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CITY OF  
**PORTLAND, OREGON**  
PORTLAND HOUSING BUREAU

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Commissioner Dan Saltzman  
Traci Manning, Director  
421 SW 6<sup>th</sup> Avenue, Suite 500  
Portland OR 97204  
(503) 823-2375  
Fax (503) 823-2387  
[www.portlandonline.com/PHB](http://www.portlandonline.com/PHB)

To: City Council  
From: Traci Manning   
RE: Portland Housing Bureau's Fall BMP Submittal  
Date: Monday, September 30, 2013

The Portland Housing Bureau (PHB) is pleased to submit its Fall Budget Monitoring Process (BMP) report. The following represent the key highlights.

- **Immediate Options On Homelessness** – PHB is requesting Council support for a \$2.0M allocation of resources to open existing shelter bottlenecks impacting women; divert more women from shelter into housing; and expand intervention and prevention tools for priority populations identified in the community plan to end homelessness. This \$2.0M is made up of:
  - \$1.7M new general fund one-time
  - \$200,000 federal Community Development Block Grant (CDBG) that is available because PHB received more CDBG than anticipated in the current allocation. These funds were budgeted in the Adopted Budget but were unallocated at that time. PDC agreed to exchange general fund for an additional \$200,000 CDBG grant resource from PHB.
  - \$100,000 existing general fund from PHB's Adopted Budget, available due to higher than expected cash-flow loan payments.
- **FY 2012/13 Year-End General Fund Balance** – PHB left \$114,000 (less than 1%) of its FY 2012/13 General Fund budget unspent. While PHB strives to maximize the impact of its budget by promptly contracting and disbursing resources to its mission and goals, the bureau did respond to the Mayor's request for general fund frugality by tightening down on discretionary operational expenses.
- **Budget Amendment Requests** – PHB routinely requires Council authorization for several types of budget adjustments in the Fall Supplemental process. These include:
  - **Rebudgeting Prior Year Non-General Fund Resources** – For three reasons, PHB typically requests to rebudget unspent non-general fund resources in the Fall BMP. First and foremost, it is not possible to predict with 100% accuracy when development loans will close and how construction will proceed. PHB errs on the side of including in the budget any funds that might be required in the fiscal year, and those that are not yet expensed by the development project are then carried forward. Second, for the sake of transparency PHB budgets all its available housing development opportunity funding each year, but not all funds are released for development each year. Last, the bureau administers multi-year grants and is not always 100% accurate in estimates of spending to fiscal year-end. Thus, PHB is requesting Council approval to rebudget \$9.2M.
  - **Appropriating New Revenues** – Due to the timing of grant award cycles and intergovernmental agreements, it is not always possible to include all awards in the

Adopted Budget. In addition, PHB received unanticipated loan payments at the end of last fiscal year. Thus, PHB is requesting Council approval to appropriate \$2.1M for affordable housing development, programs and services.

- **General Fund Encumbrance Carryover** – To the extent possible, PHB restricts contract expenditures to terms that do not cross fiscal years, but there are typically a small number of exceptions. This year, PHB is requesting \$6,300 in encumbrance carryover for two contracts.
- **Status Reporting** – The Fall BMP requires bureaus to perform several status reporting exercises. The first explains variances between the FY 2012/13 budget and actual expenditures and revenues. The second requirement is for year-end budgetary performance measures, along with explanation of significant variances. The final requirement is for a status update on FY 2012/13 decision packages.

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

# BUDGET AMENDMENT REQUEST

Portland Housing Bureau

PERIOD Fall BMP

FISCAL YEAR FY 2013-14

## HC\_001 - Immediate Options On Homelessness

PHB is requesting Council support for a \$2.0M allocation of resources to open existing shelter bottlenecks impacting women; divert more women from shelter into housing; and expand intervention and prevention tools for priority populations identified in the community plan to end homelessness. This \$2.0M is made up of:

- \$1.7M new general fund one-time
- \$200,000 federal Community Development Block Grant (CDBG) that is available because PHB received more CDBG than anticipated in the current allocation. These funds were budgeted in the Adopted Budget but were unallocated at that time. PDC agreed to exchange general fund for an additional \$200,000 CDBG grant resource from PHB
- \$100,000 existing general fund from PHB's Adopted Budget. (Note: since these funds are budgeted in PHB's Adopted Budget, PHB is not requesting that portion of funding in this package.)

Dollar Amount: \$1,900,000  
Type: New Request  
Resources: General Fund Discretionary

## HC\_002 - Rebudget Prior Year Resources

For three reasons, PHB typically requests to rebudget unspent non-general fund resources in the Fall BMP. First and foremost, it is not possible to predict with 100% accuracy when development loans will close and how construction will proceed. PHB errs on the side of including in the budget any funds that might be required in the fiscal year, and those that are not yet expensed by the development project are carried forward. Second, for the sake of transparency PHB budgets all its available housing development opportunity funding each year, but not all funds are released for development each year. Last, the bureau administers multi-year grants and is not always 100% accurate in estimates of spending to fiscal year-end.

