

**Community Development Advisory Committee (CDAC)**  
**PROCEDURES AND POLICIES**

September 2001

Updated June 2009

1. CDAC Procedures and Policies will be in writing to help committee members and the public understand how the CDAC operates. "Public Comment Procedures" will be considered part of CDAC Procedures and Policies. All CDAC members will be provided with an Orientation Book containing the CDAC Procedures and Policies and other such documents as required to enable the Committee to be a successful advisory body to the City Commission. The Chair and/or Vice-Chair and DS staff shall meet with each new CDAC appointee within 60 days of appointment to review the procedures and policies and answer questions as necessary.
2. CDAC Procedures and Policies will be reviewed by the CDAC in September of each year.
3. Public Comment will be conducted per the attached CDAC "Public Comment Procedures."
4. Critical votes by the CDAC may be taken by a show of hands, otherwise by voice vote.
5. CDAC members shall disclose interests in other organizations at any time it is appropriate.
6. Except in cases of emergency, all items to come before the CDAC will be presented one meeting prior to being on the agenda of the meeting in which the item will be discussed.
7. The first fifteen (15) minutes of each meeting may be set aside for presentations from the various supportive service agencies in Lawrence to explain their function. No presentations will be made during the allocation process (January through March), unless requested by the Committee.
8. The CDAC Chair is authorized by the Committee to present the Committee perspective on the allocation of CDBG/HOME funds or other Committee business to the City Commission at the annual Study Session and/or other public meetings.
9. All agencies that submit a CDBG/HOME application will be provided copies of the CDAC minutes during the allocation process if requested.
10. Web-based notifications will be used as much as possible to inform the CDAC and others as soon as possible on all things including the CDAC minutes, agendas, and applications.
11. The CDAC agenda will be published regularly on the DS web page.
12. A copy of the CDAC attendance roster will be provided with the minutes.
13. The CDAC shall be encouraged to read and research as necessary all allocation items/requests prior to the meeting at which the item will be discussed.
14. The CDAC supports the City Commission policy of CDBG/HOME funds not being the sole source of funding for public service agencies.
15. The CDAC will study and evaluate all CDBG/HOME proposals that include provisions for new positions or new programs for funding.

16. The CDAC will consider the agency's or activity's percentage of low/moderate income recipients and the ability to effect a positive change as it affects those most in need, when reviewing each CDBG/HOME proposal submitted. (A formula or other such tool may be used.)
17. The CDAC will give high priority to requests for activities that connect with the "Step Up to Better Housing Strategy" or provide necessary gap funding for the strategy, including projects, agencies, and programs to help low/moderate income residents, and neighborhood revitalization.
18. The CDAC will recognize efforts by agencies to obtain matching funds and/or other grants or funding sources when considering proposals.
19. CDBG eligible neighborhoods must have regularly updated neighborhood-planning documents on file in the Planning and Development Services Department, Community Development Division at the time of application.
20. The CDAC will not fund multiple proposals that duplicate services.
21. All requests for Contingency Funds shall be considered for approval by the CDAC.

## **ORIENTATION BOOK**

1. CDAC List of Members.
2. Citizen Participation Plan.
3. CDAC Procedures and Policies.
4. Resolution No. 5403 (City Ethics Code).
5. Kansas Open Meetings Act.
6. CDBG and HOME programs information.
7. “Step up To Better Housing” strategy.
8. Current HUD income limits.
9. Current Consolidated Plan
10. Consolidated Plan Annual Update.
11. Current Investment Summary.
12. Current Consolidated Annual Performance and Evaluation Report (CAPER).
13. Property Maintenance Code.
14. Currently adopted Environmental Code and amendments.

## **PUBLIC COMMENT PROCEDURE**

1. Public comment will be encouraged by the CDAC. However, to maintain order and to keep the agenda moving forward, public comment will be limited to three (3) minutes per individual with a maximum of thirty (30) minutes of comment per agenda item. **At the discretion of the CDAC Chair and for purposes of clarification, additional public comment may be allowed.**
2. Public comment will be allowed on each agenda item before CDAC discussion. Public comment will be permitted after any presentation that may be made, or first, if there is no presentation.
3. Members of the public are allowed to ask questions of the CDAC but questions are not required to be answered.
4. Each letter, written comment, email, etc. received by the CDAC will be acknowledged and placed into the minutes of the meeting in which it was received. (CDAC members will be furnished copies of all such letters, written comment, or email.)
5. A public comment agenda item will be placed on the CDAC agenda for each meeting as the agenda item immediately preceding adjournment.