



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

1. Contract Number: <b>20-6221C-156</b>
2. Grantee Jurisdiction: City of Lakewood
3. Chief Administrative Official and Title: John Caulfield, City Manager
4. CDBG Contract End Date or Project Completion Date: December 31, 2023
5. Final Public Hearing Date:
6. Brief project summary and results achieved: <p>The project provided funding to Living Access Support Alliance (LASA) to expand LASA’s Client Services Center to include the rehabilitation/remodel or the existing facility to include new and improved access to laundry facilities, bathroom facilities and general hygiene support for homeless persons. Construction activities included the installation of three new commercial washers/dryers, two full bathroom and shower facilities, and expansion of various storage and client service space related to homeless services.</p> <p>During construction, a water pipe froze and broke causing water damage to the interior of the building housing the homeless services facilities and the main offices. The interior had to be repaired for water damage and remodeling activities delayed during this process. During this reporting period, the facility was able to serve clients in 2023, providing improved access to homeless services and facilities to 130 individuals. Service levels are anticipated to grow in 2024 and 2025 with an average of 200-250 individuals served on an annual basis.</p>
7. Physical address and/or service area of the project/activity(s): City of Lakewood. This project meets a HUD National Objective of Limited Clientele – Presumed Benefit, Homeless Persons (570.208 (a) (2) (i) (A)).

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:**

\_\_\_\_\_ **Chief Administrative Official**

\_\_\_\_\_ **Date**

**FINANCIAL SUMMARY**

<b>Budget Summary</b>				
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*
8390	03E – Neighborhood Facilities	\$129,871.00	\$129,871.00	\$0.00
8391	21A – General Administration	\$6,835.00	\$5,183.89	\$1,651.11
		\$	\$	\$
		\$	\$	\$
<b>Total CDBG</b>		\$136,706.00	\$135,054.00	*\$1,651.11
<b>Other Funding</b>				
		\$	\$	\$
		\$	\$	\$
<b>Total Project</b>		\$136,706.00	\$135,054.00	\$1,651.11

\*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"/> <b>Yes</b>	<input checked="" type="checkbox"/> <b>No</b>
<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"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<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.
- A separate report is required for each of your contract's activity codes

**Budget Code:**

**IDIS Activity Number:**

#### Project Beneficiary – Persons Served

Service Year	2021	2022	2023
New Access (i.e. first in area)	-0-	-0-	130
Access to services/facility is no longer substandard	-0-	-0-	130
Improved access (i.e. improved proximity)	-0-	-0-	130
<b>1. Total Persons</b>	-0-	-0-	130

#### Racial/Ethnic Breakdown

Service Year	2021		2022		2023	
	# by Race	# of Hispanic	# by Race	# of Hispanic	# by Race	# of Hispanic
White	-0-	-0-	-0-	-0-	68	5
Black/African American	-0-	-0-	-0-	-0-	42	0
Asian	-0-	-0-	-0-	-0-	3	0
American Indian/Alaskan Native	-0-	-0-	-0-	-0-	4	1
Native Hawaiian/Other Pacific Islander	-0-	-0-	-0-	-0-	4	0
American Indian/Alaskan Native and White	-0-	-0-	-0-	-0-	0	0
Asian and White	-0-	-0-	-0-	-0-	0	0
Black /African American and White	-0-	-0-	-0-	-0-	3	1
American Indian/Alaskan Native & Black/African American	-0-	-0-	-0-	-0-	0	0
Other Multi-Racial	-0-	-0-	-0-	-0-	6	1
<b>2. Total</b>	-0-	-0-	-0-	-0-	130	8

### Low- and Moderate-Income Breakdown

Service Year	2021	2022	2023
Very Low Income (0-30% AMI)	-0-	-0-	57
Very Low to Low Income (31-50% AMI)	-0-	-0-	43
Low to Moderate Income (51-80% AMI)	-0-	-0-	30
<b>Sub-Total</b>	-0-	-0-	130
Non-LMI ( 81% AMI and above)	-0-	-0-	-0-
<b>3. Total</b>	-0-	-0-	130

#### **BENEFICIARIES AT CLOSE OUT FORM 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 year during which services were delivered under this grant.

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. **Do not add the # by Race column and the # Hispanic columns together. # Hispanic is a subset of # by Race.**
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.

<b>Group</b>	<b>Income Level</b>
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)