

Budget Activity: H A064 - Lead Based Paint Hazard Mitigation

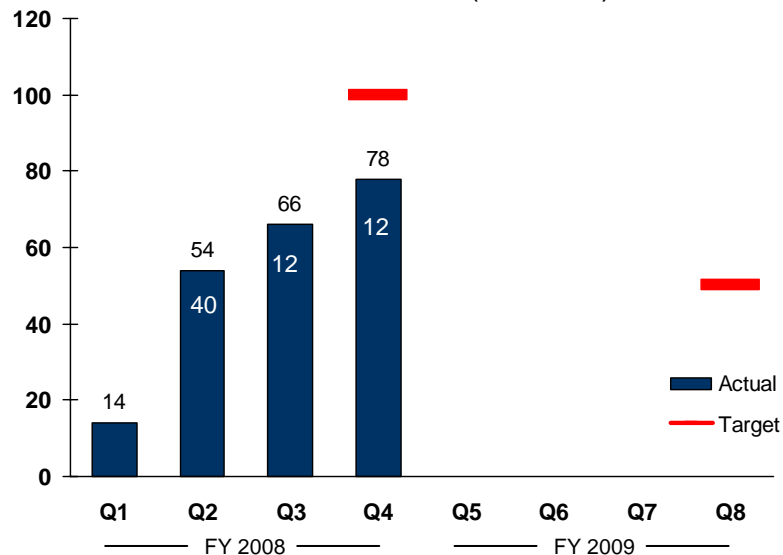
Purpose: Ensure work performed within homes that contain lead-based paint is completed in a safe and healthy manner

Agency Goal: Improve the health and safety of communities and families

Priority of Government: Improve the safety of people and property and Improve the health of Washingtonians

Analysis:

- Low production in Q4 was due to difficulty in identifying homes with children under 6 in need of remediation. Rainy weather in April and May also contributed to lower than expected production.
- The Lead Hazard Control Grant application was completed and submitted; should receive notice of award sometime in October 2008. If successfully awarded, 11 confirmed sub-grantees will spend \$3 million to make safe 240 units between 2008 and 2011.

H006 - Number of units preserved through lead-hazard remediation (outcome)

Action Plan
Who
Timeframe

CTED, Department of Health, and Department of Ecology will increase distribution of educational materials about the hazards of lead-based paint, thereby increasing the ability to identify home eligible for lead hazard remediation

Pat McLachlan

 January 31st, 2009

Will apply to extend Lead grant from October 31, 2008 to January 31, 2009 in order to spend all grant funds.

Pat McLachlan

 January 31st, 2009

Budget Activity: H A064 - Lead Based Paint Hazard Mitigation

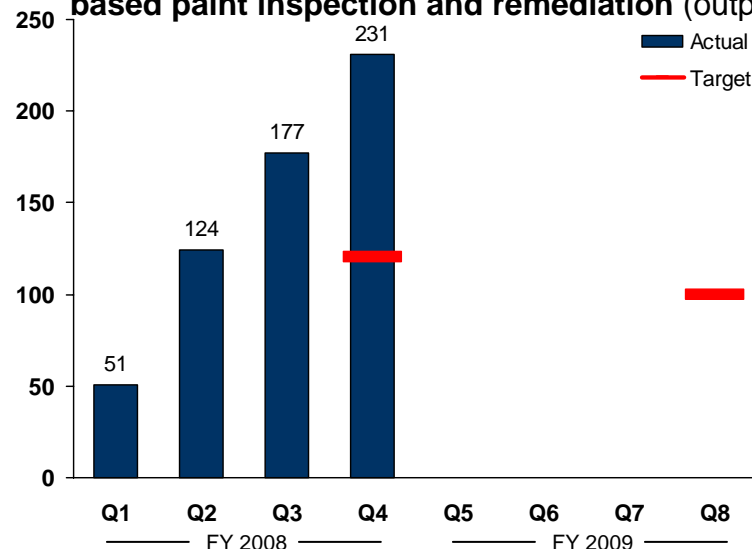
Purpose: Ensure work performed within homes that contain lead-based paint is completed in a safe and healthy manner

Agency Goal: Improve the health and safety of communities and families

Priority of Government: Improve the safety of people and property and Improve the health of Washingtonians

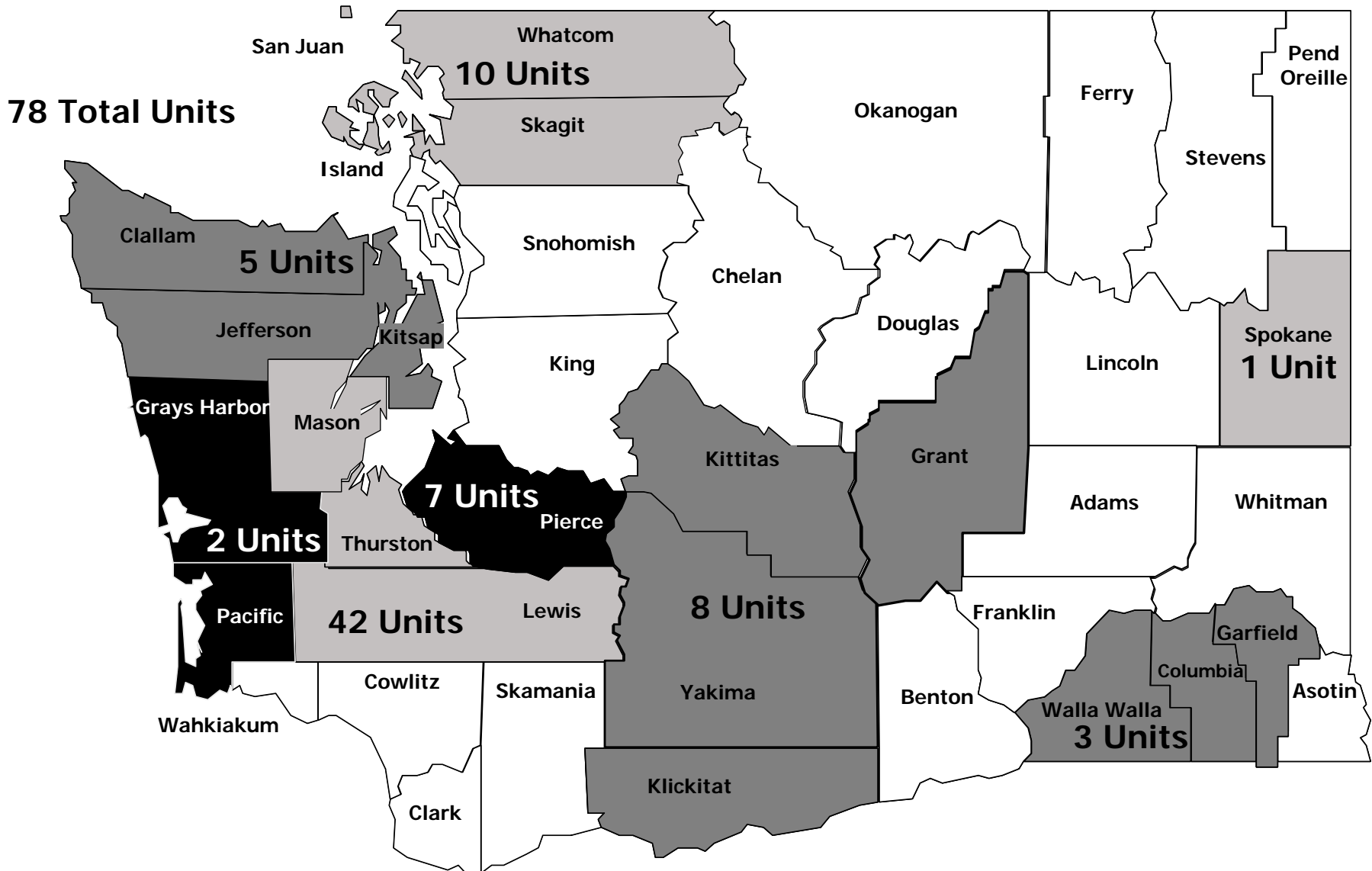
Analysis:

- An EPA funded lead hazard abatement program assures that contractors doing lead based paint work use lead safe work practices to avoid poisoning people, especially children under 7.
- The annual target for this item has already been exceeded and next year's goal should be adjusted to 195 instead of 100.
- The Lead Chemical Action Plan is being finalized and will be published for public comment before being submitted to the legislature for targeted action.
- One of the identified action items is encouraging the state to adopt and oversee EPA's Renovation Repair and Painting Rule. Whether EPA or Washington administers the program, by April 2010, a significant number of contractors in the state will be impacted by

H005 - Number of firms and individuals certified in lead-based paint inspection and remediation (output)


Action Plan	Who	Timeframe
Monitor and contribute to Ecology's Lead Chemical Action plan meetings.	Cynthia Sanderson, Steve Payne, and Pat McLachlan	October 2008
Design and implement stakeholder outreach education on renovation rule to inform contractors of impacts and administrative options	Cynthia Sanderson	July 2008 – September 2008
Design and complete statewide conference for training providers.	Cynthia Sanderson, Diane Chrisler, Bob Angeline	October 2008

