DATE: July 2, 2020

TO: Steve Ehlmann, County Executive
Joann Leykam, Director of Administration

FROM: Michael Hurlbert, AICP, Director of Community Development
Pinar Turker, County Planner

RE: Community Assistance Board funding recommendations for CDBG-CV funds

St. Charles County has solicited applications from not-for-profit agencies to provide services to St. Charles County residents needing assistance due to the economic impacts of COVID-19. The programs to be implemented by agencies were approved by the St. Charles County Council on June 29, 2020 and include housing stability and food assistance for those in need. These programs include short-term rent, mortgage, and utility assistance for income-qualified households at risk of losing their housing. Federal funding for these programs has been provided through the CARES Act and the U.S. Department of Housing and Urban Development’s Community Development Block Grant (CDBG) program. The provision of all services using CDBG-CV funds must be in accordance with HUD requirements.

As indicated below, St. Charles County received four applications requesting a total of $339,000 in CDBG-CV funding while $323,000 has been allocated for these programs. The Community Assistance Board reviewed applications at a meeting held on June 30, 2020.

**REQUESTED AND RECOMMENDED FUNDING**

<table>
<thead>
<tr>
<th>AGENCIES APPLYING</th>
<th>TOTAL REQUESTED</th>
<th>TOTAL RECOMMENDED</th>
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<tr>
<td>Northeast Community Action Corporation (NECAC)</td>
<td>$100,000</td>
<td>$100,000</td>
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<tr>
<td>Sts. Joachim and Ann Care Service</td>
<td>$94,000</td>
<td>$94,000</td>
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<tr>
<td>Habitat for Humanity of St. Charles County</td>
<td>$90,000</td>
<td>$90,000</td>
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<tr>
<td>Love in the Name of Christ St. Charles County (LINC)</td>
<td>$55,000</td>
<td>$39,000</td>
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<td>$339,000</td>
<td>$323,000</td>
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The Community Assistance Board requests that the County Council approve the allocation of CDBG-CV funds as recommended above.
St. Charles County
Community Assistance Board
Teams Virtual Meeting
Meeting Minutes
June 30, 2020
9:00 am

Meeting Facilitator: Caty Beilsmith, chairperson
Board Members Attending: Christy Weber; David Bardgett; Carissa Figgins; Cindy Syberg; John Glenn; Don Brannam, Pat Leon
Board Members Absent: none
Others present: Pinar Turker (St. Charles County); Cheryl Clerkley (NECAC); Kathy Henderson (Sts. Joachim and Ann Care Service); Dottie Kastigar (Community Council of St. Charles County); Lauren Muehling (Habitat for Humanity of St. Charles County); Kathy Thompson (LINC); LaKeysha Fields (Salvation Army); Linda Fritz (NECAC) Robert Myers (St. Charles County); Demetria Lightfoot; Anita Telkamp (St. Charles City); Janice Robinson (NECAC)

I. Call to order
   Chairperson Beilsmith called the meeting to order at 9:00 am.

II. Pledge of Allegiance

III. Public Comment
   No public comment.

IV. Approval of March 10, 2020 minutes
   Motion made by John to approve the March 2020 minutes. Motion seconded by Dave. Motion approved.

V. New business
   CDBG-CV Funding Application review
   
   • The Community Assistance Board (CAB) was convened for a special session to review agency applications for Community Development Block Grant – COVID (CDBG-CV) funds. CDBG-CV funds were awarded to the Urban County to help offset the impact of COVID-19 on the community. The County established an expedited funding process to quickly allocate funding to agencies. A total of $323,000 was allocated for rent assistance, mortgage assistance, utility assistance, food assistance, and household goods. (See chart of funding applications received). Three applications were received (by email): the Northeast Community Action Corporation (NECAC) requested $100,000; Sts. Joachim & Ann Care Service requested $94,000; and Habitat for Humanity requested $90,000. NECAC and J&A included requests for food and household assistance. Funding to be allocated needs to be
COVID-19 related. If the three applications were fully funded, there would be $39,001 remaining. Referrals will come through Coordinated Entry for housing assistance. Agencies will participate in HMIS.

- **Questions:** John Glenn noted that application allowed up to 20% in administrative costs. Agency applications budgeted different administration amounts from 10% to 25%. One agency would help 800 people at $300 each; one asked for a different level of funding. Kathy from Sts. Joachim and Ann noted that the number of people assisted with food was estimated based on the 800 persons served by their food pantry last year; Sts. Joachim & Ann Care Service will not be bound by their $30 per household average. They hope to purchase more meat and perishable items that people don’t normally get.

- Cyta Beilsmith and that if funds would not be fully used, would, for instance, NECAC reprogram those funds, or would the County do that? Pinar stated that NECAC will be reimbursed for grant expenditures. At the end of the contract period, the County would decide how to re-program any remaining funds. Generally, the County would have a year to program the funds. There is no penalty if funds are not spent.

- Kathy Thompson (LINC) – LINC submitted an application for $55,000 for rent assistance, mortgage assistance, utility assistance, and food assistance. 20% was requested for administration. The plan is to help 149 Households.

- Carissa made a motion that the board pause on the planned allocation.

- Question – do we have time to delay this? Kathy Thompson with LINC explained their application verbally.

- David requested clarification – are these funds a one-time allocation? Robert Myers responded yes, but that the Board could be reconvened if necessary. Robert would hope that the board could make a recommendation today, and if necessary we could return later to allocate or reapply funding.

- Cyta had concerns about the application timeline. Could we reopen applications?

- John asked if funds were awarded, would any funds be left over? Pinar said that with LINC’s application, all the funds could be awarded. If the first three applications were fully funded, there would be about $39,001 left over.

- John suggested that we pro-rate the funding that is left. LINC stated that they would be willing to receive less funding than requested rather than other agencies seeing reduced funding.

- Following review of NECAC’s application, their budgeted administrative costs were shown to be 20% rather than 25% as previously understood.

- Everyone agreed to move forward with the four application, including LINC’s. Their award would be conditional based on the County confirmation of the details submitted in their application. (online).

- Cyta asked if the Board should ask LINC to bear the shortage or spread it prorata across agency budgets. David proposed that we proceed and take the extra from LINC.

- A motion was made by David to award the total amount requested from NECAC, Sts. Joachim and Ann, and Habitat for Humanity, with the remainder of the funding awarded to LINC. Motion was seconded by John. Motion approved.
Additional Comments/Questions:

- John commented that he does not believe that rent and mortgage assistance will be sufficient to meet the needs. He believes people will be facing significant financial issues over the next year.
- David asked if Sts. Joachim and Ann Care Service had seen an increase in food pantry clients. Kathy answered that they have seen an increase of new clients, and a reduction of old clients. Client requests are picking up now.
- Caty asked if there were any final comments. David asked if the CAB board meet in person in September, or will we meet virtually. If we want to meet in person, Pinar will find a place at the County Administration Building since the Library meeting rooms will remain closed. A decision was made to revisit this issue at a later date. Caty suggested that we may explore an in-person and call in option. Caty asked if there was a preference between meetings at the County or Library. Most prefer the Library.
- Janice (NECAC) asked if food and essential item service requests needed to go through coordinated entry. Answer: no.

VI. Adjournment 10:10 am

Next Meeting Date: Tuesday, September 8, 2020

Location: to be determined