



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

GRANTS MANAGEMENT DIVISION

TO: Community Development Commission Members
FROM: Kelly H. Mierkowski, Manager, Grants Management Division
DATE: January 23, 2014
SUBJECT: Staff Briefing

Updates, activities and accomplishments since November 19, 2013:

Department of Housing and Urban Development (HUD) Activity

- ❑ Staff attended HUD All-Entitlement Grantee Conference and did presentation on cross-cutting regulations.
- ❑ City received notice that Federal Home Loan Bank of Chicago applications approved and grant agreements sent for execution.
- ❑ City received notice from IL Dept. of Commerce and Economic Opportunity (DCEO) that ESG application approved and grant agreement sent for execution.

Overview of Major Grants Management Division Activities & Accomplishments

- ❑ **CDBG Grants Coordinator:**
 - **CDBG**
 - ◆ Ongoing work with Subrecipients.
 - ◆ Provided technical assistance to Subrecipients.
 - ◆ Preparing for the 2014-2015 CSSF Pool.
 - **Transitional Housing Program**
 - ◆ Working with families on goals and making referrals as appropriate.
 - ◆ Begun rehab work inside the units.
 - **Supportive Housing Program/Homeless Families in Transition**
 - ◆ Ongoing work with Subrecipients.
 - ◆ Completed on-site monitoring of agencies.
 - ◆ Begin writing monitoring reports.
 - ◆ Writing Urbana's grant for the 2013 NOFA.
 - **Emergency Solutions Grant**
 - ◆ Reviewing grant agreement from the DCEO.
 - ◆ Preparing Subrecipient agreements.
 - **Continuum of Care/Council of Service Providers to the Homeless**
 - ◆ Continuous work with the CoC Executive Committee for the 2013 NOFA.
 - ◆ The next meeting for CoC and CSPH is scheduled for February 4, 2014.

❑ **HOME Program - Grant Coordinator**

• **HOME**

- ◆ Completed 2 Urbana Dream down payment assistance projects – three additional by the end of January
- ◆ Moved 40 boxes of HUD files to secure City storage facility
- ◆ Completed transfer of 1208 ½ Dublin to Habitat
- ◆ Prepared memo, resolutions, and agreement for amended 1107 Hill project
- ◆ Completed draws for HOME program July-November 2013
- ◆ Processed regular payouts for Tenant Based Rental Assistance programs operated by Community Elements, The Center for Women in Transition, and Champaign County Regional Planning Commission.
- ◆ Prepared reimbursements for City of Champaign subrecipient expenditures associated with the HOME Program
- ◆ Set up activities in the Integrated Disbursement and Information System (IDIS) for the City of Champaign.
- ◆ Closed out 605 Louisiana – Habitat CHDO build
- ◆ Met with The Center for Women in Transition staff members to review TBRA program guidelines, monitoring results
- ◆ Completed monitoring for Community Elements, Inc. TBRA program and Habitat for Humanity's Affordable Homeownership Program.

❑ **Housing Rehabilitation Coordinator**

• **FY 13-14 Rehab Projects**

- ◆ Emergency Grant /Access Grant projects to date: 4 applications have been taken, 3 projects complete one in review.
- ◆ Senior Repair Service Projects to date: 10 applications have been taken and are complete or in progress.
- ◆ Whole House Rehabilitation Projects to date: 6 applications have been taken and approved. 2 are complete and 4 are under contract and in progress.
- ◆ Coordinating efforts with Building Safety and other City Departments for the Demolition of the Urbana Town Homes.

❑ **OTHER GRANTS MANAGEMENT DIVISION ACTIVITIES**

- Staff scheduled and attended Public Hearings/Neighborhood Meetings in January (Jan. 6-9) at various sites in Community Development targeted neighborhoods within the City, for upcoming FY 2014-2015 Annual Action Plan. Two neighborhood meeting are to be rescheduled due to cancellation because of extreme winter weather.
- 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, Community Reinvestment Group (CRG), and Neighborhood Improvement Team.