Bureau Name
Program Summary Template

1. Program Title Manager Phone #	2. Program Description	3. Staff (FTE)		4. Requirements		5. Percent Admin	6. Resources				7. Output or Efficiency Measure(s)	8. Program Rankings	
		Regular	Limited Term	Operating	Capital[2]		General Fund	Rates, Fees & IAs	Federal, State & Local	Other		Bureau	BAC
New Construction Javier Mena 503-823-3377	Financial assistance for construction of new rental and homeowner affordable housing units.	4.76	-	35,313,835	-	0.0%	-	-	7,778,896	27,534,939	**Units Assisted** FY 2012-13 Actuals: 302 FY 2014-15 Target: 47 **PHB investment per unit** FY 2012-13 Actuals: $79,682 FY 2014-15 Target: $74,000	**1**	**1**
Preservation Javier Mena 503-823-3377	Preservation of expiring Section 8 projects. Preservation projects include acquisition and rehabilitation.	0.70	-	16,355,087	-	0.0%	-	-	6,855,485	9,499,602	**Rental Units Preserved** FY 2012-13 Actuals: 306 FY 2014-15 Target: 51 **PHB investment per unit** FY 2012-13 Actuals: $31,131 FY 2014-15 Target: $31,000	**2**	**2**
Rehabilitation Javier Mena 503-823-3377	Financial assistance for the repair and renovation of existing rental and homeowner affordable housing units.	2.55	-	5,509,775	-	0.0%	-	-	3,835,963	1,673,812	**Units Assisted** FY 2012-13 Actuals: 57 FY 2014-15 Target: 127 **PHB Investment per unit** FY 2012-13 Actuals: $36,822 FY 2014-15 Target: $37,000	**3**	**3**
Asset Management Javier Mena 503-823-3377	Ensures compliance on PHB funded projects via physical inspections and tenant data verification. Analyzes project financial performance in line with financial documents for repayment of PHB resources, processes payments per loan documents.	5.48	-	576,675	-	0.0%	-	-	332,957	243,718	**Housing Assets Monitored** FY 2012-13 Actuals: 133 FY 2014-15 Target: 135	**4**	**4**
Housing Development & Finance Javier Mena 503-823-3377	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.	-	-	930,300	-	0.0%	-	-	820,300	110,000	**Projects Assisted** FY 2012-13 Actuals: 13 FY 2014-15 Target: 6	**5**	**5**
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.	0.54	0.28	2,788,361	-	0.0%	2,268,432	-	519,929	-	**Households Served** FY 2012-13 Actuals: 1928 FY 2014-15 Target: 1930 **6-month / 12-month Retention Rate** FY 2012-13 Actuals: 87% / 80% FY 2014-15 Target: 87% / 80%	**6**	**6**

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Supportive Housing Sally Erickson 530-823-0883	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.	1.18	0.28	5,242,524	-	0.0%	3,237,080	-	2,005,444		**Households Served** FY 2012-13 Actuals: 290 FY 2014-15 Target: 300	**7**	**7**
Healthy Homes Andrea Matthiessen 503-823-2379	Financial and educational assistance in maintaining safe, healthy, and stable homes.	1.94	-	937,700	-	0.0%	-	-	937,700		**Lead and Mold Hazards Removed From Units** FY 2012-13 Actuals: 241 FY 2014-15 Target: 250 **PHB Investment Per Lead Grant Unit** FY 2012-13 Actuals: $3,890 FY 2014-15 Target: $3,890	**8**	**8**
Home Repair Andrea Matthiessen 503-823-2379	Loans and grants for the repair of existing homes. Includes lead hazard control grants.	2.17	-	2,029,904	-	0.0%	-	-	909,392	1,120,512	**Households Receiving Home Repair Loans:** FY 2012-13 Actuals: 21 (avg loan amt: $11,724) FY 2014-15 Target: 20 (avg loan amt: $12,000) **Elderly/Disabled Household Mini-Rehab** FY 2012-13 Actuals: 1,273 (avg grant amount $1,140) FY 2014-15 Target: 1,300 (avg grant amount $1,140)	**9**	**9**
Homebuyer & Foreclosure Education / Counseling Andrea Matthiessen 503-823-2379	Provides free or low-cost culturally-sensitive homebuyer education and foreclosure counseling services.	0.40	-	701,462	-	0.0%	478,250	-	223,212	-	**Households Attending Homebuyer Fairs** FY 2012-13 Actuals: 965 FY 2014-15 Target: 0 **Households Receiving Homebuyer Education & Counseling** FY 2012-13 Actuals: 2,194 FY 2014-15 Target: 2,200	**10**	**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.	1.20	-	1,381,968	-	0.0%	-	-	255,000	1,126,968	**Households Receiving Direct Financial Assistance to Purchase Homes** FY 2012-13 Actuals: 19 FY 2014-15 Target: 25	**11**	**11**

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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.	2.92	-	410,570	-	0.0%	-	410,570	-	-	**Total Homeownership Units Assited By Limited Tax Exemptions** FY 2012-13 Actuals: 138 FY 2014-15 Target: 140 **Total Homeownership Units Assisted by System Development Charges** FY 2012-13 Actuals: 142 FY 2014-15 Target: 140	**12**	**12**
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.	0.68	0.25	3,913,452	-	0.0%	3,181,296	-	732,156	-	**New Households Receiving Emergency Shelter Service** FY 2012-13 Actuals: 2,038 FY 2014-15 Target: 2,040 **Percent Households Placed into Stable Housing** FY 2012-13 Actuals: 40% FY 2014-15 Target: 40%	**13**	**13**
(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.	0.63	0.19	602,655	-	0.0%	423,716	-	178,939	-	**New Households Receiving Information & Education Referral Services** FY 2012-13 Actuals: 50,511 FY 2014-15 Target: 55,000	**14**	**14**
Director's Office Traci Manning 503-823-2380	Comprised of the bureau director and the assistant director	2.00	-	319,343	-	100.0%[1]	58,889	-	104,806	155,648	None	**19**	**19**
Equity, Policy and Communications Vacant	EPC'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	-	938,842	-	100.0%[1]	93,784	-	488,021	357,037	None	**16**	**16**
Business Operations Leslie Goodlow 503-823-4160	Bureau-level administrative activities, including: accounting; audits; compliance; data management; financial management; loan servicing; purchasing; human resources; information technology; and research.	15.97	1.00	3,858,078	-	100.0%[1]	677,856	-	1,369,970	1,810,252	**Contracts & Amendments Processed** FY 2012-13 Actuals: 63 FY 2014-15 Target: 50	**17**	**17**
Administration & Support Letimya Clayton	Performs administrative and support activities specific to bureau programs.	6.72	-	659,157	-	100.0%[1]	44,974	88,398	220,803	304,982	None	**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.	0.06	-	2,122,796	-	0.0%	-	-	2,122,796	-	None	**20**	**20**
Fund Level Expenses	Debt service, cash transfers, contingency, and unappropriated fund balance.	NA	NA	3,144,310	-	NA	-	-	1,639,593	1,504,717	None	**15**	**15**
Total		**54.90**	**2.00**	**87,736,794**	**-**		**10,464,277**	**498,968**	**31,331,362**	**45,442,187**			

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1. These five functional areas represent 9% of the bureau's administrative expenses. Overall, administration comprises 6.6% of the bureau-level budget.
2. Following City practice, resources for housing development are budgeted as operating (as opposed to capital). This is because PHB's housing development investments do not create City-owned rental housing assets; rather, the loans provide capital financial assistance to for-profit and non-profit affordable housing developers.