Dollar Amount: \$9,033,359  
Type: Carryover Request  
Resources: New Revenues

## HC\_003 - General Fund Encumbrance Carryover

To the extent possible, PHB restricts contract expenditures to terms that do not cross fiscal years, but there are typically a small number of exceptions. This year, PHB is requesting \$6,307 in encumbrance carryover for two contracts.

Dollar Amount: \$6,307  
Type: Carryover Request  
Resources: General Fund Discretionary

# BUDGET AMENDMENT REQUEST

Portland Housing Bureau

PERIOD Fall BMP

FISCAL YEAR FY 2013-14

## HC\_004 - Beginning Fund Balances

PHB is requesting Council approval to appropriate the following beginning cash balances:

- [Limited Tax Exemptions] - \$42,000 of homeownership LTE fee revenue received in prior year that will cover FY 2013/14 recording fees
- [HMIS Local Sources] - \$110,000 of prior year IGA revenues that will cover payment for FY 2013/14 software license expenses

Dollar Amount: \$154,000  
Type: New Request  
Resources: New Revenues

## HC\_005 - New Revenues

Due to the timing of grant award cycles and intergovernmental agreements, it is not always possible to include all awards in the Adopted Budget. In addition, PHB received unanticipated loan payments at the end of last fiscal year. Thus, PHB is requesting Council approval to appropriate recent grant awards and IGA-funded resources as follows.

- [FY 2013 NOFA] - \$779,400 of unanticipated CDBG loan payoffs will provide additional funding for FY 2013 Notice of Funding Availability
- [NSP-3] - \$458,000 new grant resources and \$469,000 program income will support NSP-3 acquisition-rehab program (as per ordinance 186003). The grants resources are comprised of two separate awards made by the State in May and July, and the program income is based upon current estimates of when rehabilitated properties will sell, infusing the program with income to fund ongoing activities.
- [East County Outreach] - \$135,000 from Multnomah County will support east county outreach homeless outreach services.
- [HMIS Program] - \$21,795 for additional IGA revenues and \$4,592 to appropriate slight increase to grant award.
- [Continuum of Care (McKinney/Otis)] - \$41,280 of additional grant funding.

Dollar Amount: \$1,908,979  
Type: New Request  
Resources: New Revenues

## HC\_006 - Technical Adjustments

PHB is requesting 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

**Portland Housing Bureau - FY 2013-14 Fall BMP**

*General Fund Encumbrance Carryover Request*

Vendor Name <i>Service Detail</i>	Purchase Order	Encumbrance Carried Forward	Amounts Accrued Back	Net Available To Request	Requested Amount
<b>Asian &amp; Pacific Islander Community Improvement Association</b> <i>Homebuyer Fairs</i>	22126853	4,000	-	4,000	<b>4,000</b>
<b>Housing &amp; Development Software</b> <i>Annual Software Support &amp; Maintenance Fees</i>	22127688	12,900	-	12,900	<b>12,900</b>
<b>Portland Development Commission</b> <i>Housing Support Services</i>	22127244 & 22127246	32,587	193	32,394	<b>2,307</b>
<b>Total</b>		<b>49,487</b>	<b>193</b>	<b>49,294</b>	<b>19,207</b>

**Prior Year Business Area Reconciliation Report  
General Fund**

	FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
<b>Portland Housing Bureau</b>			
<b>EXPENDITURES</b>			
Personnel Services	\$393,011	\$350,545	89%
External Materials and Services	\$10,936,224	\$10,728,734	98%
Internal Materials and Services	\$450,556	\$489,938	109%
Fund Transfers - Expense	\$11,000	\$11,000	100%
<b>TOTAL EXPENDITURES</b>	<b>\$11,790,791</b>	<b>\$11,580,217</b>	<b>98%</b>
<b>REVENUES</b>			
Charges for Services	\$0	\$117	0%
Intergovernmental Revenues	\$611,626	\$516,059	84%
Interagency Revenue	\$69,532	\$68,771	99%
Fund Transfers - Revenue	\$37,000	\$37,000	100%
Miscellaneous	\$4,580	\$4,582	100%
General Fund Discretionary	\$11,068,053	\$0	0%
<b>TOTAL REVENUES</b>	<b>\$11,790,791</b>	<b>\$626,530</b>	<b>5%</b>

**Bureau Reconciliation Narrative**

[Personnel Services] – PHB underspent this category in FY 2012-13 for two reasons. First, PHB allocated resources for vacation payouts associated with the early retirement incentive program, but not all employees that had expressed interest ended up participating in the program. Second, PHB allocated resources to pay for unemployment claims, as they had increased dramatically given bureau layoffs in the last two fiscal years. As it turned out, the actual claims activity was lower than anticipated.

[Internal M&S] – PHB inaccurately appears to have overspent its Internal M&S appropriation. However, this is due to the indirect cost recovery mechanism PHB was directed to use. Netting out that negative appropriation from the equation, PHB spent 99% of its Internal M&S appropriation in the General Fund.

[Intergovernmental Revenues] – PHB's intergovernmental revenues received in the general fund were less than budgeted. This was due to the fact that indirect cost revenue recovered from Federal sources was less than anticipated. This in turn was due to program staff charging less time than anticipated to Federal projects and more to TIF projects over the course of the fiscal year.

