



Department of Commerce

Community Development Block Grant CONTRACT CLOSEOUT REPORT

Contract Number: 16-62210-008	
1. Grantee Jurisdiction: Kittitas County	2. Official Address: 700 E. Mt. View Ave. Suite 501 Ellensburg, WA 98926
3. Name of Chief Administrative Official: Paul Jewell	4. Title: County Commissioner, Chairman
5. CDBG Contract End Date or Project Completion Date: June 30, 2017	6. Final Public Hearing Date: <i>August 1 2017</i>
<p>7. Brief project summary and results achieved: (See instructions on following page)</p> <p>CDBG Project Summary and Closeout Report</p> <p>HopeSource utilizes the Community Development Block Grant funds to support the community, specifically low income households in Kittitas County, with life skills education. Through workshops that cover such topics as budgeting, household management, credit and debt, money management, tenant prep, and positive work habits families and individuals gain the tools they need to break the cycle of poverty. HopeSource also provides numerous safety net services such as rent assistance, energy assistance, and transportation, but we believe the key to reaching self-sufficiency is through education. Our in-person workshops are offered several times a week in both our main office in Ellensburg as well as our satellite office in Cle Elum. Many of our workshops are also available online for those who are unable to attend in person or for students who want to refresh their knowledge at home. Response to the workshops has been overwhelmingly positive as evidenced by the student testimonials shown below.</p> <p>Rebecca (<i>Managing Your Money</i>) <i>"Suggestions were all great and easily applied to real life situations. Keep up the great work! Love how you're evolving and involving those who need assistance. Great move with the online classes"</i></p> <p>Thomas (<i>Developing Positive Work Habits</i>) <i>"Good self-discipline is not just to benefit my employer, it will also help me feel better about my work and give me something to be proud of."</i></p> <p>Robert (<i>Credit & Debt</i>) <i>"Now, I'm not going to get rich off this deal," says Robert, "but it sure has put me in a better direction. I've disciplined myself . . . and it will guide me and direct me to the right place I want to be with my finances. And it has reflected on my nephew. He's got a good start. I'm following HopeSource's lead and now he's following my lead. I don't want a free handout . . . I work seven days per week. What I'm going to do is work toward these realistic goals. And I can see results for my actions. I can see light at the end of the tunnel. And it's going to be a nice life."</i></p> <p>In addition to our regular workshops listed above, we offer in depth one on one coaching sessions in all of the topics provided in the workshops. Workshop participants who want to dive deeper into the information can schedule one on one coaching sessions where the concepts can be applied to the student's actual budget and household situation. Additionally, HopeSource clients who receive housing and rental assistance are required to complete a series of coaching sessions in areas that the case manager and the client determine to be appropriate for the clients housing stability plan.</p>	

☐ For construction projects, pictures of the completed project have been submitted to your CDBG project Manager

8. Physical address of the activity(s) if not available at start of project (See instructions)

N/A

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. 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.
4. 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

9/19/2017
Date

ABOUT THIS REPORT --

The Contract Closeout Report provides a format for grantees to certify and document project completion in compliance with federal CDBG national objective and citizen participation requirements; and with the grant contract. Data you provide is used to update, with actuals, what was anticipated at application and contract and complete yearly reporting requirements.

Detailed instructions are included on the reverse side of forms that are not self-explanatory.

We recommend completing the report using the electronic version available at www.commerce.wa.gov/cdbg, or sent by your CDBG project manager.



Please contact your CDBG project manager if you have questions

CONTRACT CLOSEOUT FACE SHEET INSTRUCTIONS

- Items 1-4 are self-explanatory.
- Item 5: **Insert the end date** listed on your contract face sheet or on the most recent amendment. For projects completed prior to this end date, enter the date the project was completed.
- Item 6: **Insert the date the required final public hearing** was held to receive input from the public on the CDBG-funded project. The public hearing must be held prior to submission of this report.
- Item 7: Briefly describe the CDBG-funded activity(s), the original need that was met, project's actual accomplishments compared to the CDBG contract's scope of work was accomplished, and project highlights. For construction projects, submit digital photographs of the project by emailing, or sending a CD, to your Project Manager.
- Item 8: Review the project address listed in your original application Project Summary. If it has changed, or if it was not known at that time, provide the actual address(es) here.
- Signature Block: This is the signature of the grantee's chief administrative official or designee.

