



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

GRANTS MANAGEMENT DIVISION

TO: Community Development Commission Members
FROM: Kelly H. Mierkowski, Manager, Grants Management Division
DATE: February 26, 2013
SUBJECT: Staff Briefing

Updates, activities and accomplishments since January 22, 2013:

Department of Housing and Urban Development (HUD) Activity

- City is still waiting on the FY 11-12 CAPER review close out letter from HUD.

Overview of Major Grants Management Division Activities & Accomplishments

- **CDBG Grants Coordinator**
 - **CDBG**
 - ◆ Updating and closing out activities in the IDIS.
 - ◆ Processing reimbursement requests and reviewing documentation for compliance from social service grantees.
 - ◆ Met with Community Elements and the selected contractor for Pre-Construction Conference for their Rental Rehabilitation Project.
 - ◆ Working with the Public Works Department to prepare scope of work for Census Tract 53 Street Lighting project.
 - ◆ Working on CDBG narrative and budget of the Annual Action Plan for 2013-2014.
 - **Transitional Housing Program**
 - ◆ Working with families on goals and making referrals as appropriate.
 - ◆ Working on general maintenance issues at units.
 - ◆ Updating program applications, policies, rules, and procedures.
 - **Supportive Housing Program/Homeless Families in Transition**
 - ◆ Processing reimbursements for SHP Program.
 - ◆ Providing technical assistance to agencies.
 - ◆ Monitoring Sub-recipient agencies for the current program year.
 - **Continuum of Care/Council of Service Providers to the Homeless**
 - ◆ The next monthly meeting for CSPH is scheduled for March 5th.
 - ◆ The next quarterly meeting for CoC is scheduled for April 2nd.
 - **Other**
 - ◆ Processing installments for CSSF grantees for City-Funded grants.
 - ◆ Working with City Council to begin next year's CSSF process.

□ **HOME Program - Grant Coordinator**

• **HOME**

- ◆ Attended grant meeting for a joint Attorney General grant proposal due this month – lead entity is Habitat for Humanity.
- ◆ Went on three (3) home visits for Emergency Grants and Senior Repair grant applications.
- ◆ Met with the City of Champaign to discuss budget for upcoming year and commitments for FY 11-12.
- ◆ Completed proposed amendment draft for uncommitted consortium funds and a portion of uncommitted City of Champaign funds.
- ◆ Completed purchase order review for 1107 N Gregory, 510 E Beardsley, Community Elements and CCRPC TBRA programs.
- ◆ Working with the tax assessor to split the lot at 1006 N Wright, Champaign.
- ◆ Met with Community Elements to discuss conversion of 1107 N Gregory project to an affordable rental sponsor CHDO project.
- ◆ Finalizing documents for 510 E Beardsley closing
- ◆ Closed out several projects in the Integrated Disbursements and Information System (IDIS)
- ◆ Completed title orders for two possible Whole House Rehabilitation projects
- ◆ Completed income verification intake for three applicants; submitted historic preservation clearance to the State.

□ **Housing Rehabilitation Coordinator**

• **FY 12-13 Rehab Projects**

- ◆ Emergency Grant /Access Grant projects to date: 6 applications have been approved, 4 completed and 2 in progress.
- ◆ Senior Repair Service Projects to date: 14 applications have been taken and approved.
- ◆ Whole House Rehabilitation Projects to date: 6 applications have been approved, 5 are under contract and in progress, and one (1) is in the bid process.
- ◆ Currently new applications for Whole House Rehab are being processed.

• **Other Projects/Training**

- ◆ Property maintenance and acquisition projects still in progress, ongoing;

□ **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, and the Community Reinvestment Group (CRG).
- Urbana City Council approved AAP Amendment (Winter 2012 CDBG Amendment), and City Budget Amendments on February 4, 2013.
- Upcoming: The CD Commission is invited to a ribbon cutting ceremony for the Hunter/Austin Street Lights on April 19, 2013 at 12:15pm.