

**Portland Housing Bureau  
Program Summary Template**

1. Program Title Manager Phone #	2. Program Description	3. Staff (FTE)		4. Requirements		5. Percent Admin	6. Resources				7. Output, Outcome, or Efficiency Measure(s)	8. Program Rankings	
		Regular	Limited Term	Operating	Capital		General Fund	Rates, Fees & IAs	Federal, State & Local	Other		Core	Community
New Construction Komi Kalevor 503-823-3123	Financial assistance for construction of new rental and homeowner affordable housing units.	4.20	-	34,476,341	-	0.0%	-	-	3,052,865	31,423,476	<b>Units Assisted</b> FY 2010-11 Actuals: 92 FY 2012-13 Target: 100  <b>PHB investment per unit</b> FY 2010-11 Actuals: \$27,078 FY 2012-13 Target: \$27,078	1	3
Preservation Komi Kalevor 503-823-3123	Preservation of expiring Section 8 projects. Preservation projects include acquisition and rehabilitation.	1.90	-	13,923,530	-	0.0%	-	-	2,474,217	11,449,313	<b>Rental Units Preserved</b> FY 2010-11 Actuals: 156 FY 2012-13 Target: 150  <b>PHB investment per unit</b> FY 2010-11 Actuals: \$21,250 FY 2012-13 Target: \$21,250	2	1
Rehabilitation Komi Kalevor 503-823-3123	Financial assistance for the repair and renovation of existing rental and homeowner affordable housing units.	2.75	-	7,836,842	-	0.0%	-	-	2,815,511	5,021,331	<b>Units Assisted</b> FY 2010-11 Actuals: 182 FY 2012-13 Target: 150  <b>PHB Investment Per Unit</b> FY 2010-11 Actuals: \$21,518 FY 2012-13 Target: \$21,518	3	2
Housing Development & Finance Komi Kalevor 503-823-3123	Investments that complement new construction, preservation & rehabilitation, including project support contracts with non-profit community development partners and Section 108 loan program principal & interest payments. Also includes Federal resources passed through to Gresham (\$1.65M).	1.25	-	1,290,567	-	0.0%	-	-	1,132,312	158,255	<b>Projects Assisted</b> FY 2010-11 Actuals: 16 FY 2012-13 Target: 16	4	6
Prevention & Rapid Re-housing Sally Erickson 503-823-0883	Short-term rent assistance (STRA) and other costs to prevent homelessness among households facing temporary crisis.	0.57	-	1,307,151	-	0.0%	269,355	-	1,037,796	-	<b>Households Served</b> FY 2010-11 Actuals: 1,373 FY 2012-13 Target: 1,373  <b>6-month / 12-month Retention Rate</b> FY 2010-11 Actuals: 87% / 80% FY 2012-13 Target: 87% / 80%	5	4
Supportive Housing Sally Erickson (823-0883)	Limited-term rent assistance (up to 24 mos.) and deposit/housing expenses associated with moving homeless into permanent housing, coupled with supportive services (e.g., outreach, counseling, placement). Primarily intended for chronically homeless people with disabilities.	1.19	-	3,833,660	-	0.0%	3,009,164	-	824,496	-	<b>Households Served</b> FY 2010-11 Actuals: 591 FY 2012-13 Target: 575	6	5

