



# Portland Housing Bureau

To: City Council

From: Shannon Callahan

RE: Portland Housing Bureau's Fall BMP Submittal

Date: Thursday, September 9, 2021

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

## **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. COVID Grant Adjustments (\$56.4 million, CARES, ERAP, ARP, and HUD CV grants)**

This request adjusts budgets for COVID relief grants that pass through PHB. Included are the appropriation of Emergency Rent Assistance Phase 2 funds, the American Recovery Plan HOME funds, the re-budgeting of HUD-CV funds (CDBG, ESG, and HOP WA) for continued use, and the re-budgeting CARES Act funds to facilitate the advance transaction made to the Joint Office of Homeless Services.

**2. Housing Project Re-budgets (\$13.6 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. Fund Adjustments (\$840,492 various funding sources)**

This request adjusts budgets to close out various bond acquisition funds and adjust interfund loan repayments in PDX Bond and Metro grants funds.

**4. 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.

**5. (Placeholder Package) Mobile dwelling unit issue**

## **STATUS REPORTING REQUIREMENTS**

The Fall BMP requires bureaus to perform several status-reporting exercises. The first explains variances between the FY 2020-21 budget and actual expenditures and revenues. The second requirement is for year-end budgetary performance measures, along with explanation of significant variances. 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.

S/S Shannon Callahan

Director, Portland Housing Bureau

**HC - Portland Housing Bureau**

**DP Type**

**Request Name: 12572 -Project Rebudgets**

**Package Description**

Rebudgeting of multi-family affordable housing projects and single-family homeownership and homeowner retention projects that cross fiscal years.

**Service Impacts**

This package will allow the bureau to continue with projects already awarded and under contract or construction

**Equity Impacts**

The Multi Family Rental Project Financing program supports reaching out to Communities of Color to ensure their participation in economic opportunities that quality housing investments create. Success means that the sustainable, high quality housing units, targeting low and very-low income clients, in high opportunity areas are being produced in a fiscally sound manner and being leased in an inclusive and equitable manner with measurable outcomes. PHB development partners are required to report on their efforts to provide contracting opportunities to disadvantaged minority, women and emerging small business – service disabled veterans (DMWESB-SDV), and must comply with federal and local low-income workforce utilization goals.

PHB Home Retention Programs seek to advance equity by targeting vulnerable populations; low income, elderly and Communities of Color to ensure their participation in the economic opportunities that quality housing investments create and provides the means to safely and affordably retain their homes and age in place. Success in this program would increase homeowners' quality-of-life, support neighborhood stabilization and generational wealth, and improve health outcomes for these vulnerable populations. PHB partners with a host of culturally specific service providers who support Portland residents with one-on-one and group financial counseling. Partners leverage additional resources necessary to support households' homeownership goals in the City of Portland, a tight and competitive housing market, targeting Communities of Color and communities that have been displaced or at risk of displacement, to ensure access, and their participation in the economic opportunities that quality housing investments create. Down payment assistance is necessary in addressing the homeownership disparities, and policies should improve access and lessen

challenges and barriers in obtaining resources. Success in this program would increase the number of homeowners from Communities of Color, improve their financial wellbeing, and strengthen trust from the community (as it relates to past government actions).

2021-22 FALL Requested Adj		
Expense	Contingency	1,247,343
	External Materials and Services	12,237,942
	Fund Transfers - Expense	133,000
<b>Expense</b>	<b>Sum:</b>	<b>\$13,618,285</b>

2021-22 FALL Requested Adj		
Revenue	Beginning Fund Balance	7,861,422
	Fund Transfers - Revenue	1,247,343
	Intergovernmental	4,360,614
	Miscellaneous Fund Allocation	148,906
<b>Revenue</b>	<b>Sum:</b>	<b>\$13,618,285</b>

**HC - Portland Housing Bureau**

**DP Type**

**Technical Adjustments**

**Request Name:** 12573 -Technical Adjustments

**Package Description**

These adjustments are related to technical budget or accounting requirements, and do not increase the total appropriation of the funds involved.

**Service Impacts**

These adjustments have no impact on service levels or projects in the current fiscal year.

**Equity Impacts**

These adjustments will help ensure the implementation, delivery, and performance of all programs in support of the Bureau's mission of building and preserving quality, affordable housing; supporting programs that help low income Portlanders find, rent, buy, retain and repair their homes; convening partners to meet the housing needs of the people of Portland; and reaching out to Communities of Color to ensure their participation in the economic opportunities that quality housing investments create.

