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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 Spring BMP Submittal

Date: Monday, March 30, 2015

The Portland Housing Bureau (PHB) is pleased to submit its Spring Budget Monitoring Process (BMP) report.

**NEW SPRING BMP REQUESTS**

The following packages represent new budget adjustment requests. Additional detail is available in the attached *Budget Amendment Request Report* or upon request.

- **Severe Weather Shelter** – PHB is requesting \$173,478 in one-time general fund resources in order to reimburse non-profit agency partners that incurred additional costs (beyond that which is currently in their contracts) to operate added capacity and staffing during City-declared severe weather events.
- **Women's Shelter Extension** – PHB is requesting \$126,000 in order to help address the ongoing shortage of capacity for adults who are unsheltered and experiencing homelessness in our community. PHB requests funds to extend 115 spaces of emergency shelter currently available through PHB-funded seasonal winter shelter, to provide extended time for vulnerable women to have safety off of the streets and connect to longer-term options for housing
- **Carry Over Opportunity Fund** – PHB is requesting Council approval to carry forward the \$1,000,000 affordable housing opportunity funding awarded by City Council in the FY 2014/15 Adopted Budget, as the spend-down timeline will not begin until next fiscal year. PHB has made a reservation of funds for \$749,000 for the development of 33 three-bedroom family units sponsored by the Portland Habilitation Center. In regards to the remaining \$251,000, PHB continues to work on other models/projects to increase the number of affordable housing units.
- **Revenue Appropriation** – PHB is requesting Council approval to appropriate \$2,337,271 in existing but unbudgeted TIF and grant revenues in the current fiscal year for various affordable housing projects and activities. The most significant component of this package is to facilitate the purchase of the Block 26 property from Hoyt Street Properties in the River District URA.
- **Budget Reductions** - PHB is requesting Council approval to reduce appropriations by \$848,835 for three primary reasons: recent decisions affecting the Education URA; lack of necessity for appropriated inter-fund loans appropriated at OMF's direction; true up of Lead and Continuum of Care grant resources.

- **Innovation Fund Awards** – PHB is requesting Council approval to accept resources associated with two awards from the City’s innovation fund: \$65,000 for homeless management data-sharing with faith-based service providers and \$5,000 for a website “data scraper” to facilitate collection of housing market data.

### **ROUTINE SPRING BMP REQUESTS**

The following packages are requests PHB routinely makes during the Spring BMP. Additional detail is available in the attached *Budget Amendment Request Report* or upon request.

- **Rebudgeting Resources to Future Fiscal Years** – PHB is requesting Council approval to reduce TIF, CDBG & HOME appropriations for affordable housing projects by \$25,025,459 in order to push those budgets forward in the PHB forecast. This is primarily due to delays in the development or construction processes.
- **Technical Adjustments** – PHB is requesting Council approval for a number of adjustments to its budget that represent changes to neither budgetary programs nor total appropriations.

### **SPRING BMP STATUS REPORTING**

The Spring BMP requires several status-reporting exercises. Two apply to PHB this fiscal year.

- **Current Year Projections** – PHB forecasts that it will remain within budget across all bureau funds through the end of FY 2014/15.
- **Current Year Decision Package Update** – This report describes the status on FY 2014/15 decision package-funded activities. PHB is pleased to report that outcomes and spending have largely been as expected.

