Commissioner Nick Fish
City of Portland

DATE: Monday, October 3, 2011

TO: Mayor Sam Adams
Commissioner Amanda Fritz
Commissioner Dan Saltzman
Commissioner Randy Leonard

FROM: Commissioner Nick Fish

SUBJECT: Portland Housing Bureau's Fall BMP Submittal

The Portland Housing Bureau (PHB) has prepared the attached report as requested by the Office of Management and Finance for the Fall Budget Monitoring Process (BMP). PHB's submission can be broken into two major categories – budget status reporting and budget amendment requests.

Budget Status Reporting
The Fall BMP requires several status reporting exercises. The first requirement is an explanation of variances between the FY 2010/11 Revised Budget and actual expenditures and revenues. The attached Prior Year Reconciliation reports describe these variances in detail. The highlights are as follows:

- PHB was within budget at the fund-level across all seven bureau funds.
- The bureau did over-expend the major object category for fund-level expenses in the CDBG fund by 3% ($15,000). This was due to an oversight in amending the budget. This situation was corrected in the FY 2011-12 Adopted budget.

The second requirement is for a final reporting of budgetary performance measures for FY 2010/11 along with explanation of significant variances over the prior year. And the final requirement is for a status updates on both FY 2010/11 decision packages and service improvement plans. In both cases, PHB reports substantial accomplishment of goals and target outcomes.

Budget Amendment Requests
PHB's Fall BMP submission also includes requests for adjustments to the FY 2011/12 Adopted Budget. In addition to technical adjustments with no budgetary impact at the bureau level, PHB is requesting a number of revisions to current appropriations. The most significant of these are as follows:

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General Fund

- **$579,000** in general fund carryover for encumbered contracts. $494k is for two contracts funded by the "Mayor's Homeless Emergency Funding" decision package from FY 2010-11.
- **$75,000** of new Multnomah County revenue for outreach to persons experiencing homelessness in East County.

Housing Investment Fund

- **$688,000** in Section 108 project encumbrance carryover (e.g., Briarwood, Villa de Suenos.)
- **$48,000** of new revenues from local jurisdictions for the HMIS program.

Federal Grants Fund

- **$829,000** in Lead Hazard grant rebudget carryover for single- and multi-family lead abatement programs.
- **$490,000** in NSP program income for sale of program-acquired properties.
- **$206,000** of HOPWA entitlement grant resources from prior year unspent funds, primarily for rehabilitation projects.
- **$163,000** in HPRP grant encumbrance carryover for short-term rent assistance programs.

CDBG Fund

- **$2.65 million** of CDBG entitlement grant resources from prior year unspent funds for the upcoming Fall NOFA.
- **$695,000** in CDBG grant encumbrance carryover for ongoing projects and programs (e.g., Taggart Manor, Otesha Place, Single-Family Home Repair Loan Program)

HOME Fund

- **$751,000** of HOME entitlement grant resources from prior year unspent funds for the upcoming Fall NOFA.
- **$566,000** of HOME consortium entitlement grant resources belonging to the City of Gresham representing prior-year unspent funds.
- **$277,000** of HOME grant encumbrance carryover for ongoing projects (e.g., Rockwood, Briarwood, Ainsworth Court, Loan Servicing/Asset Management Next Generation System.)

Urban Renewal Area (URA) Tax Increment Financing

- **$1.56 million** of Convention Center URA funds for the upcoming Fall NOFA, backed by sale proceeds from the transfer of properties from OCC to the Interstate URA as part of the boundary change.
- **$119,000** of prior-year funds in the Downtown Waterfront URA for repayment of URA program income to PDC.
- **$1 million** net reduction in the Gateway URA reflecting that property will be conveyed rather than sold for the Gateway Commons project and pulling forward into FY 2011-12 funds for predevelopment loans on the project.

- **$1.56 million** of Interstate URA appropriation to purchase King/Parks and Grant Warehouse properties from the Oregon Convention Center URA as part of the boundary change.
- **$772,000** of project and program carryover in the Interstate URA for HAP Scattered Sites, the Single-Family Home Repair Loan Program, the Downpayment Assistance Program and several other projects with smaller balances.
- **$1.99 million** of project and program carryover in the Lents URA for Svaboda (Dahlia Commons), HAP Scattered Sites, Bellrose Station, the Single-Family Home Repair Loan Program and the Downpayment Assistance Program.
- **$3.93 million** of project carryover in the North Macadam URA for Affordable Veterans Housing.
- **$3.88 million** of project carryover in the River District URA for the Ramona (Pearl Family Housing) and Bud Clark Commons.
- **$532,000** of project carryover in the South Park Blocks URA for the Chaucer Apartments and the Martha Washington.

Should you have any questions about the PHB BMP submittal, please contact Alissa Mahar at 823-4160 or Mike Johnson at 823-4176.