**Prior Year Fund Reconciliation Report  
Portland Housing Bureau**

	FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
<b>213 - Housing Investment Fund</b>			
<b>EXPENDITURES</b>			
Personnel Services	1,003,853	975,514	97.18
External Materials and Services	990,218	814,206	82.22
Fund Transfers - Expense	795,096	792,988	99.73
Contingency	123,748	0	0.00
<b>TOTAL EXPENDITURES</b>	<b>2,912,915</b>	<b>2,582,708</b>	<b>88.66</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	1,573,640	0	0.00
Charges for Services	377,460	365,379	96.80
Intergovernmental Revenues	138,500	158,878	114.71
Miscellaneous	823,315	673,725	81.83
<b>TOTAL REVENUES</b>	<b>2,912,915</b>	<b>1,197,982</b>	<b>41.13</b>

**Fund Reconciliation Narrative**

[External M&S] – PHB underspent this category for several reasons. HDS system implementation budget was not entirely spent by June 30th, leaving \$63,000 to carry forward into FY 2013/14. The Risk Mitigation Pool saw less-than-anticipated claims activity, leaving \$73,000 to return to fund balance. And the Homeless Management Information System Local Match Fund (funded by IGA revenues) left \$18,000 of appropriation unspent, as the program resources will be spent on program administration in FY 2013/14.

[Intergovernmental Revenues] – PHB’s intergovernmental revenues received in the Housing Investment Fund were greater than anticipated. This is due to \$18,000 additional intergovernmental revenue received in support of the Homeless Management Information System Servicepoint program.

[Miscellaneous Revenues] – PHB’s miscellaneous revenues received in the Housing Investment Fund were less than budgeted. This is due to reduced loan income in that portion of the housing loan portfolio.

**Prior Year Business Area Reconciliation Report  
Federal Grants Fund**

	FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
<b>Portland Housing Bureau</b>			
<b>EXPENDITURES</b>			
Personnel Services	\$713,247	\$672,733	94%
External Materials and Services	\$6,146,317	\$5,098,183	83%
Internal Materials and Services	\$1,500	\$1,500	100%
<b>TOTAL EXPENDITURES</b>	<b>\$6,861,064</b>	<b>\$5,772,416</b>	<b>84%</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	\$337,249	\$0	0%
Charges for Services	\$0	\$118	0%
Intergovernmental Revenues	\$6,523,815	\$7,210,726	111%
Miscellaneous	\$0	\$46,478	0%
<b>TOTAL REVENUES</b>	<b>\$6,861,064</b>	<b>\$7,257,322</b>	<b>106%</b>

**Bureau Reconciliation Narrative**

[External M&S] – PHB underspent this category as several grant-funded programs did not spend down budgeted resources and will carry those resources forward into FY 2013/14. The grants were Lead Hazard Abatement (\$326,000), Healthy Homes (\$105,000), Housing For Persons With AIDS (\$225,000), Emergency Solutions Grant (\$165,000) and Neighborhood Stabilization Program (\$81,000).

[Intergovernmental Revenues] – PHB's intergovernmental revenues recorded in this fund were greater than budgeted. This is due to the recording of \$1,727,000 of deferred revenue by the City Grants Office associated with FY 2011/12 billings.

**Prior Year Fund Reconciliation Report  
Portland Housing Bureau**

	FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
<b>218 - Community Development Block Grant Fund</b>			
<b>EXPENDITURES</b>			
Personnel Services	1,606,224	1,381,393	86.00
External Materials and Services	13,133,803	10,528,007	80.16
Internal Materials and Services	30,000	30,000	100.00
Bond Expenses	1,895,000	1,874,712	98.93
Contingency	2,676,215	0	0.00
<b>TOTAL EXPENDITURES</b>	<b>19,341,242</b>	<b>13,814,112</b>	<b>71.42</b>
<b>REVENUES</b>			
Charges for Services	6,000	5,164	86.07
Intergovernmental Revenues	14,997,982	11,685,905	77.92
Fund Transfers - Revenue	497,322	495,214	99.58
Bond and Note	2,781,938	0	0.00
Miscellaneous	1,058,000	1,515,422	143.23
<b>TOTAL REVENUES</b>	<b>19,341,242</b>	<b>13,701,705</b>	<b>70.84</b>

**Fund Reconciliation Narrative**

[Personnel Services] – PHB underspent this category in FY 2012-13 for two reasons. First, the Housing Investment & Preservation team’s work concentrated more heavily on TIF-funded projects than had been previously anticipated; thus, the staff charged more to TIF than to CDBG than had been budgeted. Second, PHB redirected portions of several staff salaries from CDBG to other bureau sources (including Housing Investment Fund, Tax Increment Financing and General Fund) in order to free up CDBG admin cap resources. This was necessary in order to meet a compliance requirement regarding the funding of activities under the PDC Economic Opportunity contract.

