



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

GRANTS MANAGEMENT DIVISION

TO: Community Development Commission Members
FROM: Kelly H. Mierkowski, Manager, Grants Management Division
DATE: April 25, 2017
SUBJECT: Staff Briefing

Updates, activities and accomplishments since March 29, 2017:

Department of Housing and Urban Development (HUD) Activity

- Received letter re CDBG 2017 Timeliness Test
- Received letter re Monitoring of CDBG Program; items requested for pre-review by 5/1/17
- Received letter re Program Year-End Review 2015 Program Year, HUD Response: CAPER complete

Overview of Major Grants Management Division Activities & Accomplishments

Grants Management Division Manager

Other

- ◆ Received email from IHDA re approval of Abandoned Properties Program application
- ◆ Working with Grants Compliance Specialist re FY 2017-2018 budgets
- ◆ Worked on FY 1718 Annual Action Plan (AAP)
- ◆ Worked on FY 1415 & FY1516 AAP Amendment process
- ◆ Highland Green: Assist in employee interviews & attend draw meetings, as needed
- ◆ Assisted with Income Survey (door-to-door) for LNAC neighborhood
- ◆ Worked with CD Coordinator regarding IGA with Village of Rantoul staff to assist with administration of their CDBG program
- ◆ Worked with CD Coordinator re Intergovernmental Agreement with Village of Rantoul for County-wide Land Bank Feasibility Study.
- **Community Development Block Grant (CDBG)**
 - ◆ Working with Transitional Housing clients on goals and referrals
 - ◆ Monitoring budget, timeliness, and program compliance
- **Emergency Solutions Grant (ESG)**
 - ◆ Monitoring budget and program; working on final draw with Grants Compliance Specialist
- **HOME Program**
 - ◆ Monitoring budget, commitments, and program compliance
- **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
 - ◆ Finalizing the FY 17-18 CSSF application process
- **HOME Program**
 - ◆ Processing HOME funding requests
 - ◆ 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
 - ◆ Beginning the process of applying for ESG funds on behalf of agencies selected by the Champaign County Continuum of Care
- **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
- **Abandoned Properties Program**
 - ◆ Finalizing the properties and specific expenses to be applied under the program
- **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: 6 applications approved, 5 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 contract signed.

□ **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.