BUDGET AMENDMENT REQUEST

Portland Housing Bureau | PERIOD Fall BuMP | FISCAL YEAR FY 2011-12

HC_001 - Fall BMP - Technical Adjustments

PHB requests Council approval for budget-neutral technical adjustments to PHB's budget. These requests will serve to reallocate existing local and grant resources to specific projects, contracts and functional areas.

Dollar Amount:	$0
Type:	Technical Adjustment
Resources:	Internal Transfer

HC_002 - Fall BMP - New Revenues

PHB requests Council approval to appropriate new resources for the following:

- $1.56M of Interstate URA resources to purchase King/Parks and Grant Warehouse properties from the Oregon Convention Center URA.
- $1.56M of Convention Center URA appropriation for the upcoming Fall NOFA, backed by sale proceeds from the transfer of properties from OCC to the Interstate URA.
- $2.65M of CDBG resources from prior year unspent entitlements for the upcoming Fall NOFA.
- $751k of HOME resources from prior year unspent entitlements for the upcoming Fall NOFA.
- $1.67M of CDBG and HOME resources from prior year unspent entitlements budgeted into contingency.
- $490k in NSP program income for sale of program-acquired properties.

Dollar Amount:	$8,849,451
Type:	New Request
Resources:	New Revenues

HC_003 - Fall BMP - Non-General Fund Carryover

PHB requests Council approval to carry forward unspent TIF and grant-funded appropriations associated with FY 2010/11 affordable housing projects, programs and contracts. The $12.9M for affordable housing projects includes Bud Clark Commons, Affordable Veterans Housing, The Svaboda, The Ramona, Chaucer Apartments, HAP Scattered Sites and Bellrose Station. The $2.2M for contracts and programs includes lead hazard abatement, single-family home repair loans, downpayment assistance loans, Home Forward HPRP programs and Gresham HOME-funded programs.

Dollar Amount:	$15,048,082
Type:	Encumbrance Carryover Request
Resources:	New Revenues

HC_004 - Fall BMP - GF Carryover

PHB requests Council approval for General Fund appropriation carryover to fund encumbered contracts. $494k will provide funding for contracts with JOIN and New Avenues For Youth to complete services under the “Mayor's Homeless Emergency Funding” decision package. The remaining $85k will provide funding for seven contracts continuing into FY 2011/12 (e.g., Red Cross Emergency Shelter, Home Forward).

Dollar Amount:	$579,022
Type:	Encumbrance Carryover Request
Resources:	General Fund Discretionary

Prior Year Business Area Reconciliation Report

	FY 2010-11 Revised Budget	FY 2010-11 Year-End Actuals	Percent of Actuals to Revised
Portland Housing Bureau			
EXPENDITURES			
Unappropriated Fund Balance	$2,400,000	$0	0%
Personal Services	$6,844,233	$6,263,969	92%
External Materials and Services	$89,893,754	$70,824,709	79%
Internal Materials and Services	$2,855,867	$2,841,089	99%
Bond Expenses	$1,328,533	$1,339,826	101%
Fund Transfers - Expense	$3,428,204	$2,144,288	63%
Contingency	$3,292,816	$0	0%
TOTAL EXPENDITURES	**$110,043,407**	**$83,413,881**	**76%**
REVENUES			
Budgeted Beginning Fund Balance	$3,059,108	$0	0%
Charges for Services	$273,916	$355,528	130%
Intergovernmental Revenues	$82,984,437	$61,707,915	74%
Interagency Revenue	$11,500	$57,748	502%
Fund Transfers - Revenue	$3,423,204	$2,139,288	62%
Bond and Note	$7,321,015	$4,704,000	64%
Miscellaneous	$2,949,969	$8,278,255	281%
General Fund Discretionary	$10,020,258	$0	0%
TOTAL REVENUES	**$110,043,407**	**$77,242,734**	**70%**

Bureau Reconciliation Narrative

Significant variances between budget and actuals are explained below.

** GENERAL FUND **

[Personal Services] - PHB is slightly over its general fund appropriation for personal services. This is the result of a transaction processed by OMF to charge bureaus for unemployment costs. The transaction was processed in September which, unfortunately, is well after the cutoff for bureaus to submit correcting entries.

[Internal Materials & Services] - This report displays that PHB is over budget in internal M&S. However, this is not the case. This category shows up as a "negative" appropriation due to the OMF-prescribed method for PHB billing the TIF fund for indirect costs. In actuality, given that the negative $479,337 is less than the negative $469,756 (in the absolute sense), this category is within budget.

[Miscellaneous Revenues] - This category exceeded budget due to unanticipated revenue from a State EAIP (Employer At Injury Program) reimbursement.

** FEDERAL GRANTS FUND **

[Personal Services] - PHB spent only 83% of its personal services appropriation due to less-than-anticipated spending against the lead grant. Being the first year of the PHB-PDC housing transition in which former PDC staff were on the City's payroll, bureau management was still aligning budget with actual allocation of staff time.

[External Materials & Services] - PHB spent only 85% of its external M&S appropriation due to underspending by several grant programs. These include HPRP ($135k), NSP ($271k), OHCS Tenant Readiness ($212k) and Lead ($762k).

