



CITY OF
PORTLAND, OREGON
PORTLAND HOUSING BUREAU

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To: City Council

From: Kurt Creager

RE: Portland Housing Bureau's Fall BMP Submittal

Date: Monday, September 28, 2015

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

GENERAL FUND REQUESTS

PHB is requesting Council allocate new one-time general fund resources for the following three critical needs. Additional detail is available in the content of PHB's BMP submission materials.

- 1. Housing Choice Voucher Success Fund (\$425,000):** PHB is requesting one-time general fund resources to support several targeted interventions made in partnership with Home Forward to increase the success rate of Portland's housing choice (i.e., Section 8) voucher program in preventing homelessness. Home Forward will match the City's investment for these Housing Choice Voucher Success efforts which will help reduce homelessness and families at risk of homelessness.
- 2. North / Northeast Home Retention (\$500,000):** PHB is requesting one-time general fund resources to prevent displacement and support vulnerable homeowners in retaining their homes in North & Northeast Portland. This would supplement the \$850,000 one-time general fund resources allocated by Council in the FY 2015-16 Adopted Budget and would provide home repair assistance to between 50 and 60 homeowners living in the N/NE study area, but outside the Interstate URA.
- 3. Nexus Study (\$130,000):** PHB is requesting one-time general fund resources to complete a nexus study on the link between residential and commercial development, the development of low wage jobs, and the subsequent demand for affordable housing. The study is called for in the draft 2035 Comprehensive Plan and will also examine the feasibility of assessing a linkage fee to support the development of affordable housing. The amount requested is based upon research of other cities (e.g., Seattle, San Diego, San Francisco, etc.) that have recently conducted such studies.

OTHER BUDGET ADJUSTMENT REQUESTS

PHB routinely requires Council authorization for several types of budget adjustments in the Fall Supplemental process. In FY 2015-16, these include:

- 1. Rebudget Grant and TIF Resources to FY 2015-16 (\$2.3M):** 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 before fiscal year end. In the new fiscal year, those funds not yet expended by development projects are then carried forward to the new fiscal year. Second, the bureau administers multi-year grants. Estimates of spending in any given fiscal year generally vary from actuals, requiring rebudgeting of resources into the new fiscal year. In both cases, PHB will program the resources to support the same goals as previously directed by Council.

2. **Rebudget FY 2015-16 Grant and TIF Resources Forward in Forecast (\$16.2M):** For the sake of transparency, PHB budgets all funding being made available for development of affordable housing in each year's Notice of Funding Availability (NOFA) cycle. This Fall BMP request to rebudget resources into future fiscal years will true up the current PHB budget with final decisions on those resources to be made available in the upcoming October NOFA.
3. **Increase Non-General Fund Appropriation (\$1.7M):** PHB is requesting an increase to budgeted grant, TIF and other local non-general fund appropriations. The majority of this request pulls forward Interstate TIF resources (from out-years of the forecast) into FY 2015-16 for two activities: \$700,000 of the Mayor's \$20M N/NE Interstate TIF allocation for home retention activities; and \$800,000 TIF set-aside allocation for the New Meadows affordable housing project.
4. **Budget Innovation Fund Award (\$150,000):** PHB is requesting Council approval to budget a cash transfer from the general fund for an approved Innovation Fund project, *Improving Access to Affordable Housing*, which would replace the expiring Housing Connections tool.
5. **Technical Adjustments (\$0):** PHB is requesting Council approval for a number of budget adjustments that represent no net change to the bureau budget.

STATUS REPORTING REQUIREMENTS

The Fall BMP requires bureaus to perform several status-reporting exercises. The first explains variances between the FY 2014-15 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 2014-15 decision packages. Details are available in the content of PHB's BMP submission materials.

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

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: New Request

Request: HC_001 - Housing Choice Voucher Success Fund

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	425,000	0	425,000
TOTAL EXPENDITURES	425,000	0	425,000
REVENUES			
General Fund Discretionary	425,000	0	425,000
TOTAL REVENUES	425,000	0	425,000

Bureau Description:

Home Forward (HF) administers approximately \$70 million annually in rental assistance from HUD under their Housing Choice Voucher (Section 8) program to subsidize the rents of low-income members of our community. This vital resource is the largest housing assistance program locally, and ensures that tenants pay no more than 30% of their income for rent and utilities. The federal government pays the difference up to a HUD-established Fair Market Rent (FMR). Unfortunately, the Portland area's tight rental market is making HCVs a less viable option for the vulnerable citizens it is meant to help.

The success rate – which measures whether someone who has been assigned a voucher can find a place to rent so that they can use their voucher – has dropped dramatically from its most recent high point of 92% in 2011 to about 75% today. Unless this problem is addressed the success rate will continue to decline. The following three (3) measures are proposed to alleviate the problem. Home Forward will match the City's investment for these Housing Choice Voucher Success efforts which will help reduce homelessness and families at risk of homelessness.

