



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

GRANTS MANAGEMENT DIVISION

TO: Community Development Commission Members
FROM: Kelly H. Mierkowski, Manager, Grants Management Division
DATE: January 20, 2017
SUBJECT: Staff Briefing

Updates, activities and accomplishments since November 22, 2016:

Department of Housing and Urban Development (HUD) Activity

- ❑ Letter received (dated 11/29/16) re close out of final Finding of Noncompliance with regard to HOME Monitoring
- ❑ Letter received (dated 12/12/16) re additional information requested for Homeless Families in Transition Annual Performance Report (APR)
- ❑ Letter received (dated 12/16/16) re Program Year-End Review Letter for PY15 Urbana Consortium (CAPER Review)

Overview of Major Grants Management Division Activities & Accomplishments

◆ **Grants Management Division Manager**

◆ **Other**

- ◆ Began FY 1516 CAPER Process
- ◆ On Panel for CCRPC CEO
- ◆ Began working on 2017 RNNC with planning committee
- ◆ Attended County wide Land Bank meetings
- ◆ Involved in discussions re HOME Consortium RFP
- ◆ Coordination of public hearings/neighborhood meetings for FY1718 AAP
- ◆ Conducting employee interviews at Highland Green
- ◆ Worked on Intergovernmental Collaboration Agreement for AFH

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

- ◆ Working with Transitional Housing clients on goals
- ◆ Monitoring budget for CDBG

● **Emergency Solutions Grant (ESG)**

- ◆ Monitoring budget for ESG

● **HOME Program**

- ◆ Monitoring HOME grant budget and commitments
- ◆ Completed revisions for subrecipient agreements with Champaign and CCRPC

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

- Working with Courage Connection re transfer of administration

● **Blight Reduction Program**

- ◆ Monitoring of budget for BRP

◆ **Community Development Coordinator:**

- **Community Development Block Grant (CDBG)**
 - ◆ Managing the CDBG-funded portion of the Consolidated Social Service Fund
 - ◆ Ensuring compliance with Federal CDBG labor standards at the Highland Green construction site
- **Consolidated Social Service Funding (CSSF):**
 - ◆ Managing the FY 16-17 CSSF funding distribution process
- **HOME Program**
 - ◆ Processing funding requests from subrecipients
 - ◆ Ensuring compliance with Federal HOME labor standards at the Highland Green construction site
 - ◆ Working with Habitat for Humanity of Champaign County and other subrecipients to ensure compliance with HOME regulations
- **Emergency Solutions Grant**
 - ◆ Working with subrecipient agencies to report accomplishments to the Illinois Department of Human Services
- **Supportive Housing Program**
 - ◆ Working with Courage Connection to determine how to most effectively structure the use of SHP funds
- **Blight Reduction Program**
 - ◆ Assisting in the operation and administration of the BRP with Habitat for Humanity
- **Other**
 - ◆ Contributing to the completion of the City of Urbana and Urbana HOME Consortium FY 2015-2016 Comprehensive Annual Performance and Evaluation Report (CAPER)
 - ◆ Completing environmental review records (ERRs) for HUD-assisted projects
 - ◆ Miscellaneous Grants Management Division assistance

□ **Housing Rehabilitation Coordinator**

- **FY16-17 Rehab Projects**
 - ◆ Emergency Grant /Access Grant projects to date: 4 applications approved 2 complete 2 in progress
 - ◆ Senior Repair Service Projects to date: 5 application have been approved and are in progress.
 - ◆ Whole House Rehabilitation Projects to date: 1 under contract
 - ◆ Blight Reduction Program (BRP) & Illinois Attorney General's Grant – working with Building Safety and Habitat for Humanity on these programs. 15 total Projects ongoing, 11 complete, 2 in demolition phase, 2 projects in the demo bid process.
 - ◆ Habitats Attorney General Revitalization Program – Coordinating work with Habitat. 3 rehab projects 3 complete

□ **Grants Compliance Specialist**

- **HOME Program**
 - ◆ Requested drawdowns for FY2017 expenditures
 - ◆ Processing fund requests from subrecipients

- ◆ Working on HOME Commitment issues with the Grants Coordinator and Grants Management Division Manager
- ◆ Working on closing out different activities on IDIS
- **CDBG Program**
 - ◆ Requested drawdowns for FY2017 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 drawdown requests for 2016-2017 ESG fund.
- **Supportive Housing Program**
 - ◆ Preparing drawdown requests for 2016-2017 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 (CSPH), Housing Authority of Champaign Co. (HACC) Board of Commissioners, Senior Task Force, Community Reinvestment Group (CRG), HOME Technical Committee, and the 2017 Regional Neighborhood Network Conference (RNNC) Planning Committee/Program Subcommittee.