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# CITY COMMISSION AGENDA REQUEST



DATE October 30, 1991

SUBJECT CDBG Policies and Procedures

AMOUNT N/A

SOURCE \_\_\_\_\_

OMB 111

- Bid/Contract/Lease
- Change Order
- Budget Transfer/Supple. Approp.
- Status Report
- Policy/Discussion
- Other (Specify): Consent

REQUEST ACTION ON: November 13, 1991

## HISTORY

Since the inception of the Community Development Block Grant (CDBG) Program in 1975, the City of Tallahassee has actively sought to make use of these funds to the fullest extent possible. From time to time this has required the development of policies and procedures in direct response to federal directives from the Department of Housing and Urban Development to insure compliance with HUD regulations. These documents are maintained by the Community Development Section and are periodically revised to comply with changes in the CDBG program or the federal laws affecting the program.

## FACTS AND ISSUES

As a part of the City Commission directive to refine and codify administrative rules and procedures for adoption and inclusion in the City of Tallahassee Administrative Policies and Procedures Manual, CDBG policies and procedures have been developed from the body of material written in response to HUD regulations governing administration of the program. These policies and procedures are included as Attachment A.

Since these policies must comply with federal regulations for the City to be eligible for CDBG funds, it may be necessary to amend certain policies and procedures when the federal regulations are revised. Based on the commissioner's previous approval, any modifications required to the procedures will be submitted to the respective appointed officials for approval.

## OPTIONS

1. Adopt the CDBG policy and procedures as presented.

RECOMMENDED ACTION: Approve Option 1

Department Head

City Manager

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2. Do not approve the policy and procedures as presented and instruct staff on required modifications.

**FISCAL IMPACT**

The inclusion of CDBG policy in the Administrative Policies and Procedures Manual will not have a fiscal impact on the CDBG program. Should the policies not be amended and adhered to in a timely manner when so directed by HUD, the loss of CDBG funding may occur.

**RECOMMENDATION**

Approve Option 1.

**ATTACHMENTS**

CDBG Administrative Policies and Procedures