

Program Summary Template
Portland Housing Bureau

1. Program Title	2. Program Manager	3. Phone	4. Website (if available)	5. Program Description	6. Program Staff		7. Operating Budget	8. Capital Budget	9. Revenues					10. Functional Area	11. Output Measure(s)	12. Capital Assets and Status	13. Major Maintenance	14. Customer Survey Data	15. Program Rankings	
					Full-time	Part-time			General Fund	Rates/fees	External Customers	Grants	Other						Core	Community
Administration & Support	Alissa Brumfield	503-823-4160	N/A	This program performs administrative and support activities specific to the various bureau programs. <i>Program Lead - Various</i>	2.70	-	526,596	-	56,000	68,226	-	18,223,064	80,314,567	CDAS00	N/A	N/A	N/A	N/A. Due to PHB merger workload, bureau has not completed customer survey in last 2. This is part of business operations workplan for calendar year 2010.	N/A ¹	N/A ¹
Business Operations	Alissa Brumfield	503-823-4160	N/A	The business operations program performs all bureau-level administrative activities, includes accounting; financial management; purchasing; data management; asset management; compliance; human resources; IT; research; audits; and loan servicing. <i>Program Lead - Alissa Brumfield</i>	26.00	-	4,582,389	-	79,394	-	-	-	-	CDASBS	Number of subrecipient contracts processed: 135 Number of housing assets monitored: 302	N/A	N/A	N/A (see above)	N/A ¹	N/A ¹
Director's Office	Margaret Van Vliet	503-823-2380	N/A	The director's office is comprised of the bureau director, assistant director, public information officer and director's assistant. <i>Program Lead - Margaret Van Vliet</i>	4.00	-	555,001	-	91,199	-	-	-	-	CDASDO	N/A	N/A	N/A	N/A (see above)	N/A ¹	N/A ¹
Strategic Housing Planning & Policy	Andrew Miller	503-823-2353	N/A	The Strategic Housing Planning & Policy Program's goal is to define the comprehensive housing needs of Portland's residents, shape local housing policy and priorities, and to have a seat at the table as key decisions and investments are made. <i>Program Lead - Andy Miller</i>	6.75	-	694,780	-	19,662	-	-	-	-	CDASPC	Number of public input meetings hosted or attended: 24 Percentage of housing plans and policies identified for completion or updating during fiscal year that will be completed or updated: 95%	N/A	N/A	N/A (see above)	N/A ¹	N/A ¹
Shelter Services	Jacob Fox	503-823-6017	tinyurl.com/ygrip3k	Staffing and operation of year-round emergency housing programs for adults and youth. Youth funds are passed through to Multnomah County. Contracts include services, and some include rent assistance to move people from shelters to housing. Funding also supports staffing and operation of men & women's winter shelters, adult Seasonal Warming Center and Severe Weather Event system. <i>Program Lead - Sally Erickson</i>	0.57	-	2,422,195	-	1,670,619	-	-	-	-	CDEHES	Number of persons served in shelter : 804	N/A	N/A	N/A (see above)	2	3
Transitional Housing	Jacob Fox	503-823-6017	tinyurl.com/ygrip3k	This program supports the operating costs of facility-based transitional housing for people moving from homelessness into housing who need a supportive, transitional setting to be successful – particularly those in recovery from mental illness and addictions. Includes adults and youth. <i>Program Lead - Sally Erickson</i>	0.78	-	721,467	-	100,112	-	-	-	-	CDEHFH	Number of households served in transitional housing: 621	N/A	N/A	N/A (see above)	9	2
Rent Assistance	Jacob Fox	503-823-6017	tinyurl.com/ygrip3k	This program provides limited-term rent assistance, deposit and housing costs to move homeless adult and family households into permanent housing. Assistance is coupled with supportive services to provide a range of services to support people moving into and retaining permanent housing, such as outreach to unsheltered homeless people. <i>Program Lead - Sally Erickson</i>	1.00	-	4,062,447	-	3,688,983	-	-	-	-	CDEHHP	Number of households receiving placement rent assistance: 237	N/A	N/A	N/A (see above)	11	6
Short Term Rent Assistance	Jacob Fox	503-823-6017	tinyurl.com/ygrip3k	This program provides short-term rent assistance to help chronically homeless disabled men and women, families with children and others facing temporary crisis move from the streets or shelters to housing. <i>Program Lead - Sally Erickson</i>	0.65	-	838,827	-	403,908	-	-	-	-	CDEHRA	Number of households receiving eviction prevention rent assistance: 768	N/A	N/A	N/A (see above)	3	5

