



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

GRANTS MANAGEMENT DIVISION

TO: Community Development Commission Members
FROM: Kelly H. Mierkowski, Manager, Grants Management Division
DATE: May 27, 2015
SUBJECT: Staff Briefing

Updates, activities and accomplishments since April 28, 2015:

Department of Housing and Urban Development (HUD) Activity

- ❑ Received email and letter from HUD regarding the monitoring of HOME Program during the week of May 19-22, 2015.

Overview of Major Grants Management Division Activities & Accomplishments

- ❑ **Community Development Associate / Grants Management Division Manager:**
 - **Community Development Block Grant (CDBG)**
 - ◆ Closing out old activities in IDIS.
 - ◆ Processing payouts, completing drawdowns for CDBG activities.
 - **Consolidated Social Service Funding (CSSF):**
 - ◆ Ongoing Council discussion re FY1516 CSSF funding and applications.
 - ◆ Working on closing out FY 1415 CSSF grants
 - **Supportive Housing Program/Homeless Families in Transition**
 - ◆ Completed final draw for grant that ended February 28, 2015.
 - ◆ Working on Annual Performance Report (APR) for expired grant, due by May 29.
 - ◆ Submitted information to HUD through esnaps for renewal of grant.
 - **Emergency Solutions Grant (ESG)**
 - ◆ Submitted client and financial reports for FY 2014 grants.
 - ◆ Submitted FY 2015 ESG grant renewal application to IL DHS in May 2015.
 - **Continuum of Care/Council of Service Providers to the Homeless**
 - ◆ Attended CoC/CSPH meetings in May; the next monthly meeting scheduled for June 2, 2015.
 - **Other**
 - ◆ Taking resolution to Council for approval re acceptance of Blight Reduction Program funds, to submit to IHDA.
 - ◆ Council approval of agreement with Habitat for Humanity re IL AG's Grant.
 - ◆ Spring 2015 Neighborhood Cleanup was May 16, 2015
 - ◆ Community Development Associate (CSBG/SHP/ESG) resigned to pursue more direct service position.

❑ **HOME Program - Grant Coordinator**

- Reviewed HUD Monitoring Review Checklists, assembled HOME Consortium policies and procedures, and requested documentation from CHDOs, Consortium members, etc. in preparation for HUD Monitoring the week of May 18-22, 2015.
- Submitted five-year Consolidated Plan FY 2015-2019, Annual Action Plan FY 2015-2016 and Certifications to HUD.
- Working with Busey Bank regarding final FHLBC grant available to household at or below 60% MFI,
- Facilitated HOME Technical Committee meeting & Consortium-HUD Conference Call.
- Presented CHDO Habitat contracts to Council; approved 4-20-2015, contracts signed.
- Completed draws for HOME expenses in FY 2014-2015. Reconciled draws against the City's general ledger. Continuing to review expenses for future draws.
- Prepared staffing budgets for HOME, CDBG, SHP, and ESG.
- Completed City HOME budget for FY 2015-2016; reviewed and updated as needed.

❑ **Housing Rehabilitation Coordinator**

- **FY 14-15 Rehab Projects**
 - ◆ Emergency Grant /Access Grant projects to date: 5 applications, 3 complete, 2 in review process.
 - ◆ Senior Repair Service Projects to date: 13 application have been taken 9 are complete 4 in progress and processing applications for participation.
 - ◆ Whole House Rehabilitation Projects to date: 2 applications approved, 2 in progress and 1 pending. Currently taking applications for participation in the Whole House Rehabilitation Program.
- **FY 14-15**
 - ◆ Property acquisition of 1306 ½ W Dublin in progress
 - ◆ Barnes Mobile Home Park - coordinating efforts with final two residents, helping with relocation.
 - ◆ Blight Production Program (BRP) & Illinois Attorney General's Grant - will work with Habitat for Humanity on these programs.

❑ **OTHER GRANTS MANAGEMENT DIVISION ACTIVITIES**

- ◆ Staff attended regular meetings of the Continuum of Care & CoC Executive Committee, Council of Service Providers to the Homeless, Housing Authority of Champaign Co. (HACC) Board of Commissioners, Senior Task Force, Community Reinvestment Group (CRG), and Neighborhood Improvement Team.