- \$25,000 in General Fund Revenue to pay half the cost of a Comprehensive Economic Study which Home Forward would procure to establish a more accurate and representative FMRs for use within Multnomah County. HUD's FMRs do not represent current market conditions as they include data from the last three (3) years. Until and unless FMRs represent current market conditions, then landlords will be increasingly unwilling to participate in the program and to accept HCVs.
- \$250,000 in General Fund Revenue to help HCV holders with cash expenses (utility connection fees; deposits and application fees. Home Forward would assist up to 250 households with the flexible funds providing an average of \$1,000 per household. Using an average housing assistance payment of \$600 a month for 250 families for 12 months, the \$250,000 investment would leverage \$1,800,000 annually in rent assistance.
- \$150,000 In General Fund Revenue to pay for three (3) HF staff "Navigators" who would provide more intensive housing search assistance than otherwise funded by HUD. Staff would assist 225 high barrier families locate housing and work with agencies, utilities as well as landlords to help HCV household navigate the process. The housing search funds would leverage \$1,620,000 annually in Section 8 rent assistance.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: New Request

Request: HC_002 - North / Northeast Home Retention

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	500,000	0	500,000
TOTAL EXPENDITURES	500,000	0	500,000
REVENUES			
General Fund Discretionary	500,000	0	500,000
TOTAL REVENUES	500,000	0	500,000

Bureau Description:

PHB was awarded \$850,000 one-time general fund resources in the FY 2015-16 Adopted Budget to provide home repair services to 50 households to prevent displacement and support vulnerable homeowners in retaining their homes. As of September 15, 2015, the entirety of this funding has been committed to 53 eligible homeowners. 10 homeowners have received loan commitments from PHB and 43 homeowners have received commitments of \$10,000 in grant funds provided by community partners. Of the 53 homeowners being assisted, all have lived in their homes for more than 25 years, 89% are African-American, 85% are under 50% MFI (Median Family Income) and 57% are over 70 years of age.

According to the most recent CHAS data, there are 970 homeowners under 80% MFI and over the age of 75 living in the N/NE study area. Beyond the homeowners that have already received funding commitments from the \$850,000 allocation, PHB currently has a waiting list of 34 eligible homeowners living in the study area. This does not include requests for home repair assistance that are received by PHB community partners who maintain their own separate waiting lists. An additional \$500,000 in general fund one-time resources would provide home repair assistance to 50-60 homeowners living in the N/NE study area, but outside the Interstate URA -- providing the necessary repairs to help them retain their homes as well as a safe living environment.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: New Request

Request: HC_003 - Nexus Study

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	130,000	0	130,000
TOTAL EXPENDITURES	130,000	0	130,000
REVENUES			
General Fund Discretionary	130,000	0	130,000
TOTAL REVENUES	130,000	0	130,000

Bureau Description:

PHB is requesting one-time general fund resources to complete a nexus study on the link between residential and commercial development, the development of low wage jobs, and the subsequent demand for affordable housing. The study is called for in the draft 2035 Comprehensive Plan and will also examine the feasibility of assessing a linkage fee to support the development of affordable housing, and structural recommendations. Specifically the nexus analysis will develop prototypical residential and commercial development scenarios; estimate the number of new full-time employees required to provide goods and services associated with this new development; estimate the income distribution of these new households; estimate the number of new households requiring affordable housing; estimate the housing affordability gap for these housing units; and calculate the supportable nexus fees. The amount requested is based upon research of other cities (e.g., Seattle, San Diego, San Francisco) that have recently conducted such studies.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: Program Carryover Request

Request: HC_004 - Rebudget FY 2014-15 Resources to FY 2015-16

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	9,756	0	9,756
External Materials and Services	2,256,853	0	2,256,853
Internal Materials and Services	10,741	0	10,741
TOTAL EXPENDITURES	2,277,350	0	2,277,350
REVENUES			
Budgeted Beginning Fund Balance	85,776	0	85,776
Intergovernmental Revenues	2,191,574	0	2,191,574
TOTAL REVENUES	2,277,350	0	2,277,350

Bureau Description:

PHB requests Council approval to rebudget prior year non-general fund resources into FY 2015-16 for the following primary activities:

- \$816,415 River District TIF for the Erickson Fritz affordable housing project
- \$554,498 CDBG & TIF for Home Repair & Homebuyer Assistance commitments made prior to the end of last fiscal year
- \$331,512 Gateway TIF for the Glisan Commons affordable housing project
- \$224,871 CDBG for the Maggie Gibson – PCRI Restructure affordable housing project
- \$102,792 NSP-3 grant program income for homeownership acquisition & rehabilitation
- \$ 75,035 Innovation fund resources for the XML upload, servicepoint & faith-based provider and housing data web scraper projects

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: Mid-Year Reductions

Request: HC_005 - Rebudget FY 2015-16 Resources Ahead in Forecast

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(16,173,000)	0	(16,173,000)
TOTAL EXPENDITURES	(16,173,000)	0	(16,173,000)
REVENUES			
Intergovernmental Revenues	(16,173,000)	0	(16,173,000)
TOTAL REVENUES	(16,173,000)	0	(16,173,000)

