



Portland Housing Bureau

Mayor Ted Wheeler • Interim Director Shannon Callahan

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To: City Council

From: Shannon Callahan

RE: Portland Housing Bureau's Fall BMP Submittal

Date: Wednesday, September 12, 2018

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 one-time general fund resources for the following:

- 1. General Fund Encumbrance Carryover (\$337,500):** This request would carryover funds for several encumbered FY 17-18 sub-recipient contracts (Fair Housing, neighborhood home repair) to complete the work.
- 2. General Fund Contingency (\$75,900):** \$50,000 for an expungement program pilot to create opportunities for housing individuals with past criminal justice involvement by increasing access to expungement resources and help mitigate the impacts of past criminal justice involvement. \$25,900 for the City's share of the cost of a Comprehensive Economic Study Home Forward would procure to establish a more accurate and representative fair market rents (FMRs) for use within Multnomah County.

OTHER BUDGET ADJUSTMENT REQUESTS

PHB's Fall BMP submission also includes packages that do not request new general fund allocations. Those packages include the following. Additional detail is available in the content of PHB's BMP submission materials.

- 1. Staffing Request (\$0 various funding sources)**
This request makes a permanent OSS II position full time by adding .10 FTE of position authority to help the bureau manage the ongoing records management project. Position is being funded with ongoing resources from shifting existing bureau resources.
- 2. Housing Project Rebudgets (\$14.2 million various funding sources)**
This request adjusts budgets for affordable housing projects (multi-family and single family) across fiscal years to better reflect when funds will be spent, taking advantage of better schedule information since the budget was adopted in June.
- 3. Housing Program carryover (\$223,420 various funding sources)**
This request adjusts budgets for non-General Fund program encumbered FY 17-18 contracts.
- 4. Housing Program resource adjustments (\$2.4 million various funding sources)**
This request adjusts budgets for non-General Fund programs, including adjustments to various building and bond project budgets to reflect better information and to make appropriations changes that were not able to be made during the Adopted Budget process, and adjustments to indirect subsidy programs to reflect fee payments made for projects in the development pipeline.

5. Technical Adjustments (\$0 various funding sources)

These are several adjustments moving funds for better tracking of costs. These changes represent no net change to the budget.

STATUS REPORTING REQUIREMENTS

The Fall BMP requires bureaus to perform several status-reporting exercises. The first explains variances between the FY 2017-18 budget and actual expenditures and revenues. The second requirement is for year-end budgetary performance measures, along with explanation of significant variances. And the final requirement is for a status update on FY 2017-18 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.



Housing Director, Shannon Callahan

**CBO Discussion and Recommendations
FY 2018-19 Fall Supplemental Budget Ordinance**

Bureau: Portland Housing Bureau

Type: Technical Adjustment

Request: HC_001 - Technical Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	(15,000)	0	(15,000)
External Materials and Services	(2,973,000)	0	(2,973,000)
Internal Materials and Services	(12,000)	0	(12,000)
Capital Outlay	3,000,000	0	3,000,000
TOTAL EXPENDITURES	0	0	0
REVENUES			
Intergovernmental Revenues	0	0	0
Bond and Note	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

This packages makes various technical corrections to the PHB FY 2018-19 Adopted Budget related to technical budget and accounting requirements, and do not increase the total appropriations of the bureau.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2018-19 Fall Supplemental Budget Ordinance**

Bureau: Portland Housing Bureau

Type: Encumbrance Carryover Request

Request: HC_002 - Affordable Housing project rebudgets

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	13,813,623	0	13,813,623
Capital Outlay	850,000	0	850,000
TOTAL EXPENDITURES	14,663,623	0	14,663,623
REVENUES			
Budgeted Beginning Fund Balance	(7,920,280)	0	(7,920,280)
Intergovernmental Revenues	22,583,903	0	22,583,903
TOTAL REVENUES	14,663,623	0	14,663,623

Bureau Description:

These adjustments reflect rebudgeting various gap financed affordable rental housing projects due to variations in the timing of constructions draws, or the timing of potential funding awards. Other adjustments reflect the carryover of encumbered subrecipient contracts with minor amounts remaining from FY 17-18; as well as downpayment assistance and home repair loans committed or funded but not yet disbursed.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2018-19 Fall Supplemental Budget Ordinance**

Bureau: Portland Housing Bureau

Type: Encumbrance Carryover Request

Request: HC_003 - General Fund Encumbrance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	337,700	0	337,700
TOTAL EXPENDITURES	337,700	0	337,700
REVENUES			
Budgeted Beginning Fund Balance	0	0	0
General Fund Discretionary	337,700	0	337,700
TOTAL REVENUES	337,700	0	337,700

Bureau Description:

These adjustments reflect requests for General Fund carryover to continue encumbered contracts related to Fair Housing and and home repair.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2018-19 Fall Supplemental Budget Ordinance**

Bureau: Portland Housing Bureau

Type: Technical Adjustment

Request: HC_004 - Bond Project Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	51,000	0	51,000
External Materials and Services	252,000	0	252,000
Internal Materials and Services	50,000	0	50,000
Capital Outlay	(2,244,087)	0	(2,244,087)
Bond Expenses	385,000	0	385,000
Fund Transfers - Expense	50,000	0	50,000
Contingency	0	0	0
TOTAL EXPENDITURES	(1,456,087)	0	(1,456,087)
REVENUES			
Budgeted Beginning Fund Balance	0	0	0
Fund Transfers - Revenue	100,000	0	100,000
Bond and Note	(1,856,087)	0	(1,856,087)
Miscellaneous	300,000	0	300,000
TOTAL REVENUES	(1,456,087)	0	(1,456,087)

Bureau Description:

These adjustments reflect better information on FY 18-19 funding needs for existing acquisitions and a construction project.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2018-19 Fall Supplemental Budget Ordinance**

Bureau: Portland Housing Bureau

Type: New Request

Request: HC_005 - Building Budget Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
External Materials and Services	1,038,210	0	1,038,210
Internal Materials and Services	0	0	0
Bond Expenses	312,718	0	312,718
Contingency	(326,228)	0	(326,228)
TOTAL EXPENDITURES	1,024,700	0	1,024,700
REVENUES			
Charges for Services	1,024,700	0	1,024,700
Fund Transfers - Revenue	0	0	0
TOTAL REVENUES	1,024,700	0	1,024,700

Bureau Description:

These adjustments reflect changes to PHB building budgets due to better information about net income projections and changes that could not be made in time for the FY 2018-19 Approved budget.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2018-19 Fall Supplemental Budget Ordinance**

Bureau: Portland Housing Bureau

Type: Encumbrance Carryover Request

Request: HC_006 - Non-General Fund Encumbrance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	223,420	0	223,420
TOTAL EXPENDITURES	223,420	0	223,420
REVENUES			
Budgeted Beginning Fund Balance	11,920	0	11,920
Intergovernmental Revenues	211,500	0	211,500
General Fund Discretionary	0	0	0
TOTAL REVENUES	223,420	0	223,420

Bureau Description:

These adjustments reflect funds needed to continue encumbered contracts related to Fair Housing.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2018-19 Fall Supplemental Budget Ordinance**

Bureau: Portland Housing Bureau

Type: New Request

Request: HC_007 - Resource Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	12,628	0	12,628
External Materials and Services	1,817,021	0	1,817,021
Internal Materials and Services	33,000	0	33,000
Bond Expenses	198,703	0	198,703
Fund Transfers - Expense	(12,000)	0	(12,000)
Contingency	359,767	0	359,767
TOTAL EXPENDITURES	2,409,119	0	2,409,119
REVENUES			
Budgeted Beginning Fund Balance	94,000	0	94,000
Charges for Services	80,000	0	80,000
Intergovernmental Revenues	32,649	0	32,649
Fund Transfers - Revenue	2,196,470	0	2,196,470
Miscellaneous	6,000	0	6,000
General Fund Discretionary	0	0	0
TOTAL REVENUES	2,409,119	0	2,409,119
FTE			
Full-Time Positions	0.10	0.00	0.10
TOTAL FTE	0.10	0.00	0.10

Bureau Description:

These adjustments reflect changes due primarily to the recognition of additional shortterm rental revenue from FY 2017-18, as well as a true up of fees from indirect building subsidy programs. In addition, the bureau is requesting that a 0.90 FTE OSS II position be increased by 0.00 to create a full-time position; offsetting reductions to External Materials and Services have been made in three non-General Fund sources.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2018-19 Fall Supplemental Budget Ordinance**

Bureau: Portland Housing Bureau

Type: New Discretionary Revenues

Request: HC_008 - General Fund Requests

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
External Materials and Services	75,900	0	75,900
TOTAL EXPENDITURES	75,900	0	75,900
REVENUES			
General Fund Discretionary	75,900	0	75,900
TOTAL REVENUES	75,900	0	75,900
FTE			
Full-Time Positions	-0.00	0.00	-0.00
TOTAL FTE	-0.00	0.00	-0.00

Bureau Description:

Expungement Pilot (\$50,000; General Fund Contingency)

This pilot program aims to create opportunities for housing individuals with past criminal justice involvement by increasing access to expungement resources and help mitigate the impacts of past criminal justice involvement. A sub-recipient contractor will provide expungement services and related means tested legal services through the Portland Housing Bureau Rental Services Office for low-income households seeking rental housing. City Council resolution 37368 passed 6/20/2018 resolved that the Portland Housing Bureau shall request funding through General Fund contingency.

