



CITY OF
PORTLAND, OREGON
PORTLAND HOUSING BUREAU

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To: City Council
From: Kurt Creager *for K.C.*
RE: Portland Housing Bureau's Spring BMP Submittal
Date: Monday, March 27, 2017

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

New Spring BMP Requests

PHB has the following supplemental budget requests. Additional detail is available in the content of PHB's BMP submission materials.

- 1. Ellington Loan Repayments and Realignment (\$33,437,699):** PHB is requesting \$37 million in Series A Housing GO Bond proceeds to repay the inter fund loan from the Bureau of Development Services. The request includes a number of adjustments to finalize internal transactions for the acquisition.
- 2. Oak Leaf Mobile Home Park (\$1,500,000):** PHB is requesting CDBG appropriations to provide take out funding a bridge loan for this property.
- 3. Building Budget Development (\$627,690):** PHB is requesting appropriations of revenues and expenditures to reflect the gross operating costs of the four apartment buildings in its portfolio.
- 4. Program Carryover (\$144,555):** PHB is requesting a reduction of \$144,555 in one-time General Fund Resources in order to carry the funds into FY 17-18 for continue East Portland homeowner retention activities.
- 5. Contract Coordinator (\$0):** PHB is requesting a permanent Contract Coordinator position for new workload and create capacity in the bureau by consolidating existing workload. Current year funding is available from savings, and full year funding of the position is included in the FY 17-18 Request Budget.
- 6. Severe Winter Shelter Costs (\$8,349):** PHB is requesting General Fund Contingency to cover the costs of volunteer staffing by City employees at the Portland Building emergency severe weather shelter in January. PHB collected these costs on behalf of all bureaus.

Routine Adjustment Requests

PHB's Spring BMP submission also includes packages that the bureau routinely requests each year: Additional detail is available in the content of PHB's BMP submission materials.

1. PHB is requesting reductions of TIF, HIF and Federal grant appropriations for affordable housing projects and activities by \$44.3 million in order to push those budgets forward in the PHB forecast. This realigns funding for projects underway or in process from the current fiscal year, so that those resources are available in the next fiscal year. Sometimes delays in projects occur because of the complexity of the financial arrangements, sometimes due to construction delays, sometimes changes to the original plans, sometimes all three. All of these adjustments are a result of these type of delays, that are not unusual for affordable housing development projects. None of these adjustments reflect the defunding or cancellation of any projects. The bureau errs on the side of transparency in appropriating funds in order to identify funding that is committed to projects and activities.
2. PHB is requesting technical adjustments to existing budget allocations. These adjustments do not change existing bureau appropriations.
3. PHB is requesting rebudgets of non-General Fund program activities netting \$65,700.

Status Reporting Requirements

Budget Note Update - PHB's single budget note for FY 2015-16 directs the Portland Housing Bureau and the Bureau of Development Services to work together to develop recommendations regarding the feasibility of a rental inspection fee to support the current Enhanced Rental Inspections Program. PHB and BDS delivered a status report to Council via memorandum on January 29, 2016.

Current Year Projections- PHB projects that it will remain within budget across all bureau funds through the end of the fiscal year.

Current Year Decision Package Update - This report describes the status of FY 2016-17 decision package-funded activities. The majority of PHB's decision package reports indicate spending and outcomes are on track and as expected. However, for the East Portland Homeowner Retention funding, PHB is requesting a portion of funding be carried forward to FY 2017-18. See attached Spring BMP request narrative and the Decision Package Status Update report for additional detail.

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 2016-17 Spring BMP**

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
EXPENDITURES			
Personnel Services	0	0	0
External Materials and Services	(14,586,008)	0	(14,586,008)
Internal Materials and Services	(315,000)	0	(315,000)
Capital Outlay	14,500,000	0	14,500,000
Bond Expenses	0	0	0
Fund Transfers - Expense	0	0	0
Contingency	401,008	0	401,008
TOTAL EXPENDITURES	0	0	0
REVENUES			
Budgeted Beginning Fund Balance	0	0	0
Charges for Services	(198,992)	0	(198,992)
Intergovernmental Revenues	0	0	0
Fund Transfers - Revenue	198,992	0	198,992
TOTAL REVENUES	0	0	0

Bureau Description:

This request reflects a series of housekeeping items in the bureau's budget that have no net impact on appropriations. The bureau's lines of business have been changing quickly (Inclusionary Housing, the Bond, property acquisition and management), and those changes have not aligned well with the City's supplemental budgeting opportunities. Many of these adjustments are the result of better information since the fall Supplemental Budget as to where and how expenditures are actually going to occur.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2016-17 Spring BMP**

Bureau: Portland Housing Bureau

Type: New Request

Request: HC_017 - Add Contract Coordinator

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	1,892	0	1,892
External Materials and Services	(1,892)	0	(1,892)
Bond Expenses	0	0	0
Contingency	0	0	0
TOTAL EXPENDITURES	0	0	0
REVENUES			
Budgeted Beginning Fund Balance	0	0	0
Charges for Services	0	0	0
Intergovernmental Revenues	0	0	0
Miscellaneous	0	0	0
TOTAL REVENUES	0	0	0
FTE			
Full-Time Positions	0.15	0.00	0.15
TOTAL FTE	0.15	0.00	0.15

Bureau Description:

This request would add a contract coordinator position in Business Operations. With new lines of business, the bureau is utilizing more Goods and Services and PTE contracts, thus interacting more with Procurement Services. This position would coordinate and interface with Procurement Services, as well as assist bureau staff with contract development and management. The bureau still has some sub-recipient contracts, and this position would take over some of the duties of program coordinators, freeing up their time for program evaluation and funding partner relations. The new position would also take on the current procurement activities performed in the Finance and Accounting team, providing some additional capacity to address the demands of the financial transactions related to the ownership of apartment buildings. Funding for this position is part of the bureau's FY 17-18 Request budget, but the need is immediate and the bureau is able to fund the position for the remainder of FY 16-17 from vacancy savings.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2016-17 Spring BMP**

