

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Josh Peters, County Administrator

FROM: Amanda Christofferson, Grants Administrator

DATE: July 14, 2025

SUBJECT: **PUBLIC HEARING** 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. 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 two county region served by OlyCAP. Receiving public comment can change the use of the Public Service funds to better meet the needs of individuals.

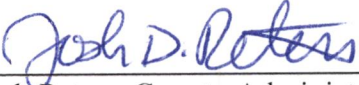
FISCAL IMPACT:

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

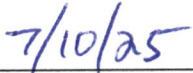
RECOMMENDATION:

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:



Josh Peters, County Administrator



Date



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: 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

Community Development Block Grant

Demographics and Title VI Certification

Grant Year 2025

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.

White

Black or African American

American Indian / Alaska Native

Asian persons

Native Hawaiian and Other Pacific Islander

Some Other Race

Two or more

TOTAL POPULATION

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.

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:

[Description]

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

[Description]

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:

[Description]

- ☒ 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.

[Explanation]

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:

[Additional Steps]

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

[Title]

Digital Signature

Signing will lock all form entries

Community Development Block Grant

Demographics and Title VI Certification

Grant Year 565

General Information

	Jefferson County	
Program Name	2025 CDBG Public Services	
Jurisdiction	Jefferson County	
Unique Entity Identifier # (UEI)	FGN7DDMJA7H7	
UEI / SAM.gov Expiration date		
Total Grant Amount	\$ 103,000	
Mailing Address	1820 Jefferson St.	
Street Address		
City	Port Townsend	
State	WA	
Zip code	98368	

Signature Authority for Grant Agreement

First Name	Josh
Last Name	Peters
Title	Jefferson County Administrator
Email	jdpeters@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)	\$ 103,000	
County General Admin (\$3,500 max.)		\$ 3,000	-3000
Services Amount	(Equals grant total minus funds reserved for Admin)	\$ 100,000	
Program Income			
Local Public Funds			
Other State Funds			
Other Federal Funds			
Private Funds			
Total Additional Funding Involved in delivering Service Activities		\$ 0	
Total Funding including CDBG		\$ 103,000	

Beneficiaries

Number of Persons	100
Number of Households	75
Number LMI Persons	100
Number LMI Households	75

Subrecipients and Consultants

Community Development Block Grant

Demographics and Title VI Certification

50 2025

103000

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.

Housing Services

25-62210-007

05U Housing Counseling

S = No longer Substandard

2 - Income eligibility limited to LMI persons only

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[Save Entries / Add another Activity](#)