[External M&S] – PHB underspent this category for two reasons. First, \$1.8M of resources budgeted for and awarded in the competitive NOFA (Notice of Funding Availability) were not spent during the fiscal year. Second, PHB billed \$221,000 less than budgeted for indirect cost recovery from CDBG, due to the less-than-anticipated allocation of program staff time to CDBG projects (described above). Third, PHB reimbursed subrecipient contractors for \$395,000 less than budgeted over the course of the fiscal year.

[Charges For Services] – PHB saw slightly less revenue than anticipated in this category due to slightly lesser activity in late fees charged to borrowers.

[Intergovernmental Revenues] – PHB’s intergovernmental revenues recorded in this fund were less than budgeted because expenditures in this fund overall were less than budgeted. Because this grant operates on a reimbursement basis, PHB only bills for actual expenses (less any program income generated from loans).

[Bond and Note] – PHB saw no activity in this revenue category for two reasons. First, PHB did not issue any new debt to finance affordable housing projects under the Section 108 Loan Guarantee program and thus did not receive any Section 108 loan proceeds in FY 2012/13. Second, OMF and the City Budget Office directed that PHB budget a \$1,250,000 interfund loan to ensure this fund remained cash positive at year-end (while awaiting grant reimbursement); as of 9/17/2013, however, this transactions had not been processed.

[Miscellaneous] – PHB’s miscellaneous revenues were greater than budgeted for two reasons. First, the bureau saw increased loan payoffs over FY 2012/13. Second, the income associated with loans PHB originated using the Section 108 Loan Guarantee program were not budgeted in this category; as a result, the loan income exceeded budgeted parameters.

**Prior Year Fund Reconciliation Report  
Portland Housing Bureau**

	FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
<b>219 - HOME Grant Fund</b>			
<b>EXPENDITURES</b>			
Personnel Services	362,300	288,434	79.61
External Materials and Services	5,424,524	4,343,397	80.07
Bond Expenses	246,000	246,000	100.00
Contingency	518,934	0	0.00
<b>TOTAL EXPENDITURES</b>	<b>6,551,758</b>	<b>4,877,831</b>	<b>74.45</b>
<b>REVENUES</b>			
Charges for Services	400	292	73.00
Intergovernmental Revenues	5,684,994	4,308,054	75.78
Miscellaneous	866,364	860,723	99.35
<b>TOTAL REVENUES</b>	<b>6,551,758</b>	<b>5,169,069</b>	<b>78.90</b>

**Fund Reconciliation Narrative**

[Personnel Services] – PHB underspent this category in FY 2012-13 due to vacancies in HOME-funded positions.

[External M&S] – PHB underspent its External M&S appropriation for several reasons. PHB reimbursed Gresham \$187,000 less than anticipated under the Intergovernmental Agreement that governs the HOME Consortium. PHB expended \$275,000 less than budgeted on Community Housing Development Organization operating support contracts than had been budgeted. The Greenview project expended \$328k less in FY 2012/13 than had been anticipated. \$137,000 of opportunity funding was not awarded in the NOFA process. And a vacancy generated \$73,000 in savings. In each of these cases, the underspent resources are being rebudgeted into FY 2013/14 for affordable housing projects and activities.

[Charges For Services] – PHB saw slightly less revenue than anticipated in this category due to slightly lesser activity in late fees charged to borrowers.

[Intergovernmental Revenues] – PHB's intergovernmental revenues recorded in this fund were less than budgeted because expenditures in this fund overall were less than budgeted. Because this grant operates on a reimbursement basis, PHB only bills for actual expenses (less any program income generated from loans).

**Prior Year Fund Reconciliation Report  
Portland Housing Bureau**

	FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
<b>221 - Tax Increment Financing Reimbursement Fund</b>			
<b>EXPENDITURES</b>			
Personnel Services	1,847,877	1,789,103	96.82
External Materials and Services	33,587,178	28,632,690	85.25
Internal Materials and Services	702,234	652,588	92.93
Fund Transfers - Expense	584,235	584,235	100.00
Contingency	664,041	0	0.00
<b>TOTAL EXPENDITURES</b>	<b>37,385,565</b>	<b>31,658,616</b>	<b>84.68</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	3,369,320	0	0.00
Charges for Services	400,000	308,439	77.11
Intergovernmental Revenues	27,698,885	23,478,962	84.77
Bond and Note	0	0	0.00
Miscellaneous	5,917,360	5,481,485	92.63
<b>TOTAL REVENUES</b>	<b>37,385,565</b>	<b>29,268,886</b>	<b>78.29</b>

**Fund Reconciliation Narrative**

[External M&S] -- PHB underspent this appropriation category for several reasons. First, \$2,138,000 of resources budgeted for and awarded in the competitive NOFA (Notice of Funding Availability) were not spent during the fiscal year. Second, the Lexington Apartments-Park Tower project did not spend down as aggressively as forecast, leaving \$1,610,000 of budget unspent at the end of the fiscal year. Last, the Gray's Landing (Veterans Housing) project left \$1,618,000 of appropriation, largely due to a determination late in the fiscal year that it would not be necessary to conduct a transaction that would have disbursed and immediately recouped \$1,500,000. In each of these cases, the underspent resources are being rebudgeted as necessary into FY 2013/14 for affordable housing projects and activities.