[Intergovernmental Revenues] - This fund operates on a reimbursement basis. Thus, this category will be under budget when overall fund expenditures are under budget.

Prior Year Fund Reconciliation Report

	FY 2010-11 Revised Budget	FY 2010-11 Year-End Actuals	Percent of Actuals to Revised
213 - Housing Investment Fund			
EXPENDITURES			
Personal Services	753,883	735,036	97.50
External Materials and Services	7,193,252	5,621,744	78.15
Internal Materials and Services	(46,428)	0	0.00
Bond Expenses	17,000	12,983	76.37
Fund Transfers - Expense	3,423,204	2,139,288	62.49
Contingency	127,562	0	0.00
TOTAL EXPENDITURES	**11,468,473**	**8,509,051**	**74.20**
REVENUES			
Budgeted Beginning Fund Balance	2,674,869	0	0.00
Charges for Services	273,916	323,718	118.18
Intergovernmental Revenues	2,346,167	1,786,098	76.13
Interagency Revenue	11,500	46,248	402.16
Bond and Note	4,921,015	4,704,000	95.59
Miscellaneous	1,241,006	1,486,365	119.77
TOTAL REVENUES	**11,468,473**	**8,346,429**	**72.78**

Fund Reconciliation Narrative

Significant variances between budget and actuals are explained below.

[External M&S] - PHB spent only 78% of budget for two main reasons. The risk mitigation pool (budgeted at $700k) saw only $50k expenses in FY 2010-11. And several Section 108 loan funded projects (i.e., Villa de Suenos, Briarwood, Upshur) did not spend down as anticipated -- leaving approximately $700k appropriation to be carried forward into FY 2011-12.

[Bond Expenses] - PHB incurred fewer debt issuance costs (incurred in the course of making project loans using the Section 108 financing) than originally antipated.

[Fund Transfers] - PHB had intended to transfer grant program income (received as part of PDC housing transition) to the grants funds via cash transfer. However, at central accounting's instruction, PHB transferred these funds via journal entry. Thus, no fund transfer expense incurred.

[Intergovernmental Revenues] - See "fund transfers" above. PHB had budgeted the PDC transfer of funds as an intergovernmental revenue. But as PHB was instructed to move these resources to grants fund via journal entry, there were fewer net resources recorded in the "intrgovernmental revenues" category.

[Interagency Revenues] - The EBS division of OMF developed an interface between SAP and PHB's existing loan origination & servicing system. However, PHB overpaid and was due a refund. PHB however did not anticipate that this would be processed as an interagency revenue, and thus did not budget this accordingly.

[Miscellaneous Revenues] - The HIF loan portfolio performance exceeded forecast expectations, including the unanticipated payoff of the loan for the Collins Circle project.

Prior Year Fund Reconciliation Report

	FY 2010-11 Revised Budget	FY 2010-11 Year-End Actuals	Percent of Actuals to Revised
218 - Community Development Block Grant Fund			
EXPENDITURES			
Unappropriated Fund Balance	2,400,000	0	0.00
Personal Services	2,157,709	2,058,697	95.41
External Materials and Services	10,784,515	8,626,024	79.99
Internal Materials and Services	1,896,105	1,870,304	98.64
Bond Expenses	536,239	551,549	102.86
Contingency	872,637	0	0.00
TOTAL EXPENDITURES	**18,647,205**	**13,106,574**	**70.29**
REVENUES			
Budgeted Beginning Fund Balance	384,239	0	0.00
Charges for Services	0	(8)	0.00
Intergovernmental Revenues	14,725,048	12,642,519	85.86
Fund Transfers - Revenue	1,137,918	20,716	1.82
Bond and Note	2,400,000	0	0.00
Miscellaneous	0	9,183	0.00
TOTAL REVENUES	**18,647,205**	**12,672,410**	**67.96**

Fund Reconciliation Narrative

Although this fund operates on a reimbursement basis (i.e., revenues and expenses should net to zero at year-end), it shows expenses in excess of revenues due to the timing and accrual of revenues by the OMF grants management department. Significant variances between budget and actuals are explained below.

[External M&S] - PHB spent only 80% of the appropriation budgeted for external M&S due to two factors. A number of projects failed to spend down as anticipated (e.g., Taggart, Otesha, Arbor Glen, Affordable Rental Housing) leaving $1.2M to be carried over into FY 11/12. Additionally, underspent contracts accounted for $525k remaining at the end of FY 2010-11.

[Bond Expenses] - PHB exceeded appropriation in the bond expenses major object category. PHB fiscal staff had intended to appropriate $15k in the overexpenditure ordinance, but failed to complete this task. The fund, however, did not exceed overall expense appropriation, nor available resources.

[Fund Transfer Revenues] - PHB's fund transfer revenues were minimal as compared to budget due to direction provided late in the fiscal year by central accounting. PHB had intended to process a cash transfer from the housing investment fund to the CDBG fund, but central accounting directed the bureau to accomplish this via journal entry instead. See HIF PY Fund Reconciliation for more detail.

