



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

GRANTS MANAGEMENT DIVISION

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

Updates, activities and accomplishments since September 25, 2012:

Department of Housing and Urban Development (HUD) Activity

- ❑ FY 2011-2012 CAPER submitted to HUD on Sept. 28, 2012; waiting for HUD review letter.
- ❑ As of October 29, 2012, new HUD Representative for both CDBG & HOME: Amy Hudson

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: one (1) Access Grant; one (1) Emergency Grant (one NOGO); four (4) Senior Repair Service (one NOGO); one (1) Whole House Rehabilitation Program (two NOGOs)
 - *CD Commission* – created draft minutes for 9/25/12 meeting.
 - *CAPER FY 2011-2012* –final preparation; submitted to HUD; distributed copies
 - *Fall Neighborhood News* – mailed 9/26/12; handled phone calls on Grants programs
 - *Winter Neighborhood News* – created timeline; requested articles; started draft
 - *Neighborhood Cleanup* – created Senior Junk pickup list; coordinated food; worked as site manager at Solo Cup site
 - *Whole House Rehabilitation Program* – accepted inquiries; created list of applicants
 - *Miscellaneous:* HUD representatives here 9/25/12. CD Office Cleanup on Saturday 11/3/12. Front desk coverage as needed. Support Staff agendas. Process mortgage payoffs, record documents, update records & files. Witness bid openings. Ordered title work. Made Lead Paint pamphlets for distribution. Provided information to citizens: HELP books, first-time homebuyer packets, City & local Housing Rehab Programs. Monitored and resupplied office equipment.
- ❑ **CDBG Grants Coordinator:**
 - **CDBG**
 - ◆ Closing out public facility project – AWP Sprinkler Expansion.
 - ◆ Working with Community Elements to prepare for Rental Rehab & Preservation Project at Elm Street Supported Apartments.
 - ◆ Processing reimbursement requests and reviewing documentation for compliance from social service grantees.

- **Transitional Housing Program**
 - ◆ Working with families on goals and making referrals as appropriate.
 - ◆ Working on general maintenance issues at units.
 - ◆ Updating program applications, policies, rules, and procedures.
 - ◆ In process of selecting a family to enter the program.
 - **Supportive Housing Program/Homeless Families in Transition**
 - ◆ Processing reimbursements for SHP Program.
 - ◆ Providing technical assistance to agencies.
 - **Continuum of Care/Council of Service Providers to the Homeless**
 - ◆ The next joint meeting for CoC and CSPH is scheduled on December 4th.
 - ◆ The Notice of Funding Availability (NOFA) is available – working with Executive Committee of the CoC to complete the application which includes our renewal SHP grant
 - **Other**
 - ◆ Processing installments for CSSF grantees for City-Funded grants.
- **HOME Program - Grant Coordinator:**
- **HOME**
 - ◆ Tenant successfully moved into 1302 W Dublin unit – continuing homeownership counseling through METEC in Peoria, sale expected in 2013.
 - ◆ Closed on the second of four Champaign County Neighborhood Alliance for Habitat CHDO builds at 1304 W Dublin. Attended the dedication, prepared mortgage documents for closing on November 16, 2012.
 - ◆ Attended foreclosure seminar at the Illinois Asset Building Group Conference at the I-Hotel on November 16, 2012.
 - ◆ Scheduled public hearings for January 2013 Annual Action Plan process.
 - ◆ Closed out open projects in IDIS for the City of Champaign
 - ◆ Executed subrecipient agreements for FY 2012-2013 HOME Consortium members.
 - ◆ Met with CHDOs to assess needs, provide technical assistance and assign tasks to improve current program status. Meeting every other week with each CHDO.
 - ◆ Completed American Dream Downpayment Initiative and Small Rental Properties Program mortgage releases to close out completed projects.
 - ◆ Processed two subordinations for refinance requests from ADDI homebuyers.
 - ◆ HOME Technical Committee voted to approve funding request to Champaign County Neighborhood Alliance for Habitat for the construction of four single-family units and for operating funding. Items will be presented to the Community Development Commission in January 2013.
- **Housing Rehabilitation Coordinator**
- **FY 12-13 Rehab Projects**
 - ◆ Emergency Grant /Access Grant projects to date: 2 applications has been approved and completed
 - ◆ Senior Repair Service Projects to date: 8 applications have been taken and approved.
 - ◆ Whole House Rehabilitation Projects to date: 5 applications have been approved, 4 are under contract and in progress, and one (1) is in the process of inspection.

- **Other Projects/Training**

- ◆ Property maintenance and acquisition projects still in progress, ongoing; (301 Thompson)
- ◆ Neighborhood Cleanup was held Saturday, October 20, 2012; attached are the final summary results.
- ◆ Attended the Lead Supervisor Training (refresher) on October 15, 2012 in Champaign; required every three years by the Illinois Dept. of Public Health to maintain the lead supervisor license.

- **OTHER GRANTS MANAGEMENT DIVISION ACTIVITIES**

- Staff attended regular meetings of the Continuum of Care & CoC Executive Committee, Council of Service Providers to the Homeless, Human Services Council, Housing Authority of Champaign County (HACC) Board of Commissioners, HOME Technical Committee, and the Community Reinvestment Group (CRG).