



Department of Commerce

Innovation is in our nature.

Grantee Closeout Performance Report for Community Development Block Grant Contract No.: 13-65400-008

1. Grantee Jurisdiction: Kittitas County	2. Current Address: 205 West 5th Ave Suite 108 Ellensburg WA 98926
3. Name and Title of Chief Administrative Official:	Paul Jewell, Chairman Board of County Commissioners
4. Project Period: July 1 2013 to June 30, 2014	5. Insert date of Final Public Hearing: <u>April 15, 2014</u>

The chief administrative official of the grantee jurisdiction certifies that:

1. To the best of his/her knowledge and belief, the data provided in this report is true and correct as of the date of signing below.
2. Records supporting the information provided in this report are being maintained and will be made available upon request.
3. Assistance made available through the state CDBG Program has not been used to substantially reduce the amount of local financial support for the community development activities below the level of such support prior to the start of the CDBG assisted activities reported here.

In the event the audits disclose disallowable costs, the Washington State Department of Commerce shall retain the right to recover an appropriate amount after fully considering the recommendations on disallowed costs resulting from the final audit.

Signature:

A handwritten signature in blue ink, appearing to be "Paul Jewell", written over a horizontal line.

Chief Administrative Official

October 27, 2014

Date:

CDBG Grantee Closeout Performance Report**TABLE OF CONTENTS**

Cover Page and Certifications.....	1
General Instructions and table of contents.....	2
Financial Summary Reporting	3
Program Income Reporting	3
Benefit Summary Page	5
Benefit Summary Page Instructions	6
HUD Contract and Subcontract Activity Form (for Entire Project)	7
HUD Contract and Subcontract Activity Form Instructions	8
Final Labor Standards Compliance Report	9

INSTRUCTIONS

The Grantee Closeout Performance Report is designed to provide a format for grantees to document project completion in compliance with federal Department of Housing and Urban Development (HUD) funding requirements regarding national objective, citizen participation, and certify that the project was completed in compliance with the grant contract.

It is recommended that you obtain a copy of this report electronically from your project manager OR by contacting the Contracts Administration Unit (CAU) at 360-725-3090. This report is also available electronically at www.Commerce.wa.gov/cdbg.

1. Items 1 through 3 on the cover page are self explanatory.
2. Item 4: Please put the time frame of your project. The start date is usually on the cover page of your contract. If no start date is listed on the contract cover sheet, please use the date of the latest signature on the cover sheet for the start date. The end date is listed on your contract cover sheet also, or on the most recent amendment. If your project was completed prior to this end date, please put the date the project was completed.
3. Item 5: Please **insert the date** of the required **final public hearing** to review the CDBG-funded project with your jurisdiction's citizens.
4. Signature Block: This is the signature of the grantee's chief administrative official or designee.

Financial Summary, page 3: Please insert the data requested. If you are uncertain what data to include, please contact your project manager.

Program Income Report, page 4: Please choose one answer - Yes or No. The information provided here is also in section 4 of the CDBG Management Handbook. Most projects will not have program income. Please contact your project manager if you have questions.

Benefit Summary, page 5: The data on the beneficiaries has its own instructions. Please contact your project manager if you have questions.

Contract and Subcontract Activity Report, page 8. This form has its own instructions. Please contact your project manager if you have questions.

Semi-Annual Labor Standards Compliance Report, page 9: This form must be completed and **SIGNED** for construction projects. Complete this report for the entire project. This report is not necessary for non-construction projects such as planning, public services, housing rehabilitation, and non-construction job creation/retention grants. Please contact your project manager if you have questions.

CDBG Grantee Closeout Performance Report

FINANCIAL SUMMARY PAGE

1 Activity and Budget Line Number (This can be found on the attachment I of your contract and on the Contract Data Sheet sent to the Grantee with the fully executed contract.)	2 Brief Project Description and Physical Address of the Activity	3 Status of Activity (Complete or Incomplete)	4 Completion Date	5 Budget Amount	6 Funds Expended	7 Balance
6812 - 05 6813 - 21A	Public Services General Program Admin	Complete Complete	06/30/2014 06/30/2014	80,050.00 3,000.00	80,050.00 3,000.00	.00 .00
TOTAL				\$83,050.00	\$83,050.00	\$.00

Please contact your project manager if you have questions.