Number of Units Remediated in 2007-2008



Budget Activity: H A065 - Low Income Weatherization Program

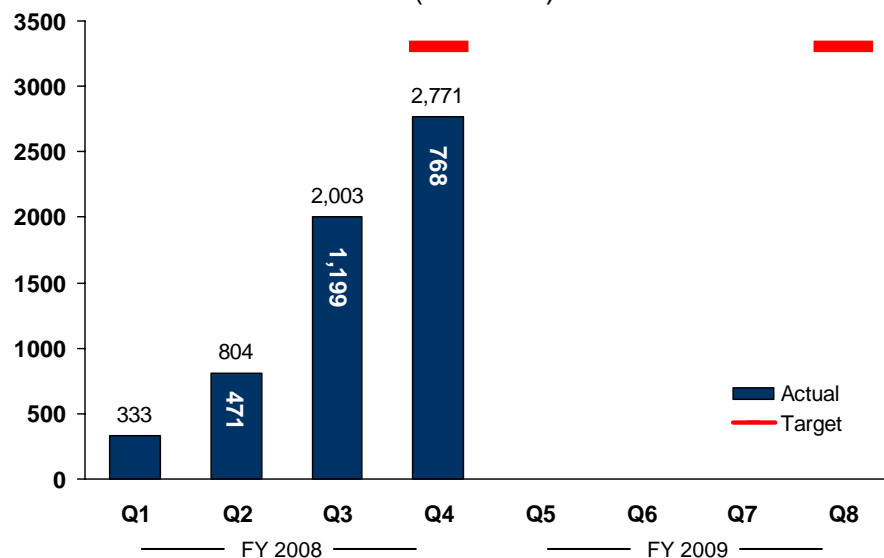
Purpose: Improve energy efficiency and preserve affordability of low-income housing through energy conservation measures

Agency Goal: Improve the health and safety of communities and families

Priority of Government: Improve the safety of people and property and Improve the health of Washingtonians

Analysis:

- We are over 500 units short of reaching our target. Our large multi-family producer reported almost 200 fewer units than predicted in the 4th Quarter. King County Housing Authority, one of our largest multi-family producers, is very close to completing a number of units but has not completed the final administrative tasks necessary to report the units as complete (site inspections, PSE paperwork, etc.) We anticipate these units to be complete in the next quarter. We are also still receiving reports of units completed in June. As of July 9th, only one third of the June reports were available.
- More reasonable targets need to be established for FY2009 as our buying power has decreased from historical averages. Inflation, fuel prices, and increased regulation and requirements have driven up the per unit cost and therefore driven down overall production.

H007 - Number of units preserved through weatherization (outcome)

Action Plan

Convene performance task force with stakeholders to review & problem solve production planning.

Who

Teri Ramsauer, Julie Palakovich, Lorelei Walker, Pat McLachlan

Timeframe

June – March 2009

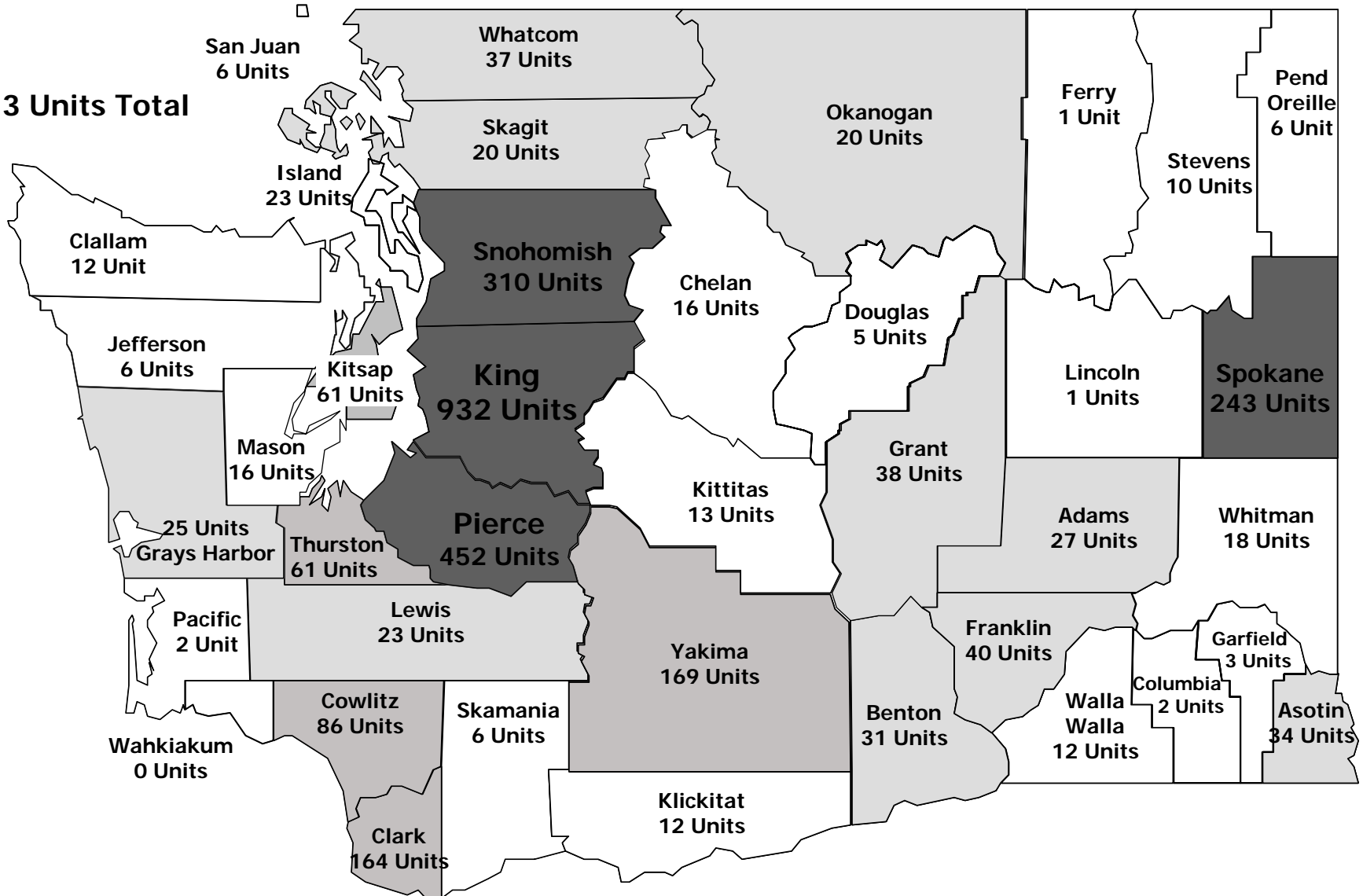
Follow-up on previous action items:

The House Housing committee held an interim meeting on sustainable construction practices and housing on June 11th. Weatherization was represented at the meeting and held a panel discussion on a potential “Green Pilot Program”. A site tour for Representative Liias is planned for September in Whatcom County. The CR 101 for Energy Matchmakers rule changes was filed July 16th, shifting the timeframe to November.

Additional Action Plan	Who	Timeframe
Coordinate with stakeholders to conduct weatherization site tour for Rep. Liias.	Steve Payne, Lorelei Walker, Matt Newbry	September 2008
Help establish, with stakeholder task force, a state-wide Client Conservation Education Plan.	Julie Palakovich	October 2008
Gather data requirements for design of a centralized data system to allow production review as homes/projects are completed.	Lorelei Walker, IT	May – December 2008
Revise Energy Matchmakers rules to allow greater flexibility and help close funding gaps that hinder production.	Lorelei Walker	November 2008

Number of Units Weatherized in FY2008

853 Units Total



Budget Activity: H A065 - Low Income Weatherization Program

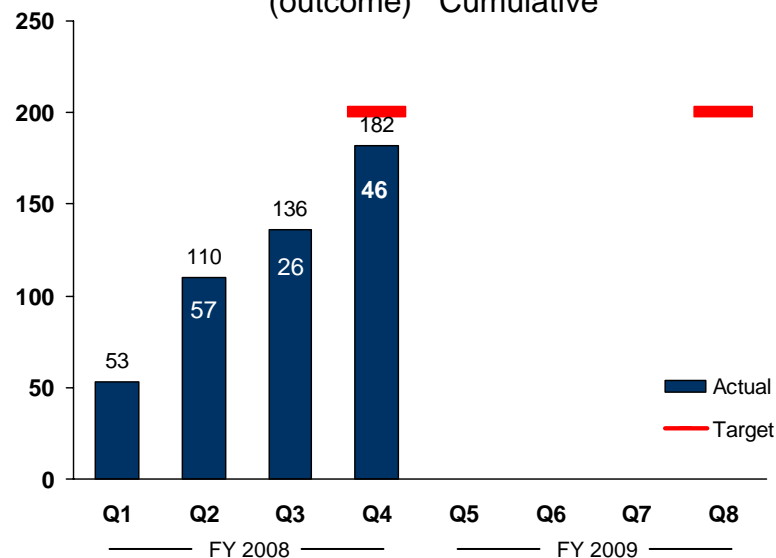
Purpose: Improve energy efficiency and preserve affordability of low-income housing through energy conservation measures

Agency Goal: Improve the health and safety of communities and families

Priority of Government: Improve the safety of people and property and Improve the health of Washingtonians

Analysis:

- For the Home Repair and Rehabilitation Program (HRRP) the contract period ended June 20, 2008. By August 25, close out reports will show the total amount expended and total number of homes rehabilitated.
- Rural contractors slowed down by winter snow and ice completed more units as better weather returned.
- The next contract cycle began July 2008. Based on historical performance in expenditures and production, allocation was adjusted and awarded.
- Established HRRP/Storm Relief Program for contractors CACLMT and Coastal CAP to address December 2007 storm damage in low income housing. Contracts awarded \$1,050,000 to rehabilitate 32 homes.
- The division is currently considering moving this program from federal funds to state funds, creating a more efficient program.