[Charges For Services] – PHB saw less revenue than anticipated in this category due to decreased activity in late fees charged to borrowers.

[Intergovernmental Revenues] – PHB's intergovernmental revenues recorded in this fund were less than budgeted because expenditures in this fund overall were less than budgeted. Because PHB's TIF-funded activities operate on a reimbursement basis, PHB only bills for actual expenses (less any program income generated from loans).

**Prior Year Fund Reconciliation Report  
Portland Housing Bureau**

	FY 2012-13 Revised Budget	FY 2012-13 Year-End Actuals	Percent of Actuals to Revised
<b>621 - Headwaters Apartment Complex Fund</b>			
<b>EXPENDITURES</b>			
External Materials and Services	84,500	350	0.41
Bond Expenses	831,785	827,930	99.54
Contingency	36,515	0	0.00
<b>TOTAL EXPENDITURES</b>	<b>952,800</b>	<b>828,280</b>	<b>86.93</b>
<b>REVENUES</b>			
Intergovernmental Revenues	950,000	925,990	97.47
Miscellaneous	2,800	2,812	100.44
<b>TOTAL REVENUES</b>	<b>952,800</b>	<b>928,802</b>	<b>97.48</b>

**Fund Reconciliation Narrative**

[External M&S] – PHB and PDC had agreed that in FY 2012/13 PHB would make the Headwaters Apartments insurance payment directly to the vendor. Late in the fiscal year, however, PDC’s legal counsel determined the bond requirement indicated that PDC must make the payment. Thus, PDC made the payment and then netted that expense against the income generated by the property before passing it through to PHB.

**Portland Housing Bureau - FY 2013-14 Fall BMP**

*Prior Year Decision Package Status Update*

Decision Package / Description	FTE	GF Ongoing	GF One Time	Other Rev	Total	Status Update
<b>ADOPTED BUDGET - UNFUNDED ONGOING ADD REQUESTS</b>						
<p><b>HC_01 - PHB - Prevention &amp; Rapid Rehousing</b>                      Short-term rent assistance is a highly effective tool to prevent eviction and keep people housed, particularly crucial among families with school-aged children, and to rapidly end homelessness for most families or individuals. This package helps backfill while restoring a previous and long-standing one-time funding. This is particularly crucial as our community recovers from the recession and high rates of unemployment.</p>	0	0	1,900,000	0	1,900,000	Funds were fully contracted with five nonprofit providers. Home Forward administers the Short Term Rent Assistance program through subcontracts with multiple community-based nonprofit providers, including culturally-specific providers. Activities are 100% complete. Client-level outcome data was received through the end of the contract year (6/30/2013). All outcomes and goals met and/or exceeded contracted expectations.
<p><b>HC_02 - PHB - Homebuyer Support</b>                      This request continues general fund support for homebuyer education and counseling and foreclosure prevention programs. Consistent with the PHB Strategic Plan, these services are targeted to minority communities, helping them to access new homeownership opportunities and maintain current homeownership, particularly at a time when housing prices and interest rates are low. PHB hopes to continue several successful programs carried out in partnership with community-based non-profits to overcome gaps in minority homeownership and foreclosure rates. These funds will be leveraged with other PHB resources - notably TIF in at least two URA's and certain federal funds to provide the downpayment assistance to a subset of households that receive homebuyer education and counseling</p>	0	0	500,000	0	500,000	Resources were contracted out to five community-based nonprofit partners during the 12/13 fiscal year to provide homeownership education and counseling classes and foreclosure prevention resources. Results as follows: - 2,194 households received homebuyer education and counseling services and 513 (23%) of those households purchased homes within the 12 month contract period. - 315 households received foreclosure prevention counseling -- and 51 of these received a permanent loan modification or refinance.
<p><b>HC_03 - PHB - Housing Access Services</b>                      Programs providing information &amp; referral, as well as advocacy and case management for low-income renters confronting homelessness, eviction, housing discrimination and unhealthy housing conditions. PHB's Housing Access and Stabilization programs represent a community-wide safety net that assists individuals and households (many with rental screening barriers such as poor credit, evictions and criminal history) to obtain and retain housing. These programs are especially critical given the current economic climate and tight local rental housing market.</p>	0	0	456,300	0	456,300	Funds were fully contracted with three nonprofit providers and activities are 100% complete. Client-level outcome data was received through the end of the contract year (6/30/2013). All outcomes and goals met or exceeded contracted expectations.