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Healthy Homes Andrea Matthiessen 503-823-2379	Financial and educational assistance in maintaining safe, healthy, and stable homes.	2.60	-	1,951,817	-	0.0%	-	-	1,951,817	-	<b>Lead Grant Units Assisted</b> FY 2010-11 Actuals: 40 FY 2012-13 Target: 50  <b>PHB Investment Per Lead Grant Unit</b> FY 2010-11 Actuals: \$13,600 FY 2012-13 Target: \$13,600	7	7
Home Repair Andrea Matthiessen 503-823-2379	Loans and grants for the repair of existing homes. Includes lead hazard control grants.	1.00	-	1,841,874	-	0.0%	-	-	776,618	1,065,256	<b>Households Receiving Home Repair Loans</b> FY 2010-11 Actuals: 41 (avg loan amt: \$13,292) FY 2012-13 Target: 20 (avg loan amt: \$13,292)  <b>Elderly/Disabled Household Mini-Rehab</b> FY 2010-11 Actuals: 1,528 (avg loan amt: \$1,136) FY 2012-13 Target: 1,528 (avg loan amt: \$1,136)	8	8
Homebuyer & Foreclosure Education / Counseling Andrea Matthiessen 503-823-2379	Provides free or low-cost culturally-sensitive homebuyer education and foreclosure counseling services.	0.10	-	235,036	-	0.0%	-	-	235,036	-	<b>Households Attending Homebuyer Fairs</b> FY 2010-11 Actuals: 810 FY 2012-13 Target: 0  <b>Households Receiving Homebuyer Education &amp; Counseling</b> FY 2010-11 Actuals: 1,384 FY 2012-13 Target: 550	9	10
Homebuyer Financial Assistance Andrea Matthiessen 503-823-2379	Financial assistance to help homeowners refinance and renovate their homes; also down payment assistance loans for homebuyers.	2.00	-	1,949,822	-	0.0%	-	-	828,974	1,120,848	<b>Households Receiving Direct Financial Assistance To Purchase Homes</b> FY 2010-11 Actuals: 15 FY 2012-13 Target: 15	10	11
Tax Exemption & Fee Waiver Programs Andrea Matthiessen 503-823-2379	Administration of limited tax exemption programs for single and multi-family residences, system development charge waivers, and Mortgage Credit Certificate program.	2.55	-	271,328	-	0.0%	-	217,990	-	53,338	<b>Total Homeownership Units Assisted By Limited Tax Exemptions</b> FY 2010-11 Actuals: 137 FY 2012-13 Target: 137  <b>Total Homeownership Units Assisted By System Development Charge Waivers</b> FY 2010-11 Actuals: 143 FY 2012-13 Target: 143	11	13
Shelter & Emergency Services Sally Erickson 503-823-0883	Staffing and operation of year-round emergency housing programs for adults and youth (including \$1.2M transitional housing and youth funds passed through to Mult. Co.). Contracts include some services and rent assistance necessary to move people from shelters to housing.	0.67	-	2,937,661	-	0.0%	2,026,333	-	911,328	-	<b>New Households Receiving Emergency Shelter Service</b> FY 2010-11 Actuals: 1,635 FY 2012-13 Target: 1,500  <b>Percent Households Placed In Permanent Housing</b> FY 2010-11 Actuals: 31% FY 2012-13 Target: 31%  <b>Percent Of Households Served</b> FY 2010-11 Actuals: 75% FY 2012-13 Target: 75%	12	9
(Housing) Access & Stabilization Sally Erickson 503-823-0883	Provides support to low income households by helping to identify and remove barriers to safe, stable housing.	1.12	-	1,959,644	-	0.0%	159,611	-	1,800,033	-	<b>New Households Receiving Information &amp; Education Referral Services</b> FY 2010-11 Actuals: 50,517 FY 2012-13 Target: 46,476	13	12
Fund Level Expenses	Debt service, cash transfers, contingency, and unappropriated fund balance.	-	-	4,886,971	-	N/A	-	806,007	2,401,175	1,679,789		14	14

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Strategic Policy & Planning Daniel Ledezma 503-823-2353	SPP's goal is to define the comprehensive housing needs of Portland's residents, shape local housing policy and priorities, and to have a seat at the table as key decisions and investments are made.	5.00	-	784,368	-	100.0% <sup>1</sup>	53,666	-	448,807	281,895		15	15
Business Services Alissa Mahar 503-823-4160	Bureau-level administrative activities, including: accounting; asset management; audits; compliance; data management; financial management; loan servicing; purchasing; human resources; information technology; and research.	22.00	-	4,728,651	-	100.0% <sup>1</sup>	606,510	215,396	2,194,433	1,712,312	<b>Contracts &amp; Amendments Processed</b> FY 2010-11 Actuals: 93 FY 2012-13 Target: 93  <b>Housing Assets Monitored</b> FY 2010-11 Actuals: 315 FY 2012-13 Target: 315	16	16
Administration & Support Various	Performs administrative and support activities specific to bureau programs.	4.90	-	478,741	-	100.0% <sup>1</sup>	54,902	73,176	128,804	221,859		17	17
Director's Office Traci Manning 503-823-2380	Comprised of the bureau director, assistant director, public information officer and director's assistant.	3.10	-	389,521	-	100.0% <sup>1</sup>	69,000	-	129,626	190,895		18	18
Economic Opportunity Antoinette Pietka 503-823-2394	CDBG (i.e., Federal) funds passed through to PDC to support workforce and micro-enterprise projects.	-	-	2,114,907	-	0.0%	-	-	2,114,907	-		19	19
<b>Total</b>		<b>56.90</b>	<b>-</b>	<b>87,198,456</b>	<b>-</b>		<b>6,248,541</b>	<b>1,312,569</b>	<b>25,258,755</b>	<b>54,378,567</b>			