



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

GRANTS MANAGEMENT DIVISION

TO: Community Development Commission Members
FROM: Kelly H. Mierkowski, Manager, Grants Management Division
DATE: August 27, 2013
SUBJECT: Staff Briefing

Updates, activities and accomplishments since July 23, 2013:

Department of Housing and Urban Development (HUD) Activity

- City received letter from HUD re close out of expired supportive housing program grants and request for close out reports; City submitted requested information.
- HUD sent letter re Approval of Action Plan and Transmittal of Grant Agreements (CDBG & HOME) for Program Year 2013; grant agreements signed and returned to HUD.
- HUD sent Program Year-End Review (CAPER) Letter Response for Program Year 2011; City satisfied requests for further information/no further action is required.

Overview of Major Grants Management Division Activities & Accomplishments

□ **CDBG Grants Coordinator:**

• **CDBG**

- ◆ Final stages of completion with the CT 53 Streetlight Project
- ◆ Continuing work on the closeout process for FY1213 Consolidated Social Service Funding agencies.

• **Transitional Housing Program**

- ◆ Working with families on goals and making referrals as appropriate.
- ◆ Bids were due on August 22 for the Transitional Housing Rehab for two of the units

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

- ◆ Ongoing work with Subrecipients.

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

- ◆ The next meeting for CoC and CSPH is scheduled for September 3rd.

□ **HOME Program - Grant Coordinator**

• **HOME**

- ◆ Drafted mortgage and note for 1411 W Beech – Habitat CHDO new construction project completed Friday, August 23, 2013.
- ◆ Attended the Habitat dedication for 1411 W Beech St.
- ◆ Attended the Attorney General's round table discussion re: foreclosure prevention and loan scams.

- ◆ Presented CDC recommendations for Habitat contracts for 1007 N. Berkley, Urbana certification, project funding and operating contracts; approved August 19, 2013. Habitat has submitted the plans for review to the Building Safety Division.
- ◆ Drafted and executed Subrecipient contracts with Champaign County Regional Planning Commission and the City of Champaign as members of the Urbana HOME Consortium.
- ◆ Prepared memos for 1205 Beslin and 1208 ½ Dublin re: Habitat CHDO new construction builds.
- ◆ Closed out files for Urbana Dream and 12-13 projects
- ◆ Completed application intake for 3 Senior Repair, 2 Whole House, and 1 Emergency Grant; currently processing third party verification information for income verifications
- ◆ Processed 2 Urbana Dream applications.
- ◆ Processed regular payouts for Tenant Based Rental Assistance programs and for CHDO new construction activities
- ◆ Completed the unapproved minutes from July's CDC meeting.
- ◆ Submitted requests for use of school property in preparation for October 19, 2013 Neighborhood Cleanup.

□ **Housing Rehabilitation Coordinator**

● **FY 13-14 Rehab Projects**

- Emergency Grant /Access Grant projects to date: 2 applications have been taken and are in review for qualification.
- Senior Repair Service Projects to date: 4 applications have been taken and are in review for qualification.
- Whole House Rehabilitation Projects to date: 6 applications have been taken, 4 have been approved, 2 are under contract and in progress, 2 are out for construction bid and 2 are applications are in review for qualification.

● **FY 12-13 Rehab Projects**

- Emergency Grant /Access Grant projects to date: 10 applications were approved and completed.
- Senior Repair Service Projects to date: 17 applications were approved and completed.
- Whole House Rehabilitation Projects to date: 7 applications approved 6 are complete and 1 contract in progress.

● **Other Activities**

- Urbana Town Homes Pre-Demolition Asbestos removal bids have been received and are being reviewed.
- 301 Thompson Pre-Demolition Asbestos removal bids have been received and are being reviewed.
- Neighborhood cleanup dates have been set Oct.19, 2013 and May 17, 2014 and currently working on the bid packet.

□ **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 Co. (HACC) Board of Commissioners, Senior Task Force, HOME Technical Committee, Community Reinvestment Group (CRG), and Neighborhood Improvement Team.