Fair Market Rent Study (\$25,900; General Fund Contingency)

This is the City's share of the cost of a Comprehensive Economic Study which Home Forward would procure to establish a more accurate and representative fair market rents (FMRs) for use within Multnomah County. HUD's FMRs do not represent current market conditions as they do not include current data. Until and unless FMRs represent current market conditions, then landlords will be increasingly unwilling to participate in the program and to accept Housing Choice Vouchers. HUD requires periodic updates of these economic studies; the costs for a similar study done in FY 2015-16 were also funded from General Fund Contingency.

CBO Discussion and Recommendation

Service Area	Bureau Name	Decision Package Title	Package Description	Funded in	Year Funded:	Package Funding	Package FTE	Package Status	Package Update
Community Development	Portland Housing Bureau	Bond Implementation Staffing	<p>support and capacity necessary for the bureau to address the Housing Emergency and the implementation of the Affordable Housing Bond (AHB).</p> <p>One position is an Assistant Housing Director in charge of Policy and Communications. The AHB will require the development of additional bureau policies and a more robust communication strategy and implementation. The new Assistant Director will focus on the implementation of the AHB, which will free up time for the other bureau Assistant Director to focus on development and acquisition activities related to the AHB and other bureau funding sources over the next five to eight years. . The new Assistant Director will also focus on the relationship with the Joint Office of Homeless Services, providing liaison services among the entiities involed in the Joint Office, as well as freeing up policy staff time for work on the AHB.</p> <p>The second position is a Capital Project Manager II, which will assistin managing both the AHB projects and the the current pipeline of 2,200 units the bureau is currently funding outside of the AHB. This will free up time for exisiting bureau staff to focus on the overall management of the bureaus affordable housing development efforts over the next five to eight years as well as the specific assignments related to planning, underwriting, and construction coordination.</p> <p>The bureau has identified ongoing funding among revenue streams new and old. The shifting of staffing onto the recently approved Lead Grant frees up urban renewal and other federal grant funding. Additional staffing shifts onto bond related funding sources freed up both General Fund and grant funding. Finally bond related resources are available for both positions.</p>	FY 2017-18 Fall BMP	FY 2017-18	-	1.50	Complete	Assistant Director cancelled per BHR and Capital Project Manager hired
Community Development	Portland Housing Bureau	Housing Program Carryover	<p>This request is for the carryover of various non-General amounts, primarily grant funds, to continue programs that did not complete in FY 16-17 into FY 17-18. These carryovers include:</p> <ul style="list-style-type: none"> - CDBG funds for Fair Housing programs; - HOPWA and ESG funds for the Joint Office of Homeless Services - MULTE program fees that did not pass-through to Multnomah County before June 30; - Part of the implementaion budget for the NoAPPFee project, due to delays in finalizing the contract. 	FY 2017-18 Fall BMP	FY 2017-18	510,134		In Progress	HOPWA and ESG funds are fully contracted by Multnomah County with homeless system providers. Activities are 50-70% complete. Client-level outcome data were received through end of second quarter (12/2016), and progress toward full contracted outcomes is on track. Third quarter outcomes data (through 3/2017) expected April 30.
Community Development	Portland Housing Bureau	JOHS Request	<p>This request includes \$2.5 million in capital shelter costs; \$350,000 for 100 emergency shelter beds (operating costs only); \$100,000 to conduct an Annual Point-in-Time Count.</p>	FY 2017-18 Fall BMP	FY 2017-18	1,900,000		In Progress	Both the City and County are committed to funding and operating long term, high quality, year-round emergency shelters. This program provides the needed capital for the JOHS to move forward in developing high quality, year round shelter capacity for multiple populations in improved facilities while using the lens of a better geographic distribution of our shelter capacity. This request will span fiscal years into FY 2019. Multnomah County has contracted approximately 25% of the funds to conduct additional detailed analysis of the 2017 Point-in-Time count, and is currently pursuing contracts to conduct community-based research to better characterize the experience of homelessness within communities of color to supplement existing PIT methods for full spend-out within the fiscal year. The JOHS coordinated over 4,000 bed nights of severe weather spanning from November 2017 through March 2018.
Community Development	Portland Housing Bureau	Permanent Supportive Housing Base Transfer	Reducing PSH resources in base budget.	FY 2017-18 Adopted Budget	FY 2017-18	(1,704,100)		In Progress	Funds were successfully transferred to Multnomah County Joint Office of Homeless Services through Amendment 3 of the JOHS IGA executed on November 8, 2017. The County has subcontracted funding with homeless system providers to provide supportive housing and services. Activities are 50-70% complete. Client-level outcome data were received through end of second quarter (12/2017), and progress toward full contracted outcomes is on track. Third quarter outcomes data (through 3/2018) expected April 30.
Community Development	Portland Housing Bureau	East Portland Homeownership Assistance (New)	<p>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.</p>	FY 2016-17 Adopted Budget	FY 2016-17	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	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	FY 2016-17	41,628		Complete	PHB has contracted funds and services delivered
Community Development	Portland Housing Bureau	New Rental Rehab in East Portland	The bureau proposes to start a new program to provide grants to landlords to rehabilitate rental units that experience life/safety violations in exchange for 10-year regulated affordability. The bureau initially anticipated an average grant size of \$15,000 unit.	FY 2016-17 Adopted Budget	FY 2016-17	487,500		Complete	Funds reprogrammed; Rental Rehab program on hiatus.
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	FY 2016-17	370,338		Complete	PHB contracted funds across two fiscal years. For FY 16-17, services were being delivered. \$144,555 of the funds were carried over to FY 17-18 in the FY 16-17 Spring BuMP. These funds have been contracted in FY 17-18.
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.	FY 2016-17 Fall BMP	FY 2016-17	2,688,000		Complete	
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.	FY 2016-17 Fall BMP	FY 2016-17	30,642	0.50	Complete	
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	FY 2016-17 Fall BMP	FY 2016-17	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	Program Rebudgets	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.	FY 2016-17 Spring BMP	FY 2016-17	110,428		Complete	Contract qwith NoAPPFee completed.
Community Development	Portland Housing Bureau	Oak Leaf Acquisition	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.	FY 2016-17 Spring BMP	FY 2016-17	1,500,000		Complete	Acquisition transaction completed
Community Development	Portland Housing Bureau	General Fund Program Carryover	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.	FY 2016-17 Spring BMP	FY 2016-17	(144,555)		Complete	

