



# Portland Housing Bureau

Mayor Ted Wheeler • Director Shannon Callahan

421 SW 6th Avenue, Suite 500  
Portland, OR 97204  
503-823-2375 PHONE  
503-823-2387 FAX  
portlandoregon.gov/phb

**To:** City Council  
**From:** Shannon Callahan *Shannon Callahan*  
**RE:** Portland Housing Bureau's Fall BMP Submittal  
**Date:** Monday, September 9, 2019

---

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. Rental Services Office Rental Registration Expansion (\$900,000 one-time funding)**  
This request is for the procurement and implementation of a rental registration system.
- 2. Conversion of Funds (\$0 in additional on-going funding)**  
This request repurposes the \$128,400 of ongoing general fund in Renter's Services for project management staff associated with the implementation and administration of the expanded rental registration system, as well as other data and business systems associated with the Renter's Services Office.

## 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. Housing Project Re-budgets (\$3.13 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.
- 2. Housing Program carryover (\$1.43 million various funding sources)**  
This request adjusts budgets for non-General Fund program encumbered FY 18-19 contracts.
- 3. 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 2018-19 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 2018-19 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.

**HC - Portland Housing Bureau**

**DP Type**

**Other Adjustments**

**Request Name:** 9326 -OneApp Oregon Conversion of Funds

**Package Description**

The listing and leasing of regulated affordable housing units on the OneApp Oregon affordable housing portal has not met expectations of success and the contractor is not interested in extending the contract after its expiration in 2019. The Bureau recommends repurposing the \$128,400 of ongoing general fund in the Rental Services Office for project management staff associated with implementing and administering the expanded rental registration system, as well as other internal data and business systems associated with the Rental Services Office (mandatory relocation assistance exemption administration, technical assistance customer services systems, contract management systems, etc.). The bureau proposes that these funds be allocated in the fall Budget Monitoring Process to accompany the \$900,000 request for implementation of an expanded rental registration system.

**Service Impacts**

OneApp Oregon received a contract from the City in 2017 through an open procurement process. The scope of work in the contract was for the contractor to provide and support a web-based system for regulated affordable housing units located within the City of Portland. The system was to provide a simplified process for applicants to apply for regulated affordable housing, a module for property partners to manage thousands of applications for regulated rental units and allow the city to provide an easily accessible and searchable database module of available city regulated housing. While the system development and implementation were successful, due to the low vacancy rate and high volume of regulated affordable housing units leased through alternative means (coordinated access, preferences, etc.) the listing and leasing of regulated affordable housing units on the platform has not met expectations of success and the contractor is not interested in extending the contract after its expiration in 2019.

The Bureau recommends repurposing the \$128,400 of ongoing general fund in the Rental Services Office for project management staff associated with implementing and administering the expanded rental registration system, as well as other internal data and business systems associated with the Rental Services Office (mandatory relocation assistance exemption administration, technical assistance customer services systems, contract management systems, etc.). This request is representative of the project management position being hired mid-year, therefore not expending the entire amount of funds. On-going costs for the position will utilize all of the funds. This project management FTE is critical to ensure the successful implementation and management of recent policies and programs enacted by City Council managed by the Rental Services Office.

**Equity Impacts**

The OneApp Oregon contract was intended to assist renters from underserved communities who have barriers to finding and accessing affordable rental housing. The bureau is proposing to repurpose the \$128,400 in ongoing general fund in the Rental Services Office to hire project management staff to implement and administer an expanded rental registration system and other Rental Services Office systems and business needs. Many of the services the Rental Services Office supports are focused on individuals from underserved communities who have barriers to housing and opportunity.

**CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	-69,335	0	0
Personnel	69,335	0	0

Position Detail						
Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
30003029 - Coordinator III	1.00	45,692	0	3,496	20,147	69,335
<b>Total</b>	<b>1.00</b>	<b>45,692</b>	<b>0</b>		<b>20,147</b>	<b>69,335</b>

**HC - Portland Housing Bureau**

**DP Type**

**New GF Request**

**Request Name:** 9327 -Rental Services Office Rental Registration Expansion

**Package Description**

A Rental Registration system is currently operational on the Revenue Division’s Business License Tax Platform. Beginning in the 2018 tax year all rental property owners are required to register their rental activity and provide rental addresses on a schedule that accompanies their City of Portland tax return. The rental unit information collected on the tax return is limited to rental unit address, and the Revenue Division intends to retire the Business License Tax platform in 2020-2022. To collect additional data regarding the condition and other details regarding rental units (bedroom size, ADA accessible, etc.) and to replace the functionality of the current software platform an expanded rental registration platform is needed. To procure and implement a rental registration system beginning in FY 2019-2020, an estimated \$900,000 will be needed in one-time funding. This estimate includes multiple elements for costs that will likely be incurred during the software implementation stage; such as licensing or hosting, software configuration, writing software code to integrate systems, data conversion costs, software testing, training for the software, and rights to future upgrades and enhancements.

