



CITY OF
PORTLAND, OREGON
PORTLAND HOUSING BUREAU

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To: City Council

From: Traci Manning

RE: Portland Housing Bureau's Fall BMP Submittal

Date: Monday, September 29, 2014

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

- **Home Start Program** – This program was funded with \$1.7M of general fund one-time in Fall 2013. At the time, it was understood that a portion of the funding would be carried over given that resources sufficient for full-year contracts were awarded mid-year. As such, PHB is requesting \$786,134 be carried forward for these encumbered contracts. This request is, however, does reflect more carryover funds than originally anticipated. The partnerships supporting the work, including that between law enforcement agencies and homeless service providers have by all accounts been very strong. The delayed spending primarily reflects the difficulty of placing the “high-barrier” people experiencing homelessness and prioritized in this project, into housing within Portland’s currently exceptionally tight rental market. The bureau still expects to fully utilize these resources during FY 2014/15 and has worked proactively with funded partners to overcome identified barriers.
- **Permanent Housing & Access for Vulnerable Populations** – This FY 2014/15 decision package awarded \$500,000 to support programs for vulnerable families, adults with disabilities, women, and veterans through proven interventions, effectively continuing a portion of the work from the Home Start program in an on-going way. In order to both allow time for a competitive RFP process and to achieve the Council’s goals funded through this package, the bureau is requesting Council approval to award \$250,000 via the RFP process and \$250,000 directly to two contractors positioned to rapidly deploy the resources to the population directed by Council.
- **Section 108 Development** – PHB is requesting approval to reduce appropriation by \$3.3M to reflect the actual Section 108 resources PHB will commit and draw for development in FY 2014/15.
- **Other Budget Amendment Requests** – PHB routinely requires Council authorization for several types of budget adjustments in the Fall Supplemental process. These include:
 - **Rebudgeting \$2.9M Grant and TIF Resources for FY 2014/15** – For two 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 loans for the development of affordable housing 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, the bureau administers multi-year grants and estimates of spending in any given fiscal year generally vary from actuals. Thus, PHB is requesting Council approval to rebudget \$2.9M. Both items will be budgeted for the same goals as directed by Council.

- **Rebudgeting \$16.9M FY 2014/15 Resources Forward in Forecast** – For the sake of transparency, PHB budgets all funding being made available to community based organizations for development of affordable housing in each year’s Notice Of Funding Availability (NOFA) cycle. Following the NOFA awards, PHB rebudgets into future budget years those resources that were either not awarded or that were awarded but are not anticipated to be spent in the current fiscal year.
- **Status Reporting** – The Fall BMP requires bureaus to perform several status-reporting exercises. The first explains variances between the FY 2013/14 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 2013/14 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.

**Supplemental Budget Request
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: Carryover Request

Request: HC_001 - Carry Over General Fund for Home Start Program

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	786,134	0	786,134
TOTAL EXPENDITURES	786,134	0	786,134
REVENUES			
General Fund Discretionary	786,134	0	786,134
TOTAL REVENUES	786,134	0	786,134

Bureau Description:

Increase general fund one-time budget to in order to carry forward appropriation for encumbered Home Start program contracts continuing through FY 2014/15. This program was funded with \$1.7M of general fund one-time in Fall 2013. At the time, it was understood that a portion of the funding would be carried over given that resources sufficient for full-year contracts were awarded mid-year.

CBO Discussion and Recommendation

**Supplemental Budget Request
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: Technical Adjustment

Request: HC_002 - Reprogram Perm Housing & Access Decision Package

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Redirects \$250,000 of the \$500,000 general fund ongoing resources awarded under the decision package for Permanent Housing & Access for Vulnerable Population in FY 2014/15. Due to the lead time involved in awarding these resources in a competitive RFP process, only 50% of the ongoing resources will be spent during FY 2014/15. (The full \$500,000 will be awarded per the decision package in FY 2015/16.) The remaining \$250,000 is being reallocated as follows:

- \$150,000 to Transition Projects to provide housing placement for 38 vulnerable adults (women and men), of which a minimum of 8 will be referred by public safety. Will also receive referrals from SAFES.
- \$100,000 to Northwest Pilot Project to provide housing placement for 25 adults age 55 and over, of which a minimum of 5 will be referred by public safety.

CBO Discussion and Recommendation

**Supplemental Budget Request
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: Carryover Request

Request: HC_003 - Rebudget Grant & TIF Resources for FY 2014/15

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	145,038	0	145,038
External Materials and Services	2,778,660	0	2,778,660
TOTAL EXPENDITURES	2,923,698	0	2,923,698
REVENUES			
Budgeted Beginning Fund Balance	89,118	0	89,118
Intergovernmental Revenues	1,918,480	0	1,918,480
Miscellaneous	916,100	0	916,100
TOTAL REVENUES	2,923,698	0	2,923,698

Bureau Description:

Increase bureau budget in order to appropriate various grant and TIF resources for ongoing project commitments and programs:

- \$1,064,821 NSP-3 for acquisition / rehabilitation homeownership program
- \$550,466 HOME for Vista de Rosas
- \$464,366 HOME for Glisan Commons Phase II
- \$300,000 TIF Convention Center for Affordable Rental Housing
- \$105,000 CDBG for Economic Opportunity programs
- \$139,618 HOPWA for supportive housing programs
- \$135,187 Continuum of Care grant for regional homeless services coordination

CBO Discussion and Recommendation

**Supplemental Budget Request
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: Carryover Request

Request: HC_004 - Rebudget FY15 Resources Forward In Forecast

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(16,911,710)	0	(16,911,710)
Contingency	514,770	0	514,770
TOTAL EXPENDITURES	(16,396,940)	0	(16,396,940)
REVENUES			
Budgeted Beginning Fund Balance	(1,567,885)	0	(1,567,885)
Intergovernmental Revenues	(14,829,055)	0	(14,829,055)
TOTAL REVENUES	(16,396,940)	0	(16,396,940)

