



April 9, 2024

TO: All Interested Parties

FROM: Ted Woodcock, Planning and Zoning Administrator *TSW*

SUBJECT: Community Development Block Grant Program – Citizen Advisory Committee

This memo is intended to provide an overview of the Citizen Advisory Committee for the Community Development Block Grant (CDBG) Program.

From the U.S. Department of Housing and Urban Development (HUD):

“The Community Development Block Grant (CDBG) Program provides annual grants on a formula basis to states, cities, and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. The program is authorized under Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383, as amended 42 U.S.C. 5301 et seq. The program was designed to reinforce several important values and principles of community development:

- CDBG's flexibility empowers people and communities to design and implement strategies tailored to their own needs and priorities.
- CDBG's emphasis on consolidated planning expands and strengthens partnerships among all levels of government and the private sector in enhancing community development.
- CDBG's technical assistance activities and set-aside for grantees builds the capacity of these partners.”

The City of Norton Shores is a grantee of the CDBG program and in order to ensure CDBG funds are being used for the betterment of the City's residents, specifically those of low- and moderate-income households, a Citizen Advisory Committee is required to be set up by the grantee. HUD guidelines state that the Citizen Advisory Committee is to meet a minimum of twice per year to review plans and procedures for administering the CDBG program. This committee will assist in determining funding priorities, with a focus on revitalizing low-income neighborhoods, and provide those recommendations to City Council.