**Service Impacts**

While the current Rental Registration system is an important first step, it is imperative that the City expand rental registration into a robust program on a software platform that provides useful data for City programs and policies. When compared with similar jurisdictions across the nation Portland’s rental housing market is largely missing a modern regulatory framework to maintain a healthy market for both renters and landlords. Renters are experiencing displacement due to the rising cost of rent and stagnant incomes, and this displacement has created a need for the City to address and modernize its services and regulations.

Rental registration is a critical component of the City’s regulatory framework. Portland’s rental registry has the potential to provide an inventory of rental units and their owners and supply critical information for outreach to tenants and landlords, community needs analysis, evaluation, and regulatory compliance. There are approximately 126,000 housing units subject to the Rental Registration program and in the beginning years of the program compliance is estimated to be at 60%. Investment in a robust software platform that can collect, store, and disseminate information about an expected inventory of nearly 80,000 units will provide Portland’s regulatory framework with a solid structure to support a healthy market for both renters and landlords.

**Equity Impacts**

Over 46% of households in Portland are renters, and renter households are disproportionately low-income or from Communities of Color. Many of the services the Rental Registration program supports are focused on individuals from underserved communities who have barriers to housing and opportunity. This includes an intentional focus on reaching Communities of Color, immigrant and refugee community, people with limited English proficiency and individuals with disabilities.

**CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	900,000	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
General Fund Discretionary	900,000	0	0

**HC - Portland Housing Bureau**

**DP Type**

**Other Adjustments**

**Request Name:** 9381 -Housing Project Re-budgets

**Package Description**

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.

**Service Impacts**

The majority of the increase in funds for projects are due to changes in construction timelines for 5020 Interstate, King-Parks, Argyle, and Kilpatrick.

**Equity Impacts**

PHB programs seek to address equitable outcomes. In particular, PHB development partners are required to report on their efforts to provide contracting opportunities to minority, women and emerging small business (MWESB), and must comply with federal and local low-income workforce utilization goals.

PHB has a well-documented history of supporting equity and inclusion in contracting. Since its inception, the Bureau has met or exceeded the City of Portland's goal of 20% Disadvantaged, Minority, Women and Emerging Small Business (DMWESB) for construction sub-contracts. In July of 2016, PHB committed to a goal of 30% DMWESB participation by the year 2021 by implementing annual 2% target increases for all multi-family funded projects. Through a concerted outreach effort, the Bureau also has supported workforce training and hiring goals.

Of the 2,400 affordable housing units in production, a total of 503 units or about 21% (503 in construction and closeout) are in the Interstate Corridor Urban Renewal Area subject to the N/NE Preference Policy which seeks to address historic displacement and the impacts of gentrification.

**CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	-2,990,837	0	0
External Materials and Services	-1,084,241	0	0
External Materials and Services	6,758,024	0	0
External Materials and Services	101,500	0	0
External Materials and Services	-1,450,000	0	0
External Materials and Services	-166,596	0	0
External Materials and Services	3,000,000	0	0
External Materials and Services	4,000,000	0	0
External Materials and Services	-2,100,000	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Intergovernmental	-2,990,837	0	0
Beginning Fund Balance	0	0	0
Intergovernmental	-1,084,241	0	0
Intergovernmental	5,288,024	0	0
Miscellaneous	1,470,000	0	0
Intergovernmental	101,500	0	0

**F4 - BMP Amendment Request Report (Fall)**

Run Date: 9/9/19

CBO Discussion & Recommendations

Run Time: 2:40:36 PM

---

Intergovernmental	-1,450,000	0	0
Intergovernmental	-166,596	0	0
Beginning Fund Balance	3,000,000	0	0
Beginning Fund Balance	4,000,000	0	0
Beginning Fund Balance	-2,100,000	0	0

---

**HC - Portland Housing Bureau**

**DP Type**

**Encumbrance Carryover**

**Request Name:** 9385 -Housing Program Carryover

**Package Description**

This request adjusts budgets for non-General Fund program encumbered FY 18-19 contracts.

