

SUPPORTIVE HOUSING SERVICES QUARTERLY REPORT

SUBMITTED BY (COUNTY): WASHINGTON COUNTY

FISCAL YEAR: YEAR 2

QUARTER: QUARTER 4

SUPPORTIVE HOUSING SERVICES

QUARTERLY REPORT TEMPLATE DRAFT

The following information should be submitted 45 calendar days after the end of each quarter, per IGA requirements. When that day falls on a weekend, reports are due the following Monday.

	Q1	Q2	Q3	Q4
Report Due	Nov 15	Feb 15	May 15	Aug 15
Reporting Period	Jul 1 – Sep 30	Oct 1 – Dec 31	Jan 1 – Mar 31	Apr 1 – Jun 30

Please do not change the formatting of margins, fonts, alignment, or section titles.

Section 1. Progress narrative

*In no more than 3-5 pages, please tell us about your investments and programming during the reporting period, focusing on at least one of the following topics per quarter: **racial equity, capacity building, regional coordination and behavioral health, new investments, leverage, service systems coordination** or any other topic connected to your local implementation plan Please also provide updates and information (including numbers or data) to demonstrate progress towards your work plan goals. Note that each topic/work plan goal must be covered in at least one quarterly report during the year.*

In the final quarter (April-June 2023) of Year 2, Washington County’s Homeless Services Division met nearly all, and surpassed some, of the annual goals for the Supportive Housing Services program. Notably, the program exceeded the goal of 500 supportive housing placements. Thanks to the ramp up of available capacity and the expertise of staff and partners, we placed 626 formerly homeless households in stable and permanent housing. These households were “chronically” homeless, which means they had experienced homelessness for well over a year and many of whom experienced overlapping barriers to accessing housing. Meanwhile, Virginia Garcia Memorial Health Center became the seventh culturally specific provider in our service provider network, meeting the program goal to expand culturally specific services for our community.

The Homeless Services Division continues to launch new programs to build out our system of care. This includes adding retention workers to our housing programs and a partnership with Community Corrections to connect their homeless participants to our housing and shelter programs.

As the Homeless Services Division closed out the second year of programming, new growing pains included contract and invoice processing that challenged the service delivery system. However, the program is on track with its spending targets, anticipated to expend 90% of budgeted expenses, surpassing our goal to reach 75% expenditures. Year 3 will emphasize system refinement and efficiencies that will ensure Washington County reaches its full system capacity with an integrated suite of shelter, housing, and wrap-around support programs to better serve our community.

Housing Outcomes:

Housing programs are the foundation of the Supportive Housing Services measure, demonstrating the best practice of solving homelessness with stable, supported, and diverse housing options designed to meet people where they are at. The following highlights are a subset of the overall housing outcomes achieved in the third quarter:

- **Housing Case Manager Services:** This permanent supportive housing program paired with Regional Long Term Rent Assistance (RLRA) housed 128 households in Q4, reaching 626 total placements for the year. Washington County continues towards our commitment to create 1650 permanent supportive housing placements with SHS funding.
- **Rapid Rehousing:** This time limited supportive housing program housed 80 households in Q4, quickly picking up the pace of housing placements in its first year. The program achieved 213 total placements for the first year, not meeting the goal of 400. However, the program has significantly increased its capacity in the first year and is in a ready position to aim for and achieve 400 placements in its second year.
- **Eviction Prevention:** Using carryover funding from the previous program year, Washington County extended eviction prevention funding created during COVID, to protect families from falling into homelessness. 414 households were served with eviction prevention rent assistance, surpassing our goal to serve 200.

New Program Development:

The Homeless Services Division continued to launch or expand our programming in response to feedback from our service provider network and partnering systems of care.

- The successful Housing Liaison Pilot expanded its partnerships to include Washington County's **Community Corrections Department**. This program embeds two trained housing system navigators from New Narrative with the Community Correction Department where they partner with the Parole and Probation Division as well as the Community Corrections Center. The housing system navigators create housing plans and connect individuals experiencing or at-risk of homelessness with homeless services resources. This partnership is intended to reduce and resolve homelessness for justice-involved community members.