Community Development	Portland Housing Bureau	Rental Rehab Program Carryover	Carryover of \$487,500 in rental rehab program funding into FY 2017-18. Added as an amendment during budget adoption.	FY 2016-17 Spring BMP	FY 2016-17	(487,500)		Complete	Funds reprogrammed; Rental Rehab program on hiatus.
Community Development	Portland Housing Bureau	Appropriate Miscellaneous Revenues	The appropriation of new revenues including: \$170,000 for 10 anticipated new MULTE activations; \$68,608 for Continuum of Care Planning grant; \$38,000 of IGA revenue for Servicepoint program administration; \$37,500 for NSP grant program income; and \$20,579 CDBG prior year carryover for the NAYA-Cully project.	FY 2015-16 Spring BMP	FY 2015-16	\$ 516,368		Complete	
Community Development	Portland Housing Bureau	Innovation Fund Award	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.	FY 2015-16 Fall BMP	FY 2015-16	\$ 150,000		Complete	
Community Development	Portland Housing Bureau	New Appropriations	PHB requests Council approval to increase budget for the following primary reasons: <ul style="list-style-type: none"> • 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 	FY 2015-16 Fall BMP	FY 2015-16	\$ 1,727,302		Complete	Status is as follows: <ul style="list-style-type: none"> • Of the \$800,000 for New Meadows affordable housing project, \$505,839 was rebudgeted to FY 2016-17 in the Spring BMP Project budget has been increased to \$1.3 million, funding was part of FY 17-18 Fall BuMP request .\$169K is being rebudgeted in the 2018-19 BuMP • This budget appropriation allowed the NHP program to fund 27 homeowners. • These funds were expended on Section 108 debt service • The Portland Housing Center and Hacienda CDC spent funds.
Community Development	Portland Housing Bureau	Rebudget FY 2014-15 Resources to FY 2015-16	PHB requests Council approval to rebudget prior year non-general fund resources into FY 2015-16 for the following primary activities: <ul style="list-style-type: none"> • \$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 	FY 2015-16 Fall BMP	FY 2015-16	\$ 2,212,350		Complete	Status is as follows: <ul style="list-style-type: none"> • The Erickson Fritz project is complete. • Home Repair & Homebuyer Assistance commitments carried from FY15 to FY16 were expended • The Glisan Commons project is complete • The Maggie Gibson is complete • The NSP-3 grant program income was spent on eligible homeownership acquisition & rehabilitation • Innovation fund resources for the XML upload and housing data web scraper projects were spent down in FY16. Funding for the Servicepoint/Faith-based provider project was spent.
Community Development	Portland Housing Bureau	TIF Lift Outreach & Engagement	PHB is requesting Council approval to allocate TIF resources to support community outreach and engagement in Gateway & Lents. When the "TIF Lift" was approved by City Council, PHB was asked to engage the communities in these two URA's to specifically identify community priorities in how PHB will spend these new TIF resources. These funds will be used to pay for facility rental, printed materials, mailings, stipends, interpretation services, food/beverage and child care.	FY 2015-16 Spring BMP	FY 2015-16	\$ 17,375		Complete	
Community Development	Portland Housing Bureau	Affordable Housing Development / HIF	Affordable housing development via Housing Investment Fund.	FY 2015-16 Adopted Budget	FY 2015-16	\$ 2,500,000		In Progress	These funds were awarded via the Fall 2015 NOFA to the Stark I & II Project to be developed by Central City Concern in the Hazelwood neighborhood. PHB anticipates spending this resource during FY 2018-19.
Community Development	Portland Housing Bureau	Preventing Displacement - Home Retention	The forums PHB held in North and Northeast Portland attracted 450 participants to talk about their housing needs. PHB learned that there is a pressing need for existing residents to have access to tools to help them stay in their homes. PHB has allocated \$4 million dollars in TIF over five years to keep people from being displaced if they live inside the Interstate URA boundary, utilizing existing home repair programs. This funding will allow PHB to target households in North and Northeast Portland whose homes are outside the Interstate Corridor URA. PHB will provide 1) zero percent interest loans of up to \$40,000 per home to provide critical home repairs for low income homeowners up to 80% of median family income; or, 2) grants of up to \$5,000 per home to provide home repairs to seniors and people with disabilities up to 50% of median family income. PHB expects to be able to reach at least 50 homeowners at a cost of \$850,000.	FY 2015-16 Adopted Budget	FY 2015-16	\$ 850,000		Complete	

