



## MEMORANDUM

**TO:** Chairman and Members of the County Council  
Steve Ehlmann, County Executive

**FROM:** Robert Myers, AICP, Acting Director of Community Development

**SUBJECT:** Item for November 14, 2022 County Council Meeting: CDBG agreement with the City of St. Charles

**DATE:** October 20, 2022

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### SUMMARY

The purpose of this bill is to authorize the County Executive to sign Community Development Block Grant (CDBG) Professional Services and Program Administration agreement with the City of St. Charles in anticipation of the U.S. Department of Housing and Urban Development (HUD) releasing 2022 CDBG funds. The City of St. Charles joined the St. Charles Urban County beginning January 1, 2018, and by the City of St. Charles joining the Urban County, the Urban County's revenue rose from about \$656,116 in 2017 to \$1,112,491 in 2018. Urban County's 2022 revenue is \$1,087,986.

### BACKGROUND

St. Charles County is the responsible agency for the St. Charles Urban County, a cooperative arrangement allowing ten jurisdictions (the City of St Charles, City of St. Peters, City of Lake St. Louis, City of Cottleville, City of Wentzville, City of Weldon Spring, City of Dardenne Prairie, City of Augusta, City of St. Paul and Unincorporated St. Charles County) to collectively receive Community Development Block Grant (CDBG) funds directly from the U.S. Department of Housing and Urban Development (HUD). Since June 1, 2017, the City of St. Charles has been administering CDBG programs on behalf of the Urban County.

For the City of St Charles to continue administering St Charles Urban County CDBG programs, the following agreement must be signed by St Charles County and City of St. Charles:

2022 Professional Administrative Services and Program Administration Agreement: a one-year agreement whereby the City agrees to administer the Urban County's CDBG Programs reflecting the Urban County's 2022 Annual Action Plan. It will be automatically renewed for 2023, 2024 and 2025 concurrent with the Annual Action Plans and Consolidated Plan.

Pursuant to the agreement between the County and the City of St Charles in forming the Urban County (authorized in 2017 by ordinance 17-055), the City of St Charles receives CDBG funding for city programs in a mutually agreed amount as set in 2022 Annual Action Plan (AAP) (authorized in 2022 by ordinance 22-051). Based upon funding allotments for 2022, City of St Charles will receive a total amount of \$239,000 (\$142,000 of general administration and 97,000 for Urban County Home Improvement Loan Program administration).

The City's programs (home improvement forgivable loans to income qualifying owners, code enforcement services to eligible residents, transportation assistance to those who are elderly, disabled, or low income who are unable to drive or do not have a vehicle, senior services (Meals on Wheels) to eligible residents of the City and the Coordinated Entry assistance for homeless County residents) are combined with Urban County programs as defined in AAPs after 2021 and therefore, no subrecipient agreement will be required.

### **RECOMMENDATION**

County staff requests that the County Council approve the attached bill authorizing the County Executive to execute the following agreement:

- 2022 professional Services and Program Administration Agreement to cover the period January 1, 2022 to December 31, 2022 with three (3) automatic renewals (EXHIBIT A)