2021-22 FALL Requested Adj		
Expense	External Materials and Services	187
	Internal Materials and Services	-187
<b>Expense</b>	<b>Sum:</b>	<b>\$0</b>

**HC - Portland Housing Bureau**

**DP Type**

**New Revenue**

**Request Name:** 12574 -COVID Grant Adjustments

**Package Description**

This package primarily appropriates funds awarded through phase 2 of the federal Emergency Rent Assistance Plan (ERAP2) and the American Recovery Plan (ARP) HOME allocations. In addition, adjustments are being made to carryover HUD COVID funds awarded during FY 20-21 that are still being deployed.

**Service Impacts**

Currently, with ERA-1 funding, the average rent assistance per household is \$5,800. If this average continues, ERA-2 could increase the number of households served by 3,500 (after reducing the total allocation for administrative and case management costs).

**Equity Impacts**

In Portland, Communities of Color – particularly Black, Indigenous, and Latinx communities – disproportionately rent, work in service industries, and earn below \$60,000 per year (annual household income needed to afford median city rent). As a result, these communities, whether in market-rate rental or regulated affordable housing, have been disproportionately exposed to the economic and health impacts of COVID-19. ERA-2 continues the city’s COVID-19 rent assistance program which is designed to reach low-income, COVID-19 impacted households, which have an over-representation of Communities of Color.

2021-22 FALL Requested Adj		
Expense	External Materials and Services	56,422,599
<b>Expense</b>	<b>Sum:</b>	<b>\$56,422,599</b>

2021-22 FALL Requested Adj		
Revenue	Intergovernmental	56,422,599
<b>Revenue</b>	<b>Sum:</b>	<b>\$56,422,599</b>

**HC - Portland Housing Bureau**

**DP Type**

**Other Adjustments**

**Request Name: 12593 -Fund Adjustments**

**Package Description**

This package makes a series of technical adjustments to various funds related to the Portland Housing Bond. The first set of adjustments close out the remaining capital funds from the Acquisition phase of the bond project. This includes moving remaining bond proceeds from the 2019 bond issuance to a fund where they can be used to reimburse current bond projects. The second set of adjustments moves existing appropriations to the correct accounts so that the interest on inter-fund loans to the bond program activity fund can be repaid.

**Service Impacts**

These adjustments will allow the bureau to continue with the implementation of both the PDX Affordable Housing Bond and the Metro Affordable Housing Bond.

**Equity Impacts**

The Portland Housing Bond program supports the PHB mission of addressing the housing needs of the people of Portland through reaching out to Communities of Color to ensure their participation in the economic opportunities that quality housing investments create. Success means that the Portland Housing Bond Measure 26-179 production goals have all been met and that Priority Communities have improved access to these homes.

The Metro Bond program supports the PHB mission of addressing the housing needs of the people of Portland through reaching out to Communities of Color to ensure their participation in the economic opportunities that quality housing investments create. Success means that the Metro Bond production goals have all been met and that priority communities identified in PHB's implementation strategy have access to the affordable housing created. PHB's work with Metro is guided by the following four principles which were derived from Metro's Strategy to Advance Racial Equity,

Diversity, and Inclusion and conversations with key stakeholders who participated in a six-month public process convened prior to the referral of the Measure

- 1) Lead with racial equity;
- 2) Create opportunity for those in need;
- 3) Create opportunity throughout the region, including to help prevent displacement in changing neighborhoods where communities of color live today; and
- 4) Ensure long-term benefits and good use of public dollars.

2021-22 FALL Requested Adj		
Expense	Debt Service	27,000
	Ending Fund Balance	440,492
	External Materials and Services	-67,492
	Fund Transfers - Expense	440,492
<b>Expense</b>	<b>Sum:</b>	<b>\$840,492</b>

2021-22 FALL Requested Adj		
Revenue	Beginning Fund Balance	400,000
	Fund Transfers - Revenue	440,492
<b>Revenue</b>	<b>Sum:</b>	<b>\$840,492</b>

**HC - Portland Housing Bureau**

**DP Type**

**Contingency**

**Request Name:** 12671 -Mobile Dwelling Units (Placeholder)

**Package Description**

Placeholder package - mobile dwelling unit issue.

**Service Impacts**

**Equity Impacts**

2021-22 FALL Requested Adj		
Expense	External Materials and Services	0
Expense	Sum:	\$0

# Prior Year Fund Reconciliation Report

Portland Housing Bureau

## 100 - General Fund

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<b>EXPENDITURES</b>	<b>2020-21 Revised Budget</b>	<b>2020-21 Actuals</b>	<b>Percent of Actuals to Revised</b>
Personnel	979,555	846,188	86.38%
External Materials and Services	31,378,179	30,908,334	98.5%
Internal Materials and Services	468,133	577,979	123.46%
Contingency	0	0	
Fund Transfers - Expense	662,650	662,650	100%
<b>TOTAL EXPENDITURES</b>	<b>33,488,517</b>	<b>32,995,151</b>	<b>98.53%</b>

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<b>REVENUES</b>	<b>2020-21 Revised Budget</b>	<b>2020-21 Actuals</b>	<b>Percent of Actuals to Revised</b>
Miscellaneous	0	486	
General Fund Discretionary	33,448,958	0	0%
Interagency Revenue	39,559	30,684	77.56%
<b>TOTAL REVENUES</b>	<b>33,488,517</b>	<b>31,170</b>	<b>0.09%</b>

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### Expenditure Discussion

Personnel was underexpended due to vacancies. Internal Materials and Services were overexpended due lower than expected indirect cost offset recovery due to vacancies among program delivery staff.

