

# SUPPORTIVE HOUSING SERVICES QUARTERLY REPORT

SUBMITTED BY (COUNTY): WASHINGTON

FISCAL YEAR: FY24

QUARTER: Q4

## 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
<b>Report Due</b>	<b>Nov 15</b>	<b>Feb 15</b>	<b>May 15</b>	<b>Aug 15</b>
<b>Reporting Period</b>	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.

[Example, if you set an annual goal to increase culturally specific provider organizations by 15%, please tell us by quarter 2 how much progress you've made towards that goal (e.g. 5%)]

Please also address these areas in **each quarter's** narrative.

- Overall challenges and barriers to implementation
- Opportunities in this quarter (e.g. promising findings in a pilot)
- Success in this quarter (e.g. one story that can represent overall success in this quarter)
- Emerging challenges and opportunities with service providers

## 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	
	#	%	#	%
<b>Total people</b>	160		679	
<b>Total households</b>	92		399	
<b>Race &amp; Ethnicity</b>				
Asian or Asian American	6	4%	14	2%
Black, African American or African	15	9%	85	13%
Hispanic or Latin(a)(o)(x)	47	29%	166	24%
American Indian, Alaska Native or Indigenous	8	5%	50	7%
Native Hawaiian or Pacific Islander	9	6%	33	5%
Middle Eastern or North African	0	0%	4	1%
White	104	65%	457	67%
Non-Hispanic White (subset of White category)	88	56%	380	57%
Client Doesn't Know	1	1%	3	0%
Client Refused	0	0%	8	1%
Data Not Collected	3	2%	6	1%
<b>Disability status</b>				
	#	%	#	%
Persons with disabilities	113	71%	454	67%
Persons without disabilities	46	29%	204	30%
Disability unreported	1	1%	21	3%
<b>Gender identity</b>				
	#	%	#	%
Male	81	51%	329	48%
Female	75	47%	333	49%
A gender that is not singularly 'Male' or 'Female'	3	2%	11	2%

Transgender	2	1%	9	1%
Questioning	0	0%	0	0%
Culturally Specific Identity (e.g., Two-Spirit)	0	0%	0	0%
Client doesn't know				
Client refused	0	0%	1	0%
Data not collected	0	0%	0	0%

*\*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	
	#	%	#	%
<b>Total people</b>	130		527	
<b>Total households</b>	57		247	
<b>Race &amp; Ethnicity</b>				
Asian or Asian American	1	1%	11	2%
Black, African American or African	8	6%	55	10%
Hispanic or Latin(a)(o)(x)	62	48%	210	40%
American Indian, Alaska Native or Indigenous	1	1%	27	5%
Native Hawaiian or Pacific Islander	9	7%	25	5%
Middle Eastern or North African	0	0%	0	0%
White	76	58%	353	67%
Non-Hispanic White (subset of White category)	46	37%	237	46%
Client Doesn't Know	0	0%	3	1%
Client Refused	2	2%	6	1%
Data Not Collected	5	4%	7	1%
<b>Disability status</b>				
	#	%	#	%
Persons with disabilities	46	35%	199	38%
Persons without disabilities	80	62%	316	60%
Disability unreported	4	3%	12	2%
<b>Gender identity</b>				
	#	%	#	%
Male	53	41%	237	45%
Female	73	56%	279	53%
A gender that is not singularly 'Male' or 'Female'	3	2%	7	1%
Transgender	0	0%	3	1%
Questioning	0	0%	1	0%
Culturally Specific Identity (e.g., Two-Spirit)	0	0%	1	0%
Client doesn't know				
Client refused	0	0%	0	0%
Data not collected	1	1%	2	0%