Bureau Description:

PHB requests Council approval to rebudget current year opportunity funding forward into future years of the forecast in order to align appropriations with the FY 2015-16 funding cycle and October NOFA. This includes:

- \$5,050,000 Convention Center TIF
- \$4,900,000 South Park Blocks TIF
- \$4,650,000 River District TIF
- \$ 950,000 CDBG
- \$ 650,000 HOME

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: New Request

Request: HC_006 - New Appropriations

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	5,400	0	5,400
External Materials and Services	1,581,902	0	1,581,902
Bond Expenses	140,000	0	140,000
TOTAL EXPENDITURES	1,727,302	0	1,727,302
REVENUES			
Budgeted Beginning Fund Balance	750	0	750
Intergovernmental Revenues	1,550,984	0	1,550,984
Interagency Revenue	10,568	0	10,568
Miscellaneous	165,000	0	165,000
TOTAL REVENUES	1,727,302	0	1,727,302

Bureau Description:

PHB requests Council approval to increase budget for the following primary reasons:

- Pull \$800,000 of Interstate TIF set-aside allocation ahead FY 2015-16 for the New Meadows affordable housing project
- Pull \$700,000 of the "Mayor's \$20M" Interstate TIF allocation ahead (from out-years of the forecast) into FY 2015-16 for home retention activities
- Increase section 108 debt service budget in the CDBG fund by \$140,000, backed by program income from the Vista de Rosas and Hacienda Office Building projects
- Allocate \$73,000 of new CDBG program income to the Portland Housing Center and Hacienda CDC for homeownership programs

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: New Request

Request: HC_007 - Innovation Fund Award

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	150,000	0	150,000
TOTAL EXPENDITURES	150,000	0	150,000
REVENUES			
Fund Transfers - Revenue	150,000	0	150,000
TOTAL REVENUES	150,000	0	150,000

Bureau Description:

PHB requests Council approval to budget a \$150,000 cash transfer from the general fund for an approved Innovation Fund project, Improving Access to Affordable Housing, which would replace the expiring Housing Connections tool.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: Technical Adjustment

Request: HC_008 - Technical Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	(3,212)	0	(3,212)
External Materials and Services	3,212	0	3,212
Internal Materials and Services	0	0	0
TOTAL EXPENDITURES	0	0	0
REVENUES			
Fund Transfers - Revenue	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

PHB is requesting Council approval for a number of budget adjustments that represent no net change to the bureau budget.

CBO Discussion and Recommendation

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

	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals	Percent of Actuals to Revised
Portland Housing Bureau			
EXPENDITURES			
Personnel Services	\$574,695	\$569,138	99%
External Materials and Services	\$13,092,953	\$13,050,442	100%
Internal Materials and Services	(\$211,010)	(\$203,666)	97%
TOTAL EXPENDITURES	\$13,456,638	\$13,415,914	100%
REVENUES			
Charges for Services	\$439	\$539	123%
Intergovernmental Revenues	\$207,273	\$207,273	100%
Interagency Revenue	\$79,662	\$79,701	100%
Miscellaneous	\$1,325	\$1,326	100%
General Fund Discretionary	\$13,167,939	\$0	0%
TOTAL REVENUES	\$13,456,638	\$288,838	2%

Bureau Reconciliation Narrative

PHB spent nearly all its general fund allocation in FY 2014-15, returning \$40,863 (0.3%) to year-end balance. The bureau had no material variances between budgets and actuals.

Prior Year Fund Reconciliation Report

	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals	Percent of Actuals to Revised
213 - Housing Investment Fund			
EXPENDITURES			
Unappropriated Fund Balance	1,000,000	0	0.00
Personnel Services	823,559	748,777	90.92
External Materials and Services	477,262	349,731	73.28
Internal Materials and Services	48,453	39,259	81.03
Fund Transfers - Expense	128,122	128,122	100.00
Contingency	170,234	0	0.00
TOTAL EXPENDITURES	2,647,630	1,265,889	47.81
REVENUES			
Budgeted Beginning Fund Balance	300,587	0	0.00
Charges for Services	473,040	445,778	94.24
Intergovernmental Revenues	161,700	398,851	246.66
Fund Transfers - Revenue	1,070,000	1,070,000	100.00
Miscellaneous	642,303	921,458	143.46
TOTAL REVENUES	2,647,630	2,836,087	107.12

Fund Reconciliation Narrative

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

[External M&S] – This category was underspent by 26%. There are several reasons for this. \$38,430 was unspent of the Risk Mitigation Pool appropriation; this occurs because one cannot entirely predict the amount of landlord loss claims the fund will need to pay in a given fiscal year. The homeownership limited tax exemption program underspent its M&S budget by \$30,602; this was due to less usage of the program by non-profit developers. HMIS servicepoint software license & support expenses were approximately \$18,500 less than projected. Finally, the bureau's internal move and "comfort survey" budget was underspent by approximately \$9,000, but only because those expenses were not incurred until the new fiscal year.