### Revenue Discussion

Interagency revenue was under collected due to lower than anticipated activity on the OEHR interagency agreement..

### Other Notes

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## Prior Year Fund Reconciliation Report

Portland Housing Bureau

### 213 - Housing Investment Fund

<b>EXPENDITURES</b>	<b>2020-21 Revised Budget</b>	<b>2020-21 Actuals</b>	<b>Percent of Actuals to Revised</b>
Personnel	1,375,429	1,070,380	77.82%
External Materials and Services	11,218,484	5,738,008	51.15%
Internal Materials and Services	551,632	419,652	76.07%
Debt Service	3,500,000	2,589,820	73.99%
Contingency	169,556	0	0%
Fund Transfers - Expense	1,481,481	719,190	48.55%
<b>TOTAL EXPENDITURES</b>	<b>18,296,582</b>	<b>10,537,049</b>	<b>57.59%</b>

<b>REVENUES</b>	<b>2020-21 Revised Budget</b>	<b>2020-21 Actuals</b>	<b>Percent of Actuals to Revised</b>
Taxes	0	1,441,564	
Charges for Services	3,030,000	8,385	0.28%
Intergovernmental	236,090	378,691	160.4%
Bond & Note Proceeds	2,188,542	2,188,542	100%
Miscellaneous	2,730,000	10,298,573	377.24%
Fund Transfers - Revenue	2,984,490	2,984,490	100%
Beginning Fund Balance	7,127,460	0	0%
<b>TOTAL REVENUES</b>	<b>18,296,582</b>	<b>17,300,245</b>	<b>94.55%</b>

#### Expenditure Discussion

Fund transfers were lower due to the subsidy to the Inclusionary Housing fund not being required. Debt Service was lower due to a smaller than anticipated interfund loan to the PDX Bond program fund. Internal Materials and Services were lower due to reduced charges from the Revenue Division. External Materials and Services were lower due to delayed disbursements on the Westwind project. Personnel was lower due to bureau vacancies.

#### Revenue Discussion

Intergovernmental resources were overcollected to contract timing issues with Sharepoint network members, leading to some FY 19-20 income being received in FY 20-21. The undercollection in Charges for Services and overcollection in Miscellaneous are related in that Rental Registration fees came in \$3.8 million higher than anticipated, and were credited to Miscellaneous instead of Charges for Services. In addition, Miscellaneous was higher due to unanticipated loan payoffs.

#### Other Notes

# Prior Year Fund Reconciliation Report

Portland Housing Bureau

## 217 - Grants Fund

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<b>EXPENDITURES</b>	<b>2020-21 Revised Budget</b>	<b>2020-21 Actuals</b>	<b>Percent of Actuals to Revised</b>
Personnel	877,408	721,854	82.27%
External Materials and Services	55,410,611	49,142,376	88.69%
Internal Materials and Services	14,860	33,490	225.37%
Debt Service	0	0	
<b>TOTAL EXPENDITURES</b>	<b>56,302,879</b>	<b>49,897,720</b>	<b>88.62%</b>

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<b>REVENUES</b>	<b>2020-21 Revised Budget</b>	<b>2020-21 Actuals</b>	<b>Percent of Actuals to Revised</b>
Charges for Services	0	39,719	
Intergovernmental	55,302,879	41,023,212	74.18%
Bond & Note Proceeds	1,000,000	401,278	40.13%
Miscellaneous	0	12,498	
Fund Transfers - Revenue	0	0	
<b>TOTAL REVENUES</b>	<b>56,302,879</b>	<b>41,476,707</b>	<b>73.67%</b>

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### Expenditure Discussion

Personnel costs were lower than anticipated due to vacancies. External Materials and Services were under expended due primarily to the Joint Office of Homeless Services not spending down the ESG-CV2 grant. Internal Materials and Services were over expended due to a catch up charge for bureau indirect to the Lead Grant.

### Revenue Discussion

Intergovernmental was under collection due to the under expenditure noted above and due to grant reimbursements being realized in a different fiscal year. Charges for Services were overcollected due to Metro Bond Grant PDF fees. Bond & Note proceeds were lower due to a smaller than anticipated interfund loan to the Metro Bond Grant fund. Miscellaneous reflects unanticipated interest earnings in several grants.

