

Housing Department

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To strengthen and revitalize our community
through housing and neighborhood investment

City Service Area

Community and Economic Development

Core Services

Community Development and Investment

Invest in at-risk residents and neighborhoods by providing housing and community development loans and support to public service providers; coordinate regional efforts to end homelessness

Housing Development and Preservation

Provide funding and technical assistance for the construction of new affordable housing, and the acquisition and rehabilitation of existing housing; preserve existing affordable housing through loans and grants and effective management of the City's loan portfolio; provide homebuyer assistance, and rehabilitation loans and grants, as funds are available; provide Inclusionary and Market Rate Housing assistance to the housing development community

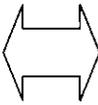
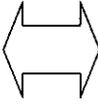
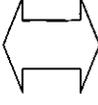
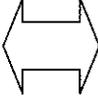
Neighborhood Development and Stabilization

Provide investment and support to neighborhoods through funding infrastructure improvements and provide Rental Rights and Referrals services to community residents

Strategic Support: Public Education, Long Range Planning, Financial Management, Computer Services, Clerical Support, Human Resources, Audit Supervision, Policy Development and Loan Servicing and Oversight

Housing Department

Service Delivery Framework

Core Service		Key Operational Services
<p>Community Development and Investment:</p> <p><i>Invest in at-risk residents and neighborhoods by providing housing and community development loans and support to public service providers; coordinate regional efforts to end homelessness</i></p>		<ul style="list-style-type: none"> • Coordination of Services Aimed to End Chronic Homelessness • Homeless Encampments • Community Development Block Grant Program - Public Service • Information and Referral Services for Homeless and Those At-Risk of Homelessness
<p>Housing Development and Preservation:</p> <p><i>Provide funding and technical assistance for the construction of new affordable housing, and the acquisition and rehabilitation of existing housing; preserve existing affordable housing through loans and grants and effective management of the City's loan portfolio; provide homebuyer assistance, and rehabilitation loans and grants, as funds are available; provide Inclusionary and Market Rate Housing assistance to the housing development community</i></p>		<ul style="list-style-type: none"> • Make Loans to Developers • Provide Homebuyer Assistance • Complete outstanding projects in the Housing Rehabilitation Program • Manage Inclusionary Housing • Facilitate Market Rate Housing Development
<p>Neighborhood Development and Stabilization:</p> <p><i>Provide investment and support to neighborhoods through funding infrastructure improvements, and provide Rental Rights and Referral services to community residents</i></p>		<ul style="list-style-type: none"> • Fair Housing • Foreclosure Assistance • Rental Rights and Referral Services • Community Development Block Grant Program – Infrastructure Investment • Neighborhood Stabilization Program • Place-Based Neighborhood Strategy
<p>Strategic Support:</p> <p><i>Public Education, Long Range Planning, Financial Management, Computer Services, Clerical Support, Human Resources, Audit Supervision, Policy Development and Loan Servicing and Oversight</i></p>		<ul style="list-style-type: none"> • Loan Compliance and Collections • Policy Development • Financial Management • Clerical Support • Audit Supervision • Public Education

Housing Department

Department Budget Summary

Expected 2013-2014 Service Delivery

- Assist in the creation and preservation of affordable housing for low-income and special needs households by committing to provide financing for 432 newly constructed affordable rental apartments, including 15 special needs homes, and 191 affordable homes through the inclusionary housing program. As funds become available, staff will bring forward additional developments as over 340 affordable homes await financing.
- Continue to serve as a leader in Destination: Home and its efforts to eliminate homelessness. Activities will include: funding outreach programs to engage and facilitate the movement of homeless persons living on the streets to permanent housing; completing the expansion of the Medical Respite Center from 15 beds to 20 beds and doubling the number of medical exam/case management rooms from two to four; and continuing the expanded tenant based rental assistance program to focus on assisting the chronically homeless residents suffering from substance abuse issues who reside in and around St. James Park and in homeless encampments.
- Continue employing a place-based, neighborhood-focused strategy as part of the Community Development Block Grant (CDBG) program. This strategy will continue in three neighborhoods (Mayfair, Santee, and Five Wounds/Brookwood Terrace) where there is demonstrated need consistent with the CDBG program guidelines, the opportunity to make substantial change, and strong community partnerships to sustain that progress.
- Conclude the NSP2 Dream Home Program in 2013-2014 with rehabilitation and resale of approximately five homes that were acquired in 2012-2013. The program income received from sales proceeds is anticipated to be approximately \$5.5 million and will be used to fund a multi-family acquisition and rehabilitation project or a new development to serve households earning 50% or less of the Area Median Income (\$50,650 for a household of four).
- Complete approximately 150 mobilehome seismic retrofits through the Hazard Mitigation Grant Program by the October 2013 grant deadline. This projected number of retrofits will bring the program total to the stated goal of 650 units retrofitted.