\*\* 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	
	#	%	#	%
<b>Total people</b>	6		6	
<b>Total households</b>	6		6	
<b>Race &amp; Ethnicity</b>				
Asian or Asian American	0	0%	0	0%
Black, African American or African	1	17%	1	17%
Hispanic or Latin(a)(o)(x)	0	0%	0	0%
American Indian, Alaska Native or Indigenous	0	0%	0	0%
Native Hawaiian or Pacific Islander	0	0%	0	0%
Middle Eastern or North African	0	0%	0	0%
White	5	83%	5	83%
Non-Hispanic White (subset of White category)	5	83%	5	83%
Client Doesn't Know	0	0%	0	0%
Client Refused	0	0%	0	0%
Data Not Collected	0	0%	0	0%
<b>Disability status</b>				
	#	%	#	%
Persons with disabilities	5	83%	5	83%
Persons without disabilities	1	17%	1	17%
Disability unreported	0	0%	0	0%
<b>Gender identity</b>				
	#	%	#	%
Male	1	17%	1	17%
Female	5	83%	5	83%
A gender that is not singularly 'Male' or 'Female'	0	0%	0	0%
Transgender	0	0%	0	0%
Questioning	0	0%	0	0%
Culturally Specific Identity (e.g., Two-Spirit)	0	0%	0	0%
Client doesn't know				
Client refused	0	0%	0	0%
Data not collected	0	0%	0	0%

\*\*\* 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	
	#	%	#	%
<b>Total people</b>	1409		4443	
<b>Total households</b>	491		1565	
<b>Race &amp; Ethnicity</b>				
Asian or Asian American	51	4%	147	3%
Black, African American or African	203	14%	674	15%
Hispanic or Latin(a)(o)(x)	753	53%	2094	47%
American Indian, Alaska Native or Indigenous	29	2%	105	2%
Native Hawaiian or Pacific Islander	21	1%	190	4%
Middle Eastern or North African	14	1%	30	1%
White	820	58%	2763	62%
Non-Hispanic White (subset of White category)	423	31%	1490	34%
Client Doesn't Know	0	0%	2	0%
Client Refused	2	0%	6	0%
Data Not Collected	28	2%	45	1%
<b>Disability status</b>				
	#	%	#	%
Persons with disabilities	234	17%	760	17%
Persons without disabilities	1067	76%	3461	78%
Disability unreported	108	8%	222	5%
<b>Gender identity</b>				
	#	%	#	%
Male	629	45%	2005	45%
Female	764	54%	2410	54%
A gender that is not singularly 'Male' or 'Female'	0	0%	7	0%
Transgender	4	0%	7	0%
Questioning	1	0%	1	0%
Culturally Specific Identity (e.g., Two-Spirit)	0	0%	0	0%
Client doesn't know				
Client refused	0	0%	0	0%
Data not collected	11	1%	14	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	112		393	
Number of people newly leased up during reporting period	146		686	
Number of households newly leased up during reporting period	89		394	
Number of people in housing using an RLRA voucher during reporting period	2048		2147	
Number of households in housing using an RLRA voucher during reporting period	1187		1262	
<i>Number of people in housing using an RLRA voucher since July 1, 2021</i>	2253		2253	
<i>Number of households in housing using an RLRA voucher since July 1, 2021</i>	1331		1331	
<b>Race &amp; Ethnicity</b>				
Asian or Asian American	26	1.3%	28	1.3%
Black, African American or African	267	10.8%	286	11.0%
Hispanic or Latin(a)(o)(x)	591	22.0%	613	21.6%
American Indian, Alaska Native or Indigenous	131	6.1%	135	6.1%
Native Hawaiian or Pacific Islander	89	3.1%	90	3.0%
White	1623	83.2%	1701	83.1%
Non-Hispanic White (subset of White category)	1037	60.3%	1090	60.5%
Client Doesn't Know	0	0.0%	0	0.0%
Client Refused	0	0.0%	0	0.0%
Data Not Collected	0	0.0%	0	0.0%
<b>Disability status</b>				
	#	%	#	%
Persons with disabilities	953	80.3%	1014	80.3%
Persons without disabilities	234	19.7%	248	19.7%
Disability unreported	0	0.0%	0	0.0%
<b>Gender identity</b>				
	#	%	#	%
Male	534	45.0%	574	45.5%
Female	635	53.5%	668	52.9%