### Other Notes

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## Prior Year Fund Reconciliation Report

Portland Housing Bureau

### 218 - Community Development Block Grant Fund

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<b>EXPENDITURES</b>	<b>2020-21 Revised Budget</b>	<b>2020-21 Actuals</b>	<b>Percent of Actuals to Revised</b>
Personnel	1,269,419	1,024,042	80.67%
External Materials and Services	16,233,070	12,974,645	79.93%
Internal Materials and Services	410,339	276,419	67.36%
Debt Service	767,000	766,539	99.94%
<b>TOTAL EXPENDITURES</b>	<b>18,679,828</b>	<b>15,041,645</b>	<b>80.52%</b>

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<b>REVENUES</b>	<b>2020-21 Revised Budget</b>	<b>2020-21 Actuals</b>	<b>Percent of Actuals to Revised</b>
Charges for Services	0	12,431	
Intergovernmental	17,654,828	4,817,421	27.29%
Miscellaneous	1,025,000	1,802,024	175.81%
<b>TOTAL REVENUES</b>	<b>18,679,828</b>	<b>6,631,877</b>	<b>35.50%</b>

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#### Expenditure Discussion

Personnel was underexpended due to vacancies, and because bureau indirect is charged based upon direct staffing cost, Internal Materials and Services was under expended as well. External Materials and Services were underexpended due to lower than anticipated CDBG-CV spending by the Joint Office of Homeless Services and Prosper Portland.

#### Revenue Discussion

Miscellaneous was overcollected due to unanticipated loan payoffs. Intergovernmental was undercollected for two reasons - first, the underexpenditures noted below, and second due to significant expenses from the Joint Office of Homeless Services being provided beyond the time reimbursement from HUD could be recorded for FY 20-21. CDBG is a reimbursement grant, and the City is not reimbursed until expenses are incurred.

#### Other Notes

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# Prior Year Fund Reconciliation Report

Portland Housing Bureau

## 219 - HOME Grant Fund

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<b>EXPENDITURES</b>	<b>2020-21 Revised Budget</b>	<b>2020-21 Actuals</b>	<b>Percent of Actuals to Revised</b>
Personnel	445,507	443,319	99.51%
External Materials and Services	7,263,822	3,769,322	51.89%
<b>TOTAL EXPENDITURES</b>	<b>7,709,329</b>	<b>4,212,641</b>	<b>54.64%</b>

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<b>REVENUES</b>	<b>2020-21 Revised Budget</b>	<b>2020-21 Actuals</b>	<b>Percent of Actuals to Revised</b>
Charges for Services	0	1,044	
Intergovernmental	7,417,329	1,076,273	14.51%
Miscellaneous	292,000	1,313,972	449.99%
<b>TOTAL REVENUES</b>	<b>7,709,329</b>	<b>2,391,288</b>	<b>31.02%</b>

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### Expenditure Discussion

External Materials and Services were under expended due primarily to funds held for unanticipated project costs not being needed, and funds belonging to the City of Gresham being under expended.

### Revenue Discussion

The HOME grant is a reimbursement grant, therefore the under collection of Intergovernmental revenue is a result of under expenditures as described below as well as higher than anticipated income (Miscellaneous and Charges for Services) from cash flow loan payments and loan payoffs - the bureau must bill against this income before billing the federal grant.

### Other Notes

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## Prior Year Fund Reconciliation Report

Portland Housing Bureau

### 221 - Tax Increment Financing Reimbursement Fund

EXPENDITURES	2020-21 Revised Budget	2020-21 Actuals	Percent of Actuals to Revised
Personnel	3,770,649	3,240,929	85.95%
External Materials and Services	48,900,992	34,028,725	69.59%
Internal Materials and Services	1,358,224	1,389,034	102.27%
Contingency	19,727	0	0%
Fund Transfers - Expense	1,991,596	1,029,958	51.72%
<b>TOTAL EXPENDITURES</b>	<b>56,041,188</b>	<b>39,688,646</b>	<b>70.82%</b>

REVENUES	2020-21 Revised Budget	2020-21 Actuals	Percent of Actuals to Revised
Charges for Services	818,741	748,055	91.37%
Intergovernmental	40,006,315	27,742,840	69.35%
Miscellaneous	3,444,670	2,787,562	80.92%
Fund Transfers - Revenue	1,156,638	195,000	16.86%
Beginning Fund Balance	10,614,824	0	0%
<b>TOTAL REVENUES</b>	<b>56,041,188</b>	<b>31,473,457</b>	<b>56.16%</b>

#### Expenditure Discussion

Personnel costs were underexpended due to vacancies. External Materials and Services were under expended primarily due to lower than anticipated project disbursements in the Interstate , Lents, and North Macadam TIF districts as a result of revised project estimates.

