



5/24/2023

**BLOCK GRANT ADVISORY COMMITTEE AGENDA
COUNCIL CHAMBERS - 210 W. 6TH AVE
PUBLIC CALL INTO MEETING 509-585-4566**

4:00 PM

- 1. CALL TO ORDER:**
- 2. ATTENDANCE:**
- 3. APPROVAL OF MINUTES:**
 - a. Review and approval of the April 26, 2023 minutes.
- 4. OPEN ISSUES:**
 - a. 2023 Annual Action Plan Substantial Amendment Update
(no agenda packet attachments)
- 5. NEW BUSINESS:**
 - a. CARES Act Substantial Amendment
- 6. COMMITTEE COMMENTS/DISCUSSION:**
- 7. ADJOURNMENT:**

DRAFT
CITY OF KENNEWICK
CDBG COMMITTEE
April 26, 2023

1. CALL TO ORDER:

Ron Hue called to order the regular meeting of the Block Grant Advisory Committee at 4:00 p.m. on April 26, 2023 at City Hall Council Chambers.

2. ATTENDANCE

Members Present

Ron Hue, Chair
Bruce Donner
Jerry Martin
Christy Watts
Jim Millbauer, Councilmember
Kylie Peel, Staff Liaison

Members Excused

Bobbie Littrell, Vice Chair
Carlo D'Alessandro
Vel Wright

3. APPROVAL OF MINUTES:

Ron Hue opened the discussion on the March 22, 2023 minutes and asked for a motion. Bruce Donner motioned for the minutes to be approved as written. Christy Watts seconded the motion - vote approved unanimously.

4. OPEN ISSUES

a. CivicClerk Board Portal Discussion

Minor issues were discovered after recent testing. Until further notice, the Board Portal is put on hold and not being used. You should be able to access agenda's and minutes from Kennewick's website. Kylie will also plan to send a direct link to members once posted.

5. NEW BUSINESS:

a. 2023 AAP Substantial Amendment

Kylie Peel gave notification to the committee that a substantial amendment may be coming up in the future. Due to the City's annual grant from HUD being significantly lower than expected, the approved Public Service projects are now listed as being funded over the 15% allowed amount set by HUD. In order to become compliant with HUD's guidelines, \$10,282 must be decreased from the City's Youth Scholarship program. This program will be awarded \$24,718 once the amendment is submitted to and approved by HUD.

a. CDBG-CV2 Public Hearing

Last update for CV2 funds. Part of the Dept. of Commerce's contract close-out process is to hold a Public Hearing at a Council Meeting to receive any comments from the public regarding the use of \$164,112 awarded to Meals on Wheels for the purchase of a delivery van equipped with a warming oven plus 200+ fresh meals delivered to Kennewick seniors who were in quarantine with COVID-19. The Public Hearing is currently scheduled for the May 16th meeting.

6. COMMITTEE COMMENTS/DISCUSSION

No comments or discussion.

7. ADJOURNMENT:

Bruce Donner moved that the meeting be adjourned. The meeting adjourned at 4:14 p.m.



Leading the Way

Management Services Community Development Block Grant Staff Report

Council Date: TBD

Staff Contact: Kylie Peel

Agenda Item: Substantial Amendment to the 2019 Annual Action Plan

The City is entitled to utilize CDBG funds to carry out a number of activities that meet HUD's three National Objectives. The activities must satisfy one or more of the following criteria:

- Provide a benefit to low- and moderate-income persons; OR
- Prevent or eliminate slums or blight; OR
- Meet an urgent community need (disaster) that threatens the health or welfare of residents

5-Year Consolidated Plan "Citizen Participation Plan" Substantial Amendment Requirements & Process

A Substantial Amendment to the plan will occur when the original purpose of an allocation is changed to a new eligible category, or when a change in the allocation exceeds 25% of the City's yearly allocation. A Substantial Amendment must;

- *Be forwarded to the City's Advisory Committee*
- *Be advertised in a local newspaper and available for a period of 30 days for public review and comment*
- *Be approved by City Council after the public review and comment period has ended*
- *Be signed by the City Manager after approval by City Council*
- *Be submitted to HUD by Staff for final approval*

**Amendment will increase allocation to COK COVID-19 Customer Service Barrier
OR**

Amendment will allocate funds to Community Center Security Surveillance

The Public Works Department has completed their Pedestrian Pathway Solar Lighting project using CARES Act funds. The project came under budget and the department has returned \$28,249 to CDBG. The City must now allocate these extra funds towards a new or existing CARES Act project.

All projects that are funded by the CARES Act grant must have a tieback on how our local government is taking steps to prevent, prepare for and respond to COVID-19. Two options have been recognized to expend these funds.

- 1) The Customer Service barrier is currently being replaced but due to the cost of equipment, labor and inflation, the project cost has surpassed the original awarded amount.
- 2) Creating a new project with Parks/Facilities to install surveillance cameras at the Community Center would support HUD's guide to end community violence that has rapidly increased since the wake of the pandemic.

Following the substantial amendment requirements and process listed above, it is recommended by staff to either allocate the \$28,249 towards the existing Parks/Facilities Department's Customer Service COVID-19 Barrier project, or create a new project to install surveillance cameras at the Community Center.

Community Development

210 W. 6th Avenue • PO Box 6108 • Kennewick, WA 99336-0108
(509) 585-4432 • kylie.peel@ci.kennewick.wa.us