



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

GRANTS MANAGEMENT DIVISION

TO: Community Development Commission Members
FROM: Kelly H. Mierkowski, Manager, Grants Management Division
DATE: June 26, 2018
SUBJECT: Staff Briefing

Updates, activities and accomplishments since April 24, 2018:

Department of Housing and Urban Development (HUD) Activity

- ❑ Received letter from HUD re FY 1819 Allocations for CDBG & HOME (showing increases)
 - CDBG: \$408,127; HOME \$835,540
- ❑ Received various emails re CPD Notices, CoC information, Trainings/Workshops, etc.

Overview of Major Grants Management Division Activities & Accomplishments

❑ **Grants Management Division Manager**

❑ **Other**

- ◆ Submitted FY 1819 Annual Action Plan to HUD for approval
- ◆ Continued coordination of the FY2020 AI/AFFH Collaboration
- ◆ Working on updating various Policies and Procedures (ERR, CDBG)
- ◆ Completed PCED Recertification Application which was approved
- ◆ Meet monthly with Economic Development Division regarding projects/developments
- ◆ Miscellaneous Grants-related and City-related assistance
- ◆ Working HACC on different housing grants and projects

• **Community Development Block Grant (CDBG)**

- ◆ Monitoring Budget, Timeliness, and Program Compliance
- ◆ Updating policies and procedures, as needed and as time allows.
- ◆ Working with Cunningham Township Supervisor's Office, CD Coordinator and Council re Consolidated Social Service Funding (CSSF) process.
- ◆ Working with Transitional Housing clients on goals and referrals

• **Emergency Solutions Grant (ESG)**

- ◆ Monitoring Budget and Program Compliance

• **HOME Program**

- ◆ Monitoring Budget, Commitments, and Program Compliance
- ◆ Working on Bristol MOU with Champaign re monitoring of DBRA, Section 3, etc.

• **Supportive Housing Program (SHP) - Homeless Families in Transition**

- ◆ Monitoring Budget and Program Compliance

• **Blight Reduction Program**

- ◆ Monitoring Budget and Program Compliance

• **Abandoned Property Program**

- Monitoring Budget and Program Compliance

□ **Community Development Coordinator:**

- **Community Development Block Grant (CDBG)**
 - ◆ Managing the CDBG-funded and City-funded portions of the Consolidated Social Service Fund
- **Consolidated Social Service Funding (CSSF):**
 - ◆ Managing the FY 17-18 CSSF funding distribution process
 - ◆ Managing the FY 18-19 CSSF application process
- **HOME Program**
 - ◆ Processing HOME funding requests
 - ◆ Working with the City of Champaign to administer proposed HOME funding assistance to be provided to the Bristol Park Redevelopment project
 - ◆ Working with Habitat for Humanity of Champaign County, Navicore Solutions, Courage Connection, and other subrecipients to ensure compliance with HOME regulations
- **Emergency Solutions Grant**
 - ◆ Preparing information related to the City as required by the State Grants Accountability and Transparency Act (GATA) for the Emergency Solutions Grant
 - ◆ Entering data into the Homeless Information Management System on behalf of the CU Men's Shelter
- **Abandoned Properties Program**
 - ◆ Reporting specific expenses and preparing funding requests
- **Other**
 - ◆ Completing environmental review records (ERRs) for HUD-assisted projects
 - ◆ Assisting in the coordination of the FY 2020 Analysis of Impediments to Fair Housing Choice study
 - ◆ Miscellaneous Grants Management Division assistance

□ **Housing Rehabilitation Coordinator**

- **FY17-18 Rehab Projects**
 - ◆ Emergency Grant /Access Grant projects to date:
 - Five (5) applications, approved; 3 completed; 2 in progress
 - ◆ Senior Repair Service Projects to date:
 - Eleven (11) applications have been taken and approved; in progress or complete.
 - ◆ Whole House Rehabilitation Projects to date:
 - one approved and complete additional applications in review process
 - ◆ Blight Reduction Program (BRP) through the Illinois Housing Development Authority (IHDA): Working with staff, Building Safety and Habitat for Humanity on this program;
 - Sixteen (16) total Projects completed.
 - ◆ Abandoned Properties Program (APP) Funding through the Illinois Housing Development Authority (IHDA):
 - Working with GMD staff, Building Safety, and Habitat for Humanity on this program and identifying properties.
 - Two projects to date, one complete, one in process for reimbursement for next quarter reporting. Coordinating efforts with Building Safety and Habitat for additional properties.

□ **Grants Compliance Specialist**

• **HOME Program**

- ◆ Processing invoices and funding requests from agencies
- ◆ Preparing for FY2017-2018 activities
- ◆ Working on drawdowns for FY2017-2018
- ◆ Processing fund requests from subrecipients
- ◆ Working on creating and closing out different activities on IDIS

• **CDBG Program**

- ◆ Processing invoices and funding requests from agencies
- ◆ Preparing for FY2017-2018 activities
- ◆ Working on drawdowns for FY2017-2018
- ◆ Processing fund requests from subrecipients
- ◆ Working on creating and closing out different activities on IDIS

• **ESG Program**

- ◆ Preparing drawdown requests for FY2017-2018 ESG grant fund
- ◆ Processing fund requests from subrecipients

• **Other**

- ◆ Attending different trainings for the City's new financial system (Munis)
- ◆ Working with the Finance Department to create a better tracking system for grants in the new financial system.

□ **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), and HOME Technical Committee.

Staff also attended various Webinars related to HUD/Federal, and State Grants.