**Service Impacts**

The increase in funding is primarily due to program carryover for Down Payment Assistance Loans (DPAL), and HOPWA and ESG grant carryover for the Joint Office of Homeless Services (JOHS).

**Equity Impacts**

Communities of color continue to face significant challenges in becoming homeowners. Factors such as limited to no generational wealth, impacts from generations of disinvestment in communities resulting in credit and debt challenges, and most importantly, communities of color continue to earn less than their white counterparts in Portland and Multnomah County. Down payment assistance is necessary in addressing the homeownership disparities.

**CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	97,465	0	0
External Materials and Services	116,917	0	0
External Materials and Services	300,000	0	0
External Materials and Services	620,000	0	0
External Materials and Services	300,000	0	0

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Intergovernmental	97,465	0	0
Intergovernmental	116,917	0	0
Intergovernmental	300,000	0	0
Intergovernmental	620,000	0	0
Beginning Fund Balance	300,000	0	0

**HC - Portland Housing Bureau**

**DP Type**

**Technical Adjustments**

**Request Name:** 9399 -Technical Adjustments

**Package Description**

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

**Service Impacts**

N/A

**Equity Impacts**

N/A

**CBO Analysis**

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
External Materials and Services	0	0	0
Internal Materials and Services	0	0	0
External Materials and Services	40,000	0	0
External Materials and Services	410	0	0
Fund Transfers - Expense	155,700	0	0
Fund Transfers - Expense	162,800	0	0
External Materials and Services	-17,000	0	0
Fund Transfers - Expense	-61,964	0	0
Personnel	78,964	0	0
External Materials and Services	49,693	0	0
Internal Materials and Services	0	0	0
Capital Outlay	-141,800	0	0
External Materials and Services	177,865	0	0
Internal Materials and Services	33,000	0	0
External Materials and Services	289,000	0	0
External Materials and Services	318,500	0	0
External Materials and Services	-5,000	0	0
Internal Materials and Services	-33,000	0	0
External Materials and Services	55,000	0	0
External Materials and Services	-30,620	0	0
Internal Materials and Services	30,620	0	0
Personnel	634,025	0	0
Personnel	-601,838	0	0
Personnel	-111,151	0	0
External Materials and Services	33,530	0	0
Personnel	38,000	0	0
Capital Outlay	19,340	0	0
Personnel	5,260	0	0

F4 - BMP Amendment Request Report (Fall)

Run Date: 9/9/19

CBO Discussion & Recommendations

Run Time: 2:40:36 PM

---

Personnel	3,650	0	0
Personnel	37,000	0	0

---

---

	2019-20 FALL Requested Adj	2019-20 FALL CBO Adj	2019-20 FALL Recom Total
Beginning Fund Balance	40,000	0	0
Beginning Fund Balance	155,700	0	0
Charges for Services	410	0	0
Beginning Fund Balance	162,800	0	0
Beginning Fund Balance	49,693	0	0
Intergovernmental	69,065	0	0
Charges for Services	289,000	0	0
Fund Transfers - Revenue	318,500	0	0
Fund Transfers - Revenue	-38,000	0	0
Fund Transfers - Revenue	55,000	0	0
Fund Transfers - Revenue	634,025	0	0
Fund Transfers - Revenue	-601,838	0	0
Fund Transfers - Revenue	-111,151	0	0
Beginning Fund Balance	71,530	0	0
Beginning Fund Balance	24,600	0	0
Beginning Fund Balance	3,650	0	0
Beginning Fund Balance	37,000	0	0

---



## Prior Year Fund Reconciliation Report

Portland Housing Bureau

### 100 - General Fund

---

<b>EXPENDITURES</b>	<b>2018-19 Revised Budget</b>	<b>2018-19 Actuals</b>	<b>Percent of Actuals to Revised</b>
Personnel	839,870	841,047	100.14%
External Materials and Services	35,268,819	35,225,970	99.88%
Internal Materials and Services	-137,681	-146,601	106.48%
Fund Transfers - Expense	280,000	280,000	100%
<b>TOTAL EXPENDITURES</b>	<b>36,251,008</b>	<b>36,200,416</b>	<b>99.86%</b>

---

<b>REVENUES</b>	<b>2018-19 Revised Budget</b>	<b>2018-19 Actuals</b>	<b>Percent of Actuals to Revised</b>
Charges for Services	0	1,624	
Intergovernmental	0	1,098	
Miscellaneous	0	17,378	
General Fund Discretionary	36,121,688	0	0%
Interagency Revenue	129,320	123,793	95.73%
<b>TOTAL REVENUES</b>	<b>36,251,008</b>	<b>143,893</b>	<b>0.40%</b>

---

#### Expenditure Discussion

All expenditures were as expected.

