



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

GRANTS MANAGEMENT DIVISION

TO: Community Development Commission Members
FROM: Kelly H. Mierkowski, Manager, Grants Management Division
DATE: March 26, 2013
SUBJECT: Staff Briefing

Updates, activities and accomplishments since February 26, 2013:

Department of Housing and Urban Development (HUD) Activity

- City is still waiting on the FY 11-12 CAPER review close out letter from HUD.
- No other HUD activity.

Overview of Major Grants Management Division Activities & Accomplishments

□ CDBG Grants Coordinator

• **CDBG**

- ◆ Updating and closing out activities in the IDIS.
- ◆ Processing reimbursement requests and reviewing documentation for compliance from social service grantees.
- ◆ Working with the Public Works Department to schedule a pre-construction conference for Census Tract 53 Street Lighting project.
- ◆ Continue to work on CDBG budget for FY 2013-2014.

• **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.

• **Supportive Housing Program/Homeless Families in Transition**

- ◆ Processing reimbursements for SHP Program.
- ◆ Providing technical assistance to agencies.
- ◆ Completing the monitoring of Sub-recipient agencies for the current program year.

• **Continuum of Care/Council of Service Providers to the Homeless**

- ◆ The next monthly meeting for CSPH and quarterly meeting for CoC is scheduled for April 2nd.

• **Other**

- ◆ Processing installments for CSSF grantees for City-Funded grants.
- ◆ Providing Technical Assistance to agencies for CSSF grant application.

□ **HOME Program - Grant Coordinator**

• **HOME**

- ◆ Met with the City of Champaign to discuss program and budget procedures.
- ◆ Hosted a HOME Technical Committee meeting with the City of Champaign and Champaign County to discuss timeliness and commitments, as well as finalizing tenant based rental assistance contracts.
- ◆ Completed proposed amendment draft for a down payment assistance program.
- ◆ Completed a housing rehabilitation manual draft proposed amendment.
- ◆ Completed purchase orders for ongoing tenant based rental assistance programs.
- ◆ Transferred lots to Champaign County Neighborhood Alliance for Habitat and provided setback information prior to construction.
- ◆ Executed program and operating fund agreements with Neighborhood Alliance for FY 2012-2013.
- ◆ Attending Committee of the Whole and City Council regarding items forwarded by CDC at February's regular meeting.
- ◆ Completed the unapproved minutes from February's CDC meeting.
- ◆ Took five applications for Access Grants, Emergency Grants, and Housing Rehabilitation programs. Submitted requests to the State for historic preservation clearance and to various third parties to begin income verification.
- ◆ Attended meeting with interim Comptroller regarding the HOME budget for FY 2013-2014.

□ **Housing Rehabilitation Coordinator**

• **FY 12-13 Rehab Projects**

- ◆ Emergency Grant /Access Grant projects to date: 6 applications have been approved, 5 completed and 1 in progress.
- ◆ Senior Repair Service Projects to date: 14 applications have been taken and approved.
- ◆ Whole House Rehabilitation Projects to date: 10 applications have been processed 6 have been approved, 3 are complete and 3 under contract in progress.
- ◆ Currently new applications for Whole House Rehab are being processed.

• **Other Projects/Training**

- ◆ Property maintenance process for mowing bids for this fiscal year is currently out for bid and acquisition projects still in progress completed purchase of 1208 ½ W. Dublin others, ongoing.

□ **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).