**DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES**

***GRANTS MANAGEMENT DIVISION***

**TO:** **Community Development Commission Members**
**FROM:** **Kelly H. Mierkowski, Manager, Grants Management Division**
**DATE:** **November 18, 2016**
**SUBJECT:** **Staff Briefing**

***Updates, activities and accomplishments since August 23, 2016:***

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

- Notification from HUD via email regarding compliance with Section 3, staff responded.
- Received HUD Grantee Notification from HUD via email for various updates.

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

- **Grants Management Division Manager**

  - **Other**
    - Continued working on 2016 RNNC with planning committee & attended
    - Completed and submitted NOFA with CoC Executive Committee
    - Working to set up CDBG & HOME in IDIS for FY 1617 w/ GC Specialist
    - Working on releases and subordinations of various properties
    - Discussion re Contractor Breakfast with Champaign, County, Rantoul, etc.
    - Pre-Construction Conference with Public Works and Contractor (HG)

  - **Community Development Block Grant (CDBG)**
    - Continuing to monitor CDBG Budget for FY1516 & FY1617
    - Working with Transitional Housing clients on goals

  - **Emergency Solutions Grant (ESG)**
    - Continuing to monitor ESG grant budget

  - **HOME Program**
    - Continuing to monitor HOME grant budget and commitments
    - Working on revising subrecipient agreements with Champaign and CCRPC
    - Coordinated CHDO Training

  - **Supportive Housing Program (SHP) - Homeless Families in Transition**
    - Working with Courage Connection re transfer of administration & budget amendment

- **Community Development Coordinator:**

  - **Community Development Block Grant (CDBG)**
    - Managing the CDBG-funded portion of the Consolidated Social Service Fund

- Conducting Davis-Bacon Act labor interviews for Highland Green and working with contractors to meet Federal requirements

- **Consolidated Social Service Funding (CSSF):**
  - Facilitating the FY 16-17 CSSF funding distribution process

- **HOME Program**
  - Processing funding requests from subrecipients

  - Conducting Davis-Bacon Act labor interviews for Highland Green and working with contractors to meet Federal requirements
  - Working with subrecipients to ensure compliance with HOME regulations

- **Emergency Solutions Grant**
  - Working with subrecipient agencies to ensure compliance with grant regulations

- **Supportive Housing Program**
  - Working with Courage Connection to determine how to most effectively structure the use of SHP funds
  - Recently submitted Annual Performance Reports to HUD

- **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

❑ **<u>Housing Rehabilitation Coordinator</u>**

- **FY16-17 Rehab Projects**

  - Emergency Grant /Access Grant projects to date: 3 applications approved 2 complete 1 in progress
  - Senior Repair Service Projects to date: 5 application have been approved and are in progress.
  - Whole House Rehabilitation Projects to date: 4 applications have been received and are in process of determining eligibility and funding. 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, 10 complete, 3 in demolition phase, 1 contract for purchase, and remaining 1 in negotiations for purchase.
  - Habitats Attorney General Revitalization Program –
    - Coordinating work with Habitat. 3 rehab projects 2 complete 1 in progress

❑ **<u>Grants Compliance Specialist</u>**

- **HOME Program**
  - Continued working on drawdowns for 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 expenditures
  - Processing fund requests from vendors (Transitional Housing)
  - Preparing financial reports 2015-2016 audit
  - Working on closing out different activities on IDIS

- **ESG Program**
  - Requested the final drawdown for 2015-2016 ESG funds.

- **Supportive Housing Program**
  - Preparing the final drawdown request for 2015-2016 SHP funds.

## ❑ 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.