



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

GRANTS MANAGEMENT DIVISION

TO: Community Development Commission Members
FROM: Kelly H. Mierkowski, Manager, Grants Management Division
DATE: March 28, 2017
SUBJECT: Staff Briefing

Updates, activities and accomplishments since February 24, 2017:

Department of Housing and Urban Development (HUD) Activity

- Received email re Monitoring of CDBG Program (May 15-19)
- Received email re Monitoring of CoC/SHP Homeless Families in Transition (June 21-23)

Overview of Major Grants Management Division Activities & Accomplishments

Grants Management Division Manager

Other

- ◆ Received email from IHDA re approval of Abandoned Properties Program application
- ◆ Worked on FY 1516 CAPER Review, 2nd Response
- ◆ Working with Grants Compliance Specialist re FY 2017-2018 budgets
- ◆ Continued FY 1718 Annual Action Plan (AAP) process
- ◆ Continued FY 1415 & FY1516 AAP Amendment process
- ◆ Highland Green: Assists in employee interviews/Attends draw meetings
- ◆ Assist with Income Survey process for LNAC neighborhood (CT56 BlckGrp1)
- ◆ Met with Village of Rantoul staff regarding the possible administration of their CDBG program until staff are hired and trained, due to restructuring of depts.
- ◆ Involved in discussions re County-wide land bank
- ◆ Submitted CommunityWINS grant application with Habitat for Humanity
- **Community Development Block Grant (CDBG)**
 - ◆ Working with Transitional Housing clients on goals
 - ◆ Monitoring budget, timeliness, and program compliance
- **Emergency Solutions Grant (ESG)**
 - ◆ Monitoring budget and program
- **HOME Program**
 - ◆ Monitoring budget, commitments, and program compliance
 - ◆ Reviewed RFP Applications for funding, three agencies chosen for funding
- **Supportive Housing Program (SHP) - Homeless Families in Transition**
 - Working with Courage Connection & HUD re transfer of grant administration
 - Working with HUD on Budget Amendment and Grant Agreement; draws
- **Blight Reduction Program**
 - ◆ Monitoring of budget and program compliance

□ **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
 - ◆ Working with HUD to designate Habitat for Humanity of Champaign County as a Community Based Development Organization
- **Consolidated Social Service Funding (CSSF):**
 - ◆ Managing the FY 16-17 CSSF funding distribution process
 - ◆ Coordinating the FY 17-18 CSSF application 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
 - ◆ Administering the Request for Proposals for available HOME funds
- **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**
 - ◆ Completing environmental review records (ERRs) for HUD-assisted projects
 - ◆ Miscellaneous Grants Management Division assistance
 - ◆ Assisting in the coordination of the FY 2020 Affirmatively Furthering Fair Housing Regional Study

□ **Housing Rehabilitation Coordinator**

- **FY16-17 Rehab Projects**
 - ◆ Emergency Grant /Access Grant projects to date: 5 applications approved, 4 complete, 1 in progress
 - ◆ Senior Repair Service Projects to date: 6 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, 13 complete, 2 projects in demo process.
 - ◆ Property Maintenance mowing out for bid, city owned properties.

□ **Grants Compliance Specialist**

• **HOME Program**

- ◆ Working on new FY18 Budget
- ◆ Working on drawdowns for FY2017 expenditures
- ◆ Processing fund requests from subrecipients
- ◆ Working on closing out different activities on IDIS

• **CDBG Program**

- ◆ Working on new FY18 Budget
- ◆ Requested drawdowns for FY2017 expenditures
- ◆ Processing fund requests from subrecipients (Transitional Housing)
- ◆ Working on closing out different activities on IDIS

• **ESG Program**

- ◆ Working on new FY18 Budget
- ◆ Preparing drawdown requests for 2016-2017 ESG grant fund

• **Supportive Housing Program**

- ◆ Working on new FY18 Budget
- ◆ Preparing drawdown requests for 2016-2017 SHP grant 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 Assessment of Fair Housing Intergovernmental Collaboration group.

Staff also attended the following Conferences, Trainings, and Webinars: (1) Illinois Governor's Conference on Affordable Housing, (2) HUD HOME Rental Housing Development and Compliance Training, (3) HUD Affirmatively Furthering Fair Housing Training, (4) HUD Environmental Review Record Training, IHDA Abandoned Properties Program Welcome Webinar, and (6) Grant Accounting Transparency Act (GATA) Training Webinar.