Bureau: Portland Housing Bureau

Type: New Request

Request: HC_018 - Building Budget Development

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	45,500	0	45,500
External Materials and Services	244,995	0	244,995
Internal Materials and Services	45,000	0	45,000
Capital Outlay	200,000	0	200,000
Bond Expenses	(538,200)	0	(538,200)
Fund Transfers - Expense	375,700	0	375,700
Contingency	226,695	0	226,695
TOTAL EXPENDITURES	599,690	0	599,690
REVENUES			
Budgeted Beginning Fund Balance	(4,213,085)	0	(4,213,085)
Charges for Services	3,726,095	0	3,726,095
Intergovernmental Revenues	874,180	0	874,180
Fund Transfers - Revenue	220,000	0	220,000
Miscellaneous	(7,500)	0	(7,500)
TOTAL REVENUES	599,690	0	599,690

Bureau Description:

This request reflects additions and adjustments related to the bureau's portfolio of apartments and property intended for the development of affordable housing. The primary increase is due to the appropriation of revenues and expenditures for the Ellington Apartments. Other changes reflect appropriating revenues and expenditures for the gross, rather than net costs of the Headwaters and Fairfield Apartments in order to better align with accounting standards and best practices. Other adjustments to these property budgets are the result of better information since the fall Supplemental Budget as to where and how expenditures are actually going to occur.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2016-17 Spring BMP**

Bureau: Portland Housing Bureau

Type: Program Carryover Request

Request: HC_019 - Project Rebudgets

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	42,500	0	42,500
External Materials and Services	(46,693,287)	0	(46,693,287)
Capital Outlay	(852,151)	0	(852,151)
Bond Expenses	(953,178)	0	(953,178)
Contingency	2,168,900	0	2,168,900
TOTAL EXPENDITURES	(46,287,216)	0	(46,287,216)
REVENUES			
Budgeted Beginning Fund Balance	(9,325,458)	0	(9,325,458)
Intergovernmental Revenues	(24,821,126)	0	(24,821,126)
Bond and Note	(11,900,000)	0	(11,900,000)
Miscellaneous	(240,632)	0	(240,632)
TOTAL REVENUES	(46,287,216)	0	(46,287,216)

Bureau Description:

This request is a collection of adjustments to projects partially funded by PHB, and is a primary action by the bureau in the spring supplemental budget. It realigns funding for projects underway or in process from the current fiscal year, so that those resources are available in the next fiscal year. Sometimes delays in projects occur because of the complexity of the financial arrangements, sometimes due to construction delays, sometimes changes to the original plans, sometimes all three. All of these adjustments are a result of these type of delays, that are not unusual for affordable housing development projects. None of these adjustments reflect the defunding or cancellation of any projects. Notable reduction adjustments include:

- \$10,000,000 for the Henry Apartments major rehabilitation project in the Downtown Waterfront URA reflecting better information as to the staging of the project in order to lessen the impact on existing tenants. The project is now expected to commence in FY 17-18.
- \$11,900,000 in anticipated bond proceeds in the Short Term Rental fund. The bond funding (now estimated at just under \$10 million) is scheduled early in FY 17-18 in line with property acquisition negotiations currently underway.
- Approximately \$11,600,000 in the Interstate URA. This adjustment consists primarily of \$5,500,000 of homeownership development funds being moved to FY 17-18 reflecting better information as to the nature of acquisition being used by community partners and moving \$2,500,000 of funds reserved for the 2016 NOFA and \$2,000,000 for existing projects (in anticipation of continuing reductions in yields for low income housing tax credits (LIHTC) and increasing construction costs) to FY 17-18.
- Approximately \$11,100,000 in the River District URA (\$6,100,000) and the North Macadam URA (\$5,000,000) moving funds into FY 17-18 for projects still in their pre-development phase.
- Approximately \$2,450,000 in the Gateway URA for a project still in the planning stages being moved to FY 17-18.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2016-17 Spring BMP**

Bureau: Portland Housing Bureau

Type: New Request

Request: HC_020 - Oak Leaf Acquisition

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,500,000	0	1,500,000
TOTAL EXPENDITURES	1,500,000	0	1,500,000
REVENUES			
Intergovernmental Revenues	1,500,000	0	1,500,000
TOTAL REVENUES	1,500,000	0	1,500,000

Bureau Description:

This request is to appropriate \$1.5 million of federal Community Development Block Grant funds for the acquisition of the Oak Leaf mobile home property in the Cully neighborhood. Discussions with stakeholders and partners extended into October before a financing strategy was settled upon. Approximately \$1.3 million of the request will cover the take out of a temporary bridge loan floated by PHB that needs to be resolved by June 30. The remaining portion of the request reflects the current commitment of funds to the Oak Lawn rehabilitation effort, the scope of which is still under development.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2016-17 Spring BMP**

Bureau: Portland Housing Bureau

Type: Program Carryover Request

Request: HC_021 - General Fund Program Carryover

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(144,555)	0	(144,555)
TOTAL EXPENDITURES	(144,555)	0	(144,555)
REVENUES			
Intergovernmental Revenues	0	0	0
General Fund Discretionary	(144,555)	0	(144,555)
TOTAL REVENUES	(144,555)	0	(144,555)

Bureau Description:

This request is to move one-time General Fund resources for homeowner retention services in East Portland to FY 17-18 (\$144,555 of the original \$300,000). Since this programming is in a new geographic area for these services, PHB reached out to identify new partners, and have been working with the new provider (Latino Network) to confirm project scope and outcomes, build capacity, and align their work with other providers of similar services. Most of the carryover funds relate to this contract.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2016-17 Spring BMP**

