

2023-2025 Middle Housing Grant Peer Meeting

Housing Unit

DEPARTMENT OF COMMERCE, GROWTH MANAGEMENT SERVICES

OCTOBER 17, 2024

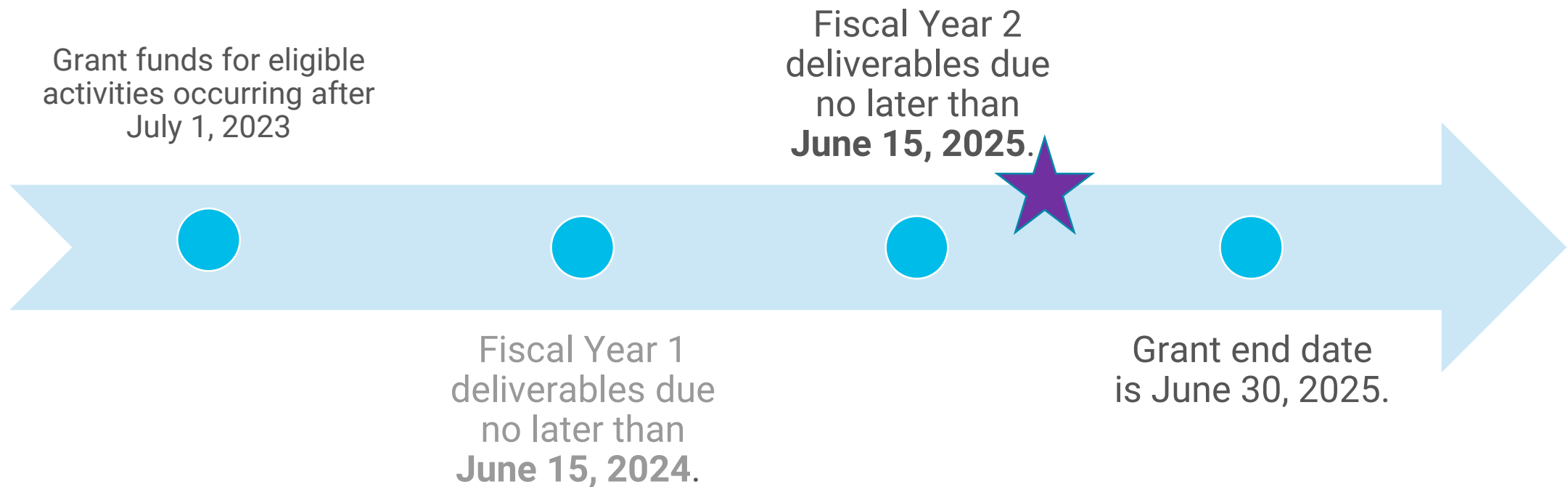


Washington State
Department of
Commerce

Today's Agenda

Time	Topic
2:00	Welcome and introductions: <ul style="list-style-type: none">• Please update your display to include your name and jurisdiction
2:05	Grant invoicing and deliverables <ul style="list-style-type: none">• Key submittal date• Required forms
2:15	Resources <ul style="list-style-type: none">• New Website• Middle Housing Guidance & Model Ordinances• Fact Sheets coming soon
2:30	Questions or Experiences to share
2:50	Adjourn: Next Peer Meeting November 21, 2024

Fiscal Timeline Reminders



Grant administration

Fiscal Year 2

- July 1, 2024 – June 30, 2025
- Half of total budget \$\$
- Invoice by **June 15, 2025**



Middle housing grant work is separate other funds from other Commerce grants (e.g. PUG)

Middle Housing grant invoices & deliverables:

- [**MiddleHousingGrants@commerce.wa.gov**](mailto:MiddleHousingGrants@commerce.wa.gov)

All deliverables and invoices need to be reviewed and approved by Commerce, prior to processing payment

Invoicing – part one

 Form 19-1A	WASHINGTON STATE DEPARTMENT OF COMMERCE	AGENCY NUMBER 1030		Short Code	Commerce Contract Number 24-63336-###
	VOUCHER DISTRIBUTION				
DEPARTMENT OF COMMERCE PO BOX 42525 OLYMPIA, WA 98504-2525		INSTRUCTION TO VENDOR OR CLAIMANT: Submit this form to claim payment for materials, merchandise or services. Show complete detail for each item.			
VENDOR OR CLAIMANT (Warrant is to be payable to:) Your City Mailing address City name, WA, ZIP		Vendor's Certificate: The individual signing this voucher below warrants they have the authority to do so as authorized and on behalf of the entity identified in the Vendor/Claimant section. The individual signing below certifies under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion or Vietnam era or disabled veterans status.			
Contact Person:		By:			
Phone:		Print Name AND		(SIGN IN BLUE INK)	
Email:					
Contract Period:	July 1, 2023 to June 30, 2025	Director		Date	
REPORT PERIOD:	July 1, 2024 - June 15, 2025	(TITLE)		(DATE)	