- As the Housing Case Management Services (HCMS) program heads into the third year, some households no longer need intensive case management services now that they are housed and stabilizing. The new **Housing Retention program** is training new housing workers to support housed participants who still benefit from some wrap around supports, though not high levels of support. The 30:1 case management ratio will help tailor the level of service to the need of each household while also increasing capacity to serve higher-need households with full services. The program is being piloted with a few of our housing providers and is anticipated to launch more broadly for stably housed households in Year 3.
- The new **Heartwood Commons** which opened in Q3, was **halfway leased up** by the end of Q4, welcoming 28 formerly homeless households to new apartments with 24/7 staffing and case management support. The program structure is still improving through experience with the case management agencies and property management agencies on site. This process of continuous improvement will help to ensure a successful program at Heartwood Commons and future Permanent Supportive Housing projects led by the County.

Program Evaluation:

While program development is still new and emerging in many areas, the Division is also increasing evaluation and program monitoring activities to ensure equitable and effective outcomes of SHS resources for the community. Q4 program evaluation included the following highlights:

- The Homeless Services Division completed its first comprehensive **Annual Performance Evaluation and Report** for all Supportive Housing Services contracted providers. Providers reported on contract performance metrics, staff demographics, financial metrics, and pay equity. The participation rate was 100%. Data from staff demographic results indicated that 56.8% of provider staff identified as White/Western European, 23.5% identified as Latine, 6% identify as Black/African American, and 4% identified as Asian. Overall, the evaluation found that nearly all communities of color were overrepresented across service providers' staff when compared to population demographics for Washington County as a whole. The pay equity analysis found that while some providers had pay scales that started significantly below living wages for direct service workers, averages across all direct service positions hover around a \$50,000.00 annual salary, in line with livable wage standards. Moreover, culturally specific providers equal or outpace non-culturally specific providers across all direct service staff pay categories.
- The housing programs designed to serve Population B households, or households that experience economic based homelessness or are at risk of homelessness, are **servicing significant rates of Hispanic/Latine and Black/African American households**. Among households enrolled in the Rapid Rehousing program, 47% identify as Latine and 13% identify as Black, while 38% identified as non-Hispanic White. Similarly, among the households supported with rent assistance through Eviction Prevention, 34% identify as Latine, 23% as Black, and 40% as non-Hispanic White.
- The new **LC3 program demonstrated impressive results** with its first locally coordinated command center (LC3) at Highway 47 in Forest Grove. Local outreach, shelter and housing programs collaborated with Washington County staff to coordinate an "all in" approach to

engage more than 50 unsheltered individuals who had established an informal and unsanctioned camp for more than two years during the pandemic. Every individual was offered access to shelter or housing during this intensive engagement process. 33 individuals were connected to shelter programs, four were housed. In late June, the Encampment Management Program facilitated the closure of the encampment without incident. Next, the LC3 process will work with unsheltered residents in the City of Tigard.

Carry-over investment planning:

As the fiscal year concluded, fiscal and program staff worked closely with Metro and our other county staff to prepare for the important conversation of **carry-over funding**. The second year of the program generated significantly more tax revenue from uncollected taxes in Year 1, and with income rates higher than previously forecasted. Additionally, and as anticipated, underspending in the program continued in Year 2, as service providers continue to scale up staffing with new contracts, and create new housing placements that will need be sustained year-over-year by the program.

These two financial forces have created a carryover balance of approximately \$100 million for Washington County. Some of this balance is already budgeted to be expended in Year 3 with a program budget greater than current forecasted revenue. The remaining \$86 million is planned and mostly committed for investments in the following areas, with a goal to be fully invested in 2-4 years:

- **Network Infrastructure** for system capacity building primarily for service providers;
- **Built Infrastructure** for capital projects that include shelters, new access centers for unsheltered residents, a hotel acquisition for Permanent Supportive Housing, and support for the Center for Additional Triage and Treatment (**CATT**);
- Upstream investments to prevent homelessness with additional **Eviction Prevention** funding for existing programs; and
- **Reserves** to ensure long term fiscal stability for a program.

