



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE
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www.commerce.wa.gov

Tuesday, September 24, 2024

Ms. Heidi Gudde, Community Development Director
City of Lynden
300 4th St.
Lynden, WA 98264

Delivered via email.

RE: Paper to Digital Grant

Greetings:

I am pleased to inform you that the City of Lynden has been awarded \$140,000 for a 2024-2025 Paper to Digital grant. The purpose of this grant is to help jurisdictions transition their residential permit review process to a fully digital system. These funds will support the improvement of your permit review process.

The Washington Department of Commerce, Growth Management Services (GMS) unit will administer the grant program. **Before we disburse the funds, a contract with a final agreed upon scope of work and budget will need to be discussed and executed between your organization and the Department of Commerce.**

Funds may be applied to project costs related to your grant scope of work, beginning July 1, 2024, the date the funding became available. These grant funds are authorized by the 2024-2025 State Operating Budget (Senate Bill 5290), which directs Commerce to provide this grant to cities or counties for actions relating to transitioning their residential building permit review process to a fully digital system. Allan Johnson or another member of our team will be in touch with you to develop the contract and answer questions. You can reach Allan at allan.johnson@commerce.wa.gov.

Sincerely,

Dave Andersen, AICP
Managing Director
Growth Management Services

cc: Dave Timmer, Planner, City of Lynden
Christy Fowler, Accounting Manager, City of Lynden
Ben Serr, AICP, Eastern Regional Manager, Growth Management Services
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