2013-2014 Budget Actions

- In response to the concerns about growing and visible homeless encampments, this budget will add 1.0 Program Manager II, add 1.0 Community Coordinator through June 30, 2015, and shift funding for Student Interns between Housing funds through June 30, 2015. Additional resources to address homeless encampments are reflected in the City-Wide Expenses (\$1.67 million), General Fund Capital, Transfers, and Reserves (\$1.5 million), and Parks, Recreation and Neighborhood Services Department (1.0 Senior Park Ranger and 3.0 Park Rangers) sections of this document.
- As a result of reduced tax increment funding due to the dissolution of the San Jose Redevelopment Agency, reduction in CDBG funding due to the federal sequester, and the strict requirements of the use of CalHome funds, the elimination of five positions (2.0 Building Rehabilitation Inspector II and 3.0 Development Specialist) in the Rehabilitation Loan and Grant Program is included.
- The Homeownership Downpayment Program will have reduced federal and State grant funding and the demand for the program has decreased due to the housing market recovering; therefore, this program is no longer needed and two positions (1.0 Building Rehabilitation Inspector II and 1.0 Development Specialist) will be eliminated.

Operating Funds Managed

- | | |
|---|---|
| <input type="checkbox"/> Community Development Block Grant Fund | <input type="checkbox"/> Housing Trust Fund |
| <input type="checkbox"/> Economic Development Administration Loan Fund | <input type="checkbox"/> Low and Moderate Income Housing Asset Fund |
| <input type="checkbox"/> Home Investment Partnership Program Trust Fund | <input type="checkbox"/> Multi-Source Housing Fund |

Housing Department

Department Budget Summary

The table below identifies the programs that are currently provided by the Housing Department. In each fund, the fund's total budget, full-time equivalent (FTE) count, source of funds, and program name and activity are described.

Fund	FTEs	Source of Funds	Program/Activity
General Fund (Fund 001) Total Fund Budget: \$242,297	3.65	General Fund	Neighborhood Engagement - Implement place-based strategy
Low and Moderate Income Housing Asset Fund (Fund 346) Total Fund Budget: \$31,812,422	26.48	Loan Repayments Interest	Loans and Portfolio Management - New Construction - Acquisition/Rehabilitation Administration - Reporting - Fiscal Management
Housing Trust Fund (Fund 440) Total Fund Budget: \$3,227,810	3.15	Bond Administration Fees Tax Credit Review Fees	Grants for homeless programs/activities
Community Development Block Grant Fund (Fund 441) Total Fund Budget: \$15,745,277	8.96	Federal CDBG Funding	Grant management - Grants to non-profits - Place-based strategy - Infrastructure - Code Enforcement Housing Rehabilitation Loans and Grants
Home Investment Partnership Program Fund (Fund 445) Total Fund Budget: \$3,211,519	3.41	Federal HOME Investment Partnership Funding	Loans/Grants - New Construction - Acquisition/Rehabilitation - Home Rehabilitation Rental Assistance/Permanent Housing for the Homeless Grant to a non-profit for an acquisition and rehabilitation program

