

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Mark McCauley, County Administrator

FROM: Amanda Christofferson, Grants Administrator

DATE: June 23, 2025

SUBJECT: PUBLIC HEARING NOTICE re: Inform citizens of Jefferson and Clallam Counties' Spending of the 2024-2025 Community Development Block Grant (CDBG), Public Service funding, and the proposed use of the July 2025 - June 2026 funding

STATEMENT OF ISSUE:

Jefferson County Staff and our subrecipient Olympic Community Action Programs (OlyCAP) will present a public hearing with information regarding the use of \$102,500.00 from the CDBG - Public Services program expended between July 2024 and June 2025 to serve low-and moderate-income persons in Jefferson and Clallam counties. In addition, they will present their plan for use of \$103,000.00 in funding for July 2025 - June 2026. This hearing will take place on July 14, 2025 at 2:00 p.m. Staff recommends that the Board of County Commissioners hear the public testimony on needs in Jefferson and Clallam Counties.

ANALYSIS:

This hearing is a requirement of the CDBG program and intended to inform citizens of the use of funding and the availability of funds and eligible uses. It is our interest to receive comments on proposed activities in particular from low-to moderate-income individuals of our counties. Receiving public comment can change the use of the Public Service funds to better meet the needs of our Jefferson Counties individuals.

FISCAL IMPACT:

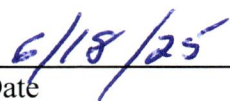
Available CDBG - Public Services funding for the 2025-2026 contract period is \$103,000.00.

RECOMMENDATION:

Receive public comment and provide recommendations for changes to the current application and/or approve of the use for the CDBG-Public Services funding in 2025-2026.

REVIEWED BY:


Mark McCauley, County Administrator


Date

Please publish 2 times: June 25 and July 2, 2025
Contact Person: Amanda Christofferson, Auditor's Office
Bill to: Jefferson County Auditors
Attn: Amanda Christofferson
P.O. Box 1220
Port Townsend, WA 98368

NOTICE OF PUBLIC HEARING

Community Development Block Grant (CDBG)-Public Service Funds

NOTICE IS HEREBY GIVEN that a public hearing is scheduled by the Jefferson County Board of Commissioners for **Monday, July 14, 2025 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 newspapers of Jefferson County and Clallam County.

The purpose of the public hearing is to review community development and housing needs, inform citizens of the availability of funds and eligible uses of the state Community Development Block Grant (CDBG), and receive comments on proposed activities, particularly from lower income persons residing in the **Jefferson and Clallam County** areas. Comments on **Jefferson Counties and Olympic Community Action Programs'** past performance and use of the prior CDBG Public Services Grants will also be received.

For the 2025 program year (July 2025 - June 2026), up to **\$103,000** is proposed to be available to the county and the **Olympic Community Action Programs** to fund public services that principally benefit low-and moderate-income persons. OlyCAP intends to use the funds for operation of the Housing Program. For the **2024-2025** program year, **Jefferson County and Olympic Community Action Programs** received **\$106,000** and used it for operation expenses associated with the **Housing Program**.

The information is available for viewing on the County website by clicking on:

www.co.jefferson.wa.us – Services – Laserfiche Web Portal (username and password is: public) – Board of Commissioners – BOCC Agenda Packet – 2025 Weekly Agenda Items – 07 July 2025– 071425 – HEARING re CDBG

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**

In addition, written testimony is also invited beginning on June 25, 2025 and ending on July 14, 2025 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, and by **Mail 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.

You may view testimony received by clicking here: www.co.jefferson.wa.us – Services – Laserfiche Web Portal – Board of County Commissioners – BOCC Agenda Packets – 2025 Weekly Agenda Items – 07 July 2025 – 071425 - HEARING re CDBG

Signed this 23rd day of June, 2025.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS
/S/Heidi Eisenhour, Chair



**Community Development Block Grant
CONTRACT CLOSE OUT REPORT – PUBLIC SERVICES**

1. Contract Number: 24-62210-007
2. Grantee Jurisdiction: Jefferson and Clallam Counties
3. Chief Administrative Official and Title: Mark McCauley, Jefferson County Administrator
4. CDBG Contract End Date or Project Completion Date: June 30, 2025
5. Final Public Hearing Date: July 14, 2025
6. Brief project summary and results achieved: During the months January to April of 2025 OlyCAP utilized CDBG-Public services funding to pay for salaries and benefits in the Housing Program in an amount of approximately \$91,000. Other requested expenses to be reimbursed included utilities, contracted services and insurance. The operations of the Housing Department for OlyCAP was thus subsidized for four months by this funding. The Beneficiary Report is in the process of being prepared for this period by OlyCAP.
7. Service area of the project/activity(s): Jefferson County

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 closeout 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*
05	Public Services	102,500.00	102,500.00	0.00
21A	General Administration (Jefferson County)	3,500.00	3,419.56	80.44
Total CDBG		\$106,000.00	\$105,919.56	*\$80.44
Other Funding				
Total Project		\$	\$	

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

PROGRAM INCOME

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



OlyCAP

360-385-2571
2120 W. Sims Way
Port Townsend, WA 98368

June 13, 2025

Amanda Cristofferson
Grants Administrator
Jefferson County
1820 Jefferson Street
Port Townsend, WA 98368

Re: 2026 CDBG Allocation – Statement of Intent

Dear Ms. Cristofferson,

On behalf of Olympic Community Action Programs (OlyCAP), I am writing to confirm our intent to, upon award, allocate the 2026 Community Development Block Grant (CDBG) funding—totaling \$103,000 less the County's administrative share—to support Housing Case Management services for low-income residents of Jefferson County.

This activity aligns with the eligible uses of CDBG funds as outlined in Section 105(a)(21) of the Housing and Community Development Act of 1974, which permits funding for housing services such as housing counseling, case management, tenant assistance, and related support. These services are a core component of OlyCAP's efforts to stabilize individuals and families experiencing or at risk of homelessness and support long-term housing retention.

We appreciate Jefferson County's ongoing partnership and support in administering these critical federal resources and look forward to working with you to finalize the necessary documentation and compliance steps.

Please do not hesitate to contact me should you need additional detail or clarification.

Sincerely,

Holly Morgan

Executive Director