[Bond & Note Revenues] - PHB budgeted $2.4M in temporary internal interfund loan revenues at the request of OMF central accounting. The actual transactions, however, were not necessary

Prior Year Fund Reconciliation Report

	FY 2010-11 Revised Budget	FY 2010-11 Year-End Actuals	Percent of Actuals to Revised
219 - HOME Grant Fund			
EXPENDITURES			
Personal Services	389,725	361,974	92.88
External Materials and Services	5,477,942	4,768,223	87.04
Contingency	74,045	0	0.00
TOTAL EXPENDITURES	**5,941,712**	**5,130,197**	**86.34**
REVENUES			
Charges for Services	0	42	0.00
Intergovernmental Revenues	5,774,998	6,271,871	108.60
Fund Transfers - Revenue	166,714	0	0.00
Miscellaneous	0	11,677	0.00
TOTAL REVENUES	**5,941,712**	**6,283,589**	**105.75**

Fund Reconciliation Narrative

Although this fund operates on a reimbursement basis (i.e., revenues and expenses should net to zero at year-end), it shows revenues in excess of expenses due to the timing and accrual of revenues by the OMF grants management department. Significant variances between budget and actuals are explained below.

[External Materials & Services] - The unspent portion of External M&S budget is predominantly due to underspending in the bureau's contract with Gresham for HOME projects. PHB administers the grant on behalf of Gresham, but Gresham is responsible for the management of its project and portion of the HOME entitlement.

[Fund Transfer Revenues] - As described in the CDBG and HIF prior year reconciliation narrative, PHB's fund transfer revenues were minimal as compared to budget due to direction provided late in the fiscal year by central accounting. PHB had intended to process a cash transfer from the housing investment fund to the HOME fund, but central accounting directed the bureau to accomplish this via journal entry instead.

Prior Year Fund Reconciliation Report

	FY 2010-11 Revised Budget	FY 2010-11 Year-End Actuals	Percent of Actuals to Revised
221 - Tax Increment Financing Reimbursement			
EXPENDITURES			
Personal Services	2,372,782	2,069,020	87.20
External Materials and Services	45,760,862	33,773,962	73.81
Internal Materials and Services	1,475,946	1,450,123	98.25
Contingency	2,118,572	0	0.00
TOTAL EXPENDITURES	**51,728,162**	**37,293,104**	**72.09**
REVENUES			
Charges for Services	0	31,776	0.00
Intergovernmental Revenues	47,902,200	30,406,693	63.48
Fund Transfers - Revenue	2,118,572	2,118,572	100.00
Bond and Note	0	0	0.00
Miscellaneous	1,707,390	6,750,201	395.35
TOTAL REVENUES	**51,728,162**	**39,307,241**	**75.99**

Fund Reconciliation Narrative

Significant variances between budget and actuals are explained below.

[Personal Services] - Staff time charged to certain urban renewal areas -- predominantly Interstate and River District -- was less than anticipated. Program staff charged more time to citywide efforts than had been anticipated and budgeted.

[External Materials & Services] - Actuals were only 74% of budget due to several projects whose construction draw schedule did not entirely match budget assumptions. The most significant of these were Affordable Veterans Housing ($4M); Svaboda Commons ($780k); Bud Clark Commons ($2.64M); INterstate and Lents Scattered Sites ($1M); the Ramona ($550k); and the Chaucer ($500k). These resources will be carried forward in the Fall BMP.

[Intergovernmental Revenues] - Actuals were only 63% of budget due to the fact that PHB is reimbursed by PDC for TIF expenditures. And since several projects did not spend down budget entirely, the associated reimbursement for project expenses was also less than budgeted.

[MIscellaneous Revenues] - This category greatly exceeded budgeted revenues for two reasons. First, the loan portfolio income stream exceeded expectations. And second, the bureau received $2.87M in sale proceeds for the various scattered site properties. (Please note, the sale proceeds -- and all program income -- were netted out of TIF reimbursement from PDC.)

Prior Year Fund Reconciliation Report

	FY 2010-11 Revised Budget	FY 2010-11 Year-End Actuals	Percent of Actuals to Revised
621 - Headwaters Apartment Complex			
EXPENDITURES			
External Materials and Services	137,000	729	0.53
Bond Expenses	775,294	775,294	100.00
Contingency	100,000	0	0.00
TOTAL EXPENDITURES	**1,012,294**	**776,023**	**76.66**
REVENUES			
Intergovernmental Revenues	1,012,294	1,060,568	104.77
Miscellaneous	0	(286)	0.00
TOTAL REVENUES	**1,012,294**	**1,060,283**	**104.74**

Fund Reconciliation Narrative

Significant variances are explained below.

[External Materials & Services] - PHB had budgeted for expenses associated with a potential bond call that did not materialize.