System challenges and improvements for FY 23/24:

In closing, the Homeless Services Division experienced new challenges as the system and Department stretched beyond our capacity to stand up new and manage the administration of existing programs. Efficiencies and improvements are needed to continue the rapid pace of program growth planned for Year 3. Despite, and in some cases because of these challenges, significant investments and structural improvements are underway to ensure Washington County is on solid footing to achieve and possibly even surpass our program goals again, in the coming year.

- The most significant challenge faced by the Department and our providers is the complexities of processing **timely and accurate invoices**. Non-profit service provider partners with the County were challenged to learn and manage complex accounting procedures required in their new contracts. Furthermore, the Department struggled to add staffing capacity quickly enough to manage the growing monthly processing and support needed to manage more than 75 contracts for a variety of programs and partners. By the start of Q4, invoicing lagged as much as 6 months for some contracts due to incorrect invoices and insufficient staffing capacity. By the

end of the quarter, the Department was on track to implement several system improvements including additional staff and streamlined review processes. The Department estimates six months of continued practice and process improvements to ensure timely and accountable financial processing for the program going forward.

- In Q4, Washington County prepared to open **two new shelter locations** to continue and sustain shelter capacity, consistent with the Governors Executive Orders on unsheltered homelessness, and our Local Implementation Plan. Unfortunately, the County received **significant pushback from the local neighborhoods**. The Housing Department and County leadership from several departments to prepare transparent communications and engagement processes to listen to the community and work to mitigate their concerns. After two complete engagement processes, both shelter projects remain on track to open, with the Cornelius location slated for late August, and the Aloha location slated for October.
- Due to the challenges described above and the necessary staff capacity needed to focus on these matters, **two programs were delayed, though still on track** for Year 3. A program to provide flex funds and move-in costs for people experiencing homelessness who do not need ongoing rent assistance or case management (formerly called Rapid Resolution) is still in development and will be deployed next year. The new fund will be available to access programs so that outreach workers, shelter workers, and housing liaisons can help to divert households in need from long wait times for other housing programs. The transition of our governance structure from multiple, disconnected bodies to an organized structure for engagement and advisement, known as “One Governance” was also slowed, though is anticipated to roll out with a newly appointed governance body in early 2024.
- In the coming program year, Washington County will launch two significant program expansions to fill current gaps in our service system. A **Recuperative Care program** will connect individuals exiting from hospital or inpatient healthcare settings to recover from illness or injury to shelter and medical care who would otherwise experience homelessness. The program will be a partnership with Virginia Garcia Memorial Health Center providing onsite medical care and health service coordination, at the Hillsboro Bridge Shelter. Additionally, all shelter programs will be strengthened with the addition of 13 **housing liaison positions embedded in shelter programs** and trained to provide housing navigation services to connect homeless individuals to available housing programs.

Section 2. Data and data disaggregation

Please use the following table to provide and disaggregate data on Population A, Population B housing placement outcomes and homelessness prevention outcomes. Please use your local methodologies for tracking and reporting on Populations A and B. You can provide context for the data you provided in the context narrative below.

Data disclaimer:

HUD Universal Data Elements data categories will be used in this template for gender identity and race/ethnicity until county data teams develop regionally approved data categories that more accurately reflect the individual identities.