H008 - Number of units preserved through rehabilitation (outcome) Cumulative

Action Plan
Who
Timeframe

Develop new manual, and rehab standards for re-designed HRRP

Pat McLachlan

April 2009

Funds awarded for MHRPP July 1, 2008 – December 31, 2008 for 11 contractors to replace 29 older mobile homes with new manufactured housing

Pat McLachlan

February 15, 2009

Budget Activity: H A068 - Mobile Home Relocation Assistance

Purpose: Provide financial reimbursement to low-income families displaced due to mobile home park closure

Agency Goal: Move low-income and vulnerable families to self-sufficiency

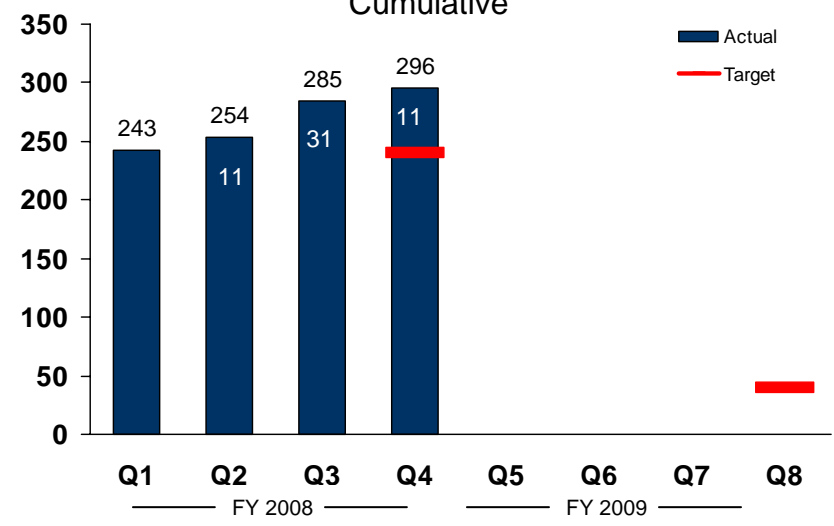
Priority of Government: Improve the economic vitality of businesses and individuals

Analysis:

- 11 homeowners were reimbursed from the waitlist Q4, maintaining allotment plan to ensure fund stability.
- Administrative WAC alignment with RCW amendments will be delayed pending results from stakeholder outreach and the result of a contract to study both short and long term approaches to mobile home park closures.

*Unique high number of homeowners served Q1 due to one-time-only allocation from Governor's budget (\$2million).

H009 - Number of homeowners receiving relocation assistance (output)
Cumulative



Action Plan	Who	Timeframe
Work with CTED committee, consultant and stakeholders to review barriers and develop recommendations to impact the loss of homeownership from closing mobile home parks	Teri Ramsauer, Steve Payne, Brigid Flynn-Servier	July – November 2008

Budget Activity: H A153 - Farm Worker Housing

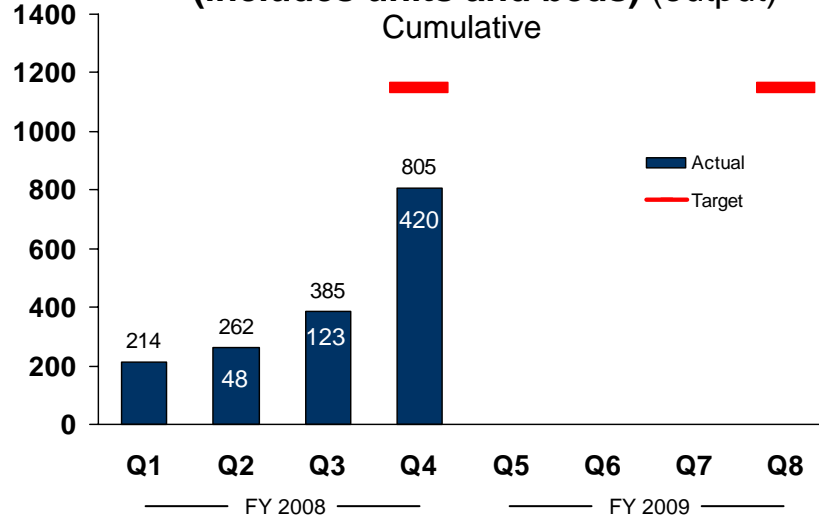
Purpose: Provide seasonal, permanent and emergency housing development for migrant and local farm workers

Agency Goal: Move low-income and vulnerable families to self-sufficiency

Priority of Government: Improve the economic vitality of businesses and individuals

Analysis:

- This measure includes both permanent (year-round) and seasonal housing. Seasonal housing includes both on-farm and off-farm projects. Each of these is funded through a separate process using different guidelines.
- Permanent projects are funded through the HTF's biannual competitive process and are reported as "units."
- Off-farm, or community-based, seasonal projects are funded through the HTF, but applications are accepted on an open-door basis. Projects are reported as "beds."
- On-farm seasonal projects are funded through a separate program for agricultural employers. Projects are funded on an ongoing basis and are reported as "beds."

H011 - Number of farm worker units created (includes units and beds) (output)

Action Plan
Who
Timeframe

Revise FY09 targets to account for \$2 million supplemental appropriation for on-farm construction loans.

Janet Abbett, Jenny Greenlee, Cyndee Baugh

August 2008

Revise FY09 targets to reflect projects placed in service vs. funded.

Janet Abbett, Jenny Greenlee, Cyndee Baugh

August 2008

Additional Analysis:

Original projections for all units/beds were based on projects *funded*, but actuals are being reported on beds *placed in service*; i.e., completed and available for occupancy. Based on units/beds *funded* to date (1,342), we are currently over our original target; however, the shift to *placed in service* has created a lag in numbers reported. Targets will be revised for FY09 to reflect units/beds projected to be placed in service.

Funding for on-farm infrastructure loans is currently 80% obligated and will likely be exhausted prior to the end of Q7.

The 2008 supplemental appropriation to the HTF included \$2 million for the development or preservation of on-farm seasonal housing and expanded on-farm assistance to include construction loans in addition to infrastructure financing. This expansion of the program will allow additional beds to be created in FY09. Targets will be adjusted accordingly.

Budget Activity: H A153 - Farm Worker Housing

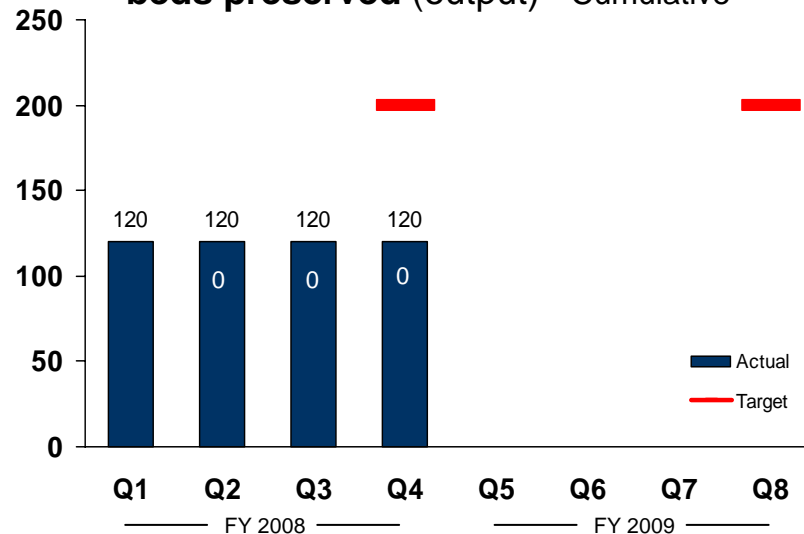
Purpose: Provide seasonal, permanent and emergency housing development for migrant and local farm workers

Agency Goal: Move low-income and vulnerable families to self-sufficiency

Priority of Government: Improve the economic vitality of businesses and individuals

Analysis:

- This measure includes seasonal housing preserved through rehabilitation. Seasonal housing includes both on-farm and off-farm projects. Each of these is funded through a separate process using different guidelines.
- Off-farm, or community-based, seasonal projects are funded through the HTF, but applications are accepted on an open-door basis. Projects are reported as “beds.”
- On-farm seasonal projects are funded through a separate program for agricultural employers. Projects are funded on an ongoing basis and are reported as “beds.”

H012 - Number of farm worker seasonal beds preserved (output) Cumulative

Action Plan

Revise FY09 targets to account for \$2 million supplemental appropriation for on-farm construction loans.

Who

Janet Abbett, Jenny Greenlee, Cyndee Baugh

Timeframe

August 2008

Revise FY09 targets to reflect projects placed in service vs. funded.

Janet Abbett, Jenny Greenlee, Cyndee Baugh

August 2008

How target was set:
Data Source:

Additional Analysis:

Original projections for all units/beds were based on projects *funded*, but actuals are being reported on beds *placed in service*; i.e., completed and available for occupancy. Based on units/beds *funded* to date (231), we are currently over target; however, the shift to *placed in service* has created a lag in numbers reported. Targets will be revised for FY09 to reflect units/beds projected to be placed in service.

Funding for on-farm infrastructure loans is currently 80% obligated and will likely be exhausted prior to the end of Q7.

The 2008 supplemental appropriation to the HTF includes \$2 million for the development or preservation of on-farm seasonal housing. Currently, loans to agricultural employers are limited to infrastructure financing. This expansion of the program to include construction loans will allow additional beds to be preserved in FY09.

