

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Josh Peters, County Administrator

FROM: Amanda Christofferson, Grants Administrator

DATE: July 21, 2025

SUBJECT: **WORKSHOP:** Grant Administrator report out on activities and discussion of priorities.

STATEMENT OF ISSUE:

Jefferson County staff will provide information on countywide grant revenue and other work in order to make the efforts of this position transparent and improve coordination and collaboration across county departments and with stakeholders.

ANALYSIS:

Grant funding opportunities are critical for pursuing expensive capital improvements and achieving important discretionary goals. Development of strong partnerships and socializing of projects is important to the success of an application.

FISCAL IMPACT:

No fiscal impact at this time.

RECOMMENDATION:

BOCC should participate in workshop to support collaborative efforts.

REVIEWED BY:



Josh Peters, County Administrator

7/16/25
Date



Grants Administrator Report Out

July 21, 2025

Staff, Amanda Christofferson

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- 2024 Grant Revenue highlights
 - 2024/2025 Grant writing/administrative efforts
 - Complexities of utilizing grant funding
 - Countywide grant support role
 - Commit to projects in alignment with Strategic Plan

2024 Federal Highlights

	<u>2024</u>	<u>2023</u>
US Dept of Treasury – ARPA COVID		
(5 contracts – 2 for Hadlock sewer representing \$11.7M)	\$11,734,621	\$4,164,407
Federal Highway Administration		
(8 contracts – Naylor Cr. & Gibbs Lake culverts)	\$2,825,708	\$321,800
Department of Health and Human Services		
(23 contracts, 10 consolidated via state)	\$1,119,483	\$1,318,875
Total Federal Revenue	\$17,165,708	\$8,232,847

2024 State Highlights

	<u>2024</u>	<u>2023</u>
County Road Administration Board (Center Rd. Overlay \$1,244,200)	\$1,458,597	\$34,926
Nurse Family Partnership	\$702,000	\$265,998
State Dept. of Commerce (DCD funding for Comp plan and other planning activities \$278,000)	\$501,529	\$4,027
Recreation & Conservation Office (ODT Connection \$217,400)	\$ 259,371	\$131,794
Total State Revenue	\$5,116,800	\$3,405,400

2024/2025 Grant writing/administrative efforts

- ◆ Community Development Block Grant – General Purpose (Contracted - 2028)
Jefferson County Early Learning and Family Support Center
- ◆ USDA Rural Development – Congressionally Directed Spending (Contracted -2028)
North Olympic Peninsula Reconnect Coalition
- ◆ U.S. Economic Development Administration – Reconnect (Contracted -2026)
North Olympic Peninsula Reconnect Coalition
- ◆ USDA Forest Service - Community Wildfire Defense Grant (Application submitted)
Jefferson County Wildfire Alliance
- ◆ WA State Department of Ecology - Water Quality Combined Funding (Application submitted*)
Jefferson County Septage Receiving Facility Expansion Planning - City/County partnership

Efforts cont.

- ◇ Congressional Directed Spending (CDS) Requests – Mason Street Project in partnership with Habitat for Humanity of East Jefferson, included in Cantwell request
 - Hadlock Sewer, not included
- ◇ WA State Department of Agriculture – Emergency Food Response (Contracted – 2025)
- ◇ Analysis of Consolidated Homeless Grant utilization and homeless response system
- ◇ Analysis of Department of Justice funding opportunities with DoveHouse
- ◇ U.S. Economic Development Administration – Disaster Resilience
 - Application development with DEM

Real complexities when utilizing grant funding

- ◆ Realistic timelines
- ◆ Braided funding required for costly projects
- ◆ Administrative efforts and real cost to departments
- ◆ Subrecipient development and risk
- ◆ Collaborating with diverse stakeholder groups
- ◆ Building capacity of county departments that are in need of funding

Countywide grant support role

- ◆ Responsible for preparing the County Schedule of Expenditures of Federal Awards and Schedule of State Financial Assistance in preparation for audit by SAO
- ◆ Annual countywide Grants Workgroup meeting
- ◆ Grants Management Manual to guide best practices in administration of grants based on federal, state and local regulation (administrative compliance)
- ◆ Goal to implement the Tyler - grant module

Commit to projects in alignment with strategic goals

◆ 2024-2028 Strategic Plan includes:

Community Resilience - CWDG application as well as the EDA Disaster Resilience grant being contemplated

Economic Vitality – Efforts to understand local private industry needs in order to achieve business expansion and retention; Recompete and Early Learning facility

Environmental Stewardship – CWDG and Recompete contribute to a wide variety of environmental stewardship/economic vitality and community resilience goals

Housing Accessibility – Analysis of the CHG funding, Support of the CDS application for Mason Street infrastructure, Support of infrastructure solutions to incentivize building in LAMIRDS and affordable housing in general

Organizational Health -

Thriving People – Promote access to recreational and wellness activities

Focus on opportunities that will improve county revenue

- ◆ Improving housing starts in the county
 - Consider developing the infrastructure LAMIRDS in order to incentivize building
- ◆ Supporting private industry needs in order to solidify business expansion and retention
- ◆ Support stakeholders who are elevating these goals