



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

GRANTS MANAGEMENT DIVISION

TO: Community Development Commission Members
FROM: Kelly H. Mierkowski, Manager, Grants Management Division
DATE: July 23, 2013
SUBJECT: Staff Briefing

Updates, activities and accomplishments since June 25, 2013:

Department of Housing and Urban Development (HUD) Activity

- ❑ HUD is reviewing the FY 13-14 AAP submitted in May and has requested updated information with regard to the Resale/Recapture provision.
- ❑ Final CDBG-R grant closeout report submitted to HUD, as requested.
- ❑ Copies of Amendments to several AAPs were submitted to HUD.
- ❑ Waiting on FY 11-12 CAPER Review closeout letter from HUD.
- ❑ Waiting on final CDBG Monitoring closeout letter from HUD for FY 10-11.

Overview of Major Grants Management Division Activities & Accomplishments

❑ **CDBG Grants Coordinator:**

- **CDBG**
 - ◆ Completed the Rental Rehabilitation and Preservation Project.
 - ◆ Ongoing work with the CT 53 Streetlight Project
 - ◆ Began the Close out process for FY1213 Consolidated Social Service Funding agencies.
- **Transitional Housing Program**
 - ◆ Working with families on goals and making referrals as appropriate.
- **Supportive Housing Program/Homeless Families in Transition**
 - ◆ Finalizing the approval process for the subrecipient grant agreements.
- **Continuum of Care/Council of Service Providers to the Homeless**
 - ◆ The next meeting for CoC and CSPH is scheduled for August 6th.
- **Other**
 - ◆ Preparing the Environmental Review Records for all FY1314 grant funds received by the City.

❑ **HOME Program - Grant Coordinator**

• **HOME**

- ◆ Drafted mortgages and notes for two completed Urbana Dream projects.
- ◆ Submitted the Federal Home Loan Bank of Chicago application.
- ◆ Held a public hearing for the transitional housing rehabilitation projects.
- ◆ Completed the process for transferring lots to Habitat, certification and project/operating agreements that were approved by Council.
- ◆ Processed CHDO applications for certification, project and operating for Habitat for Humanity for 810 E Park Street.
- ◆ Processed regular payouts for Tenant Based Rental Assistance programs and for CHDO new construction activities
- ◆ Updated the resale/recapture provisions as requested by HUD in their regular review of the Annual Action Plan.
- ◆ Completed the unapproved minutes from June's CDC meeting.

❑ **Housing Rehabilitation Coordinator**

• **FY 12-13 Rehab Projects**

- Emergency Grant /Access Grant projects to date: 10 applications have been approved, 7 completed and 3 in progress.
- Senior Repair Service Projects to date: 17 applications have been taken and approved.
- Whole House Rehabilitation Projects to date: 7 applications approved 6 are complete and 1 under contract in progress.
- Currently new applications for Whole House Rehab are being processed, two have been approved.

❑ **OTHER GRANTS MANAGEMENT DIVISION ACTIVITIES**

- Staff attended regular meetings of the Continuum of Care & CoC Executive Committee, Council of Service Providers to the Homeless, Human Services Council, Housing Authority of Champaign County (HACC) Board of Commissioners, HOME Technical Committee, Senior Task Force, and the Community Reinvestment Group (CRG).
- GMD staff are involved in a new team (Neighborhood Improvement Team) that has been started in Community Development Services, with regard specifically to target areas in the city.
- Staff began working on the Consolidated Annual Performance and Evaluation Report (CAPER) for FY 12-13, due to HUD in September 2013.
- City Legal Dept. recently notified staff that communications to and from members of public bodies sent or received on privately owned electronic devices may be subject to the Freedom of Information Act (FOIA).