Budget Activity: H A153 - Farm Worker Housing

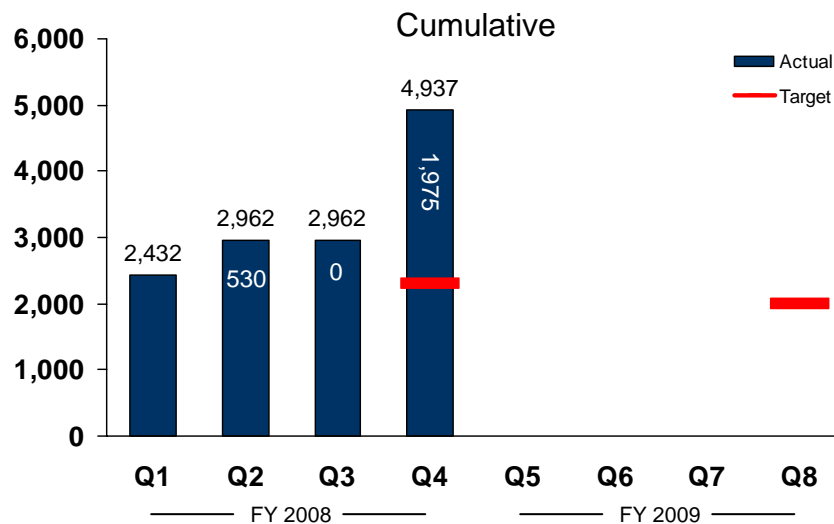
Purpose: Provide seasonal, permanent and emergency housing development for migrant and local farm workers

Agency Goal: Move low-income and vulnerable families to self-sufficiency

Priority of Government: Improve the economic vitality of businesses and individuals

Analysis:

- This measure includes seasonal projects supported with operating assistance and is reported as “beds.” It currently includes four migrant camps and the Rent-a-Tent program.
- Due to the seasonal operation of these projects, data is reported only in those quarters that the beds are available for occupancy. It is a *duplicated* count, as it includes beds receiving operating support in any given quarter (i.e., a bed may be reported in more than one quarter).
- Targets for FY08 have already been exceeded, due to increased participation by growers in the Rent-a-Tent program.

H013 - Number of farm worker seasonal beds supported (output)

Action Plan
Who
Timeframe

No significant changes/activities anticipated at this time.

Additional Analysis:

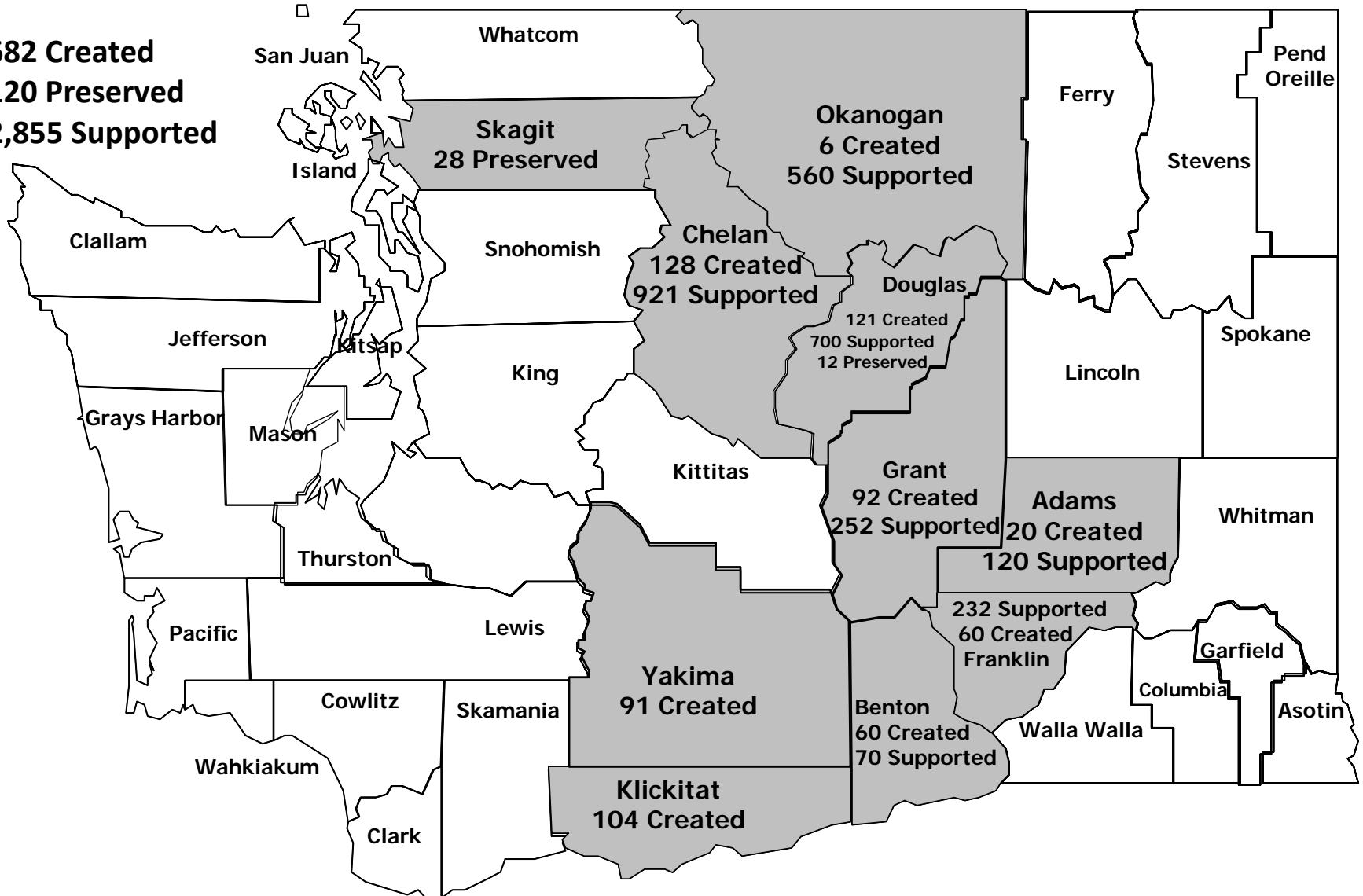
Targets for FY08 have already been exceeded, due to increased participation by growers in the Rent-a-Tent program.

Targets are lower in FY09 due to the planned closure of the Pangborn camp (350 beds) at the end of '08. The Pangborn camp was funded under a 5-year contract with Douglas County and was intended to serve as an interim measure to provide critically needed seasonal housing while other longer term housing options were developed within the area. Since 2004, when the camp was opened, CTED has invested almost \$7.5 million to create 955 new seasonal beds in Chelan and Douglas Counties (382 community-based and 573 on-farm). All of these beds are expected to be available by the 2009 harvest season.

This measure is expected to remain on target through remainder of biennium.

Farm Worker Beds FY2008

682 Created
120 Preserved
2,855 Supported



Budget Activity: H A157 - Homeless Housing Assistance

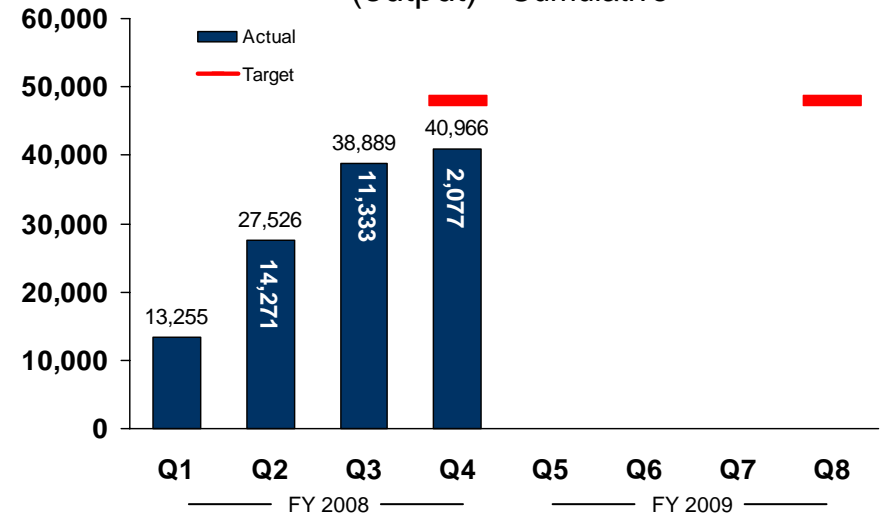
Purpose: Provide a continuum of care that provides housing with supportive services so that individuals and families can move to permanent housing

Agency Goal: Move low-income and vulnerable families to self-sufficiency

Priority of Government: Improve the security of Washington's vulnerable children and adults

Analysis:

- As discussed in previous GMAP sessions, our current data collection system relies on excel spreadsheets which we usually "scrub" to check for internal consistency and accuracy. We have only 42 percent of our contractors with their reports properly recorded in the fourth quarter although one hundred percent of the reports for the 1st, 2nd, and 3rd quarters have been completed and are represented in this table. We expect to reach our annual target once all of the reporting is complete.

H014 - Number of individuals provided shelter (output) Cumulative

Action Plan

We expect our contractors to become increasing adept at using the new reporting format resulting in more timely reports and fewer inconsistencies in their data. Therefore no particular remedial action is planned at this time.