Bureau Description:

Decrease the following bureau appropriations in order to make development resources available in FY 2015/16 for awarded projects and a future Notice of Funds Availability (NOFA) process:

- \$2,491,360 CDBG for First & Arthur and Westmoreland Union Manor projects
- \$2,685,000 HOME for Hawthorne East project and future NOFA funding
- \$3,800,000 TIF Downtown Waterfront for future NOFA funding
- \$1,259,350 TIF Interstate for future NOFA funding
- \$300,000 TIF Lents for future NOFA funding
- \$1,476,000 TIF River District for the Medford project
- \$4,900,000 TIF South Park Blocks for future NOFA funding

CBO Discussion and Recommendation

**Supplemental Budget Request
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: Mid-Year Reductions

Request: HC_005 - Reduce Appropriation for Section 108 Development

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(3,310,000)	0	(3,310,000)
TOTAL EXPENDITURES	(3,310,000)	0	(3,310,000)
REVENUES			
Bond and Note	(3,310,000)	0	(3,310,000)
TOTAL REVENUES	(3,310,000)	0	(3,310,000)

Bureau Description:

Reduce budget per actual section 108 resources to be committed and drawn in FY 2014/15 for affordable housing development.

CBO Discussion and Recommendation

**Supplemental Budget Request
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: New Request

Request: HC_006 - Appropriate Miscellaneous New Revenues

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	312,973	0	312,973
Internal Materials and Services	6,630	0	6,630
Bond Expenses	67,844	0	67,844
TOTAL EXPENDITURES	387,447	0	387,447
REVENUES			
Budgeted Beginning Fund Balance	78,844	0	78,844
Charges for Services	43,500	0	43,500
Intergovernmental Revenues	215,450	0	215,450
Miscellaneous	49,653	0	49,653
TOTAL REVENUES	387,447	0	387,447

Bureau Description:

Increase bureau budget in order to appropriate various non-general fund revenues, including the following:

- \$207,273 from Multnomah County for East County outreach & HSFC coordination
- \$48,000 beginning fund balance in the Housing Investment Fund for the innovation fund XML upload project
- \$43,500 limited tax exemption application fee revenue, to collect and pass through in response recent Multnomah County fee increases

CBO Discussion and Recommendation

**Supplemental Budget Request
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: Technical Adjustment

Request: HC_007 - Project Allocations for FY 2014/15

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Allocate \$4,060,000 from CDBG opportunity funding to the Allen Fremont (\$1,760,000), the Bronaugh Apartments (\$1,700,000) and NAYA Generations (\$600,000) based upon recent project awards.

CBO Discussion and Recommendation

**Supplemental Budget Request
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: Carryover Request

Request: HC_008 - Carry Over Non-General Fund Resources

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	687,370	0	687,370
TOTAL EXPENDITURES	687,370	0	687,370
REVENUES			
Intergovernmental Revenues	687,370	0	687,370
TOTAL REVENUES	687,370	0	687,370

Bureau Description:

Increase bureau budget in order to appropriate various non-general fund prior year resources to support continuing contractual and programmatic commitments, including \$407,855 TIF for Homebuyer Assistance and \$247,814 TIF and CDBG for Home Repair Program.

CBO Discussion and Recommendation

**Supplemental Budget Request
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: Carryover Request

Request: HC_009 - Rebudget Gresham/Multnomah County HOME Funding

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,147,983	0	1,147,983
TOTAL EXPENDITURES	1,147,983	0	1,147,983
REVENUES			
Intergovernmental Revenues	1,147,983	0	1,147,983
TOTAL REVENUES	1,147,983	0	1,147,983

Bureau Description:

Increase bureau budget in order to appropriate prior year grant funds allocated under the HOME consortium for Gresham (\$790,357) and Multnomah County (\$355,201)

CBO Discussion and Recommendation

**Supplemental Budget Request
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: Technical Adjustment

Request: HC_010 - Technical Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
External Materials and Services	(596)	0	(596)
Internal Materials and Services	596	0	596
Bond Expenses	0	0	0
TOTAL EXPENDITURES	0	0	0
REVENUES			
Intergovernmental Revenues	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

Approve a number of technical adjustments to the bureau's budget with no net increase or decrease at the fund level.

CBO Discussion and Recommendation

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

	FY 2013-14 Revised Budget	FY 2013-14 Year-End Actuals	Percent of Actuals to Revised
Portland Housing Bureau			
EXPENDITURES			
Personnel Services	\$500,382	\$480,830	96%
External Materials and Services	\$11,742,398	\$10,850,902	92%
Internal Materials and Services	(\$288,333)	(\$265,896)	92%
TOTAL EXPENDITURES	\$11,954,447	\$11,065,836	93%
REVENUES			
Intergovernmental Revenues	\$198,000	\$203,209	103%
Interagency Revenue	\$77,332	\$76,891	99%
Miscellaneous	\$0	(\$8,033)	0%
General Fund Discretionary	\$11,679,115	\$0	0%
TOTAL REVENUES	\$11,954,447	\$272,067	2%

Bureau Reconciliation Narrative

Bureaus are required to provide narrative explaining and major object category variances exceeding 10%.

[External M&S] – The variance did not meet or exceed the 10% threshold for reporting. PHB wishes to report, however, that this balance is predominantly made up of the \$786k resources remaining for the Home Start program – a program funded in the FY 2013/14 Fall BMP. This program was intended to extend into FY 2014/15 and the FY 2014/15 Fall BMP request includes a carryover request. Additionally, the Red Cross winter shelter contract returned \$31k to the general fund.