Bureau: Portland Housing Bureau

Type: New Request

Request: HC_022 - Ellington Interfund Loan Repayment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	26,800	0	26,800
External Materials and Services	(3,908,596)	0	(3,908,596)
Capital Outlay	139,295	0	139,295
Bond Expenses	37,180,200	0	37,180,200
TOTAL EXPENDITURES	33,437,699	0	33,437,699
REVENUES			
Fund Transfers - Revenue	155,700	0	155,700
Bond and Note	84,257,499	0	84,257,499
Miscellaneous	(50,975,500)	0	(50,975,500)
TOTAL REVENUES	33,437,699	0	33,437,699

Bureau Description:

This request serves two purposes. First, it realigns the transaction for the purchase of the Ellington Apartments to flow through the bureau's new Housing Capital Fund. This realignment reflects the new business practice of bureau capital acquisitions and any construction work occurring in the new capital fund. Second, it appropriates the first issuance of bond proceeds from the Housing General Obligation Bond. The approximately \$37.1 million Series A bonds will be used to repay a significant portion of the interfund loan from the Bureau of Development Services used to acquire the Ellington Apartments.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2016-17 Spring BMP**

Bureau: Portland Housing Bureau

Type: New Request

Request: HC_023 - Winter Emergency

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	7,558	0	7,558
External Materials and Services	791	0	791
TOTAL EXPENDITURES	8,349	0	8,349
REVENUES			
General Fund Discretionary	8,349	0	8,349
TOTAL REVENUES	8,349	0	8,349

Bureau Description:

In January, the City opened the Portland Building as an emergency severe weather shelter. In addition, the City offered to compensate staff for time spent volunteering at the shelter and reimburse bureaus for that staff cost. These costs were collected in PHBs budget on the City's behalf, and this request reflects the completion of that transaction.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2016-17 Spring BMP**

Bureau: Portland Housing Bureau

Type: Program Carryover Request

Request: HC_024 - Program Rebudgets

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(33,327)	0	(33,327)
External Materials and Services	(55,237)	0	(55,237)
Fund Transfers - Expense	198,992	0	198,992
TOTAL EXPENDITURES	110,428	0	110,428
REVENUES			
Budgeted Beginning Fund Balance	65,665	0	65,665
Intergovernmental Revenues	44,763	0	44,763
General Fund Discretionary	0	0	0
TOTAL REVENUES	110,428	0	110,428

Bureau Description:

This request is intended to carryover Innovation Fund projects to FY 17-18. The NoAppFee project is contracted and expected to spend out through the spring and summer. The homeless data collection project is moving to another phase, and the plan for spending the remaining funds (\$33,327) is underway.

CBO Discussion and Recommendation

Portland Housing Bureau

Date of Update: 3/27/2017

Budget Note Title: Rental Inspection Fee

Budget Note Language: Council directs the Portland Housing Bureau and the Bureau of Development Services to work together to develop recommendations regarding the feasibility of a rental inspection fee to support the current Enhanced Rental Inspections Program, including an enhanced model of rental inspections and increased landlord and tenant education and outreach. The bureaus will present a recommendation to Council for consideration by January, 2016.

Summary Status: Underway

Budget Note Update: Recommendation letter presented to Council in January 2016. BDS and PHB have continued to discuss and consider options to improve the rental inspection program in Portland.