#### Revenue Discussion

TIF is a reimbursement funding source, therefore the under collection of Intergovernmental revenue is a result of under expenditures as described below as well as lower than anticipated income (Miscellaneous) from cash flow loan payments and loan payoffs. Fund Transfers are lower due to reduced holding and relocation costs for the Westwind property.

#### Other Notes

## Prior Year Fund Reconciliation Report

Portland Housing Bureau

### 225 - Inclusionary Housing Fund

<b>EXPENDITURES</b>	<b>2020-21 Revised Budget</b>	<b>2020-21 Actuals</b>	<b>Percent of Actuals to Revised</b>
Personnel	861,246	848,927	98.57%
External Materials and Services	15,599,827	7,747,074	49.66%
Internal Materials and Services	10,739	10,739	100%
Contingency	2,022,778	0	0%
Fund Transfers - Expense	23,262	23,262	100%
<b>TOTAL EXPENDITURES</b>	<b>18,517,852</b>	<b>8,630,002</b>	<b>46.60%</b>

<b>REVENUES</b>	<b>2020-21 Revised Budget</b>	<b>2020-21 Actuals</b>	<b>Percent of Actuals to Revised</b>
Taxes	3,475,000	6,229,852	179.28%
Charges for Services	1,248,518	4,899,025	392.39%
Miscellaneous	4,159,234	4,834,066	116.22%
Fund Transfers - Revenue	364,000	101,667	27.93%
Beginning Fund Balance	9,271,100	0	0%
<b>TOTAL REVENUES</b>	<b>18,517,852</b>	<b>16,064,609</b>	<b>86.75%</b>

#### Expenditure Discussion

External Materials and Services were under expended due to pre development loans for PDX bond projects being timed differently than originally anticipated.

#### Revenue Discussion

Tax collections were higher than anticipated due to backlogged construction permit activity in the first half of the fiscal year. Charges for Services were higher due to a Central City In-Lieu fee payment. Miscellaneous was higher due to predevelopment loans payoff occurring sooner than anticipated and higher than anticipated interest earnings. Fund transfers were lower due to the fund consolidation for the indirect housing subsidy programs.

#### Other Notes

## Prior Year Fund Reconciliation Report

Portland Housing Bureau

### 226 - Housing Property Fund

<b>EXPENDITURES</b>	<b>2020-21 Revised Budget</b>	<b>2020-21 Actuals</b>	<b>Percent of Actuals to Revised</b>
Personnel	149,399	107,872	72.2%
External Materials and Services	7,362,573	6,843,049	92.94%
Internal Materials and Services	106,393	107,197	100.76%
Debt Service	7,729,000	7,874,688	101.88%
Contingency	1,539,482	0	0%
Fund Transfers - Expense	56,526	56,526	100%
<b>TOTAL EXPENDITURES</b>	<b>16,943,373</b>	<b>14,989,331</b>	<b>88.47%</b>

<b>REVENUES</b>	<b>2020-21 Revised Budget</b>	<b>2020-21 Actuals</b>	<b>Percent of Actuals to Revised</b>
Charges for Services	5,066,499	4,740,222	93.56%
Bond & Note Proceeds	11,297,607	11,268,103	99.74%
Miscellaneous	46,000	46,616	101.34%
Fund Transfers - Revenue	86,591	69,250	79.97%
Beginning Fund Balance	446,676	0	0%
<b>TOTAL REVENUES</b>	<b>16,943,373</b>	<b>16,124,191</b>	<b>95.17%</b>

#### Expenditure Discussion

Personnel costs were lower than anticipated due to vacancies. Debt Services costs were higher than anticipated due to slightly higher issuance costs on the Headwater refinancing.

#### Revenue Discussion

Fund transfers were lower than anticipated due to improved cash positions for land banked properties.

#### Other Notes

# Prior Year Fund Reconciliation Report

Portland Housing Bureau

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## 227 - Recreational Marijuana Tax Fund

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<b>EXPENDITURES</b>	<b>2020-21 Revised Budget</b>	<b>2020-21 Actuals</b>	<b>Percent of Actuals to Revised</b>
External Materials and Services	373,001	320,517	85.93%
<b>TOTAL EXPENDITURES</b>	<b>373,001</b>	<b>320,517</b>	<b>85.93%</b>

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<b>REVENUES</b>	<b>2020-21 Revised Budget</b>	<b>2020-21 Actuals</b>	<b>Percent of Actuals to Revised</b>
Miscellaneous Fund Allocation	373,001	0	0%
<b>TOTAL REVENUES</b>	<b>373,001</b>	<b>0</b>	<b>0.00%</b>

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### Expenditure Discussion

Expenses were lower than anticipated due to reduced spending by the Joint Office of Homeless Services.