#### Revenue Discussion

All revenue collection was as expected.

## Prior Year Fund Reconciliation Report

Portland Housing Bureau

### 213 - Housing Investment Fund

<b>EXPENDITURES</b>	<b>2018-19 Revised Budget</b>	<b>2018-19 Actuals</b>	<b>Percent of Actuals to Revised</b>
Personnel	1,172,127	1,131,869	96.57%
External Materials and Services	6,509,004	5,636,799	86.6%
Internal Materials and Services	0	2,320	
Capital Outlay	0	0	
Debt Service	288,703	288,703	100%
Contingency	521,767	0	0%
Fund Transfers - Expense	2,420,081	1,913,153	79.05%
<b>TOTAL EXPENDITURES</b>	<b>10,911,682</b>	<b>8,972,843</b>	<b>82.23%</b>

<b>REVENUES</b>	<b>2018-19 Revised Budget</b>	<b>2018-19 Actuals</b>	<b>Percent of Actuals to Revised</b>
Charges for Services	568,850	547,448	96.24%
Intergovernmental	280,000	260,618	93.08%
Miscellaneous	558,072	663,059	118.81%
Fund Transfers - Revenue	2,903,450	2,813,450	96.9%
Beginning Fund Balance	6,601,310	0	0%
<b>TOTAL REVENUES</b>	<b>10,911,682</b>	<b>4,284,575</b>	<b>39.27%</b>

#### Expenditure Discussion

Fund Transfers - Lower than expected transfer from the HIF to the capital fund due to the new funding model; lower than expected transfers from HIF to subsidize bureau owned properties; lower than expected transfer from HIF to subsidize Inclusionary Housing program.

EMS - Projects using HIF funds not progressing as anticipated due to moving construction timelines.

#### Revenue Discussion

Miscellaneous - Higher than expected loan repayments and interest on investments.

## Prior Year Fund Reconciliation Report

Portland Housing Bureau

### 217 - Grants Fund

---

<b>EXPENDITURES</b>	<b>2018-19 Revised Budget</b>	<b>2018-19 Actuals</b>	<b>Percent of Actuals to Revised</b>
Personnel	477,654	478,664	100.21%
External Materials and Services	2,843,614	2,481,478	87.26%
Internal Materials and Services	74,700	54,803	73.36%
Capital Outlay	13,750	0	0%
<b>TOTAL EXPENDITURES</b>	<b>3,409,718</b>	<b>3,014,945</b>	<b>88.42%</b>

---

<b>REVENUES</b>	<b>2018-19 Revised Budget</b>	<b>2018-19 Actuals</b>	<b>Percent of Actuals to Revised</b>
Charges for Services	0	71	
Intergovernmental	3,409,718	3,082,055	90.39%
Miscellaneous	0	4,252	
<b>TOTAL REVENUES</b>	<b>3,409,718</b>	<b>3,086,378</b>	<b>90.52%</b>

---

#### Expenditure Discussion

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

#### Revenue Discussion

Intergovernmental is higher than anticipated due to NSP grant program income. Miscellaneous is higher due to an unanticipated NSP grant loan payoff.

## Prior Year Fund Reconciliation Report

Portland Housing Bureau

### 218 - Community Development Block Grant Fund

<b>EXPENDITURES</b>	<b>2018-19 Revised Budget</b>	<b>2018-19 Actuals</b>	<b>Percent of Actuals to Revised</b>
Personnel	1,147,511	1,137,707	99.15%
External Materials and Services	11,339,231	8,942,020	78.86%
Internal Materials and Services	235,477	234,490	99.58%
Debt Service	748,000	747,396	99.92%
<b>TOTAL EXPENDITURES</b>	<b>13,470,219</b>	<b>11,061,612</b>	<b>82.12%</b>

<b>REVENUES</b>	<b>2018-19 Revised Budget</b>	<b>2018-19 Actuals</b>	<b>Percent of Actuals to Revised</b>
Charges for Services	0	13,175	
Intergovernmental	11,102,190	10,135,605	91.29%
Miscellaneous	2,368,029	1,583,608	66.87%
<b>TOTAL REVENUES</b>	<b>13,470,219</b>	<b>11,732,389</b>	<b>87.10%</b>

#### Expenditure Discussion

EMS - project awards were lower than expected, therefore reserve account underspent.

