



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

### GRANTS MANAGEMENT DIVISION

**TO:** Community Development Commission Members  
**FROM:** Kelly H. Mierkowski, Manager, Grants Management Division  
**DATE:** September 25, 2012  
**SUBJECT:** Staff Briefing

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*Updates, activities and accomplishments since July 24, 2012:*

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

- ❑ Annual Action Plan for FY 2012-2013 approved by HUD HQ, Washington D.C.
- ❑ HUD monitored the HOME Program on August 22-24, 2012, no Findings or Concerns.
- ❑ HUD meeting with GMD staff and HOME Consortium members for lunch on Sept. 25, 2012.
- ❑ FY 2011-2012 CAPER will be completed and submitted to HUD by Sept. 28, 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: two (2) Access Grants (one NOGO); Emergency Grant (one NOGO); five (5) Senior Repair Service; three (3) Whole House Rehabilitation Program (one NOGO)
  - *CD Commission* – cancelled 8/28/12 meeting, created minutes for 7/24/12 meeting, upcoming meeting preparation. Gathered information for new commissioner.
  - *Annual Action Plan FY 2012-2013* – distributed copies
  - *Annual Action Plan Fall 2012 CDBG Amendment* – proofed, media notices, distributed draft
  - *CAPER FY 2011-2012* – proofed, created NG ad & media notices, distributed draft
  - *Neighborhood News* – wrote & edited articles, created ads, updated address list
  - *Neighborhood Nights* – staffed Community Development's table on 7/25/12 & 8/8/12
  - *National Night Out* – staffed Community Development's table on 9/8/12
  - *Neighborhood Cleanup* – scheduled King School, requested insurance certificates
  - *Miscellaneous:* Front desk coverage & process Purchase Orders. HUD HOME monitoring visit. Support Staff agendas. Process mortgages, payoffs & record documents. Update funding charts. Order title work. Witness bid openings. Proof documents for Committee of the Whole (COW) meetings. Sold tickets at Sweetcorn Festival. Update & provide information to citizens: HELP books, first-time homebuyer packets, City & local Housing Rehab Programs. Monitor office equipment & supplies.

□ **CDBG Grant Coordinator:**

- **CDBG**
  - ◆ Finalizing CDBG portions of the CAPER
  - ◆ Executed FY1213 Public Service Agreements.
  - ◆ Monitoring on-going public facility project – AWP Sprinkler Expansion.
- **Transitional Housing Program**
  - ◆ Working with families on goals and making referrals as appropriate.
  - ◆ Working on general maintenance issues at units.
  - ◆ Two (2) families have exited the program to permanent housing.
  - ◆ Updating program applications, policies, rules, and procedures.
- **Supportive Housing Program/Homeless Families in Transition**
  - ◆ Processing reimbursements for SHP Program.
  - ◆ Providing technical assistance to agencies.
  - ◆ Attended Peer-to-Peer Conference in Springfield, IL
- **Continuum of Care/Council of Service Providers to the Homeless**
  - ◆ The next joint meeting for CoC and CSPH is scheduled on October 2<sup>nd</sup>.
- **Other**
  - ◆ Processing installments for CSSF grantees for City-Funded grants.

□ **HOME Program - Grant Coordinator:**

- **HOME**
  - ◆ Submitted Tenancy approval documentation to the Housing Authority of Champaign County for Housing Choice Voucher confirmation for the unit at 1302 W Dublin. Tenant is expected to move in on October 1, 2012 as planned.
  - ◆ Completed internal budget for FY 12-13.
  - ◆ Completed a successful HOME monitoring with HUD staff – awaiting monitoring letter from Chicago Field Office.
  - ◆ Met with Housing Authority of Champaign County Section 8 Manager – recently hired, discussed Community Housing Development Organization homeownership programs with Ms. Crawley in an effort to foster a cooperative program effort in the future.
  - ◆ Completed CAPER narrative for FY 11-12 review.
  - ◆ Created file checklists for subrecipients to support staff compliance with cross-cutting federal regulations.
  - ◆ Met with a Technical Assistance provider procured through HUD to discuss needs of the Consortium and obtain guidance on shoring up our internal programs and documentation.
  - ◆ Worked at the recent National Night Out event to promote the City's programs.
  - ◆ Processed invoices for TBRA program expense for CCRPC and Community Elements.
  - ◆ Prepared lease agreement for 1302 W Dublin in conjunction with the Program Participation agreement.

❑ **Housing Rehabilitation Coordinator**

- **FY 11-12 Rehab Projects**

- ♦ Emergency Grant /Access Grant projects: Completed and closed out 16 applications.
- ♦ Senior Repair Service Projects: Completed and closed out 19 applications.
- ♦ Whole House Rehabilitation Projects: Completed and closed out 5 applications.

- **FY 12-13 Rehab Projects**

- ♦ Emergency Grant /Access Grant projects to date: 1 application has been approved and is under contract.
- ♦ Senior Repair Service Projects to date: 4 applications have been taken and approved.
- ♦ Whole House Rehabilitation Projects to date: 3 applications have been approved, 2 are under contract.

- **Other Projects/Training**

- ♦ Property maintenance and acquisition projects still in progress, ongoing.  
*301, Thompson, 1006 Wright, and 1412 Beslin*
- ♦ Neighborhood Cleanup scheduled for Saturday, October 20, 2012.

❑ **OTHER GRANTS MANAGEMENT DIVISION ACTIVITIES**

- Staff attended regular meetings of the Continuum of Care/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.