Portland Housing Bureau - FY 2011-12 Fall BMP

Prior Year Decision Package Status Update

Dec Pkg	Description	FTE	GF Ongoing	GF One Time	Other Rev	Total	Status Update
	ADOPTED BUDGET ADD PACKAGES						
HC_01	**Shelter And Emergency Services** Support for year-round, winter and severe weather shelters. These shelters service both men and women, and provide other critical supportive services.	-	-	459,200	-	**459,200**	Funds were fully contracted with eight nonprofit providers, and activities and spending are 100% complete, with three exceptions. First, the American Red Cross contract for severe weather shelter was extended to 04/30/2012 to spend down a balance of $33,553; FY11-12 budget request was reduced accordingly. Second, the Cascadia Project Respond contract was extended to 07/31/2011 to allow complete spend-out. And third, the winter shelter activities contracted to Transition Projects completed activities on-time and under budget; Cost savings of $34,212 were moved to other emergency homelessness activities ($9,212 to Transition Projects Jean's Place shelter and $25,000 into the JOIN contract funded under HC_17). Year-end client-level outcome reporting is complete, wth focus on shelter bed-nights and housing placement outcomes, day center outputs, syringe exchange outcomes and resource guide distribution.

Portland Housing Bureau - FY 2011-12 Fall BMP

Prior Year Decision Package Status Update

Dec Pkg	Description	FTE	GF Ongoing	GF One Time	Other Rev	Total	Status Update
HC_04	**Housing Services** Provides information & referral, advocacy and case management for low-income renters confronting homelessness, eviction, housing discrimination and unhealthy housing.	-	-	236,800	-	**236,800**	Funds were fully contracted with three nonprofit providers, as well as the Housing Authority of Portland and the Oregon Bureau of Labor and Industries. Activities and spending are 100% complete, with two exceptions. First, the Rent Well/Fresh Start program contract with the Housing Authority of Portland was extended to 10/31/2011 to allow full spend-out. And second, the Bureau of Labor and Industries contract was extended to 12/31/2011 to allow for full spend-out. Year-end client-level outcome reporting is complete, with focus on tenant education and landlord guarantee funds, shared housing placements and information and referral services.
HC_02	**Youth Shelter - Transitional Hsg MultCo Passthru** Supports youth shelters administered by Multnomah County. These shelters provide safe, stable housing to homeless youth. In addition, the shelter assesses youth "clients" and provide service coordination through partner providers.	-	-	903,500	-	**903,500**	Funds were fully contracted to Multnomah County Dept of County Human Services, which administers the homeless youth system through subcontracts with four nonprofit providers. Activities and spending are 100% complete. Year-end client-level outcome reporting is complete, with focus on: youth emergency shelter bed nights, transitional housing placements and housing retention.

Portland Housing Bureau - FY 2011-12 Fall BMP

Prior Year Decision Package Status Update

Dec Pkg	Description	FTE	GF Ongoing	GF One Time	Other Rev	Total	Status Update
HC_03	**Short-Term Rent Assistance** Short-term rent assistance is an essential tool to help chronically homeless disabled men and women, families with children and others move from the streets or shelters to housing. Most have zero income at placement.	-	-	931,500	-	**931,500**	Funds were fully contracted with three nonprofit providers and the Housing Authority of Portland (HAP). HAP administers the Short Term Rent Assistance program through subcontracts with eight culturally-specific nonprofit providers. Activities and spending are 100% complete. Year-end client-level outcome reporting is complete, with focus on housing placement and retention rates and eviction prevetion success.
HC_17	**Mayor's Homeless Emergency Funding Package**	-	-	1,000,000	-	**1,000,000**	Funds are fully contracted to two nonprofit partnerships selected through a competitive RFP process. Activities are 75% complete (contracts began in October and November). While spending is on-time for completion within contracted duration, providers indicate that greater program success may be possible within existing program budgets if PHB allows slightly longer contract durations. Provided full update to City Council on 04/20/2011. Client-level outcome data received through end of third quarter (06/2011), and progress toward full contracted outcomes is good. Fourth quarter outcomes data (through 09/2011) expected October 31.
HC_08	**Increase BDS Housing Insp. (2nd Inspector) I/A** This decision package doubles the existing federal grant (CDBG) support for the Neighborhood Inspections Program housed in the Bureau of Development Services (BDS). Neighborhood inspections protects the health, safety, and welfare of Portland residents.	-	-	-	112,800	**112,800**	These resources funded 2.0 FTE. These inspectors conducted 800 housing inspections on rental properties located in areas where 51% of households are under 80% median family income.

