



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

GRANTS MANAGEMENT DIVISION

TO: Community Development Commission Members
FROM: Kelly H. Mierkowski, Manager, Grants Management Division
DATE: January 22, 2013
SUBJECT: Staff Briefing

Updates, activities and accomplishments since November 27, 2012:

Department of Housing and Urban Development (HUD) Activity

- FY 11-12 CAPER review letter received from HUD on November 29, 2012; response sent to HUD on December 21, 2012.

Overview of Major Grants Management Division Activities & Accomplishments

- **Division Administrative Assistant:**
 - Performed home site visits, took applications, and subsequently processed verifications for the following programs: two (2) Emergency Grants; three (3) Senior Repair Service
 - CD Commission – created draft minutes for 11/27/12 meeting, cancelled Dec 25th meeting, meeting preparation for 1/22/13 meeting.
 - *Winter 2012 CDBG Amendment & Winter 2012 HOME CHDO Amendment* – public notices mailed, emailed & faxed; took minutes at public hearing.
 - *Winter Neighborhood News* – wrote articles, created ads, worked with printer on layout, updated address lists, postage & printer payment.
 - *Whole House Rehabilitation Program* – mailed applications.
 - *Miscellaneous:* Phone calls on City programs in response to newsletter. Training co-workers on my duties. Trained new intern. Front desk coverage as needed. Support Staff agendas. Process mortgage payoffs, record documents, update records & files. Witness bid openings. Updated & provided information to citizens: HELP books, City & local Housing Rehab Programs. Maintained office equipment and supplies.
- **CDBG Grants Coordinator:**
 - **CDBG**
 - ◆ Updating and closing out activities in the IDIS.
 - ◆ Reviewing bid package prepared by Community for their Rental Rehab & Preservation Project at Elm Street Supported Apartments.
 - ◆ Processing reimbursement requests and reviewing documentation for compliance from social service grantees.
 - **Transitional Housing Program**
 - ◆ Working with families on goals and making referrals as appropriate.

- ◆ Working on general maintenance issues at units.
- ◆ Updating program applications, policies, rules, and procedures.
- ◆ Working with the new family that has entered the program.
- **Supportive Housing Program/Homeless Families in Transition**
 - ◆ Processing reimbursements for SHP Program.
 - ◆ Providing technical assistance to agencies.
 - ◆ Preparing for monitoring of sub recipients at the end of January and into February.
- **Continuum of Care/Council of Service Providers to the Homeless**
 - ◆ The next monthly meeting for CSPH is scheduled for February 5th.
 - ◆ The next quarterly meeting for CoC is scheduled for April 2nd.
 - ◆ Continue working with Executive Committee of the CoC to complete the application which includes our renewal SHP grant
- **Other**
 - ◆ Processing installments for CSSF grantees for City-Funded grants.
- **HOME Program - Grant Coordinator:**
 - **HOME**
 - ◆ Attended Community Reinvestment Group meeting with local stakeholders in January.
 - ◆ Went on four (4) home visits for Emergency Grants and Senior Repair grant applications.
 - ◆ Updated Tenant Based Rental Assistance data in the Integrated Disbursements Information System (IDIS) for the Center for Women in Transition and Champaign County.
 - ◆ Closed on the Neighborhood Alliance 3rd build as part of their FY 11-12 contract at 1204 Beech in Urbana.
 - ◆ Met with Aaron Smith, Executive Director of Homestead Corporation to discuss plans to reallocate funds dedicated to the build at 1304 Williamsburg to the unit at 1107 N Gregory St in order to convert the project to transitional rental housing.
 - ◆ Hosted four public hearings as part of the Annual Action Plan process for FY 12-13.
 - ◆ Met with Champaign officials to discuss transferring the 510 E Beardsley project over to the Center for Women in Transition. Closing expected in February.
- **Housing Rehabilitation Coordinator**
 - **FY 12-13 Rehab Projects**
 - ◆ Emergency Grant /Access Grant projects to date: 4 applications have been approved, 3 completed and 1 in progress.
 - ◆ Senior Repair Service Projects to date: 9 applications have been taken and approved.
 - ◆ Whole House Rehabilitation Projects to date: 6 applications have been approved, 5 are under contract and in progress, and one (1) is in the process of inspection.
 - **Other Projects/Training**
 - ◆ Property maintenance and acquisition projects still in progress, ongoing;

❑ **OTHER GRANTS MANAGEMENT DIVISION ACTIVITIES**

- Staff attended regular meetings of the Continuum of Care & CoC Executive Committee, Council of Service Providers to the Homeless, Human Services Council, Housing Authority of Champaign County (HACC) Board of Commissioners, HOME Technical Committee, and the Community Reinvestment Group (CRG).
- Staff attended FY 2013-2014 AAP public hearings held at various sites throughout CD Target Area, January 7 – 10, 2013.
- Connie will be retiring after having been with the City for over 17 years; her last day is 1/28/13. The City will be celebrating with Connie and Ron, her husband, on 1/25/13 from 3:30 pm – 5:00 pm.