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### Revenue Discussion

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### Other Notes

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## Prior Year Fund Reconciliation Report

Portland Housing Bureau

### 230 - Affordable Housing Development Fund

EXPENDITURES	2020-21 Revised Budget	2020-21 Actuals	Percent of Actuals to Revised
Personnel	1,189,594	1,020,041	85.75%
External Materials and Services	68,175,891	34,343,162	50.37%
Internal Materials and Services	747,472	747,472	100%
Debt Service	2,188,542	2,188,542	100%
Contingency	37,096,334	0	0%
Fund Transfers - Expense	550,000	550,000	100%
<b>TOTAL EXPENDITURES</b>	<b>109,947,833</b>	<b>38,849,217</b>	<b>35.33%</b>

REVENUES	2020-21 Revised Budget	2020-21 Actuals	Percent of Actuals to Revised
Charges for Services	0	3,218,161	
Intergovernmental	0	0	
Bond & Note Proceeds	107,546,951	2,188,542	2.03%
Miscellaneous	1,918,265	1,457,490	75.98%
Fund Transfers - Revenue	482,617	0	0%
<b>TOTAL REVENUES</b>	<b>109,947,833</b>	<b>6,864,193</b>	<b>6.24%</b>

#### Expenditure Discussion

Personnel costs were under expended due to vacancies and lower than anticipated staff time on construction coordination and closing activities due to project timelines. External Materials and Services were lower than anticipated due to changes in project time lines.

#### Revenue Discussion

Bond and Note Proceeds and Miscellaneous both reflect the sale of the 2020B Housing GO Bonds. Charges for Services reflect collection of Program Delivery fees (PDF) for bond projects. Fund Transfers were lower than anticipated due to the collection of PDF.

#### Other Notes

## FY 2020-21 Budget Note Update

### Portland Housing Bureau

**Date of Budget Note:** July 1, 2020 in the FY 2020-21 Adopted Budget

**Budget Note Title:** *Limiting Non-Essential Materials and Services Spending*

**Budget Note Language:** *To mitigate the impacts of the anticipated sudden, dramatic decline in resources as a result of the COVID-19 crisis, the FY 2020-21 Adopted Budget eliminates inflationary growth for General Fund backed materials and services spending. Non-General Fund bureaus and programs are similarly directed to limit discretionary and non-essential spending, where possible reducing inflationary spending to adjust to the lower level of resources.*

**Summary Status:** Complete

**Budget Note Update:** September 9<sup>th</sup>, 2021

**Bureau Performance Narrative**

Portland Housing Bureau

Key Performance Measures	Measure Type Name	FY 2018-19 Actuals	FY 2019-20 Actuals	FY 2020-21 Target	FY 2020-21 Actuals	FY 2021-22 Target	Strategic Target	Details
HC_0070 Housing units opened that are newly affordable	OUTPUT	878	654	500	499	500	500	
HC_0105 Total number of homeless individuals placed in permanent housing	OUTPUT	5,770	5,090	5,500	4,010	5,950	5,950	
HC_0106 Retention rate of households placed in permanent housing at 12 months	OUTCOME	64%	61%	75%	73%	75%	75%	
HC_0107 Number of individuals prevented from becoming homeless	OUTPUT	7,220	7,300	7,900	26,730	7,700	7,700	
HC_0111 Percentage of households receiving homebuyer education or counseling and subsequently purchasing a home	OUTCOME	25%	13%	10%	15%	10%	10%	
HC_0113 Percentage of households receiving home repairs and retaining their homes 12 months after services	OUTCOME	94%	89%	80%	95%	80%	80%	
HC_0121 Percentage utilization of minority contracts in housing construction (contract \$ awarded)	OUTCOME	17%	15%	10%	21%	10%	10%	
HC_0127 Percentage of households receiving homebuyer subsidies from Communities of Color	OUTCOME	0	83%	60%	80%	60%	60%	
HC_0128 Number of people housed in newly opened affordable rental units	OUTCOME	0	1,219	1,000	735	1,000	1,000	Many of the units opened in 2021 were affordable studios and one bedrooms providing homes for small households
HC_0129 Retention rate of households placed in permanent housing at 12 months (of those successfully contacted)	OUTCOME	0	85%	80%	92%	80%	80%	
HC_0130 Number of households provided housing stabilization	OUTPUT	0	272	245	349	245	245	
HC_0132 Number of households provided landlord/tenant hotline services	OUTPUT	0	5,137	3,145	4,374	3,145	3,145	

