



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

### GRANTS MANAGEMENT DIVISION

**TO:** Community Development Commission Members  
**FROM:** Kelly H. Mierkowski, Manager, Grants Management Division  
**DATE:** April 28, 2015  
**SUBJECT:** Staff Briefing

---

*Updates, activities and accomplishments since March 24, 2015:*

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

- ❑ Received letter from HUD regarding Closing Out Expired Continuum of Care Grants.
- ❑ Received letter from HUD HQ regarding Four-Month Progress in Complying with HOME Program 2013 Funds Commitment Deadline City of Urbana.

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

- ❑ **Community Development Associate / Grants Management Division Manager:**
  - **Community Development Block Grant (CDBG)**
    - ◆ Closing out old activities in IDIS.
    - ◆ Processing payouts and completing drawdowns for CDBG activities.
  - **Consolidated Social Service Funding (CSSF):**
    - ◆ Applications for FY1516 CSSF funding due on April 9, 2015; thirty-seven (37) applications received. Prepared CDs and
  - **Supportive Housing Program/Homeless Families in Transition**
    - ◆ Completed final draw for grant that ended February 28, 2015
    - ◆ Working on submitting information to HUD through esnaps for renewal grant which started March 1, 2015.
    - ◆ Working on Annual Performance Report (APR) for expired grant, due by May 29.
  - **Emergency Solutions Grant (ESG)**
    - ◆ Submitted client and financial reports for both FY 2013 and FY 2014 grants.
    - ◆ Budget Amendment approved by Council; budget revised for grant.
    - ◆ Working on FY 2015 ESG grant, due in May 2015.
  - **Continuum of Care/Council of Service Providers to the Homeless**
    - ◆ Attended CoC/CSPH meetings in April; the next monthly meeting is scheduled for May 5, 2015.
  - **Other**
    - ◆ Blight Reduction Program grant application approved by IHDA on March 20, 2015; working on Ordinance for Council approval to submit to IHDA by end of fiscal year.
    - ◆ Working on agreement with Habitat regarding IL Attorney General's Grant.
    - ◆ Spring 2015 Neighborhood Cleanup is May 16, 2015

❑ **HOME Program - Grant Coordinator**

- Finalized five-year Consolidated Plan FY 2015-2019.
- Presented TBRA amendment for Champaign County Regional Planning Commission for FY 2013-2014 funds. Council approved 4-20-2015.
- Reconciled TBRA contracts for the County, prepared audit response for their Single Audit.
- Closed out four remaining FHLB projects in their online platform. Awaiting FHLB approval. One grant still available to household at or below 60% MFI.
- Facilitated HOME Technical Committee meeting.
- Presented CHDO Habitat contracts to Council. Approved 4-20-2015.
- Attended closing for 1302 West Dublin project!!!!!! Five years in the making, the project is now complete and the homebuyer is ecstatic to finally own her home.
- Currently assembling HOME Consortium policies in a consolidated manual. Preparing for HUD Monitoring the week of May 18-22, 2015.
- Completed draws for HOME expenses in FY 2014-2015. Reconciled these draws against the City's general ledger.
- Prepared staffing budgets for HOME, CDBG, SHP, and ESG.
- Completed City HOME budget for FY 2015-2016.

❑ **Housing Rehabilitation Coordinator**

- **FY 14-15 Rehab Projects**
  - ◆ Emergency Grant /Access Grant projects to date: 3 applications approved 2 complete, 1 in progress.
  - ◆ Senior Repair Service Projects to date: 11 application have been taken 8 are complete 3 in progress and processing applications for participation.
  - ◆ Whole House Rehabilitation Projects to date: 3 applications approved, 2 in progress and 1 pending. Currently taking applications for participation in the Whole House Rehabilitation Program.
  - ◆ Property maintenance bid out and received for maintenance, mowing city owned properties.
- **FY 14-15**
  - ◆ Barnes Mobile Home Park - coordinating efforts with residents, helping with relocation.
  - ◆ 301 Thompson Habitat for Humanity construction of 2 new homes in progress
  - ◆ Completed required Lead Risk Assessor refresher training.
  - ◆ Updating Housing Program manual for approval to run consistent with the Consolidated Plan for fiscal years 2015-2019
  - ◆ Coordinated required refresher training with Champaign for contractors through the EPA Renovate Right Program.
  - ◆ BPR Blight Production Program Webinar

❑ **OTHER GRANTS MANAGEMENT DIVISION ACTIVITIES**

- ◆ Staff attended regular meetings of the Continuum of Care & CoC Executive Committee, Council of Service Providers to the Homeless, Housing Authority of Champaign Co. (HACC) Board of Commissioners, Senior Task Force, Community Reinvestment Group (CRG), and Neighborhood Improvement Team.