A gender that is not singularly 'Male' or 'Female'	16	1.3%	18	1.4%
Transgender	2	0.2%	2	0.2%
Questioning	0	0.0%	0	0.0%
Client doesn't know	0	0.0%	0	0.0%
Client refused	2	0.2%	2	0.2%
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 <b>people</b> placed into permanent housing/preventions	293		1109	
Population A: Total <b>households</b> placed into permanent housing/preventions	158		603	
<b>Race &amp; Ethnicity</b>				
Asian or Asian American	7	2%	11	1%
Black, African American or African	31	10%	156	14%
Hispanic or Latin(a)(o)(x)	97	33%	306	28%
American Indian, Alaska Native or Indigenous	12	4%	80	7%
Native Hawaiian or Pacific Islander	18	6%	53	5%
Middle Eastern or North African	0	0%	5	0%
White	217	74%	820	74%
(Subset of White): Non-Hispanic White	159	54%	626	104%

Client Doesn't Know	1	0%	6	1%
Client Refused	1	0%	13	1%
Data Not Collected	5	2%	10	1%
<b>Disability status</b>				
	#	%	#	%
Persons with disabilities	206	70%	752	68%
Persons without disabilities	100	34%	383	35%
Disability unreported	4	1%	26	2%
<b>Gender identity</b>				
	#	%	#	%
Male	132	45%	517	47%
Female	166	57%	609	55%
A gender that is not singularly 'Male' or 'Female'	4	1%	14	1%
Transgender	2	1%	11	1%
Questioning	0	0%	0	0%
Culturally Specific Identity (e.g., Two-Spirit)	0	0%	0	0%
Client doesn't know				
Client refused	0	0%	1	0%
Data not collected	2	1%	2	0%

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.

<b>Population B Report</b>	<b>This Quarter</b>		<b>Year to Date</b>	
	#	%	#	%
Population B: Total <b>people</b> placed into permanent housing/preventions	1427		4599	
Population B: Total <b>households</b> placed into permanent housing/preventions	492		1625	
<b>Race &amp; Ethnicity</b>				
Asian or Asian American	48	3%	156	3%
Black, African American or African	193	14%	650	14%
Hispanic or Latin(a)(o)(x)	775	54%	2161	47%
American Indian, Alaska Native or Indigenous	23	2%	99	2%
Native Hawaiian or Pacific Islander	22	2%	194	4%
Middle Eastern or North African	12	1%	25	1%
White	854	60%	2836	62%
(Subset of White): Non-Hispanic White	411	84%	1517	93%
Client Doesn't Know	0	0%	5	0%
Client Refused	2	0%	6	0%
Data Not Collected	31	2%	48	1%



Disability status				
	#	%	#	%
Persons with disabilities	200	14%	670	15%
Persons without disabilities	1104	77%	3623	79%
Disability unreported	107	8%	216	5%
Gender identity				
	#	%	#	%
Male	653	46%	2074	45%
Female	793	56%	2454	53%
A gender that is not singularly 'Male' or 'Female'	3	0%	10	0%
Transgender	1	0%	5	0%
Questioning	1	0%	2	0%
Culturally Specific Identity (e.g., Two-Spirit)	0	0%	1	0%
Client doesn't know				
Client refused	0	0%	0	0%
Data not collected	10	1%	14	0%

*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

Q4

Metro Supportive Housing Services  
Financial Report for Quarterly Progress Report (IGA 7.1.2) and Annual Program Report (IGA 7.1.1)  
Washington County  
FY 2023-2024 Q4

**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).

SEP-23	DEC-23	MAR-24	ADI-24	ADI-24
7/1/2023	10/1/2023	1/1/2024	4/1/2024	4/1/2024
9/30/2023	12/31/2023	3/31/2024	6/30/2024	6/30/2024

