



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

GRANTS MANAGEMENT DIVISION

TO: Community Development Commission Members
FROM: Kelly H. Mierkowski, Manager, Grants Management Division
DATE: August 19, 2016
SUBJECT: Staff Briefing

Updates, activities and accomplishments since July 27, 2016:

Department of Housing and Urban Development (HUD) Activity

- Received executed copy of CDBG & HOME grant agreements from HUD
- SHP grant agreement signed and returned to HUD, awaiting on executed copy
- HOME Commitments made by July 31, 2016

Overview of Major Grants Management Division Activities & Accomplishments

◆ **Grants Management Division Manager**

◆ **Other**

- ◆ Began FY 1516 CAPER Process
- ◆ Continued working on 2016 RNNC with planning committee
- ◆ Working on NOFA process with CoC Executive Committee
- ◆ Working to set up CDBG & HOME in IDIS for FY 1617

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

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

● **Emergency Solutions Grant (ESG)**

- ◆ Continuing to monitor ESG grant budget

● **HOME Program**

- ◆ Continuing to monitor HOME grant budget and commitments
- ◆ Working on revising subrecipient agreements with Champaign and CCRPC

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

- ◆ Working with Courage Connection re transfer of administration

◆ **Community Development Coordinator:**

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

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

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

- ◆ Beginning to initiate the FY 16-17 CSSF funding distribution process

● **HOME Program**

- ◆ Processing funding requests from subrecipients

- ◆ Reviewing and finalizing 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 2015-2016 Comprehensive Annual Performance and Evaluation Report (CAPER)
 - ◆ 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: 1 applications in progress
 - ◆ Senior Repair Service Projects to date: 2 application have been approved and are in progress.
 - ◆ Whole House Rehabilitation Projects to date: 2 applications have been received and are in process of determining eligibility, 5 other applications have been mailed and still taking applications for possible future rehabs
 - ◆ Blight Reduction Program (BRP) & Illinois Attorney General’s Grant – working with Building Safety and Habitat for Humanity on these programs. 15 total Projects ongoing, 8 complete, 2 in demolition phase, 1 in demo bid process, 2 contracts for purchase, and remaining 2 in negotiations for purchase.
 - ◆ Habitats Attorney General Revitalization Program – Coordinating work with Habitat. 3 rehab projects 1 complete 1 in progress, 1 out for bid
 - ◆ Closing out FY1516 Projects:
 - Emergency /Access Grant: 9 complete
 - Senior Repair Service Projects: 12 complete.
 - Whole House Rehabilitation Projects: 6 complete
 - Blight Reduction Program (BRP): 8 complete
 - Habitats Attorney General Revitalization Program:1 complete
- **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 Management Division 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.