[Miscellaneous Revenues] – The negative \$8k is the combination of two transactions. First, a \$28,000 write-off related to overstated revenues accrued during the conversion from IBIS to SAP in November 2008. According to OMF Accounting's determination, it was necessary to charge a budgetary revenue account in the course of clearing this overstated accrual. Second, \$20,000 of actual miscellaneous revenue was refunded to PHB for common area maintenance fees from Bud Clark Commons. This was used to partly fund the bureau's severe weather decision package request in the Spring BMP.

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

	FY 2013-14 Revised Budget	FY 2013-14 Year-End Actuals	Percent of Actuals to Revised
213 - Housing Investment Fund			
EXPENDITURES			
Unappropriated Fund Balance	120,000	0	0.00
Personnel Services	978,154	908,472	92.88
External Materials and Services	571,229	350,226	61.31
Bond Expenses	150,000	0	0.00
Fund Transfers - Expense	217,742	217,742	100.00
Contingency	119,795	0	0.00
TOTAL EXPENDITURES	2,156,920	1,476,440	68.45
REVENUES			
Budgeted Beginning Fund Balance	992,851	0	0.00
Charges for Services	345,780	313,040	90.53
Intergovernmental Revenues	161,689	186,023	115.05
Fund Transfers - Revenue	48,000	48,000	100.00
Miscellaneous	608,600	804,072	132.12
TOTAL REVENUES	2,156,920	1,351,135	62.64

Fund Reconciliation Narrative

Bureaus are required to provide narrative explaining and major object category variances exceeding 10%.

[External M&S] – This variance has three explanations. First, \$67,000 is associated with continuing work on the HDS software implementation. These resources are being rebudgeted into FY 2014/15. Second, \$40,000 of the \$120,000 budgeted for the Risk Mitigation Pool was not spent by program participants. Third, some revenues received from jurisdictional partners for whom PHB administers Servicepoint were not fully expended in FY 2013/14. These resources are being rebudgeted to pay license fees for those jurisdictions in FY 2014/15.

[Bond Expenses] – This amount was appropriated by OMF and CBO in the overexpenditure ordinance to mitigate potential negative cash issues at year-end. As of the Fall BMP submission, OMF accounting has not processed the associated cash transfer.

[Contingency] – The \$119,795 total contingency in the Risk Mitigation Pool, Homeowner Opportunity Limited Tax Exemption and Servicepoint programs was not utilized during FY 21013/14

[Budgeted Beginning Fund Balance] – Due to greater-than-anticipated program income and some underspending, PHB only drew down \$125,305 of the budgeted beginning fund balance.

[Intergovernmental Revenues] – Revenues received from jurisdictional partners for whom PHB administers Servicepoint exceeded initial estimates.

[Miscellaneous Revenues] -- Program income associated with the HIF loan portfolio significantly exceeded budget. This is due to loan payoffs which by nature are difficult to anticipate.

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

	FY 2013-14 Revised Budget	FY 2013-14 Year-End Actuals	Percent of Actuals to Revised
Portland Housing Bureau			
EXPENDITURES			
Personnel Services	\$694,220	\$591,027	85%
External Materials and Services	\$4,723,270	\$4,331,631	92%
Internal Materials and Services	\$62,300	\$64,123	103%
Contingency	\$1,884	\$0	0%
TOTAL EXPENDITURES	\$5,481,674	\$4,986,781	91%
REVENUES			
Charges for Services	\$0	\$42	0%
Intergovernmental Revenues	\$5,481,674	\$5,312,245	97%
Miscellaneous	\$0	\$137	0%
TOTAL REVENUES	\$5,481,674	\$5,312,424	97%

Bureau Reconciliation Narrative

Bureaus are required to provide narrative explaining and major object category variances exceeding 10%.

[Personnel Services] – The \$103k underspending in this fund is due to two factors. First, a position funded by the Continuum of Care grant was filled later than initially anticipated. Second, personnel expenses charged to the 2013 Lead Hazard Abatement grant early in FY 2013/14 were less than initially anticipated due to a lapse between closeout of the previous grant and the award of the new grant.

[Contingency] – The contingency budgeted was not utilized during FY 2013/14.

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

	FY 2013-14 Revised Budget	FY 2013-14 Year-End Actuals	Percent of Actuals to Revised
218 - Community Development Block Grant Fund			
EXPENDITURES			
Personnel Services	1,274,355	1,237,828	97.13
External Materials and Services	6,647,623	5,970,988	89.82
Internal Materials and Services	401,653	396,259	98.66
Bond Expenses	645,000	634,053	98.30
Contingency	183,251	0	0.00
TOTAL EXPENDITURES	9,151,882	8,239,128	90.03
REVENUES			
Charges for Services	10,000	10,827	108.27
Intergovernmental Revenues	6,822,822	6,180,095	90.58
Bond and Note	150,000	0	0.00
Miscellaneous	2,169,060	2,108,264	97.20
TOTAL REVENUES	9,151,882	8,299,186	90.68

Fund Reconciliation Narrative

Bureaus are required to provide narrative explaining and major object category variances exceeding 10%.

[External M&S] – The variance is explained by the following underspending: \$207,000 balance to be curtailed on the Glisan Commons Phase II pre-development loan; \$154,000 to be carried forward for the home repair program; \$105k for PDC Economic Opportunity programs to be carried forward; \$91,000 from PDC Economic Opportunity Administration & Indirect underspending

[Contingency] – \$150,000 is contingency budgeted to balance the appropriation (by OMF and CBO) in the overexpenditure ordinance intended to mitigate potential negative cash issues at year-end. The remainder is programmatic contingency not drawn upon during FY 2013/14.

