Final Ordinance adopting amended zoning map and development regulations
Critical Areas Ordinance Completion date: June 30, 2024	Amend the Critical Areas Ordinance to address statutory updates. Includes SEPA checklist and determination (could results in EIS).	\$0	\$85,000	Final Ordinance adoption amendment Critical Areas
Close Out Completion date: June 30, 2024	Finding that the periodic update required by RCW 36.70A.130(b) is complete	\$0	\$10,000	Findings Resolution Notification email from Commerce that adopted ordinances were received
Total Budget		\$175,000	\$175,000	
Control Number (Total Grant Available)		\$175,000	\$175,000	

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	\$37,500	\$52,500
Professional Services	\$137,500	\$122,500
In-Kind	\$41,000	\$41,000
Total Expenses **	\$216,000	\$216,000

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	\$175,000	\$175,000
Other Funds (If any)	\$41,000	\$41,000
Total Funds **	\$216,000	\$216,000

* 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 gmsggrants@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.