



# Portland Housing Bureau

To: Jessica Kinnard  
Director, City Budget Office

From: Shannon Callahan  
Director, Portland Housing Bureau

RE: Portland Housing Bureau's FY 2020-21 Spring BMP Submittal

Date: March 25, 2021

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

## **BUDGET ADJUSTMENT REQUESTS**

PHB's Spring 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; 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 evolving construction schedule information.

### **2. Housing Program resource adjustments; various funding sources**

This request adjusts budgets for non-General Fund programs, including adjustments to various PHB owned building budgets and homeownership programs.

### **3. Technical Adjustments**

This request includes several adjustments moving funds for better tracking of costs. These adjustments represent no net change to the budget.

The COVID-19 crisis has forced the bureau to adjust to the unpredictable environment. PHB has followed the Mayor's Guidance to limit non-essential spending to retain as many resources as possible. In addition, the bureau has continued to monitor previously planned travel and training, which has resulted in a reduction to expenditures in External Materials and Services. The bureau will continue to adapt as this crisis continues.

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

A handwritten signature in blue ink that reads "Callahan". The signature is written in a cursive style.

Shannon Callahan  
Housing Director

**HC - Portland Housing Bureau**

**DP Type**

**Internal Transfer**

**Request Name:** 11716 -FY20-21 HC Spring BMP Transfers

**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 evolving construction schedule information. In this context there are also cash transfers between funds which align resources with current projections at the fund and sub-fund level. The adjustments align appropriations with existing bureau priorities and programs and do not reflect material changes in service delivery.

**Service Impacts**

Existing services will be supported by the budget adjustments in this decision package. The changes are essentially technical in nature and do not reflect programmatic changes. The majority of the adjustments are a true-up of FY 2020-21 resource and expense appropriations to the bureau's current knowledge of the actual timing of expenditures on complex, multi-year projects.

**Equity Impacts**

Portland Housing Bureau works toward the vision that all Portlanders can find affordable homes and have equitable access to housing. The budget adjustments in this decision package support the bureau's work towards achieving that vision.

Account Name	2020-21 SPRING Requested Adj
Expense	
External Materials and Services	983,638
Fund Transfers - Expense	1,033,638
Personnel	18,000
<b>Expense</b>	<b>Sum: 2,035,276</b>

Account Name	2020-21 SPRING Requested Adj
Revenue	
Beginning Fund Balance	1,001,638
Fund Transfers - Revenue	1,033,638
<b>Revenue</b>	<b>Sum: 2,035,276</b>

**HC - Portland Housing Bureau****DP Type****New Revenue****Request Name: 11718 -FY20-21 HC Spring BMP Resource****Package Description**

This request adjusts budgets for affordable housing projects (multi-family and single family) within the fiscal year to better reflect when funds will be spent, taking advantage of evolving information on expenditures. In this context there are adjustments to resources which align to support current expenditure projections at the fund and sub-fund level. A substantial reduction in the CARES Act grant represents an intentional redistribution among other City bureaus to provide relief from the economic impacts of the COVID-19 pandemic. The adjustments align appropriations with existing bureau priorities and programs and do not reflect material changes in service delivery by the bureau.

**Service Impacts**

Existing services will be supported by the budget adjustments in this decision package. The changes are essentially technical in nature and do not reflect programmatic changes. The majority of the adjustments are a true-up of FY 2020-21 resource and expense appropriations to the bureau's current knowledge of the actual timing of expenditures on complex, multi-year projects.

**Equity Impacts**

Portland Housing Bureau works toward the vision that all Portlanders can find affordable homes and have equitable access to housing. The budget adjustments in this decision package support the bureau's work towards achieving that vision.

<b>Account Name</b>		<b>2020-21 SPRING Requested Adj</b>
Expense	Debt Service	7,220,000
	External Materials and Services	-36,409,238
	Personnel	5,000
<b>Expense</b>	<b>Sum:</b>	<b>-29,184,238</b>

<b>Account Name</b>		<b>2020-21 SPRING Requested Adj</b>
Revenue	Beginning Fund Balance	189,155
	Bond & Note Proceeds	7,122,607
	Interagency Revenue	4,000
	Intergovernmental	-36,500,000
<b>Revenue</b>	<b>Sum:</b>	<b>-29,184,238</b>

**HC - Portland Housing Bureau****DP Type****Technical Adjustments****Request Name:** 11724 -FY20-21 HC Spring BMP Technical**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 evolving construction schedule information. In this context technical adjustments align resources with current projections without changing total appropriation at the fund level. The adjustments align appropriations with existing bureau priorities and programs and do not reflect material changes in service delivery.