FINANCIAL SUMMARY

BUDGET SUMMARY

HUD IDIS Activity Number, Budget Code & Activity Title (See Contract Data Sheet sent with executed CDBG contract)	Budget Amount	Funds Expended	Balance
05 Public Services	\$ 79,677.00	\$79,677.00	\$0.00
21A General Admin	\$ 3,500.00	\$ 3,500.00	\$0.00
Total CDBG	\$ 83,177.00	\$ 83,177.00	*\$ 0.00
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 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.

See Financial Summary Instructions for general program income information. For detail on program income and content of a Program Income Reuse Plan see Section 4 CDBG Management Handbook.

FINANCIAL SUMMARY INSTRUCTIONS:

HUD IDIS Activity and Budget Code(s): The Contract Data Sheet sent with the executed CDBG contract (or amendments) lists the Activity and Budget Code(s) and Activity Title for the project. List each activity assigned to the project and corresponding dollar amount.

The remainder of the budget form is self-explanatory.

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. The table below summarizes PI requirements. Section 4 of the CDBG Management Handbook includes detailed requirements for managing PI.

COMMUNITY DEVELOPMENT BLOCK GRANT CONTRACT DATA SHEET

Jurisdiction	City of South Bend	Contract Number	14-65400-026	End Date	06/30/2017	
BRIEF PROJECT SUMMARY						
Sewer system improvements						
CONTRACT LINE ITEM DETAIL						
GRANTEE	HUD IDIS PROJECT NUMBER	HUD IDIS ACTIVITY NUMBER	BUDGET CODE	NATIONAL OBJECTIVE	ACTIVITY TITLE	DOLLAR AMOUNT
South Bend	2014-0054	7151	03J	LMA	Water/Sewer Improvements	\$749,000.00
	2014-0054	7152	21A		General Program Administration	\$1,000.00
Total Contract Amount						\$750,000.00

Is it CDBG Program Income & How is it to be Used?

Activity that earned income <u>is continuing</u> (ex. housing rehabilitation program still offers loans)	Activity that earned income <u>is not continuing</u> (ex. housing rehabilitation program no longer offers loans)	
	Amount earned is \$35,000/year or greater	Amount earned is less than \$35,000/year
Income considered <i>Program Income</i>	Income considered <i>Program Income</i>	Income considered miscellaneous revenue
Use of Income: <ul style="list-style-type: none">• <u>If the CDBG contract is still open</u>, then the income must be used to continue the activity.• The income must be used before additional CDBG funds are drawn. Deduct the income on the next CDBG invoice voucher to the state.• <u>If the CDBG contract is closed but the activity is continuing</u>, the income must be used to continue the activity and sustain the local program (such as using the income for more loans)• The activity must continue to meet the CDBG eligibility criteria.• CDBG compliance is required (i.e. procurement, environmental review, federal labor standards.)	Use of Income: <ul style="list-style-type: none">• If another CDBG contract is open, then the income must be used before additional CDBG funds are drawn. Deduct the income on the next CDBG reimbursement request.• Otherwise,<ol style="list-style-type: none">1. If submitting a new CDBG application, the income must be included as a resource in the application’s project budget, or2. The income may be used for any CDBG eligible activity that benefits low- and moderate-income persons with CDBG approval.• CDBG compliance is required (i.e. procurement, environmental review, federal labor standards.)	Use of Income: <ul style="list-style-type: none">• If another CDBG contract is open, then the revenue must be used before additional CDBG funds are drawn. Deduct the income on the next CDBG reimbursement request.• Otherwise, the revenue may be used for any community development activity. Recommended use:<ol style="list-style-type: none">1. A CDBG eligible activity2. A project benefiting low- and moderate-income persons3. As a resource in a new CDBG application• CDBG compliance is not required (i.e. federal labor standards.)
Reporting: <ul style="list-style-type: none">• Must submit a Program Income Reuse Plan by closeout or first loan payment (housing rehabilitation, economic development or other) whichever is earlier.• Must maintain records to track income earned from any CDBG activity awarded to the local government.• Must submit to Commerce an annual Program Income Report, detailing the receipt and use of income, attachment 4-A.		Reporting: <ul style="list-style-type: none">• Must maintain records to track income earned from any CDBG activity awarded to the local government.• Must document that the aggregate income is under the \$35,000 Program Income annual threshold.
NOTE: If the local government does not expect to exceed the \$35,000 threshold and uses some of the income, but then does exceed the threshold by the end of the year, then any Program Income funded activity must have complied with all CDBG compliance requirements including environmental review, labor standards, etc. and reported to Commerce.		