



CITY OF
PORTLAND, OREGON
PORTLAND HOUSING BUREAU

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

From: Commissioner Nick Fish

RE: Portland Housing Bureau's Winter BMP Submittal

Date: January 14, 2010

The Portland Housing Bureau (PHB) has prepared the attached report for the Winter Budget Monitoring Process (BMP) as requested by the Office of Management and Finance (OMF). PHB's submission consists of three major categories – budget status reporting, budget amendment requests and a request for General Fund Infrastructure Maintenance and Replacement Set-Aside.

Budget Status Reporting

PHB's Winter BMP submission includes three required status-reporting components. The first requirement is a budget projection to fiscal year-end. In short, PHB forecasts that it will remain within budget across all bureau funds through the end of FY 2010/11.

The second requirement is a status report regarding all current year decision packages and two Fall BMP decision packages flagged by OMF for reporting.

The third requirement is a status report on the bureau's Service Improvement Plans. PHB reports substantial progress towards goals and outcomes for both of these exercises.

Budget Amendment Requests

PHB's Winter BMP submission also includes requests for adjustments to the current year budget. In addition to technical adjustments with no budgetary impact at the bureau level, PHB is requesting several adjustments to current appropriations from federal and local resources.

- A. Reduce North Macadam URA budget by \$5.7M to reflect actual Veterans Housing project timeline. Project to break ground in the spring of 2011.
- B. Reduce River District URA budget by \$16.0M (Resource Access Center) and \$4.4M (Yards At Union Station project) to reflect actual project timelines. Resources to be budgeted in the FY11/12 Requested Budget.
- C. Adjust Convention Center URA budget to reflect determination that Grant Warehouse project was not viable. Allocate resources to the McCoy Apartments project – \$715k in FY 10/11 via Winter BMP and \$698k in the FY11/12 Requested Budget.

- D. Reduce CDBG budget for Kehillah project by \$275k to reflect actual project timeline. Resource to be budgeted in the FY11/12 Requested Budget.
- E. Reduce South Park Blocks URA budget by \$271k to account for University Place project closeout. Resource to be budgeted in the FY11/12 Requested Budget for future Section 8 preservation projects.
- F. Appropriate \$17k of prior year ESG (Emergency Shelter Grant) entitlement grant revenue to support rent assistance service contract with HAP.
- G. Appropriate \$185k of unallocated Section 108 Loan Guarantee Program resource for the Briarwood project. PHB awarded \$1.25M to the project during the FY10 Spring NOFA, but underwriting due diligence has identified a requirement for additional budget.
- H. Appropriate \$200k of prior year HOME entitlement grant resources to support Loan Servicing / Asset Management system upgrade project.
- I. Transfer \$21k Housing Connections beginning fund balance to CDBG fund. This is necessitated by determination that these resources must be treated as CDBG program income because this program was funded by CDBG. Appropriate these resources – as well as an additional \$22k of current year Housing Connections royalty income – in order that PHB can contract with 211Info to administer program.
- J. Reduce Section 108 Loan Guarantee Program appropriation by \$4.7M to reflect project award timelines. Resource to be budgeted in the FY11/12 Requested Budget.

General Fund Infrastructure Maintenance and Replacement Set-Aside

PHB is requesting Council approval of \$500k from the General Fund Infrastructure Maintenance and Replacement Set-Aside for rehabilitation of The Fairfield. This funding would match an existing \$500k in TIF resources and would preserve a City asset (recently transferred from PDC to the City of Portland) that provides 81 single-room occupancy units to very vulnerable, formerly homeless residents.

Preservation of this property is a priority because it receives federal rent assistance which allows building residents to pay very low rent (i.e., 30% of their income). The project entails structural, seismic and building envelope repairs; tenant and residential improvements; and resolution of mechanical and electrical issues.

Should you have any questions about the PHB BMP submittal, please contact Mike Johnson (Principal Financial Analyst, 823-4176) or Paul Stewart (Financial Analyst, 823-2389). Thank you.