**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
<b>Metro SHS Resources</b>									
Metro Beginning Fund Balance	111,634,198	111,634,198				111,634,198	(0)	100%	Adjustment to Beginning Fund Balance to remove GASB 31 Adjustment (Unrealized gains/losses of investments) that is included in Beginning Fund Balance line. Aligns this report with how Metro and other counties account for unrealized gains/losses, while allowing Beginning Fund Balance line to reflect Washington County's financial statements.
Metro Beginning Fund Balance Adjustment		3,839,382				3,839,382	(3,839,382)	N/A	
Metro SHS Program Funds	109,000,000	5,757,975	24,145,380	32,592,707	38,173,750	100,669,811	8,330,189	92%	
Metro SHS Program Funds Adjustment				(13,392,342)	15,984,500	2,592,158	(2,592,158)	N/A	*See footnote
Other Grant Funds	-	125,000	-	118	(125,118)	-	-	N/A	Kaiser Foundation and Recuperative costs to be moved out of Fund 221 in Q4.
Interest Earnings	2,000,000	710,519	851,926	925,208	867,047	3,354,701	(1,354,701)	168%	
<i>insert add'l lines as necessary</i>								N/A	
<b>Total Metro SHS Resources</b>	<b>222,634,198</b>	<b>122,067,074</b>	<b>24,997,306</b>	<b>20,125,691</b>	<b>54,900,179</b>	<b>222,090,250</b>	<b>543,948</b>	<b>100%</b>	
<b>Metro SHS Requirements</b>									
<b>Program Costs</b>									
<b>Activity Costs</b>									
<b>Shelter, Outreach and Safety on/off the Street</b> (emergency shelter, outreach services and supplies, hygiene programs)	9,678,523	1,966,255	5,646,390	954,850	6,603,829	15,171,324	(5,492,801)	157%	
<b>Short-term Housing Assistance</b> (rent assistance and services, e.g. rapid rehousing, short-term rent assistance, housing retention)	21,182,067	2,551,543	2,554,057	4,550,864	15,531,638	25,188,102	(4,006,035)	119%	
<b>Permanent supportive housing services</b> (wrap-around services for PSH)	11,452,584	1,192,911	1,883,955	3,800,623	3,756,563	10,634,051	818,533	93%	
<b>Long-term Rent Assistance</b> (RLRA, the rent assistance portion of PSH)	23,780,824	4,681,118	3,379,701	7,353,610	5,999,651	21,414,080	2,366,744	90%	
<b>Systems Infrastructure</b> (service provider capacity building and organizational health, system development, etc)	1,876,285	873,963	340,259	62,220	744,139	2,020,581	(144,296)	108%	
<b>Built Infrastructure</b> (property purchases, capital improvement projects, etc)	12,943,088	1,563,056	1,914,277	4,429,475	2,838,266	10,745,072	2,198,016	83%	
<b>Other supportive services</b> (recuperative care, workforce projects and other pilot programs)	3,363,179	159,140	1,606,676	1,481,389	(1,143,095)	2,104,110	1,259,069	63%	
<b>Operations</b> (technical, employment, benefits, training and consulting)	3,753,741	645,294	932,504	710,696	9,070	2,297,565	1,456,176	61%	
<i>insert add'l lines for other activity categories</i>								N/A	
<b>Subtotal Activity Costs</b>	<b>88,030,291</b>	<b>13,633,278</b>	<b>18,257,818</b>	<b>23,343,728</b>	<b>34,340,061</b>	<b>89,574,886</b>	<b>(1,544,595)</b>	<b>102%</b>	
<b>Administrative Costs <sup>(1)</sup></b>									
County Admin: Long-term Rent Assistance	487,351	88,751	68,024	130,724	136,590	424,089	63,262	87%	Administrative Costs for long-term rent assistance equals 2% of Partner's YTD expenses on long-term rent assistance.
County Admin: Other	2,204,081	542,220	145,720	1,078,452	223,098	1,989,490	214,591	90%	Administrative Costs for Other Program Costs equals 3% of total YTD Other Program Costs.
<b>Subtotal Administrative Costs</b>	<b>2,691,432</b>	<b>630,971</b>	<b>213,744</b>	<b>1,209,176</b>	<b>359,688</b>	<b>2,413,579</b>	<b>277,853</b>	<b>90%</b>	
<b>Other Costs</b>									
Regional Strategy Implementation Fund <sup>(2)</sup>	5,450,000	-	-	692,372	3,468,132	4,160,503	1,289,497	76%	
<i>insert add'l lines as necessary</i>								N/A	
<b>Subtotal Other Costs</b>	<b>5,450,000</b>	<b>-</b>	<b>-</b>	<b>692,372</b>	<b>3,468,132</b>	<b>4,160,503</b>	<b>1,289,497</b>	<b>76%</b>	
<b>Subtotal Program Costs</b>	<b>96,171,723</b>	<b>14,264,249</b>	<b>18,471,562</b>	<b>25,245,276</b>	<b>38,167,881</b>	<b>96,148,968</b>	<b>22,755</b>	<b>100%</b>	
<b>Contingency and Reserves</b>									
Contingency <sup>(3)</sup>	5,450,000						5,450,000	0%	
Stabilization Reserve <sup>(4)</sup>	16,350,000						16,350,000	0%	
Regional Strategy Impl Fund Reserve <sup>(5)</sup>	8,228,639						8,228,639	0%	
RLRA Reserves								N/A	
Other Programmatic Reserves	96,433,836						96,433,836	0%	
<i>insert add'l lines as necessary</i>								N/A	
<b>Subtotal Contingency and Reserves</b>	<b>126,462,475</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>126,462,475</b>	<b>0%</b>	
<b>Total Metro SHS Requirements</b>	<b>222,634,198</b>	<b>14,264,249</b>	<b>18,471,562</b>	<b>25,245,276</b>	<b>38,167,881</b>	<b>96,148,968</b>	<b>126,485,230</b>	<b>43%</b>	
<b>Ending Fund Balance</b>	<b>-</b>	<b>107,802,825</b>	<b>6,525,744</b>	<b>(5,119,584)</b>	<b>16,732,298</b>	<b>125,941,282</b>	<b>(125,941,282)</b>	<b>N/A</b>	This amount does not include contingencies and reserves and any available fund balance that is already committed, assigned and planned to be spent down over the next few FYs.
Fund Balance Adjustment: GASB 31 Adjustment to value investments at fair value: Unrealized gains/losses						(3,839,382)			
For Metro Reporting, SHS Revenue received in JUL and AUG posted to FY 23-24 (but per auditors, it belongs in FY 24-25)						(15,984,500)			
<b>Ending Fund Balance per County Financial Statements</b>						<b>106,117,401</b>			