<p>WILL THIS PROJECT GENERATE PROGRAM INCOME (please circle only one - yes or no).</p> <p>If you circled "Yes," you will be contacted in the future for more information on program income generated. Please see next page for general information on Program Income.</p>	Yes	No
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PROGRAM INCOME: Program income is defined as the gross income received by a CDBG grantee or subrecipient that was generated from the use of CDBG funds and that equals or exceeds \$25,000 in a single calendar year. When income is generated by an activity that is only partially assisted with CDBG funds, the income shall be prorated to reflect the percentage of CDBG funds used. Requirements for managing program income can be found in Attachment 4-F of the CDBG Management Handbook (24 CFR Part 570.489 (e)).

Program Income Includes:

Proceeds from the disposition by sale or long-term lease of real property purchased or improved with CDBG funds; Proceeds from the disposition of equipment purchased with CDBG funds; Gross income from the use or rental of real or personal property acquired by a grantee or a subrecipient with CDBG funds, less the costs incidental to the generation of the income; Gross income from the use or rental of real property owned by the grantee that was constructed or improved with CDBG funds, less the costs incidental to the generation of the income; Payments of principal and interest on loans made using CDBG funds; Proceeds from the sale of loans made with CDBG funds; Proceeds from the sale of obligations secured by loans made with CDBG funds; Interest earned on funds held in a revolving funds account; Interest earned on program income pending disposition of the income; Funds collected through special assessments made against properties owned and occupied by households not of low-income, where the special assessments are used to recover all or part of the CDBG portion of a public improvement; and Gross income paid to a grantee or subrecipient from the ownership interest in a for-profit entity acquired in return for the provision of CDBG assistance.

Using Program Income and Record Keeping Requirements

Grantees may retain program income during the project period provided it is accounted for and used before requesting additional CDBG funds. Program income that is received and retained by the grantee before closeout of the grant is treated as additional CDBG funds, must be used on the existing project, and is subject to all applicable requirements.

Grantee may retain and use program income after the project period and closeout. Income earned after closeout is considered “program income” with accompanying requirements and restrictions, if the total amount earned equals or exceeds \$25,000 in a single year (January – December). If the total amount of post-closeout income earned is less than \$25,000 in a single year, then the CDBG requirements do not need to apply.

Less than \$25,000: If a jurisdiction expects to earn less than \$25,000 and use this income for non-CDBG eligible uses, the jurisdiction must wait until the end of the year to verify with the CDBG program that this \$25,000 threshold was not exceeded. Once this is determined, these funds can be used without CDBG restrictions. In general, it is recommended that any income earned (whether above or below \$25,000), be used to continue the CDBG-funded activity, such as a revolving loan fund.

\$25,000 or more: If the total amount of program income equals or exceeds \$25,000 in a single year, the amount and intended use of this program income must be reported to the CDBG program. The income must be used to continue the CDBG-funded activity, such as a revolving loan fund, or fund a CDBG-eligible activity.

CDBG Grantee Closeout Report**BENEFICIARY SUMMARY PAGE**

Grantee: Kittitas County _____

Date: 10/27/2014 _____

Name of Person completing this data: Judy Pless _____

Phone: 509-962-7502 _____

Line Item	05		
Activity Number	6812		

1. Total Persons Served	2428		
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Ethnic Breakdown

Hispanic	326		
Non-Hispanic	2102		
2. Total by Ethnicity	2428		

Racial Breakdown

White	2280		
Black / African American	31		
Asian	8		
American Indian / Alaskan Native	30		
Asian and White	3		
Black / African American and White	2		
American Indian / Alaskan Native and Black / African American	0		
Other Multi-Racial	74		
3. Total by Race	2428		

Low-Moderate Income Breakdown

Extremely Low Income (0-30% AMI)	{ 1339		
Very Low Income (31-50% AMI)			
Low Income (51-80 AMI)	472		
4. Total LMI Served			

Group Breakdown (If available)

Homeless			
Female Headed Households			
Disabled / Special Needs			
5. Total Served by Group			

Note: Totals for Lines 1, 2 and 3 should match each other.

BENEFIT SUMMARY PAGE INSTRUCTIONS: The Department of Housing and Urban Development (HUD) requires this information for your project.

Beneficiary Information: If your project has a mixed national objective, a beneficiary table will be required for each national objective. The national objective can be found on the Contract Data Sheet sent to the Grantee with the fully executed contract. If you need assistance, please contact your project manager.

