



## MEMORANDUM

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

**FROM:** Michael Hurlbert, AICP, Director of Community Development

**SUBJECT:** Items for October 15, 2019 County Council Meeting: CDBG agreements with the City of St. Charles

**DATE:** September 20, 2019

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### SUMMARY

The purpose of this bill is to authorize the County Executive to sign Community Development Block Grant (CDBG) agreements with the City of St. Charles in anticipation of the U.S. Department of Housing and Urban Development (HUD) releasing 2019 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 2019 revenue is \$1,074,952.

### BACKGROUND

St. Charles County is the responsible agency for the St. Charles Urban County, a cooperative arrangement allowing nine 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 New Melle 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 receive entitlement funds in 2019 and continue administering St Charles Urban County CDBG programs, the following agreements must be signed by St Charles County and City of St. Charles:

- 2019 Program Administration Agreement: a one-year agreement to administer the Urban County's CDBG program reflecting the Urban County's 2019 Annual Action Plan. Targeting 2019 CDBG program, a new agreement is herewith submitted to cover the program year. A related Professional Administrative Services agreement between the City and County remains in effect through Dec 31, 2020, and doesn't have to be renewed at this time.

- 2019 Subrecipient Agreement: an annual sub-recipient agreement for the City of St Charles to administer its own CDBG-funded programs reflecting the Urban County's 2019 Action 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 2019 Annual Action Plan. Based upon funding allotments for 2019, City of St Charles will receive a total amount of \$344,788. The attached subrecipient agreement between the County and City of St Charles details the programs that the City will deliver with the 2019 CDBG funds. The City's programs detailed in the subrecipient agreement conform to those that were identified in the approved 2019 CDBG Annual Action Plan.

The City programs include home improvement forgivable loans to income qualifying owners (\$132,788), code enforcement services to eligible residents (\$70,000), rehab administration (\$97,000), transportation assistance to those who are elderly, disabled, or low income who are unable to drive or do not have a vehicle (\$10,000), senior services (Meals on Wheels) (\$10,000) to eligible residents of the City and Coordinated Entry assistance for homeless County residents (\$25,000 with additional funding of \$10,000 from County funds).

## **RECOMMENDATION**

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

- 2019 Program Administration Agreement to cover the period January 1, 2019 to December 31, 2019 (EXHIBIT A)
- 2019 Subrecipient Agreement to cover the period January 1, 2019 to December 31, 2019 (EXHIBIT B)