<sup>(1)</sup> Metro SHS Program Funds Adjustment: The purpose is to align this report more closely with how Metro, Multnomah County and Clackamas County recognize revenue. Washington County's external auditors recommended that SHS program revenue is recognized when received. For Q3, the Metro SHS Program Funds Adjustment line includes reducing July and August 2023 funds received due to being previously reported in the fund balance. For Q4, the Metro SHS Program Funds Adjustment line includes adding July and August 2024 funds received for inclusion in the Annual Report. Washington County will recognize the July and August 2024 funds received on the Metro SHS Program Funds line in FY 2024-25.

<sup>(2)</sup> 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.

<sup>(3)</sup> 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.

<sup>(4)</sup> 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.

<sup>(5)</sup> 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.

**Non-Displacement (IGA 5.5.1)**

ANNUAL FINANCIAL REPORT ONLY

	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) <sup>(1)</sup>	N/A	794,401	N/A	2,452,400	1,174,046	379,645	Decrease from FY19-20 amount requires a written waiver from Metro.
Other Funds <sup>(2)</sup>	3,875,537	N/A	4,481,259	9,469,356	4,314,335	438,798	Explain significant changes from FY18-19 Benchmark amount or Prior FY amount.

<sup>(1)</sup> 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.

<sup>(2)</sup> 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.

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  
FY 2023-2024 Q4

**Spend-Down Report for Program Costs**

This section compares the spending plan of Program Costs in the Annual Program Budget to actual Program Costs in the Financial Report.

Program Costs (excluding Built Infrastructure)	% of Spending per Quarter			Comments
	Budget	Actual	Variance	
Quarter 1	15%	15%	0%	Per guidance from Metro, Program Cost spend-down budget adjusted to match actuals for first three quarters after budget amendment.  Less spent in Built-Infrastructure (as a result of more operational costs).
Quarter 2	20%	20%	0%	
Quarter 3	25%	25%	0%	
Quarter 4	25%	42%	-17%	
Total	85%	103%	-18%	

  

Built Infrastructure	\$ Spending YTD			Comments
	Budget	Actual	Variance	
Annual total	12,943,088	10,745,072	2,198,016	Provide a status update for below. (required each quarter)

<sup>11</sup> 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.

**Spend-Down Report for Carryover**

This section compares the spending plan of investment areas funded by carryover to actual costs. These costs are also part of the Spend-Down Report for Program Costs above. This section provides additional detail and a progress update on these investment areas.