[Internal M&S] – This category was underspent by 19% due to spend-down delays on the interagency between BPS and PHB for services relating to the housing density bonus study. These funds will be carried forward to FY 2015-16 to complete the work.

[Intergovernmental Revenues] – This category exceeded anticipated revenues by \$200,079 due to an unanticipated transfer of residual housing investment fund resources from PDC.

[Miscellaneous Revenues] - This category exceeded anticipated revenues by \$279,000 due to payments on the bureau's portfolio of non-amortized loans (i.e., payments for which it is difficult to forecast timing)

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

	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals	Percent of Actuals to Revised
Portland Housing Bureau			
EXPENDITURES			
Personnel Services	\$732,712	\$638,659	87%
External Materials and Services	\$4,066,325	\$3,736,725	92%
Internal Materials and Services	\$60,477	\$60,477	100%
TOTAL EXPENDITURES	\$4,859,514	\$4,435,861	91%
REVENUES			
Budgeted Beginning Fund Balance	\$89,118	\$0	0%
Charges for Services	\$0	\$363	0%
Intergovernmental Revenues	\$4,770,396	\$4,462,133	94%
Miscellaneous	\$0	\$38,344	0%
TOTAL REVENUES	\$4,859,514	\$4,500,840	93%

Bureau Reconciliation Narrative

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

[Personnel Services] – This category was underspent by 13% due primarily to vacancies in positions funded by the lead grant.

[Miscellaneous Revenues] – This category saw \$38,344 in unanticipated revenues due to repayment of a loan following the sale of a home originally purchased with NSP-1 grant resources.

Prior Year Fund Reconciliation Report

	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals	Percent of Actuals to Revised
218 - Community Development Block Grant Fund			
EXPENDITURES			
Personnel Services	1,345,347	1,316,660	97.87
External Materials and Services	12,851,771	12,141,100	94.47
Internal Materials and Services	410,162	410,162	100.00
Bond Expenses	532,000	519,753	97.70
Contingency	476,211	0	0.00
TOTAL EXPENDITURES	15,615,491	14,387,675	92.14
REVENUES			
Charges for Services	15,000	13,404	89.36
Intergovernmental Revenues	10,799,791	9,373,272	86.79
Bond and Note	3,515,000	3,515,000	100.00
Miscellaneous	1,285,700	1,381,539	107.45
TOTAL REVENUES	15,615,491	14,283,215	91.47

Fund Reconciliation Narrative

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

[Charges for Services] – This category was \$1600 under anticipated revenue targets due to less-than-projected fee revenues on CDBG-funded loans.

[Intergovernmental Revenues] – This category was 13% under target because expenditures in the fund overall were less than budgeted. Since this grant operates on a reimbursement basis, PHB only bills for actual expenses (less any program income generated from loans).

Prior Year Fund Reconciliation Report

	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals	Percent of Actuals to Revised
219 - HOME Grant Fund			
EXPENDITURES			
Personnel Services	342,627	315,311	92.03
External Materials and Services	3,014,966	2,954,438	97.99
Contingency	99,328	0	0.00
TOTAL EXPENDITURES	3,456,921	3,269,749	94.59
REVENUES			
Charges for Services	35,000	27,785	79.39
Intergovernmental Revenues	3,074,921	2,820,693	91.73
Miscellaneous	347,000	396,460	114.25
TOTAL REVENUES	3,456,921	3,244,938	93.87

Fund Reconciliation Narrative

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

[Charges for Services] – This category saw \$7,215 less revenue than anticipated due to less-than-projected fee revenues on HOME-funded loans.

[Miscellaneous Revenues] – This category was 14% over anticipated revenue targets due to payments on the bureau's portfolio of non-amortized loans (i.e., payments for which it is difficult to forecast timing).

Prior Year Fund Reconciliation Report

	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals	Percent of Actuals to Revised
221 - Tax Increment Financing Reimbursement Fund			
EXPENDITURES			
Personnel Services	2,360,742	2,139,020	90.61
External Materials and Services	21,910,585	19,027,901	86.84
Internal Materials and Services	852,158	838,253	98.37
Fund Transfers - Expense	496,365	496,365	100.00
Contingency	514,770	0	0.00
TOTAL EXPENDITURES	26,134,620	22,501,540	86.10
REVENUES			
Charges for Services	35,000	28,044	80.13
Intergovernmental Revenues	23,291,271	19,386,815	83.24
Miscellaneous	2,808,349	12,517,653	445.73
TOTAL REVENUES	26,134,620	31,932,512	122.18

Fund Reconciliation Narrative

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

[External M&S] – This category was underspent because disbursements on several projects were less than budgeted and/or anticipated. These include Block 26 - Hoyt Street (\$899,000); Erickson-Fritz (\$816,000); Homebuyer Assistance (\$424,000); Glisan Commons (\$332,000); Home Repair (\$224,000); and Miracles Central (\$184,000).

[Charges for Services] – This category saw \$6,956 less revenue than anticipated due to less-than-projected fee revenues on TIF-funded loans.

