

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Mark McCauley, County Administrator

FROM: Amanda Christofferson, Grants Administrator

DATE: October 21, 2024

SUBJECT: PUBLIC HEARING NOTICE re: Inform citizens of Jefferson and Clallam Counties' Spending of the 2022-2024 Community Development Block Grant (CDBG), Public Service funding, and the proposed use of the 2024-2025 funding

STATEMENT OF ISSUE:

Jefferson County Staff and our subrecipient Olympic Community Action Programs (OlyCAP) will present information regarding the use of \$217,789.00 from the CDBG -Public Services program expended between July 2022 and June 2024 to serve low- and moderate-income persons in Jefferson and Clallam counties. In addition, they will present their plan for use of \$106,000.00 in funding for 2024-2025. Staff recommends that the Board of County Commissioners hear the public feedback 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 citizens of our counties. Receiving public comment can change the use of the Public Service funds to better meet the needs of our citizens.

FISCAL IMPACT:

Available CDBG- Public Services funding for the 2024-2025 contract period is \$106,000.00.

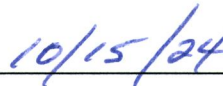
RECOMMENDATION:

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 2024-2025.

REVIEWED BY:



Mark McCauley, County Administrator



Date

Please publish 2 times: October 23 and October 30, 2024
Contact Person: Amanda Christofferson, Auditor's Office
Bill to: Jefferson County Commissioners
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, November 4, 2024 at 10:30 a.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.

This hearing is to review the spending of the 2022-2024 Public Service funding to benefit low- to moderate-income residents. Representatives from Olympic Community Action Program will be present to discuss community needs, inform citizens of the availability of funds and proposed uses of the State Community Development Block Grant (CDBG) in 2024-2025. All parties are interested to receive comments on the proposed use of funds toward, particularly from lower income persons residing in the Jefferson and Clallam Counties.

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 – 2024 Weekly Agenda Items – 04 November 2024– 110424 – HEARING re CDBG Public Service Funds

You are welcome to participate in this hearing. You will need to join the meeting by 10:30 a.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 October 23, 2024 and ending on November 4, 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 clicking here:
www.co.jefferson.wa.us – Services – Laserfiche Web Portal – Board of County Commissioners – BOCC Agenda Packets – 2024 Weekly Agenda Items – 04 November 2024– 110424 - HEARING re CDBG Public Service Funds

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 21st day of October, 2024.

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



Department of Commerce

Community Development Block Grant PUBLIC SERVICES CONTRACT CLOSEOUT REPORT

1. Contract Number: 22-62210-007	3. Official Address: 1820 Jefferson St Port Townsend, WA 98368
2. Grantee Jurisdiction: Jefferson County	

PROJECT SUMMARY	
4. Name of Chief Administrative Official: Mark McCauley	5. Title: County Administrator
6. CDBG Contract End Date or Project Completion Date:	6/30/2024
7. Final Public Hearing Date:	11/04/2024
8. Brief project summary and results achieved: (See instructions on following page) The 2022-2024 funding was used to perform staff activities associated with Housing Assistance and Emergency Food provision. In addition, considerable funding was allocated to low- and moderate-income child care assistance and food purchasing for low- and moderate-income food service programs.	
9. Physical address of the activity(s) if not available at start of project (See instructions) <u>823 Commerce Loop, Port Townsend, WA 98368</u>	

The chief administrative official of the grantee jurisdiction certifies that:

1. To the best of his/her knowledge and belief, the financial information and data provided in this report is true and correct 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. Consents to the use and reproduction by the CDBG Program or anyone authorized by CDBG, of any and all provided audio or video recording or photographs without compensation.

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 & Activity Title (See the project A-19 invoice voucher information)			Expenditures		
<u>Budget Code</u>	<u>Activity #</u>	<u>Title</u>	<u>Budget Amount</u>	<u>Funds Expended</u>	<u>Balance</u>
05Z	8593	Program Costs	\$106,500	\$106,500	0
05Z	8593	Prog Costs Amend A	\$104,500	\$104,500	0
21A	8594	Gen Admin	\$3,500	\$3,500	0
21A	8594	Gen Admin Amd A	\$3,500	\$3,289.59	\$210.41
Total CDBG			\$218,000	\$217,789.59	*\$210.41
Other Funding			0	0	
TOTAL PROJECT			\$ 218,000	\$ 217,789.59	

*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 SUMMARY

WILL THIS PROJECT GENERATE PROGRAM INCOME

☐ Yes ☒ No

If you check "Yes," and request to retain program income you must submit a Program Income Reuse Plan by closeout or receipt of first loan payment (housing rehabilitation, microenterprise assistance or other), whichever is earlier.