Carryover Spend-down Plan	\$ Spending by investment area			Comments
	Budget	Actual <sup>12</sup>	Variance	
Metro Beginning Fund Balance (carryover balance)	111,634,198	115,473,580	(3,839,382)	GASB 31 unrealized loss is not recognized on Metro reporting (per Metro guidelines).
<b>Describe investment area</b>				
Shelter Capital Funding	22,000,000	9,225,256	12,774,744	Shelter Capital Grants (POs 190269, 190805, 191001, 191781, 191953, 191984, 192020, 192408, 192942)
Rent Assistance Expansion	10,000,000	13,137,052	(3,137,052)	Eviction Prevention Contracts with Community Action Organization and Centro Cultural (POs 191471, 191943).
Capacity Building	2,500,000	1,060,695	1,439,305	Technical Assistance and Capacity Building Grants (POs 190869, 190880, 190881, 190958, 190961, 190962, 190972, 190992, 191032, 191235, 191662, 191670, 191884, 191889, 191938, 191964, 192193, 192294, 192296, 192316, 192338, 192341, 192358, 192376, 192378, 192676).
Supportive Housing Acquisition	17,000,000	1,628,368	15,371,632	Heartwood Common Stabilization (192462) and Elm Street (WIRE, 190129, 190283, 190338, 191963, 192613).
Access Center Capital Construction	5,000,000	-	5,000,000	Projects committed but work and spending delayed until FY 24-25.
Center for Addiction Triage & Treatment	1,500,000	1,500,000	-	Center for Addiction Triage and Treatment.
<i>insert add'l lines as necessary</i>				
	58,000,000	26,551,372	31,448,628	
Remaining prior year carryover	53,634,198	88,922,208	(35,288,010)	
Ending Carryover Adj. (Projected Unspent Program Expense)	12,939,399	(22,755)	12,962,154	Projected as 15% unspent projected program expenses.. Actual unspent amount is less than 1%.
Ending Carryover Adj. (Δ between Dec 2022 and Aug 2023 Rev. Forecast)	27,203,667	21,057,330	6,146,337	New Metro SHS Revenue Projection Δ.
FY 25 revenue rollback	-	15,984,500	(15,984,500)	Two extra months of revenue (JUL-24 and AUG-24) roll back into FY 24 to become part of FY 24-25 Carryover (per Metro guidelines).
Metro Ending Fund Balance (carryover balance)	93,775,264	125,941,282	(16,181,519)	
JUL-24 Revenue and AUG-24 Revenue to be part of FY 24-25	-	(15,984,500)	15,984,500	Because July and August 2024 revenues are part of FY 24-25, they do not contribute to FY 23-24 ending fund balance carryover.
GASB 31 Unrealized Loss	-	(3,839,382)	3,839,382	GASB 31 Unrealized Loss (adjustment to bridge the gap between investment revenues and portfolio balance at June 2023) is to be recognized per audit recommendation.
Estimated Available Fund Balance for next FY planned investment	93,775,264	106,117,401	(197,019)	Ending fund balance per County Financial Records
Contingency	(5,450,000)	(5,750,000)	300,000	Per Metro guidance - should be 5% of budgeted revenue. Per Metro Oct 25, 2023 projection, revenue for FY 24-25 is estimated to be \$115m.
Stabilization Reserve	(16,350,000)	(17,250,000)	900,000	Per Metro guidance - should be no less than 10% of budgeted revenue. Per Metro Oct 25, 2023 projection, revenue for FY 24-25 is estimated to be \$115m.
Regional Strategy Impl Fund Reserve	(8,228,639)	(9,814,333)	1,585,694	Cumulative Regional Strategy Implementation Fund set aside to be spent per Metro directive. Per next FY budget, this amount is expected to be \$9.8m.
Estimated Available Fund Balance for planned investments	63,746,625	73,303,068	1,002,981	This amount is committed, assigned and planned to be spent over the next multiple years. This amount is an estimate because next FY will have different reserve figures (based on Metro's projected revenue for FY 24-25).

<sup>12</sup> If the actual costs for any carryover investment areas are not tracked separately from existing program categories, use the Comments section to describe the methodology for determining the proportion of actual costs covered by carryover. For example: if service providers received a 25% increase in annual contracts for capacity building, and the costs are not tracked separately, the capacity building portion could be estimated as 25% of total actual costs (the % of the new contract amount that is related to the increase).