BUDGET AMENDMENT REQUEST

Portland Housing Bureau

PERIOD Winter BuMP

FISCAL YEAR FY 2010-11

HC_007 - Winter BMP - New Request

PHB is requesting Council approval to revise its FY 2010/11 budget to achieve the following:

- Appropriate \$17k unspent prior year Federal Emergency Shelter Grant resources to support services to persons experiencing homelessness
- Appropriate \$200k of unspent prior year Federal HOME admin cap grant resources to support loan servicing / asset management next generation system project
- Transfer \$21k Housing Connections beginning fund balance to CDBG fund (necessitated by determination that these resources must be treated as CDBG program income because this program was funded by CDBG.) Appropriate these resources – as well as an additional \$22k of current year Housing Connections royalty income – in order that PHB can contract with 211Info to administer program
- Appropriate \$322k in the PLPA (Private Lender Participation Agreement program) sub-fund to facilitate transfer of PLPA program revenues to CDBG & HOME funds (since loans were originally funded by Federal sources)
- Appropriate \$725k in HOME & CDBG funds to account for PLPA cash transferred from PDC.
- Appropriate \$5k resources from fund balance in Federal Grants fund for transfer to PDC. The BHCD Economic Opportunity program received, but did not expend, these private grant resources from the Eli Lilly Foundation in FY 2008-09.
- Appropriate \$2k private donation from National Association to End Homelessness for staff training and development.

Dollar Amount: \$1,368,236
Type: New Request
Resources: New Revenues

HC_008 - Winter BMP - Technical Adjustments

PHB is requesting Council approval for a number of budget-neutral technical adjustments to the PHB FY 2010/11 budget. These requests shift appropriations in order to align the bureau budget with actual service delivery.

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

BUDGET AMENDMENT REQUEST

Portland Housing Bureau

PERIOD Winter BuMP

FISCAL YEAR FY 2010-11

HC_009 - Winter BMP - Reductions

PHB is requesting Council approval for a number of reductions to FY 2010/11 project allocations. The bureau intends to reduce the current year appropriations to reflect actual project status in order that it may budget those resources in the FY 2011/12 Requested Budget. The requests are as follows:

- Reduce North Macadam URA budget by \$5.7M to reflect actual Veterans Housing project timeline. Project to break ground in April 2011.
- Reduce River District URA budget by \$16.0M (Resource Access Center) and \$4.4M (Yards At Union Station project) to reflect actual project timelines. Resources to be budgeted in the FY11/12 Requested Budget.
- Adjust Convention Center URA budget to reflect determination that Grant Warehouse project was not viable. Allocate resources to the McCoy Apartments project – \$715k in FY 10/11 via Winter BMP and \$698k in the FY11/12 Requested Budget.
- Reduce CDBG budget for Kehillah project by \$275k to reflect actual project timeline. Resource to be budgeted in the FY11/12 Requested Budget.
- Reduce South Park Blocks URA budget by \$271k to account for University Place project closeout. Resource to be budgeted in the FY11/12 Requested Budget for future Section 8 preservation projects.
- Reduce Section 108 Loan Guarantee Program appropriation by \$4.7M to reflect project award timelines. Resource to be budgeted in the FY11/12 Requested Budget.

Dollar Amount: **(\$32,599,896)**

Type: Mid-Year Reductions

Resources: New Revenues

HC_010 - Winter BMP - GF Infrastructure Maint Req

PHB is requesting City Council allocate \$500k from the General Fund Infrastructure Maintenance and Replacement Set-Aside for rehabilitation of The Fairfield. If Council funds this request, PHB will pair this resource with \$500k of River District TIF funds to make a \$1M investment. This project has needs of up to \$5.5M, but \$1M is a viable investment that will yield significant results.