Program income (PI) is defined as the gross income received by a CDBG grantee or subrecipient that was generated from the use of CDBG funds and equals or exceeds \$35,000 in a single calendar year. For detail on program income and content of a Program Income Reuse Plan see [Section 4 CDBG Management Handbook](#).

Community Development Block Grant

Grant Application Data

Grant Year 2024

General Information

	Jefferson County
Program Name	2024 CDBG Public Services
Jurisdiction	Jefferson County
Unique Entity Identifier # (UEI)	FGN7DDMJJA7H7
UEI / SAM.gov Expiration date	12/26/2024
Total Grant Amount	\$ 106,000
Mailing Address	1820 Jefferson St
Street Address	same
City	Port Townsend
State	WA
Zip code	98368

Signature Authority for Grant Agreement

First Name	Mark
Last Name	McCauley
Title	County Administrator
Email	MMcCauley@co.jefferson.wa.us

Contact Information

Contact First Name	Amanda
Contact Last Name	Christofferson
Phone	(360) 385-9232
Title	Grants Administrator
Email	amchristofferson@co.jefferson.wa.us
Mail Address	1820 Jefferson St
City	Port Townsend
State	WA
Zip Code	98368

Funding

Total CDBG Grant Amount	(from Page 1)	\$ 106,000	
County General Admin (\$3,500 max.)		\$ 3,500	-3500
Services Amount	(Equals grant total minus funds reserved for Admin)	\$ 102,500	
Program Income		\$ 0	
Local Public Funds		\$ 0	
Other State Funds		\$ 0	
Other Federal Funds		\$ 0	
Private Funds		\$ 0	
Total Additional Funding Involved in delivering Service Activities		\$ 0	
Total Funding including CDBG		\$ 106,000	

Beneficiaries

Number of Persons	1000
Number of Households	850
Number LMI Persons	1000
Number LMI Households	850

Subrecipients and Consultants

Amanda
Chirstofferson

Digitally signed by
Amanda Chirstofferson
Date: 2024.10.17
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Community Development Block Grant

Demographics and Title VI Certification

Grant Year 2024

LAWS AND REGULATIONS GOVERNING TITLE VI CERTIFICATION

Title VI of the Civil Rights Act of 1964, which states: "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Section 1.4(b)(2)(I) of the regulations of the Department of Housing and Urban Development issued pursuant to Title VI, which require: "A recipient, in determining the types of housing, accommodations, facilities, services, financial aid, or other benefits which will be provided under any such program or activity, or the class of persons to whom, or the situations in which, such housing, accommodations, facilities, services, financial aid, or other benefits will be provided under any such program or activity, or the class of persons to be afforded an opportunity to participate in any such program or activity, may not, directly or through contractual or other arrangements, utilize criteria methods of administration which have the effect of subjecting persons to discrimination because of their race, color, national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program or activity as respect to persons of a particular race, color, or national origin."

Demographics

1. Ethnicity of the service area (see the Ethnicity and Race instructions).
Provide the numeric count of those residents in the service area who are of Hispanic or Latino origin.

Hispanic or Latino origin

2. Race - Provide numeric count by race.

28,588	White
207	Black or African American
565	American Indian / Alaska Native
497	Asian persons
50	Native Hawaiian and Other Pacific Islander
518	Some Other Race
2,552	Two or more
32977	TOTAL POPULATION
3.96%	Hispanic/ Latino percentage

Minority Outreach

3. MINORITY POPULATIONS reported in the service area demographics above are:
☒ Scattered throughout the community.
☐ Scattered throughout the community, with concentrations in the areas listed in the following question.
☐ Concentrated in the areas listed in the following question.
4. Description of areas of population concentrations:
Input "N/A" if no area concentration issues.

N/A

5. The following opportunities were provided to Title VI protected groups to participate in and comment on the design of activities to be undertaken as part of this project (check all that apply):

☒ Public hearing to review community development and housing needs

☐ Community meeting(s)

☐ Community survey

☐ Apply to be on a wait list for direct assistance

☐ Other:

6. Will all residents of the service area have the opportunity to benefit from this CDBG project? If the answer is NO, provide the Title VI protected group(s) or minority populations residing in the area that will not benefit from the CDBG project.