**Portland Housing Bureau**  
 Prior Year Performance Reporting

Run Date: 9/9/21  
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HC_0133	Number of landlords/tenants provided face to face services	OUTPUT	0	944	670	542	670	670	FY 20/21 face-to-face services for landlords and tenants were lower due to the ongoing impacts of the covid 19 pandemic
HC_0135	Percentage of privately developed residential units permitted as affordable through the Inclusionary Housing (IH) program	OUTCOME	0	12%	10%	10%	10%	10%	
HC_0136	Percentage of Inclusionary Housing (IH) units affordable at 60% AMI or below	OUTCOME	0	63%	50%	64%	50%	50%	

Other Performance Measures	Measure Type Name	FY 2018-19 Actuals	FY 2019-20 Actuals	FY 2020-21 Target	FY 2020-21 Actuals	FY 2021-22 Target	Strategic Target	Details
HC_0037	Count of households receiving homebuyer education or counselling	976	1,429	975	1,589	975	975	
HC_0069	Vacancy rate of units built 0% to 60% median family income	3%	3%	3%	3%	3%	3%	
HC_0083	Administrative costs as a percentage of bureau level budget	5%	5%	5%	5%	5%	5%	
HC_0108	Average length of time (days) spent in homeless shelter (all populations)	64	67	85	40	60	60	
HC_0109	Number of individuals who accessed homeless services, but who had not accessed homeless services in the previous two years	5,410	5,360	6,400	4,340	5,500	5,500	
HC_0110	Percentage of households moved from homelessness into housing that subsequently return to homelessness	26%	23%	25%	23%	25%	25%	
HC_0112	Number of households receiving home repairs	674	535	500	518	500	500	
HC_0114	Number of households receiving indirect assistance through foregone revenue (mortgage credit certificate, limited tax exemption, and system development charge exemption)	266	176	140	153	140	140	
HC_0115	Affordable housing units preserved	176	172	150	155	150	150	

Portland Housing Bureau

Prior Year Performance Reporting

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Other Performance Measures	Measure Type Name	FY 2018-19 Actuals	FY 2019-20 Actuals	FY 2020-21 Target	FY 2020-21 Actuals	FY 2021-22 Target	Strategic Target	Details
HC_0116	Rolling three-year average of total units opened and preserved	899	956	897	845	843	843	
HC_0117	Average investment per rental housing unit	\$96,000	\$85,000	\$125,000	\$112,500	\$125,000	\$125,000	
HC_0118	Percentage of housing units opened or preserved in high opportunity areas	61%	60%	50%	73%	50%	50%	A high proportion of units opened in 2021 were in opportunity areas with a score of 4 or 5
HC_0119	Administrative costs as a rolling three-year average	7%	7%	7%	7%	7%	7%	
HC_0120	Percentage utilization of minority, women, and emerging small business contracts in housing construction (contract \$ awarded)	23%	30%	20%	32%	20%	20%	
HC_0131	Number of households provided fair housing services	0	860	700	690	700	700	
HC_0134	Number of landlords/tenants provided outreach, education, and engagement services	0	14,647	13,500	18,901	135,500	13,500	The FY 20/21 increase in this measure reflects high compliance with the City's Residential Rental Registration program.
HC_0137	Percentage of family sized Inclusionary Housing (IH) units permitted	0	20%	15%	21%	15%	15%	

## Capital Program Status Report

### Portland Housing Bureau

CIP Program Name	2020-21 Adopted Budget	2020-21 Revised Budget	2020-21 Actuals	PY Variance	PY Percent of Actuals to Revised	2021-22 Adopted Budget	2021-22 FALL Requested Total	2021-22 July Actuals	Fall Req. to Adopted Variance	Fall Req. to Adopted % Variance
Acquisitions	\$0	\$170,000	\$28,505	(\$141,495)	16.77%	\$3,750,000	\$0	\$1,167	(\$3,750,000)	#DIV/0
	\$10,367,209	\$8,424,627	\$7,804,386	(\$620,241)	92.64%	\$13,706,749	\$13,861,782	(\$399,387)	\$155,033	1.12%
<b>Sum:</b>	<b>\$10,367,209</b>	<b>\$8,594,627</b>	<b>\$7,832,890</b>	<b>(\$761,737)</b>	<b>-8.86%</b>	<b>\$17,456,749</b>	<b>\$13,861,782</b>	<b>(\$398,219)</b>	<b>(\$3,594,967)</b>	<b>-25.93%</b>

### Prior Year Variance Description

The significant prior year variances reflect billing delays for relocation costs at the Westwind Apartments.

### Current Year Variance Description

Current year variances reflect minimal adjustments in the fall BMP.