Who

Kathy Giglio and Kathryn Stayrook

Timeframe

July 2008

How target was set:

Data Source:

Budget Activity: H A157 - Homeless Housing Assistance

Purpose: Provide a continuum of care that provides housing with supportive services so that individuals and families can move to permanent housing

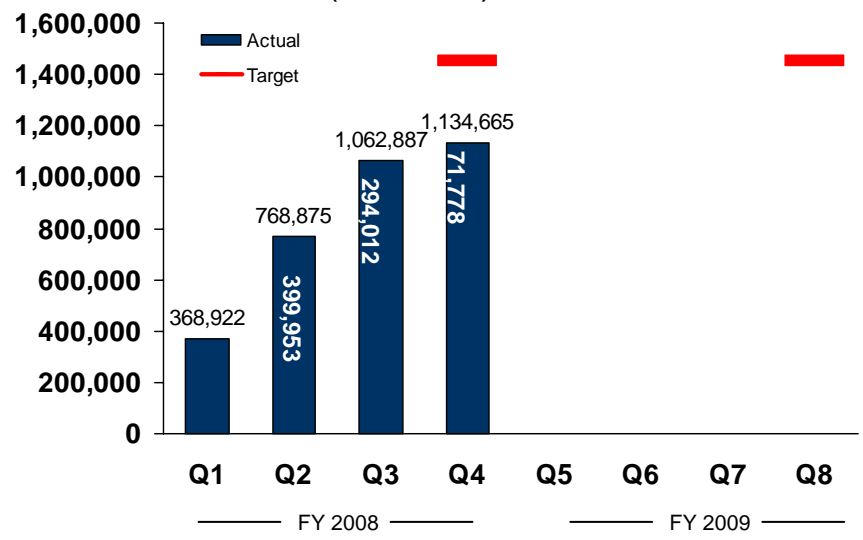
Agency Goal: Move low-income and vulnerable families to self-sufficiency

Priority of Government: Improve the security of Washington's vulnerable children and adults

Analysis:

- Similar to the explanation for the number of individuals provided shelter we expect the target goal for the number of bed nights provided to be achieved by our contractors. A bed night is one person staying in a shelter bed for one night.

H015 - Number of nights of shelter provided (outcome) Cumulative



Action Plan

Introduce an additional tracking element to our monthly reports. We will be comparing the actual number of bed nights provided to each agency's own projections so we can evaluate if an agency is meeting its target.

Who

Kathy Giglio and Kathryn Stayrook

Timeframe

July 2008

How target was set:

Data Source:

Budget Activity: H A157 - Homeless Housing Assistance

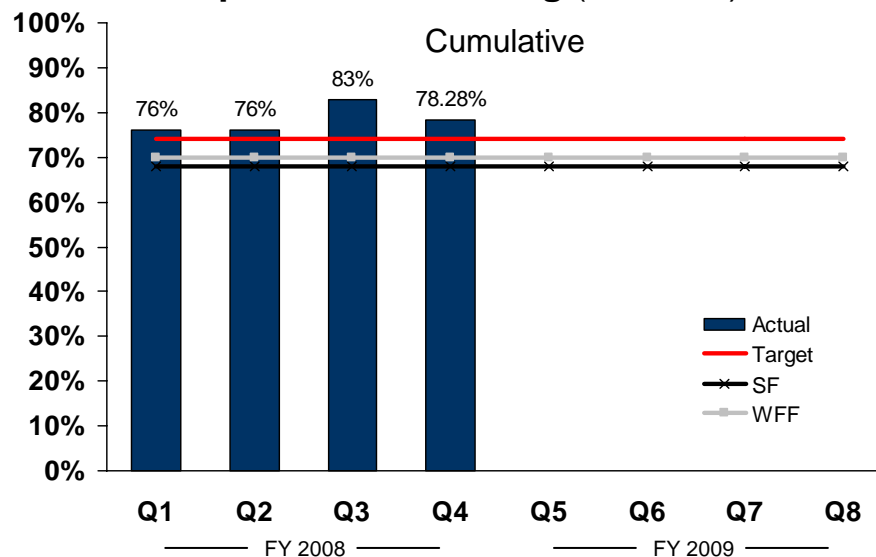
Purpose: Provide a continuum of care that provides housing with supportive services so that individuals and families can move to permanent housing

Agency Goal: Move low-income and vulnerable families to self-sufficiency

Priority of Government: Improve the security of Washington's vulnerable children and adults

Analysis:

- With 20 (69%) contractors reporting on this measure for the fourth quarter, the data indicates a smaller percentage of families exiting to permanent housing than in the previous quarter. However at the current level, the data is consistent with the first six months of SFY 2008 at approximately 76% and is still subject to fluctuation as missing data is received and the measure recalculated.
- One hundred percent of all data has been received for July 2007 through March 2008. Final review and reconciliation of data for the fourth quarter is currently in process.
- During the third and fourth quarters we required contractors to report on this measure monthly. This has proven to be a very time-intensive process for larger contractors. As a result, we will experiment with quarterly reporting starting in the first quarter of FY 2009.

H016 - Percent of households exiting to permanent housing (outcome)


Footnote: only applies to Transitional Housing, Operating and Rent Program

Action Plan	Who	Timeframe
Final reconciliation of 3rd and 4th quarter data	Cheryl Bayle	September 2008
Develop and disseminate revised operating subsidy guidelines	Cheryl Bayle	September 2008
Amend contracts for new THOR expansion dollars	Cheryl Bayle	November 2008

Additional Analysis:

Our numbers have fluctuated over the past 2 to 3 years as we have modified our reporting forms to mirror language in the Homeless Management Information System. In FY 2007, 585 households exited the program. Of those 478 households exited to permanent housing (82% of total exits). While all of the data for FY 2008 is not yet available, numbers to-date indicate 511 households exiting and of those, 400 moving to permanent housing (78%). These results are comparable to the results reported by Washington Family funds and Sound Families (70% and 68%, respectively). As data is reported in a more consistent manner year-to-year, the results should begin to reflect greater consistency.

Participation in THOR is limited to two years. Most households are enrolled in the program for 12 months or less. The following statistics, covering the first six months of SFY 2008, gives an idea of the flow of households entering and exiting the THOR program.

Number of Households carried over from the previous year.

- 471 Number of Households newly enrolled.
- 264 Number of Households who exited THOR during the first six months of SFY 2008.
- 221 Number of Households left at the end of December 2007 and who are continuing program participation. 514

Of the households who exited THOR (221) they moved to:

- Permanent housing 169
- Unknown/Other destination 22
- Family/Friends on Temporary Basis 14
- Emergency or other Transitional Housing 11
- Treatment Program 2
- Hotel/motel 2
- Foster Care 1

Budget Activity: H A158 - Housing for Vulnerable and Special Needs Populations

Purpose: Provide operating assistance to projects that provide housing and support services to low-income people living with HIV/AIDS or mental illness

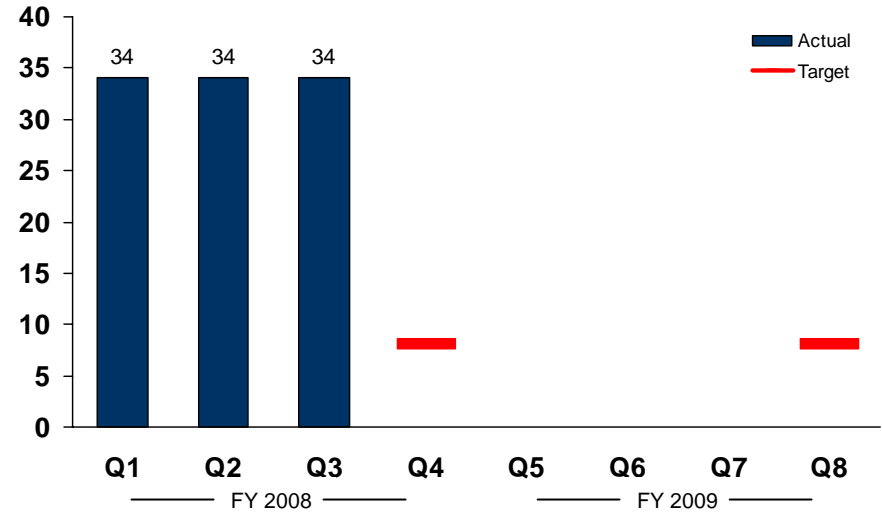
Agency Goal: Move low-income and vulnerable families to self-sufficiency

Priority of Government: Improve the security of Washington's vulnerable children and adults

Analysis:

- We have exceeded the target for this measure.
- This measure is not a good fit for this program. We are hoping to have this activity included in Activity 157 with the other homeless programs. There are only two very small programs in this activity and activity in these programs could be reported under the existing Activity 157 measures. If this change is not approved, we will be working to develop new measures for Activity 158.

