



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

### GRANTS MANAGEMENT DIVISION

**TO:** Community Development Commission Members  
**FROM:** Kelly H. Mierkowski, Manager, Grants Management Division  
**DATE:** June 24, 2016  
**SUBJECT:** Staff Briefing

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*Updates, activities and accomplishments since May 22, 2016:*

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

- ❑ Received response from HUD regarding submission of additional items for consideration with regarding to monitoring of HOME Program; one finding left to correct.

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

##### ◆ **Grants Management Division Manager**

##### ◆ **Other**

- ◆ Worked on Annual Action Plan Amendments
- ◆ Working on HOME Commitments and CDBG Timeliness issues with staff
- ◆ Began monitoring of all grant subrecipients/ subgrantees.

##### ● **Community Development Block Grant (CDBG)**

- ◆ Working with TH clients on goals
- ◆ Continuing to monitor CDBG Budget for FY1516

##### ● **Emergency Solutions Grant (ESG)**

- ◆ Worked with CD Coordinator re renewal of grant through Champaign County CoC and IDHS.

##### ● **HOME Program**

- ◆ Continuing to monitor HOME grant budget for FY 1415 and FY 1516

##### ● **Supportive Housing Program (SHP) - Homeless Families in Transition**

- ◆ Awaiting news regarding funding from HUD.

##### ◆ **Community Development Coordinator:**

##### ● **Community Development Block Grant (CDBG)**

- ◆ Managing the CDBG-funded portion of the Consolidated Social Service Fund
- ◆ Drafting contracts to fund infrastructure improvements for Highland Green

##### ● **Consolidated Social Service Funding (CSSF):**

- ◆ Working with Subrecipients of awards to disburse FY 1516 CSSF funding
- ◆ Facilitating the FY 16-17 CSSF application process

##### ● **HOME Program**

- ◆ Processing funding requests from subrecipients
- ◆ Drafting contracts to fund HOME units at Highland Green
- ◆ Working with subrecipients to reconcile funds available for disbursement

##### ● **Emergency Solutions Grant**

- ◆ Working with subrecipient agencies to ensure compliance with grant regulations

- **Supportive Housing Program**
  - ◆ Processing payment requests for subrecipient agencies
- **Blight Reduction Program**
  - ◆ Assisting in the operation and administration of the BRP with Habitat for Humanity
- **Other**
  - ◆ Contributing to the preparation of the City of Urbana and Urbana HOME Consortium FY 2016-2017 Annual Action Plan
  - ◆ Completing environmental review records (ERRs) for HUD-assisted projects
  - ◆ Miscellaneous Grants Management assistance

□ **Housing Rehabilitation Coordinator**

- **FY 15-16 Rehab Projects**
  - ◆ Emergency Grant /Access Grant projects to date: 9 approved applications , 7 complete 2 under contract
  - ◆ Senior Repair Service Projects to date: 12 application have been approved 9 complete 3 in progress.
  - ◆ Whole House Rehabilitation Projects to date: 7 applications approved, 1 declined, all 6 complete. Taking applications for possible future rehabs
  - ◆ Blight Production Program (BRP) & Illinois Attorney General’s Grant – working with Building Safety and Habitat for Humanity on these programs. Projects ongoing
  - ◆ Habitats Attorney General Revitalization Program – Coordinating work with Habitat. 2 rehab projects 1 complete 1 in progress

□ **Grants Compliance Specialist**

- **HOME Program**
  - ◆ Requested drawdowns for May 2017 expenditures
  - ◆ Processing fund requests from subrecipients
  - ◆ Preparing financial reports 2015-2016 audit
  - ◆ Working on HOME Commitment issues with the Grants Coordinator and Grants Manager
  - ◆ Working on closing out different activities on IDIS
- **CDBG Program**
  - ◆ Requested drawdowns for May 2017 expenditures
  - ◆ Processing fund requests from subrecipients (Transitional Housing)
  - ◆ Preparing financial reports 2015-2016 audit
  - ◆ Working on closing out different activities on IDIS
- **ESG Program**
  - ◆ Preparing the final drawdown request for 2015-2016 ESG fund.
- **Supportive Housing Program**
  - ◆ Preparing the final drawdown request for 2015-2016 SHP fund.

□ **OTHER GRANTS MANAGEMENT DIVISION ACTIVITIES**

Staff attended regular meetings of the Champaign County Continuum of Care (CoC) & 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), HOME Technical Committee, and the 2016 Regional Neighborhood Network Conference (RNNC) Planning Committee/Program Subcommittee.