**Portland Housing Bureau - FY 2013-14 Fall BMP**

*Prior Year Decision Package Status Update*

Decision Package / Description	FTE	GF Ongoing	GF One Time	Other Rev	Total	Status Update
<p><b>HC_04 - PHB - Shelter and Emergency Services</b>                      This package continues long standing general fund support for three types of shelters PHB invests in: year-round, winter and severe weather. Shelter operations remain a critical component of the safety net for the community, and PHB works closely with Multnomah County, Home Forward, and its non-profit partners to ensure that investments and outcomes are aligned as closely as possible in this arena. New collaborative efforts are aimed at helping people in emergency shelters to regain permanent housing as quickly as possible. In some cases, transitional housing is necessary given individual circumstances. But for individuals and families where that is not the case, the most cost-effective and humane approach is to minimize shelter stays by helping people link to social, health and employment services while helping them secure a permanent housing solution through programs like short-term rent assistance.</p>	0	0	1,734,000	0	1,734,000	Funds were fully contracted with four nonprofit providers and Multnomah County, and activities are 100% complete. Client-level outcome data was received through the end of the contract year (6/30/13). All outcomes and goals met and/or exceeded contracted expectations.
<p><b>HC_05 - PHB - Bud Clark Commons Operating Support- Yr 2</b>                      The second year of One-Time General Fund resources to provide operating costs for the Bud Clark Commons (the Commons) Day Center and Doreen’s Place shelter. Funds will be used to cover critical operating and staffing costs to support individuals in preventing and/or ending their homelessness. Services include housing placement, homelessness prevention, supportive services (mental health, health services, employment), shelter and information &amp; referral resources. The Commons opened in June 2010 and operates 7 days a week.</p>	0	0	185,000	0	185,000	Funds were fully contracted to one nonprofit provider and Home Forward. Activities are 100% complete. Client-level outcome data was received through the end of the contract year (6/30/13). All outcomes and goals met and/or exceeded contracted expectations.

**Portland Housing Bureau - FY 2013-14 Fall BMP**

*Prior Year Decision Package Status Update*

Decision Package / Description	FTE	GF Ongoing	GF One Time	Other Rev	Total	Status Update
<b>ADOPTED BUDGET - REDUCTIONS</b>						
<b>HC_07 - PHB - 8% Reduction</b> City-funded programs for our community’s lowest-income and most vulnerable households have seen budget reductions and no cost-of-living adjustments for the last several years. At the same time, they have seen increasing numbers of low income and homeless people seeking services. Reductions are particularly hard on facility-based programs that may need to close their doors because they don’t have enough funding to adequately staff the facility. [NOTE: THIS PACKAGE WILL RESULT IN A \$502,961. IT IS DISPLAYED AS A \$125,673 CUT BECAUSE THE FINANCIAL IMPACT WILL BE COMBINED WITH THE 4% REDUCTION PACKAGE AND 6% REDUCTION PACKAGE.]	0	(125,673)	0	0	(125,673)	PHB's FY 2012/13 budget has been reduced as follows: - \$112,673 for shelter & emergency services - \$12,000 for supportive housing - \$1,000 for homelessness prevention & rapid re-housing
<b>HC_08 - PHB - 6% Reduction</b> City-funded programs for our community’s lowest-income and most vulnerable households have seen budget reductions and no cost-of-living adjustments for the last several years. At the same time, they have seen increasing numbers of low income and homeless people seeking services. Reductions are particularly hard on facility-based programs that may need to close their doors because they don’t have enough funding to adequately staff the facility. [NOTE: THIS PACKAGE WILL RESULT IN A \$377,018 REDUCTION. IT IS DISPLAYED AS A \$125,673 CUT BECAUSE THE FINANCIAL IMPACT WILL BE COMBINED WITH THE 4% REDUCTION PACKAGE.]	0	(9,000)	0	0	(9,000)	PHB's FY 2012/13 budget has been reduced as follows: - \$8,000 for supportive housing - \$1,000 for homelessness prevention & rapid re-housing
<b>HC_09 - PHB - 4% Reduction</b> City-funded programs for our community’s lowest-income and most vulnerable households have seen budget reductions and no cost-of-living adjustments for the last several years. At the same time, they have seen increasing numbers of low income and homeless people seeking services. Reductions are particularly hard on facility-based programs that may need to close their doors because they don’t have enough funding to adequately staff the facility.	0	(251,345)	0	0	(251,345)	PHB's FY 2012/13 budget has been reduced as follows: - \$141,401 for supportive housing - \$43,693 for shelter & emergency services - \$42,800 for housing access & stabilization - \$23,451 for homelessness prevention & rapid re-housing

**Portland Housing Bureau - FY 2013-14 Fall BMP**

*Prior Year Decision Package Status Update*

Decision Package / Description	FTE	GF Ongoing	GF One Time	Other Rev	Total	Status Update
<b>HC_10 - Non-Rep Merit Pay Freeze</b>	0	0	(2,547)	0	(2,547)	Non-rep merit increases for employees making more than \$45k annually have been suspended throughout FY 2013/14.
<b>HC_11 - OMF IA Savings</b>	0	(35,645)	0	0	(35,645)	These savings are being recaptured via reductions in OMF interagency service level and/or rate reductions.
<b>ADOPTED BUDGET - BUREAU ADDS</b>						
<b>HC_12 - FY 2011-12 Carryover Housing Development Strategy</b> Funding for development of a 25-year comprehensive housing policy reflecting the goals of the Portland Plan and the PHB Strategic Plan.	0	0	137,000	0	137,000	Opportunity maps and report draft are complete. PHB is now presenting the draft report to community partners and planning for an October presentation to City Council. Report analysis and recommendations will inform PHB program development and future project funding decisions.  - \$50,000 in contracts with Diversity in Civic Leadership organizations complete. Organizations have billed for the full amount. - \$25,000 reduced as part of City Council mid-year reduction - \$17,740 contracted with Housing Development Center to conduct central city housing inventory study - \$12,951 GIS and graphic design IAA with BPS complete. - \$6,072 for temporary staff position to coordinate and lead project initiatives - \$5,000 METRO study - \$20,227 unspent returned to the General Fund