H018 - Number of units provided operating support (output)



Action Plan

Combine activities or develop new measures

Who

Jenny Greenlee, CBO, Cyndee Baugh

Timeframe

September 2008

Budget Activity: H A158 - Housing for Vulnerable and Special Needs Populations

Purpose: Provide operating assistance to projects that provide housing and support services to low-income people living with HIV/AIDS or mental illness

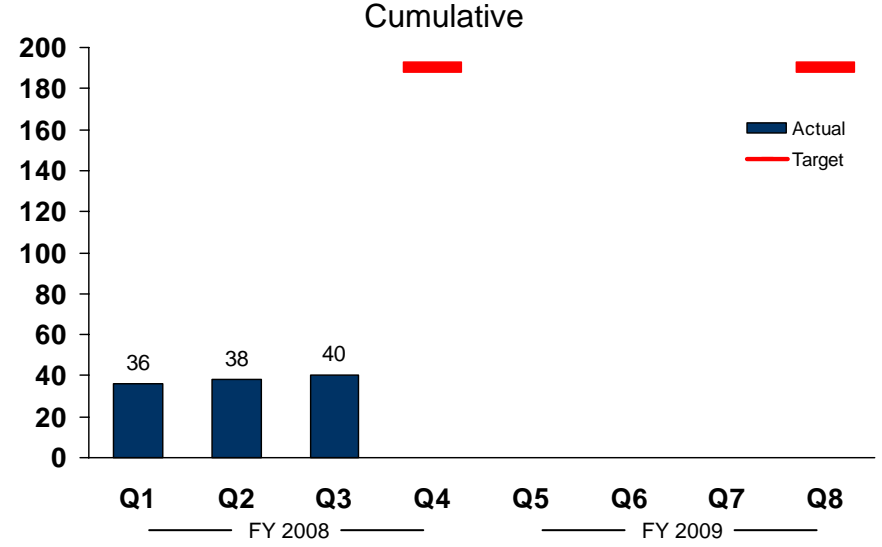
Agency Goal: Move low-income and vulnerable families to self-sufficiency

Priority of Government: Improve the security of Washington's vulnerable children and adults

Analysis:

- HOPWA reporting is traditionally done on an annual basis. Requesting quarterly numbers began in 2008. The quarterly numbers include households served through tenant based rental assistance (TBRA) by the HOPWA program. **The numbers reflect both new and continuing households each quarter.** In each of the past three years the total number served in this category has been in the mid fifties. Since HOPWA funding remains consistent every year, the number of households served with HOPWA TBRA is expected to remain about the same.
- The make up of the annual target number of 190 has been re-examined. Previously it included short term emergency payments; however those payments also include mortgage and utility payments. The rental assistance payments cannot be identified in that number since it is not reported separately.

H017 - Number of households assisted through rental vouchers (output)



Action Plan	Who	Timeframe
Combine activities or develop new measures	Jenny Greenlee, CBO, Cyndee Baugh	September 2008

How target was set:

Data Source:

Budget Activity: H A159 - Affordable Housing Development

Purpose: Provide affordable housing

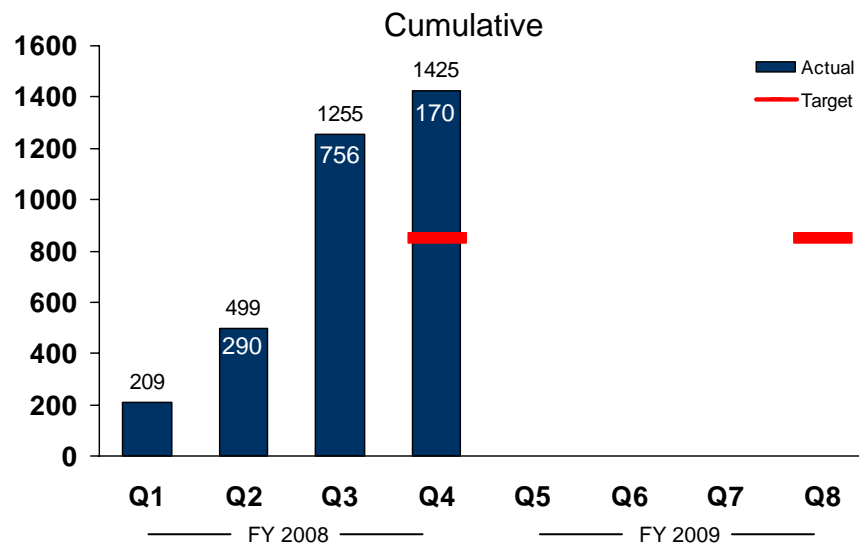
Agency Goal: Move low-income and vulnerable families to self-sufficiency

Priority of Government: Improve the economic vitality of businesses and individuals

Analysis:

- Placed in Service (PIS) volume this quarter, at 14 projects, is more in line with what we expect each quarter. 35 projects last quarter was exceptionally large and was due to the change in PIS policy, which moved all contracts that had reached 90% occupancy to Asset Management, regardless of whether all documents had been received or not.
- Since we began keeping track of units Placed in Service on 7/1/07, we have placed 72 projects into service totaling 2,246 units. Of these units, 445 units are targeted for homeless households. This addresses 4% towards the need of 10,606 units of housing for homeless households.
- The “Total Contracts” in development moved from 183 at the end of March 2008 up to 209 at the end of June 2008 due to the Spring 2008 Round projects just being assigned.

H020 - Number of units created (outcome)



Action Plan

Continue to assess and analyze income levels and award structure, balancing mission and financial viability for projects and HTF. Provide data and strategy to address this potential mismatch.

Who

Jenny Greenlee, Lisa Vatske, OFM, Legislature

Timeframe

DP timeline and interim session

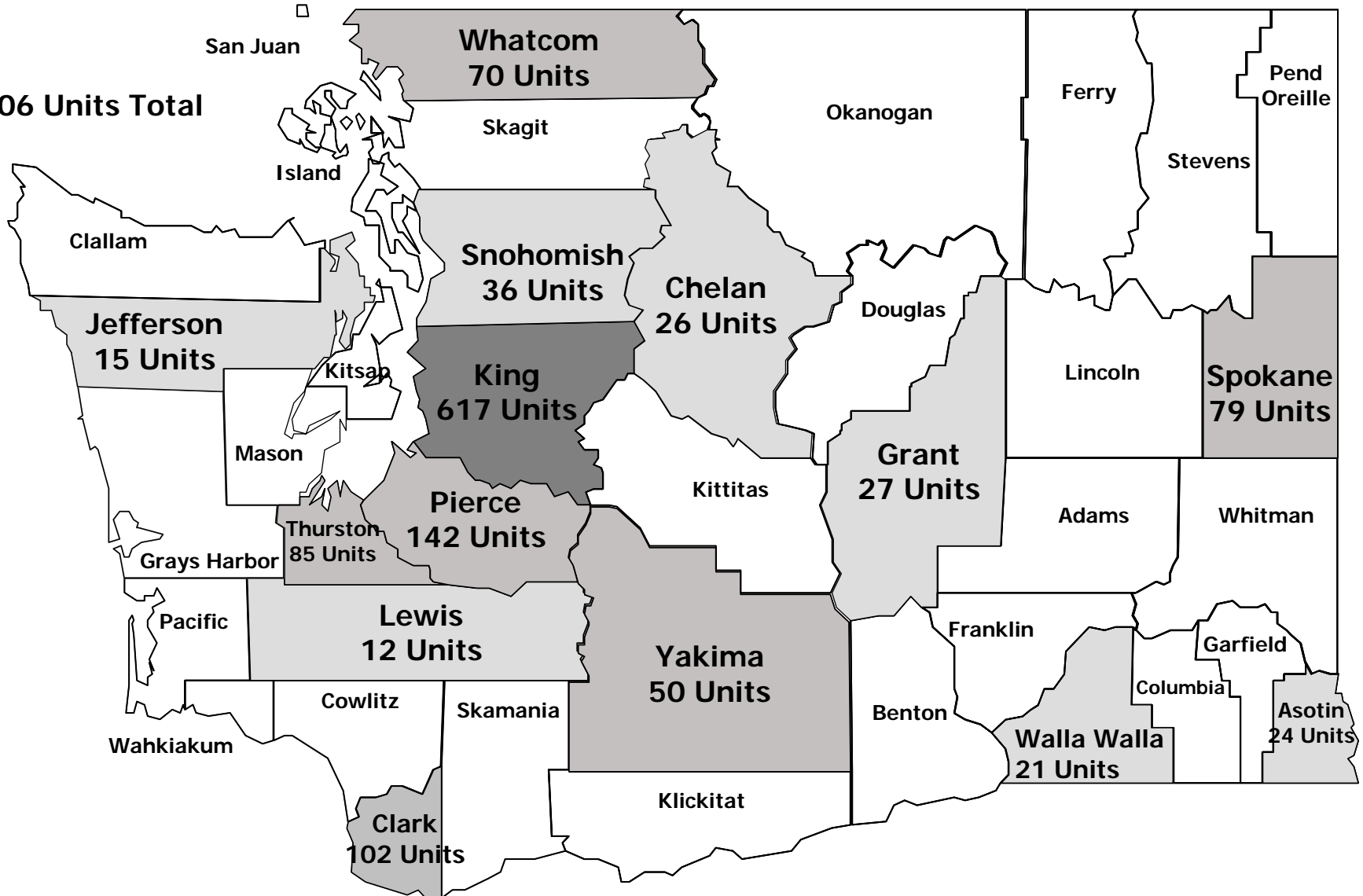
Additional Analysis:

The current economic environment will have substantial impact on the amount of units that are placed in service. This will not be evident for at least another year, as projects take an average of two years to place in service, so many of the projects that are coming on line currently have had financing and bids in place. Many of the current projects we just funded are having considerable problems with completing their financing, which will impact our unit production in the future.