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

**Portland Housing Bureau - FY 2014-15 Spring BMP**

*Decision Package Status Update*

Decision Package / Description	FTE	GF Ongoing	GF One Time	Other Rev	Total	Status Update
<b>ADOPTED BUDGET - BUREAU ADDS</b>						
<p><b>HC_01 - Permanent Hsg &amp; Access for Vulnerable Population</b>                      City of Portland, Multnomah County, and Home Forward convened a stakeholder group to advise on funding priorities to address current homelessness. This package supports those recommendations and is also aligned with the community plan A Home For Everyone. The funds would support programs for vulnerable families, adults with disabilities, women, and veterans through proven interventions, including:</p> <ul style="list-style-type: none"> <li>• Services such as housing placement and rent assistance to move people from the street and shelters into housing with retention support. This package continues the collaboration with public safety partners to identify and serve vulnerable individuals who have frequent adverse police contacts related to their homelessness.</li> <li>• Street outreach to the most vulnerable homeless people, including the mentally ill. Multnomah County’s Mental Health and Addictions has agreed to partner with PHB, public safety, and community providers to pursue the stakeholder group’s recommendation to identify the unmet needs of the homeless population living with mental health and or addiction challenges.</li> <li>• Leveraging other private and public funds, such as Veterans Affairs-funded services, benefits acquisitions services, and health care services</li> <li>• Expansion of culturally specific services to address overrepresentation of communities of color experiencing homelessness and high risk housing instability</li> </ul> <p><b><i>Expected Results: 250 individuals will receive services, with 50 referrals from public safety</i></b></p>	-	500,000		-	500,000	<p>Half of the funds were directly contracted with two nonprofit providers (Transition Projects and Northwest Pilot Project) in November 2014. Activities are 45% complete. Client-level outcome data were received through end of first program quarter (12/2014), and progress toward full contracted outcomes is on track. Second program quarter outcomes data (through 3/2015) are expected April 30.</p> <p>The remaining half of the funds were fully contracted with two nonprofit providers (JOIN and Catholic Charties) and Multnomah County in January 2015, following a competitive RFP. Activities are underway, and first program quarter outcomes data (through 3/2015) are expected April 30.</p>

**Portland Housing Bureau - FY 2014-15 Spring BMP**

*Decision Package Status Update*

Decision Package / Description	FTE	GF Ongoing	GF One Time	Other Rev	Total	Status Update
<p><b>HC_03 - Prevent &amp; End Homelessness for Youth</b>                      Reinstated funding for homeless youth transitional housing programs. Funding is administered by Multnomah County, Department of Human Services. Funds are directed to Outside In and New Avenues for Youth for transitional housing and support to homeless youth (ages 16-25) through the operation of 28 transitional housing beds. (Total FY 13-14 amount funded by PHB was \$653,000).  <b><i>Expected Results: 70 youth will be served per year and provided case management and support. 80% will move to permanent housing.</i></b></p>	-	500,000		-	500,000	Funds are fully contracted with Multnomah County to subcontract with the homeless youth system. Activities are 70% complete. Client-level outcome data were received through end of second quarter (12/2014), and progress toward full contracted outcomes is on track. Third quarter outcomes data (through 3/2015) expected April 30.
<p><b>HC_05 - Complete Neighborhoods: Housing Investment Fund</b>                      Invest in keeping Portland affordable. Current market conditions are spurring significant high-end multi-family rental development and rents, especially in close-in neighborhoods, have risen as much as 29%. Year-over-year rent rates throughout Portland have increased by 6.8%. One time funds are an effective way to make a capital investment that provides a minimum of 60 years of housing affordable to low income working families in areas with access to great schools, transportation and fresh food and countering displacement in gentrifying neighborhoods. As General Fund can be used City-wide, this investment would provide the flexibility to go where both the need and opportunity are greatest, developing Complete Neighborhoods affordable to those the market can't reach and preventing displacement. PHB will use cost containment strategies to invest in projects with that keep development costs low including prioritizing acquiring and rehabilitating existing housing stock which is typically much less expensive than new developments. The investment size is scalable. Each \$1,000,000 investment would leverage \$4,000,000 in other public and private funds.  <b><i>Expected Results: Units of additional affordable housing produced will depend upon the nature of the project(s) funded.</i></b></p>	-		1,000,000	-	1,000,000	PHB is requesting this entire appropriation be carried forward to FY 2015/16. PHB has made a reservation of funds for \$749,000 for the development of 33 3-bedroom family units sponsored by the Portland Habilitation Center but the spend-down timeline will not begin until next fiscal year. In regards to the balance of funds, PHB is continuing to work on other models and projects to increase the number of affordable housing units.