**Portland Housing Bureau - FY 2013-14 Fall BMP**

*Prior Year Decision Package Status Update*

Decision Package / Description	FTE	GF Ongoing	GF One Time	Other Rev	Total	Status Update
<b>ADOPTED BUDGET - REALIGNMENTS</b>						
<b>HC_06 - PHB - Position Reductions taken in Base Budget</b> This package reflects the elimination of a vacant Senior Housing Administration Specialist and a vacant Housing Compliance Analyst III. Savings from these reductions were taken in order for the bureau to get to its base General Fund discretionary allocation, and to address reductions in the bureaus federal HOME and CDBG entitlement allocations. No dollar amounts are shown, as the dollar reductions were taken to get the bureaus base.	(2)	0	0	0	0	These positions have been eliminated.
<b>FY 2012/13 FALL &amp; WINTER BMP PACKAGES</b>						
<b>HC_04 - General Fund Carryover</b> This request covers the carry forward of primarily several encumbered homeless services contracts.	0	341,461		0	341,461	90% of the funding carried forward was expended under subrecipient service delivery contracts. The \$36,000 that went unspent was contracted with the American Red Cross for the Severe Weather Shelter. These funds remained unspent because it is not possible to predict the exact extent to which weather will necessitate opening the severe weather shelters.
<b>HC_05 - General Fund Request</b> The bureau is requesting \$24,000 with the objective of providing sufficient funding for fair housing education and enforcement activities for the 2012-13 fiscal year in order to deliver on the City of Portland Fair Housing Action Plan. Activities will include tenant and landlord education and capacity for complaint based and audit testing for fair housing violations. This amount was part of the bureaus FY 2011-12 General Fund appropriation, but was not contracted to to continuing discussions with partners regarding the scope of the activities to be contracted.	0	24,000		0	24,000	Execution of this contract proved exceedingly complicated. As a result, the contract was not executed and encumbered prior to the end of FY 2012/13. Thus, these funds are returned to the General Fund. PHB is funding the contract entirely from CDBG sources in FY 2013/14.
<b>HC_10 - VASH</b> Veterans Housing vouchers. Leverage funding from Multco, United Way to house veterans during the holidays.	0	10,000		0	10,000	Activities are 100% complete. Contractor completed initial spending with existing general fund already contracted in FY 12-13 to speed access to funds. Funds were used to support small but essential expenses to successfully place 100 formerly homeless veterans into permanent homes with VASH vouchers.

# Portland Housing Bureau

## Performance Measures

Performance Measure	Type	FY 2011-12 Year-End Actuals	FY 2012-13 Year-End Actuals	FY 2013-14 Adopted Budget	FY 2014-15 Performance No Dec Pkg	FY 2014-15 Performance With Dec Pkg
HC_0037 - Number of Households receiving homebuyer education or counseling	WORKLOAD	1,919	2,194	1,920	0	0
HC_0038 - Number of households receiving homebuyer education/counseling and purchasing homes	EFFECTIVE	345	413	345	0	0
HC_0049 - Number of households served in emergency shelters	WORKLOAD	2,294	2,038	2,280	0	0
HC_0050 - Percent of exits from shelter into stable housing	EFFECTIVE	38%	40%	38%	0%	0%
HC_0053 - Number of households served in interim housing	WORKLOAD	369	330	310	0	0
HC_0055 - Average length of stay in interim housing (in days)	EFFICIENCY	265	221	265	0	0
HC_0057 - Number of households receiving rent assistance and eviction prevention	WORKLOAD	2,130	1,928	1,475	0	0
HC_0061 - Number of households receiving placement rent assistance	WORKLOAD	1,938	2,231	1,875	0	0
HC_0062 - Percent of households receiving placement assistance retaining long-term assisted housing with supportive services at 6 mos	EFFECTIVE	96%	87%	95%	0%	0%
HC_0063 - Percent of households receiving placement assistance retaining long-term assisted housing with supportive services at 12 mos	EFFECTIVE	93%	80%	93%	0%	0%
HC_0064 - Number of households residing in long-term assisted housing with supportive services	WORKLOAD	383	290	360	0	0
HC_0069 - Vacancy Rate of Units Built 0 to 60% MFI	EFFECTIVE	5%	5%	5%	0%	0%
HC_0070 - Rental units built affordable for 0 to 60% MFI	WORKLOAD	125	242	125	0	0
HC_0072 - Rental units built affordable for 61+ to 100% MFI	WORKLOAD	0	1	0	0	0
HC_0076 - Number of owner occupied home repair loans	WORKLOAD	37	21	35	0	0
HC_0081 - Rental units rehabilitated affordable for 0 to 60% MFI	WORKLOAD	236	57	200	0	0
HC_0082 - Number of Sub-recipient Contracts Processed	WORKLOAD	92	63	85	0	0
HC_0083 - Admin Costs As a % Of Bureau Level Budget	EFFICIENCY	8%	9%	10%	0%	0%
HC_0084 - # of Users Trained And Supported In PHB Data Systems	WORKLOAD	900	1,050	1,050	0	0
HC_0085 - % PHB Data Users Providing Accurate & Timely Data	EFFECTIVE	91%	85%	90%	0%	0%
HC_0086 - # of Housing Assets Monitored	WORKLOAD	315	133	315	0	0
HC_0088 - Number of homeownership units assisted by limited tax exemptions	WORKLOAD	107	138	105	0	0
HC_0089 - Number of Units assisted by SDC waivers	WORKLOAD	104	142	100	0	0
HC_0090 - Average investment per household for elderly/disabled receiving small home repairs	EFFICIENCY	\$1,130	\$900	\$1,140	\$0	\$0
HC_0091 - Investment per affordable housing unit	EFFICIENCY	\$41,000	\$34,515	\$45,000	\$0	\$0
HC_0092 - Expiring Section 8 rental units preserved affordable for 0 to 60 MFI	EFFECTIVE	144	305	0	0	0
HC_0093 - Investment per expiring Section 8 housing unit preserved	EFFICIENCY	\$19,926	\$31,131	\$25,000	\$0	\$0
HC_0094 - Investment per affordable unit rehabilitated	EFFICIENCY	\$20,000	\$36,822	\$25,000	\$0	\$0
HC_0095 - Average length of rent assistance, eviction prevention in days	EFFICIENCY	181	225	180	0	0
HC_0096 - Investment per household for owner occupied home repairs	EFFICIENCY	\$13,466	\$11,724	\$13,500	\$0	\$0
HC_0097 - Number of households attending homebuyer fairs	WORKLOAD	964	965	950	0	0