Spring BuMP Decision Package Updates

Service Area	Bureau	Package Name	Package Description	Funded In:	Added/ (Reduced) Funds	Added/ (Reduced) FTE	Package Status	Package Update
Community Development	Portland Housing Bureau	AHFE - Expanded Veterans Assistance	The package is the City's contribution of a total investment of \$575,000 that includes the contribution from Multnomah County - as proposed by AHFE Coordinating Board and accepted by AHFE Executive Committee. These funds leverage significant federal program dollars and allow us to maintain the necessary capacity to ensure that homelessness among Veterans is rare, brief and one time.	FY 2016-17 Adopted Budget	200,000		In Progress	Joint Office of Homeless Services has contracted funds and services are being delivered
Community Development	Portland Housing Bureau	East Portland Homeownership Assistance (New)	This package is intended to address the other factors contribute to involuntary displacement among vulnerable homeowners, such as predatory real estate and lending practices, barriers to appropriate refinancing options, mounting property taxes and utility fees, complications in estate planning. Providing funding for homeowner retention services, including legal aid, estate planning services, outreach and education around predatory real estate and lending practices, and assistance navigating existing community resources.	FY 2016-17 Adopted Budget	300,000		In Progress	PHB has contracted or is in the process of contracting funds and services are being delivered - \$144,555 in program carryover of one-time funds is requested in Spring BuMP
Community Development	Portland Housing Bureau	AHFE - Perm Housing Placement - Rapid Re-Housing	This package specifically addresses the rapid rehousing portion of the AHFE Permanent Housing Placement program. The funded the Permanent Supportive Housing portion of the program with \$1,662,500 in the ongoing General Fund adjusted base (making the total City contribution \$6,150,000). The total investment of \$12,300,000 for Rapid ReHousing and Permanent Supportive Housing includes the contribution from Multnomah County - as proposed by AHFE Coordinating Board and accepted by AHFE Executive Committee. The resources for Rapid ReHousing will increase permanent housing placements for highly vulnerable populations including Communities of Color, women (unaccompanied or with children), women escaping domestic violence, and female youth. Services will include short-term rental assistance, housing placement and retention staff support, and income acquisition assistance through employment and long term benefits access.	FY 2016-17 Adopted Budget	4,487,500		In Progress	Joint Office of Homeless Services has contracted funds and services are being delivered
Community Development	Portland Housing Bureau	Program Design & Development Coordinator	This package addresses the need for a Policy and Program Development Coordinator. The City is taking steps to adapt existing programs and develop new programs to respond to an increasing proportion of renter households in the city and the increasing demand for affordable housing units. The City is currently pursuing, or has already adopted, initiatives related to the establishment of preference policies and affirmative fair marketing, a voluntary incentive zoning program, a mandatory inclusionary zoning program, an affordable housing linkage fee program, increased renter protections, and others. These initiatives require additional staff support to develop the program detail and manage their implementation within the Bureau. Funding for the FTE position will come from existing URA and grant funds.	FY 2016-17 Adopted Budget	104,532	1.00	Complete	Position hired, is working on preference policy, policy development, and GO Bond advisory processes.
Community Development	Portland Housing Bureau	Realign HOME funding for rental assist. - plug		FY 2016-17 Adopted Budget	(947,800)		In Progress	HOME funds used instead of General Fund, Joint Office of Homeless Services has contracted funds and services are being delivered
Community Development	Portland Housing Bureau	Fair Housing Program Enhancements (New)	This package serves to address underserved populations, including \$35,000 for the Safe Housing Project to organize non-English speaking residents in substandard private-market housing to collectively request needed repairs without risking their housing. An additional \$5,000 to enable Legal Aid Services of Oregon (LASO) to direct their outreach and training to culturally specific community partners in order to increase utilization of their programs by underserved communities.	FY 2016-17 Adopted Budget	41,628		In Progress	PHB has contracted funds and services are being delivered
Community Development	Portland Housing Bureau	New Rental Rehab in East Portland - plug		FY 2016-17 Adopted Budget	487,500		In Progress	Code changes for implementation pending Council approval.
Community Development	Portland Housing Bureau	Rose City Resource Guide		FY 2016-17 Adopted Budget	20,000		In Progress	Joint Office of Homeless Services has contracted funds and services are being delivered
Community Development	Portland Housing Bureau	AHFE - Homelessness Prevention & Diversion	The package is the City's contribution of a total investment of \$2,200,000 that includes the contribution from Multnomah County - as proposed by AHFE Coordinating Board and accepted by AHFE Executive Committee. The funding will increase prevention and diversion for highly vulnerable populations, including Communities of Color, women, families with children, and individuals with significant physical and mental health disabilities. Assistance will take the form of rental assistance, professional staffing to support housing placement and retention, legal assistance/tenant advocacy, and transportation assistance.	FY 2016-17 Adopted Budget	1,100,000		In Progress	Joint Office of Homeless Services has contracted funds and services are being delivered
Community Development	Portland Housing Bureau	AHFE - Safety Off The Streets	The package is the City's contribution of a total investment of \$4,925,000 that includes the contribution from Multnomah County - as proposed by AHFE Coordinating Board and accepted by AHFE Executive Committee. The requested funds will allow for some start-up capital expenses, but are assumed to primarily pay for ongoing shelter operating expenses. These funds will pay for only very limited on-site support services at each shelter site. The package will continue the one-time General Fund shelter investment (\$1.2 million) from the FY 2015-16 fall BuMP, that included the Jerome Sears Shelter and Peace Shelter.	FY 2016-17 Adopted Budget	1,885,300		In Progress	Joint Office of Homeless Services has contracted funds and services are being delivered
Community Development	Portland Housing Bureau	East Portland Home Repair (New)	Current census data shows more than 3,000 low-income homeowners over the age of 70 live in East Portland neighborhoods that fall outside the urban renewal boundaries. Many of these elderly homeowners may be in need of help addressing emergency home repairs to keep them living safely in their homes. As neighborhood revitalization moves east from the urban core, these households are becoming increasingly susceptible to involuntary displacement.	FY 2016-17 Adopted Budget	370,338		In Progress	PHB has contracted funds and services are being delivered
Community Development	Portland Housing Bureau	AHFE - Lead Agency Placeholder	As part of the A Home for Everyone (AHFE) initiative the concept of a lead agency that would facilitate service delivery, manage program and policy development, and provide budget recommendations to government partners has been part of the discussion. The current proposal is for the lead agency to be located at Multnomah County as an office reporting directly to the County Chair. City funding would flow to the County via an IGA managed by the Portland Housing Bureau (PHB). This package serves as a placeholder at this time, as discussions regarding governance and flow of funds are ongoing at the time of budget submission. The package assumes no net cost to the City, though no decisions have been made regarding cost sharing.	FY 2016-17 Adopted Budget	-	(4.00)	Complete	Staff transferred to the Joint Office of Homeless Services
Community Development	Portland Housing Bureau	Joyce Hotel	This package provides appropriations for the purchase (using South Park Blocks CRA funds) and interim operation (using short-term rental revenue) of the Joyce Hotel. Rehabilitation of the building is expected to include hazardous materials abatement, structural repairs and a seismic retrofit. During rehabilitation, current residents will be relocated. The building also needs to be brought up to current seismic standards. After rehabilitation, PHB's current plan is to continue to use the Joyce for short-term stay housing. PHB has identified a number of other buildings that need rehabilitation. However, given the tenants of those buildings, relocating them during construction would present significant challenges. PHB would use the rehabilitated Joyce to, among other things, provide a place where tenants of other buildings could be relocated. There are 69 single room occupancy units on the upper three floors.	Fall FY 2016-17 BMP	3,630,000		Complete	Joyce Hotel is now owned by PHB. Planning for rehabilitation is underway.
Community Development	Portland Housing Bureau	Construction Excise Tax	In June 2016, City Council passed a Construction Excise Tax. Because of the approval date, no appropriations were created. This request sets up appropriations in order for PHB to administer the distribution of proceeds received from the Bureau of Development Services (BDS). BDS may retain up to 4 percent of the taxes collected for payment towards the Bureau's administrative expenses related to collection and distribution of the tax. PHB and the Inclusionary Housing Fund receives 85% of net revenue from the tax imposed on residential improvements, and 100% of net revenue from the tax imposed on commercial improvements.	Fall FY 2016-17 BMP	2,688,000		In Progress	CET revenues beginning to come in. PHB and BDS monitoring progress in order to determine methodology for projecting revenue.