Section 2.A Housing Stability Outcomes: Placements & Preventions**Housing Placements By Intervention Type: Supportive Housing**

# housing placements – supportive housing*	This Quarter		Year to Date	
	#	%	#	%
Total people	168		944	
Total households	128		626	
Race & Ethnicity				
Asian or Asian American	3	2%	18	2%
Black, African American or African	19	12%	90	10%
Hispanic or Latin(a)(o)(x)	54	34%	261	29%
American Indian, Alaska Native or Indigenous	10	6%	70	8%
Native Hawaiian or Pacific Islander	4	3%	29	3%
White	123	77%	731	81%
Non-Hispanic White (subset of White category)	75	47%	508	57%
Client Doesn't Know	7	4%	13	1%
Client Refused	5	3%	18	2%
Data Not Collected	3	2%	19	2%
Disability status				
	#	%	#	%
Persons with disabilities	122	73%	593	63%
Persons without disabilities	31	18%	253	27%
Disability unreported	15	9%	98	10%
Gender identity				
	#	%	#	%
Male	78	46%	401	42%
Female	78	46%	468	50%
A gender that is not singularly 'Male' or 'Female'	2	1%	14	1%
Transgender	0	0%	5	1%
Questioning	0	0%	2	0%
Client doesn't know	0	0%	0	0%
Client refused	1	1%	2	0%
Data not collected	9	5%	52	6%

*Supportive housing = permanent supportive housing and other service-enriched housing for Population A such as transitional recovery housing

Housing Placements By Intervention Type: Rapid Re-Housing & Short-term Rent Assistance

# housing placements – RRH**	This Quarter		Year to Date	
	#	%	#	%
Total people	88		383	
Total households	80		213	
Race & Ethnicity				
Asian or Asian American	0	0%	6	2%
Black, African American or African	14	16%	47	13%
Hispanic or Latin(a)(o)(x)	17	20%	173	46%
American Indian, Alaska Native or Indigenous	4	5%	28	7%
Native Hawaiian or Pacific Islander	2	2%	18	5%
White	69	79%	289	77%
Non-Hispanic White (subset of White category)	57	66%	146	39%
Client Doesn't Know	3	3%	11	3%
Client Refused	2	2%	4	1%
Data Not Collected	2	2%	3	1%
Disability status				
	#	%	#	%
Persons with disabilities	65	74%	153	40%
Persons without disabilities	22	25%	218	57%
Disability unreported	1	1%	12	3%
Gender identity				
	#	%	#	%
Male	33	38%	152	40%
Female	52	59%	219	57%
A gender that is not singularly 'Male' or 'Female'	1	1%	2	1%
Transgender	0	0%	2	1%
Questioning	0	0%	0	0%
Client doesn't know	0	0%	0	0%
Client refused	1	1%	1	0%
Data not collected	1	1%	7	2%

** RRH = rapid re-housing or short-term rent assistance programs

Housing Placements By Intervention Type: Other Permanent Housing Programs (if applicable)

If your county does not have Other Permanent Housing, please write N/A: _____

# housing placements – OPH***	This Quarter		Year to Date	
	#	%	#	%
Total people				

Total households				
Race & Ethnicity				
Asian or Asian American				
Black, African American or African				
Hispanic or Latin(a)(o)(x)				
American Indian, Alaska Native or Indigenous				
Native Hawaiian or Pacific Islander				
White				
Non-Hispanic White (subset of White category)				
Client Doesn't Know				
Client Refused				
Data Not Collected				
Disability status				
	#	%	#	%
Persons with disabilities				
Persons without disabilities				
Disability unreported				
Gender identity				
	#	%	#	%
Male				
Female				
A gender that is not singularly 'Male' or 'Female'				
Transgender				
Questioning				
Client doesn't know				
Client refused				
Data not collected				

*** OPH = other permanent housing programs (homeless preference units, rent assistance programs without services) that your system operates and SHS funds

Context narrative (optional): In no more than 500 words, please share any additional context about the data you provided above on Housing Placements.

