

Program Summary Template
City Bureau: Portland Housing Bureau

1. Program Title Manager Phone #	2. Program Description	3. Staff (FTE)		4. Requirements		5. Percent Admin	6. Resources				7. Output and Efficiency Measure(s)	8. Program Rankings	
		Regular	Limited Term	Operating	Capital		General Fund	Rates, Fees & IAs	Federal, State & Local	Other		Core	Community
New Construction Komi Kalevor 503-823-3123	Financial assistance for construction of new rental and homeowner affordable housing units.	2.90	-	43,343,034		0%	-	-	-	-	- # of units assisted: 409 - PHB contribution per unit: \$116,472 - # rent-restricted units added (by MFI) 0-30%: 163 31-50%: 34 51-60%: 197 61-80%: 4 81+%: 11	1	1
Preservation Komi Kalevor 503-823-3123	Preservation of expiring Section 8 projects. Preservation projects include acquisition and rehabilitation.	3.40	-	6,269,796		0%	-	-	-	-	- # of projects preserved: 2 projects - PHB contribution per unit: \$30,235 - # rent-restricted units preserved (by MFI) 0-30%: 68 31-50%: 0 51-60%: 0 61-80%: 0 81+%: 0	2	2
Rehabilitation Komi Kalevor 503-823-3123	Financial assistance for the repair and renovation of existing rental and homeowner affordable housing units.	4.35	-	8,666,569		0%	-	-	-	-	- # of units assisted: 509 - PHB contribution per unit: \$116,472 - # rent-restricted units rehab'd (by MFI) 0-30%: 184 31-50%: 78 51-60%: 241 61-80%: 0 81+%: 6	3	3
Housing Development & Finance Komi Kalevor 503-823-3123	Investments that complement new construction, preservation & rehabilitation, including project support contracts with non-profit community development partners and Section 108 loan program principal & interest payments. Also includes Federal resources passed through to Gresham (\$1.65M).	2.20	-	1,970,241		0%	-	-	-	-	- # projects assisted: 16	4	4
Prevention & Rapid Re-housing Sally Erickson 503-823-0883	Short-term rent assistance (STRA) and other costs to prevent homelessness among households facing temporary crisis.	1.16	-	910,735		0%	-	-	-	-	- # new households served: 882 - # households receiving ongoing service: 1,315 - 6-mo / 12-mo retention rate: 88% / 82%	5	5
Supportive Housing Sally Erickson (823-0883)	Limited-term rent assistance (up to 24 mos.) and deposit/housing expenses associated with moving homeless into permanent housing, coupled with supportive services (e.g., outreach, counseling, placement).	1.06	-	3,807,311	-	0%	-	-	-	-	- # of new households served: 453 - # of households receiving ongoing service: 584	6	6
Healthy Homes Andrea Matthiessen 503-823-2379	Financial and educational assistance in maintaining safe, healthy, and stable homes.	3.35	-	1,694,747	-	0%	-	-	-	-		7	7
Home Repair Andrea Matthiessen 503-823-2379	Loans and grants for the repair of existing homes. Includes lead hazard control grants.	1.80	-	2,436,754	-	0%	-	-	-	-	- # of households receiving home repair loans: 111 (avg loan amt: \$6,882) - # of elderly/disabled household mini-rehab: 1,333 (avg loan amt: \$791)	8	8
Homebuyer & Foreclosure Education / Counseling Andrea Matthiessen 503-823-2379	Provides free or low-cost culturally-sensitive homebuyer education and foreclosure counseling services.	0.75	-	128,610	-	0%	-	-	-	-	- # households attending homebuyer fairs: 1,271 - # of households receiving homebuyer education & counseling: 2,617	9	9
Homebuyer Financial Assistance Andrea Matthiessen 503-823-2379	Financial assistance to help homeowners refinance and renovate their homes; also down payment assistance loans for homebuyers.	1.80	-	1,281,616	-	0%	-	-	-	-	- # households receiving financial assistance: 20 - # households purchasing homes within fiscal year: 676	10	10

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Tax Exemption & Fee Waiver Programs Andrea Matthiessen 503-823-2379	Administration of limited tax exemption programs for single and multi-family residences, system development charge waivers, and Mortgage Credit Certificate program.	2.25	-	237,772	-	0%	-	260,800	-	-	- # of homeownership units assisted by limited tax exemptions: 184 - # of units assisted by system development charge waivers: 194	11	11
Shelter & Emergency Services Sally Erickson 503-823-0883	Staffing and operation of year-round emergency housing programs for adults and youth (including \$1.2M transitional housing and youth funds passed through to Mult. Co.). Contracts include some services and rent assistance necessary to move people from shelters to housing.	0.50	-	3,066,985	-	0%	-	-	-	-	- # of new households receiving emergency shelter service: 1,251 - % households placed in perm housing: 28% - % of households served: 72%	12	12
(Housing) Access & Stabilization Sally Erickson 503-823-0883	Provides support to low income households by helping to identify and remove barriers to safe, stable housing.	2.00	-	1,715,577	-	0%	-	-	-	-	- # of new households receiving information and education referral services: 385,342	13	13
Director's Office Margaret Van Vliet 503-823-2380	Comprised of the bureau director, assistant director, public information officer and director's assistant.	4.05	-	608,516	-	100%	-	-	-	-		N/A	N/A
Strategic Policy & Planning Andy Miller 503-823-2353	SPP'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.	6.75	-	842,805	-	100%	-	-	-	-	- # public input meetings hosted/attended: 24 - % housing plans and policies identified for completion or updating during fiscal year that will be completed or updated: 95%	N/A	N/A
Business Services Alissa Mahar 503-823-4160	Bureau-level administrative activities, including: accounting; asset management; audits; compliance; data management; financial management; loan servicing; purchasing; human resources; information technology; and research.	23.00	-	5,247,062	-	100%	6,177,269	-	67,459,310	13,812,625	- # subrecipient contracts processed: 85 - # housing assets monitored: 267	N/A	N/A
Administration & Support Various	Performs administrative and support activities specific to bureau programs.	4.68	-	462,899	-	100%	-	-	-	-		N/A	N/A
Economic Opportunity Antoinette Pietka 503-823-2394	CDBG (i.e., Federal) funds passed through to PDC to support workforce and micro-enterprise projects.	-	-	2,703,245	-	0%	-	-	-	-		N/A	N/A
Fund Level Expenses	Debt service, cash transfers, contingency, and unappropriated fund balance.	-	-	2,315,730	-	-	-	-	-	-		N/A	N/A
Total		66.00	-	87,710,004	-		6,177,269	260,800	67,459,310	13,812,625			