

MEMO

DATE:

TO: CDBG Staff

FROM: Troy Tymesen

SUBJECT: COEUR D'ALENE COMMUNITY DEVELOPMENT BLOCK GRANT
2008 REFERENCE MANUAL

The purpose of this memo is in response to significant program changes approved by the City. One of the most notable included a change from making loans to awarding grants for assistance under the Emergency/Minor Repair and Home Rehabilitation Program. The effect of those changes has made some of the policies and procedures obsolete and no longer necessary. It was anticipated that the new program would grow and evolve and there would be necessary changes along the way, which has proven to be true.

The informal procedures that have developed as a result are necessary and should be used until a revised manual is completed. The procedures in the manual not affected by program changes will be followed as closely as possible. The intent is to have a revised manual by 2012. This will provide time for the programs to develop fully and stabilize.

The City will continue to provide guidance regarding the policies, procedures, and use of funds to the public via its webpage, and provide technical assistance through Panhandle Area Council.