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

Section 1 Total Persons Served (Households Served)

Total Person's Served – Enter the total number of beneficiaries for this project. **IF** the national objective for your project is low- and moderate-income households (LMH), you will need to report Households served instead of people served. This information is listed on the Contract Data Form that was sent to you with your signed contract. Please call your project manager if you have questions.

Section 2 Beneficiaries by Ethnicity

Ethnic Makeup

Hispanic or Non-Hispanic – Everyone should be counted as belonging to one of these two groups and everyone should be counted only once.

Please note – Hispanic persons may include people from Puerto Rico, the other Caribbean islands, Mexico, Central and South America and other locations that share a cultural heritage linked to the Spanish language. There are many different ethnic groups but Hispanic is the only ethnic group being tracked at this time.

Section 3 Beneficiaries by Race

Racial Makeup Information

A person of Hispanic ethnicity can be considered as being from any of the racial categories.

Race is separate from ethnic makeup and everyone should be counted once in a Single Race OR a Multi-Race group.

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

Low-Moderate Income Information

At a minimum, enter the total number of low-moderate income beneficiaries at the bottom of section four. If you have detailed income data for beneficiaries please, provide that detail by the income category listed.

Group Information

Please provide this information by group served if it is available to you.

**KITTITAS COUNTY
BOARD OF COMMISSIONERS
COMMISSIONERS AUDITORIUM
SPECIAL MEETING**

TUESDAY

2:00 P.M.

APRIL 15, 2014

Board members present: Chairman Paul Jewell and Vice-Chairman Gary Berndt. Excused: Commissioner Obie O'Brien.

Others: Julie Kjorsvik, Clerk of the Board; Jeff Watson, Staff Planner; Doc Hansen, Planning Official; Susan Grindle, Executive Director of HopeSource and 3 members of the public.

PUBLIC HEARING CDBG - PUBLIC SERVICE GRANT COMMISSIONERS

At 2:00 p.m. **CHAIRMAN JEWELL** opened a Public Hearing to consider and review Community Development and Housing Needs, inform citizens of the availability of funds and eligible uses of the State Community Development Block Grant (CDBG), receive comments on proposed activities, particularly from lower income persons residing in Kittitas County. Up to \$83,359.00 will be available to Kittitas County and HopeSource to fund public services. There were handouts available to the public relating to the application materials including availability of funds and eligible uses

SUSAN GRINDLE, HOPE SOURCE EXECUTIVE DIRECTOR reviewed the proposed Community Development Block Grant Funds application to the Department of Commerce in the total amount of \$83,359.00 and gave an update on last year's use of funds. She reviewed the number of people they serve between Hope University education which supports housing and energy programs and all other programs that include basic life skills such as budgeting, household management, credit and financial crisis money management. She said the programs provide an opportunity for their clients to move forward in the community. She said HopeSource also offers online classes, noting they have been collecting new curriculum for their life skills program so people can access Hope University easier. She said without the CDBG funding they would not be able to provide opportunities for people in the community, and noted the funding does not support any of their other programs. It was noted the energy clients must take a basic/saving money class before obtaining assistance and if a client is receiving rent assistance they must take a Hope University class.

2014-04-15 MINUTES

APPROVED
5-6-14

THERE BEING NO ONE REQUESTING TO TESTIFY, THE PUBLIC PORTION OF THE HEARING WAS CLOSED.

RESOLUTION 2014-063 CDBG - PUBLIC SERVICES GRANT COMMISSIONERS

COMMISSIONER BERNDT moved to approve and authorize signature on the 2014 Department of Commerce Community Development Block Grant, Public Service Funds application materials including Resolution No. 2014-063, Project Summary, Title VI Certification, Project Description, Services Budget and Citizen Participation Documentation. **CHAIRMAN JEWELL** seconded. Motion carried 2-0.

PUBLIC HEARING

OPEN SPACE CURRENT USE

CDS

At approximately 2:13 p.m. **CHAIRMAN JEWELL** opened a Public Hearing continued from April 1, 2014 to consider Open Space Current Use Applications: File OC-12-00001 (Tucker); File OC-13-00001 (Resort Creek) and File OC-13-00002 (Gold Creek).

JEFF WATSON, STAFF PLANNER gave a Staff Report on the Tucker Open Space Current Use Application (OC-12-00001). He reviewed the location which is approximately 6 miles south by southwest of Snoqualmie Pass off Forest Service Road 4832. He reviewed the site information and criteria used for analysis. He said the applicant would like to have the property designated Open Space Current Use in order to protect the streams and water supply. He noted the parcel abuts the Southside of the Teanaway Community Forest area.