**Portland Housing Bureau - FY 2014-15 Spring BMP**

*Decision Package Status Update*

Decision Package / Description	FTE	GF Ongoing	GF One Time	Other Rev	Total	Status Update
<b>HC_06 - Short Term Rent Assistance</b> This package would increase the amount the City contributes in General Fund ongoing funding to short term rental assistance by \$250,000.	-	250,000		-	250,000	Funds are fully contracted with Home Forward to subcontract with Short Term Rent Assistance program providers. Activities are 75% complete. Client-level outcome data were received through end of second quarter (12/2014), and progress toward full contracted outcomes is on track. Third quarter outcomes data (through 3/2015) expected April 30.
<b>ADOPTED BUDGET - CARRYOVER TO FY 2014-15</b>						
<b>HC_07 - FY 2013-14 Carryover Staff Equity Training</b> This decision package carries forward \$10,000 of unspent General Fund resources from FY 2013-14 to be used for equity training for PHB staff.	-		10,000	-	10,000	PHB has identified specific training needs and is on track to execute a contract, conduct the staff training and expend these resources over the final quarter of FY 2014/15.
<b>HC_08 - FY 2013-14 Carryover HomeStart Homeless Services</b> This decision package carries forward unspent General Fund resources from FY 2013-14. This \$400,000 of General Fund resources is associated with a contract with Multnomah County effective until December 2014.	-		400,000	-	400,000	Total carryover funds included in HC_08 and HC_001 were fully contracted with three nonprofit providers and Multnomah County in January 2014. Multnomah County has fully spent out contracted funds, and remaining nonprofit providers are on track to spend out remaining funds by close of FY14-15. Client-level outcome data were received through end of second quarter (12/2014), and contracted providers have already exceeded full life-of-project outcomes. Additional quarterly outcomes data (through 3/2015) are expected April 30.
<b>ADOPTED BUDGET - BUREAU REDUCTIONS</b>						
<b>HC_09 - OMF IA - ADA Transfer</b>	-	(6,155)	(3,633)		(9,788)	
<b>FY 2014/15 FALL BMP PACKAGES</b>						
<b>HC_001 Carry Over General Fund for Home Start Program</b> 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.	-	-	786,134	-	786,134	See status update above for HC_08 under <i>ADOPTED BUDGET - CARRYOVER TO FY 2014-15</i>

**Portland Housing Bureau - FY 2014-15 Spring BMP**

*Decision Package Status Update*

Decision Package / Description	FTE	GF Ongoing	GF One Time	Other Rev	Total	Status Update
<p><b>HC_002 Reprogram Perm Housing &amp; Access Decision Package</b>                      Redirects \$250,000 of the \$500,000 general fund ongoing resources awarded under the decision package for Permanent Housing &amp; 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:</p> <ul style="list-style-type: none"> <li>• \$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.</li> <li>• \$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.</li> </ul>	-	-	-	-	-	See status update above for HC_01 under <i>ADOPTED BUDGET - BUREAU ADDS</i>
<p><b>HC_003 Rebudget Grant &amp; TIF Resources for FY 2014/15</b>                      Increase bureau budget in order to appropriate various grant and TIF resources for ongoing project commitments and programs:</p> <ul style="list-style-type: none"> <li>• \$1,064,821 NSP-3 for acquisition / rehabilitation homeownership program</li> <li>• \$550,466 HOME for Vista de Rosas</li> <li>• \$464,366 HOME for Glisan Commons Phase II</li> <li>• \$300,000 TIF Convention Center for Affordable Rental Housing</li> <li>• \$105,000 CDBG for Economic Opportunity programs</li> <li>• \$139,618 HOPWA for supportive housing programs</li> <li>• \$135,187 Continuum of Care grant for regional homeless services coordination</li> </ul>	-	-	-	2,923,698	2,923,698	PHB is on track to fully expend these rebudgeted resources. The only exception is on the Vista de Rosas project, for which PHB is rebudgeting \$150,119 of the \$550,466 previously carried forward from FY 2013/14.

**Portland Housing Bureau - FY 2014-15 Spring BMP**

*Decision Package Status Update*

Decision Package / Description	FTE	GF Ongoing	GF One Time	Other Rev	Total	Status Update
<p><b>HC_006 Appropriate Miscellaneous New Revenues</b>                      Increase bureau budget in order to appropriate various non-general fund revenues, including the following:</p> <ul style="list-style-type: none"> <li>• \$207,273 from Multnomah County for East County outreach &amp; HSFC coordination</li> <li>• \$48,000 beginning fund balance in the Housing Investment Fund for the innovation fund XML upload project</li> <li>• \$43,500 limited tax exemption application fee revenue, to collect and pass through in response recent Multnomah County fee increases</li> </ul>	-	-	-	387,447	387,447	PHB is on track to fully expend the funds for East County outreach and for the XML upload project. The additional limited tax exemption appropriation added in the Fall BMP, however, will not be fully expended; this is due to fewer-than-anticipated MULTE and non-profit HOLTE applications progressing to activation.
<p><b>HC_007 Project Allocations for FY 2014/15</b>                      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.</p>	-	-	-	-	-	PHB expects these resources will spend down as follows -- the balances are being rebudgeted to FY 2015/16: <ul style="list-style-type: none"> <li>• \$1.6M for the Allen Fremont</li> <li>• \$1.0M for the Bronaugh Apartments</li> <li>• \$600k for NAYA Generations</li> </ul>
<p><b>HC_008 Carry Over Non-General Fund Resources</b>                      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.</p>	-	-	-	687,370	687,370	PHB is on track to fully expend these resources carried forward from FY 2013-14