Portland Housing Bureau

Performance Measures

Performance Measure	Type	FY 2015-16 Year-End Actuals	FY 2016-17 Year-End Actuals	FY 2017-18 Adopted Budget	FY 2017-18 Year-End Actuals	FY 2018-19 Adopted Budget
HC_0037 - Number of households receiving homebuyer education or counseling	WORKLOAD	1,594	975	2,100	1,169	975
HC_0039 - Total number of workforce participants	WORKLOAD	1,029	1,178	1,100	1,394	825
HC_0045 - Total number of Microenterprise participants	WORKLOAD	300	262	300	210	350
HC_0069 - Vacancy rate of units built 0% to 60% median family income	OUTCOME	3%	3%	3%	3%	3%
HC_0070 - Housing units opened that are newly affordable	KPM	362	511	650	804	828
HC_0083 - Administrative costs as a percentage of bureau level budget	EFFICIENCY	5%	5%	4%	5%	5%
HC_0105 - Total number of homeless individuals placed in permanent housing	KPM	4,603	4,889	4,374	5,591	4,513
HC_0106 - Retention rate of households placed in permanent housing at 12 months	KPM	74%	74%	85%	59%	75%
HC_0107 - Number of individuals prevented from becoming homeless	KPM	4,174	6,139	5,020	7,458	5,020
HC_0108 - Average length of time (days) spent in homeless shelter (all populations)	OUTCOME	46	60	35	48	85
HC_0109 - Number of individuals who have been homeless for a year or less	OUTCOME	5,168	6,077	779	5,018	6,400
HC_0110 - Percentage of households moved from homelessness into housing that subsequently return to homelessness	KPM	25%	27%	5%	28%	27%
HC_0111 - Percentage of households receiving homebuyer education or counseling and subsequently purchasing a home	KPM	10%	15%	10%	13%	10%
HC_0112 - Number of households receiving home repairs	WORKLOAD	635	586	650	721	800
HC_0113 - Percentage of households receiving home repairs and retaining their homes 12 months after services	KPM	80%	88%	80%	80%	80%
HC_0114 - Number of households receiving indirect assistance through foregone revenue (mortgage credit certificate, limited tax exemption, and system development charge exemption)	WORKLOAD	196	142	200	104	142
HC_0115 - Affordable housing units preserved	OUTPUT	58	145	150	183	150
HC_0116 - Rolling three-year average of total units opened and preserved	OUTPUT	461	471	650	688	861
HC_0117 - Average investment per rental housing unit	EFFICIENCY	\$75,700	\$110,000	\$100,000	\$100,000	\$110,000
HC_0118 - Percentage of housing units opened or preserved in high opportunity areas	OUTCOME	50%	73%	75%	60%	50%
HC_0119 - Administrative costs as a rolling three-year average	EFFICIENCY	7%	7%	5%	7%	7%
HC_0120 - Percentage utilization of minority, women, and emerging small business contracts in housing construction (contract \$ awarded)	OUTCOME	31%	21%	20%	20%	20%