MR. TUCKER, APPLICANT felt his application met all the Open Space Current Use criteria and recommended the Board's approval. **COMMISSIONER BERNDT** said there would be a substantial tax shift and questioned what the public benefit would be if the property were designated as Open Space. **MR. TUCKER** said the public benefit would be to have no further development on the property and it would be left as it is.

CHAIRMAN JEWELL reviewed the criteria for Open Space Current Use designation and how it relates to the application. He said he did not see a lot of public benefit to grant the request, while noting some of the criteria may be met, he did not feel it was enough to shift the burden of taxes to others. **COMMISSIONER BERNDT** said he did not see anything in the application that would be a public benefit to grant the request.

2014-04-15 MINUTES

THERE BEING NO ONE REQUESTING TO TESTIFY REGARDING THE TUCKER OPEN SPACE CURRENT USE APPLICATION, THE PUBLIC PORTION OF THE HEARING WAS CLOSED.

COMMISSIONER BERNDT moved to deny the Open Space Current Use Application, stating there was no adequate public benefit to justify a tax shift. **CHAIRMAN JEWELL** seconded. Motion carried 2-0.

JEFF WATSON, STAFF PLANNER reviewed the Resort Creek Open Space Current Use Application (OC-13-00001), for property located approximately 6 miles south by southwest of Snoqualmie Pass off Forest Service Road 4832. He reviewed the site information and criteria used for analysis. He noted the applicant stated the property is integral to the wildlife connectivity corridors along I-90 and had been acquired with Section 6 funding from the US Department of Fish & Wildlife to secure threatened and endangered fish and wildlife habitat and to protect critical wildlife corridors surrounding I-90. He said although the property is open for public use it is not advertised as such.

CHAIRMAN JEWELL questioned if there was any information provided on the specific types of species it would be used for a nesting ground or migration corridor.

DARCEY WHITNEY, AUTHORIZED AGENT FOR FORTERRA reviewed the application, public benefits and the conservation easement in place. She noted how the property was very steep and could not be further developed and would be open to the public. She urged the Board's approval of the application. **CHAIRMAN JEWELL** said he explained the criteria he used and the reasons to justify approving the application including how it qualifies as a public benefit promoting conservation principals. He said the property is along I-90 and the view shed is obvious.

COMMISSIONER BERNDT felt the scenic resources were also important.

THERE BEING NO ONE IN ATTENDANCE REQUESTING TO TESTIFY REGARDING THE RESORT CREEK OPEN SPACE CURRENT USE APPLICATION, THE PUBLIC PORTION OF THE HEARING WAS CLOSED.

MR. WATSON said the application was for 3 contiguous parcels that could have been developed independently, prior to their Conservation Agreement.

2014-04-15 MINUTES

COMMISSIONER BERNDT moved to approve Resort Creek Open Space Current Use Application (OC-13-00001), as presented. **CHAIRMAN JEWELL** seconded. Motion carried 2-0.

JEFF WATSON, STAFF PLANNER reviewed the Gold Creek Open Space Current Use Application (OC-13-00002), for property located approximately 2 miles southeast of the top of Snoqualmie Pass at 189 Snowshoe Lane. He reviewed the site information and criteria used for analysis. He said there were wetlands on the property and the property is also covered by a Conservation Easement.

DARCEY WHITNEY urged the Board approving their application. She reviewed the criteria that applied to grant their request and noted that although public access is allowed it is not advertised.

THERE BEING NO ONE IN ATTENDANCE REQUESTING TO TESTIFY REGARDING THE GOLD CREEK OPEN SPACE CURRENT USE APPLICATION, THE PUBLIC PORTION OF THE HEARING WAS CLOSED.

COMMISSIONER BERNDT indicated he did not have any issues with the application.

COMMISSIONER BERNDT moved to approve Open Space Current Use Application (OC-13-00002), as presented. **CHAIRMAN JEWELL** seconded. Motion carried 2-0.

The Board asked Staff to include in their Findings how the majority of the property is located within the 100 year flood plain; Gold Creek's designation of a shoreline of the State to protect streams and water supply; public access is allowed which enhances recreation and they had a self-imposed Easement in place.

Meeting adjourned at 3:20 p.m.

CLERK OF THE BOARD


Julie Kjørsvik

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**


Paul Jewell, Chairman