



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

GRANTS MANAGEMENT DIVISION

TO: Community Development Commission Members
FROM: Kelly H. Mierkowski, Manager, Grants Management Division
DATE: January 24, 2012
SUBJECT: Staff Briefing

Updates, activities and accomplishments since November 22, 2011:

Department of Housing and Urban Development (HUD) Activity:

- ◆ Additional information sent on December 23, 2011, per request from HUD CPD Rep Cynthia Lopez for the Supportive Housing Program/Homeless Families in Transition monitoring review, held in August 2011; GMD is waiting to hear if all findings were satisfied.
- ◆ Information sent on December 23, 2011, per request from HUD CPD Rep Michael Asque regarding the FY 10-11 Consolidated Annual Performance and Evaluation Report (CAPER) submitted to HUD in September 2011; GMD is waiting to hear if CAPER is approved.

Overview of Major Grants Management Division Activities & Accomplishments

□ **Division Secretary:**

- Performed home site visits, took applications, and subsequently processed verifications for the following programs: one Emergency Grant plus one NO GO; one NO GO Access Grant; one Senior Repair Service plus one NO GO.
- FY 2012-2013 AAP – Create schedule and public notices for CDBG & HOME application availability, neighborhood meetings, social service agency public hearing (News-Gazette ads, flyers, email, fax, post on website). Attend two Neighborhood Meetings & take minutes.
- Create flowcharts for CDBG, HOME and SHP funds.
- *Neighborhood News* – Update all address lists, processed payment for postage, mailed 12/26/11, distribute copies to City employees & some agencies.
- CDC meetings – take minutes at 11/22/11 meeting; cancel Dec meeting; meeting preparation (notice to media & citizens; update City's website)

- *Miscellaneous:* Work with new CDBG Grants Coordinator. Renew Notary Public. Reconcile CD postage account. Front desk coverage as needed. Support Staff agendas. Witness bid openings. Create mortgage payoff letters & releases. Record warranty deeds, mortgages & releases. TH rents. Provide information to citizens: HELP books, first-time homebuyer packets, City & local Housing Rehab Programs. Proof & FedEx documents to HUD. Office equipment--printers, copier, shredder.

□ **HOME Program - Grant Coordinator:**

- **HOME**

- ◆ Completed final payout at Aspen Court rental rehabilitation project. Half of the units are leased, the other half are in the process of being leased.
- ◆ Working with Legal Department on potential conflict of interest issue with Neighborhood Alliance, expecting an update soon.
- ◆ Hosted HOME Technical Committee Meeting in January
- ◆ Created a project set-up sheet for new HOME activities, to be used by subrecipients
- ◆ Scheduled monitoring meetings for next month with all of the CHDOs and subrecipients.
- ◆ Drafted the HOME budget, working with the Comptroller to reconcile any differences.
- ◆ Held a phone conference with potential developer for Kerr Avenue project
- ◆ Update HOME Applications
- ◆ Completed the Housing Authority of Champaign County's Certification of Consistency with the Consolidated Plan for the Dunbar Court redevelopment
- ◆ Issued the Kerr Avenue RFP
- ◆ Met with Sheila Dodd, Executive Director of Habitat for Humanity, to discuss program details and future progress of Neighborhood Alliance for next year's funding round.
- ◆ Worked with HUD staff on a subrecipient program income issue
- ◆ Completed December and January's purchase orders
- ◆ Issued a deadline extension for HOME CHDO project applications, making phone calls to potentially garner additional interest in future projects

- **Other Projects/Trainings/Meetings**

- ◆ Attended HOME Certified Specialist training in Chicago, IL December 6-9, 2011

□ **CDBG Grant Coordinator:**

- **CDBG**

- ◆ Ongoing work with agencies on their public facilities projects, including facilitation of pre-construction conference, review bid documents; working to complete projects by middle of April.
- ◆ Ongoing work with Consolidated Social Service Funding agencies regarding reporting, pay requests, etc.

- ◆ Process of contacting agencies regarding monitoring for this grant year.
- **Transitional Housing Program**
 - ◆ Working with families on goals and making referrals as appropriate.
 - ◆ One TH family has received Section 8 voucher from Springfield Housing Authority and will be leaving program by the end of January/beginning of February 2012.
- **Supportive Housing Program/Homeless Families in Transition**
 - ◆ Process of contacting agencies regarding monitoring of grant for this grant year.
 - ◆ Renewal of project approved by HUD in December 2011.
 - ◆ Due to problem with submission, City will be administering SHP grant another year, but is in process with agencies and HUD to transfer grant next grant year,
- **Continuum of Care/Council of Service Providers to the Homeless**
 - ◆ Executive Committee for Continuum of Care is continuing to meet to discuss the issue of formalizing the Continuum.
 - ◆ NOFA (Notice of Funding Availability) was completed and submitted; HUD approved renewal funding of SHP in December 2011.
 - ◆ Collaboration with Council of Service Providers to the Homeless to hold joint meetings on a quarterly basis began in November 2011.
 - ◆ Working with Continuum to prepare for Point in Time Survey, as required by HUD, scheduled for end of January 2012.
- **Housing Rehabilitation Coordinator**
 - **FY 11-12 Rehab Projects :**
 - ◆ Emergency Grant /Access Grant projects to date: 8 applications have been taken, 8 have been approved - 6 are complete, 2 are under contract.
 - ◆ Senior Repair Service Projects to date: 11 applications have been taken and approved.
 - ◆ Whole House Rehabilitation Projects to date: 5 applications have been approved 2 are complete, 2 are under contract and in progress, and 1 contract is pending.
 - **Other Projects/Training**
 - ◆ Property maintenance and acquisition projects.
 - ◆ A request was submitted to IDPH in December 2011 to participate in GLO Phase VI; IDPH is submitting their request to HUD. If approved, an estimated 8 households can be served in order to complete lead hazard reduction in the City within three years.

□ **OTHER GRANTS MANAGEMENT DIVISION ACTIVITIES:**

- Jenell Hardy, Grants Coordinator (CDBG/SHP), began January 3, 2012.
- GMD Manager attended AMA First-Level Leadership training at Parkland College, Business Training and Community Education building.
- Staff met with Auditor regarding CDBG, HOME, and SHP grants on November 22-23.
- GMD staff, along with Champaign (NSD) staff and staff from the Center for Women in Transition, met with IL Housing Development Authority (IHDA) staff in Chicago on December 9, 2011 to discuss possible project and funding cycle for Permanent Supportive Housing grant.
- AAP Public Hearings occurred during week of January 9-12 at various sites in target areas within City.
- Met with instructor from Illinois Wesleyan who is working with nursing students who will be doing a Asset Mapping project in SE Urbana this January-March 2012.
- GMD will be administering a contract with the Dept. of Veteran's Affairs for Salvation Army, who will be providing shelter and support services for homeless veterans referred by the VA to their Stepping Stone Shelter; waiting on contract from the VA.
- GMD has advertised for an intern, application process closes January 27, 2012.
- CD Office Cleanup will occur on January 28, 2012.
- Staff attended regular meetings of the Continuum of Care as member of Executive Committee, Council of Service Providers to the Homeless, Human Services Council, HACC Board of Commissioners, and Community Reinvestment Group.