[Bond and Note Revenue] – This revenue was appropriated by OMF and CBO in the overexpenditure ordinance to mitigate potential negative cash issues at year-end. As of the Fall BMP submission, OMF accounting has not processed the associated cash transfer.

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

	FY 2013-14 Revised Budget	FY 2013-14 Year-End Actuals	Percent of Actuals to Revised
219 - HOME Grant Fund			
EXPENDITURES			
Personnel Services	359,251	274,863	76.51
External Materials and Services	4,656,912	2,976,268	63.91
Contingency	50,000	0	0.00
TOTAL EXPENDITURES	5,066,163	3,251,131	64.17
REVENUES			
Charges for Services	1,000	797	79.72
Intergovernmental Revenues	4,777,922	2,621,041	54.86
Bond and Note	50,000	0	0.00
Miscellaneous	237,241	479,285	202.02
TOTAL REVENUES	5,066,163	3,101,123	61.21

Fund Reconciliation Narrative

Bureaus are required to provide narrative explaining and major object category variances exceeding 10%.

[Personnel Services] – This variance is due to several vacancies as well as to less-than-anticipated personnel activity on HOME asset management activities in the Housing Investment, Production & Preservation team.

[External M&S] – This variance is due to underspending in two areas: Gresham & Multnomah County portions of HOME consortium funding (\$1.1M) and Glisan Commons Phase II (\$464k). These resources are being rebudgeted in the FY 2014/15 for the same projects.

[Contingency] – This \$50,000 contingency was budgeted to balance the appropriation (by OMF and CBO) in the overexpenditure ordinance intended to mitigate potential negative cash issues at year-end.

[Intergovernmental Revenues] – The HOME grant reimburses eligible expenses incurred after the grant recipient (PHB) nets out program income received. Thus, the greater-than-anticipated program income (see “miscellaneous” below) and the less-than-budgeted expenses (see “Personnel Services” and “External M&S” above) explain the variance in intergovernmental revenues.

[Bond and Note Revenue] – This revenue was appropriated by OMF and CBO in the overexpenditure ordinance to mitigate potential negative cash issues at year-end. As of the Fall BMP submission, OMF accounting has not processed the associated cash transfer.

[Miscellaneous Revenue] - Program income associated with the HOME loan portfolio significantly exceeded budget. This is due to loan payoffs which by nature are difficult to anticipate.

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

	FY 2013-14 Revised Budget	FY 2013-14 Year-End Actuals	Percent of Actuals to Revised
221 - Tax Increment Financing Reimbursement Fund			
EXPENDITURES			
Personnel Services	2,382,012	2,002,244	84.06
External Materials and Services	10,689,706	7,419,957	69.41
Internal Materials and Services	873,143	829,852	95.04
Fund Transfers - Expense	869,739	869,739	100.00
Contingency	90,085	0	0.00
TOTAL EXPENDITURES	14,904,685	11,121,792	74.62
REVENUES			
Budgeted Beginning Fund Balance	0	0	0.00
Charges for Services	26,000	25,631	98.58
Intergovernmental Revenues	10,975,928	11,534,273	105.09
Fund Transfers - Revenue	7,012	7,012	100.00
Bond and Note	22,557	0	0.00
Miscellaneous	3,873,188	4,796,343	123.83
TOTAL REVENUES	14,904,685	16,363,259	109.79

Fund Reconciliation Narrative

Bureaus are required to provide narrative explaining and major object category variances exceeding 10%.

[Personnel Services] – This variance is due to several vacancies as well as to less-than-anticipated personnel activity by the Housing Investment, Production & Preservation team in Gateway and by the Neighborhood Housing team in Interstate.

[External M&S] – This variance is explained by three primary factors. First, in the Education URA, based upon previous direction from OMF accounting, PHB budgeted \$2.1M to complete the transfer of proceeds from the sale of the Jefferson West to the South Park Blocks URA. Ultimately, however, OMF determined this transaction should be recorded in a different fashion. Second, in Interstate, the Home Repair and Homebuyer Assistance programs left \$497k of its budget unspent. \$315k of this is being carried forward into FY15 as it is associated with active or pending loans. Third, also in Interstate, \$350k opportunity funding for affordable housing development was budgeted but not awarded. This amount is being rebudgeted for a future NOFA.

[Contingency] – The \$90k contingency budgeted was not utilized during FY 2013/14.

[Miscellaneous Revenue] – This variance was caused by the rebudgeting of opportunity funding for affordable housing development in the Downtown Waterfront URA into future fiscal years. Thus, while the budgeted revenue backing this expense was reduced, the bureau continued to receive the loan income revenues.

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

	FY 2013-14 Revised Budget	FY 2013-14 Year-End Actuals	Percent of Actuals to Revised
621 - Headwaters Apartment Complex Fund			
EXPENDITURES			
Unappropriated Fund Balance	75,000	0	0.00
External Materials and Services	5,324	175	3.29
Bond Expenses	796,293	796,293	100.00
Contingency	24,676	0	0.00
TOTAL EXPENDITURES	901,293	796,468	88.37
REVENUES			
Intergovernmental Revenues	898,000	868,533	96.72
Miscellaneous	3,293	3,140	95.35
TOTAL REVENUES	901,293	871,672	96.71

Fund Reconciliation Narrative

Bureaus are required to provide narrative explaining and major object category variances exceeding 10%.

[Unappropriated Fund Balance] – Ending fund balance is a budgetary tool used to balance expenditures against revenues anticipated to exceed expenditures. There can be no actual expenses in this category.

[Contingency] – The \$25k contingency budgeted was not utilized during FY 2013/14.

