



WASHINGTON STATE  
**Governor's Office of  
Regulatory Assistance**

## **Second Round of Local Government Grants for Permit Tracking Systems Now Open for Proposals**

Local governments should quickly consider whether to apply for state grant money to help acquire or upgrade electronic permit tracking systems. A total of \$175,000 was available in each of the 2008 and 2009 state fiscal years. The RFGP was issued August 18, 2008. The application deadline is September 24, 2008. Grant funds awarded for State Fiscal Year 2009 must be expended by June 30, 2009. Last year's recipients and streamlining projects are described below.

Grant Applicants must meet the following minimum requirements.

- Be a local government agency located in a county with fewer than 350,000 residents;
- Be a local government agency responsible for issuing development permits; and
- Have local matching funds.

Legislators expect recipients to provide better information to applicants and improve internal and interagency communications. Technology improvements should support a more streamlined permit review process, benefiting local governments, applicants, and the public. Capacity for future upgrades to allow interagency connectivity and web-based communications must be part of the system plan.

The funded electronic permit tracking systems will also help local jurisdictions report on performance by tracking information such as permit turnaround times, the percent of applications that are considered complete on first submittal, the number of review cycles required, total processing fees or costs, and information about what other permits or approvals are required.

The Office of Financial Management is issuing the Request for Grant Proposals (RFGP) No. 09-400, Local Government Grants for Permit Tracking Systems.

The Request for Grant Proposals (RFGP) No. 09-400 will be posted to the Office of Financial Management's website on August 18, 2008 at:  
<http://ofm.wa.gov/contracts/procurement/postings.asp>

Questions regarding the RFGP must be directed to Jan McMullen, RFGP Coordinator at:  
[jan.mcmullen@ofm.wa.gov](mailto:jan.mcmullen@ofm.wa.gov)

## **Local Government Grant for Permit Tracking System 2007-2008 Awards**

Governor Gregoire announced \$175,000 in grants to support local government efforts to develop electronic permit tracking systems on November 20, 2007. The tracking systems will allow businesses and local leaders to find timely information about the status of land use and development projects in Washington.

“These grants will help local communities streamline permitting processes and give businesses the timely information they need to be successful. Having easy access to reliable information about the status of permits allows businesses to secure financing and schedule construction more efficiently,” said Governor Gregoire.

The grants will fund the restructuring of the recipients’ information management systems. The reorganization process will upgrade permit tracking technologies to make it easier for applicants to find the status of land use and development permits; and expand local government’s ability to work with state and federal permit review systems.

The updated systems will also enable local jurisdictions to track useful pieces of data, such as the percentage of applications that are approved after only one submittal; the number of review cycles required for other applications; the total cost of processing; and the amount of time for permit to be approved from the time it is submitted.

Recipients include:

- Chelan County received \$35,000 for an electronic property and permit tracking system, potentially shared with any city in Chelan County.
- The City of Ferndale received \$10,000 for an automated system for a new Development Center allowing concurrent review, information exchange and fee management.
- The City of Longview received \$10,000 to extend the permit counter to the Internet, improving customer assistance and workflow and \$20,000 for a mobile inspections module.
- Okanogan County received \$25,000 for an integrated business portal to improve the effectiveness of regulation and review processes.
- City of Port Townsend received \$19,000 to add GIS layers and functionality to their permit tracking system and improves web usability.
- Walla Walla County received \$55,000 to purchase an electronic permit tracking system for permitting, information technology, and financial tasks in response to a sharp increase in building permits for homes, wineries, large agriculture buildings, golf courses, and subdivisions.

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ORA publication number: ENV-016-08