Additional Action Plan	Who	Timeframe
Review implementation of newly defined “Placed in Service” process	Dan Riebli and contracts team, asset management team, Robert King and compliance team	December 2008
Seek ways to fill financing gaps and revisit HTF policy on investment per project	Lisa Vatske, HTF staff, Policy Advisory Team and HFC staff	Beginning immediately

HTF New Construction FY2008

1,306 Units Total



Budget Activity: H A159 - Affordable Housing Development

Purpose: Provide affordable housing

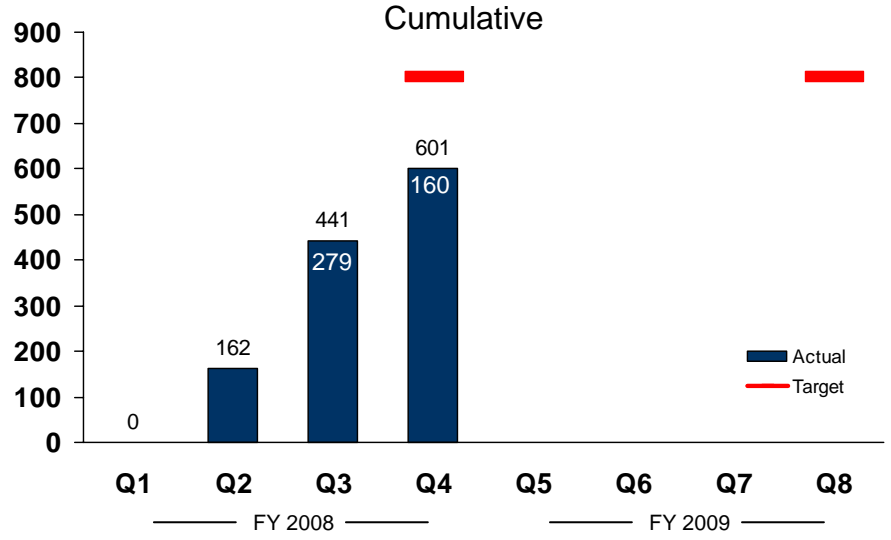
Agency Goal: Move low-income and vulnerable families to self-sufficiency

Priority of Government: Improve the economic vitality of businesses and individuals

Analysis:

- Although these numbers are under target, there are currently close to an additional 1,600 units in development at this time, so over the biennial period, this target seems to be appropriate.
- Analysis is beginning on income levels served and structure of awards, at time of placed in service, which will need to be compared to actual data being reported over time once a project has been operating. Current annual report data shows actual income levels being served are way below the contracted amount, creating a potential financial hardship to projects, but supporting the mission of serving the lowest income highest need populations. For example, in this quarter, **87% of the units serve 50% AMI and below and 58% of these units are covered by recoverable grants or deferred loans. 13% of the units serve between 60% and 80% AMI. 42% of the units have amortizing loans.** Compared to last quarter, there is a much closer correspondence to income level and project financing and HTF award structure.

H019 - Number of units preserved (outcome)



Action Plan

Who

Timeframe

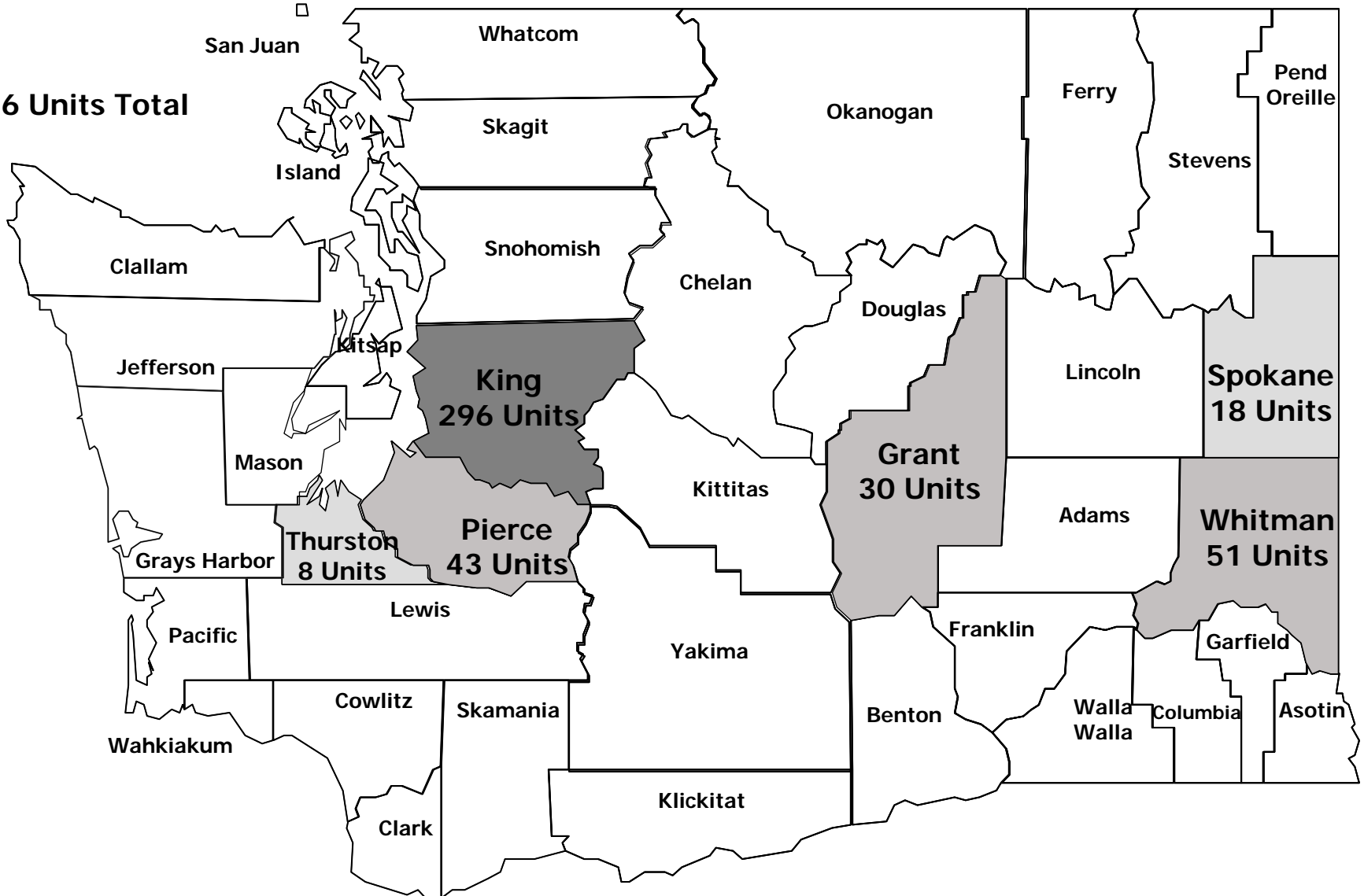
See Action Plan for Number of Units Created.

How target was set:

Data Source:

HTF Preservation FY2008

446 Units Total



Budget Activity: H A159 - Affordable Housing Development

Purpose: Provide affordable housing

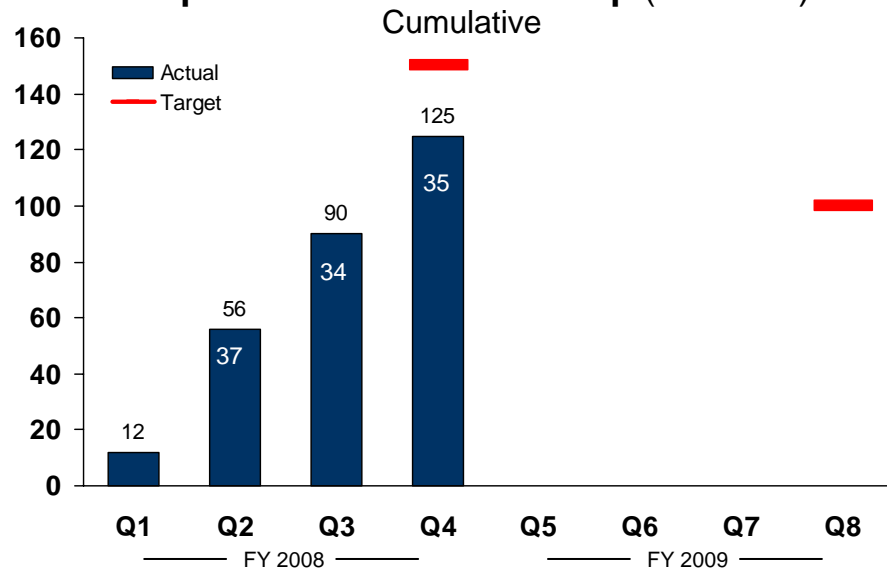
Agency Goal: Move low-income and vulnerable families to self-sufficiency

Priority of Government: Improve the economic vitality of businesses and individuals

Analysis :

- Current market conditions, including tightening of mortgage products and credit scores is currently impacting the amount of homeownership opportunities created.
- At the 2nd annual meeting of all homeownership providers, stakeholders provided supportive and valuable feedback regarding our new allocation process. Specifically, stakeholders commented on the earmarking process and the expenditure of funding.
- The earmarking process allows for organizations that have met their performance goals to allocate additional funding. In the 1st round of awards, 3 earmarks were made and 2 of the organizations have accessed their earmarks.