**Service Impacts**

Existing services will be supported by the budget adjustments in this decision package. The changes are essentially technical in nature and do not reflect programmatic changes. The majority of the adjustments are a true-up of FY 2020-21 resource and expense appropriations to the bureau's current knowledge of the actual timing of expenditures on complex, multi-year projects.

**Equity Impacts**

Portland Housing Bureau works toward the vision that all Portlanders can find affordable homes and have equitable access to housing. The budget adjustments in this decision package support the bureau's work towards achieving that vision.

<b>Account Name</b>		<b>2020-21 SPRING Requested Adj</b>
Expense	Contingency	47,769,112
	External Materials and Services	-51,787,456
	Internal Materials and Services	0
<b>Expense</b>	<b>Sum:</b>	<b>-4,018,344</b>

<b>Account Name</b>		<b>2020-21 SPRING Requested Adj</b>
Revenue	Interagency Revenue	6,000
	Intergovernmental	-4,024,344
<b>Revenue</b>	<b>Sum:</b>	<b>-4,018,344</b>

# Business Area Projection Report

## Portland Housing Bureau - Fund 100

Major Object	2020-21 SPRING Requested Total	2020-21 February Actuals YTD	2020-21 SPRING Projection	% Projected Actuals to Requested Total
Contingency	\$0	\$0	\$0	
External Materials and Services	\$31,701,179	\$13,851,505	\$31,550,000	100%
Fund Transfers - Expense	\$333,650	\$333,650	\$333,650	100%
Internal Materials and Services	\$468,133	\$353,028	\$485,000	104%
Personnel	\$979,555	\$469,879	\$691,000	71%
<b>Sum:</b>	<b>\$33,482,517</b>	<b>\$15,008,061</b>	<b>\$33,059,650</b>	<b>99%</b>

Major Object	2020-21 SPRING Requested Total	2020-21 February Actuals YTD	2020-21 SPRING Projection	% Projected Actuals to Requested Total
General Fund Discretionary	\$33,448,958	\$0	\$33,031,837	99%
Interagency Revenue	\$33,559	\$21,364	\$27,559	82%
Miscellaneous	\$0	\$254	\$254	#DIV/0
<b>Sum:</b>	<b>\$33,482,517</b>	<b>\$21,618</b>	<b>\$33,059,650</b>	<b>99%</b>

### Revenue Discussion

No notable changes to revenue.

### Revenue Risks

The majority of General Fund discretionary resources are passed through to the Joint Office for Homeless Services. There are no material risks to revenue.

### Expenditure Discussion

External materials expense reductions reflect adjustments across fiscal years to better reflect when funds will be spent, taking advantage of evolving construction schedule information Disbursements Personnel services expenses are favorable due in part to vacancies.

### Expenditure Risks

There are no notable risks in the expenditure projection.

### Other Notes

# Business Area Projection Report

## Portland Housing Bureau - Fund 213

Major Object	2020-21 SPRING Requested Total	2020-21 February Actuals YTD	2020-21 SPRING Projection	% Projected Actuals to Requested Total
Contingency	\$169,556	\$0	\$0	
Debt Service	\$3,500,000	\$401,278	\$598,922	17%
External Materials and Services	\$10,895,484	\$655,781	\$10,895,484	100%
Fund Transfers - Expense	\$1,475,481	\$1,285,720	\$1,403,481	95%
Internal Materials and Services	\$551,632	\$222,668	\$332,340	60%
Personnel	\$1,375,429	\$689,048	\$1,028,430	75%
<b>Sum:</b>	<b>\$17,967,582</b>	<b>\$3,254,495</b>	<b>\$14,258,657</b>	<b>79%</b>

Major Object	2020-21 SPRING Requested Total	2020-21 February Actuals YTD	2020-21 SPRING Projection	% Projected Actuals to Requested Total
Beginning Fund Balance	\$7,127,460	\$0	\$402,282	6%
Bond & Note Proceeds	\$2,188,542	\$0	\$2,188,542	100%
Charges for Services	\$3,030,000	\$9,102	\$3,030,000	100%
Fund Transfers - Revenue	\$2,655,490	\$333,650	\$2,655,490	100%
Intergovernmental	\$236,090	\$119,462	\$178,301	76%
Miscellaneous	\$2,730,000	\$4,684,393	\$4,684,393	172%
Taxes	\$0	\$750,165	\$1,119,649	#DIV/0
<b>Sum:</b>	<b>\$17,967,582</b>	<b>\$5,896,772</b>	<b>\$14,258,657</b>	<b>79%</b>

### Revenue Discussion

No notable changes to revenue.

