

CITY OF CLEVELAND

DEPARTMENT OF COMMUNITY DEVELOPMENT

Department of Community Development Manual

LEGISLATIVE REQUEST - EXECUTIVE SUMMARY

ORDINANCE NO. XXX-2022

Purpose: Formally adopt and implement a comprehensive set of general guidelines and procedures that provides a framework for all Community Development personnel, sub-grantees, and other interested parties, as they move through the entire entitlement process to ensure consistency and compliance with all requirements. The Manual shall function as a way to formalize institutional memory so that proper methods of program delivery and program compliance are not compromised in instances of personnel changes/staffing disruptions.

Description: The Department of Housing and Urban Development (HUD) strongly encourages each municipality in receipt of federal funds to develop and implement a set of policies and procedures to help guide its day-to-day practices in administering and managing the entitlement process and to have a manual of these practices formally adopted by its governing legislative body.

The Manual is divided into two Parts. Part I contains the broad departmental-wide policies, procedures and guidelines that are applicable to all programs undertaken by Department. Part II contains the specific policies, procedures and guidelines that are applicable to sources of funding and the projects established to expend those resources.

From time-to-time, it will be necessary to amend, update or add to the Department Manual. A new program shall always be incorporated as a new chapter in the Department Manual. This will help ensure that the Manual remains relevant to the work of the Department and provide effective guidance to employees and new hires. Any changes proposed and adopted should be careful to weigh the necessity to modify policies and procedures with the capacity to implement such changes.

Decisions on proposals for the manual shall rest with Director of the Department. Commissioners shall advise the Director on any proposals for the manual. Any member of the Department may suggest a proposal to amend the Department Manual. The suggestion should be forwarded to the appropriate Manager and Commissioner. If the Manager and Commissioner agree that an update to the Department Manual is necessary, a staff person shall be tasked with drafting a decision memo that will include information about the need for the update, proposed text to be incorporated into the Department Manual and proposed date for adoption.

Commissioners shall review the proposal and comment on the proposal to address any issues they see fit. With comments from the commissioners, the decision memo shall be forwarded to the Director for their consideration. Any approved update shall be incorporated into the manual and communicated to the Department as a whole.