#### Revenue Discussion

Miscellaneous - Lower than expected pre-development loan repayments due to moving construction timelines; lower than expected interest income.

# Prior Year Fund Reconciliation Report

Portland Housing Bureau

## 219 - HOME Grant Fund

---

<b>EXPENDITURES</b>	<b>2018-19 Revised Budget</b>	<b>2018-19 Actuals</b>	<b>Percent of Actuals to Revised</b>
Personnel	299,621	299,580	99.99%
External Materials and Services	5,753,730	1,143,199	19.87%
<b>TOTAL EXPENDITURES</b>	<b>6,053,351</b>	<b>1,442,779</b>	<b>23.83%</b>

---

<b>REVENUES</b>	<b>2018-19 Revised Budget</b>	<b>2018-19 Actuals</b>	<b>Percent of Actuals to Revised</b>
Charges for Services	0	5,662	
Intergovernmental	5,653,351	1,434,687	25.38%
Miscellaneous	400,000	615,411	153.85%
<b>TOTAL REVENUES</b>	<b>6,053,351</b>	<b>2,055,759</b>	<b>33.96%</b>

---

### Expenditure Discussion

EMS- Projects using HOME funds not progressing as expected due to moving construction timelines.

### Revenue Discussion

Intergovernmental - Projects using HOME funds not progressing as expected due to moving construction timelines. Further, program income billed prior to using grant funds.

Miscellaneous - higher than expected loan repayments and loan payoffs.

## Prior Year Fund Reconciliation Report

Portland Housing Bureau

### 221 - Tax Increment Financing Reimbursement Fund

EXPENDITURES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Personnel	3,133,601	3,068,410	97.92%
External Materials and Services	72,398,213	52,412,779	72.4%
Internal Materials and Services	1,158,875	1,166,464	100.65%
Capital Outlay	11,700,000	3,239,808	27.69%
Contingency	164,373	0	0%
Fund Transfers - Expense	4,011,388	3,872,990	96.55%
<b>TOTAL EXPENDITURES</b>	<b>92,566,450</b>	<b>63,760,452</b>	<b>68.88%</b>

REVENUES	2018-19 Revised Budget	2018-19 Actuals	Percent of Actuals to Revised
Charges for Services	854,566	981,194	114.82%
Intergovernmental	77,456,707	46,636,014	60.21%
Miscellaneous	5,232,142	7,045,275	134.65%
Fund Transfers - Revenue	280,000	280,000	100%
Beginning Fund Balance	8,743,035	0	0%
<b>TOTAL REVENUES</b>	<b>92,566,450</b>	<b>54,942,483</b>	<b>59.35%</b>

#### Expenditure Discussion

EMS - Projects using TIF for New Homeownership and Affordable Housing Construction not progressing due to moving construction timelines. Capital Outlay - Strong property acquisition timeline shifted from June to July. Funds that were expended were used to purchase the Westwind.

#### Revenue Discussion

Charges for Services - Higher than expected rental income from Westwind, Fairfield and DT Waterfront. Intergovernmental - Projects using TIF for New Homeownership and Affordable Housing Construction not progressing due to moving construction timelines. Miscellaneous - Higher than expected loan repayments and interest income.

## Prior Year Fund Reconciliation Report

Portland Housing Bureau

### 225 - Inclusionary Housing Fund

<b>EXPENDITURES</b>	<b>2018-19 Revised Budget</b>	<b>2018-19 Actuals</b>	<b>Percent of Actuals to Revised</b>
Personnel	417,650	417,323	99.92%
External Materials and Services	5,980,033	2,733,699	45.71%
Internal Materials and Services	245,017	242,282	98.88%
<b>TOTAL EXPENDITURES</b>	<b>6,642,700</b>	<b>3,393,305</b>	<b>51.08%</b>

<b>REVENUES</b>	<b>2018-19 Revised Budget</b>	<b>2018-19 Actuals</b>	<b>Percent of Actuals to Revised</b>
Taxes	4,537,500	7,619,000	167.91%
Charges for Services	3,400	297,326	8,744.87%
Miscellaneous	65,500	317,722	485.07%
Fund Transfers - Revenue	659,300	524,300	79.52%
Beginning Fund Balance	1,377,000	0	0%
<b>TOTAL REVENUES</b>	<b>6,642,700</b>	<b>8,758,348</b>	<b>131.85%</b>

#### Expenditure Discussion

External Materials and Services - Projects using CET for New Homeownership and Affordable Housing Construction not progressing due to moving construction timelines.