Portland Housing Bureau - FY 2014/15 Fall BMP

Decision Package Status Update

Decision Package / Description	FTE	GF Ongoing	GF One Time	Other Rev	Total	Status Update
FY 13/14 ADOPTED BUDGET - REDUCTIONS						
HC_01 - Federal Entitlement Grant Sequestration PHB projects that its allocation of federal funds from HUD will be reduced up to 10% due to "sequestration" and PHB's Requested Budget reflected cuts achieved through programmatic reductions based on PHB Strategic Plan priorities.	-	-	-	(1,249,505)	(1,249,505)	PHB had projected \$1.25M in cuts to Federal funding in the FY 2013/14 budget. Late in the budget process, PHB learned it would actually see a \$187k increase in funding, due to a 6% increase in the CDBG allocation. This allowed the bureau to restore funding to many services it had anticipated cutting.
HC_08 - PERS Savings	-	(130,182)	-	-	(130,182)	PERS savings identified were recouped from bureau budgets.
HC_09 - STRA One-Time Savings The County has indicated that it will be backfilling \$500k of the City's commitment of STRA in this fiscal year.	-	-	(500,000)	-	(500,000)	This adjustment was made budgetarily and subsequently reflected in the overall IGA with Multnomah County.
HC_10 - Youth Transitional Housing Conversion to One-Time Shifts \$500k of Multnomah county passthrough to one-time	-	(500,000)	500,000	-	-	This adjustment was made budgetarily and subsequently reflected in the overall IGA with Multnomah County.
HC_11 - Eliminate Interagency with Commissioners Office	-	(30,000)	-	-	(30,000)	This interagency was eliminated during the FY 2013/14 budget development cycle.

Portland Housing Bureau - FY 2014/15 Fall BMP

Decision Package Status Update

Decision Package / Description	FTE	GF Ongoing	GF One Time	Other Rev	Total	Status Update
FY 13/14 ADOPTED BUDGET - BUREAU ADDS						
<p>HC_04 - Keep the Clark Center Open The Clark Center is a 90-bed shelter for single homeless men. The program, operated by Transition Projects, provides shelter to 688 homeless men annually, assisting them in finding permanent housing and stability.</p>	-	424,650	-	-	424,650	Transition Projects served 623 unduplicated men in the Clark Center.
<p>HC_05 - Preserve the Safety Net Provide funding for critical emergency services (e.g., Youth Shelter, Winter Recuperation Care, Winter Shelter) to vulnerable homeless populations (i.e., women and medically vulnerable individuals.)</p>	-	331,050	-	-	331,050	The Youth Shelter contract (through Multnomah County) served 155 unduplicated youth with emergency shelter. 13 clients received housing and services through the Recuperative Care Program (RCP) through Central City Concern. The Women's Winter Shelter, which was open from November 13, 2013 through April 15, 2014 served 549 unduplicated women.
<p>HC_06 - Permanent Housing & Access for Vulnerable Populations Provide funding for programs that support permanent housing outreach, placement, services and stabilization for vulnerable people.</p>	-	216,300	-	-	216,300	Funds were used to directly fund and/or leverage the following program outcomes: - Cascadia mental health outreach served 539 people - Central City Concern served 226 - Human Solutions served 21 new families - JOIN moved 243 individuals from the street to permanent housing - Multnomah County served 87 youth in transitional housing.
<p>HC_07 - Stabilize Families and Prevent Foreclosure Provide funding for programs that build the pipeline of potential homebuyers from communities of color and help homeowners retain their home.</p>	-	74,201	-	-	74,201	General fund resources were contracted to three community-based homeownership partners who provided homeownership access and retention services to 2,388 households in FY 2013/14. 1,297 (55%) of households receiving services were from communities of color. The 2,388 households break down as follows: 1,811 households received homeownership education and counseling services; 577 households received foreclosure prevention services.

Portland Housing Bureau - FY 2014/15 Fall BMP

Decision Package Status Update

Decision Package / Description	FTE	GF Ongoing	GF One Time	Other Rev	Total	Status Update
FY 2013/14 BUDGET MONITORING PROCESS PACKAGES						
<p>HC_01 - 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.</p>	-	-	1,900,000	-	1,900,000	PHB contracted with four nonprofit providers and Multnomah County under two separate initiatives, Women Into Housing Now (WIHN) and Home Start . - For WIHN : Activities began in October 2013. The program is complete and 177 households were assisted in moving from homelessness to housing. - For Home Start : Activities began in January 2014. In the first 6 months, 391 households were assisted with permanent housing, transitional housing or eviction prevention rent assistance. The program will continue through June 30, 2015.
<p>HC_02 - 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.</p>	-	-	-	9,303,359	9,303,359	The FY 2013/14 Fall BMP rebudgeted \$9.3M of prior year Federal and TIF resources into the Fall revised budget : - \$3.4M was carried forward for active affordable housing projects, including the Magnolia, 1200 Tower, Lexington/ Park Apartments, Greenview Terrace, Erickson-Fritz and Vista de Rosas. Funds were fully spent in FY 2013/14 with one exception. Erickson-Fritz spent only \$445k -- the pre-dev loan on the project. - \$3.6M was carried forward for award during a future NOFA process. The CDBG (\$1.7M) and HOME (\$760k) funds have been awarded as part of the 2014 NOFA. The remainder have been pushed forward in the forecast for a future NOFA. - \$736k grant resource was rebudgeted to be contracted with subrecipients, including \$247k CDBG for PDC economic opportunity, \$162k ESG, \$126k HOPWA, \$120k Healthy Homes. The majority was spent. - \$371k was rebudgeted for single-family home repair and homebuyer assistance on loans committed but not fully disbursed in the prior year. These funds have been fully spent down.