Portland Housing Bureau - FY 2011-12 Fall BMP

Prior Year Decision Package Status Update

Dec Pkg	Description	FTE	GF Ongoing	GF One Time	Other Rev	Total	Status Update
HC_13	**Reduction Match to HC_08 - BDS Insp. Increase** This is the companion package to HC_08, which requests to double the rental housing inspections performed by the Bureau of Development Services (BDS). This package reduces Federal CDBG grant resources available for housing development and services.	-	-	-	(112,800)	**(112,800)**	Status report not applicable. This is a technically required "partner" decision package necessary to show a reduction from External M&S such that an increase could be made in Internal M&S in HC_08.
	ADOPTED BUDGET CUT PACKAGES						
HC_14	**FPD Alternative Reduction: Long-Term Rent Assistance**	-	(185,021)	(61,674)	-	**(246,695)**	Reductions were temporarily offset by federal stimulus funds (Homlessness Prevention & Rapid Re-housing Program) that will expire at the end of June 2011. This will impact rent assistance in FY 11-12.
HC_16	**OMF Interagency Reduction Savings**	-	(4,296)	-	-	**(4,296)**	These reduction savings are reflected in PHB's FY11 interagency appropriations.
HC_18	**Eliminate Vacant Position - PHB Reorganization**	(1.00)	-	-	(93,235)	**(93,235)**	This position has been formally eliminated.
	FALL BMP DECISION PACKAGES						
HC_002	**Encumbrance Carryover - General Fund** PHB requests Council approval for General Fund appropriation carryover to fund encumbered contracts. These contracts include $218k for HAP's "Key Not A Card" program, $130k for Salvation Army and Red Cross emergency shelter services, $85k for Cascadia Behavioral Health services and $45k for the PHB strategic plan.	-	-	552,507	-	**552,507**	Current status of expenditures of approved carryover funding: • $218k for HAP "Key Not A Card" is fully expended. • $130k for Salvation Army and Red Cross Shelters is fully expended. • $85k for Cascadia was fully expended by 8/31/10. • $45k for PHB strategic plan contracted and fully expended; strategic plan is complete.

Portland Housing Bureau - FY 2011-12 Fall BMP

Prior Year Decision Package Status Update

Dec Pkg	Description	FTE	GF Ongoing	GF One Time	Other Rev	Total	Status Update
HC_005	**New Requests - New Revenues** PHB requests Council approval for a number of increases and several decreases to budgeted appropriations. These requests are necessary for two primary reasons. The first is that management of TIF affordable housing development shifted to PHB on July 1, 2010, necessitating the transfer of unexpended FY 2009/10 TIF project budgets to PHB. The second is that the nature and timelines of housing development often requires project funding be carried across fiscal years. The most significant of PHB's requests are to: - $12.9M of TIF resources for the Resource Access Center - Reduce Interstate URA resources by $5.0M to recognize transfer of responsibility for the Killingsworth Station project to PDC - Carry over $3.6M of Section 108 loan program resources for multiple affordable housing projects - Carry over $2.4M of TIF resources for the OCC Miracles Club project - Carry over $1.1M of TIF resources for Bridge Meadows - Carry over $2.7M of TIF resources for the Chaucer Apartments - Carry over $1.0M of NSP grant resources for the Proud Ground-NAYA homeownership project - Appropriate $1.1M of prior year Gresham HOME allocations for the Gresham HOME contract - Appropriate $561k of prior year HOME resources and $550k of program income for the Rockwood Apartments	-	-	-	30,008,040	**30,008,040**	• PHB disbursed $7.7M on the Resource Access Center in FY 2010/11. The remainder will be carried forward via Fall BMP encumbrance carryover. • Responsibility for the the Killingsworth Station project has been transferred to PDC. • PHB disbursed $4.3M of the $5.0M final Revised Budget for Section 108 projects. Remaining resources have been rebudgeted into FY 2011/12 and/or will be carried forward via Fall BMP encumbrance carryover. • PHB disbursed $2.6M on the OCC Miracles Club project in FY 2010/11. Remaining resources have been will be carried forward via Fall BMP encumbrance carryover. • PHB disbursed $1.1M of the Bridge Meadows project appropriation in FY 2010/11. PHB will request the encumbered balance be carried over in the Fall BMP. • The Chaucer project has disbursed $2.1M of the $2.7M appropriation as of FY11. PHB will request the encumbered balance be carried over in the Fall BMP. • PHB has disbursed $943k of the $1.2M in capital financial assistance for the Proud Ground / NAYA NSP project. Remaining resources have been rebudgeted into FY 2011/12 or will be carried forward via Fall BMP encumbrance carryover. • PHB has disbursed $1M of the $1.1M appropriation for the Rockwood project. PHB will request the encumbered balance be carried over in the Fall BMP.

