



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

### GRANTS MANAGEMENT DIVISION

**TO:** Community Development Commission Members  
**FROM:** Kelly H. Mierkowski, Manager, Grants Management Division  
**DATE:** December 1, 2017  
**SUBJECT:** Staff Briefing

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#### *Updates, activities and accomplishments since September 2017:*

##### **Department of Housing and Urban Development (HUD) Activity**

- Received Monitoring Review Results letter from HUD re Supportive Housing Program
- Received Monitoring Review Response letter from HUD re CDBG Program; Corrective Actions are satisfactory and both Findings are closed.
- Received letter from HUD thanking us for hosting the Regional Grantee Meeting at the Urbana Civic Center.
- Received Program Year-End Review Letter for PY2016.
- Received various emails re CPD Notices, CoC information, Trainings/Workshops, etc.

##### **Overview of Major Grants Management Division Activities & Accomplishments**

###### **Grants Management Division Manager**

###### **Other**

- ◆ Worked on response to HUD's Program Year-End (CAPER) Review Letter; due 12/1/17.
- ◆ Continued to coordinate the FY 2020 Assessment of Fair Housing Regional Collaboration
- ◆ Continued to work on completion of Census Tract 56 income survey.

###### • **Community Development Block Grant (CDBG)**

- ◆ Working with Transitional Housing clients on goals and referrals
- ◆ Monitoring budget, Timeliness, and Program Compliance
- ◆ Updating policies and procedures, as needed and as time allows.

###### • **Emergency Solutions Grant (ESG)**

- ◆ Monitoring Budget and Program

###### • **HOME Program**

- ◆ Monitoring Budget, Commitments, and Program Compliance

###### • **Supportive Housing Program (SHP) - Homeless Families in Transition**

- Received Monitoring Review Results Letter, Preparing Response, due 12/31/17

###### • **Blight Reduction Program**

- ◆ Monitoring of Budget and Program Compliance

###### • **Abandoned Property Program**

- ◆ Assisted with submission of APP Round 3 Application to IHDA, due 12/1/17

###### **Community Development Coordinator:**

- **Community Development Block Grant (CDBG)**
  - ◆ Managing the CDBG-funded and City-funded portions of the Consolidated Social Service Fund
  - ◆ Working with TWG Development to determine the form and amount of Federal assistance to be provided to the Highland Green complex
- **Consolidated Social Service Funding (CSSF):**
  - ◆ Managing the FY 17-18 CSSF funding distribution process
- **HOME Program**
  - ◆ Processing HOME funding requests
  - ◆ Working with the City of Champaign to determine the form and amount of HOME funding assistance to be provided to the Bristol Park Redevelopment project
  - ◆ Working with Habitat for Humanity of Champaign County, Navicore Solutions, Courage Connection, and other subrecipients to ensure compliance with HOME regulations
- **Emergency Solutions Grant**
  - ◆ Working with subrecipient agencies to report accomplishments to the Illinois Department of Human Services
- **Supportive Housing Program**
  - ◆ Assisting Courage Connection with the administration and official transfer of SHP funds
- **Blight Reduction Program**
  - ◆ Assisting in the operation and administration of the BRP with Habitat for Humanity
- **Abandoned Properties Program**
  - ◆ Applied to the Illinois Housing Development Authority for Round 3 of the Abandoned Properties Program
  - ◆ Reported specific expenses applied under the program and submitted the initial funding request
  - ◆ Finalizing additional activities to utilize the remaining funds in the program
- **Other**
  - ◆ Completing environmental review records (ERRs) for HUD-assisted projects
  - ◆ Assisting in the coordination of the FY 2020 Assessment of Fair Housing Regional Collaboration Study
  - ◆ Miscellaneous Grants Management Division assistance

□ **Housing Rehabilitation Coordinator**

- **FY17-18 Rehab Projects**
  - ◆ Emergency Grant /Access Grant projects to date: Two (2) applications, one approved and complete one in processing
  - ◆ Senior Repair Service Projects to date: Six (6) applications have been taken and approved and are in progress or complete.
  - ◆ Whole House Rehabilitation Projects to date: One application approved and under construction contract.
  - ◆ Blight Reduction Program (BRP) through the Illinois Housing Development Authority (IHDA) working with staff, Building Safety and Habitat for Humanity on this program. Sixteen (16) total Projects complete pending closeout.
  - ◆ Abandoned Properties Program (APP) Funding through the Illinois Housing Development Authority (IHDA) working with staff, Building Safety and Habitat for Humanity on this program. Two (2) properties completed, an additional two (2) properties in progress.

□ **Grants Compliance Specialist**

- **HOME Program**
  - ◆ Processing invoices and funding requests from agencies
  - ◆ Preparing for FY2017-2018 activities
  - ◆ Working on drawdowns for FY2017-2018
  - ◆ Processing fund requests from subrecipients
  - ◆ Working on creating and closing out different activities on IDIS
- **CDBG Program**
  - ◆ Processing invoices and funding requests from agencies
  - ◆ Preparing for FY2017-2018 activities
  - ◆ Working on drawdowns for FY2017-2018
  - ◆ Processing fund requests from subrecipients
  - ◆ Working on creating and closing out different activities on IDIS
- **ESG Program**
  - ◆ Preparing drawdown requests for FY2017-2018 ESG grant fund
  - ◆ Processing fund requests from subrecipients
- **Supportive Housing Program**
  - ◆ Preparing drawdown requests for FY2017-2018 SHP grant fund
  - ◆ Processing fund requests from subrecipients
- **Other**
  - ◆ Attending different trainings for the City's new financial system (Munis)
  - ◆ Working with the Finance Department to create a better tracking system for grants in the new financial system.

□ **OTHER GRANTS MANAGEMENT DIVISION ACTIVITIES**

Staff attended regular meetings of the Champaign County Continuum of Care (CoC)/CoC Executive Committee, Council of Service Providers to the Homeless (CSPH), Housing Authority of Champaign Co. (HACC) Board of Commissioners, Senior Task Force, Community Reinvestment Group (CRG), and HOME Technical Committee.

Staff also attended various Webinars related to HUD and State Grants.