Invoicing (part one continued)

DATE	DESCRIPTION	BUDGET	PREVIOUSLY REQUESTED	AMOUNT THIS INVOICE	AWARD REMAINING BALANCE
04/01/24	Deliverable 1 - community engagement	\$10,000	\$10,000		\$0
05/01/24	Deliverable 2 - comp plan/code review	\$15,000		\$15,000	\$0
	Deliverable 3 - draft amendment	\$10,000			\$10,000
	Deliverable 4 - adopted amendment	\$15,000			\$15,000
	TOTALS	\$50,000	\$10,000	\$15,000	\$25,000

Reportable Expense Form – Part Two



Department of Commerce

COM Form: Inv-A

EXPENSES over \$1,000

Contract # 24-63336-xxx

Name City of xxx

☐ No Expenses to Report
(do not complete grid below)

Warrant Amount same as invoice amount

From Date start of report period

To Date end of report period

Subcontractor Total 15,000.00

Sub Subcontractor Total 5,000.00

Enter the UBI of the organization that paid the expense	Enter the name of the Organization that paid the expense.	Contractor Types: Subcontractor Sub Subcontractor	Enter the UBI of the organization that was paid. Look up a UBI here: http://apps.dor.wa.gov/BRD/	Enter the name of the Organization that was paid.	Org Types: For Profit Non-Profit Government Tribe	Expense Types: Construction Goods Services	Enter the amount paid for this invoice period.
Paid By UBI	Paid By Organization Name	Paid to Contractor Type	Paid to UBI	Paid to Organization Name	Paid to Org Type	Expense Type	Amount
601-xxx-xxx	city of xxx	Subcontractor	111-222-333	Prime Consultant	For Profit	Services	10,000.00
111-222-333	consultant	Sub Subcontractor	601-xxx-xxx	Subconsultant	Non-Profit	Services	5,000.00

Resources to support deliverables

- **Updated Middle Housing Model Ordinance and User Guide**
 - Change definition of major transit stop, clarification regarding critical areas, and parking related to lot sizes (HB 2321)
 - Comments from cities
- **Fact Sheets by early 2025 or sooner**
 - Unit Lot Subdivision
 - Proportional Impact Fees
 - Neighborhood Commercial
 - Co-living
 - Residential Parking

Resources to support deliverables

- **Washington Administrative Code (WAC) Update**
 - Addresses housing bills (2019-2024)
 - Hearing tentatively scheduled for December 2, 2024
- **Commerce Technical Assistance**
 - Answer Questions
 - Help locating support information/documents
 - Meet with staff and elected officials
 - Present information

Need to amend your contract?

May request amendment to deliverable and/or due date. So long as the due date does not extend beyond June 15, 2025.

Contact us at MiddleHousingGrants@commerce.wa.gov

Preempt, supersede, and invalidate

Preemptive six months after periodic update due date:

- 2 accessory dwelling units per lot, for all urban growth areas (RCW 36.70A.680 and RCW 36.70A.681).
- Conversion of commercial buildings to multifamily (RCW 35A.21.440 or RCW 35.21.990).
- Middle housing (RCW 36.70A.636 and RCW 36.70A.635).

Preemptive December 31, 2025

- Co-living for UGAs on lots that allow 6+ dwellings (RCW 36.70A.535)

Other key due dates

Specific due date that is not the periodic update deadline

- Local Design Review [RCW 36.70A.630](#) – due six months after update
- Proportionate impact fees [RCW 82.02.060](#) – due six months after update

No specified due date. To be done with update

- Unit Lot Subdivisions [RCW 58.17.060](#) (*Amends state subdivision law; would also apply to partially planning communities*)
- Minimum Parking Requirements – Residential Development [RCW 36.70A.622](#)

Takes effect by a specified date, with retrospective date collection requirements for certain jurisdictions, and with provisions tied to periodic update after January, 1, 2026

- Local Project Review and Local Project Review Reporting Requirements for certain jurisdictions (2SSB 5290)
Various sections of RCW 36.70B amended, including [RCW 36.70B.080](#) – timeline requirements takes effect January 1, 2025 (but reporting requirement to include data from 2024), certain provisions the next update after Jan. 1, 2026.

Commerce's New Website!

Housing and Middle Housing Web Pages

[Growth Management Planning for Housing - Washington State Department of Commerce](#)

[Planning for Middle Housing - Washington State Department of Commerce](#)

Questions or experiences to share

Meet every 3rd Thursday through May

Next Meeting: November 21, 2024 – Do you have a specific topic to address? Let us know!

MiddleHousingGrants@commerce.wa.gov