Portland Housing Bureau - FY 2011-12 Fall BMP

Prior Year Service Improvement Plan Update

#	Description	Status Update
1	**Improve Housing Program Delivery** PHB will achieve this goal upon the full integration of housing development finance, asset management, and loan servicing in the new Portland Housing Bureau. PHB will streamline business processes and enhance consistency and coordination related to decision making, loan approvals, and software integration. This work will be completed by June 30, 2011. Success will be measured through customer feedback and data analysis.	**COMPLETED --** The integration of asset management and loan servicing is complete; the programs are supervised by one manager. Project annual reviews are up-to-date, performed collaboratively within the work group, and files are being consolidated. In addition, the Housing Development Finance and Asset Management/Loan Servicing teams are developing loan programs and guidelines which will assist in the coordination and decision-making process for project underwriting and funding. PHB is working with external partners in this regard. **IN PROGRESS** -- Last, program integration will continue into FY 11-12 as part of the implementation of the Housing Development Software; PHB is examining business processes and will implement improvements and enhancements.
2	**Complete Strategic Plan and Implement New Organizational Structure** PHB will increase effectiveness and efficiency through completion of a new strategic plan and implementation of a new organizational structure. This will allow for the alignment of staff and programs to best deliver the highest priority projects, products, and services. This work will be completed by June 30, 2011.	**COMPLETED --** PHB has completed its strategic plan and is working on the documents that will be publically-available. The strategic plan informed the budget development process and the prioritization for funding. The bureau's new organizational structure is in place, although it will continue to evolve in response to potential resource constraints.
3	**Increase Accountability and Transparency** PHB will provide increased emphasis on accountability for programs through the development and adoption of a PHB data dashboard. This process will serve to inform internal and external stakeholders of PHB's progress towards meeting its goals. PHB will develop this dashboard by June 30, 2011.	**COMPLETED --** PHB is awarding more development capital through public and competitive NOFA processes than in years prior, thereby promoting transparency. PHB also completed two initiatives targeted at reporting progress towards goals -- a bureau production report and an annual community report. Each of these is available on the PHB website and will be published annually going forward.

Portland Housing Bureau

Performance Measures

Program and Performance Measure	Type	FY 2008-09 Year-End Actuals	FY 2009-10 Year-End Actuals	FY 2010-11 Revised Budget	FY 2011-12 Performance No Dec Pkg	FY 2011-12 Performance With Dec Pkg
Administration & Support						
HC_0085 - % PHB Data Users Providing Accurate & Timely Data	EFFECTIVE	75%	85%	85%	0%	0%
HC_0083 - Admin Costs As a % Of Bureau Level Budget	EFFICIENCY	9%	7%	8%	0%	0%
HC_0082 - Number of Sub-recipient Contracts Processed	WORKLOAD	101	93	85	0	0
HC_0084 - # of Users Trained And Supported In PHB Data Systems	WORKLOAD	707	859	800	0	0
HC_0086 - # of Housing Assets Monitored	WORKLOAD	305	171	171	0	0
Homeowner Access & Retention						
HC_0038 - Number of households receiving homebuyer education/counseling and purchasing homes	EFFECTIVE	338	846	300	0	0
HC_0090 - Average investment per household for elderly/disabled receiving small home repairs	EFFICIENCY	$0	$758	$791	$0	$0
HC_0096 - Investment per household for owner occupied home repairs	EFFICIENCY	$0	$13,292	$6,882	$0	$0
HC_0037 - Number of Households receiving homebuyer education or counseling	WORKLOAD	898	3,715	2,654	0	0
HC_0074 - Homeownership units built	WORKLOAD	284	174	140	0	0
HC_0076 - Number of owner occupied home repair loans	WORKLOAD	109	41	103	0	0
HC_0088 - Number of homeownership units assisted by limited tax exemptions	WORKLOAD	0	149	120	0	0
HC_0089 - Number of Units assisted by SDC waivers	WORKLOAD	0	238	130	0	0
HC_0097 - Number of households attending homebuyer fairs	WORKLOAD	0	810	2,000	0	0
HC_0098 - Number of elderly/disabled households receiving small scale home repairs	WORKLOAD	0	1,510	1,239	0	0
Housing Access & Stabilization						
HC_0050 - Percent of exits from shelter into stable housing	EFFECTIVE	28%	31%	25%	0%	0%
HC_0054 - Percent of households exited from transitional housing into permanent housing	EFFECTIVE	72%	61%	35%	0%	0%
HC_0062 - Percent of households receiving placement assistance retaining permanent housing at 6 months	EFFECTIVE	83%	86%	90%	0%	0%
HC_0063 - Percent of households receiving placement assistance retaining permanent housing at 12 months	EFFECTIVE	74%	76%	77%	0%	0%
HC_0065 - Percent of households exited into permanent housing	EFFECTIVE	92%	71%	65%	0%	0%
HC_0095 - Average length of rent assistance, eviction prevention in days	EFFECTIVE	0	121	90	0	0
HC_0055 - Average length of stay in transitional housing (in days)	EFFICIENCY	60	254	358	0	0
HC_0049 - Number of households served in emergency shelters	WORKLOAD	1,935	1,635	1,418	0	0
HC_0053 - Number of households served in facility based transitional housing	WORKLOAD	1,150	152	100	0	0
HC_0057 - Number of households receiving receiving rent asst and homeless prevention	WORKLOAD	423	1,373	2,399	0	0

