



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

### GRANTS MANAGEMENT DIVISION

**TO:** Community Development Commission Members  
**FROM:** Kelly H. Mierkowski, Manager, Grants Management Division  
**DATE:** May 22, 2012  
**SUBJECT:** Staff Briefing

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#### *Updates, activities and accomplishments since April 24, 2012:*

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

- ◆ HUD monitored CDBG Program May 2-4, 2012; waiting on official letter re results.
- ◆ Waiting on HUD to schedule monitoring of HOME Program in July/August 2012.
- ◆ Submitted additional information to HUD for FY 10-11 CAPER.
- ◆ Submitted FY 2012-2013 Annual Action Plan to HUD on May 11, 2012

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

##### □ **Division Administrative Assistant:**

- Performed home site visits, took applications, and subsequently processed verifications for the following programs: one (1) Access Grant; one (1) Senior Repair Service, one (1) Emergency Grant No Go
- *Neighborhood Cleanup* – request insurance certificates, accept phone calls & create Senior Junk Pickup List for hauler, coordinate & purchase food, Site Supervisor at Solo Cup on 5/19/12
- *Urbana Youth Summit* – media notices, City’s website, help with food, supplies, signs, & work reception at event on 5/12/12.
- *Annual Action Plan FY 2012-2013* – final submitted to HUD 5/11/12, make & distribute copies
- CD Commission – create minutes for 4/24/12 meeting, preparation for 5/22/12 meeting
- Miscellaneous: Front desk coverage as needed. Support Staff agendas. Witness bid openings. TH rents. Mortgage payoff. Proof documents for Committee of the Whole (COW) meetings. Update & provide information to citizens: HELP books, first-time homebuyer packets, City & local Housing Rehab Programs. Maintain office equipment & supplies.

##### □ **CDBG Grant Coordinator:**

- **CDBG**
  - ◆ Closing out our Public Facility projects, and preparing for final inspections and monitoring of those projects.

- ◆ Ongoing work with Consolidated Social Service Funding agencies regarding reporting, pay requests, etc.
- ◆ Working with Council and the Township Supervisor on FY1213 Consolidated Social Service Funding Applicants.

- **Transitional Housing Program**

- ◆ Working with families on goals and making referrals as appropriate.
- ◆ Catching up on general maintenance issues at units.

- **Supportive Housing Program/Homeless Families in Transition**

- ◆ Completing the Annual Performance Report for the SHP Year that ended on 02/29/12.
- ◆ Finishing up the monitoring process and now preparing follow-up monitoring letters.

- **Continuum of Care/Council of Service Providers to the Homeless**

- ◆ The next quarterly Continuum meeting is scheduled for the first week in August.
- ◆ The next CSPH meeting is scheduled for the first week in June.

- **Other**

- ◆ Working on the Environmental Review for all HUD funded projects for FY 2012-2013.

□ **HOME Program - Grant Coordinator:**

- **HOME**

- ◆ Continued monitoring subrecipients for compliance with HOME program rules.
- ◆ Following up to conflict of interest issue with Habitat and HUD
- ◆ Attended Community Reinvestment Group meeting
- ◆ Attended Federal Home Loan Bank training in Mt. Vernon, IL
- ◆ Drafted an Ordinance for the Homestead third Affordable Homeownership Program build.
- ◆ Resolved open activities issues in the Integrated Disbursements & Information System with the City of Champaign
- ◆ Hosted a HOME Technical Committee meeting
- ◆ Processed invoices for TBRA program expenses.
- ◆ Worked with Housing Action Illinois and Eco Lab to remedy the sales issue at 1302 W Dublin, Urbana. Working to move towards a lease purchase option
- ◆ Working to assist in leasing the last units at Aspen Court Apartments

□ **Housing Rehabilitation Coordinator**

- **FY 11-12 Rehab Projects**

- ◆ Emergency Grant /Access Grant projects to date: 14 applications have been taken, 13 have been approved – 11 are complete, 1 under contract, and 1 under review.
- ◆ Senior Repair Service Projects to date: 16 applications have been taken and approved.

- ◆ Whole House Rehabilitation Projects to date: 5 applications have been approved, 4 are complete, and 1 is under contract and in progress.

- **Other Projects/Training**

- ◆ Property maintenance and acquisition projects in progress.
- ◆ Coordinating Neighborhood Cleanup

□ **OTHER GRANTS MANAGEMENT DIVISION ACTIVITIES**

- Staff attended Federal Home Loan Bank Chicago Affordable Housing Program application training in Mt. Vernon, IL on May 15, 2012
- Community Development Commissioners and City Staff participated in the Urbana Youth Summit on May 12, 2012.
- Staff attended regular meetings of the Continuum of Care/Executive Committee, Council of Service Providers to the Homeless, Human Services Council, HACC Board of Commissioners, HOME Technical Committee, and Community Reinvestment Group.