The Fairfield (located at 1103-1121 SW Stark) is an asset that was recently transferred from PDC to the City of Portland as the merger between PDC and BHDC created the PHB. It is a 4-story hotel built in 1911 that provides 81 Single-Room Occupancy units. This City asset requires issues in the following areas to be addressed:

- Structure & Seismic
- Building Envelope
- Tenant & Residential Improvements
- Mechanical & Electrical Systems

The residents of this property, many of whom are formerly homeless, are extremely vulnerable. Furthermore, this preservation project is critical because it receives federal rent assistance that allows the residents of the building to pay very low rent (i.e., 30% of their income). For this reason, the preservation of this building – and the retention of the federal rent assistance – is a top priority for Commissioner Fish.

Dollar Amount: \$500,000

Type: New Request

Resources: General Fund Discretionary

**Business Area Projection Report
Portland Housing Bureau - General Fund**

	Winter BuMP Revised Budget	FY 2010-11 Year to Date Actuals	Winter BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Portland Housing Bureau				
EXPENDITURES				
Personal Services	\$306,959	\$165,148	\$306,959	100%
External Materials and Services	\$11,261,361	\$2,424,817	\$10,615,672	94%
Internal Materials and Services	(\$479,756)	(\$99,882)	(\$484,756)	101%
Fund Transfers - Expense	\$5,000	\$0	\$5,000	100%
TOTAL EXPENDITURES	\$11,093,564	\$2,490,083	\$10,442,875	94%
REVENUES				
Charges for Services	\$0	\$4	\$0	0%
Intergovernmental Revenues	\$621,733	\$20,903	\$621,733	100%
Interagency Revenue	\$0	\$0	\$0	0%
Miscellaneous	\$1,573	\$9,057	\$0	0%
General Fund Discretionary	\$10,470,258	\$0	\$9,821,142	94%
TOTAL REVENUES	\$11,093,564	\$29,964	\$10,442,875	94%

Bureau Projection Narrative

PHB projects to be within budget in the General Fund through the end of the fiscal year. The bureau is currently running ahead of its personal services budget. This is due to transitional business process issues related to the SAP ESS time entry system. The bureau is in the process of addressing these issues and will resolve them prior to the end of the fiscal year.

The bureau also appears underexpended in external M&S. However, it is important to note that the projection does not display encumbrances. As of 1/14/11, the bureau has \$6.0M contracted and encumbered in addition to \$3.6M in YTD actuals.

Last, the bureau is projecting to spend down its internal M&S appropriation. The appropriation appears as negative due to the City mechanism used to reflect indirect costs recovered in the General Fund from TIF sources. When excluding that, one sees that the bureau is currently running ahead of its internal services budget. The primary reason for this is the PHB-BTS interagency. PHB and BTS have identified that BTS has been billing PHB the wrong rate for the IT position housed at PHB. BTS intends to resolve in January 2011.

**Fund Projection Report
Portland Housing Bureau**

	Winter BuMP Revised Budget	FY 2010-11 Year to Date Actuals	Winter BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Housing Investment Fund				
EXPENDITURES				
Personal Services	\$713,883	\$317,309	\$713,883	100%
External Materials and Services	\$10,163,827	\$1,734,470	\$9,380,979	92%
Internal Materials and Services	\$0	\$27	\$0	0%
Fund Transfers - Expense	\$2,985,198	\$2,118,572	\$2,864,288	96%
Contingency	\$347,562	\$0	\$0	0%
TOTAL EXPENDITURES	\$14,210,470	\$4,170,378	\$12,959,150	91%
REVENUES				
Budgeted Beginning Fund Balance	\$3,089,022	\$0	\$1,891,198	61%
Charges for Services	\$286,766	\$105,480	\$238,108	83%
Intergovernmental Revenues	\$2,336,167	\$4,435	\$2,336,167	100%
Interagency Revenue	\$11,500	\$0	\$11,500	100%
Bond and Note	\$7,804,015	\$1,409,418	\$7,790,000	100%
Miscellaneous	\$683,000	\$703,126	\$692,177	101%
TOTAL REVENUES	\$14,210,470	\$2,222,459	\$12,959,150	91%

Fund Projection Narrative

PHB projects to remain within budget in the Housing Investment Fund through the end of the fiscal year. The bureau anticipates underspending of external M&S appropriation. This is primarily due the risk mitigation pool (\$700k) which is likely but not certain to substantially underspend appropriation. (The bureau is re-evaluating the RMP appropriation and will likely keep the majority in fund balance or contingency in future budget years.)

