




Department of Planning & Community & Economic Development  
**Community Development Division**

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# Memo

**To:** CDBG Committee  
**From:** Pam Rood   
**Date:** March 19, 2010  
**Subject:** Framework change

Attached you will find the Reserve Fund section of the Framework. After recent review of the Reserve Fund application process, the Community Development Division staff recommends the following:

1. Change the application due date for each fund from 4:30 pm on the 15<sup>th</sup> of each month to 12:00 pm on the first Friday of each month.
2. Request that applications be submitted electronically instead of the agency providing 24 copies.

These process changes will improve efficiencies and customer service to both agencies and the CDBG Committee. Thank you for your attention to the matter.