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					Full-time	Part-time			General Fund	Rates/fees	External Customers	Grants	Other						Core	Community
Economic Opportunity	Jacob Fox	503-823-6017	N/A	PHB passes through CDBG (federal grant) funding to support the economic opportunity program at PDC. This program supports workforce and micro-enterprise projects for adults and youth ages 18 to 25; programs are intensive, long-term, and provide comprehensive supports to give maximize participants success rates. <i>Program Lead - Antoinette Pietka</i>	-	-	2,749,310	-	-	-	-	-	-	CDEO00	N/A (tracked by PDC)	N/A	N/A	N/A (see above)	N/A ¹	N/A ¹
Rental Access & Stabilization	Jacob Fox	503-823-6017	tinyurl.com/y c2uumg	This program helps to "create home" for low-income households by providing support in identifying and accessing affordable homes as well as providing assistance in maintaining safe, healthy, and stable homes. This is done through a combination of direct services, contract management, and systems influence work that addresses market voids. <i>Program Lead - Andrea Matthiessen</i>	3.30	-	3,202,710	-	57,489	-	-	-	-	CDHCAS	Number of small-scale home repair projects completed annually: 1,267	N/A	N/A	N/A (see above)	6	10
Rental Housing Development & Finance	Jacob Fox	503-823-6017	tinyurl.com/y c2uumg	This program is responsible for Rental Housing Development (RHD) -- the engine for deploying public funding resources for production and/or preservation of new and existing affordable housing assets. In addition, RHD leads land acquisition and development process for City priorities such as the Resource Access Center. <i>Program Lead - Komi Kalevor</i>	14.73	-	63,653,951	-	-	-	-	-	-	CDHCRH	Rental units built 0-100% MFI: 471 Homeownership units built: 264	PDC housing assets to be transferred effective 7/1/10	N/A	N/A (see above)	0-30 MFI: 1 31-60 MFI: 4 61-100 MFI: 7	0-30 MFI: 1 31-60 MFI: 4 61-100 MFI: 8
Homeownership Development and Finance	Jacob Fox	503-823-6017	tinyurl.com/y c2uumg	This program is responsible for Home Ownership Development and Finance (HODF) which deploys public funding resources for production and/or preservation of new and existing affordable homeownership housing assets. <i>Program Lead - Shelly Haack</i>	1.82	-	8,245,487	-	-	-	-	-	-	CDHMHD	Homeownership units built: 264	N/A			N/A ¹	N/A ¹
Homeownership Financial Assistance	Jacob Fox	503-823-6017	tinyurl.com/y c2uumg	This program provides needed financial assistance to help first-time homebuyers purchase and repair a home in Lents or Interstate URAs. <i>Program Lead - Shelly Haack</i>	3.29	-	8,340,794	-	-	-	-	-	-	CDHMFA	First time home buyer loans originated and sold: 70 Down payment assistance loans: 25	N/A	N/A	N/A (see above)	10	11
Homeowner / Homebuyer Retention	Jacob Fox	503-823-6017	tinyurl.com/y c2uumg	This program helps home owners refinance and renovate their homes, providing assistance to homeowners in identifying funding and other resources necessary to complete home improvement projects. <i>Program Lead - Shelly Haack</i>	7.09	-	3,723,582	-	-	-	-	-	-	CDHMRT	Owner occupied homes repaired with PHB repair loans/grants: 150 Units repaired through nonprofits funded by PHB: 1,200 Existing homebuyers receiving foreclosure prevention counseling: 375	N/A	N/A	N/A (see above)	5	7
Homeowner / Homebuyer Access	Jacob Fox	503-823-6017	tinyurl.com/y c2uumg	This program fills a void in the private market for competent, free or low cost, culturally sensitive home buyer education and counseling services -- especially for communities of color. It contributes to livability by helping stabilize families and communities through affordable, responsible homeownership and the necessary skills to maintain it (e.g., financial literacy, ability to save, avoid foreclosure.) <i>Program Lead - Shelly Haack</i>	2.32	-	453,687	-	-	-	-	-	-	CDHMAS	Number of home buyers assisted: 405 (321 of which were first-time homebuyers)	N/A	N/A	N/A (see above)	8	9
Total					75.00	-	104,773,223	-	6,167,366	68,226	-	18,223,064	80,314,567							

Annotation

- 1. Certain programs not included in ranking exercises
- Administration & Support, Business Operations, Director's Office, Strategic Housing Planning & Policy because the programs do not provide direct service.
- Economic Opportunity, because the program was transferred to PDC and is no longer core to the bureau mission.
- Homeownership Development and Finance, because it was established in City budget structure only shortly prior to Requested Budget submission.