Portland Housing Bureau

Performance Measures

Performance Measure	Type	FY 2015-16 Year-End Actuals	FY 2016-17 Year-End Actuals	FY 2017-18 Adopted Budget	FY 2017-18 Year-End Actuals	FY 2018-19 Adopted Budget
HC_0121 - Percentage utilization of minority contracts in housing construction (contract \$ awarded)	KPM	19%	14%	15%	12%	15%
HC_0122 - Percentage of workforce participants employed at graduation	OUTCOME	79%	65%	80%	40%	65%
HC_0123 - Percentage of microenterprises increasing economic stability at program exit	OUTCOME	79%	85%	80%	41%	85%
HC_0124 - Number of renter clients who were provided information and referrals	WORKLOAD	0	1,947	657	2,602	2,250
HC_0125 - Number of successful referrals to PHB regulated housing units with OneApp Oregon application	OUTCOME	0	0	800	408	400
HC_0126 - Number of renter clients provided direct services	OUTPUT	0	371	0	793	605

Performance Measure Variance Descriptions

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

	FY 2017-18 Revised Budget	FY 2017-18 Year-End Actuals	Percent of Actuals to Revised
Portland Housing Bureau			
EXPENDITURES			
Personnel Services	\$727,638	\$727,535	100%
External Materials and Services	\$29,821,286	\$28,440,311	95%
Internal Materials and Services	(\$328,428)	(\$253,594)	77%
TOTAL EXPENDITURES	\$30,220,496	\$28,914,253	96%
REVENUES			
Charges for Services	\$0	\$180	0%
Interagency Revenue	\$115,838	\$116,687	101%
Miscellaneous	\$0	\$44,200	0%
General Fund Discretionary	\$30,104,658	\$0	0%
TOTAL REVENUES	\$30,220,496	\$161,068	1%

Bureau Reconciliation Narrative

Expenditures

Internal Materials and Services are underspent due primarily to lower than anticipated charges from BTS and Debt Management.

Prior Year Fund Reconciliation Report

	FY 2017-18 Revised Budget	FY 2017-18 Year-End Actuals	Percent of Actuals to Revised
213 - Housing Investment Fund			
EXPENDITURES			
Personnel Services	1,372,399	1,367,717	99.66
External Materials and Services	3,838,603	3,008,195	78.37
Internal Materials and Services	0	3,515	0.00
Fund Transfers - Expense	6,228,566	5,877,265	94.36
Contingency	0	0	0.00
TOTAL EXPENDITURES	11,439,568	10,256,692	89.66
REVENUES			
Budgeted Beginning Fund Balance	5,853,910	0	0.00
Charges for Services	466,800	490,564	105.09
Intergovernmental Revenues	317,500	379,087	119.40
Fund Transfers - Revenue	2,940,542	2,940,542	100.00
Bond and Note	1,200,000	0	0.00
Miscellaneous	660,816	1,331,649	201.52
TOTAL REVENUES	11,439,568	5,141,842	44.95

Fund Reconciliation Narrative

Expenditures

External Materials and Services are underexpended due to other bureau funding sources being spent first on the Sark and Block 45 projects.

Revenues

Intergovernmental Revenues are overcollected due to additional HMIS system licenses requested by customers.

Bond and Note is undercollected due to a decision to not fund the Mt. Tabor property purchase with another funding source.

Miscellaneous is overcollected due unanticipated loan payoffs.

**Prior Year Business Area Reconciliation Report
217 - Federal Grants**

	FY 2017-18 Revised Budget	FY 2017-18 Year-End Actuals	Percent of Actuals to Revised
Portland Housing Bureau			
EXPENDITURES			
Personnel Services	\$351,906	\$267,947	76%
External Materials and Services	\$2,609,122	\$2,078,048	80%
Internal Materials and Services	\$50,622	\$31,389	62%
Capital Outlay	\$21,600	\$21,560	100%
TOTAL EXPENDITURES	\$3,033,250	\$2,398,945	79%
REVENUES			
Charges for Services	\$0	\$124	0%
Intergovernmental Revenues	\$3,033,250	\$4,178,775	138%
Miscellaneous	\$0	\$44,510	0%
TOTAL REVENUES	\$3,033,250	\$4,223,409	139%

Bureau Reconciliation Narrative

Expenditures

Underexpenditures are a result of a delay in Lead Grant funds being released after the award was accepted by the City.

Revenues

Intergovernmental is overcollected due to unanticipated NSP grant program income.

Miscellaneous is overcollected due to an unanticipated NSP grants loan payoff.