[Intergovernmental Revenues] – This category was 17% under target because expenditures in the fund overall were less than budgeted. Since this fund operates on a reimbursement basis, PHB only bills for actual TIF expenses (less any program income generated from loans).

[Miscellaneous Revenues] – This category was \$9.7M over the budgeted estimate primarily due to the \$8.8M payment received in the Downtown Waterfront URA related to the Yards at Union Station ground lease. Additionally, Interstate, Lents and South Park Blocks URA's also exceeded anticipated targets due to payments on non-amortized loans (i.e., payments for which it is difficult to forecast timing).

Prior Year Fund Reconciliation Report

	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals	Percent of Actuals to Revised
621 - Headwaters Apartment Complex Fund			
EXPENDITURES			
External Materials and Services	50,156	3,225	6.43
Bond Expenses	861,549	861,548	100.00
TOTAL EXPENDITURES	911,705	864,773	94.85
REVENUES			
Intergovernmental Revenues	907,644	1,093,766	120.51
Miscellaneous	4,061	4,457	109.75
TOTAL REVENUES	911,705	1,098,223	120.46

Fund Reconciliation Narrative

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

[External M&S] – This category was significantly under budget. PHB budgeted \$50,000 to ensure sufficient appropriation was in place to cover any operating and capital costs not netted out of property income payments (i.e., the standard practice).

[Intergovernmental Revenues] – This category significantly exceeded budget due to the extremely low vacancy rate at the Headwaters Apartments during the last fiscal year.

Portland Housing Bureau - FY 2015/16 Fall BMP

Decision Package Status Update

Decision Package / Description	FTE	GF Ongoing	GF One Time	Other Rev	Total	Status Update
FY 2014/15 ADOPTED BUDGET • BUREAU ADDS						
<p>HC_01 - Permanent Housing & Access for Vulnerable Populations 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"> • Services such as housing placement and rent assistance to move people from the street and shelters into housing with retention support. • Street outreach to the most vulnerable homeless people, including the mentally ill. • Leveraging other private and public funds, such as Veterans Affairs-funded services, benefits acquisitions services, and health care services • Expansion of culturally specific services to address overrepresentation of communities of color experiencing homelessness and high risk housing instability <p>250 individuals will receive services, with 50 referrals from public safety</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 complete. Client-level outcome data were received and outcomes were met.</p> <p>The remaining half of the funds were fully contracted with two nonprofit providers (JOIN and Catholic Charities) and Multnomah County in January 2015 -- along with an additional \$500k from the FY 2015-16 budget -- following a competitive RFP. Activities are underway, and third program quarter outcomes data (through 9/2015) are expected October 30.</p>
<p>HC_03 - Prevent & End Homelessness for Youth 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.)</p> <p>70 youth will be served per year and provided case management and support. 80% will move to permanent housing.</p>	-	500,000		-	500,000	<p>Funds were fully contracted with Multnomah County to subcontract with the homeless youth system. Activities are complete. Client-level outcome data were received and outcomes were met.</p>

Portland Housing Bureau - FY 2015/16 Fall BMP

Decision Package Status Update

Decision Package / Description	FTE	GF Ongoing	GF One Time	Other Rev	Total	Status Update
<p>HC_05 - Housing Investment Fund 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.</p> <p>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.</p>	-		1,000,000	-	1,000,000	The developer originally selected for this funding withdrew the request. As a result, PHB will be partnering with the Network for Oregon Affordable Housing (NOAH) and leverage additional resources for: <ul style="list-style-type: none"> • Acquisition of existing rental properties and bringing them into the affordable housing portfolio; and • Acquisition of land for the immediate development of rental and homeownership housing. These investments will be concentrated in areas at risk of displacement outside of the Central City. PHB expects this fund to be in place by late October. It will operate as an ongoing, revolving fund.
<p>HC_06 - Short Term Rent Assistance This package will increase the amount the City contributes in General Fund ongoing funding to short term rental assistance by \$250,000.</p>	-	250,000		-	250,000	Funds were fully contracted with Home Forward to subcontract with Short Term Rent Assistance program providers. Activities are complete. Client-level outcome data were received and outcomes were met.
<p>HC_07 - FY 2013-14 Carryover \$10,000 General Fund resources for staff equity training</p>	-		10,000	-	10,000	PHB carried forward this \$10,000 into FY 2014-15 to provide equity training to PHB staff in order to increase organizational capacity to deliver on the bureau's equity goals and initiatives. Ultimately, however, PHB elected to work with OEHR to deliver a training on racial micro-aggressions. Thus, the \$10,000 was returned to the general fund as part of PHB's \$40,864 general fund balance that remained at year-end.

Portland Housing Bureau - FY 2015/16 Fall BMP

Decision Package Status Update

Decision Package / Description	FTE	GF Ongoing	GF One Time	Other Rev	Total	Status Update
HC_08 - FY 2013-14 Carryover Home Start	-		400,000	-	400,000	Total carryover funds included in Adopted Budget package HC_08 and BMP HC_001 were fully contracted with three nonprofit providers and Multnomah County in January 2014. All contractors fully spent out funds. Client-level outcome data were received through end of FY 2014/15 and outcomes were exceeded.