### Revenue Risks

There are no material risks to revenue.

### Expenditure Discussion

External materials expense reductions reflect adjustments across fiscal years to better reflect when funds will be spent, taking advantage of evolving construction schedule information Disbursements Personnel services expenses are favorable due in part to vacancies.

### Expenditure Risks

There are no notable risks in the expenditure projection.

### Other Notes

# Business Area Projection Report

## Portland Housing Bureau - Fund 217

Major Object	2020-21 SPRING Requested Total	2020-21 February Actuals YTD	2020-21 SPRING Projection	% Projected Actuals to Requested Total
External Materials and Services	\$57,410,611	\$23,796,452	\$57,410,600	100%
Internal Materials and Services	\$14,860	\$461	\$688	5%
Personnel	\$877,408	\$406,645	\$606,933	69%
<b>Sum:</b>	<b>\$58,302,879</b>	<b>\$24,203,558</b>	<b>\$58,018,221</b>	<b>100%</b>

Major Object	2020-21 SPRING Requested Total	2020-21 February Actuals YTD	2020-21 SPRING Projection	% Projected Actuals to Requested Total
Bond & Note Proceeds	\$1,000,000	\$401,278	\$641,673	64%
Charges for Services	\$0	\$39,719	\$59,282	#DIV/0
Intergovernmental	\$57,302,879	\$4,183,813	\$57,302,879	100%
Miscellaneous	\$0	\$9,639	\$14,387	#DIV/0
<b>Sum:</b>	<b>\$58,302,879</b>	<b>\$4,634,448</b>	<b>\$58,018,221</b>	<b>100%</b>

### Revenue Discussion

The most notable change to revenue is the re-appropriation of \$36.5 million in CARES Act resources that had been placed with the Housing Bureau across other bureaus to provide a variety of services.

### Revenue Risks

There are no material risks to revenue.

### Expenditure Discussion

External materials expense reductions reflect adjustments across fiscal years to better reflect when funds will be spent, taking advantage of evolving construction schedule information. Personnel services expenses are favorable due in part to vacancies.

### Expenditure Risks

There are no notable risks in the expenditure projection.

### Other Notes



# Business Area Projection Report

## Portland Housing Bureau - Fund 218

Major Object	2020-21 SPRING Requested Total	2020-21 February Actuals YTD	2020-21 SPRING Projection	% Projected Actuals to Requested Total
Debt Service	\$767,000	\$766,539	\$766,539	100%
External Materials and Services	\$16,233,070	\$1,995,740	\$16,233,070	100%
Internal Materials and Services	\$410,339	\$170,419	\$254,357	62%
Personnel	\$1,269,419	\$647,533	\$966,467	76%
<b>Sum:</b>	<b>\$18,679,828</b>	<b>\$3,580,231</b>	<b>\$18,220,433</b>	<b>98%</b>

Major Object	2020-21 SPRING Requested Total	2020-21 February Actuals YTD	2020-21 SPRING Projection	% Projected Actuals to Requested Total
Charges for Services	\$0	\$8,433	\$8,433	#DIV/0
Intergovernmental	\$17,654,828	\$1,566,287	\$17,049,308	97%
Miscellaneous	\$1,025,000	\$1,162,692	\$1,162,692	113%
<b>Sum:</b>	<b>\$18,679,828</b>	<b>\$2,737,412</b>	<b>\$18,220,433</b>	<b>98%</b>

### Revenue Discussion

No notable changes to revenue.

### Revenue Risks

There are no material risks to revenue.

### Expenditure Discussion

External materials expense reductions reflect adjustments across fiscal years to better reflect when funds will be spent, taking advantage of evolving construction schedule information. Personnel services expenses are favorable due in part to vacancies.

### Expenditure Risks

There are no notable risks in the expenditure projection.

### Other Notes

# Business Area Projection Report

## Portland Housing Bureau - Fund 219

Major Object	2020-21 SPRING Requested Total	2020-21 February Actuals YTD	2020-21 SPRING Projection	% Projected Actuals to Requested Total
External Materials and Services	\$10,078,822	\$2,905,938	\$10,078,822	100%
Personnel	\$445,507	\$277,922	\$417,000	94%
<b>Sum:</b>	<b>\$10,524,329</b>	<b>\$3,183,860</b>	<b>\$10,495,822</b>	<b>100%</b>

Major Object	2020-21 SPRING Requested Total	2020-21 February Actuals YTD	2020-21 SPRING Projection	% Projected Actuals to Requested Total
Charges for Services	\$0	\$1,044	\$1,044	#DIV/0
Intergovernmental	\$10,232,329	(\$7,031)	\$9,434,371	92%
Miscellaneous	\$292,000	\$1,060,407	\$1,060,407	363%
<b>Sum:</b>	<b>\$10,524,329</b>	<b>\$1,054,420</b>	<b>\$10,495,822</b>	<b>100%</b>

### Revenue Discussion

No notable changes to revenue.