H021 - Number of low-income families provided homeownership (outcome)



Action Plan

Continue to assess, evaluate and implement new allocation process

Who

Lisa Vatske, Jan Navarre

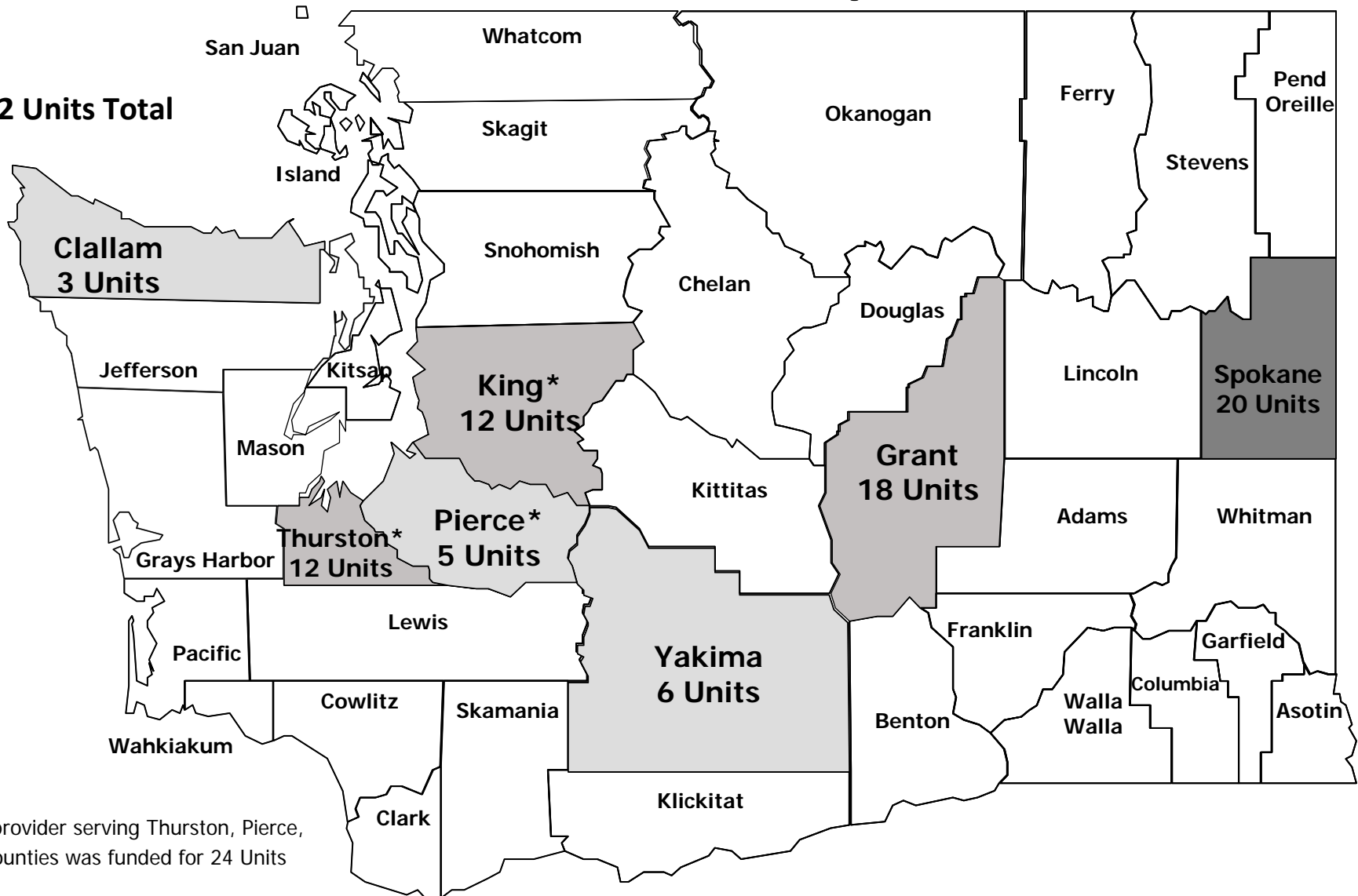
Timeframe

Mini funding round in July 2008 for existing programs. Open funding round in December 2008 for new and existing programs

Additional Action Plan	Who	Timeframe
Analyze current expenditure trends against historical trends to measure the additional effectiveness of the new allocation system.	Lisa Vatske, Sean Harrington	Fall 2008.
Partner with Habitat of WA state to provide full training on meeting the Evergreen Sustainable Building Standard	Greg Black, Evergreen Lead and Maureen Howard, Habitat of WA, ED	Fall 2008

HTF Homeownership FY2008

82 Units Total



Budget Activity: H A159 - Affordable Housing Development

Purpose: Provide affordable housing

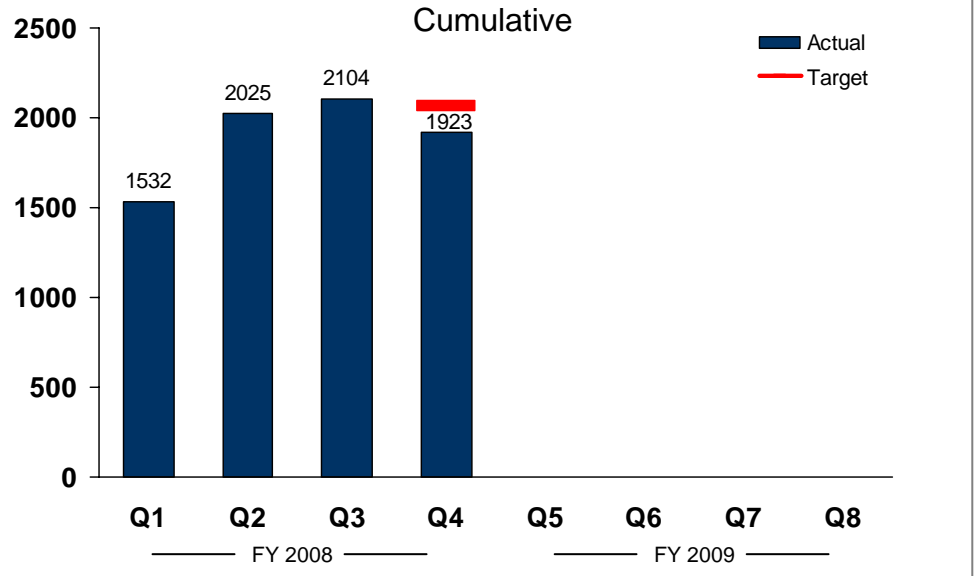
Agency Goal: Move low-income and vulnerable families to self-sufficiency

Priority of Government: Improve the economic vitality of businesses and individuals

Analysis:

- Numbers are slightly down from last quarter and slightly below target. The target was based on units contracted and our data is based on actual units in service.
- The income levels of tenants in projects changes, resulting in less or more tenants under 30 percent AMI. The O&M program only serves tenants under 30 percent AMI and therefore only counts tenants in that category for this measure, resulting in data fluctuations.

H022 - Number of units serving extremely low-income households supported with operating subsidy (output)



Action Plan

Who

Timeframe

Develop system for monitoring and trending program expenditures against revenue projections

Tanya Mercier and division budget staff

System in place June 2008, trending revenue and account balances, quarterly

Strategic plan and assessment of expenditures

Lisa Vatske, Tanya Mercier and stakeholders

Annually, in December

Additional Analysis:

This program has moved to a more frequent schedule for contractors to drawdown funds. This monthly schedule has led to an increased expenditure level, which necessitates a closer management of revenues and expenses, but reflects a much more efficient use of the funds and management of the program.

The O&M revenue stream is based on a county-wide document recording fee. It is expected that this revenue stream will ebb and flow with the economic environment and program staff are anticipating a temporary downturn in proceeds from recording fees. There is tension in managing the current resources between spending down the balance and maintaining a strategic reserve to ensure the necessary resources are available to meet the existing ongoing years of commitments. Stakeholder input and OFM guidelines have led to establishing a strategic reserve equal to approximately 3 months of expenditures, which at this time is at the \$1.5 million dollar level.

Action Plan	Who	Timeframe
Work with CTED Central Budget and OFM to explore contracting out revenue forecasting activities	Jenny Greenlee, Tanya Mercier, Lisa Vatske, CBO	Initial meeting with OFM to be scheduled by end of August

Allotments vs Expenditures (YET) – 4th Quarter FY 2008

(represents June expenditures and FTEs in the system as of July 15th.)

400 – Housing Division

Subprogram Title	Biennium Dollars Allotted	Allotted Dollars YTD	Expenditures YTD	Variance YTD	Variance %
HOME Investments Partnership Program	23,464,981	9,096,041	8,103,085	992,956	10.92%
Housing Admin	1,608,074	749,103	627,084	122,019	16.29%
Housing Assistance	39,991,983	16,013,851	12,273,738	3,740,113	23.36%
Housing Assistance / Affordable Housing	16,293,930	7,619,807	8,636,380	(1,016,573)	-13.34%
Housing Preservation	30,172,620	13,476,153	13,664,955	(188,802)	-1.40%
Office of Manufactured Housing	3,296,212	2,662,096	2,644,134	17,962	0.67%
Division Totals	114,827,800	49,617,051	45,949,376	3,667,675	7.39%

Grant disbursements to local communities for housing programs are catching up to recently revised plans. These funds support the construction, acquisition or rehabilitation of affordable housing units and create rental and homeownership opportunities statewide for very low-income people. The over-expenditure in Affordable Housing is related to the Operation and Maintenance program and reflects earlier than anticipated spending. The program recently changed to monthly reimbursements from quarterly and is therefore spending the money more quickly. Housing Division Admin unit is underspent because of staff savings due to vacancies, primarily in our dedicated IT staff position. Both the HOME and Housing Assistance programs are still underspent in Grants and Pass-Through. We expect remaining June expenditures to decrease the variance even further. Using more current numbers we are now under 3 percent as a division.

FTE Usage (YTD)

(represents June FTEs in the system as of July 15th.)

Subprogram Title	Biennium Staff Months Allotted	Allotted Staff Months YTD	Actual Staff Months YTD	Variance YTD	Variance %
Home Investments Partnership Program	198.24	99.24	81.45	17.79	17.93%
Housing Admin	149.92	74.56	100.64	-26.08	-34.98%
Housing Assistance	335.64	166.32	172.47	-6.15	-3.70%
Housing Assistance / Affordable Housing	669.84	328.32	349.26	-20.94	-6.38%
Housing Preservation	246.00	127.80	170.44	-42.64	-33.36%
Office of Manufactured Housing	84.60	45.60	42.31	3.29	7.21%
Division Totals	1,684.24	841.84	916.57	-74.73	-8.88%