



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

### GRANTS MANAGEMENT DIVISION

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

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*Updates, activities and accomplishments since June 27, 2017:*

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

- Received Monitoring Letter for Supportive Housing Program
- Received Notice of Funding for CDBG and HOME programs
- Received various emails re HOME Commitments, FY 1718 Annual Action Plan Submission, etc.

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

##### **Grants Management Division Manager**

##### **Other**

- ◆ Worked with Grants Compliance Specialist re FY 2017-2018 budgets
- ◆ Submitted FY 1718 Annual Action Plan (AAP) attachments/certifications
- ◆ Highland Green: Assisted in employee interviews attend draw meetings, as needed
- ◆ Assisted with Income Survey (door-to-door) for LNAC neighborhood
- ◆ Continuing to coordinate with the Village of Rantoul staff to assist with administration of their CDBG program and completing CAPER
- **Community Development Block Grant (CDBG)**
  - ◆ Working with Transitional Housing clients on goals and referrals
  - ◆ Monitoring budget, timeliness, and program compliance
  - ◆ Worked on addressing issues raised in Monitoring Review
- **Emergency Solutions Grant (ESG)**
  - ◆ Monitoring budget/program; working on final draw with GC Specialist
  - ◆ Working on ESG Subrecipient Agreements with Legal Division
- **HOME Program**
  - ◆ Monitoring budget, commitments, and program compliance
  - ◆ Working on Subrecipient Agreements for Champaign and CCRPC
- **Supportive Housing Program (SHP) - Homeless Families in Transition**
  - Working with Courage Connection & HUD re transfer of grant
  - Working with HUD on Budget Amendment and Grant Agreement
  - Preparing for HUD Monitoring of program
- **Blight Reduction Program**
  - ◆ Monitoring of budget and program compliance
- **Abandoned Property Program**
  - ◆ Working on/monitoring process with staff

□ **Community Development Coordinator:**

- **Community Development Block Grant (CDBG)**
  - ◆ Managing the CDBG-funded and City-funded portions 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 17-18 CSSF funding distribution 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
  - ◆ Preparing subrecipient agreements with Courage Connection, Habitat for Humanity of Champaign County, and Navicore Solutions
- **Emergency Solutions Grant**
  - ◆ Working with subrecipient agencies to report accomplishments to the Illinois Department of Human Services
- **Supportive Housing Program**
  - ◆ Assisting Courage Connection with the administration 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 and preparing the initial funding request
- **Other**
  - ◆ Completing environmental review records (ERRs) for HUD-assisted projects
  - ◆ Assisting in the coordination of the FY 2020 Assessment of Fair Housing Regional Collaboration Study
  - ◆ Miscellaneous Grants Management Division assistance

□ **Housing Rehabilitation Coordinator**

- **FY17-18 Rehab Projects**
  - ◆ Emergency Grant /Access Grant projects to date: 1 application approved, in progress
  - ◆ Senior Repair Service Projects to date: 3 applications have been taken, 2 approved and are in progress.
  - ◆ Whole House Rehabilitation Projects to date: pending application approvals
  - ◆ Blight Reduction Program (BRP) working with Building Safety and Habitat for Humanity on this program. 15 total Projects ongoing, 15 complete pending final from IHDA.
  - ◆ Property Maintenance contract ongoing.
  - ◆ Abandoned Properties Program IHDA program funding approved.

□ **Grants Compliance Specialist**

• **HOME Program**

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

• **CDBG Program**

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

• **ESG Program**

- ◆ Preparing drawdown requests for 2016-2017 ESG grant fund
- ◆ Processing fund requests from subrecipients

• **Supportive Housing Program**

- ◆ Preparing drawdown requests for 2016-2017 SHP grant fund
- ◆ Processing fund requests from subrecipients

□ **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 hosted, attended, and presented at the HUD Grantee Conference for Central, South, and Southwestern Illinois, at the Urbana Civic Center, on July 17-18, 2017. Staff presented on the Assessment of Fair Housing/Regional Collaboration and the Blight Reduction Program.