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EXECUTIVE ORDER NO. 20
SEPTEMBER 8, 1978

ESTABLISHMENT OF THE COMMUNITY DEVELOPMENT COMMITTEE TO
COORDINATE THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

By virtue of the power vested in me as Mayor of The City of New York, it is hereby ordered:

Section 1. *Committee Established*—There is established in the Office of the Mayor the Community Development Committee (hereinafter called the Committee) which shall consist of the following members:

- (a) the Chairman of the City Planning Commission, who shall serve as the Executive Director of the Committee;
- (b) the Special Advisor to the Mayor with overall responsibility for liaison with communities;
- (c) the Deputy Mayor for Policy;
- (d) the Deputy Mayor for Management;
- (e) the Deputy Mayor for Intergovernmental Relations;
- (f) the Deputy Mayor for Economic Policy and Development;
- (g) the Counsel to the Mayor;
- (h) the Director of the Office of Management and Budget (hereinafter called OMB);
- (i) the Commissioner of Housing Preservation and Development;
- (j) the Director of the Community Board Assistance Unit;
- (k) the President of the City Council; and
- (l) such other City officials as may be designated from time to time by the Mayor.

§ 2. *Responsibilities of the Committee*—(a) The Committee shall be responsible for making recommendations to the Mayor on all policies, procedures and programs related to the Community Development Block Grant Program (hereinafter called the CD Program) established pursuant to the Housing and Community Development Act of 1974.

(b) The Committee shall be responsible for establishing guidelines for the development of the annual application, including the three-year plan and the one-year program budget, for the CD Program.

§ 3. *Responsibilities of the Executive Director*—(a) The Executive Director shall have overall responsibility for the administration of the CD Program and for the coordination of the activities of all City agencies with respect to the CD Program.

(b) The Executive Director shall be responsible for reporting to the United States Department of Housing and Urban Development (hereinafter called HUD) on all aspects of the City's program.

(c) The Executive Director and the Department of City Planning (hereinafter called the DCP) shall serve as the City liaison with other governmental agencies and shall coordinate, with appropriate agencies, all other Community Development activities or programs as may emerge from federal legislation.

(d) The Executive Director and the DCP shall prepare the CD Program Budget and Application in conjunction with OMB to ensure proper coordination of the Community Development, Capital and Expense Budgets of the City.

(e) The Executive Director and the DCP shall develop neighborhood program plans, pursuant to HUD and local requirements for Neighborhood Strategy Area designations.

(f) The Executive Director and the DCP in consultation with the Department of Housing Preservation and Development and the New York City Housing Authority shall prepare the Housing Assistance Plan and prepare the performance evaluation relative thereto for the annual performance report.

(g) The DCP and OMB shall jointly review and process CD Program amendments in accordance with guidelines established by the Committee.

(h) The DCP shall provide mechanisms for citizen participation in the CD Program in compliance with federal, state and local guidelines and shall provide ongoing liaison with Community Boards and other interested groups and citizens.

§ 4. *Responsibilities of OMB*—(a) OMB shall have overall responsibility for coordinating program implementation, including but not limited to monitoring all agencies receiving Community Development funds (hereinafter called CD funds) to ensure timely execution of projects consistent with federal, state and City regulations; record keeping; program procedures; regular reporting on program implementation; program evaluation; and completion of environmental reviews.

(b) OMB shall be responsible for financial management of the CD Programs including but not limited to: drawdown of federal funds; monitoring obligations, expenditures and reallocation of CD funds; coordinating traditional OMB activities as they relate to the CD Program; and maintaining liaison with the Comptroller's Office.

(c) OMB and DCP shall jointly prepare the annual performance report including establishing evaluation criteria and performing program evaluations.

(d) OMB shall provide reports to the Committee on a regular basis, evaluating and monitoring the CD Program and giving the financial status of the CD Program.

§ 5. *Responsibilities of the City Planning Commission*—The City Planning Commission shall review and hold a public hearing on the CD Program and shall issue a report and recommendations. It shall review, hold public hearings and report on proposed amendments pursuant to guidelines established by the Committee.

§ 6. *Responsibilities of Other Agencies*—(a) Operating agencies expending CD funds shall be responsible for planning, implementing and operating projects under the CD Program in compliance with federal, state and City guidelines and policies.

(b) Operating agencies shall report to the Executive Director and the Committee, as well as to local community organizations, on a periodic basis or as required.

(c) Operating agencies shall participate in the preparation and review of environmental assessments for projects under their jurisdiction and pursuant to guidelines and funding allocations established by the Committee and the DCP.

§ 7. *Prior Administrative Order*—Administrative Order No. 37, dated August 4, 1977, is hereby revoked.

§ 8. *Effective Date*—This Order shall take effect immediately.

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