**Business Area Projection Report  
General Fund**

	Spring BMP Revised Budget	FY 2014-15 YTD Actuals Thru AP8	Spring BMP Year-End Projection	% of Projected Actuals to Revised Bud
<b>Portland Housing Bureau</b>				
<b>EXPENDITURES</b>				
Personnel Services	\$589,695	\$363,722	\$576,856	98%
External Materials and Services	\$13,032,953	\$6,645,814	\$13,005,029	100%
Internal Materials and Services	(\$211,010)	(\$214,824)	(\$211,010)	100%
<b>TOTAL EXPENDITURES</b>	<b>\$13,411,638</b>	<b>\$6,794,712</b>	<b>\$13,370,875</b>	<b>100%</b>
<b>REVENUES</b>				
Charges for Services	\$439	\$439	\$439	100%
Intergovernmental Revenues	\$207,273	\$0	\$207,273	100%
Interagency Revenue	\$79,662	\$48,781	\$79,662	100%
Miscellaneous	\$1,325	\$1,326	\$1,325	100%
General Fund Discretionary	\$13,122,939	\$0	\$13,082,176	100%
<b>TOTAL REVENUES</b>	<b>\$13,411,638</b>	<b>\$50,545</b>	<b>\$13,370,875</b>	<b>100%</b>

**Bureau Projection Narrative**

Bureaus are required to provide narrative explaining and major object category variances exceeding 10%. PHB anticipates no such significant variances.



## Fund Projection Report Portland Housing Bureau

	Spring BMP Revised Budget	FY 2014-15 YTD Actuals Thru AP8	Spring BMP Year-End Projection	% of Projected Actuals to Revised Bud
<b>Housing Investment Fund</b>				
<b>EXPENDITURES</b>				
Unappropriated Fund Balance	\$0	\$0	\$350,940	
Personnel Services	\$823,559	\$485,497	\$756,619	92%
External Materials and Services	\$477,262	\$250,174	\$410,835	86%
Internal Materials and Services	\$48,453	\$0	\$48,453	100%
Fund Transfers - Expense	\$128,122	\$85,416	\$128,122	100%
Contingency	\$170,234	\$0	\$0	0%
<b>TOTAL EXPENDITURES</b>	<b>\$1,647,630</b>	<b>\$821,087</b>	<b>\$1,694,969</b>	<b>103%</b>
<b>REVENUES</b>				
Budgeted Beginning Fund Balance	\$200,587	\$0	\$179,315	89%
Charges for Services	\$473,040	\$360,461	\$439,909	93%
Intergovernmental Revenues	\$161,700	\$85,193	\$161,700	100%
Fund Transfers - Revenue	\$70,000	\$0	\$70,000	100%
Bond and Note	\$0	\$0	\$0	0%
Miscellaneous	\$742,303	\$563,245	\$844,045	114%
<b>TOTAL REVENUES</b>	<b>\$1,647,630</b>	<b>\$1,008,900</b>	<b>\$1,694,969</b>	<b>103%</b>

### Fund Projection Narrative

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

[External M&S] – This underspending is for two reasons. First, the limited tax-exemption programs are seeing fewer activations than in prior years due to fewer non-profit applications for the HOLTE program and fewer activations for the MULTE program. Second, the bureau's contract with the HMIS (homeless management information system) vendor is projected to underspend the originally anticipated budget.

[Budgeted Beginning Fund Balance] – The beginning fund balance expended is projected to be less than originally anticipated because of greater than anticipated loan income generated by the HIF loan portfolio.

[Miscellaneous Revenues] – This major object category is expected to exceed anticipated revenues due to of greater than anticipated loan income generated by the HIF loan portfolio.

[Total Expenditures] – The total expenditures as displayed indicate the bureau is projected to be 3% over total budget at year-end; however, this is an idiosyncasy of this report which requires a balanced expense and revenue projections. In actuality, the bureau projects itself to remain within budget across all major object category expense budgets.