Portland Housing Bureau - FY 2014/15 Fall BMP

Decision Package Status Update

Decision Package / Description	FTE	GF Ongoing	GF One Time	Other Rev	Total	Status Update
<p>HC_03 - 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.</p>	-	-	6,307	-	6,307	These resources were carried forward to cover contractual obligations for a homebuyer fair and for PDC housing support services. Funds have spent down 100%.
<p>HC_04 - Beginning Fund Balances PHB is requesting Council approval to appropriate the following beginning cash balances:</p> <ul style="list-style-type: none"> - [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 	-	-	-	154,000	154,000	These fund balance resources were appropriated to support fee-supported programs in the bureau. In both programs, the business cycles do not follow the city fiscal year and, as such, require that prior fiscal year surplus be appropriated and spent in the new fiscal year.
<p>HC_05 - New Revenues</p>	-	-	-	2,447,639	2,447,639	This \$2.4M in non-general fund resources support: <ul style="list-style-type: none"> - \$926k NSP-3 grant activities for single-family property acquisition and rehab. \$558k spent in FY14 with the balance to be rebudgeted to FY 2014-15. - \$779k CDBG loan repayment income budgeted for and awarded as part of the 2014 NOFA. - \$536k CDBG pre-development loan payoff budgeted for the Glisan Commons Phase II. Pre-dev loan expenses were only \$328k -- and by extension, so was the pre-dev loan payoff.

Portland Housing Bureau - FY 2014/15 Fall BMP

Decision Package Status Update

Decision Package / Description	FTE	GF Ongoing	GF One Time	Other Rev	Total	Status Update
<p>HC_008 - Severe Weather Winter Shelter PHB is requesting Council approve \$58,000 general fund one-time to cover costs associated with the February severe weather event.</p>	-	-	58,000	-	58,000	Severe weather criteria was reached on 23 days during the winter season. 2,579 (duplicated) people were provided emergency shelter through the Red Cross. Additional expenses were incurred to purchase gear for those staying outside and for partners to open up space normally only used during the day.
<p>HC_010 - Rebudget Project Resources PHB is requesting Council approval to reduce development project appropriations in the current fiscal year in response to project timelines. Pending approval, these reductions will mirror corresponding increases in FY 14/15 Approved Budget.</p>	-	-	-	(12,171,958)	(12,171,958)	<p>PHB rebudgeted the following resources to FY 2014/15 during the FY 2013/14 Spring BMP. The bureau anticipates these project appropriations will be spent largely or entirely during FY 2014/15.</p> <ul style="list-style-type: none"> - \$1.75M TIF for King/Parks project - \$1.48M TIF for Medford - \$3.3M TIF for the Abigail - \$1.6M TIF for Glisan Commons Phase I - \$750k TIF for Miracles Central - \$1.1M HOME for Vista de Rosas - \$1.43M CDBG for PCRI Restructure
<p>HC_011 - Innovation Fund XML Data Sharing PHB is requesting Council approval to increase appropriation to reflect innovation fund award for XML Data Sharing project.</p>	-	-	48,000	-	48,000	Work on the first phase of the XML Data Sharing project has been completed. The Bureau developed and is using an XML tool that enables property management companies to upload their tenant data to our HDS system. We are well into the second phase of the project and working with our non-profit partners to deploy an XML tool that allows them to upload information on clients receiving assistance to prevent and/or end their homelessness.
<p>HC_013 - Carryover Request for Staff Equity Training PHB is requesting Council approval for a one-time \$10,000 General Fund reduction in order to allow PHB to carry forward resources for staff equity training.</p>	-	-	(10,000)	-	(10,000)	PHB is in the process of developing a staff development & training plan and expects to expend these resources as the plan is rolled out in FY 2014/15.

Portland Housing Bureau - FY 2014/15 Fall BMP

Decision Package Status Update

Decision Package / Description	FTE	GF Ongoing	GF One Time	Other Rev	Total	Status Update
<p>HC_014 - Rebudget Opportunity Funding PHB is requesting Council approval to reduce opportunity funding appropriation in the current fiscal year in coordination with anticipated increases to be offered in the FY 14/15 Approved Budget. These resources will be budgeted for projects that have already been awarded or that come in through a future NOFA process.</p>	-	-	-	(33,355,795)	(33,355,795)	PHB rebudgeted the following resources into FY 2014/15. They have all been either awarded to projects or are pooled strategically or release during future NOFA cycles. - CDBG (\$6.1M) - Section 108 (\$7.4M) - HOME (\$2.5M) - TIF Convention Center (\$12.7M) - TIF Downtown Waterfront (\$2.5M) - TIF Interstate (\$1.2M) - TIF Lents (\$476k) - TIF River District (\$100k) - TIF South Park Blocks (\$345k)
<p>HC_015 - Carryover General Fund for Homestart Program PHB requests Council approval to carry over \$400,000 of one-time general fund resource for the Homestart program. This is part of \$700,000 allocated to Multnomah County which was a portion of the \$1.7M awarded by City Council during the Fall BMP. Because this funding is allocated over the 2014 calendar year, a portion of this funding need be budgeted in FY 2014-15.</p>	-	-	(400,000)	-	(400,000)	Activities began in January 2014. In the first 6 months, 391 households were assisted with permanent housing, transitional housing or eviction prevention rent assistance. The program will continue through June 30, 2015.

