# SAMPLE CDC POLICIES AND PROCEDURES MANUAL

#### INTRODUCTION

The attached sample CDC Policies and Procedures Manual was developed by LISC to assist community development corporations (CDCs) in their administration of federal funds. The manual, which includes sample personnel, accounting, financial management, procurement, and records management policies, has two distinct purposes:

- To provide emerging CDCs with sample policies and procedures so that they may be able to develop policies and procedures appropriate to their specific circumstances, and to provide their staff members with information regarding the type of systems that may be adopted in their administration of federal funds; and
- To provide mature CDCs with sample policies and procedures to compare with their existing manual and assess whether adequate systems are in place particularly with respect to the administration of federal funds.

Please note that the sample policies and procedures presented in the attached manual are provided only as examples and for reference purposes only. In many instances, a CDC's existing policies and procedures manual may suffice. Prior to developing a policies and procedures manual or adopting any of the sample policies and procedures attached, LISC strongly encourages any organization to consult with its legal counsel, accounting, financial and/or human resource professionals. By doing so, this will assist the organization in developing policies and procedures that reflect its organizational philosophy and that are appropriate to their specific circumstances and that are consistent with applicable state and local laws. In addition, please remember that this is only one of many possible models that could meet the federal regulations. These are resource materials: LISC makes no legal representation concerning the adequacy of these policies and procedures or their compliance with federal, state or local laws.

# **Process Procedure Manual Template**

**Dorinda Clippinger** 

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In a global inundated with monitors and the cacophony of fast transmission, the profound power and emotional resonance of verbal art frequently fade in to obscurity, eclipsed by the regular barrage of noise and distractions. Yet, set within the lyrical pages of **Process Procedure Manual Template**, a fascinating perform of fictional elegance that pulses with natural thoughts, lies an unique journey waiting to be embarked upon. Written by a virtuoso wordsmith, this interesting opus books viewers on a psychological odyssey, lightly revealing the latent possible and profound impact embedded within the complex web of language. Within the heart-wrenching expanse with this evocative analysis, we will embark upon an introspective exploration of the book is key styles, dissect its fascinating publishing design, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

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