**Business Area Projection Report  
Federal Grants Fund**

	Spring BMP Revised Budget	FY 2014-15 YTD Actuals Thru AP8	Spring BMP Year-End Projection	% of Projected Actuals to Revised Bud
<b>Portland Housing Bureau</b>				
<b>EXPENDITURES</b>				
Personnel Services	\$732,712	\$475,470	\$650,975	89%
External Materials and Services	\$4,170,726	\$1,917,123	\$3,756,929	90%
Internal Materials and Services	\$60,477	\$60,477	\$60,477	100%
<b>TOTAL EXPENDITURES</b>	<b>\$4,963,915</b>	<b>\$2,453,069</b>	<b>\$4,468,381</b>	<b>90%</b>
<b>REVENUES</b>				
Budgeted Beginning Fund Balance	\$89,118	\$0	\$89,118	100%
Charges for Services	\$0	\$271	\$271	0%
Intergovernmental Revenues	\$4,874,797	\$2,407,771	\$4,378,992	90%
Miscellaneous	\$0	\$73	\$0	0%
<b>TOTAL REVENUES</b>	<b>\$4,963,915</b>	<b>\$2,408,116</b>	<b>\$4,468,381</b>	<b>90%</b>

**Bureau Projection Narrative**

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

[Personnel Services] - PHB anticipates being 11% under budget in the Federal Grants fund. This is predominantly due to a vacancy in the lead grant program coordinator position for the majority of this fiscal year.

**Fund Projection Report  
Portland Housing Bureau**

	Spring BMP Revised Budget	FY 2014-15 YTD Actuals Thru AP8	Spring BMP Year-End Projection	% of Projected Actuals to Revised Bud
<b>Community Development Block Grant Fund</b>				
<b>EXPENDITURES</b>				
Personnel Services	\$1,345,347	\$864,996	\$1,337,208	99%
External Materials and Services	\$13,733,518	\$5,762,486	\$13,359,000	97%
Internal Materials and Services	\$410,162	\$273,877	\$409,925	100%
Bond Expenses	\$532,000	\$499,506	\$532,000	100%
Contingency	\$476,211	\$0	\$0	0%
<b>TOTAL EXPENDITURES</b>	<b>\$16,497,238</b>	<b>\$7,400,865</b>	<b>\$15,638,133</b>	<b>95%</b>
<b>REVENUES</b>				
Charges for Services	\$15,000	\$10,996	\$15,000	100%
Intergovernmental Revenues	\$11,681,538	\$3,037,842	\$10,830,694	93%
Bond and Note	\$3,515,000	\$3,515,000	\$3,515,000	100%
Miscellaneous	\$1,285,700	\$938,599	\$1,277,439	99%
<b>TOTAL REVENUES</b>	<b>\$16,497,238</b>	<b>\$7,502,438</b>	<b>\$15,638,133</b>	<b>95%</b>

**Fund Projection Narrative**

Bureaus are required to provide narrative explaining major object category variances exceeding 10%. PHB anticipates no such variances in this fund.

**Fund Projection Report  
Portland Housing Bureau**

	Spring BMP Revised Budget	FY 2014-15 YTD Actuals Thru AP8	Spring BMP Year-End Projection	% of Projected Actuals to Revised Bud
<b>HOME Grant Fund</b>				
<b>EXPENDITURES</b>				
Personnel Services	\$342,627	\$202,583	\$306,449	89%
External Materials and Services	\$2,938,660	\$2,389,522	\$2,900,592	99%
Contingency	\$99,328	\$0	\$0	0%
<b>TOTAL EXPENDITURES</b>	<b>\$3,380,615</b>	<b>\$2,592,104</b>	<b>\$3,207,041</b>	<b>95%</b>
<b>REVENUES</b>				
Charges for Services	\$35,000	\$27,640	\$35,000	100%
Intergovernmental Revenues	\$2,998,615	\$2,236,043	\$2,829,041	94%
Miscellaneous	\$347,000	\$281,278	\$343,000	99%
<b>TOTAL REVENUES</b>	<b>\$3,380,615</b>	<b>\$2,544,961</b>	<b>\$3,207,041</b>	<b>95%</b>

**Fund Projection Narrative**

Bureaus are required to provide narrative explaining and major object category variances exceeding 10%. PHB anticipates an 11% variance in personnel services which is due to vacancies earlier this fiscal year in positions funded in part by HOME grant resources.