## Capital Program Status Report

### Portland Housing Bureau

CIP Program Name	Project	2020-21 Adopted Budget	2020-21 Revised Budget	2020-21 Actuals	PY Variance	PY Percent of Actuals to Revised	2021-22 Adopted Budget	2021-22 FALL Requested Total	2021-22 July Actuals
Acquisitions	H30289	0	0	21,211	21,211		3,750,000	0	1,167.4
Acquisitions	H30470	0	170,000	7,293	-162,707	4.29%	0	0	0
	H30010	0	0	16,598	16,598		0	0	1,062.9
	H30285	0	0	0	0		0	0	0
	H30286	2,000,000	3,902,607	3,511,366	-391,241	89.97%	0	0	-410,379.27
	H30287	0	0	2,459	2,459		0	0	0
	H30310	0	0	1,646	1,646		0	0	0
	H30314	0	0	205	205		0	0	0
	H30321	7,774,344	3,750,000	3,773,290	23,290	100.62%	4,024,344	4,024,344	137.57
	H30329	92,865	92,865	0	-92,865		0	0	0
	H30415	500,000	500,000	335,759	-164,242	67.15%	0	155,033	1,081.21
	H30466	0	0	1,872	1,872		1,587,405	1,587,405	2,508.89
	H30845	0	79,155	50,807	-28,348	64.19%	3,595,000	3,595,000	676.04
	H30849	0	0	4,306	4,306		4,500,000	4,500,000	5,138.19
	H89050	0	100,000	106,078	6,078	106.08%	0	0	387.75
	<b>Sum:</b>	<b>10,367,209</b>	<b>8,594,627</b>	<b>7,832,890</b>	<b>-761,737</b>	<b>-8.86%</b>	<b>17,456,749</b>	<b>13,861,782</b>	<b>-398,219.32</b>

## Capital Program Status Report

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<b>Fall Req. to Adopted Variance</b>	<b>Fall Req. to Adopted % Variance</b>
-3,750,000	#DIV/0
0	#DIV/0
0	#DIV/0
0	#DIV/0
0	#DIV/0
0	#DIV/0
0	#DIV/0
0	#DIV/0
0	0%
0	#DIV/0
155,033	100%
0	0%
0	0%
0	0%
0	#DIV/0
<b>-3,594,967</b>	<b>-25.93%</b>

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## Capital Program Status Report

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### **Prior Year Variance Description**

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The significant prior year variances reflect billing delays for relocation costs at the Westwind Apartments.

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### **Current Year Variance Description**

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Current year variances reflect minimal adjustments in the fall BMP.

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## Capital Program Status Report

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## Capital Program Status Report

Responsible Bureau	CIP Program Name	Project	2020-21 Adopted Budget	2020-21 Revised Budget	2020-21 Actuals	PY Variance	PY Percent of Actuals to Revised	2021-22 Adopted Budget	R
HC	Acquisitions	H30289	0	0	21,211	21,211		3,750,000	
HC	Acquisitions	H30470	0	170,000	7,293	-162,707	4.29%	0	
HC		H30010	0	0	16,598	16,598		0	
HC		H30285	0	0	0	0		0	
HC		H30286	2,000,000	3,902,607	3,511,366	-391,241	89.97%	0	
HC		H30287	0	0	2,459	2,459		0	
HC		H30310	0	0	1,646	1,646		0	
HC		H30314	0	0	205	205		0	
HC		H30321	7,774,344	3,750,000	3,773,290	23,290	100.62%	4,024,344	
HC		H30329	92,865	92,865	0	-92,865		0	
HC		H30415	500,000	500,000	335,759	-164,242	67.15%	0	
HC		H30466	0	0	1,872	1,872		1,587,405	
HC		H30845	0	79,155	50,807	-28,348	64.19%	3,595,000	
HC		H30849	0	0	4,306	4,306		4,500,000	
HC		H89050	0	100,000	106,078	6,078	106.08%	0	
		<b>Sum:</b>	<b>10,367,209</b>	<b>8,594,627</b>	<b>7,832,890</b>	<b>-761,737</b>	<b>-8.86%</b>	<b>17,456,749</b>	

## Capital Program Status Report

2021-22 FALL Requested Total	2021-22 July Actuals	Fall Req. to Adopted Variance	Fall Req. to Adopted % Variance
0	1,167.4	-3,750,000	#DIV/0
0	0	0	#DIV/0
0	1,062.9	0	#DIV/0
0	0	0	#DIV/0
0	-410,379.27	0	#DIV/0
0	0	0	#DIV/0
0	0	0	#DIV/0
0	0	0	#DIV/0
4,024,344	137.57	0	0%
0	0	0	#DIV/0
155,033	1,081.21	155,033	100%
1,587,405	2,508.89	0	0%
3,595,000	676.04	0	0%
4,500,000	5,138.19	0	0%
0	387.75	0	#DIV/0
<b>13,861,782</b>	<b>-398,219.32</b>	<b>-3,594,967</b>	<b>-25.93%</b>