

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

CONSENT AGENDA REQUEST

TO: Board of County Commissioners

FROM: Amanda Christofferson, Auditors office

DATE: February 5, 2024

SUBJECT: Community Development Block Grant-Corona Virus (CDBG-CV) Contract Close Out Public Hearing Notice

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 advertise a Public Hearing on February 20th, 2024 at 2:00 p.m. 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 to the Public Hearing Notice.

FISCAL IMPACT:

There is no fiscal impact associated with this hearing.

RECOMMENDATION:

Staff requests the Board approve a motion to provide requisite 14-day notice to the public of the Close Out Hearing regarding CDBG-CV Funds on February 20, 2024 at 2:00p.m.

REVIEWED BY:



Mark McCauley, County Administrator



Date

Please publish 2 times: February 6, 2024 and February 12, 2024
Contact Person: Amanda Christofferson
Bill to: Jefferson County Commissioners
P.O. Box 1220
Port Townsend, WA 98368

NOTICE OF PUBLIC HEARING

Community Development Block Grant – Coronavirus Funds (CDBG-CV) for 2021-2023

NOTICE IS HEREBY GIVEN that a public hearing is scheduled by the Jefferson County Board of Commissioners for **MONDAY, February 20, 2024 at 2:00 p.m.** in the Commissioners' Chambers, County Courthouse, 1820 Jefferson Street, Port Townsend, WA 98368 (HYBRID). Notice of said hearing is to be published in the official newspaper of Jefferson County.

The purpose of the public hearing is to review and receive comments on the County and Olympic Community Action Program's (Oly-CAP's) past performance using \$321,450.11 Community Development Block Grant – Coronavirus (CDBG-CV) funds for Subsistence Payments and Homeless Services.

CDBG-CV funds were provided by HUD through the Washington Department of Commerce with the goal to prepare, prevent, and respond to the Coronavirus Pandemic. These funds are targeted to benefit primarily low to moderate income individuals.

A report on the funded activities will be available for review at the Jefferson County Commissioners' Chambers, February 20, 2024 at 9:00 a.m. The information is also available for viewing on the County website by visiting: www.co.jefferson.wa.us and follow this pathway – Services – Laserfiche Web Portal (username and password is: public) – Board of Commissioners – BOCC Agenda Packets – 2024 Weekly Agenda Items – 02 February – 022024 – HEARING/TESTIMONY re: Community Development Block Grant – Coronavirus Funds (CDBG-CV) for 2021-2023

You are welcome to participate in this hearing. You will need to join the meeting by 2:00 p.m. using the following methods: **VIRTUALLY:** Via the following Zoom, link: <https://zoom.us/j/93777841705>, **PHONE:** Dial 1-253-215-8782 and enter access code: 937-7784-1705# and press *9 to "raise your hand" to be called upon. Access for the hearing impaired can be accommodated using Washington Relay Service at 1-800-833-6384, or **IN-PERSON**

The Board of County Commissioners chambers is handicap accessible. Arrangements to reasonably accommodate special needs, including handicap accessibility or interpreter, will be made upon receiving 24-hour advance notice. Contact Amanda Christofferson at 360-385-9232.

To view documents or watch this meeting live with no participation, go to www.co.jefferson.wa.us Follow the links under "*Quick Links: Videos of Meetings: Today.*" If you experience difficulties joining the meeting or viewing documents please call 360-385-9100 to report any issues.

In addition, written testimony is also invited beginning on February 7, 2024 and ending on February 20, 2024 at the end of the Public Hearing, unless extended by the Board of County Commissioners. Written public testimony may be submitted by **Email to:** jeffbocc@co.jefferson.wa.us You may view testimony received by visiting: www.co.jefferson.wa.us and following this pathway – Services – Laserfiche Web Portal (username and password is: public) – Board of Commissioners – BOCC Agenda Packets – 2024 Weekly Agenda Items – February– 022024 - HEARING/TESTIMONY re: Community Development Block Grant – Coronavirus Funds (CDBG-CV) for 2021-2023

You can also **Mail** your testimony to: Jefferson County Commissioners' Office; P.O. Box 1220, Port Townsend, WA 98368. Written testimony must be received by the Board of County Commissioners by the end of the hearing testimony period.

Signed this 5th day of February 2024.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS
/S/Kate Dean, Chair



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 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

1/31/24

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
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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		

BENEFICIARIES AT CLOSE OUT FROM INSTRUCTIONS:

This data is reported to HUD to document how CDBG funds are used in Washington State. HUD uses this data to report the use of CDBG funds nationally.

Budget Code and Activity Number: These are the same budget code(s) and activity numbers used on the budget summary. If in doubt, the Contract Data Sheet sent with the executed CDBG contract lists the budget code(s) and Activity Number(s). Complete columns for each activity assigned to the project.

NOTE: General Administration (Budget Code 21A) and Planning (Budget Code 20) do not require reporting.

The totals for 1, 2, and 3 should be the same number.

1. Project Beneficiary -- Persons Served: Choose the appropriate accomplishment and enter the total number of beneficiaries for each activity.
2. Racial/Ethnic Breakdown: Insert the race and ethnicity for the beneficiary served at project completion. Use the first column, labeled # by Race, to list the number of individuals by racial group. HUD has designated Hispanic as an ethnic group. A person can be identified as both a member of a racial group and an ethnic group, but cannot be designated only as an ethnic group. If an individual is also of Hispanic ethnicity, count the individual also in the second column labeled # of Hispanic.
3. Low- and Moderate-Income Breakdown: Enter the number of persons by income category. If the 30% and 50% breakdown are unknown, at a minimum, enter the total number of low- and moderate-income beneficiaries as a "Sub-total LMI served". The total of LMI served and non-LMI served should be the same as sections 1, 2, and 3.

The CDBG Income Limits showing 30%, 50%, and 80% levels of area median income (AMI) by county are available on our website at www.commerce.wa.gov/cdbg under Guidance Materials.

***Projects meeting LM - the Presumed Benefit Activities:** If the activity qualified as exclusively benefiting clientele in special groups presumed by HUD to be principally LMI persons, report the number of persons benefiting under the following income categories unless you have information that supports reporting them under a different income category.

Group	Income Level
Abused children	Very low income
Battered spouses	Low income
Severely disabled adults	Low income
Homeless persons	Very low income
Illiterate adults	Low income
Persons with Aids	Low income
Migrant Farm workers	Low income
Elderly	Moderate income (If to acquire, construct, convert, and/or rehabilitate senior center)