### Revenue Risks

There are no material risks to revenue.

### Expenditure Discussion

External materials expense reductions reflect adjustments across fiscal years to better reflect when funds will be spent, taking advantage of evolving construction schedule information. Personnel services expenses are favorable due in part to vacancies.

### Expenditure Risks

There are no notable risks in the expenditure projection.

### Other Notes

# Business Area Projection Report

## Portland Housing Bureau - Fund 221

Major Object	2020-21 SPRING Requested Total	2020-21 February Actuals YTD	2020-21 SPRING Projection	% Projected Actuals to Requested Total
Contingency	\$5,669,727	\$0	\$0	
External Materials and Services	\$43,686,992	\$19,781,242	\$42,686,922	98%
Fund Transfers - Expense	\$1,991,596	\$686,640	\$1,991,596	100%
Internal Materials and Services	\$1,358,224	\$948,626	\$1,415,860	104%
Personnel	\$3,761,649	\$2,101,671	\$3,136,822	83%
<b>Sum:</b>	<b>\$56,468,188</b>	<b>\$23,518,180</b>	<b>\$49,231,200</b>	<b>87%</b>

Major Object	2020-21 SPRING Requested Total	2020-21 February Actuals YTD	2020-21 SPRING Projection	% Projected Actuals to Requested Total
Beginning Fund Balance	\$10,914,824	\$0	\$4,819,781	44%
Charges for Services	\$818,741	\$494,409	\$737,924	90%
Fund Transfers - Revenue	\$1,156,638	\$175,000	\$1,156,638	100%
Intergovernmental	\$40,144,815	\$14,096,726	\$40,144,815	100%
Miscellaneous	\$3,433,170	\$1,589,268	\$2,372,042	69%
<b>Sum:</b>	<b>\$56,468,188</b>	<b>\$16,355,402</b>	<b>\$49,231,200</b>	<b>87%</b>

### Revenue Discussion

No notable changes to revenue.

### Revenue Risks

There are no material risks to revenue.

### Expenditure Discussion

External materials expense reductions reflect adjustments across fiscal years to better reflect when funds will be spent, taking advantage of evolving construction schedule information. Personnel services expenses are favorable due in part to vacancies.

### Expenditure Risks

There are no notable risks in the expenditure projection.

### Other Notes

# Business Area Projection Report

## Portland Housing Bureau - Fund 225

Major Object	2020-21 SPRING Requested Total	2020-21 February Actuals YTD	2020-21 SPRING Projection	% Projected Actuals to Requested Total
Contingency	\$4,048,076	\$0	\$0	
External Materials and Services	\$12,621,698	\$8,155,493	\$12,172,378	96%
Fund Transfers - Expense	\$23,262	\$15,512	\$23,152	100%
Internal Materials and Services	\$10,739	\$0	\$0	
Personnel	\$835,948	\$553,000	\$830,000	99%
<b>Sum:</b>	<b>\$17,539,723</b>	<b>\$8,724,005</b>	<b>\$13,025,530</b>	<b>74%</b>

Major Object	2020-21 SPRING Requested Total	2020-21 February Actuals YTD	2020-21 SPRING Projection	% Projected Actuals to Requested Total
Beginning Fund Balance	\$8,292,971	\$0	\$5,354,940	65%
Charges for Services	\$1,248,518	\$325,647	\$486,040	39%
Fund Transfers - Revenue	\$364,000	\$364,000	\$364,000	100%
Miscellaneous	\$4,159,234	\$1,081,535	\$3,614,231	87%
Taxes	\$3,475,000	\$2,148,233	\$3,206,318	92%
<b>Sum:</b>	<b>\$17,539,723</b>	<b>\$3,919,415</b>	<b>\$13,025,529</b>	<b>74%</b>

### Revenue Discussion

No notable changes to revenue.

### Revenue Risks

There are no material risks to revenue.

### Expenditure Discussion

External materials expense reductions reflect adjustments across fiscal years to better reflect when funds will be spent, taking advantage of evolving construction schedule information. Personnel services expenses are favorable due in part to vacancies.

### Expenditure Risks

There are no notable risks in the expenditure projection.