#### Revenue Discussion

Higher than expected in CET collection due to a healthy construction market in both residential and commercial industries.

Charges for Services is higher than anticipated due to a continued healthy construction climate.

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

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

## Prior Year Fund Reconciliation Report

Portland Housing Bureau

### 226 - Housing Property Fund

<b>EXPENDITURES</b>	<b>2018-19 Revised Budget</b>	<b>2018-19 Actuals</b>	<b>Percent of Actuals to Revised</b>
Personnel	276,901	176,672	63.8%
External Materials and Services	2,790,618	2,488,804	89.18%
Internal Materials and Services	152,096	179,596	118.08%
Debt Service	2,097,197	2,081,378	99.25%
Contingency	2,585,849	0	0%
<b>TOTAL EXPENDITURES</b>	<b>7,902,661</b>	<b>4,926,450</b>	<b>62.34%</b>

<b>REVENUES</b>	<b>2018-19 Revised Budget</b>	<b>2018-19 Actuals</b>	<b>Percent of Actuals to Revised</b>
Charges for Services	5,015,160	7,154,189	142.65%
Miscellaneous	27,238	90,291	331.49%
Fund Transfers - Revenue	298,487	178,959	59.96%
Beginning Fund Balance	2,561,776	0	0%
<b>TOTAL REVENUES</b>	<b>7,902,661</b>	<b>7,423,439</b>	<b>93.94%</b>

#### Expenditure Discussion

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.

#### Revenue Discussion

Charges for Services higher than anticipated due to healthy rent collection.

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

Miscellaneous is overcollected due to higher than estimated interest earnings.



## Prior Year Fund Reconciliation Report

Portland Housing Bureau

---

### 230 - Affordable Housing Development Fund

---

<b>EXPENDITURES</b>	<b>2018-19 Revised Budget</b>	<b>2018-19 Actuals</b>	<b>Percent of Actuals to Revised</b>
Personnel	550,000	550,000	100%
Internal Materials and Services	200,000	200,000	100%
<b>TOTAL EXPENDITURES</b>	<b>750,000</b>	<b>750,000</b>	<b>100.00%</b>

---

<b>REVENUES</b>	<b>2018-19 Revised Budget</b>	<b>2018-19 Actuals</b>	<b>Percent of Actuals to Revised</b>
Miscellaneous	0	-3,295	
Fund Transfers - Revenue	750,000	750,000	100%
<b>TOTAL REVENUES</b>	<b>750,000</b>	<b>746,705</b>	<b>99.56%</b>

---

#### Expenditure Discussion

---

Expenditures were as expected.

---

#### Revenue Discussion

---

Revenue was as expected.

## Prior Year Fund Reconciliation Report

Portland Housing Bureau

### 404 - Housing Capital Fund

<b>EXPENDITURES</b>	<b>2018-19 Revised Budget</b>	<b>2018-19 Actuals</b>	<b>Percent of Actuals to Revised</b>
Personnel	1,166,500	90,715	7.78%
External Materials and Services	1,294,313	138,492	10.7%
Internal Materials and Services	280,054	17,203	6.14%
Capital Outlay	475,000	179,146	37.71%
Debt Service	15,760,000	15,753,703	99.96%
Fund Transfers - Expense	87,600	0	0%
<b>TOTAL EXPENDITURES</b>	<b>19,063,467</b>	<b>16,179,259</b>	<b>84.87%</b>

<b>REVENUES</b>	<b>2018-19 Revised Budget</b>	<b>2018-19 Actuals</b>	<b>Percent of Actuals to Revised</b>
Bond & Note Proceeds	18,210,220	16,148,118	88.68%
Miscellaneous	800	38,684	4,835.49%
Fund Transfers - Revenue	347,818	97,818	28.12%
Beginning Fund Balance	504,629	0	0%
<b>TOTAL REVENUES</b>	<b>19,063,467</b>	<b>16,284,620</b>	<b>85.42%</b>

#### Expenditure Discussion

All categories but Debt Service are underexpended due to fewer bond acquisitions since the constitutional amendment changed the way the bureau administers the bond projects. All future bond project budgets will be administered in the 230 funds, and the bureau is in the process of closing out these funds.