# Portland Housing Bureau

## Performance Measures

Performance Measure	Type	FY 2011-12 Year-End Actuals	FY 2012-13 Year-End Actuals	FY 2013-14 Adopted Budget	FY 2014-15 Performance No Dec Pkg	FY 2014-15 Performance With Dec Pkg
HC_0098 - Number of elderly/disabled households receiving small scale home repairs	WORKLOAD	1,269	1,273	1,300	0	0
HC_0099 - Average length of stay in emergency shelter (in days)	EFFICIENCY	59	55	60	0	0
HC_0100 - Households receiving foreclosure prevention services	EFFECTIVE	893	315	445	0	0
HC_0101 - Average SDC exemption for homeownership development	EFFICIENCY	\$14,048	\$13,363	\$14,000	\$0	\$0
HC_0102 - Number of lead and mold hazards removed from housing units with children	EFFICIENCY	145	241	150	0	0
HC_0103 - Percent utilization of M/W/ESB contracts in new housing construction (contract \$ awarded)	EFFECTIVE	25%	23%	25%	0%	0%
HC_0104 - Percent of M/W/ESB contracts in housing rehabs (contract \$ awarded)	EFFECTIVE	37%	36%	37%	0%	0%

### Performance Measure Variance Descriptions

[HC\_0062 & HC\_0063] - In FY 2012/13, PHB sub recipient contractors reported a slight drop in retention numbers in households receiving short-term and long-term rent assistance. The change in numbers can be partly attributed to changes in PHB's Homeless Management Information System. PHB is further investigating its programmatic data to determine if the change in the percentage of households retaining their housing in any way signals a new programmatic challenge or the influence of a broader environmental impact such as long-term unemployment.

[HC\_0064] – Several PHB programs and services previously categorized as interim or transitional housing are now categorized by the Department of Housing and Urban Development (HUD) as Short-Term-Rent-Assistance. The drop in this measure reflects this shift in categorization.

[HC\_0070] – The increase in this measure reflects typical fluctuations in the rental development pipeline. In FY 2012/13 PHB invested a total of \$7.5 million in six new construction housing projects.

[HC\_0082 & HC\_0070] – In FY 2012/13 PHB invested in two large housing preservation projects, the 1900 Building and Park Tower/Lexington Apartments, raising the reported number of affordable housing units preserved and decreasing the number of affordable housing units rehabilitated.

[HC\_0086] – This measure now reflects housing assets physically inspected by PHB. Prior year data limited measurement to housing assets subject to inspection by PHB, but not actually physically monitored.

[HC\_100] – Prior year data for this measure included beneficiaries beyond the services supported by the PHB sub-recipient contract. FY 2012/13 does not.

## Portland Housing Bureau - FY 2013-14 Fall BMP

### *Budget Note Status Update*

#	Description	Status Update
1	<b>Portland Housing Bureau Sustainable Funding</b> Council directs the Office of Management and Finance to add sustainable funding for the Safety Net to the FY 2013-14 5-year forecast. The Office of Management and Finance should increase the Portland Housing Bureau's current appropriation level target by \$4,600,000, which will replace the bureau's historic reliance on one-time funds.	To effect this change, the City Budget Office increased PHB's FY 2013-14 allocation of ongoing General Fund by \$4.6M and City Council approved it as part of the Adopted Budget.