



## Community Development Block Grant – Coronavirus CONTRACT CLOSE OUT REPORT

1. Contract Number: <b>20-6221C-160</b>
2. Grantee Jurisdiction: <b>City of Olympia</b>
3. Chief Administrative Official and Title: <b>Jay Burney, City Manager</b>
4. CDBG Contract End Date or Project Completion Date: <b>07/31/2024</b>
5. Final Public Hearing Date: <b>11/12/2024</b>
6. Brief project summary and results achieved: <b>The City of Olympia funded Homeless Services with CDBG-CV2 funding. The City’s Homeless Response Coordinator provided direct outreach and services to community members experiencing homelessness through 2021, 2022 and 2023. CDBG-CV2 funding also funded subrecipient OlyMAP. OlyMAP provided individual case management, site support, safety and survival supplies for 11 residents of the New Hope Tiny Home Community and the 28 former residents of the Nickerson camp community. Supplies and services provided include identification documents, covering of application fees for housing and the provision of personal hygiene, health and harm reduction supplies. OlyMAP also supported both communities through the provision of health, safety and stability supplies, such as PPE for protection against COVID-19.</b>
7. Physical address and/or service area of the project/activity(s): <b>601 4<sup>th</sup> Ave, Olympia WA</b>

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 close out 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:**

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**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*
8364	21A General Administration	\$ 9,000.00	\$9,000.00	\$0
8363	03T Homeless Services	\$ 132,258.00	\$132,258.00	\$0
<b>Total CDBG</b>		\$ 141,258.00	\$ 141,258.00	*\$0
Other Funding				
<b>Total Project</b>		\$141,258.00	\$141,258.00	\$0

\*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

<p>1. Will this project generate program income?</p>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<p>2. If "Yes" to question 1, have you submitted a Program Income Reuse Plan to your CDBG-CV project manager?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>For detail on program income and content of a Program Income Reuse Plan, see Section 4 CDBG Management Handbook.</p>		

## BENEFICIARY SUMMARY

At CDBG-CV application, the grantee identified how each project activity would benefit low- and moderate-income (LMI) persons as well as the estimated ethnic and racial breakdown. Actual beneficiary data was required during the project.

# BENEFICIARIES AT CLOSE OUT FORM

**Note:**

- General Administration (your admin) and planning budget codes do not require reporting.
- Totals for Lines 1, 2, and 3 should be the same.

Budget code and activity numbers can be found on the A19 voucher form.

<b>Budget Code 8363</b>			
<b>Activity Number 03T Homeless Services</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>

## Project Beneficiary – Persons Served

New Access (i.e. first in area)	440	177	112
Access to services/facility is no longer substandard			
Improved access (i.e. improved proximity)			
<b>1. Total Persons</b>	<b>440</b>	<b>177</b>	<b>112</b>

## Racial/Ethnic Breakdown

	# by Race	# of Hispanic	# by Race	# of Hispanic	# by Race	# of Hispanic
White					106	
Black/African American					3	
Asian						
American Indian/Alaskan Native					1	
Native Hawaiian/Other Pacific Islander						
American Indian/Alaskan Native and White						
Asian and White						
Black /African American and White						
American Indian/Alaskan Native & Black/African American						
Other Multi-Racial	440		177		2	
<b>2. Total</b>	<b>440</b>		<b>177</b>		<b>112</b>	

## Low- and Moderate-Income Breakdown

Very Low Income (0-30% AMI)	440	177	112
Very Low to Low Income (31-50% AMI)			
Low to Moderate Income (51-80% AMI)			
<b>Sub-Total</b>			
Non-LMI ( 81% AMI and above)			
<b>3. Total</b>			

## BENEFICIARIES AT CLOSE OUT FROM INSTRUCTIONS:

This data is reported to HUD to document how CDBG funds are used in Washington State. HUD uses this data to report the use of CDBG funds nationally.

**Budget Code and Activity Number:** These are the same budget code(s) and activity numbers used on the budget summary. If in doubt, the Contract Data Sheet sent with the executed CDBG contract lists the budget code(s) and Activity Number(s). Complete columns for each activity assigned to the project.

NOTE: General Administration (Budget Code 21A) and Planning (Budget Code 20) do not require reporting.

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

1. **Project Beneficiary -- Persons Served:** Choose the appropriate accomplishment and enter the total number of beneficiaries for each activity.
2. **Racial/Ethnic Breakdown:** Insert the race and ethnicity for the beneficiary served at project completion. Use the first column, labeled # by Race, to list the number of individuals by racial group. HUD has designated Hispanic as an ethnic group. A person can be identified as both a member of a racial group and an ethnic group, but cannot be designated only as an ethnic group. If an individual is also of Hispanic ethnicity, count the individual also in the second column labeled # of Hispanic.
3. **Low- and Moderate-Income Breakdown:** Enter the number of persons by income category. If the 30% and 50% breakdown are unknown, at a minimum, enter the total number of low- and moderate-income beneficiaries as a "Sub-total LMI served". The total of LMI served and non-LMI served should be the same as sections 1, 2, and 3.

The CDBG Income Limits showing 30%, 50%, and 80% levels of area median income (AMI) by county are available on our website at [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg) under Guidance Materials.

**\*Projects meeting LM - the Presumed Benefit Activities:** If the activity qualified as exclusively benefiting clientele in special groups presumed by HUD to be principally LMI persons, report the number of persons benefiting under the following income categories unless you have information that supports reporting them under a different income category.

Group	Income Level
Abused children	Very low income
Battered spouses	Low income
Severely disabled adults	Low income
Homeless persons	Very low income
Illiterate adults	Low income
Persons with Aids	Low income
Migrant Farm workers	Low income
Elderly	Moderate income (If to acquire, construct, convert, and/or rehabilitate senior center)