Prior Year Fund Reconciliation Report

	FY 2017-18 Revised Budget	FY 2017-18 Year-End Actuals	Percent of Actuals to Revised
218 - Community Development Block Grant Fund			
EXPENDITURES			
Personnel Services	1,227,350	1,197,551	97.57
External Materials and Services	10,614,928	8,564,188	80.68
Internal Materials and Services	212,924	251,501	118.12
Bond Expenses	735,000	734,577	99.94
TOTAL EXPENDITURES	12,790,202	10,747,817	84.03
REVENUES			
Charges for Services	0	4,807	0.00
Intergovernmental Revenues	11,675,202	8,691,711	74.45
Miscellaneous	1,115,000	2,133,070	191.31
TOTAL REVENUES	12,790,202	10,829,589	84.67

Fund Reconciliation Narrative

Expenditures

External Materials and Services are underexpended due to changes in the timing of bureau funding on the Jade, and Gladstone/Multnomah projects, homebuyer assistance funds committed but not yet expended, and fair housing contracts that were extended into FY 2018-19.

Internal Materials and Services is overexpended due to higher than anticipated indirect allocations.

Revenues

Intergovernmental Revenues; since CDBG is a reimbursement grant, undercollections occurred for the same reasons as the underexpenditures described above.

Miscellaneous is overcollected due an unanticipated loan repayment.

Prior Year Fund Reconciliation Report

	FY 2017-18 Revised Budget	FY 2017-18 Year-End Actuals	Percent of Actuals to Revised
219 - HOME Grant Fund			
EXPENDITURES			
Personnel Services	337,260	286,208	84.86
External Materials and Services	6,538,799	5,844,870	89.39
TOTAL EXPENDITURES	6,876,059	6,131,079	89.17
REVENUES			
Charges for Services	0	891	0.00
Intergovernmental Revenues	6,486,059	5,816,393	89.68
Miscellaneous	390,000	487,371	124.97
TOTAL REVENUES	6,876,059	6,304,655	91.69

Fund Reconciliation Narrative

Expenditures

Personnel Services are underexpended due to vacancies.

External Materials and Services are underexpended due to fewer than anticipated draws by HOME consortium partners.

Revenues

Intergovernmental Revenues; since HOME is a reimbursement grant, undercollections occurred for the same reasons as the underexpenditures described above.

Miscellaneous - Overcollected due to higher than anticipated cash flow loan payments.

Prior Year Fund Reconciliation Report

	FY 2017-18 Revised Budget	FY 2017-18 Year-End Actuals	Percent of Actuals to Revised
221 - Tax Increment Financing Reimbursement Fund			
EXPENDITURES			
Personnel Services	3,337,022	3,163,135	94.79
External Materials and Services	68,366,665	38,820,854	56.78
Internal Materials and Services	1,220,946	1,494,863	122.43
Capital Outlay	800,000	176,098	22.01
Fund Transfers - Expense	343,948	343,948	100.00
Contingency	51,000	0	0.00
TOTAL EXPENDITURES	74,119,581	43,998,898	59.36
REVENUES			
Budgeted Beginning Fund Balance	454,921	0	0.00
Charges for Services	706,318	720,888	102.06
Intergovernmental Revenues	65,683,896	38,953,803	59.30
Fund Transfers - Revenue	80,000	57,967	72.46
Miscellaneous	7,194,446	6,912,543	96.08
TOTAL REVENUES	74,119,581	46,645,201	62.93

Fund Reconciliation Narrative

Expenditures

External Materials and Services are underexpended due to changes in the timing of bureau funding on a number of multi-family projects (primarily Riverplace, Block 45, Rutherford, Murrow, 14th & Raleigh), and home repair and homebuyer assistance funds committed but not yet expended.

Internal Materials and Services is overexpended due to higher than anticipated indirect allocations.

Capital Outlay is underexpended due to timing changes for perdevelopment work on the Joyce Hotel rehabilitation.

Revenues

Intergovernmental Revenues; since TIF expenses are reimbursed, undercollections occurred for the same reasons as the underexpenditures described above.

Fund transfers is undercollected due to fewer funds needed to close out Joyce Hotel operations..

Prior Year Fund Reconciliation Report

	FY 2017-18 Revised Budget	FY 2017-18 Year-End Actuals	Percent of Actuals to Revised
225 - Inclusionary Housing Fund			
EXPENDITURES			
Personnel Services	478,113	337,342	70.56
External Materials and Services	4,243,714	61,143	1.44
Internal Materials and Services	267,681	127,373	47.58
Contingency	809,801	0	0.00
TOTAL EXPENDITURES	5,799,309	525,858	9.07
REVENUES			
Budgeted Beginning Fund Balance	244,900	0	0.00
Taxes	4,732,201	9,036,976	190.97
Charges for Services	1,500	1,488	99.20
Fund Transfers - Revenue	816,600	680,499	83.33
Miscellaneous	4,108	98,859	2,406.50
TOTAL REVENUES	5,799,309	9,817,822	169.29

Fund Reconciliation Narrative

Expenditures

Personnel Services are underexpended due to vacancies.