Spring BuMP Decision Package Updates

Community Development	Portland Housing Bureau	Business Operations Position Requests	This request covers three position actions: the conversion of a limited-term position to permanent; the addition of a Limited Term position to provide additional data collection and analysis services specifically for the Joint Office of Homeless Services; and a new position requested for the management of bureau records, specifically to address transparency issues in order to reduce the amount of staff time involved in responding to generic public and City records and information requests. The bureau prioritized internal resources to fund these needs.	Fall FY 2016-17 BMP	123,506	1.50	In Progress	Position conversion completed, Limited Term position filled, recruitment process in progress for records position
Community Development	Portland Housing Bureau	Property Management Program Coordinator	This position would manage the bureau's emerging property portfolio. Previously, the bureau has not held properties as assets, it has conveyed them to developers as part of affordable housing development projects. Tasks would include working with other bureaus on the transfer of properties; managing contracts related to due diligence for potential property acquisitions; developing a property management plan; and working with internal bureau staff, contractors, and property management firms to ensure proper maintenance and tracking of bureau property assets.	Fall FY 2016-17 BMP	30,642	0.50	In Progress	Recruitment in process.
Community Development	Portland Housing Bureau	General Fund Encumbrance Carryover	This package requests unspent encumbered contract funding be carried forward to FY 2016-17 for the following: \$317,275 for Intensive Street Engagement (FY 2015-16 Adopted Decision Package); \$179,797 for N/NE Home Retention (FY 2015-16 Adopted Decision Package); \$142,000 for the Housing Choice Success Program (FY 2015-16 Fall BMP Decision Package); and \$45,000 for the Nexus Study & Inclusionary Housing program development (i.e., FY 2015-16 Spring BMP Decision Package).	Fall FY 2016-17 BMP	684,072		In Progress	Services being delivered.
Community Development	Portland Housing Bureau	Mount Tabor Property Acquisition	This request asks appropriations to finance the purchase of property from the Parks Bureau located at 60th and Stark. The transaction of \$1,200,000 is for the appraised value of the land. PHB is funding this transaction by reallocating \$700,000 budgeted for NOFA or other development opportunities in the FY 2016-17 Adopted Budget and by realizing \$500,000 of affordable housing income associated with a loan payoff. The purchase will transfer operational and managerial authority and responsibility to the PHB. When that transfer occurs, the PHB plans to deconstruct the Annex and develop an affordable housing complex on the bare land. However, there has been agreement that the YMCA will be allowed to maintain its day care center in a portion of the building that will be available for commercial enterprises.	Fall FY 2016-17 BMP	500,000		Complete	Property has transferred to PHB.
Community Development	Portland Housing Bureau	Rebudget FY 2015-16 Resources to FY 2016-17	This package requests that unspent prior year non-general fund resources be rebudgeted to FY 2016-17 for the following: \$3,716,773 for homeownership & home retention programs (TIF & Federal sources); \$2,026,817 for affordable housing development (TIF & Federal sources); and \$144,661 for lead hazard abatement (Federal Sources)	Fall FY 2016-17 BMP	5,365,577		In Progress	Projects underway; lead funds being spent down, and homeownership funds are being disbursed.
Community Development	Portland Housing Bureau	Terminal One	This package requests unspent State of Emergency Ordinance funding be carried forward to cover the lease and unanticipated costs of the Terminal One property. (Note: PHB reduced appropriation in FY 2015-16 for this express purpose via Overexpenditure Ordinance package HC_022.) It is envisioned that the property will be used as a temporary homeless shelter for an 18 month period through a series of 3 six-month leases. The plan is for a non-profit to provide funding for tenant improvement and shelter operation costs.	Fall FY 2016-17 BMP	414,546		In Progress	Terminal 1 plan did not come to fruition. Funds were shifted to other priority homeless services administered by the Joint Office.
Community Development	Portland Housing Bureau	Homeownership Program Coordinator	This position request is to address additional workload issues in the Homeowner Access and Retention Team. The MULTE program and staffing resource has been shifted to another team and the new programs and activities have emerged in the scope of this team, including a new Mortgage Assistance Program; Expanded Mortgage Credit Certificate Program; New Potential ADU pilot program; Rental Rehab Program Coordination; and Coordination of a homeownership development RFP	Fall FY 2016-17 BMP	45,732	0.50	In Progress	Recruitment in process.
Community Development	Portland Housing Bureau	Miscellaneous New Appropriations	This request includes \$2,640,000 in program income to facilitate homeownership acquisition & rehabilitation in the Interstate Corridor URA; \$2,500,000 in funds from Multnomah County (part of \$5 million total) awarded in the 2015 NOFA in anticipation of use on several housing projects; \$98,000 for several MULTE activations that were approved by the City Council late in the previous fiscal year; \$33,327 to rebudget unspent prior year Innovation funding for the faith-based provider project; \$26,462 in various grant budget adjustments; and \$17,000 for Council mandated TIF Lift outreach in the Gateway and Interstate Urban Renewal Areas	Fall FY 2016-17 BMP	5,319,985		In Progress	IGA for Multnomah County funds being finalized, will carryover to FY 17-18, Instate homeownership funds being expending, MULTE activations occurring, TIF Lift outreach has occurred and been reported to Council, Innovation funding being reimagined and carried over to FY 17-18.
Community Development	Portland Housing Bureau	Inclusionary Housing Implementation	In anticipation of the potential approval of a Portland IZ program, PHB is requesting staffing and appropriation authority for the implementation of the program in early 2017. Included are one permanent and one limited term position, equipment, and space rental from the Bureau of Development Services. Funding would come from potential in-lieu fee payments, which would also be used to provide potential financial incentives for developers to deepen unit affordability.	Fall FY 2016-17 BMP	531,281	1.17	Complete	Staff hired and program in operation.
Community Development	Portland Housing Bureau	General Fund Non-Encumbrance Carryover	This package requests general fund resources unspent in FY 2015-16 be reallocated to fund continued services for the following: \$100,000 unspent Mayor's office appropriation for Springwater Corridor clean-up, outreach and relocation expenses (e.g., personal care and clean-up supplies; property storage expenses; transportation assistance; application and identification fees; motel vouchers; costs of increasing outreach and service coordination staff time on the corridor throughout at least the month of September); \$96,687 unspent Housing State of Emergency (Housing Placement and Eviction Prevention) funds for permanent housing placement (38 households); \$41,383 unspent Housing State of Emergency (Mobile Provider Pilot) for permanent housing placement (16 households); and \$16,333 unspent FY 2015-16 Adopted Budget decision package (Landlord Recruitment) funds for eviction prevention & placement assistance (6 households).	Fall FY 2016-17 BMP	254,403		In Progress	Joint Office of Homeless Services has contracted funds and services are being delivered
Community Development	Portland Housing Bureau	Program Carryover: St Vincent Depaul	This package requests the carryforward of funding de-appropriated in the FY 2015-16 Overexpenditure Ordinance in HC_022: \$227,025 unspent Housing State of Emergency (Shelter Assistance) funds for St Vincent Depaul shelter renovation expenses. The actual amount de-appropriated for this purpose was \$250,000; OMF-facilities has requested \$22,975 from this total for repayment related to expenses they incurred during initial purchasing of the St. Vincent DePaul property.	Fall FY 2016-17 BMP	227,025		In Progress	Joint Office of Homeless Services has contracted funds and services are being delivered

