



MEMORANDUM

To: Christopher Corgas – Office of Economic and Workforce Development
From: Chris Schulman
CC:
Date: 9/20/2021
Re: Lower Polk Community Benefit District Delay in Submitting Annual Reports

Comments: This memo is to briefly outline why the Lower Polk Community Benefit District's Annual Report 2018-2019 and 2019-2020 were delayed.

New leadership and management was implemented at the Lower Polk CBD in January of 2020. Shortly after, the Covid-19 pandemic interrupted and then forced both a change in scope in our operations and strategy as well as a significant increase in needs at our Tenant Landlord Clinic (TLC,) which the program manager who assisted in completing the reports is director of. The program manager increased time commitments at the TLC to nearly 100% during this time and I regretfully did not prioritize the completion of the reports. Once the commitments to the TLC were reduced by June of 2021 we completed the reports and submitted to OEWD.