**Fund Projection Report  
Portland Housing Bureau**

	Spring BMP Revised Budget	FY 2014-15 YTD Actuals Thru AP8	Spring BMP Year-End Projection	% of Projected Actuals to Revised Bud
<b>Tax Increment Financing Reimbursement Fund</b>				
<b>EXPENDITURES</b>				
Unappropriated Fund Balance	\$0	\$0	\$8,800,000	
Personnel Services	\$2,360,742	\$1,425,541	\$2,143,686	91%
External Materials and Services	\$20,987,982	\$12,645,809	\$20,768,232	99%
Internal Materials and Services	\$852,158	\$572,008	\$852,158	100%
Fund Transfers - Expense	\$496,365	\$330,912	\$496,365	100%
Contingency	\$514,770	\$0	\$0	0%
<b>TOTAL EXPENDITURES</b>	<b>\$25,212,017</b>	<b>\$14,974,271</b>	<b>\$33,060,441</b>	<b>131%</b>
<b>REVENUES</b>				
Charges for Services	\$35,000	\$24,989	\$35,000	100%
Intergovernmental Revenues	\$21,868,668	\$9,465,328	\$21,130,952	97%
Miscellaneous	\$3,308,349	\$2,487,700	\$11,894,489	360%
<b>TOTAL REVENUES</b>	<b>\$25,212,017</b>	<b>\$11,978,017</b>	<b>\$33,060,441</b>	<b>131%</b>

**Fund Projection Narrative**

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

[Miscellaneous Revenues] - PHB will dramatically exceed budget in this category due to proceeds from the purchase of a PHB-held lease on the Yards Phase B project. This transaction will bring \$8.8M in program income to the Downtown Waterfront URA fund.

[Total Expenditures & Revenues] – The total expenditures as displayed indicate the bureau is projected to be 31% over total budget at year-end; however, this is an idiosyncasy of this report which requires a balanced expense and revenue projection. In actuality, the bureau projects itself to remain within budget across all major object category expense budgets.

**Fund Projection Report  
Portland Housing Bureau**

	Spring BMP Revised Budget	FY 2014-15 YTD Actuals Thru AP8	Spring BMP Year-End Projection	% of Projected Actuals to Revised Bud
<b>Headwaters Apartment Complex Fund</b>				
<b>EXPENDITURES</b>				
Unappropriated Fund Balance	\$0	\$0	\$87,295	
External Materials and Services	\$81,000	\$175	\$1,000	1%
Bond Expenses	\$830,705	\$280,774	\$830,705	100%
<b>TOTAL EXPENDITURES</b>	<b>\$911,705</b>	<b>\$280,949</b>	<b>\$919,000</b>	<b>101%</b>
<b>REVENUES</b>				
Budgeted Beginning Fund Balance	\$0	\$0	\$0	0%
Intergovernmental Revenues	\$907,644	\$623,759	\$915,000	101%
Miscellaneous	\$4,061	\$2,721	\$4,000	98%
<b>TOTAL REVENUES</b>	<b>\$911,705</b>	<b>\$626,480</b>	<b>\$919,000</b>	<b>101%</b>

**Fund Projection Narrative**

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

[External M&S] – This variance is due to the fact that, unlike in the past, PHB will not make property insurance payments direct to the carrier. Rather, PDC will make these payments and net them against the operating income distributions that come to PHB.

[Total Expenditures] – The total expenditures & revenues as displayed above indicate the bureau is projected to exceed its expense budget at year-end; however, this is an idiosyncasy of this report which requires a balanced expense and revenue projection. In actuality, the bureau projects itself to remain within budget across all major object category expense budgets.

**CBO Discussion and Recommendations  
FY 2014-15 Spring Supplemental Budget**

**Bureau:** Portland Housing Bureau

**Type:** New Request

**Request:** HC\_011 - Reimburse Providers for Severe Weather Expenses

	<b>Spring BMP Requested Adjustments</b>	<b>Spring BMP CBO/Council Changes</b>	<b>Spring BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	173,478	0	173,478
<b>TOTAL EXPENDITURES</b>	<b>173,478</b>	<b>0</b>	<b>173,478</b>
<b>REVENUES</b>			
General Fund Discretionary	173,478	0	173,478
<b>TOTAL REVENUES</b>	<b>173,478</b>	<b>0</b>	<b>173,478</b>

**Bureau Description:**

PHB is requesting \$173,478 in one-time general fund resources in order to reimburse non-profit agency partners that incurred additional costs (beyond that which is currently in their contracts) to operate added capacity and staffing during City-declared severe weather events. This package will allow the bureau to reimburse the following providers:

- \$147,949 to American Red Cross for additional nights of severe weather operations
- \$3,468 to JOIN for opening day center and extra staffing during severe weather events
- \$22,061 to TPI for opening day center and extra staffing during severe weather events

**CBO Discussion and Recommendation**

**CBO Discussion and Recommendations  
FY 2014-15 Spring Supplemental Budget**

**Bureau:** Portland Housing Bureau

**Type:** New Request

**Request:** HC\_012 - Extend Women's Shelter Capacity

	<b>Spring BMP Requested Adjustments</b>	<b>Spring BMP CBO/Council Changes</b>	<b>Spring BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	126,000	0	126,000
<b>TOTAL EXPENDITURES</b>	<b>126,000</b>	<b>0</b>	<b>126,000</b>
<b>REVENUES</b>			
General Fund Discretionary	126,000	0	126,000
<b>TOTAL REVENUES</b>	<b>126,000</b>	<b>0</b>	<b>126,000</b>

**Bureau Description:**

PHB is requesting \$126,000 in order to help address the ongoing shortage of capacity for adults who are unsheltered and experiencing homelessness in our community. This funding will extend 115 spaces of emergency shelter currently available through PHB-funded seasonal winter shelter, to provide extended time for vulnerable women to have safety off of the streets and connect to longer-term options for housing.

**CBO Discussion and Recommendation**



**CBO Discussion and Recommendations  
FY 2014-15 Spring Supplemental Budget**

**Bureau:** Portland Housing Bureau

**Type:** Program Carryover Request

**Request:** HC\_013 - Carry Over Affordable Housing Opportunity Fund

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	(1,000,000)	0	(1,000,000)
<b>TOTAL EXPENDITURES</b>	<b>(1,000,000)</b>	<b>0</b>	<b>(1,000,000)</b>
<b>REVENUES</b>			
Intergovernmental Revenues	0	0	0
Fund Transfers - Revenue	(1,000,000)	0	(1,000,000)
Bond and Note	0	0	0
Miscellaneous	0	0	0
<b>TOTAL REVENUES</b>	<b>(1,000,000)</b>	<b>0</b>	<b>(1,000,000)</b>

**Bureau Description:**

PHB is requesting Council approval to carry forward the \$1,000,000 affordable housing opportunity funding awarded by City Council in the FY 2014/15 Adopted Budget, as the spend-down timeline will not begin until next fiscal year. PHB has made a reservation of funds for \$749,000 for the development of 33 three-bedroom family units sponsored by the Portland Habilitation Center. In regards to the remaining \$251,000, PHB continues to work on other models/projects to increase the number of affordable housing units.

**CBO Discussion and Recommendation**

**CBO Discussion and Recommendations  
FY 2014-15 Spring Supplemental Budget**

**Bureau:** Portland Housing Bureau

**Type:** New Request

**Request:** HC\_014 - New Revenues

	<b>Spring BMP Requested Adjustments</b>	<b>Spring BMP CBO/Council Changes</b>	<b>Spring BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	0	0	0
External Materials and Services	2,349,271	0	2,349,271
Contingency	(12,000)	0	(12,000)
<b>TOTAL EXPENDITURES</b>	<b>2,337,271</b>	<b>0</b>	<b>2,337,271</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	0	0	0
Charges for Services	439	0	439
Intergovernmental Revenues	2,333,007	0	2,333,007
Interagency Revenue	2,500	0	2,500
Miscellaneous	1,325	0	1,325
<b>TOTAL REVENUES</b>	<b>2,337,271</b>	<b>0</b>	<b>2,337,271</b>

**Bureau Description:**

PHB is requesting Council approval to appropriate \$2,337,271 in existing but unbudgeted TIF and grant revenues in the current fiscal year for various affordable housing projects and activities. The most significant component of this package is to facilitate the purchase of the Block 26 property from Hoyt Street Properties in the River District URA.