Business Area Projection Report

	Spring BMP Revised Budget	FY 2016-17 YTD Actuals Thru AP8	Spring BMP Year-End Projection	% of Projected Actuals to Revised Bud
Portland Housing Bureau				
EXPENDITURES				
Personnel Services	\$545,424	\$375,274	\$505,000	93%
External Materials and Services	\$27,297,732	\$6,742,809	\$25,000,000	92%
Internal Materials and Services	\$42,191	(\$4,039)	\$42,000	100%
TOTAL EXPENDITURES	\$27,885,347	\$7,114,043	\$25,547,000	92%
REVENUES				
Charges for Services	\$0	\$3,176	\$3,200	0%
Interagency Revenue	\$95,964	\$63,213	\$95,964	100%
Miscellaneous	\$0	\$602	\$600	0%
General Fund Discretionary	\$27,789,383	\$0	\$25,417,236	91%
TOTAL REVENUES	\$27,885,347	\$66,991	\$25,517,000	92%

Bureau Projection Narrative

Business Area Projection Report

	Spring BMP Revised Budget	FY 2016-17 YTD Actuals Thru AP8	Spring BMP Year-End Projection	% of Projected Actuals to Revised Bud
Portland Housing Bureau				
EXPENDITURES				
Personnel Services	\$385,629	\$246,133	\$332,000	86%
External Materials and Services	\$1,391,330	\$446,446	\$650,000	47%
Internal Materials and Services	\$0	\$360	\$0	0%
TOTAL EXPENDITURES	\$1,776,959	\$692,939	\$982,000	55%
REVENUES				
Charges for Services	\$0	\$1	\$0	0%
Intergovernmental Revenues	\$1,776,959	\$598,285	\$982,000	55%
Miscellaneous	\$0	\$356	\$0	0%
TOTAL REVENUES	\$1,776,959	\$598,641	\$982,000	55%

Bureau Projection Narrative

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

[Personnel Services] - Underexpenditures are anticipated due to a first time lag between the end of one Lead Grant cycle and opening the next grant application period. The budget anticipated no lag in funding.

[External Materials & Services] - Underexpenditures are anticipated due to a first time lag between the end of one Lead Grant cycle and opening the next grant application period. The budget anticipated no lag in funding.

[Intergovernmental Revenues] - The Lead Hazard Abatement program is funded on a reimbursement basis, and reimbursements are less than anticipated due to a first time lag between the end of one Lead Grant cycle and opening the next grant application period. The budget anticipated no lag in funding.

Fund Projection Report

	Spring BMP Revised Budget	FY 2016-17 YTD Actuals Thru AP8	Spring BMP Year-End Projection	% of Projected Actuals to Revised Bud
Housing Investment Fund				
EXPENDITURES				
Unappropriated Fund Balance	\$0	\$0	\$2,719,432	
Personnel Services	\$1,105,210	\$631,223	\$1,090,000	99%
External Materials and Services	\$3,172,322	\$1,607,979	\$2,400,000	76%
Internal Materials and Services	\$3,000	\$28,702	\$3,000	100%
Capital Outlay	\$110,527	\$1,395,000	\$110,527	100%
Bond Expenses	\$0	\$0	\$0	0%
Fund Transfers - Expense	\$1,530,826	\$34,904	\$1,533,826	100%
Contingency	\$2,301,345	\$0	\$0	0%
TOTAL EXPENDITURES	\$8,223,230	\$3,697,808	\$7,856,785	96%
REVENUES				
Budgeted Beginning Fund Balance	\$491,785	\$0	\$491,785	100%
Charges for Services	\$618,351	\$322,374	\$540,000	87%
Intergovernmental Revenues	\$2,817,500	\$25,000	\$2,800,000	99%
Fund Transfers - Revenue	\$1,200,000	\$0	\$1,200,000	100%
Bond and Note	\$0	\$0	\$0	0%
Miscellaneous	\$3,095,594	\$2,019,268	\$2,825,000	91%
TOTAL REVENUES	\$8,223,230	\$2,366,642	\$7,856,785	96%

Fund Projection Narrative

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

[External M&S] – PHB anticipates underspending in this category primarily due to the uncertainty over the amount of spending on two projects just getting underway or soon to get underway.