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Decision Package Status Update

Decision Package / Description	FTE	GF Ongoing	GF One Time	Other Rev	Total	Status Update
FY 2014/15 ADOPTED BUDGET • BUREAU REALIGNMENTS						
<p>HC_04 - Fair Housing & Title VI Programs</p> <p>The Fair Housing Program would use (\$75,000) to focus on improved housing acquisition and retention outcomes. There is a gap in services to renters with special needs or from vulnerable populations, experiencing issues that may disparately impact their housing but do not need the intervention of an attorney. CAT will assist tenants through clinics focused in inner N/NE Portland and East Portland. Renters will receive counseling, letter writing support, documentation review and follow up from staff to prevent homelessness and ensure housing stability for participants. Funding will also support CAT Hotline follow up with tenants to ensure successful outcomes with landlords if they have additional needs such as one-on-one support and legal referrals. Evictions Court Counseling will assist low income tenants without legal representation during court to negotiate alternative solutions to eviction or tenancy extensions.</p> <p>Provide a pool of \$25,000 made available to community-based homeless, homeownership, and other PHB sub-contractors to translate customer service materials in accordance with Title VI. Many service providers have requested assistance with translation of outreach materials to more effectively serve their client base that does not speak English. PHB contracts with over 35 different service organizations.</p> <ul style="list-style-type: none"> • Minimum 70% positive outcomes customers served through Clinics (216-300 people) and Hotline (600) and 60% of those seen at Eviction Court (400-600). • Offer translation at five large public meetings and translate approximate 350 pages of housing related education materials. 	-	-	100,000	-	100,000	<p>\$100,000 in one-time General Fund allowed the Fair Housing Program to focus on improved housing acquisition and retention outcomes. These funds address the gap in services to renters with special needs or from vulnerable populations, experiencing issues that may disparately impact their housing but do not need the intervention of an attorney.</p> <ul style="list-style-type: none"> • \$75,000 was used by CAT to assist tenants through clinics focused in inner N/NE Portland and East Portland. 167 renters received counseling, letter writing support, documentation review and follow up from staff to prevent homelessness and ensure housing stability for participant. The Evictions Court Counseling pilot assisted 125 low income tenants without legal representation during court to negotiate alternative solutions to eviction or tenancy extensions. \$75,000 was expended. • PHB provided a pool of \$25,000 to 12 of its 35 community-based homeless, homeownership and other PHB subrecipient contractors to translate customer service materials in accordance with Title VI. \$24,293 was expended.

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Decision Package Status Update

Decision Package / Description	FTE	GF Ongoing	GF One Time	Other Rev	Total	Status Update
FY 2014/15 FALL & SPRING BMP PROCESS						
<p>HC_01 - Carry Over General Fund for Home Start Program 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.</p>	-	-	786,134	-	786,134	See status update for <i>HC_08 - FY 2013-14 Carryover Home Start</i> .
<p>HC_02 - Reprogram Perm Housing & Access Decision Package 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:</p> <ul style="list-style-type: none"> • \$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. 	-	-	-	-	-	See status update for <i>HC_01 - Permanent Hsg & Access for Vulnerable Population</i> .

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Decision Package Status Update

Decision Package / Description	FTE	GF Ongoing	GF One Time	Other Rev	Total	Status Update
<p>HC_03 - Rebudget Grant & TIF Resources for FY 2014-15 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"> • \$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 	-	-	-	2,923,698	2,923,698	These resources were fully spent during FY 2014-15 on the projects and programs listed in the detail of the original request. The one exception is that of the \$1,064,821 NSP-3 grant & program income carried forward for ongoing acquisition/rehabilitation homeownership activities, 13% was unspent at year-end. PHB is requesting that resource be rebudgeted to FY 2015-16.
<p>HC_03 - Rebudget Grant & TIF Resources for FY 2014-15 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"> • \$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 	-	-	-	(16,396,940)	(16,396,940)	The following describes the disposition of the rebudgeted funds. <ul style="list-style-type: none"> • CDBG: PHB anticipates the First & Arthur resources to spend down in FY 2015/16. The portion for the Westmoreland Union Manor has been reallocated as future affordable housing opportunity funding. • HOME: These rebudgeted resources rather were ultimately awarded to the St Francis and PCRI NE Neighborhood Reinvestment projects. • TIF Downtown Waterfront: Funds have been rebudgeted to FY 2015-16 and beyond for future affordable housing opportunity funding. • TIF Interstate: PHB rebudgeted these resources as per the 12-year development forecast at www.portlandoregon.gov/phb/budget • TIF Lents: These rebudgeted funds were pooled and ultimately allocated to the Oliver Station Palindrome and Lents 16-Unit projects • TIF River District: These rebudgeted funds were reallocated as future affordable housing opportunity funding. • TIF South Park Blocks: These rebudgeted funds were reallocated as future affordable housing opportunity funding.

