



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

GRANTS MANAGEMENT DIVISION

TO: Community Development Commission Members
FROM: Kelly H. Mierkowski, Manager, Grants Management Division
DATE: April 20, 2012
SUBJECT: Staff Briefing

Updates, activities and accomplishments since March 27, 2012:

Department of Housing and Urban Development (HUD) Activity:

- ◆ Received email and letter from HUD re monitoring of CDBG Program May 1-4, 2012.
- ◆ Received email notice from HUD re monitoring of HOME Program in July/August 2012.
- ◆ Received letter from HUD regarding additional information needed for FY 10-11 CAPER.

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) Senior Repair Service.
- Consolidated Social Service Fund (CSSF) – accepted & date stamped applications
- *Neighborhood News* – wrote, edited, created ads, worked with typesetter, proofed, and updated address list.
- CD Commission –created draft minutes for 3/27/12 meeting, 4/24/12 meeting preparation
- Prepared meeting packets for Committee of Whole on 4/9/12
- Miscellaneous: 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.

□ **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.
 - ◆ Working with Council and the Township Supervisor on FY1213 Consolidated Social Service Funding Applicants.
 - ◆ Continuing the monitoring process and preparing follow-up monitoring letters.
 - ◆ Preparing for monitoring visit from HUD in May 2012.

- **Transitional Housing Program**
 - ◆ Working with families on goals and making referrals as appropriate.
 - ◆ Addressing general maintenance issues at units.

- **Supportive Housing Program/Homeless Families in Transition**
 - ◆ Preparing the Annual Performance Report for the SHP Year that ended 02/29/12.
 - ◆ Preparing new SHP agreements with subgrantees for FY 12-13.
 - ◆ Finishing monitoring process and preparing follow-up monitoring letters.
 - ◆ Finalizing subcontract with Salvation Army to provide administration of services for the Homeless Veteran's contract with the Dept. of Veteran's Affairs (VA).

- **Continuum of Care/Council of Service Providers to the Homeless**
 - ◆ CoC Executive Committee is continuing discussion re the issue of formalizing the Continuum.

- **HOME Program - Grant Coordinator:**
 - **HOME**
 - ◆ Produced a site control letter for the Kerr Avenue site from the Mayor so Brinshore can submit a completed Pre-application to the Illinois Housing Development Authority (IHDA) for Low Income Housing Tax Credits (LIHTC).
 - ◆ Processed a subordination.
 - ◆ Hosted the Money Smart Week Kick-Off event at the I Hotel to promote financial literacy in the community.
 - ◆ Put together programs and invitations for the Money Smart Week events, calendars are available for this week.
 - ◆ Processed ordinances and resolutions for Annual Action Plan, CHDO Operating, Bond Cap, etc.
 - ◆ Processed invoices for TBRA program expenses.
 - ◆ Met with Housing Action Illinois to work out project closing options for the 1302 W Dublin project.
 - ◆ Held regular HOME Technical Committee meeting to discuss commitment shortfall.
 - ◆ Monitored Regional Planning Commission and Eco Lab for compliance with HOME rules and regulations.
 - ◆ Executed contracts associated with lot transfers to Habitat for Humanity (1304 W. Dublin and 1204 W. Beech).

- **Housing Rehabilitation Coordinator**
 - **FY 11-12 Rehab Projects**
 - ◆ Emergency Grant /Access Grant projects to date: 14 applications have been taken, 12 have been approved – 10 are complete, 2 under contract.
 - ◆ Senior Repair Service Projects to date: 14 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.

- **Other Projects/Training**

- ◆ Property maintenance and acquisition projects in progress.
- ◆ Completed MBE/WBE report, sent to HUD.
- ◆ City-owned properties mowing bid, selected and under contract.
- ◆ Completed the required 8 hours Lead Risk Assessor Training.
- ◆ Attended workshop entitled *Economic Redevelopment of Brownfields*.

- **CD Associate**

- Interviewed by WICD Channel 15 news for National Community Development Week.
- Completed Excel/Access Integration project – AAP Budget.
- Completed packet of information re IHDA PSH grant.
- Obtained job at U of I, last day of work on April 12, 2012.

- **OTHER GRANTS MANAGEMENT DIVISION ACTIVITIES**

- Staff attended City of Urbana Sexual Harassment Policy Training on 3/29/12.
- Staff attended Money Smart Week kick-off event on April 20, 2012.
- CDBG Grants Coordinator attended HUD Environment Review Training in Chicago, IL April 18-19, 2012.
- Staff working on Youth Summit with several neighborhood groups in East Urbana, scheduled for May 12, 2012.
- 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.