**CBO Discussion and Recommendation**

**CBO Discussion and Recommendations  
FY 2014-15 Spring Supplemental Budget**

**Bureau:** Portland Housing Bureau

**Type:** Mid-Year Reductions

**Request:** HC\_015 - Reduce appropriations

	<b>Spring BMP Requested Adjustments</b>	<b>Spring BMP CBO/Council Changes</b>	<b>Spring BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	(72,807)	0	(72,807)
External Materials and Services	(476,028)	0	(476,028)
Bond Expenses	(150,000)	0	(150,000)
Contingency	(150,000)	0	(150,000)
<b>TOTAL EXPENDITURES</b>	<b>(848,835)</b>	<b>0</b>	<b>(848,835)</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	17,869	0	17,869
Charges for Services	(33,460)	0	(33,460)
Intergovernmental Revenues	(683,244)	0	(683,244)
Bond and Note	(150,000)	0	(150,000)
<b>TOTAL REVENUES</b>	<b>(848,835)</b>	<b>0</b>	<b>(848,835)</b>

**Bureau Description:**

PHB is requesting Council approval to reduce appropriations by \$848,835 for the following primary reasons:

- \$417,828 reduction in the Education URA, reflecting Council decisions regarding this district
- \$300,000 reduction in the HIF and CDBG funds, reflecting the elimination of inter-fund loans OMF required the bureau to appropriate but were ultimately unnecessary.
- \$105,416 reduction in Lead and Continuum of Care grant resources, in order to true up budgets with actual resources available and spending schedules

**CBO Discussion and Recommendation**

**CBO Discussion and Recommendations  
FY 2014-15 Spring Supplemental Budget**

**Bureau:** Portland Housing Bureau

**Type:** Technical Adjustment

**Request:** HC\_016 - Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	33,341	0	33,341
External Materials and Services	(102,341)	0	(102,341)
Internal Materials and Services	69,000	0	69,000
Bond Expenses	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	(180,844)	0	(180,844)
Charges for Services	85,000	0	85,000
Intergovernmental Revenues	184,644	0	184,644
Miscellaneous	(88,800)	0	(88,800)
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

PHB is requesting Council approval for a number of adjustments to its budget that represent changes to neither budgetary programs nor total appropriations.

**CBO Discussion and Recommendation**

**CBO Discussion and Recommendations  
FY 2014-15 Spring Supplemental Budget**

**Bureau:** Portland Housing Bureau

**Type:** New Request

**Request:** HC\_017 - Appropriate Innovation Fund Awards

	<b>Spring BMP Requested Adjustments</b>	<b>Spring BMP CBO/Council Changes</b>	<b>Spring BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	5,000	0	5,000
Contingency	65,000	0	65,000
<b>TOTAL EXPENDITURES</b>	<b>70,000</b>	<b>0</b>	<b>70,000</b>
<b>REVENUES</b>			
Fund Transfers - Revenue	70,000	0	70,000
<b>TOTAL REVENUES</b>	<b>70,000</b>	<b>0</b>	<b>70,000</b>

**Bureau Description:**

PHB is requesting Council approval to accept resources associated with two awards from the City's innovation fund: \$65,000 for homeless management data-sharing with faith-based service providers and \$5,000 for a website "data scraper" to facilitate collection of housing market data.

**CBO Discussion and Recommendation**

**CBO Discussion and Recommendations  
FY 2014-15 Spring Supplemental Budget**

**Bureau:** Portland Housing Bureau

**Type:** Program Carryover Request

**Request:** HC\_018 - Rebudget Affordable Housing Resources

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	(25,025,459)	0	(25,025,459)
<b>TOTAL EXPENDITURES</b>	<b>(25,025,459)</b>	<b>0</b>	<b>(25,025,459)</b>
<b>REVENUES</b>			
Intergovernmental Revenues	(24,115,459)	0	(24,115,459)
Bond and Note	(400,000)	0	(400,000)
Miscellaneous	(510,000)	0	(510,000)
<b>TOTAL REVENUES</b>	<b>(25,025,459)</b>	<b>0</b>	<b>(25,025,459)</b>

**Bureau Description:**

PHB is requesting Council approval to reduce TIF, CDBG & HOME appropriations for affordable housing projects by \$25,025,459 in order to push those budgets forward in the PHB forecast. This is primarily due to delays in the development or construction processes. These reductions include:

- \$11,483,650 opportunity funding (CES, OCC, Gateway, Interstate URA's & HOME resources)
- \$7,000,000 for the Miracles Central project (OCC URA resources)
- \$3,339,093 for the Erickson Fritz project (River District URA resources)
- \$1,098,336 for Gresham and Multnomah County projects as part of HOME consortium (HOME resources)
- \$700,000 for the Bronaugh Apartments (CDBG resources)
- \$181,731 for the Beech Street Apartments (Interstate URA resources)
- \$170,000 for the Allen Fremont (CDBG resources)
- \$150,119 for Vista de Rosas (HOME resources)

**CBO Discussion and Recommendation**