

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

CONSENT AGENDA REQUEST

TO: Board of County Commissioners

FROM: Adiel McKnight, Deputy Clerk of the Board

DATE: April 8, 2024

SUBJECT: **HEARING** re: Community Development Block Grant – Corona Virus (CDBG-CV) Contract Closeout

STATEMENT OF ISSUE:

Jefferson County received \$321,450.11 from the Washington State Department of Commerce CDBG-CV program to support very low to moderate income people in responding to the COVID-19 pandemic. The grant has closed as of December 31, 2023. This agenda request is to hold a Public Hearing to discuss the County and subrecipients past performance utilizing these funds.

ANALYSIS:

A contract close out report prepared by Jefferson County in partnership with Olympic Community Action Program, the subrecipient is attached.

FISCAL IMPACT:

There is no fiscal impact associated with this hearing.

RECOMMENDATION:

Public hearing to discuss the subrecipients, OlyCAP Community Action Program, past performance utilizing CDBG-CV funds.

REVIEWED BY:


Mark McCauley, County Administrator

4/3/24
Date

Community Development Block Grant – Coronavirus CONTRACT CLOSE OUT REPORT

1. Contract Number: 20-6221C-114
2. Grantee Jurisdiction: Jefferson County
3. Chief Administrative Official and Title: Mark McCauley, County Administrator
4. CDBG Contract End Date or Project Completion Date: 12/30/2023
5. Final Public Hearing Date: February 20, 2024
6. Brief project summary and results achieved: The Community Development Block Grant-Corona Virus (CDBG-CV) funding was originally applied for in December of 2021. The funding was provided by Washington State Department of Commerce CDBG Program to meet the national objective of assisting principally very low to moderate income citizens in responding to the COVID 19 pandemic. Olympic Community Action Programs was identified as a subrecipient who would develop a navigator program in order to provide COVID response services and distribute subsistence payments, including emergency payments of utilities, rent/mortgage, on behalf of qualified applicants. In August of 2022 \$196,454.56 of this funding was reallocated to address the urgent need for homeless services in the county. The money helped to fund development and on-going operations of the Caswell-Brown Village, 40-spaces for tiny shelters and recreational vehicles with associated services. In January of 2023 the county received an additional allocation of \$100,000.00 for ongoing support of homeless services which was used to operate this location. As of December 2023, this shelter had served 327 people. The county expended \$10,963.42 of the CDBG-CV funds over the two-year period performing general administration.
7. Physical address and/or service area of the project/activity(s): 142 Mill Road, Port Townsend, WA 98368

The chief administrative official of the grantee jurisdiction certifies that:

1. The financial information and data provided in this report is accurate as of the signature date indicated below.
2. The project was completed in accordance with the grant contract and scope of work.
3. A final public hearing was conducted to assess project performance.
4. Records supporting the information provided in this report will be maintained for a minimum of six (6) years from final close out and made available upon request.
5. The CDBG Program can use or reproduce all media material provided by the grantee.

In the event audits disclose disallowable costs, the Washington State Department of Commerce shall retain the right to recover an appropriate amount of costs after fully considering the recommendations on disallowed costs resulting from the final audit.

Signature:

Chief Administrative Official

Date

FINANCIAL SUMMARY

Budget Summary				
HUD IDIS Activity Number, Budget Code and Description (See the project A-19 invoice voucher information)		Expenditures		
IDIS Activity #	Budget Code and Description	Budget Amount	Funds Expended	Balance*
8259	21A General Admin	\$ 11,000.00	\$ 10,963.42	\$36.58
8258	05Q Subsistence Payments	\$ 19,093.44	\$19,093.44	\$0
8641	03T Homeless Services	\$291,454.56	\$291,393.25	\$61.31
		\$	\$	\$
Total CDBG		\$ 321,548.00	\$ 321,450.11	\$97.89
Other Funding				
		\$	\$	\$
		\$	\$	\$
Total Project		\$	\$	\$

*Any dollar amount reflected in the Total CDBG Balance column will be assumed as a de-obligation and returned to the CDBG Program.

PROGRAM INCOME

1. Will this project generate program income? 2. If "Yes" to question 1, have you submitted a Program Income Reuse Plan to your CDBG-CV project manager? For detail on program income and content of a Program Income Reuse Plan, see Section 4 CDBG Management Handbook.	☐ Yes	☒ No
	☐ Yes	☐ No

BENEFICIARY SUMMARY

At CDBG-CV application, the grantee identified how each project activity would benefit low- and moderate-income (LMI) persons as well as the estimated ethnic and racial breakdown. Actual beneficiary data was required during the project.

BENEFICIARIES AT CLOSE OUT FORM

Note:

- General Administration (your admin) and planning budget codes do not require reporting.
- Totals for Lines 1, 2, and 3 should be the same.

Budget code and activity numbers can be found on the A19 voucher form.

Budget Code	05Q	03T	
Activity Number	8258	8641	

Project Beneficiary – Persons Served

New Access (i.e. first in area)	327		
Access to services/facility is no longer substandard	327		
Improved access (i.e. improved proximity)	327		
1. Total Persons	327		

Racial/Ethnic Breakdown

	# by Race	# of Hispanic	# by Race	# of Hispanic	# by Race	# of Hispanic
White	170					
Black/African American	5					
Asian	2					
American Indian/Alaskan Native	3					
Asian and White						
Black /African American and White						
American Indian/Alaskan Native & Black/African American						
Other Multi-Racial	20					
Client doesn't know / prefers not to answer	122					
2. Total	327					

Low- and Moderate-Income Breakdown

Very Low Income (0-30% AMI)	136		
Very Low to Low Income (31-50% AMI)	1		
Low to Moderate Income (51-80% AMI)	0		
No Answer	190		
Sub-Total			
Non-LMI (81% AMI and above)	0		
3. Total	327		