[enter narrative here]

Eviction and Homelessness Prevention

# of preventions	This Quarter		Year to Date	
	#	%	#	%
Total people	967		1137	
Total households	350		414	
Race & Ethnicity				

Asian or Asian American	35	4%	36	3%
Black, African American or African	228	24%	267	23%
Hispanic or Latin(a)(o)(x)	318	33%	381	34%
American Indian, Alaska Native or Indigenous	24	2%	29	3%
Native Hawaiian or Pacific Islander	37	4%	47	4%
White	658	68%	774	68%
Non-Hispanic White (subset of White category)	390	40%	458	40%
Client Doesn't Know	56	6%	67	6%
Client Refused	1	0%	1	0%
Data Not Collected	1	0%	1	0%
Disability status				
	#	%	#	%
Persons with disabilities	196	20%	226	20%
Persons without disabilities	769	80%	908	80%
Disability unreported	2	0%	3	0%
Gender identity				
	#	%	#	%
Male	426	44%	497	44%
Female	536	55%	634	56%
A gender that is not singularly 'Male' or 'Female'	1	0%	2	0%
Transgender	1	0%	1	0%
Questioning	0	0%	0	0%
Client doesn't know	1	0%	1	0%
Client refused	0	0%	0	0%
Data not collected	2	0%	2	0%

Section 2.B Regional Long-Term Rent Assistance Program

The following data represents a **subset** of the above Housing Placements data. The Regional Long-term Rent Assistance Program (RLRA) primarily provides permanent supportive housing to SHS priority Population A clients (though RLRA is not strictly limited to PSH or Population A).

RLRA data is not additive to the data above. Housing placements shown below are duplicates of the placements shown in the data above.

*Please disaggregate data for the **total number of people in housing using an RLRA voucher** during the quarter and year to date.*

Regional Long-term Rent Assistance Quarterly Program Data	This Quarter		Year to Date	
	#	%	#	%
Number of RLRA vouchers issued during reporting period	151		552	
Number of people newly leased up during reporting period	235		1071	

Number of households newly leased up during reporting period	133		606	
Number of people in housing using an RLRA voucher during reporting period	1489		1530	
Number of households in housing using an RLRA voucher during reporting period	882		906	
Race & Ethnicity				
Asian or Asian American	14	1.6%	14	1.5%
Black, African American or African	95	10.8%	99	10.9%
Hispanic or Latin(a)(o)(x)	199	22.6%	204	22.5%
American Indian, Alaska Native or Indigenous	55	6.2%	55	6.1%
Native Hawaiian or Pacific Islander	25	2.8%	26	2.9%
White	738	83.7%	760	83.9%
Non-Hispanic White (subset of White category)	525	59.5%	539	59.5%
Client Doesn't Know	0	0.0%	0	0.0%
Client Refused	14	1.6%	14	1.5%
Data Not Collected	95	10.8%	99	10.9%
Disability status				
	#	%	#	%
Persons with disabilities	666	75.5%	681	75.2%
Persons without disabilities	216	24.5%	225	24.8%
Disability unreported	0	0.0%	0	0.0%
Gender identity				
	#	%	#	%
Male	383	43.4%	398	43.9%
Female	496	56.2%	505	55.7%
A gender that is not singularly 'Male' or 'Female'	2	0.2%	2	0.2%
Transgender	0	0.0%	0	0.0%
Questioning	0	0.0%	0	0.0%
Client doesn't know	0	0.0%	0	0.0%
Client refused	1	0.1%	1	0.1%
Data not collected	0	0.0%	0	0.0%

Definitions:

Number of RLRA vouchers issued during reporting period: Number of households who were issued an RLRA voucher during the reporting period. (Includes households still shopping for a unit and not yet leased up.)

Number of households/people newly leased up during reporting period: Number of households/people who completed the lease up process and moved into their housing during the reporting period.

Number of households/people in housing using an RLRA voucher during reporting period: Number of households/people who were in housing using an RLRA voucher at any point during the reporting period. (Includes (a) everyone who has been housed to date with RLRA and is still housed, and (b) households who became newly housed during the reporting period.)

Context narrative (optional): In no more than 500 words, please share any additional context about the data you provided above on the RLRA program.

[enter narrative here]

Section 2.C Subset of Housing Placements and Preventions: Priority Population Disaggregation

The following is a **subset** of the above Housing Placements and Preventions data (all intervention types combined), which represents housing placements/preventions for SHS priority population A.

