



MEMORANDUM

“...meeting community needs...enhancing quality of life.”

TO: Community and Economic Development Committee

FROM: Nikki Gerhard, Community Development Specialist

DATE: November 10, 2021

RE: Community Development Block Grant (CDBG) Policy Amendment

Staff is proposing an amendment to the City’s CDBG Policy, updating policies and processes related to CDBG program income.

The amendment addresses the following:

- Incorporating the HUD definition of program income, per 24CFR Part 570.500;
- Establishing a quarterly timeline for receipt of program income;
- Identifying the process of receipting for the quarterly recording of program income.

Attached is the proposed CDBG policy, with additional language highlighted in red.

If you have any questions, please contact me at 832-6469 or nikki.gerhard@appleton.org. Thank you!