



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

### GRANTS MANAGEMENT DIVISION

**TO:** Community Development Commission Members  
**FROM:** Kelly H. Mierkowski, Manager, Grants Management Division  
**DATE:** February 20, 2014  
**SUBJECT:** Staff Briefing

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*Updates, activities and accomplishments since January 28, 2014:*

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

- ❑ Received confirmation letter from HUD re acknowledgement of final close out and transmittal of closeout agreement for the CDBG-R Program (Green St. Project), Grant No. B-09-MY-17-0024.
- ❑ HUD requested CDBG 40th Anniversary Success Stories, as the CDBG program is approaching its 40th anniversary in 2014. The City of Champaign, in cooperation with the City of Urbana and the State of Illinois, submitted information regarding Crisis Nursery; the City of Urbana submitted a photo of the project.
- ❑ HUD sent a notice and reminder email that when a budget is passed, it must still go through a time consuming process of being allocated to the Federal Agencies. Once HUD receives its allocation, they run formulas to determine the funding allocation amounts to each grantee. Once they are posted to HUD's website, grantees will be able to resume their Annual Action Plan process, per the recent Action Plan Notice.

#### **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.
  - **Transitional Housing Program**
    - ◆ Working with families on goals and making referrals as appropriate.
    - ◆ Monitoring TH Rehabilitation Project
  - **Supportive Housing Program/Homeless Families in Transition**
    - ◆ Processing reimbursements for SHP Program.
    - ◆ Providing technical assistance to agencies.
    - ◆ Monitoring Sub-recipient agencies for the current program year.
  - **Emergency Solutions Grant**
    - ◆ Preparing to execute Subrecipient agreements.

- **Continuum of Care/Council of Service Providers to the Homeless**
  - ◆ The next monthly meeting for CoC and CSPH is scheduled for March 4<sup>th</sup>.
- **Other**
  - ◆ Processing installments for CSSF grantees for City-Funded grants.
  - ◆ Working with Cunningham Township to begin FY1415 CSSF process.

□ **HOME Program - Grant Coordinator**

- **HOME**
  - ◆ Worked with Finance Dept. to create HOME Budget Amendment.
  - ◆ Completed Urbana Dream down payment assistance projects.
  - ◆ Completed transfer of 1107 Hill to Habitat; Prepared memo, resolutions, and agreement for amended 1107 Hill project
  - ◆ Completed all remaining draws for HOME program for FY12-13
  - ◆ 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.
  - ◆ 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: 5 applications have been taken - 3 projects completed, one in progress, and one in review.
  - ◆ Senior Repair Service Projects to date: 12 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 Townhomes.
  - ◆ Coordinating with Champaign and Rantoul for informational Contractors Breakfast, set for February 27, 2014.
  - ◆ Updating bid proposals for property maintenance lawn care for city owned properties.

□ **OTHER GRANTS MANAGEMENT DIVISION ACTIVITIES**

- Staff attended Public Hearing/Neighborhood Meeting on February 18, 2014 at Hamilton on the Park, 1201 North Brookstone, Urbana, for the upcoming FY 2014-2015 Annual Action Plan. The next neighborhood meeting has been rescheduled for March 4, 2014 at the Prairie School Library, 2102 East Washington Street, Urbana.
- 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.