



Memorandum

To: Community Development Committee
From: Staff
Date: July 13, 2021
Re: Housing Rehabilitation Guideline Revision: CDC Project Approval

Under the current guidelines of the Housing Rehabilitation Program, the Community Development Committee must approve all initial loan applications and any additional fund requests in excess of the initial maximum loan amount. It is the consensus of program staff that the review process of applicants, currently in place, provides the necessary oversight for determination of eligibility for project approval. Staff follows policies and guidelines, previously approved by the CDC, for determining eligibility, project management and closeout.

It is the request of staff that the detail of individual projects no longer be submitted to the Community Development Committee for approval. Not requiring submission to the CDC for approval will allow for a timelier execution of contracts and agreements so that work can commence as soon as all parties are ready.

Goals and outcomes are reported to the CDC on an annual basis with the Annual Action Plan and CAPER. Additionally, as the Community Development Committee requests, staff to provide quarterly, biannual or yearly reports on the success of the Housing Rehabilitation Program.

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