



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

### GRANTS MANAGEMENT DIVISION

**TO:** Community Development Commission Members  
**FROM:** Kelly H. Mierkowski, Manager, Grants Management Division  
**DATE:** March 24, 2015  
**SUBJECT:** Staff Briefing

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*Updates, activities and accomplishments since January 27, 2015:*

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

- ❑ Received letter from HUD HQ stating FY 2014 Continuum of Care Program project application for the Supportive Housing Program/Homeless Families in Transition project was approved for funding.
- ❑ Received letter from HUD HQ for FY 2015-2016 allocations for CDBG and HOME grants.

#### **Overview of Major Grants Management Division Activities & Accomplishments**

- ❑ **Community Development Associate / Grants Management Manager:**
  - **Community Development Block Grant (CDBG)**
    - ◆ Closing out old activities in IDIS.
    - ◆ Processing payouts and completing drawdowns for CDBG activities.
  - **Consolidated Social Service Funding (CSSF):**
    - ◆ TA Technical Training on application held on March 10 & 11, 2015
    - ◆ Processing payments for FY 1415 CSSF contracts for City-Funded grant allocations
    - ◆ Application made available for FY1516 CSSF funding on March 9, 2015
  - **Supportive Housing Program/Homeless Families in Transition**
    - ◆ Completed payouts for grant from subrecipients.
    - ◆ Worked on registration into new eLOCCS system for disbursements.
  - **Emergency Solutions Grant (ESG)**
    - ◆ Submitted client and financial reports for both FY 2013 and FY 2014 grants.
    - ◆ Working on FY 2015 ESG grant, due in May 2015
  - **Continuum of Care/Council of Service Providers to the Homeless**
    - ◆ Attended CoC/CSPH meetings in February and March. The next monthly meeting is scheduled for April 7, 2015.
  - **Other**
    - ◆ Blight Reduction Program grant application submitted to IHDA in December 2014.
    - ◆ Spring 2015 Neighborhood Cleanup is May 16, 2015
    - ◆ Working on agreement with Habitat to partner with IL Attorney General's Grant

❑ **HOME Program - Grant Coordinator**

• **HOME**

- ◆ Prepared five-year Consolidated Plan FY 2015-2019. Worked with Planning Interns Matt and Max to prepare and report data for the Consortium area. Met with Consortium Members in drafting and coordinating the Plan.
- ◆ Prepared TBRA amendment for Champaign County Regional Planning Commission for FY 2013-2014 funds.
- ◆ Reconciled TBRA contracts for the County.
- ◆ Amended the Housing Program Manual to incorporate the City's continued down payment program.
- ◆ Closed out two FHLB grant reimbursements for former down payment FY 2014-2015 projects.
- ◆ Coordinated information for auditors for FY 2013-2014 audit.
- ◆ Set up and closed out various activities for the City of Champaign in the federal Integrated Disbursements and Information System (IDIS).
- ◆ Completed HOME Consortium renewal for 2015-2017. Both Champaign and the County will continue to participate.
- ◆ Met with Katrin Klingenburg regarding sale of 1302 Dublin. Closing expected in April!!!!
- ◆ Held Consolidated Plan and Annual Action Plan public hearing.

❑ **Housing Rehabilitation Coordinator**

• **FY 14-15 Rehab Projects**

- ◆ Emergency Grant /Access Grant projects to date: 2 applications approved and complete, processing applications for participation.
- ◆ Senior Repair Service Projects to date: 9 application have been taken 7 are complete 2 in progress and processing applications for participation.
- ◆ Whole House Rehabilitation Projects to date: 3 applications approved, 2 in progress and 1 pending construction contract. Currently taking applications for participation in the Whole House Rehabilitation Program.

• **FY 14-15**

- ◆ Barnes Mobile Home Park - coordinating efforts with residents, helping with relocation.
- ◆ 301 Thompson demolition complete, property deeded to Habitat for Humanity and construction of 2 new homes in progress
- ◆ Completed required lead risk assessor refresher training.
- ◆ Updating Housing Program manual for approval to run consistent with the Consolidated Plan for fiscal years 2015-2019

❑ **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.
- ◆ Staff has been working diligently on the Consolidated Plan for FYs 1519, Annual Action Plan for FY 1516, and the Housing Program Manual for FYs 1519.