[Charges For Services] – PHB is estimating lower than anticipated fee collections in the HOLTE, SDC waiver and MCC programs.

Fund Projection Report

	Spring BMP Revised Budget	FY 2016-17 YTD Actuals Thru AP8	Spring BMP Year-End Projection	% of Projected Actuals to Revised Bud
Community Development Block Grant Fund				
EXPENDITURES				
Personnel Services	\$1,411,271	\$861,849	\$1,320,000	94%
External Materials and Services	\$10,851,275	\$2,156,140	\$9,400,000	87%
Internal Materials and Services	\$342,615	\$187,891	\$330,000	96%
Bond Expenses	\$877,000	\$726,268	\$727,000	83%
Fund Transfers - Expense	\$0	\$0	\$0	0%
TOTAL EXPENDITURES	\$13,482,161	\$3,932,147	\$11,777,000	87%
REVENUES				
Budgeted Beginning Fund Balance	\$150,000	\$0	\$0	0%
Charges for Services	\$0	\$4,952	\$0	0%
Intergovernmental Revenues	\$12,182,161	\$2,070,843	\$10,577,000	87%
Bond and Note	\$0	\$0	\$0	0%
Miscellaneous	\$1,150,000	\$796,817	\$1,200,000	104%
TOTAL REVENUES	\$13,482,161	\$2,872,613	\$11,777,000	87%

Fund Projection Narrative

Bureaus are required to report on variances of more than 10%.

[External Materials & Services] - PHB estimates underexpending this category primarily due to cost savings on the Bronaugh project, and anticipated underspending on contracts for economic opportunity and home repair.

[Bond Expenses] - The underexpenditure in this category is due to a \$150,000 inter-fund loan appropriation put in place for compliance with City policy to mitigate against potential negative cash balances in City funds. The appropriation saw no expenditures, however, because in the end there was no negative balance to address.

[Intergovernmental Revenues] - This fund is a reimbursement fund. Therefore, the fact that overall expenditures were less than budgeted resulted in grant billing revenues being less than budgeted.

[Bond & Note Revenues] - The undercollection in this category is due to a \$150,000 inter-fund loan put in place for compliance with City policy to mitigate against potential negative cash balances in City funds. The appropriation saw no activity, however, because in the end there was no negative balance to address.

Fund Projection Report

	Spring BMP Revised Budget	FY 2016-17 YTD Actuals Thru AP8	Spring BMP Year-End Projection	% of Projected Actuals to Revised Bud
HOME Grant Fund				
EXPENDITURES				
Personnel Services	\$359,021	\$210,933	\$325,000	91%
External Materials and Services	\$4,351,157	\$2,766,565	\$3,624,000	83%
Bond Expenses	\$75,000	\$0	\$0	0%
TOTAL EXPENDITURES	\$4,785,178	\$2,977,498	\$3,949,000	83%
REVENUES				
Budgeted Beginning Fund Balance	\$75,000	\$0	\$0	0%
Charges for Services	\$0	\$971	\$1,000	
Intergovernmental Revenues	\$4,310,178	\$2,436,851	\$3,523,000	82%
Miscellaneous	\$400,000	\$308,217	\$425,000	106%
TOTAL REVENUES	\$4,785,178	\$2,746,039	\$3,949,000	83%

Fund Projection Narrative

Bureaus are required to report on variances of more than 10%.

[External Materials & Services] - PHB estimates underexpending this category primarily because \$500,000 in opportunity funds have been targeted for potential use in the bureaus preservation RFP (funds are being reprogrammed for use in FY 17-18), and because close out funding for the St. Francis project will occur in early FY 17-18.

[Bond Expenses] - The unspent appropriation in this category is due to a \$75,000 inter-fund loan appropriation put in place for compliance with City policy to mitigate against potential negative cash balances in City funds. The appropriation saw no expenditures, however, because in the end there was no negative balance to address.

[Intergovernmental Revenues] - This fund is a reimbursement fund. Therefore, the fact that overall expenditures were less than budgeted resulted in grant billing revenues being less than budgeted.

[Bond & Note Revenues] - The unspent appropriation in this category is due to a \$150,000 inter-fund loan appropriation put in place for compliance with City policy to mitigate against potential negative cash balances in City funds. The appropriation saw no activity, however, because in the end there was no negative balance to address.

Fund Projection Report

	Spring BMP Revised Budget	FY 2016-17 YTD Actuals Thru AP8	Spring BMP Year-End Projection	% of Projected Actuals to Revised Bud
Tax Increment Financing Reimbursement Fund				
EXPENDITURES				
Personnel Services	\$2,986,426	\$1,731,179	\$2,735,000	92%
External Materials and Services	\$35,637,611	\$15,373,531	\$29,860,000	84%
Internal Materials and Services	\$1,101,705	\$784,644	\$1,101,749	100%
Capital Outlay	\$20,928,156	\$20,685,411	\$20,928,156	100%
Fund Transfers - Expense	\$463,251	\$308,832	\$463,251	100%
Contingency	\$75,000	\$0	\$0	0%
TOTAL EXPENDITURES	\$61,192,149	\$38,883,596	\$55,088,156	90%
REVENUES				
Budgeted Beginning Fund Balance	\$1,019,273	\$0	\$560,200	55%
Charges for Services	\$628,400	\$69,049	\$628,000	100%
Intergovernmental Revenues	\$55,011,213	\$36,121,805	\$50,209,956	91%
Fund Transfers - Revenue	\$190,000	\$0	\$190,000	100%
Miscellaneous	\$4,343,263	\$2,143,530	\$3,500,000	81%
TOTAL REVENUES	\$61,192,149	\$38,334,384	\$55,088,156	90%

Fund Projection Narrative

Bureaus are required to report on variances of more than 10%.