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Decision Package Status Update

Decision Package / Description	FTE	GF Ongoing	GF One Time	Other Rev	Total	Status Update
<p>HC_06 - Appropriate Miscellaneous New Revenues Increase bureau budget in order to appropriate various non-general fund revenues, including the following:</p> <ul style="list-style-type: none"> • \$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 	-	-	-	387,447	387,447	The following describes the disposition of these non-general fund resources: <ul style="list-style-type: none"> • Multnomah County funding: PHB contracted the funds with JOIN who expended them entirely for East County outreach & HSFC coordination. • Innovation fund XML upload project: PHB expended \$42,500 on this project and will request to rebudget the balance to FY 2015-16 to complete the work. • Limited tax exemption application fee revenue: PHB did not ultimately see a substantial increase in LTE revenues to pass through to Multnomah County.
<p>HC_07 - Project Allocations for FY 2014-15 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>	-	-	-	-	-	Of this \$4,060,000, 79% spent down to during FY 2014/15. The remainder is requested for rebudgeting to FY 2015/16 for completion of the projects.
<p>HC_08 Carry Over Non-General Fund Resources 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 fully expended these carried over resources.
<p>HC_12 - Extend Women's Shelter Capacity 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.</p>	-	-	126,000	-	126,000	Funds were fully contracted with Salvation Army and Transition Projects. Client-level outcomes were met.

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Decision Package Status Update

Decision Package / Description	FTE	GF Ongoing	GF One Time	Other Rev	Total	Status Update
<p>HC_13 - Carry Over Affordable Housing 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.</p>	-	-	-	-	-	See status update for <i>HC_05 - Housing Investment Fund</i> .
<p>HC_14 - New Revenues 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.</p>	-	-	-	2,337,271	2,337,271	Of the resources appropriated to facilitate the purchase of the Block 26 property from Hoyt Street properties, only \$1.3M was expended for acquisition. The remainder is being requested for rebudgeting to FY 2015/16 for development.
<p>HC_17 - Appropriate 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.</p>	-	-	-	70,000	70,000	<p>Data Sharing With Faith-Based Service Providers: In mid-September PHB held a project kick-off meeting with leaders of more than a dozen faith-based agencies providing homeless services. Several agencies committed to participating in the data sharing pilot. Hiring of a temporary staff position and an initial needs assessment will take place in the fall with full implementation of data sharing occurring this winter.</p> <p>Website "Data Scraper" to facilitate collection of housing market data: Staff have evaluated several possible data mining and warehousing tools. Next steps include purchase of a web scraping software package for use by both PHB and Planning, configuration of the package for collecting data, normalization and transformation of the data, and automation of the scraping process. Data will be collected and stored over time so that it can be trended.</p>

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Decision Package Status Update

Decision Package / Description	FTE	GF Ongoing	GF One Time	Other Rev	Total	Status Update
<p>HC_18 - Rebudget Affordable Housing Resources PHB is requesting Council approval to reduce TIF, CDBG & HOME appropriations for affordable housing projects by \$24,507,206 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:</p> <ul style="list-style-type: none"> • \$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) • \$181,747 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) 	-	-	-	-(24,507,206)	(24,507,206)	<p>The following describes the disposition of the rebudgeted funds.</p> <ul style="list-style-type: none"> • Opportunity Funding: PHB rebudgeted these resources as per the 12-year development forecast at www.portlandoregon.gov/phb/budget • Miracles Central: Project is under construction. PHB currently anticipates most if not all funds to disburse in FY 2015-16. • Erickson Fritz: Project is nearing close-out phase as of September 2015. • Gresham and Multnomah County HOME: Gresham's resources have been allocated to the Gresham IGA for FY 2015-16. The MultCo resources are budgeted in PHB's development budget as per the 12-year development forecast at www.portlandoregon.gov/phb/budget. • Bronaugh Apartments: PHB expects all remaining funds to disburse during FY 2015-16 • Beech Street Apartments: PHB expects to close out this project during FY 2015-16, with potential cost savings being rebudgeted for future affordable housing development. • Allen Fremont: PHB expects all remaining funds to disburse during FY 2015-16 • Vista de Rosas: Project is nearing completion and PHB expects all remaining funds to disburse during FY 2015-16

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Decision Package Status Update

Decision Package / Description	FTE	GF Ongoing	GF One Time	Other Rev	Total	Status Update
<p>HC_19 - Veterans Housing Assistance</p> <ul style="list-style-type: none"> • Allow a non-profit partner to launch a “landlord retention” team that is available during other-than-regular business hours to respond to problems arising in a veteran’s housing unit. This is a service that landlords have identified as critical to their participation in housing-first programs like VASH. • Allow non-profit providers and VASH workers who house veterans to offer landlords highly flexible and easily accessible guarantee funds to cover expenses incurred beyond the value of a deposit when a veteran’s tenancy is properly terminated by the landlord. • Provide local funding to allow non-profit providers to house VASH eligible veterans and to then transition them to VASH when a VASH worker & VASH voucher are available. This “transition in place” strategy will be critical to timely achieving full VASH utilization. 	-	-	-	150,000	150,000	<p>Funds were fully contracted with JOIN, Home Forward and Transition Projects to provide housing services and rent assistance for homeless Veterans. Client-level outcomes were met.</p>