#### Revenue Discussion

Under-collections occurred for the same reasons as the underexpenditures described above. Miscellaneous had higher than expected interest earnings.

## FY 2018-19 Budget Note Update

### Portland Housing Bureau

**Date of Budget Note:** July 1, 2019 in the FY 2019-20 Adopted Budget

**Budget Note Title:** Fee Schedule for Rental Registration Program

**Budget Note Language:** Council directs the Portland Housing Bureau and the Office of Management's Revenue Division to develop a fee schedule for the Rental Registration Program. This fee schedule shall be based upon recovering sufficient resources to fully fund the program. The program scope and goals, and accompanying fee schedule shall be presented to City Council no later than July 15th, 2019.

**Summary Status:** Complete

**Budget Note Update:** September 9<sup>th</sup>, 2019

On August 7, 2019 City Council adopted a \$60 per rental unit per year registration fee.

**Bureau Performance Narrative**

Each quarter, the Portland Housing Bureau (PHB) and Joint Office of Homeless Services publish program performance outcome reports and dashboards. These reports and dashboards can be found on each agency's website and are designed to present interested stakeholders with an easily understandable summary of program performance and outcomes. The 2019 -20 Adopted Budget performance measures are a subset of the performance data contained in the agency reports and include 30 performance measures across ten program areas. Nearly all program areas met or exceeded proposed performance targets for 2018-19. The Housing Bureau opened 878 units in 2018- 2019, far exceeding its annual target of 500 newly affordable units. All PHB regulated rental units are affordable to families with incomes at or below 80% Area Median Income (AMI) with the majority of units affordable at or below 60% AMI . The Joint Office of Homeless Services placed 5,770 individuals in permanent housing in FY 2018-19 and anticipates placing 5,900 individuals in permanent housing in FY 2019-20. Homeless services performance measures are linked to the strategic goals proposed by the A Home For Everyone (AHFE) coordinating board and approved by the AHFE Executive Committee. The Portland Housing Bureau and Joint Office of Homeless Services expect to meet or exceed proposed goals for the FY 2019-20 budget.

	Key Performance Measures	Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
HC_0070	Housing units opened that are newly affordable	OUTPUT	511	804	828	1,050	500	500	2019 Production estimates based on project timelines
HC_0105	Total number of homeless individuals placed in permanent housing	OUTPUT	4,889	5,591	4,513	7,248	5,900	5,900	FY 2018-19 Actuals
HC_0106	Retention rate of households placed in permanent housing at 12 months	OUTCOME	74%	59%	75%	119%	75%	75%	FY 2018-19 Actuals
HC_0107	Number of individuals prevented from becoming homeless	OUTPUT	6,139	7,458	5,020	10,504	8,000	8,000	FY 2018-19 Actuals
HC_0111	Percentage of households receiving homebuyer education or counseling and subsequently purchasing a home	OUTCOME	15%	13%	10%	25%	10%	10%	FY 2018-19 Actuals
HC_0113	Percentage of households receiving home repairs and retaining their homes 12 months after services	OUTCOME	88%	80%	80%	94%	80%	80%	FY 2018-19 Actuals
HC_0121	Percentage utilization of minority contracts in housing construction (contract \$ awarded)	OUTCOME	14%	12%	15%	17%	15%	15%	Procurement Services FY 2018 -19 Housing Dashboard Report
HC_0126	Number of renter clients provided direct services	OUTPUT	371	793	605	1,185	605	605	FY 2018-19 Actuals

	Other Performance Measures	Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
HC_0037	Number of households receiving homebuyer education or counseling	WORKLOAD	975	1,169	975	1,379	975	975	FY 2018-19 Actuals
HC_0039	Total number of workforce participants	WORKLOAD	1,178	1,394	825	1,564	825	825	FY 2018-19 Actuals