Population A Report	This Quarter		Year to Date	
	#	%	#	%
Population A: Total people placed into permanent housing/preventions	239		809	
Population A: Total households placed into permanent housing/preventions	159		528	
Race & Ethnicity				
Asian or Asian American	1	0%	8	1%
Black, African American or African	42	18%	104	13%
Hispanic or Latin(a)(o)(x)	59	26%	199	25%
American Indian, Alaska Native or Indigenous	12	5%	75	9%
Native Hawaiian or Pacific Islander	3	1%	26	3%
White	181	78%	641	81%
(Subset of White): Non-Hispanic White	128	55%	470	59%
Client Doesn't Know	8	3%	14	2%
Client Refused	2	1%	10	1%
Data Not Collected	4	2%	13	2%
Disability status				
	#	%	#	%
Persons with disabilities	166	69%	583	72%
Persons without disabilities	62	26%	199	25%
Disability unreported	11	5%	27	3%
Gender identity				
	#	%	#	%
Male	101	42%	352	44%
Female	127	53%	422	52%
A gender that is not singularly 'Male' or 'Female'	2	1%	12	1%
Transgender	0	0%	6	1%
Questioning	0	0%	0	0%
Client doesn't know	0	0%	0	0%
Client refused	1	0%	2	0%
Data not collected	8	3%	15	2%

The following is a **subset** of the above Housing Placements and Preventions data (all intervention types combined), which represents housing placements and preventions for SHS priority population B.

Population B Report	This Quarter		Year to Date	
	#	%	#	%
Population B: Total people placed into permanent housing/preventions	984		1656	
Population B: Total households placed into permanent housing/preventions	399		725	
Race & Ethnicity				
Asian or Asian American	37	4%	52	3%
Black, African American or African	219	22%	300	19%
Hispanic or Latin(a)(o)(x)	330	34%	617	38%
American Indian, Alaska Native or Indigenous	26	3%	53	3%
Native Hawaiian or Pacific Islander	40	4%	68	4%
White	669	68%	1154	71%
(Subset of White): Non-Hispanic White	394	40%	642	40%
Client Doesn't Know	58	6%	77	5%
Client Refused	6	1%	13	1%
Data Not Collected	2	0%	10	1%
Disability status				
	#	%	#	%
Persons with disabilities	217	22%	390	24%
Persons without disabilities	760	77%	1180	71%
Disability unreported	7	1%	86	5%
Gender identity				
	#	%	#	%
Male	436	44%	699	42%
Female	539	55%	899	54%
A gender that is not singularly 'Male' or 'Female'	2	0%	6	0%
Transgender	1	0%	2	0%
Questioning	0	0%	2	0%
Client doesn't know	1	0%	1	0%
Client refused	1	0%	1	0%
Data not collected	4	0%	46	3%

Context narrative (optional): In no more than 500 words, please share any additional context about the data you provided above on Population A/B.

[enter narrative here]

Section 2.D Other Data: Non-Housing Numeric Goals

This section shows progress to quantitative goals set in county annual work plans. Housing placement and prevention progress are already included in the above tables. This section includes goals such as shelter beds and outreach contacts and other quantitative goals that should be reported on a quarterly basis. This data in this section may differ county to county, and will differ year to year, as it aligns with goals set in county annual work plans.

Instructions: Please complete the tables below, as applicable to your annual work plans:

All counties please complete the table below:

Goal Type	Your FY 22-23 Goal	Progress this Quarter	Progress YTD
Shelter Beds			

If applicable for quarterly reporting, other goals from your work plan, if applicable (e.g. people served in outreach, other quantitative goals)

Goal Type	Your FY 22-23 Goal	Progress this Quarter	Progress YTD
[ADD here]			

Context narrative (optional): In no more than 500 words, please share any additional context about the data you provided in the above tables.

[enter narrative here]

Section 3. Financial reporting

Please complete the quarterly financial report and include the completed financial report to this quarterly report, as an attachment.