Housing Department

Department Budget Summary

Fund	FTEs	Source of Funds	Program/Activity
Multi-Source Housing Fund (Fund 448) Total Fund Budget: \$45,286,944	4.75	Other Federal/Entitlement Programs: Neighborhood Stabilization Program (NSP) 1 and 2 Emergency Shelter Grants (ESG) Housing Opportunities for Persons with AIDS (HOPWA)	Loans/Grants – Large Projects - New Construction - Acquisition/Rehabilitation Loans/Grants – Small Projects - Acquisition/Rehabilitation/Resale of Single Family Homes Grants to homeless service providers Grants for services to persons living with HIV/AIDS
	5.40	Fees from Mobilehome Park Owners/Residents Fees from Apartment Owners	Mediation and arbitration services to landlords and tenants living in rent-controlled apartments Referral and arbitration services to mobilehome owners and mobilehome park owners
	0.80	State Funding: CalHome BEGIN	Loans - First Time Homebuyers - Home Rehabilitation - Acquisition/Rehabilitation - Homebuyer assistance
	0.40	Federal and State Funding: FEMA/CalEMA	Grants - Mobilehome Seismic Retrofit

Housing Department

Department Budget Summary

	2011-2012 Actual 1	2012-2013 Adopted 2	2013-2014 Forecast 3	2013-2014 Proposed 4	% Change (2 to 4)
Dollars by Core Service					
Community Development and Investment	\$ 383,321	\$ 636,753	\$ 659,583	\$ 382,892	(39.9%)
Housing Development and Preservation*	583,090	880,607	902,664	775,825	(11.9%)
Neighborhood Development and Stabilization**	2,827,574	3,547,834	3,618,477	3,437,927	(3.1%)
Strategic Support	4,201,506	4,282,128	4,360,956	4,100,416	(4.2%)
Total	\$ 7,995,491	\$ 9,347,322	\$ 9,541,680	\$ 8,697,060	(7.0%)
Dollars by Category					
Personal Services					
Salaries/Benefits	\$ 7,217,261	\$ 8,187,499	\$ 8,370,857	\$ 7,526,237	(8.1%)
Overtime	28,704	24,831	24,831	24,831	0.0%
Subtotal	\$ 7,245,965	\$ 8,212,330	\$ 8,395,688	\$ 7,551,068	(8.1%)
Non-Personal/Equipment					
Total	749,526	1,134,992	1,145,992	1,145,992	1.0%
Total	\$ 7,995,491	\$ 9,347,322	\$ 9,541,680	\$ 8,697,060	(7.0%)
Dollars by Fund					
General Fund	\$ 0	\$ 253,862	\$ 254,671	\$ 242,297	(4.6%)
Comm Dev Block Grant	1,403,263	1,419,495	1,490,437	1,318,450	(7.1%)
Home Invest Partnership	382,094	614,891	653,111	547,831	(10.9%)
Housing Trust Fund	242,384	201,393	214,337	456,683	126.8%
Low/Mod Income Hsg	3,071,903	0	0	0	N/A
Low/Mod Income Hsg Asset***	2,452,403	4,943,067	4,925,862	4,359,510	(11.8%)
Multi-Source Housing	443,444	1,914,614	2,003,262	1,772,289	(7.4%)
Total	\$ 7,995,491	\$ 9,347,322	\$ 9,541,680	\$ 8,697,060	(7.0%)
Authorized Positions by Core Service					
Community Development and Investment	6.74	3.80	3.80	2.70	(28.9%)
Housing Development and Preservation*	6.00	4.40	4.40	3.80	(13.6%)
Neighborhood Development and Stabilization**	24.60	25.40	25.40	24.02	(5.4%)
Strategic Support	25.66	28.40	28.40	26.48	(6.8%)
Total	63.00	62.00	62.00	57.00	(8.1%)

* This core service was previously named Increase Affordable Housing Supply.