☒ Yes, all residents of the service area will benefit

☐ If not - please explain below: benefits low to moderate income persons or households

7. The above populations that will not benefit from this CDBG project:

☐ Will receive similar services provided through existing programs.

☐ Do not receive similar services provided through existing programs. explain:

☒ N/A - All residents of the service area will have the opportunity to benefit

8. For those protected groups that will not benefit from this CDBG project nor will receive similar services, provide a plan that identifies a timetable for providing such services in the future OR describe the reason no services are planned.

Enter "N/A" if no explanation is required.

N/A

9. The following steps will be taken to ensure CDBG benefits are offered to all residents and Title VI protected groups within the community: (check all that apply)

☒ Protected groups will be informed of the opportunity to apply for the direct assistance program funded by CDBG

☐ Protected groups will be informed of the availability of programs to be located in a CDBG funded facility

☒ A community meeting will be held to inform all residents of benefits resulting from this CDBG project

☒ REQUIRED: A final public hearing to receive comment on this CDBG project is required and will be conducted (if applicable) with outreach and accommodation for non-English speaking residents.

☐ Other:

The applicant is certifying compliance with Title VI of the Civil Rights Act of 1964 by assessing and reporting on the ethnicity/racial composition of its residents and minority outreach above.

Name & Title

Mark McCauley, County Administrator

Digital Signature

Signing will lock all form entries

Community Development Block Grant

PROGRAM ACTIVITIES and LOW - AND MODERATE - INCOME (LMI) BENEFIT DESCRIPTIONS

Grant Year 2024

Jefferson County

Program Activities must be detailed enough for Commerce to understand what direct services will be accomplished with CDBG funds and how the activities meet the CDBG definition of an eligible public service that provides a direct benefit to principally low- and moderate-income persons.

Homeless Services

03T Homeless services

S = No longer Substandard

The Homeless Services activities will take place in Jefferson County and will include provision of water and sanitation access at the Caswell-Brown Village site.

4 - Special case, Primarily LMI persons served

100

Signature

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ATTACHMENT A - SCOPE OF WORK AND BUDGET

Grantee: Jefferson County

Contract: 24-62210-007

Project Description / Deliverable

Jefferson County is awarded a CDBG Public Services Grant for eligible public services through Olympic Community Action Programs.

These services will be directed toward limited clientele with low and moderate incomes (LMI) based on HUD LMI criteria. This grant will exclusively benefit approximately 1,000 persons residing in the non-entitlement area(s) of Clallam and Jefferson counties

Project Budget

Budget Code & Funding		Leveraged other Funding		Total Funding
21A General Administration \$	\$3,500	Other Federal \$	\$0	
05 Public Services \$	\$102,500	Other State \$	\$0	
		Local Public \$	\$0	
		Private \$	\$0	
Total CDBG Funds \$	\$106,000	Total Other Funds \$	\$0	\$106,000

Project Activities	Milestones
- Execute grant contract with Commerce. - Complete the environmental review in compliance with Federal related laws and authorities. - Verify subrecipient does not have an active exclusion record in SAM.gov. - Establish a subrecipient agreement that includes the project budget and the semi-annual beneficiary reporting requirement. Submit a signed copy to Commerce.	Before first payment request
- Review subrecipient reimbursement requests against the project costs, project budget, and contract start date. - Document the county's CDBG general administration costs. - Prepare and submit payment requests with supporting documentation to Commerce. - Document receipt of grant funds and reimbursement of eligible costs.	Not more than monthly
- Submit CDBG Beneficiary Reports by the end of the month following the semi-annual date.	Jan 31, July 31
- As necessary, arrange an audit with the Washington State Auditor in accordance with the Uniform Guidance, 2 CFR 200, Subpart F- Audit Requirements.	Annually
- Complete applicable civil rights requirements. - Conduct monitoring of the subrecipient to verify CDBG requirements and all costs reimbursed are allowable. - Conduct a final public hearing to review project performance, resolve all monitoring issues with CDBG, and submit a CDBG Contract Closeout Report.	Before final payment request
- Deliver the direct services identified in the CDBG application through the local community action program. - Allocate and manage public services funds as established in the approved subrecipient agreement and budget. - Meet the CDBG national objective of principally benefiting low- and moderate-income persons.	Before contract end date