



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

### GRANTS MANAGEMENT DIVISION

**TO:** Community Development Commission Members  
**FROM:** Kelly H. Mierkowski, Manager, Grants Management Division  
**DATE:** April 17, 2014  
**SUBJECT:** Staff Briefing

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*Updates, activities and accomplishments since March 25, 2014:*

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

- Received official notice from HUD regarding grant allocations for CDBG and HOME.

#### **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
  - ◆ Worked on report to IL DCEO
- **Continuum of Care/Council of Service Providers to the Homeless**
  - ◆ The next monthly meeting for CoC and CSPH is scheduled for May 6, 2014
- **Other**
  - ◆ Processing installments for CSSF grantees for City-Funded grants.
  - ◆ Working with Cunningham Township on the FY1415 CSSF process; applications due on April 11, 2014.
  - ◆ Attended Federal Home Loan Bank of Chicago (FHLBC) Affordable Housing Program application training on April 17, 2014

❑ **HOME Program - Grant Coordinator**

• **HOME**

- ◆ Reconciled TBRA Program draws for single audits for the County.
- ◆ Presented Bond Cap allocation memo to City Council for 2014 at 4-14-2014 Committee of the Whole meeting.
- ◆ Prepared 2434 Neighborhood Newsletters for the Spring Neighborhood Clean Up.
- ◆ Assisted the City of Champaign in submitting their next Request for Reimbursement regarding HOME expenses.
- ◆ Completed budget for FY 14-15 HOME Program in Annual Action Plan.
- ◆ 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.
- ◆ Calculated commitments shortfall for upcoming HUD deadline in August; Communicated report results with Consortium members.
- ◆ Completed Whole House Rehab closeout for one project.
- ◆ Created tracking system for open activities in the Integrated Disbursements and Information System (IDIS)
- ◆ Scheduled inspections for Aspen Court and Crystal View rental properties funded through HOME Program. Inspections completed as of 4/16/2014. Any findings have been corrected.

❑ **Housing Rehabilitation Coordinator**

• **FY 13-14 Rehab Projects**

- ◆ Emergency Grant /Access Grant projects to date: 10 applications have been taken -5 projects completed, 3 in progress, and 2 in review.
- ◆ Senior Repair Service Projects to date: 14 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 bid packets will be available April 22, 2014.
- ◆ Bid proposals for property maintenance lawn care for city-owned properties received and contract underway.
- ◆ 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.