[External Materials & Services] - Underspending is anticipated due to uncertainty over the amount of spending on projects just getting underway or soon to get underway (Riverplace, Grant Warehouse, Oliver Station) and program involving home repair and homebuyer assistance.

[Budgeted Beginning Fund Balance] - PHB anticipates less usage of fund balance in the event project expenditures

[Intergovernmental Revenue] - Because PHB receives passthrough TIF revenue from PDC only for eligible expenditures incurred, PHB anticipates less pass through due to the underspending in External M&S.

Fund Projection Report

	Spring BMP Revised Budget	FY 2016-17 YTD Actuals Thru AP8	Spring BMP Year-End Projection	% of Projected Actuals to Revised Bud
Inclusionary Housing Fund				
EXPENDITURES				
Unappropriated Fund Balance	\$0	\$0	\$1,354,492	
Personnel Services	\$166,026	\$38,251	\$105,000	63%
External Materials and Services	\$1,569,100	\$0	\$230,000	15%
Internal Materials and Services	\$9,466	\$0	\$9,500	100%
Fund Transfers - Expense	\$0	\$0	\$0	0%
Contingency	\$1,543,408	\$0	\$0	0%
TOTAL EXPENDITURES	\$3,288,000	\$38,251	\$1,698,992	52%
REVENUES				
Taxes	\$2,688,000	\$467,953	\$1,500,000	56%
Charges for Services	\$401,008	\$0	\$0	0%
Fund Transfers - Revenue	\$198,992	\$0	\$198,992	100%
Miscellaneous	\$0	\$585	\$0	0%
TOTAL REVENUES	\$3,288,000	\$468,537	\$1,698,992	52%

Fund Projection Narrative

Bureaus are required to report on variances of more than 10%.

[Personnel Services] - Underspending is anticipated due to staff for the Inclusionary Housing program starting later than the original budget assumption.

[External Materials & Services] - Underspending is anticipated due to uncertainty over the length of the time lag from when projects are filed and permits being pulled, impacting the anticipated amount of CET revenue arriving in FY 16-17.

[Taxes] - Undercollection is anticipated due to uncertainty over the length of the time lag from when projects are filed and permits being pulled, impacting the anticipated amount of CET revenue arriving in FY 16-17.

[Charges for Service] - No in-lieu fees for Inclusionary Housing are anticipated in FY 16-17 due the number of vested projects not subject to inclusionary zoning currently in the development pipeline.

[Intergovernmental Revenue] - Because PHB receives passthrough TIF revenue from PDC only for eligible expenditures incurred, PHB anticipates less pass through due to the underspending in External M&S.

Fund Projection Report

	Spring BMP Revised Budget	FY 2016-17 YTD Actuals Thru AP8	Spring BMP Year-End Projection	% of Projected Actuals to Revised Bud
Housing Property Fund				
EXPENDITURES				
Unappropriated Fund Balance	\$0	\$0	\$490,731	
Personnel Services	\$32,892	\$10,564	\$30,000	91%
External Materials and Services	\$1,730,839	\$676,335	\$1,600,000	92%
Internal Materials and Services	\$28,000	\$0	\$0	0%
Capital Outlay	\$0	\$45,644,295	\$0	0%
Bond Expenses	\$773,569	\$0	\$773,569	100%
Fund Transfers - Expense	\$155,700	\$0	\$155,700	100%
Contingency	\$376,695	\$0	\$0	0%
TOTAL EXPENDITURES	\$3,097,695	\$46,331,194	\$3,050,000	98%
REVENUES				
Charges for Services	\$3,097,695	\$0	\$3,050,000	98%
Fund Transfers - Revenue	\$0	\$0	\$0	0%
Bond and Note	\$0	\$47,039,295	\$0	0%
Miscellaneous	\$0	\$9,018	\$0	0%
TOTAL REVENUES	\$3,097,695	\$47,048,312	\$3,050,000	98%

Fund Projection Narrative

Fund Projection Report

	Spring BMP Revised Budget	FY 2016-17 YTD Actuals Thru AP8	Spring BMP Year-End Projection	% of Projected Actuals to Revised Bud
Housing Capital Fund				
EXPENDITURES				
Personnel Services	\$36,800	\$0	\$36,800	100%
External Materials and Services	\$81,404	\$0	\$81,404	100%
Internal Materials and Services	\$30,000	\$0	\$30,000	100%
Capital Outlay	\$47,139,295	\$0	\$47,139,295	100%
Bond Expenses	\$37,180,200	\$0	\$37,180,200	100%
Fund Transfers - Expense	\$0	\$0	\$0	0%
TOTAL EXPENDITURES	\$84,467,699	\$0	\$84,467,699	100%
REVENUES				
Fund Transfers - Revenue	\$185,700	\$0	\$185,700	100%
Bond and Note	\$84,257,499	\$0	\$84,257,499	100%
Miscellaneous	\$24,500	\$0	\$24,500	100%
TOTAL REVENUES	\$84,467,699	\$0	\$84,467,699	100%

Fund Projection Narrative