PHB projects \$1.2M of budgeted fund balance will remain at fiscal year end. \$700k belongs to the Risk Mitigation Pool and the remaining \$500k belongs to other programs tracked in the Housing Investment Fund (e.g., SDC, LTE & MCC programs).

Business Area Projection Report
Portland Housing Bureau - Federal Grants Fund

	Winter BuMP Revised Budget	FY 2010-11 Year to Date Actuals	Winter BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Portland Housing Bureau				
EXPENDITURES				
Personal Services	\$663,649	\$350,993	\$663,649	100%
External Materials and Services	\$9,970,392	\$2,760,619	\$9,418,857	94%
TOTAL EXPENDITURES	\$10,634,041	\$3,111,612	\$10,082,506	95%
REVENUES				
Budgeted Beginning Fund Balance	\$5,000	\$0	\$5,000	100%
Intergovernmental Revenues	\$10,629,041	\$2,324,905	\$10,077,506	95%
Miscellaneous	\$0	\$17,509	\$0	0%
TOTAL REVENUES	\$10,634,041	\$2,342,414	\$10,082,506	95%

Bureau Projection Narrative

PHB projects to remain within budget in the Federal Grants Fund through the end of the fiscal year. The grants tracked in this fund include: Lead, Housing for Persons With AIDS (HOPWA), Emergency Shelter Grant (ESG), Neighborhood Stabilization Program (NSP) and the Homelessness Prevention and Rapid Re-housing Program (HPRP).

**Fund Projection Report
Portland Housing Bureau**

	Winter BuMP Revised Budget	FY 2010-11 Year to Date Actuals	Winter BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Housing Community Development Fund				
EXPENDITURES				
Personal Services	\$2,107,709	\$990,804	\$2,320,206	110%
External Materials and Services	\$13,350,472	\$1,570,585	\$10,559,148	79%
Internal Materials and Services	\$1,896,105	\$433,959	\$1,873,053	99%
Bond Expenses	\$516,128	\$0	\$258,064	50%
Contingency	\$633,241	\$0	\$0	0%
TOTAL EXPENDITURES	\$18,503,655	\$2,995,348	\$15,010,471	81%
REVENUES				
Charges for Services	\$0	\$134	\$0	0%
Intergovernmental Revenues	\$17,849,698	\$968,811	\$15,008,633	84%
Fund Transfers - Revenue	\$653,957	\$0	\$0	0%
Miscellaneous	\$0	\$16,051	\$1,838	
TOTAL REVENUES	\$18,503,655	\$984,996	\$15,010,471	81%

Fund Projection Narrative

PHB projects to remain within budget in the CDBG Fund through the end of the fiscal year. The bureau expects to underspend external M&S appropriation. This is primarily due to projects (Sawash, Butte, Arbor Glen, Kehillah, Otesha, Hatfield – representing \$1.8M) which are likely but not certain to underspend budget allocations. The bureau also expects to underspend its bond expense appropriation. This appropriation exists to meet debt service obligations on the section 108 loan program and the underspending is driven by the fact that only a portion of the resource pool has been disbursed as development capital.

