

**TO:** Michael Brown  
Urban Development  
Financial Manager

**FROM:** Tiffany Ottis  
Urban Development, AIC Federal Program Manager III

**DATE:** 1/4/2023

**SUBJECT:** CDBG CARES Act funds review

Over the last several weeks, I have conducted a file review of all CDBG covid funds, tranche 1 and 3, to ensure compliance and adequate progress to reach the 80% spending target due June 5, 2023.

Due to various compliance challenges--required documentation, staff capacity, lack of Covid qualified applicants--unspent CARES Act funds should be recalled and reallocated to a community partner that can expend them in a timely fashion.

The following partners have expressed willingness to return funds for other qualified uses:

1. St Francis Shelter \$149,094
  2. Salem Housing Authority \$100,000
  3. South Salem Saxon Youth Football \$12,009
  4. MWVCAA- Childcare provider training- \$17,340
  5. Previously unspecified- \$817
- Total: \$279,260

My recommendation is to close the above awards and reallocate the funds to a new community partner who can expend them in a timely fashion. Marion Polk Food Share Meals on Wheels has expressed interest and has already successfully managed \$170,000 of CDBG-CV spending. They have submitted a proposal for the additional \$279,260 that is compliant.