



**Snohomish County  
Human Services**

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**MEMORANDUM**

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**To:** Mary Jane Brell Vujovic, Human Services Director

**Through:** *JA* Jackie Anderson, Division Manager, Housing and Community Services

**From:** Debra May, Planning and Relocation Specialist *dm*  
Housing and Community Development

**Date:** August 17, 2021

**Re:** **Proposed Amendment to the 2019 Action Plan #11**  
Allocate Administration Funds to Existing Subcontractors Receiving Pandemic  
Program Funds

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**Action Requested**

The Housing & Community Services Division requests the Human Services Department Director approve a non-substantial amendment to the 2019 Action Plan. The proposed amendments provide administrative funds to subcontractors that received Community Development Block Grant – CARES Act (CDBG-CV1) and/or Emergency Solutions Grant – CARES Act (ESG-CV) program funds to prevent, prepare for, and respond to the Coronavirus.

**PAB Notification:**

PAB members were notified of the proposed amendment on August 9, 2021, and were provided until 4:00 pm on Monday, August 16, 2021, to submit any objections. No objections were received.

**Description**


On December 16, 2020, the County Council approved a substantial amendment to the 2019 Action Plan to add \$5,696,945 in ESG-CV funding. Ten percent of the grant, \$569,694, may be used for administrative costs and the remaining balance for existing efforts already preparing for, responding to, or preventing the coronavirus for those at risk of or experiencing homelessness.

On May 19, 2021, the Snohomish County Council approved a substantial amendment to the 2019 Action Plan to add 1,830,114 in supplemental CDBG-CV1 funds. The amendment allocated, in part, \$1,098,068 to five public services projects and \$366,022 for County administrative costs to prevent, prepare for, and respond to the Coronavirus pandemic.

Housing and Community Services is proposing to reallocate a portion of the ESG-CV and CDBG-CV1 funds allocated for administration to subcontractors that received ESG-CV and CDBG-CV1 program funds. The County typically retains administrative funds for County costs but given the context of these projects being primarily pandemic-specific, which limits the agency's ability to leverage other funding for administrative costs, we are proposing that a portion of the available administrative funds be distributed to the subcontractors. The subcontractors would be allowed to use 10% of their award towards administration as indicated in the following chart:

| Funding Source        | Subcontractor                              | Project Name                    | Original Award | Add 10% Administration | Revised Award      |
|-----------------------|--|---------------------------------|----------------|------------------------|--------------------|
| CDBG-CV1              | Snohomish County Legal Services            | Legal Assistance                | \$200,000      | \$20,000               | \$220,000          |
| CDBG-CV1              | Young Women's Christian Association (YWCA) | Landlord Engagement Program     | \$80,163       | \$8,016                | \$88,179           |
| CDBG-CV1              | Volunteers of America                      | Prevention Response Project     | \$509,778      | \$50,978               | \$560,756          |
| CDBG-CV1              | Volunteers of America                      | Eviction Court Response Project | \$215,101      | \$21,510               | \$236,611          |
| CDBG-CV1              | Volunteers of America                      | Renter Certification Program    | \$93,026       | \$9,303                | \$102,329          |
| <b>Total CDBG-CV1</b> |  |                                 |                | <b>\$109,807</b>       | <b>\$1,207,875</b> |
| ESG-CV                | Volunteers of America                      | Rapid Rehousing                 | \$ 300,000     | \$30,000               | \$330,000          |

**Approval:**

  
 \_\_\_\_\_  
 Mary Jane Brell Vujovic, Director  
 Human Services Department

5/19/2021  
 \_\_\_\_\_  
 Date

# Director Approval Tracking Sheet

(All lines must contain information or N/A)



**Snohomish County**  
Human Services

## NOT FOR CONTRACTS

DOCUMENT TITLE: Approval of 2019 Action Plan Non-Substantial Amendment  
 AGENCY: HUD-CDBG-CV & ESG-CV STAFF: Debra  
 DIVISION: HCS EXTENSION: 3264

| ACTION TAKEN  | DATE       | INITIAL |
|---|------------|---------|
| <b>PROGRAM:</b>   |            |         |
| Received Rental Agreement / Amendment                             | 8/17/21    | DM      |
| Supervisor Review   | 8/18/21    | RB      |
| Division Manager Review   | 8.18.2021  | JA      |
| <b>APPROVAL:</b>  |            |         |
| Fiscal Review / Return for Corrections                            | N/A        |         |
| Fiscal Approval   | 08/18/2021 | ✓✓      |
| <b>CONTRACTS UNIT</b>   |            |         |
| Proofed / Returned to Supervisor for Revisions                    | 8/19/21    | WB      |
| Approved with Revisions   | N/A        |         |
| Logged In   | 8/19/21    | WB      |
| Director Approval & Signature                                     | 8/19/2021  | ~       |
| To Agency (Select One)  |            |         |
| <input type="checkbox"/> Original to Staff Person                 | 8/23/21    | WB      |
| <input type="checkbox"/> Original to Fiscal / Copy to Master File | 8/23/21    | WB      |