### Other Notes

# Business Area Projection Report

## Portland Housing Bureau - Fund 226

Major Object	2020-21 SPRING Revised Base	2020-21 SPRING Total ADJ	2020-21 SPRING Requested Total	Requested Adjustment as % of Total Requested Budget
Contingency	539,482	1,000,000	\$1,539,482	64.96%
Debt Service	509,000	7,220,000	\$7,729,000	93.41%
External Materials and Services	8,391,966	-1,063,393	\$7,328,573	-14.51%
Fund Transfers - Expense	56,526	0	\$56,526	0.00%
Internal Materials and Services	104,393	0	\$104,393	0.00%
Personnel	116,399	18,000	\$134,399	13.39%
<b>Sum:</b>			<b>\$16,892,373</b>	

Major Object	2020-21 SPRING Revised Base	2020-21 SPRING Total ADJ	2020-21 SPRING Requested Total	Requested Adjustment as % of Total Requested Budget
Beginning Fund Balance	401,676	0	\$401,676	0.00%
Bond & Note Proceeds	4,175,000	7,122,607	\$11,297,607	63.05%
Charges for Services	5,066,499	0	\$5,066,499	0.00%
Fund Transfers - Revenue	28,591	52,000	\$80,591	64.52%
Miscellaneous	46,000	0	\$46,000	0.00%
<b>Sum:</b>			<b>\$16,892,373</b>	

### Revenue Discussion

No notable changes to revenue.

### Revenue Risks

There are no material risks to revenue.

### Expenditure Discussion

External materials expense reductions reflect adjustments across fiscal years to better reflect when funds will be spent, taking advantage of evolving construction schedule information. Personnel services expenses are favorable due in part to vacancies.

### Expenditure Risks

There are no notable risks in the expenditure projection.

### Other Notes

# Business Area Projection Report

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## Portland Housing Bureau - Fund 227

Major Object	2020-21 SPRING Requested Total	2020-21 February Actuals YTD	2020-21 SPRING Projection	% Projected Actuals to Requested Total
External Materials and Services	\$323,000	\$0	\$323,000	100%
<b>Sum:</b>	<b>\$323,000</b>	<b>\$0</b>	<b>\$323,000</b>	<b>100%</b>

Major Object	2020-21 SPRING Requested Total	2020-21 February Actuals YTD	2020-21 SPRING Projection	% Projected Actuals to Requested Total
Miscellaneous Fund Allocation	\$323,000	\$0	\$323,000	100%
<b>Sum:</b>	<b>\$323,000</b>	<b>\$0</b>	<b>\$323,000</b>	<b>100%</b>

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### Revenue Discussion

No notable changes to revenue.

### Revenue Risks

There are no material risks to revenue.

### Expenditure Discussion

No notable changes to expenditure.

### Expenditure Risks

No material risks to the expenditure projection.

### Other Notes

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# Business Area Projection Report

## Portland Housing Bureau - Fund 230

Major Object	2020-21 SPRING Requested Total	2020-21 February Actuals YTD	2020-21 SPRING Projection	% Projected Actuals to Requested Total
Contingency	\$37,096,334	\$0	\$0	
Debt Service	\$2,188,542	\$150	\$150	0%
External Materials and Services	\$68,175,891	\$8,492,172	\$12,674,884	19%
Fund Transfers - Expense	\$550,000	\$366,664	\$547,260	100%
Internal Materials and Services	\$747,472	\$498,315	\$743,754	100%
Personnel	\$1,189,594	\$738,025	\$1,101,530	93%
<b>Sum:</b>	<b>\$109,947,833</b>	<b>\$10,095,326</b>	<b>\$15,067,578</b>	<b>14%</b>

Major Object	2020-21 SPRING Requested Total	2020-21 February Actuals YTD	2020-21 SPRING Projection	% Projected Actuals to Requested Total
Bond & Note Proceeds	\$107,546,951	\$0	\$10,817,714	10%
Charges for Services	\$0	\$2,315,731	\$2,315,731	#DIV/0
Fund Transfers - Revenue	\$482,617	\$482,617	\$482,617	100%
Intergovernmental	\$0	\$0	\$0	
Miscellaneous	\$1,918,265	\$972,516	\$1,451,516	76%
<b>Sum:</b>	<b>\$109,947,833</b>	<b>\$3,770,864</b>	<b>\$15,067,578</b>	<b>14%</b>

### Revenue Discussion

No notable changes to revenue.

### Revenue Risks

There are no material risks to revenue.

### Expenditure Discussion

No notable changes to expenditure.

### Expenditure Risks

There are no material risks to the expenditure projection.

### Other Notes