Yellow Cell = County to fill in
Blue Cell = Formula calculation

Due Date: The Quarterly Progress Report is due to Metro within 45 days after the end of each quarter (IGA 7.1.2). The Annual Program Report is due no later than October 31 of each year (IGA 7.1.1).

Metro Supportive Housing Services
Financial Report for Quarterly Progress Report (IGA 7.1.2) and Annual Program Report (IGA 7.1.1)
Washington County
FY2022-23, Q4

Financial Report (by Program Category) COMPLETE THE SECTION BELOW EVERY QUARTER. UPDATE AS NEEDED FOR THE ANNUAL REPORT.

	Annual Budget	Q1 Actuals	Q2 Actuals	Q3 Actuals	Q4 Actuals	Total YTD Actuals	Variance Under / (Over)	% of Budget	Comments
Metro SHS Resources									
Beginning Fund Balance	-	47,427,624				47,427,624	(47,427,624)	N/A	
Metro SHS Program Funds	50,328,300	13,598,070	15,434,915	22,910,614	49,341,030	101,284,629	(50,956,329)	201%	
Interest Earnings	-	193,464	307,564	443,391	562,297	1,506,716	(1,506,716)	N/A	
<i>insert add'l lines as necessary</i>								N/A	
Total Metro SHS Resources	50,328,300	61,219,158	15,742,479	23,354,004	49,903,327	150,218,969	(99,890,669)	298%	
Metro SHS Requirements									
Program Costs									
Activity Costs									
Shelter, Outreach and Safety on/off the Street	11,670,429	1,373,304	3,220,475	3,702,937	2,520,929	10,817,645	852,784	93%	
Short-term Housing Assistance	7,525,214	95,942	450,066	1,032,784	2,176,538	3,755,331	3,769,884	50%	
Permanent supportive housing services	9,307,031	626,843	2,003,981	1,572,816	1,261,371	5,465,011	3,842,020	59%	
Long-term Rent Assistance	11,396,205	2,095,470	1,697,001	3,422,367	4,699,126	11,913,964	(517,759)	105%	
Other supportive services	3,774,681	152,472	188,356	262,663	52,792	656,283	3,118,398	17%	
Systems and Capacity Building	1,499,102	157,440	378,809	502,934	2,834,735	3,973,918	(2,474,816)	265%	
Subtotal Activity Costs	45,172,662	4,501,471	7,938,688	10,496,501	13,645,492	36,582,152	8,590,510	81%	
Administrative Costs ⁽¹⁾									
Admin: Long-term Rent Assistance	231,928	39,703	39,117	97,397	49,601	225,818	6,110	97%	Administrative Costs for long-term rent assistance equals 2% of Administrative Costs for Other Program Costs equals 4% of total
Admin: Other	1,682,730	279,613	200,204	520,507	3,668	1,003,992	678,738	60%	
Subtotal Administrative Costs	1,914,658	319,316	239,321	617,904	53,269	1,229,810	684,848	64%	
Other Costs									
Debt Service	-	-	-	-	-	-	-	N/A	
Regional Strategy Implementation Fund ⁽²⁾	2,500,000	-	-	-	-	-	2,500,000	0%	Regional Strategy Implementation Fund equals 0% of Partner's
<i>insert add'l lines as necessary</i>								N/A	
Subtotal Other Costs	2,500,000	-	-	-	-	-	2,500,000	0%	
Total Program Costs	49,587,320	4,820,787	8,178,009	11,114,405	13,698,761	37,811,962	11,775,358	76%	
Contingency and Ending Fund Balance									
Contingency ⁽³⁾	740,980	-	-	-	-	-	740,980	0%	Contingency equals 0% of Partner's total YTD expenses.
Ending Fund Balance (Stabilization Reserve) ⁽⁴⁾	-	56,398,371	7,564,470	12,239,599	36,204,566	112,407,007	(112,407,007)	N/A	Stabilization Reserve equals 75% of Partner's total YTD expenses.
Subtotal Contingency and Ending Fund Balance	740,980	56,398,371	7,564,470	12,239,599	36,204,566	112,407,007	(111,666,027)	15170%	
Total Metro SHS Requirements	50,328,300	61,219,158	15,742,479	23,354,004	49,903,327	150,218,969	(99,890,669)	298%	

⁽¹⁾ Per IGA Section 3.4.2 ADMINISTRATIVE COSTS, Metro recommends, but does not require, that in a given Fiscal Year Administrative Costs for SHS should not exceed 5% of annual Program Funds allocated to Partner; and that Administrative Costs for administering long-term rent assistance programs should not exceed 10% of annual Program Funds allocated by Partner for long-term rent assistance.

