



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

GRANTS MANAGEMENT DIVISION

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

Updates, activities and accomplishments since June 28, 2016:

Department of Housing and Urban Development (HUD) Activity

- Received email from HUD regarding funding allocations for Supportive Housing Program, 53% cut.
- Received email from HUD regarding CDBG & HOME grant agreements
- Received letter from HUD regarding One-month Progress in Complying with HOME Program Commitment Deadline.

Overview of Major Grants Management Division Activities & Accomplishments

◆ Grants Management Division Manager

◆ Other

- ◆ Monitored HOME Commitments and CDBG Timeliness issues with staff
- ◆ Continued monitoring of all grant subrecipients/subgrantees.
- ◆ Continued working on 2016 RNNC with planning committee
- ◆ Working on NOFA process with CoC Executive Committee

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

- ◆ Continuing to monitor CDBG Budget for FY1516
- ◆ Working with Transitional Housing clients on goals

• **Emergency Solutions Grant (ESG)**

- ◆ Worked with CD Coordinator on ESG expenses and Internal Controls/reporting.

• **HOME Program**

- ◆ Continuing to monitor HOME grant budget and commitments

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

- ◆ Working with CD Coordinator re agency compliance; awaiting Grant agreement

◆ Community Development Coordinator:

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

- ◆ Managing the CDBG-funded portion of the Consolidated Social Service Fund
- ◆ Drafting contracts to fund infrastructure improvements for Highland Green

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

- ◆ Working with Subrecipients of awards to disburse FY 15-16 CSSF funding
- ◆ Beginning to initiate the FY 16-17 CSSF funding distribution process

• **HOME Program**

- ◆ Processing funding requests from subrecipients
- ◆ Drafting contracts to fund HOME units at Highland Green
- ◆ Working with subrecipients to ensure compliance with HOME regulations

- **Emergency Solutions Grant**
 - ◆ Working with subrecipient agencies to ensure compliance with grant regulations
 - **Supportive Housing Program**
 - ◆ Working with Courage Connection to determine how to most effectively structure the use of SHP funds
 - **Blight Reduction Program**
 - ◆ Assisting in the operation and administration of the BRP 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 Division assistance
- **Housing Rehabilitation Coordinator**
- **FY 15-16 Rehab Projects**
 - ◆ Emergency Grant /Access Grant projects to date: 9 approved applications , 7 complete 2 in progress
 - ◆ Senior Repair Service Projects to date: 12 application have been approved and complete.
 - ◆ Whole House Rehabilitation Projects to date: 7 applications approved, 1 declined, all 6 complete. Taking applications for possible future rehabs
 - ◆ Blight Production Program (BRP) & Illinois Attorney General’s Grant – working with Building Safety and Habitat for Humanity on these programs. 15 total Projects ongoing
 - ◆ Habitats Attorney General Revitalization Program – Coordinating work with Habitat; 2 rehab projects - 1 complete, 1 in progress
- **Grants Compliance Specialist**
- **HOME Program**
 - ◆ Requested drawdowns for June 2017 expenditures
 - ◆ Processing fund requests from subrecipients
 - ◆ Working on HOME Commitment issues with the Grants Coordinator and Grants Manager
 - ◆ Working on closing out different activities on IDIS
 - **CDBG Program**
 - ◆ Requested drawdowns for June 2017 expenditures
 - ◆ Processing fund requests from subrecipients (Transitional Housing)
 - ◆ Preparing financial reports 2015-2016 audit
 - ◆ Working on closing out different activities on IDIS
 - **ESG Program**
 - ◆ Requested the final drawdown for 2015-2016 ESG fund.
 - **Supportive Housing Program**
 - ◆ Preparing the final drawdown request for 2015-2016 SHP fund.
- **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.