**Fund Projection Report
Portland Housing Bureau**

	Winter BuMP Revised Budget	FY 2010-11 Year to Date Actuals	Winter BuMP Year-End Projection	% of Projected Actuals to Revised Bud
HOME Grant Fund				
EXPENDITURES				
Personal Services	\$389,725	\$218,151	\$389,725	100%
External Materials and Services	\$7,420,304	\$1,169,007	\$6,450,720	87%
Contingency	\$92,669	\$0	\$0	0%
TOTAL EXPENDITURES	\$7,902,698	\$1,387,158	\$6,840,445	87%
REVENUES				
Intergovernmental Revenues	\$7,810,029	\$2,242,741	\$6,840,445	88%
Fund Transfers - Revenue	\$92,669	\$0	\$0	0%
Miscellaneous	\$0	\$10,309	\$0	0%
TOTAL REVENUES	\$7,902,698	\$2,253,050	\$6,840,445	87%

Fund Projection Narrative

PHB projects to be within budget in the HOME fund through the end of the fiscal year. The bureau is currently running ahead of its personal services budget. This is due to transitional business process issues related to the SAP ESS time entry system. The bureau is in the process of addressing these issues and will resolve them prior to the end of the fiscal year.

The bureau also expects to underspend its external M&S appropriation. This is primarily due to projects (Rockwood, Scattered Site, Briarwood - representing \$2.18M) which are likely but not certain to underspend budget allocations.

**Fund Projection Report
Portland Housing Bureau**

	Winter BuMP Revised Budget	FY 2010-11 Year to Date Actuals	Winter BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Tax Increment Financing Reimbursement				
EXPENDITURES				
Personal Services	\$2,332,782	\$630,981	\$2,142,385	92%
External Materials and Services	\$55,023,249	\$11,607,616	\$48,693,459	88%
Internal Materials and Services	\$1,475,946	\$491,982	\$1,475,946	100%
Contingency	\$2,118,572	\$0	\$0	0%
TOTAL EXPENDITURES	\$60,950,549	\$12,730,579	\$52,311,790	86%
REVENUES				
Charges for Services	\$0	\$9,056	\$0	0%
Intergovernmental Revenues	\$57,844,587	\$11,048,867	\$48,580,278	84%
Fund Transfers - Revenue	\$2,118,572	\$2,118,572	\$2,118,572	100%
Miscellaneous	\$987,390	\$1,324,756	\$1,612,940	163%
TOTAL REVENUES	\$60,950,549	\$14,501,250	\$52,311,790	86%

Fund Projection Narrative

PHB projects to be within budget in the TIF fund through the end of the fiscal year. The bureau is currently running well behind its personal services budget. This is due to transitional business process issues related to the SAP ESS time entry system. The bureau is in the process of addressing these issues and will resolve them prior to the end of the fiscal year.

Also, the bureau expects to underspend external M&S appropriation. This is primarily due to projects (Scattered Site 4 Properties, Ventura Park, HAP Scattered Sites, HAP Affordable Ownership/Rehab, Blanchet House, Ainsworth Court – representing \$9.1M) which are likely but not certain to underspend budget allocations.

The bureau also expects to spend none of the contingency appropriation. This was the expense appropriation that balances the \$2.1M transfer from the Housing Investment Fund to mitigate cash flow issues that exist because PHB must bill PDC for TIF resources. The PHB TIF funds will need this working capital for the foreseeable future.

**Fund Projection Report
Portland Housing Bureau**

	Winter BuMP Revised Budget	FY 2010-11 Year to Date Actuals	Winter BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Headwaters Apartment Complex				
EXPENDITURES				
External Materials and Services	\$487,658	\$0	\$487,658	100%
Bond Expenses	\$775,294	\$270,147	\$775,294	100%
Contingency	\$100,000	\$0	\$100,000	100%
TOTAL EXPENDITURES	\$1,362,952	\$270,147	\$1,362,952	100%
REVENUES				
Intergovernmental Revenues	\$1,362,952	\$0	\$1,362,952	100%
Miscellaneous	\$0	(\$218)	\$0	0%
TOTAL REVENUES	\$1,362,952	(\$218)	\$1,362,952	100%

