



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

GRANTS MANAGEMENT DIVISION

TO: Community Development Commission Members
FROM: Kelly H. Mierkowski, Manager, Grants Management Division
DATE: August 18, 2017
SUBJECT: Staff Briefing

Updates, activities and accomplishments since July 25, 2017:

Department of Housing and Urban Development (HUD) Activity

- ❑ 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, resubmitted additional information requested by HUD.
- ◆ Assisted with Income Survey (door-to-door) for LNAC neighborhood, will contact HUD for additional guidance.
- ◆ 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
 - ◆ Submitted response to HUD regarding Monitoring Review
- **Emergency Solutions Grant (ESG)**
 - ◆ Monitoring budget/program; working on final draw with GC Specialist
 - ◆ Worked 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
 - Prepared for HUD Monitoring of program, waiting on Monitoring Review results
- **Blight Reduction Program**
 - ◆ Monitoring of budget and program compliance
- **Abandoned Property Program**
 - ◆ Working on/monitoring process with GMD 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, Navicore Solutions, Courage Connection, and other subrecipients to ensure compliance with HOME regulations
- **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 and official transfer 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
- ◆ Preparing for FY2018 activities
- ◆ Processing fund requests from subrecipients
- ◆ Working on creating and closing out different activities on IDIS

• **CDBG Program**

- ◆ Requested drawdowns for FY2017 expenditures
- ◆ Preparing for FY2018 activities
- ◆ Processing fund requests from subrecipients
- ◆ Working on creating and closing out different activities on IDIS

• **ESG Program**

- ◆ Preparing drawdown requests for 2017-2018 ESG grant fund
- ◆ Processing fund requests from subrecipients

• **Supportive Housing Program**

- ◆ Preparing drawdown requests for 2017-2018 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.

Grants Management Division Manager attended Midwest Community Development Institute, Moline IL, for Advance Year (August 8-10, 2017)