



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

GRANTS MANAGEMENT DIVISION

TO: Community Development Commission Members  
FROM: Kelly H. Mierkowski, Manager, Grants Management Division  
DATE: March 23, 2018  
SUBJECT: Staff Briefing

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*Updates, activities and accomplishments since February 27, 2018:*

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

- ❑ Received various emails re CPD Notices, CoC information, Trainings/Workshops, etc.

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

❑ **Grants Management Division Manager**

❑ **Other**

- ◆ Working on FY 1819 Annual Action Plan (draft), updating schedule per HUD
- ◆ Continued coordination of the FY2020 AI/AFFH Collaboration
- ◆ Working on updating various Policies and Procedures
- ◆ Working on Neighborhood Newsletter

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

- ◆ Monitoring Budget, Timeliness, and Program Compliance
- ◆ Updating policies and procedures, as needed and as time allows.
- ◆ Working with Cunningham Township Supervisor's Office to update Consolidated Social Service Funding (CSSF) application and process, with CD Coordinator.
- ◆ Working with Transitional Housing clients on goals and referrals

• **Emergency Solutions Grant (ESG)**

- ◆ Monitoring Budget and Program Compliance

• **HOME Program**

- ◆ Monitoring Budget, Commitments, and Program Compliance
- ◆ Completed FY 1819 Mini Plan, waiting on approval from HUD
- ◆ Submitted FY 1617 AAP Amendment to HUD for review and approval

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

- ◆ Monitoring Budget and Program Compliance
- ◆ Monitoring by HUD of program completed, waiting on letter

• **Blight Reduction Program**

- ◆ Monitoring Budget and Program Compliance

• **Abandoned Property Program**

- ◆ Monitoring Budget and Program Compliance
- ◆ Received Notice from IHDA that Round 3 Application was approved (\$55,000.)

□ **Community Development Coordinator:**

- **Community Development Block Grant (CDBG)**
  - ◆ Managing the CDBG-funded and City-funded portions of the Consolidated Social Service Fund
- **Consolidated Social Service Funding (CSSF):**
  - ◆ Managing the FY 17-18 CSSF funding distribution process
- **HOME Program**
  - ◆ Processing HOME funding requests
  - ◆ Working with the City of Champaign to administer proposed HOME funding assistance to be provided to the Bristol Park Redevelopment project
  - ◆ Working with Habitat for Humanity of Champaign County, Navicore Solutions, Courage Connection, and other subrecipients to ensure compliance with HOME regulations
- **Emergency Solutions Grant**
  - ◆ Preparing information related to the City as required by the State Grants Accountability and Transparency Act (GATA)
  - ◆ Working with subrecipient agencies to report accomplishments to the Illinois Department of Human Services
- **Supportive Housing Program**
  - ◆ Assisting Courage Connection with the preparation of the upcoming Annual Performance Report
- **Blight Reduction Program**
  - ◆ Assisting in the operation and administration of the BRP with Habitat for Humanity
- **Abandoned Properties Program**
  - ◆ Reporting specific expenses and preparing funding requests
- **Other**
  - ◆ Completing environmental review records (ERRs) for HUD-assisted projects
  - ◆ Assisting in the coordination of the FY 2020 Analysis of Impediments to Fair Housing Choice study
  - ◆ Miscellaneous Grants Management Division assistance

□ **Housing Rehabilitation Coordinator**

- **FY17-18 Rehab Projects**
  - ◆ Emergency Grant /Access Grant projects to date: Two (2) applications, approved and complete
  - ◆ Senior Repair Service Projects to date: Seven (8) applications have been taken and approved and are in progress or complete.
  - ◆ Whole House Rehabilitation Projects to date: One application approved and under construction contract.
  - ◆ Blight Reduction Program (BRP) through the Illinois Housing Development Authority (IHDA) working with staff, Building Safety and Habitat for Humanity on this program. Sixteen (16) total Projects complete still pending closeout.
  - ◆ Abandoned Properties Program (APP) Funding through the Illinois Housing Development Authority (IHDA): Working with GMD staff, Building Safety, and Habitat for Humanity on this program. One project complete one in progress.

□ **Grants Compliance Specialist**

- **HOME Program**
  - ◆ Processing invoices and funding requests from agencies
  - ◆ Preparing for FY2017-2018 activities
  - ◆ Working on drawdowns for FY2017-2018
  - ◆ Processing fund requests from subrecipients
  - ◆ Working on creating and closing out different activities on IDIS
- **CDBG Program**
  - ◆ Processing invoices and funding requests from agencies
  - ◆ Preparing for FY2017-2018 activities
  - ◆ Working on drawdowns for FY2017-2018
  - ◆ Processing fund requests from subrecipients
  - ◆ Working on creating and closing out different activities on IDIS
- **ESG Program**
  - ◆ Preparing drawdown requests for FY2017-2018 ESG grant fund
  - ◆ Processing fund requests from subrecipients
- **Supportive Housing Program**
  - ◆ Preparing drawdown requests for FY2017-2018 SHP grant fund
  - ◆ Processing fund requests from subrecipients
- **Other**
  - ◆ Attending different trainings for the City's new financial system (Munis)
  - ◆ Working with the Finance Department to create a better tracking system for grants in the new financial system.

□ **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), and HOME Technical Committee.

Staff also attended various Webinars related to HUD/Federal, and State Grants.