Portland Housing Bureau

Performance Measures

Performance Measure	Type	FY 2012-13 Year-End Actuals	FY 2013-14 Adopted Budget	FY 2013-14 Revised Budget	FY 2013-14 Year-End Actuals	
HC_0037 - Number of households receiving homebuyer education or counseling	WORKLOAD	2,194	1,920	2,200	2,191	0
HC_0038 - Number of households receiving homebuyer education or counseling and purchasing homes	EFFECTIVE	432	345	430	550	0
HC_0049 - Number of households served in emergency shelters	WORKLOAD	2,038	2,280	2,040	2,318	0
HC_0050 - Percentage of exits from shelter into stable housing	EFFECTIVE	40%	38%	40%	15%	0%
HC_0053 - Number of households served in interim housing	WORKLOAD	330	310	330	346	0
HC_0055 - Average length of stay in interim housing (in days)	EFFICIENCY	221	265	221	189	0
HC_0057 - Number of households receiving rent assistance and eviction prevention	WORKLOAD	1,928	1,475	1,930	2,042	0
HC_0061 - Number of households receiving placement rent assistance	WORKLOAD	2,231	1,875	2,230	2,328	0
HC_0062 - Percentage of households receiving placement assistance and retaining long-term assisted housing with supportive services at six months	EFFECTIVE	87%	95%	87%	86%	0%
HC_0063 - Percentage of households receiving placement assistance and retaining long-term assisted housing with supportive services at 12 months	EFFECTIVE	80%	93%	80%	86%	0%
HC_0064 - Number of households residing in long-term assisted housing with supportive services	WORKLOAD	290	360	300	366	0
HC_0069 - Vacancy rate of units built 0% to 60% median family income	EFFECTIVE	5%	5%	5%	5%	0%
HC_0070 - Number of rental units built affordable for 0% to 60% median family income	WORKLOAD	301	125	181	60	0
HC_0072 - Number of rental units built affordable for 61% to 100% median family income	WORKLOAD	1	0	45	0	0
HC_0076 - Number of owner occupied home repair loans	WORKLOAD	21	35	20	16	0
HC_0081 - Number of rental units rehabilitated affordable for 0% to 60% median family income	WORKLOAD	57	200	118	66	0
HC_0082 - Number of sub-recipient contracts processed	WORKLOAD	63	85	50	52	0
HC_0083 - Administrative costs as a percentage of bureau level budget	EFFICIENCY	9%	10%	6%	14%	0%
HC_0084 - Number of users trained and supported in Portland Housing Bureau data systems	WORKLOAD	1,050	1,050	1,100	1,096	0
HC_0085 - Percentage of Portland Housing Bureau data users providing accurate and timely data entry	EFFECTIVE	85%	90%	85%	87%	0%
HC_0086 - Number of housing assets monitored	WORKLOAD	133	315	135	135	0
HC_0088 - Number of homeownership units assisted by limited tax exemptions	WORKLOAD	138	105	140	100	0
HC_0089 - Number of units assisted by system development charge waivers	WORKLOAD	142	100	140	187	0
HC_0090 - Average dollar investment per household for elderly and disabled receiving small home repairs	EFFICIENCY	\$1,140	\$1,140	\$1,140	\$1,000	\$0
HC_0091 - Investment dollars per affordable housing unit	EFFICIENCY	\$79,682	\$45,000	\$74,073	\$67,422	\$0
HC_0092 - Number of expiring Section 8 rental units preserved affordable for 0 to 60% median family income	EFFECTIVE	306	0	0	0	0
HC_0093 - Investment dollars per expiring Section 8 housing unit preserved	EFFICIENCY	\$31,131	\$25,000	\$0	\$0	\$0
HC_0094 - Investment dollars per affordable unit rehabilitated	EFFICIENCY	\$36,822	\$25,000	\$37,000	\$21,890	\$0
HC_0095 - Average length of rent assistance and eviction prevention in days	EFFICIENCY	225	180	225	134	0

Portland Housing Bureau

Performance Measures

Performance Measure	Type	FY 2012-13 Year-End Actuals	FY 2013-14 Adopted Budget	FY 2013-14 Revised Budget	FY 2013-14 Year-End Actuals	
HC_0096 - Investment dollars per household for owner occupied home repairs	EFFICIENCY	\$11,724	\$13,500	\$12,000	\$12,046	\$0
HC_0098 - Number of elderly and disabled households receiving small scale home repairs	WORKLOAD	1,273	1,300	1,300	1,368	0
HC_0099 - Average length of stay in days in emergency shelter	EFFICIENCY	55	60	55	29	0
HC_0100 - Number of households receiving foreclosure prevention services	EFFECTIVE	315	445	315	577	0
HC_0101 - Average dollar value of system development charges exemption for homeownership development	EFFICIENCY	\$13,363	\$14,000	\$13,300	\$16,700	\$0
HC_0102 - Number of lead and mold hazards removed from housing units with children	EFFICIENCY	241	150	250	32	0
HC_0103 - Percentage utilization of Minority, Women, and Emerging Small Business contracts in new housing construction (contract \$ awarded)	EFFECTIVE	27%	25%	27%	38%	0%
HC_0104 - Percentage of Minority, Women, and Emerging Small Business contracts in housing rehabs (contract \$ awarded)	EFFECTIVE	35%	37%	35%	59%	0%

Performance Measure Variance Descriptions

The following narrative provides context regarding selected performance measures reported above.

[HC_050 - Percent of exits from shelter to stable housing] - Several PHB programs and services previously categorized as emergency shelter are now categorized as transitional housing or rapid rehousing. The drop in this measure reflects this shift in categorization.

[HC_070 - Rental units built affordable for 0 to 60% MFI] - Predevelopment work was completed on additional housing projects in FY 2013/14, but consistent with previous methodology these units will be counted with loan closure in FY 2014/15.

[HC_081 - Rental units rehabilitated affordable 0-60% MFI] - See HC_070.

[HC_083 - Admin costs as a % of bureau level budget] - While administrative expenses have decreased 13% as compared to FY 2011/12, this percentage of administrative costs as a percentage of bureau expenditures has increased. This was due to a decrease in affordable housing project expenditures in FY 2013/14.

[HC_088 - Number of homeownership units assisted by limited tax exemptions] - With the exception of non-profit developers, limited tax exemptions are capped at 100.

[HC_090 - Average investment for elderly/disabled receiving repair] - Average investment includes households accessing weatherization workshops.

