



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

GRANTS MANAGEMENT DIVISION

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

Updates, activities and accomplishments since February 25, 2014:

Department of Housing and Urban Development (HUD) Activity

- Received emails from HUD stating:
 - Grantees are to inform HUD if Technical Assistance (TA) is required to identify or qualify CHDOs under the new HOME rule, and to contact their CPD Representative, who will work to get the TA started;
 - HUD anticipates announcing the 2014 funding allocations to grantees for all four Consolidated Plan formula programs by mid-March; on March 18, 2014 funding allocations were announced for CDBG and HOME on HUD's website.
 - After a number of delays, HUD is now in a position to start moving forward toward implementing new Low & Moderate Income Summary Data LMISD for the CDBG program. To formally implement the use of new LMISD, HUD will issue a CPD Notice providing guidance to grantees on transitioning to the use of the new data. The new LMISD will not be made effective before July 1, 2014 (at the earliest).

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.
 - ◆ Finalizing monitoring of Subrecipient agencies for the current program year.
 - **Emergency Solutions Grant**
 - ◆ Finalizing Subrecipient agreements

- **Continuum of Care/Council of Service Providers to the Homeless**
 - ◆ The next monthly meeting for CoC and CSPH is scheduled for April 1st.
- **Other**
 - ◆ Processing installments for CSSF grantees for City-Funded grants.
 - ◆ Working with Cunningham Township on the FY1415 CSSF process.

□ **HOME Program - Grant Coordinator**

- **HOME**
 - ◆ Worked with Finance Dept. to create HOME Budget Amendment.
 - ◆ Implemented HOME Budget Amendment with Finance staff.
 - ◆ Reconciled FY 12-13 expenditures with federal accounting system.
 - ◆ Completed draws for expenditures from FY 13-14 through the end of December, 2013.
 - ◆ Closed out Whole House Rehabilitation projects from FY 12-13.
 - ◆ 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.
 - ◆ Completed commitments projection based on this year's Deadline Compliance Status Report – currently working with subrecipients to ensure the Consortium maintains good standing with HUD.

□ **Housing Rehabilitation Coordinator**

- **FY 13-14 Rehab Projects**
 - ◆ Emergency Grant /Access Grant projects to date: 8 applications have been taken -4 projects completed, 2 in progress, and 2 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.
 - ◆ Contractor's breakfast in cooperation with Champaign and Rantoul for informational purposes was held February 27, 2014 with 6 General contractors and 14 Sub-Contractors present. A discussion of program guidelines and updates was addressed.
 - ◆ Currently, bid proposals for property maintenance lawn care for city-owned properties out for bid.
 - ◆ Currently looking for and taking applications for participation in the Whole House Rehabilitation Program.

□ **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, Community Reinvestment Group (CRG), and Neighborhood Improvement Team.