



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

### GRANTS MANAGEMENT DIVISION

**TO:** Community Development Commission Members  
**FROM:** Kelly H. Mierkowski, Manager, Grants Management Division  
**DATE:** June 25, 2013  
**SUBJECT:** Staff Briefing

---

*Updates, activities and accomplishments since March 26, 2013:*

#### **Department of Housing and Urban Development (HUD) Activity**

- ❑ City received the second FY 11-12 CAPER review close out letter from HUD, additional information submitted.
- ❑ City received grant amounts for FY 2013-2014, increase in CDBG and decrease in HOME.

#### **Overview of Major Grants Management Division Activities & Accomplishments**

##### ❑ **CDBG Grants Coordinator:**

- **CDBG**
  - ◆ Ongoing work with Rental Rehabilitation and Preservation Project.
  - ◆ Ongoing work with the CT 53 Streetlight Project
  - ◆ Ongoing work with FY1213 Consolidated Social Service Funding agencies regarding final reports.
- **Transitional Housing Program**
  - ◆ Working with families on goals and making referrals as appropriate.
  - ◆ Catching up on general maintenance issues at units.
  - ◆ One family completed the program in May and moved to permanent housing.
- **Supportive Housing Program/Homeless Families in Transition**
  - ◆ Completed Annual Performance Report for the program year ending 2/28/2013.
  - ◆ Executed grant agreement with HUD
  - ◆ Prepared subrecipient agreements
- **Continuum of Care/Council of Service Providers to the Homeless**
  - ◆ The next meeting for CoC and CSPH is scheduled for August 6<sup>th</sup>.
  - ◆ City of Urbana was selected to administer the Emergency Solutions Grant (ESG) for the local shelters.
- **Other**
  - ◆ Working with City Council/Town Board to finalize the CSSF award process.

❑ **HOME Program - Grant Coordinator**

• **HOME**

- ◆ Processed two Urbana Dream Applications – one approved, the other waiting on inspection.
- ◆ Hosted a HOME Technical Committee meeting with the City of Champaign and Champaign County to discuss timeliness and commitments, as well as voting on CHDO contracts.
- ◆ Working on Federal Home Loan Bank of Chicago application to augment downpayment assistance funds for upcoming year.
- ◆ Completed procedures for Legal Division regarding lot transfer
- ◆ Processed CHDO applications for certification, project and operating for Habitat for Humanity.
- ◆ Processed regular payouts for Tenant Based Rental Assistance programs and for CHDO new construction activities
- ◆ Closed on 510 E Beardsley house – successfully transferred to CWIT, awaiting tenant information.
- ◆ Met with Executive Director Nancy Hiatt to discuss new TBRA contract from previous amendment. Executed contract.
- ◆ Performed three home visits for Emergency Grants and Senior Repair.
- ◆ Met with Busey Bank to discuss Federal Home Loan Bank application.
- ◆ Completed purchase orders for ongoing tenant based rental assistance programs.
- ◆ Completed the unapproved minutes from February's CDC meeting.

❑ **Housing Rehabilitation Coordinator**

• **FY 12-13 Rehab Projects**

- ◆ Emergency Grant /Access Grant projects to date: ten (10) applications have been approved, six (6) completed and four (4) in progress.
- ◆ Senior Repair Service Projects to date: seventeen (17) applications have been taken and approved.
- ◆ Whole House Rehabilitation Projects to date: seven (7) applications approved – five (5) are complete and two (2) under contract in progress.
- ◆ Currently new applications for Whole House Rehab are being processed.

• **Other Projects/Training**

- ◆ Participated in Senior Health Fair at Hilton Garden Inn, Champaign on 5/29/13
- ◆ Working on Target Area Sweeps with Building Safety Housing Inspector.

❑ **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, Senior Task Force, and the Community Reinvestment Group (CRG).
- Staff is working on application submittals to the Federal Home Loan Bank of Chicago Affordable Housing Program for three projects: (1) Down Payment Plus (DPP) assistance, (2) Urbana Transitional Housing Program - Rehabilitation, and (3) Urbana Transitional Housing Program - New Construction.