[HC_097 - Number of households attending homebuyer fairs] - PHB no longer funds homebuying fairs.

[HC_102 - Number of lead/mold hazards removed from units with children] - The decline in FY 2013/14 is explained by the expiration of the one-time multi-year Healthy Homes grant in December 2013 and the six-month gap between the end of the 2009 (multi-year) lead grant and the beginning of the 2013 (multi-year) lead grant.

[HC_103 - % M/W/ESB contracts in new housing construction] - Current data collection methodology tracks MWESB based upon year development loan closes. Thus, because the projects associated with loans closed in FY 2013/14 are not complete, the MWESB data is not final for FY 2013/14. PHB is exploring a revision to this methodology for FY 2014/15 and beyond.

[HC_104 - % M/W/ESB contracts in housing rehabs] - See HC_103.

Portland Housing Bureau - FY 2014-15 Fall BMP

General Fund Encumbrance Carryover Request

VENDOR / Purchase Order / Activity	Encumbrance on June 30th	Fall BMP Request
211 INFO	\$12,666	\$0
22130163	\$12,666	
FY13-14 211Info I&R	\$12,666	
AMERICAN NATIONAL RED CROSS	\$31,261	\$0
22136521	\$31,261	
FY13-14 Red Cross Amd2	\$31,261	
CASCADIA BEHAVIORAL HEALTHCARE INC	\$59,840	\$0
22131207	\$59,840	
FY13-14 Cascadia BHC GF	\$59,840	
CENTRAL CITY CONCERN INC	\$75,408	\$0
22129859	\$75,408	
FY13-14 CCC ADFC GF	\$4,084	
FY13-14 CCC BEST GF	\$16,681	
FY13-14 CCC CEP	\$19,393	
FY13-14 CCC RCP GF	\$35,250	
DONICA PATEL	\$28	\$0
22131963	\$28	
Oregonian Special Delivery	\$28	
FIRST UNITED METHODIST CHURCH	\$875	\$0
22131912	\$875	
FY13-14 FUMC CCEH Rent	\$875	
HOME FORWARD	\$159,000	\$0
22137075	\$159,000	
FY13-13 HomFo STRA GF	\$125,251	
FY13-14 HomFo BCC PSH GF	\$33,749	
HOUSING AND DEVELOPMENT	\$7,447	\$0
22084367	\$7,447	
FY13-14 HDS Software/Ongoing GF	\$7,447	
HUMAN SOLUTIONS INC	\$12,302	\$0
22131104	\$12,302	
FY13-14 Hum Sol WIHN	\$116	
FY13-14 Human Solutions HnB	\$12,186	
JOIN	\$674,198	\$553,168
22128893	\$674,198	
FY13-14 JOIN Amd1	\$606,198	
FY13-14 JOIN Amd2	\$68,000	
MULTNOMAH COUNTY	\$393,545	\$266
22109630	\$0	
FY12-13 Mult Co Youth Shltr	\$0	
22130607	\$393,545	
FY13-14 Mult Co Home Start	\$300,000	
FY13-14 Mult Co IGA Night Youth Shelter	\$17,833	
FY13-14 Mult Co Youth Transitional	\$75,712	

Portland Housing Bureau - FY 2014-15 Fall BMP

General Fund Encumbrance Carryover Request

VENDOR / Purchase Order / Activity	Encumbrance on June 30th	Fall BMP Request
NATIVE AMERICAN YOUTH AND FAMILY	\$38,094	\$0
22135006	\$38,094	
FY13-14 NAYA Amd 1 GF	\$9,000	
FY13-14 NAYA MHAC DPAL	\$4,245	
FY13-14 NAYA MHAC HB Ed & Fore	\$24,849	
NORTHWEST PILOT PROJECT INC	\$89,116	\$45,068
22129087	\$89,116	
FY13-14 NWPP Home Start	\$54,857	
FY13-14 NWPP Hsg Partnership	\$3,000	
FY13-14 NWPP Sr. Housing	\$31,258	
ONLINE ENTERPRISES INC	\$2,300	\$0
22143749	\$2,300	
TASK ORDER 3 ~ HDS QA Services	\$2,300	
PORTLAND COMMUNITY	\$29,517	\$0
22136518	\$29,517	
FY13-14 PCRI Homeownership	\$29,517	
PORTLAND DEVELOPMENT COMMISSION	\$3,142	\$0
22132305	\$3,142	
FY13-14 PDC Billable Jun Adj	\$655	
FY13-14 PDC Headwaters Feb Adj	\$27	
FY13-14 PDC Headwaters Jun Adj	\$550	
FY13-14 PDC Headwaters May Adj	\$110	
FY13-14 PDC Loan Syst Maint	\$402	
FY13-14 PDC Loan Syst Maint Jun Adj	\$398	
FY13-14 PDC Mitas Feb GL Fix	\$1,000	
SOUNDVIEW RECORDING	\$285	\$0
22011900	\$285	
HCDC Recording Service	\$285	
THE SALVATION ARMY	\$49,248	\$0
22132022	\$49,248	
FY13-14 Salvation Army	\$42,523	
FY13-14 Salvation Army RA	\$6,726	
TRANSITION PROJECTS INC	\$361,496	\$187,632
22132009	\$361,496	
FY13-14 BCC Day Ctr	\$80,768	
FY13-14 BCC RA	\$48,302	
FY13-14 TPI BCC Day Ctr Amd	\$5,000	
FY13-14 TPI Home Start	\$206,004	
FY13-14 TPI WIHN	\$21,422	
UNICO PARTNERS I LP	\$47	\$0
22142614	\$47	
FY13-14 Unico Cooling Charges	\$47	
FY13-14 Unico Rent x2	\$1	
Grand Total	\$1,999,817	\$786,134