



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

### GRANTS MANAGEMENT DIVISION

**TO:** Community Development Commission Members  
**FROM:** Kelly H. Mierkowski, Manager, Grants Management Division  
**DATE:** May 21, 2014  
**SUBJECT:** Staff Briefing

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*Updates, activities and accomplishments since April 22, 2014:*

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

- ❑ Received official notice from HUD re HOME Program 2012 Funds Commitment Deadline.
- ❑ Received email notices from HUD re upcoming trainings: Environmental Review Training; HOME Basics Training.

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

- ❑ **CDBG Grants Coordinator:**
  - **CDBG**
    - ◆ Updating and closing out activities in the IDIS.
    - ◆ 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.
    - ◆ Monitoring TH Rehabilitation Project.
  - **Supportive Housing Program/Homeless Families in Transition**
    - ◆ Working on the Annual Performance Report for HUD.
  - **Emergency Solutions Grant**
    - ◆ Completed quarterly reports to DCEO.
    - ◆ Processing reimbursement requests and reviewing documentation for compliance from shelters.
  - **Continuum of Care/Council of Service Providers to the Homeless**
    - ◆ The next monthly meeting for CoC and CSPH is scheduled for June 3, 2014
  - **Other**
    - ◆ Processing installments for CSSF grantees for City-Funded grants.
- ❑ **HOME Program - Grant Coordinator**
  - **HOME**
    - ◆ Processed HOME applications

- ◆ Prepared memos, proposed CHDO agreements
- ◆ Drafted proposed amendment to Annual Action Plan FY 2013-2014
- ◆ Prepared transfer documents for lots 301 and 303 Thompson, 1205 Beslin
- ◆ Presented lot split proposal for 301 Thompson at Plan Group
- ◆ Processed TBRA invoices for the Center for Women in Transition, Community Elements, and Champaign County Regional Planning Commission
- ◆ Processed payouts for final bills related to 1007 Berkley and 810 E Park Street Habitat builds
- ◆ Attended Habitat Kick-Off ceremony for FY 2014-2015 build season.
- ◆ Attended Habitat dedication for 810 E Park Street
- ◆ Oversaw the King School Neighborhood CleanUp site on May 17<sup>th</sup>.
- ◆ Represented City at Housing Fair on May 3, 2014 at the Lincoln Square Mall; provided program information for the City's Whole House Rehabilitation program, the Urbana Dream Downpayment Assistance Program, as well as the Senior Repair and Access Grant programs.
- ◆ Modified staff hours tracking sheet – trial run beginning this week and will be finalized started June 2014.
- ◆ Fielded many phone calls re: homebuyer assistance.

□ **Housing Rehabilitation Coordinator**

• **FY 13-14 Rehab Projects**

- ◆ Emergency Grant /Access Grant projects to date: 11 applications have been taken -6 projects completed, 4 in progress, and 1 in review.
- ◆ Senior Repair Service Projects to date: 14 applications have been taken and are complete or in progress.
- ◆ Whole House Rehabilitation Projects to date: 6 applications have been taken and approved; 2 are complete and 4 are under contract and in progress.
- ◆ Coordinating efforts with Building Safety and other City Departments for the demolition of the Urbana Townhomes bids have been received and are in review.
- ◆ Completed bid proposals for demolition of 301 Thompson and bids are due May 29<sup>th</sup>.
- ◆ Currently taking applications for participation in the Whole House Rehabilitation Program.
- ◆ Neighborhood cleanup was held Saturday, May 17<sup>th</sup> - in process of compiling numbers of participant households.

□ **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 Co. (HACC) Board of Commissioners, Senior Task Force, Community Reinvestment Group (CRG), and Neighborhood Improvement Team.