Fund Projection Narrative

Portland Housing Bureau - FY 2010-11 Winter BMP
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 are fully contracted with eight nonprofit providers. Activities are underway, and client-level outcome data will be provided during the Spring BMP.
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 are fully contracted with three nonprofit providers, the Housing Authority of Portland, and the Oregon Bureau of Labor and Industries. Activities are underway, and program-level outcome data will be provided during the Spring BMP.
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 are fully contracted to Multnomah County Dept of County Human Services, which administers the homeless youth system through subcontracts with four nonprofit providers. Activities are underway, and client-level outcome data will be provided during the Spring BMP.
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 are 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 are underway, and client-level outcome data will be provided during the Spring BMP.
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 underway, and client-level outcome data will be provided during the Spring BMP.

Portland Housing Bureau - FY 2010-11 Winter BMP
Decision Package Status Update

Dec Pkg	Description	FTE	GF Ongoing	GF One Time	Other Rev	Total	Status Update
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	Funding has been provided to BDS for two FTE to conduct housing inspections on rental properties located in areas where 51% of households are under 80% median family income.
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)	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. Status report not applicable.
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: <ul style="list-style-type: none"> • \$218k for HAP "Key Not A Card" contracted and spending on-time for full close-out by 06/30/2011 • \$130k for Salvation Army and Red Cross Shelters contracted: both fully expended • \$85k for Cascadia was fully expended by 8/31/10. • \$45k for PHB strategic plan contracted and fully expended; anticipate plan completion by 12/31/2010.

Portland Housing Bureau - FY 2010-11 Winter BMP
Decision Package Status Update

Dec Pkg	Description	FTE	GF Ongoing	GF One Time	Other Rev	Total	Status Update
HC_005	<p>New Requests - New Revenues</p> <p>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:</p> <ul style="list-style-type: none"> - \$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 	-	-	-	30,008,040	30,008,040	<ul style="list-style-type: none"> - PHB projects approximately \$10.5M in construction draws on the Resource Access Center this FY. This represents approximately 40% of the revised budget for the project. PHB intends to reduce this appropriation accordingly in the Winter BMP and budget it in the FY12 Requested. - Responsibility for the the Killingsworth Station project has been transferred to PDC. - PHB has \$12.6M Section 108 resources budgeted this FY. \$5.9M is currently not allocated to a project. We expect a portion of this to be awarded as part of the bureau's Fall NOFA and will set aside the balance as carryover in the Spring BMP. - PHB projects disbursing the entire project budget in FY11 with the exception of 350k held in retainage to be set aside as carryover in the Spring BMP. - The Bridge Meadows project is nearly complete. \$1.1M of the \$1.3M budget has been disbursed as of December. - The Chaucer project has disbursed \$1.6M as of December and PHB anticipates the entire project budget will spend down in FY11. - PHB has disbursed approximately \$800k on the Proud Ground / NAYA Homeownership project for acquisition and rehab of 5 single family, scattered site homes. - PHB anticipates 50% of the Rockwood project budget will spend down in FY11. PHB intends to reduce this appropriation accordingly in the Winter BMP and budget it in the FY12 Requested.

Portland Housing Bureau - FY 2010-11 Winter BMP
Service Improvement Plan Update

#	Description	Status Update
1	<p>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.</p>	<p>The asset management and loan servicing integration is well underway. The programs are supervised by one manager. Project annual reviews are performed simultaneously. And files are being consolidated. Furthermore, 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.</p>
2	<p>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</p>	<p>PHB has nearly completed its strategic plan. The bureau's new organizational structure is in place (although it may continue to evolve in response to budget reductions).</p>
3	<p>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.</p>	<p>PHB is awarding more development capital through public and competitive NOFA processes than in years prior. PHB is also nearing completion on two initiatives targeted at reporting progress towards our goals. The first is a dashboard of key metrics. The second is an annual report. These will both be complete and publically-available before the end of the fiscal year.</p>