Portland Housing Bureau

Performance Measures

Program and Performance Measure	Type	FY 2008-09 Year-End Actuals	FY 2009-10 Year-End Actuals	FY 2010-11 Revised Budget	FY 2011-12 Performance No Dec Pkg	FY 2011-12 Performance With Dec Pkg
Housing Access & Stabilization						
HC_0061 - Number of households receiving placement rent assistance	WORKLOAD	515	1,713	1,114	0	0
HC_0064 - Number of households residing in permanent supportive housing units	WORKLOAD	865	728	677	0	0
Housing Production & Preservation						
HC_0069 - Vacancy Rate of Units Built 0 to 60% MFI	EFFECTIVE	3%	5%	50%	0%	0%
HC_0092 - Rental Units preserved affordable for 0-60 MFI	EFFECTIVE	0	156	207	0	0
HC_0091 - Investment per affordable housing unit	EFFICIENCY	$0	$27,078	$116,472	$0	$0
HC_0093 - Investment per affordable housing unit preserved	EFFICIENCY	$0	$30,569	$30,235	$0	$0
HC_0094 - Investment per affordable unit rehabilitated	EFFICIENCY	$0	$31,518	$34,252	$0	$0
HC_0070 - Rental units built affordable for 0 to 60% MFI	WORKLOAD	256	92	372	0	0
HC_0072 - Rental units built affordable for 61+ to 100% MFI	WORKLOAD	16	0	5	0	0
HC_0081 - Rental Rehab Units 0 to 60% MFI	WORKLOAD	397	203	255	0	0

Portland Housing Bureau - FY 2011-12 Fall BMP

General Fund Encumbrance Carryover Request Detail

Vendor Name	Document Number		Encumbrance Carried Forward		Requested Amount
211 INFO		**$**	**2,887**	**$**	**-**
	22052729	$	2,887		
AMERICAN RED CROSS		**$**	**33,553**	**$**	**33,553**
	22032402	$	33,553		
BALL JANIK LLP		**$**	**2,713**	**$**	**995**
	22071686	$	2,713		
BUREAU OF LABOR & INDUSTRIES		**$**	**15,430**	**$**	**15,430**
	22031271	$	15,430		
CASCADIA BEHAVIORAL HEALTHCARE INC		**$**	**67,226**	**$**	**12,670**
	22053446	$	67,226		
CENTRAL CITY CONCERN		**$**	**49,330**	**$**	**-**
	22053697	$	49,330		
ECUMENICAL MINISTRIES OF OR		**$**	**13,657**		
	22052032	$	13,657	$	-
FAIR HOUSING COUNCIL OF OREGON		**$**	**3,175**	**$**	**-**
	22055224	$	3,175		
FIRST UNITED METHODIST CHURCH		**$**	**237**	**$**	**-**
	22049769	$	237		
HACIENDA COMMUNITY		**$**	**128**	**$**	**-**
	22032970	$	128		
HOUSING AUTHORITY OF PORTLAND		**$**	**72,033**	**$**	**18,237**
	22005274	$	19,604		
	22032302	$	52,429		
	22058216	$	-		
HUMAN SOLUTIONS INC		**$**	**10,685**	**$**	**-**
	22053140	$	10,685		
IRCO		**$**	**16,053**	**$**	**-**
	22013195	$	16,053		
JOIN		**$**	**543,256**	**$**	**404,193**
	22053262	$	76,280		
	22058854	$	466,977		

Portland Housing Bureau - FY 2011-12 Fall BMP

General Fund Encumbrance Carryover Request Detail

Vendor Name	Document Number		Encumbrance Carried Forward		Requested Amount
MULTNOMAH COUNTY		**$**	**224,457**	**$**	**-**
	22054607	$	224,457		
NEW AVENUES FOR YOUTH		**$**	**108,693**	**$**	**90,024**
	22058853	$	108,693		
NORTHWEST PILOT PROJECT I		**$**	**28,907**	**$**	**-**
	22052031	$	28,907		
OREGON COMMUNITY WAREHOUSE		**$**	**3,862**	**$**	**-**
	22053136	$	3,862		
OUTSIDE-IN		**$**	**8,226**	**$**	**-**
	22054754	$	8,226		
PORTLAND BUSINESS ALLIANCE		**$**	**6,515**	**$**	**-**
	22057281	$	6,515		
PORTLAND DEVELOPMENT COMMISSION		**$**	**242,481**	**$**	**-**
	22066570	$	242,481		
PORTLAND IMPACT INC		**$**	**4,090**	**$**	**-**
	22052033	$	4,090		
PORTLAND STATE UNIVERSITY		**$**	**3,920**	**$**	**3,920**
	22072561	$	3,920		
SALVATION ARMY		**$**	**83,222**	**$**	**-**
	22054430	$	83,222		
STAR PARK LLC		**$**	**1,950**	**$**	**-**
	22069029	$	1,950		
TRANSITION PROJECTS INC		**$**	**405,681**	**$**	**-**
	22053146	$	405,681		
Grand Total		**$**	**1,952,366**	**$**	**579,022**