Portland Housing Bureau

Prior Year Performance Reporting

Run Date: 9/9/19

Run Time: 11:51:02 AM

Other Performance Measures	Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
HC_0045 Total number of Microenterprise participants	WORKLOAD	262	210	350	429	300	300	FY 2018-19 Actuals
HC_0069 Vacancy rate of units built 0% to 60% median family income	OUTCOME	3%	3%	3%	6%	3%	3%	WCMS snapshot of vacancies August 2019
HC_0083 Administrative costs as a percentage of bureau level budget	EFFICIENCY	5%	5%	5%	10%	5%	5%	prior year performance
HC_0108 Average length of time (days) spent in homeless shelter (all populations)	OUTCOME	60	48	85	112	110	110	HUD APR for ES only Q 22b weighted average
HC_0109 Number of individuals who accessed homeless services, but who had not accessed homeless services in the previous two years	OUTCOME	6,077	5,018	6,400	5,410	5,000	5,000	FY 2018-19 Actuals
HC_0110 Percentage of households moved from homelessness into housing that subsequently return to homelessness	OUTCOME	27%	28%	27%	26%	26%	26%	FY 2018-19 Actuals
HC_0112 Number of households receiving home repairs	WORKLOAD	586	721	800	770	600	600	FY 2018-19 Actuals
HC_0114 Number of households receiving indirect assistance through foregone revenue (mortgage credit certificate, limited tax exemption, and system development charge exemption)	WORKLOAD	142	104	142	331	140	140	FY 2018-19 Actuals
HC_0115 Affordable housing units preserved	OUTPUT	145	183	150	236	150	150	2019 Production estimates based on project timelines
HC_0116 Rolling three-year average of total units opened and preserved	OUTPUT	471	688	861	899	714	700	2019 Production estimates based on project timelines
HC_0117 Average investment per rental housing unit	EFFICIENCY	\$110,000	\$100,000	\$110,000	\$96,000	\$110,000	\$110,000	2019 Production estimates based on project timelines
HC_0118 Percentage of housing units opened or preserved in high opportunity areas	OUTCOME	73%	60%	50%	111%	50%	50%	2019 Production estimates
HC_0119 Administrative costs as a rolling three-year average	EFFICIENCY	7%	7%	7%	7%	7%	7%	prior year performance

**Portland Housing Bureau**

Prior Year Performance Reporting

Run Date: 9/9/19

Run Time: 11:51:02 AM

Other Performance Measures	Measure Type Name	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Target	FY 2018-19 Actuals	FY 2019-20 Target	Strategic Target	Details
HC_0120 Percentage utilization of minority, women, and emerging small business contracts in housing construction (contract \$ awarded)	OUTCOME	21%	20%	20%	23%	20%	20%	Procurement Services FY 2018 -19 Housing Dashboard Report
HC_0122 Percentage of workforce participants employed at graduation	OUTCOME	65%	40%	65%	94%	40%	40%	FY 2018-19 Actuals
HC_0123 Percentage of microenterprises increasing economic stability at program exit	OUTCOME	85%	41%	85%	N/A	41%	41%	FY 2018-19 Actuals, measure no longer captured at program exit
HC_0124 Number of renter clients who were provided information and referrals	WORKLOAD	1,947	2,602	2,250	3,832	2,250	2,250	FY 2018-19 Actuals
HC_0125 Average number of monthly referrals to affordable housing with OneApp Oregon Application	WORKLOAD	N/A	408	400	880	400	400	Web analytics over the past year.
HC_0127 Percentage of households from Communities of Color receiving PHB homebuyer loans	OUTCOME	N/A	N/A	0		100%	100%	
HC_0128 Number of people housed in newly opened affordable rental units	OUTCOME	N/A	N/A	0	250	1,000	1,000	

## Capital Program Status Report

### Portland Housing Bureau

CIP Program Name	2018-19 Adopted Budget	2018-19 Revised Budget	2018-19 Actuals	PY Variance	PY Percent of Actuals to Revised	2019-20 Adopted Budget	2019-20 FALL Requested Total	2019-20 Actuals	Fall Req. to Adopted Variance	Fall Req. to Adopted % Variance
Acquisitions	5,485,000	4,571,313	4,718,112	146,799	103.21%	680,000	816,780	4,738.84	136,780	16.75%
NA	1,000,000	0	0	0		800,000	800,000	0	0	0%
	114,820,698	98,846,205	60,378,974	-38,467,231	61.08%	69,490,009	70,140,354	8,839,501.17	650,345	0.93%
<b>Sum:</b>	<b>121,305,698</b>	<b>103,417,518</b>	<b>65,097,086</b>	<b>-38,320,432</b>	<b>-37.05%</b>	<b>70,970,009</b>	<b>71,757,134</b>	<b>8,844,240.01</b>	<b>787,125</b>	<b>1.1%</b>

#### Prior Year Variance Description

Expenditures for FY 2018-19 are lower than anticipated due to changes in construction timelines.

#### Current Year Variance Description

FY 2019-20 activity reflects adjustments to the budget to better reflect when funds will be spent, taking advantage of better information since the budget was adopted in June.