Portland Housing Bureau

Performance Measures

Performance Measure	Type	FY 2012-13 Year-End Actuals	FY 2013-14 Year-End Actuals	FY 2014-15 Adopted Budget	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals
HC_0037 - Number of households receiving homebuyer education or counseling	WORKLOAD	2,194	2,061	2,200	2,100	996
HC_0069 - Vacancy rate of units built 0% to 60% median family income	EFFECTIVE	5%	3%	5%	3%	3%
HC_0070 - Housing units opened that are newly affordable	KPM	131	279	47	122	182
HC_0083 - Administrative costs as a percentage of bureau level budget	EFFICIENCY	9%	14%	7%	10%	13%
HC_0105 - Total number of homeless households placed in permanent housing	WORKLOAD	0	2,022	0	2,200	2,643
HC_0106 - Retention rate of households placed in permanent housing at 12 months	KPM	76%	77%	0%	70%	78%
HC_0107 - Number of households prevented from becoming homeless	WORKLOAD	0	2,616	0	2,600	2,772
HC_0108 - Average length of time (days) spent in homeless shelter (All populations)	EFFECTIVE	0	24	0	38	23
HC_0109 - Number of individuals who have been homeless for a year or less	WORKLOAD	0	790	0	790	779
HC_0110 - Percentage of households moved from homelessness into housing that subsequently return to homelessness	KPM	0%	6%	0%	3%	3%
HC_0111 - Percentage of households receiving homebuyer education or counseling and subsequently purchasing a home	KPM	0%	27%	0%	27%	28%
HC_0112 - Number of households receiving home repairs	WORKLOAD	0	667	0	650	516
HC_0113 - Percentage of households receiving home repairs and retaining their homes 12 months after services	KPM	0%	80%	0%	80%	80%
HC_0114 - Number of households receiving indirect assistance through foregone revenue (mortgage credit certificate, limited tax exemption, and system development charge exemption)	KPM	0	327	0	330	335
HC_0115 - Affordable housing units preserved	WORKLOAD	0	288	0	35	156
HC_0116 - Rolling three year average of total units opened and preserved	EFFECTIVE	0	367	0	322	382
HC_0117 - Average investment per rental housing unit	EFFICIENCY	\$0	\$31,000	\$0	\$35,000	\$35,000
HC_0118 - Percentage of housing units opened or preserved in high opportunity areas	EFFECTIVE	41%	54%	0%	45%	55%
HC_0119 - Administrative costs as a rolling three year average	EFFICIENCY	0%	10%	0%	11%	11%
HC_0120 - Percentage utilization of minority, women, and emerging small business contracts in housing construction (contract \$ awarded)	EFFECTIVE	0%	20%	0%	20%	30%
HC_0121 - Percentage utilization of minority contracts in housing construction (contract \$ awarded)	KPM	0%	15%	0%	15%	13%

Portland Housing Bureau

Performance Measures

Performance Measure	Type	FY 2012-13	FY 2013-14	FY 2014-15	FY 2014-15	FY 2014-15
		Year-End Actuals	Year-End Actuals	Adopted Budget	Revised Budget	Year-End Actuals

Performance Measure Variance Descriptions

[HC_0037] – Two factors drove down program participation in FY 2014-15. First, the homebuyer education & counseling program budget saw a 20% reduction. Second, the current single-family market is currently very challenging for first-time homebuyers which has discouraged many from pursuing this program.

[HC_0070] – Note regarding methodology: Units are counted as a part of the asset portfolio when construction is complete and households are actually able to begin moving in. Previously, PHB had counted units when the project's development loan had been closed.

[HC_0083 & HC_0119] – The percentage of total bureau expenses spent on administration fluctuates from year to year based primarily upon the amount of program delivery expenses (i.e., non-administrative) in a given year. Over the past five years, PHB administrative spending is trending downward.

[HC_0105] – Data shows more households placed in permanent housing in FY 2014-15 due to the inclusion of data from the Homeless Family System (i.e., Multnomah County's database).

[HC_0107] – Data shows more households placed in permanent housing in FY 2014-15 due to the inclusion of data from the Homeless Family System (i.e., Multnomah County's database).

[HC_0110] – This measure reflects households who exit homelessness to permanent housing and return to homelessness within 2 years. By the end of final quarter of the FY 2014-15, the rate of return to homelessness is 2.63% showing that PHB and its partners are meeting the target rate of 5%.

[HC_0112] – Households receiving home repairs are reported as an unduplicated total. Previous fiscal year totals include some duplication.

[HC_0115] – Note regarding methodology: Units are counted as a part of the asset portfolio when construction is complete and households are actually able to begin moving in. Previously, PHB had counted units when the project's development loan had been closed.

[HC_0117] – This measure includes rental units preserved as well as newly added to the PHB portfolio of affordable housing. Investment per new affordable unit is generally \$75,000 - \$110,000.