⁽²⁾ Per IGA Section 8.3.3 REGIONAL STRATEGY IMPLEMENTATION FUND, each County must contribute not less than 5% of its share of Program Funds each Fiscal Year to a Regional Strategy Implementation Fund to achieve regional investment strategies.

⁽³⁾ Per IGA Section 5.5.4 CONTINGENCY, partner may establish a contingency account in addition to a Stabilization Reserve. The contingency account will not exceed 5% of Budgeted Program Funds in a given Fiscal Year.

⁽⁴⁾ Per IGA Section 5.5.3 PARTNER STABILIZATION RESERVE, partner will establish and hold a Stabilization Reserve to protect against financial instability within the SHS program with a target minimum reserve level will be equal to 10% of Partner's Budgeted Program Funds in a given Fiscal Year. The Stabilization Reserve for each County will be fully funded within the first three years.

Spend-Down Plan (IGA 5.5.2.1)

	Expected % of Budget Spent per Quarter	Actual % Spent ⁽⁵⁾	Variance	Comments
Quarter 1	10%	10%	0%	Explain any material deviations from the Spend-Down Plan. ⁽⁶⁾
Quarter 2	15%	16%	-1%	
Quarter 3	20%	22%	-2%	
Quarter 4	30%	28%	2%	
Total	75%	76%	-1%	

⁽⁵⁾ For the purpose of comparing "Actual % Spent," Partner should utilize the "% of Budget" figure from the "Total Program Costs" row in the above Financial Report (i.e. excluding Contingency and Ending Fund Balance), as indicated in the formula.

⁽⁶⁾ A "material deviation" arises when the Program Funds spent in a given Fiscal Year cannot be reconciled against the spend-down plan to the degree that no reasonable person would conclude that Partner's spending was guided by or in conformance with the applicable spend-down plan.

Non-Displacement (IGA 5.5.1)

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	FY18-19 Budget	FY19-20 Budget	Prior FY Budget	Current FY Budget	Current FY Actuals	Variance from Benchmark	Comments
Current Partner-provided SHS Funds (Partner General Funds) ⁽⁵⁾	N/A	794,401	N/A	1,001,800	250,450	(543,951)	Current FY amount represents actual as of September 2022, 3 months of funding.
Other Funds ⁽⁶⁾	3,875,537	N/A	4,483,941	4,481,259	1,049,091	(2,826,446)	Current FY amount represents actual as of September 2022, 3 months amounts

⁽⁵⁾ Per IGA Section 5.5.1.2 TERMS, "Current Partner-provided SHS Funds" means Partner's general funds currently provided as of FY 2019-20 towards SHS programs within Partner's jurisdictional limits including, but not limited to, within the Region. "Current Partner-provided SHS Funds" expressly excludes all other sources of funds Partner may use to fund SHS programs as of FY 2019-20 including, but not limited to, state or federal grants.

⁽⁶⁾ Per IGA Section 5.5.1.1 OTHER FUNDS include, but are not limited to, various state or federal grants and other non-general fund sources. Partner will attempt, in good faith, to maintain such funding at the same levels set forth in Partner's FY 2018-19 budget. However, because the amount and availability of these other funds are outside of Partner's control, they do not constitute Partner's Current Partner-provided SHS Funds for purposes of Displacement. Partner will provide Metro with information on the amount of other funds Partner has allocated to SHS, as well as the change, if any, of those funds from the prior Fiscal Year in its Annual Program Budget.