External Materials and Services are underexpended due to changes in the timing of the bureau NOFA for CET funds, which was released after June 30.

Internal Materials and Services is iunderexpended due to lower than anticipated indirect allocations caused by staffing vacancies.

Revenues

Taxes are overcollected due to the timing of permits being issued for construction projects, which is difficult to forecast due to the newness of the CET.

Fund Transfers is undercollected dueto lower than anticipated program costs due to position vacancies.

Miscellaneous is overcollected due to higher than anticipated tax collections leading to higher interest earnings.

Prior Year Fund Reconciliation Report

	FY 2017-18 Revised Budget	FY 2017-18 Year-End Actuals	Percent of Actuals to Revised
226 - Housing Property Fund			
EXPENDITURES			
Personnel Services	152,975	102,533	67.03
External Materials and Services	1,872,850	1,600,540	85.46
Internal Materials and Services	121,375	26,416	21.76
Bond Expenses	826,374	826,374	100.00
Contingency	2,195,781	0	0.00
TOTAL EXPENDITURES	5,169,355	2,555,864	49.44
REVENUES			
Charges for Services	4,955,988	4,573,955	92.29
Fund Transfers - Revenue	203,367	28,000	13.77
Miscellaneous	10,000	61,763	617.63
TOTAL REVENUES	5,169,355	4,663,718	90.22

Fund Reconciliation Narrative

Expenditures

Personnel Services are under expended due to a vacancy.

External Materials and Services are lower due to less than anticipated building operating costs.

Internal Materials and Services are lower due to less than anticipated insurance and indirect costs.

Revenues

Fund Transfers is undercollected due to lower than anticipated subsidy needs for non-income producing properties.

Miscellaneous is overcollected due to higher than higher than estimated interest earnings.

Prior Year Fund Reconciliation Report

	FY 2017-18 Revised Budget	FY 2017-18 Year-End Actuals	Percent of Actuals to Revised
404 - Housing Capital Fund			
EXPENDITURES			
Personnel Services	476,795	181,193	38.00
External Materials and Services	16,938,437	199,214	1.18
Internal Materials and Services	254,459	97,153	38.18
Capital Outlay	22,594,308	18,362,773	81.27
Bond Expenses	21,136,186	10,402,282	49.22
TOTAL EXPENDITURES	61,400,185	29,242,615	47.63
REVENUES			
Fund Transfers - Revenue	5,065,166	5,047,366	99.65
Bond and Note	56,335,019	24,095,702	42.77
Miscellaneous	0	(41,151)	0.00
TOTAL REVENUES	61,400,185	29,101,917	47.40

Fund Reconciliation Narrative

Expenditures

All categories are underexpended due to fewer bond acquisitions than anticipated, and the one acquisition occurring late in the fiscal year.

Revenues

Bond and Note since bond funding is used on a reimbursement basis, undercollections occurred for the same reasons as the underexpenditures described above.

Miscellaneous is undercollected due to negative interest earnings caused by cash management issues caused by the opportunity driven nature of property acquisitions..

Capital Program Status Report

Portland Housing Bureau

CIP Program	FY 2017-18 Adopted Budget	FY 2017-18 Revised Budget	FY 2017-18 Year-End Actuals	Variance \$	Variance %	FY 2018-19 Adopted Budget	Fall BMP Revised Budget	FY 2018-19 Year to Date Actuals	Variance \$	Variance %
	\$14,450,000	\$24,185,481	\$11,851,233	(\$12,334,248)	(51%)	\$1,000,000	\$1,850,000	(\$1,054)	\$850,000	85%
Acquisitions	\$4,630,000	\$3,952,780	\$3,684,846	(\$267,934)	(7%)	\$5,000,000	\$3,365,913	\$1,606	(\$1,634,087)	(33%)
Total	\$19,080,000	\$28,138,261	\$15,536,078	(\$12,602,183)	(45%)	\$6,000,000	\$5,215,913	\$553	(\$784,087)	(13%)

* Prior Year variances compare Year-End Actuals to Revised Budget

** Current Year variances compare Revised Budget to Adopted Budget

Prior Year Variance Description

Expenditures for FY 2017-18 are lower than anticipated due less capital acquisition activity related to GO Bond projects and the Joyce Hotel.

Current Year Variance Description

FY 2018-19 activity reflects adjustments to the Joyce Hotel project due to the planning and design timeline.