



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

GRANTS MANAGEMENT DIVISION

TO: Community Development Commission Members
FROM: Kelly H. Mierkowski, Manager, Grants Management Division
DATE: April 22, 2016
SUBJECT: Staff Briefing

Updates, activities and accomplishments since March 22, 2016:

Department of Housing and Urban Development (HUD) Activity

- ❑ Received reminder letter from HUD regarding CDBG Timeliness.
- ❑ Waiting on response from HUD regarding submission of additional items for consideration with regarding to monitoring of HOME Program.

Overview of Major Grants Management Division Activities & Accomplishments

◆ **Grants Management Division Manager**

◆ **Other**

- ◆ Working on FY 1617 Annual Action Plan
- ◆ Working on HOME Commitments and CDBG Timeliness issues with staff
- ◆ Working on recon of FY1415 and FY1516 grants funds with CD Coordinator and Grants Compliance Specialist.
- ◆ Working on budgets for all grants for FY1617 with Finance Dept., Grants Compliance Specialist and Dept. Director.
- ◆ Working on Desk Monitoring of all grant subrecipients/ subgrantees; will be sending letters out soon requesting information

● **Community Development Block Grant (CDBG)**

- ◆ Ensuring CDBG CSSF payouts are completed by CD Coordinator/CD Associate
- ◆ Working on CSSF process with CD Coordinator
- ◆ Working with TH clients on goals

● **Emergency Solutions Grant (ESG)**

- ◆ Working with Champaign Co. Regional Planning Commission regarding funds reserved for new Centralized Intake process.
- ◆ Beginning process for renewal of grant through Champaign County CoC and IDHS.

● **HOME Program**

- ◆ Continuing to monitor HOME grant budget for FY 1415 and FY 1516; review and update as needed; reviewing drawdowns and submitting to Finance Dept.

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

- ◆ Working with Grants Compliance Specialist/CD Coordinator regarding payouts to agencies
- ◆ Awaiting news regarding funding from HUD.

◆ **Community Development Coordinator:**

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

- ◆ Managing the CDBG-funded portion of the Consolidated Social Service Fund

• **Consolidated Social Service Funding (CSSF):**

- ◆ Working with Subrecipients of awards to disburse FY 1516 CSSF funding
- ◆ Facilitating the FY 16-17 CSSF application process

• **HOME Program**

- ◆ Processing funding requests from subrecipients
- ◆ Processing Community Housing Development Organization certification requests
- ◆ Working with subrecipients to reconcile the amount of funds available for disbursement

• **Supportive Housing Program**

- ◆ Processing payment requests for subrecipient agencies

• **Blight Reduction Program**

- ◆ Assisting in the operation and administration of the Blight Reduction Program with Habitat for Humanity

• **Other**

- ◆ Contributing to the preparation of the City of Urbana and Urbana HOME Consortium FY 2016-2017 Annual Action Plan
- ◆ Completing environmental review records (ERRs) for HUD-assisted projects
- ◆ Miscellaneous Grants Management assistance

□ **Housing Rehabilitation Coordinator**

• **FY 15-16 Rehab Projects**

- ◆ Emergency Grant /Access Grant projects to date: 9 applications, 9 approved 7 complete 1 under contract 1 in bid process
- ◆ Senior Repair Service Projects to date: 11 application have been approved 10 complete 1 in progress.
- ◆ Whole House Rehabilitation Projects to date: 7 applications approved, 1 declined, 5 complete, 2 under contract in progress.
- ◆ Blight Production Program (BRP) – working with Building Safety and Habitat for Humanity on this program.
- ◆ Habitats Attorney General Revitalization Program – Coordinating work with Habitat on this.
- ◆ Property maintenance bids complete contracts signed for city owned properties.
- ◆ Neighborhood Cleanup scheduled for Saturday, May 21, 2016

□ **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, Housing Authority of Champaign Co. (HACC) Board of Commissioners, Senior Task Force, Community Reinvestment Group (CRG), HOME Technical Committee, and the 2016 Regional Neighborhood Network Conference (RNNC) Planning Committee/Program Subcommittee.