



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

### GRANTS MANAGEMENT DIVISION

**TO:** Community Development Commission Members  
**FROM:** Kelly H. Mierkowski, Manager, Grants Management Division  
**DATE:** June 22, 2017  
**SUBJECT:** Staff Briefing

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*Updates, activities and accomplishments since April 25, 2017:*

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

- ☐ Received Grant Agreement for Supportive Housing Program
- ☐ Received letter re Monitoring Results for CDBG Program.
- ☐ Received various emails re HOME Commitments, FY 1718 Annual Action Plan Submission, etc.
- ☐ Working with HUD to hold Central Illinois Grantee Conference in Urbana in July 2017.

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

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

##### ☐ **Other**

- ♦ Working with Grants Compliance Specialist re FY 2017-2018 budgets
- ♦ Working on FY 1718 Annual Action Plan (AAP) attachments/certifications
- ♦ Highland Green: Assist in employee interviews & attend draw meetings, as needed
- ♦ Assisting 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
- ♦ Continuing to coordinating 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/program; working on final draw with GC 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
- **Abandoned Property Program**
  - ♦ Working on/monitoring process

❑ **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
- **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
  - ◆ Continuing 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: 7 application have been approved and are in progress.
  - ◆ Whole House Rehabilitation Projects to date: 1 complete
  - ◆ Blight Reduction Program (BRP) & Illinois Attorney General's Grant – working with Building Safety and Habitat for Humanity on these programs: 15 total Projects ongoing, 15 complete pending final from IHDA. Property Maintenance contract ongoing.

❑ **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.