



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

GRANTS MANAGEMENT DIVISION

TO: Community Development Commission Members
FROM: Kelly H. Mierkowski, Manager, Grants Management Division *KHM*
DATE: March 23, 2012
SUBJECT: Staff Briefing

Updates, activities and accomplishments since February 28, 2012:

Department of Housing and Urban Development (HUD) Activity:

- ◆ Received Supportive Housing Program grant agreement from HUD for Homeless Families in Transition program; this is the 17th year the City has administered this program on behalf of the agencies.
- ◆ Received email notice from HUD regarding the FY 2012 Annual Action Plan (AAP) Submission Guidance; all FY 2012 AAPs must meet new Consolidated Plan/Emergency Solutions Grant (ESG) requirements, whether a jurisdiction is an ESG recipient or a non-ESG recipient.
- ◆ Champaign, Urbana, and Champaign County staff met with Raynard Owens from HUD concerning housing development trends in Champaign County, for the Comprehensive Market Analysis Report for the Champaign-Urbana, IL metropolitan statistical area (MSA).

Overview of Major Grants Management Division Activities & Accomplishments

□ **Division Administrative Assistant:**

- Performed home site visits, took applications, and subsequently processed verifications for the following programs: two (2) Access Grants (AG)
- *Consolidated Social Service Fund (CSSF)* – NG display ad, email & mail announcements
- *AAP HOME Amendments FY 09-10 & 10-11* – proof amendment & announcement, email & fax announcement to media, place copies on display
- *Neighborhood News* – calculate costs of mailing postcard, flyer or newsletter to CD Target Area
- *Draft FY 12-13 AAP* – Insert public comments; proof document.
- *CD Commission* – create draft minutes for 2/28/12 meeting..
- *Front Desk Security Training* – 3/1/12 at Public Works.
- *Miscellaneous:* Work with new CD Associate. Front desk coverage as needed. Support Staff agendas. Witness bid openings. TH rents. Provide information to citizens: HELP books, first-time homebuyer packets, City & local Housing Rehab Programs. Maintain office equipment & supplies.

- ◆ Received an income verification application to a potential buyer for the 1302 W Dublin house, beginning with processing.
- ◆ Prepared contracts and associated with lot transfers to Habitat for Humanity (1304 Dublin and 1204 Beech).
- ◆ Prepared and processed a subordination for Busey Bank
- ◆ Attended Money Smart Week meeting, created invitations for kick-off event in April

□ **Housing Rehabilitation Coordinator**

• **FY 11-12 Rehab Projects**

- ◆ Emergency Grant /Access Grant projects to date: 14 applications have been taken, 10 have been approved – 9 are complete, 1 under contract,
- ◆ Senior Repair Service Projects to date: 13 applications have been taken and approved.
- ◆ Whole House Rehabilitation Projects to date: 5 applications have been approved, 3 are complete, and 2 are under contract and in progress.
- ◆ 2 Secondary Structure Demolition projects completed to eliminate 2 blighted dilapidated garages in Census Tract 53.

• **Other Projects/Training**

- ◆ Property maintenance and acquisition projects in progress.
- ◆ City owned properties (mowing services out for bid)
- ◆ Attended Monthly Senior Task Force meeting

□ **CD Associate**

• **National Community Development Week planning**

- ◆ Drafted letters of support to elected officials from CDS Director, Mayor, CRG
- ◆ Drafted press release for local news orgs
- ◆ Drafted Resolution for signature by Mayor (April 9)
- ◆ Prepared CDBG and HOME five year program accomplishments factsheet
- ◆ Contacted Habitat Director about NCDW tour of homes

• **Attended CRG and CRG Program Committee meetings (3/14)**

- ◆ Organized CRG contact information to a Google Doc
- ◆ Sent follow up notification/ NCDW invites

• **Attended IHDA presentation on Smart Move and Welcome Home products (3/14)**

- **Attended HOME Consortium Technical Committee meeting (3/14)**
- **Began Excel/Access Integration project – AAP Budget**

□ **OTHER GRANTS MANAGEMENT DIVISION ACTIVITIES:**

- CDBG Grants Coordinator attend HUD Environment Review Training in Detroit, MI March 6-7, 2012.
- Staff working on Youth Summit with several neighborhood groups in East Urbana.
- Staff attended regular meetings of the Continuum of Care/Executive Committee, Council of Service Providers to the Homeless, Human Services Council, HACC Board of Commissioners, HOME Technical Committee, and Community Reinvestment Group.