

**OFFICIAL MEMORANDUM TO THE HOUSING MANAGER**

**TO:** Dylan Mayeus, Housing Division Manager  
Economic Development and Housing Department  
**FROM:** Linda Byars, Board Member, Neighborhood & Affordable Housing Advisory Board  
**DATE:** July 2, 2026

**SUBJECT:** Notice of Intent to Introduce Board Documentation Policy Amendment

The purpose of this memorandum is to provide the Department with ample advance notice regarding a procedural amendment I intend to introduce on the record during our August NAHAB meeting. I am sharing this information now to ensure staff has sufficient time to review these upcoming expectations well before the August agenda is finalized.

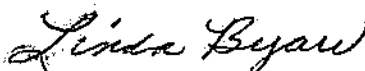
To ensure the City of Clearwater remains aligned with HUD monitoring guidelines (2 CFR § 200.332) regarding the evaluation of subrecipient financial management systems, and to protect the fiduciary integrity of this appointed board, I will be moving to update our review protocols for all future non-profit funding cycles.

At the August meeting, I will propose that the voting members of the NAHAB be provided a complete evaluation packet within five to seven (5-7) business days prior to recommending individual funding allocations. This packet should include the following documentation :

1. The Comprehensive Grant Application: The project scope, timeline, goals, and local budget breakdowns.
2. The IRS Form 990: To verify executive compensation, board independence, and avoid local conflict of interest vulnerabilities. (As this is a legally mandated federal public document, collecting it imposes no new privacy or administrative hurdles).
3. The Most Recent Independent CPA Audit: To verify internal accounting controls and identify any material weaknesses.
4. Current, Year-to-Date Financial Statements: (Balance Sheet & Income Statement) To bridge the 18-month IRS filing gap and prove real-time organizational cash flow.
5. The Department's Internal Scoring/Compliance Matrix: To review staff's professional assessment of the applicant.

I look forward to discussing how we can work together to implement these standard vetting protocols. Please feel free to reach out if your team requires any logistical clarification regarding these items prior to the August meeting.

Sincerely,



Linda Byars, NAHAB Resident Member