** This core service was previously named Maintain Existing Affordable Housing Supply.

*** This fund was previously named Affordable Housing Investment Fund.

Housing Department

Budget Reconciliation

(2012-2013 Adopted to 2013-2014 Proposed)

	Positions	All Funds (\$)	General Fund (\$)
Prior Year Budget (2012-2013):	62.00	9,347,322	253,862
<hr/> Base Adjustments <hr/>			
Technical Adjustments to Costs of Ongoing Activities			
• Salary/benefit changes and the following position reallocations: - 1.0 Housing Policy and Planning Administrator to 1.0 Division Manager		183,358	(14,191)
• Neighborhood Engagement Team funding shift from City Manager's Office		15,000	15,000
• Changes in vehicle maintenance and operations costs		(4,000)	0
Technical Adjustments Subtotal:	0.00	194,358	809
2013-2014 Forecast Base Budget:	62.00	9,541,680	254,671
<hr/> Budget Proposals Recommended <hr/>			
1. Housing Rehabilitation Loan and Grant Program	(5.00)	(651,012)	0
2. Homeownership Downpayment Program	(2.00)	(262,704)	0
3. Neighborhood Place-Based Staffing	0.00	(80,883)	(12,374)
4. Housing Department Staff Funding Realignment	0.00	0	0
5. Homeless Response Team	2.00	149,979	0
Total Budget Proposals Recommended	(5.00)	(844,620)	(12,374)
2013-2014 Proposed Budget Total	57.00	8,697,060	242,297

Housing Department

Budget Changes By Department

Proposed Budget Changes	Positions	All Funds (\$)	General Fund (\$)
1. Housing Rehabilitation Loan and Grant Program	(5.00)	(651,012)	0

Community and Economic Development CSA

Housing Development and Preservation

Neighborhood Development and Stabilization

Strategic Support

This action eliminates five positions (2.0 Building Rehabilitation Inspector II and 3.0 Development Specialist) in the Rehabilitation Loan and Grant Program as a result of the loss of Low and Moderate Income Housing funds due to the dissolution of the San Jose Redevelopment Agency and reduction in CDBG funding due to the federal sequestration. Additionally, as a result of the strict requirements of the use of State CalHome funds, there have not been a large amount of applicants that qualify for the loans and the Department has been only able to provide for six loans within the past year. Therefore, the continued operational support is no longer needed. The program provided financial and technical assistance to low-income households seeking to maintain and/or improve the condition of their properties. Other funding sources in the Department will continue to provide rehabilitation assistance. (Ongoing savings: \$651,897)

Performance Results:

No impacts to current service levels are anticipated as a result of this action. Although with less funding being available, the City's lower income homeowners will have fewer opportunities to access funding to maintain and/or improve the condition of their homes.

2. Homeownership Downpayment Program	(2.00)	(262,704)	0
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Community and Economic Development CSA

Community Development and Investment

Neighborhood Development and Stabilization

This action eliminates two positions (1.0 Building Rehabilitation Inspector II and 1.0 Development Specialist) in the Homeownership Downpayment Program, which provided downpayment assistance to low-income first time homebuyers, as a result of reduced federal and State grant funding. Because the demand for this program has significantly decreased due to the housing market recovering and with less funding being available, the continual operational support is no longer needed. (Ongoing savings: \$262,919)

Performance Results:

No impacts to current service levels are anticipated as a result of this action. While the City will no longer provide assistance to homebuyers, there are strong community partners who will continue to do so, including the Housing Trust of Silicon Valley and the Neighborhood Housing Services of Silicon Valley. Therefore, potential low- and moderate-income homebuyers will continue to have access to first-time homebuyer assistance.

Housing Department

Budget Changes By Department

Proposed Budget Changes	Positions	All Funds (\$)	General Fund (\$)
3. Neighborhood Place-Based Staffing	0.00	(80,883)	(12,374)

Community and Economic Development CSA
Neighborhood Development and Stabilization
Strategic Support

This action eliminates 1.0 Community Coordinator, adds 1.0 Community Activity Worker, and shifts funding for portions of two positions from various Housing Funds to the General Fund to align existing work with the appropriate positions in support of the place-based neighborhood strategy that was implemented in 2012-2013. This strategy focuses efforts to revitalize three targeted neighborhoods where there is demonstrated need. These positions will work with community partners in the three designated areas to guide the implementation of the strategy and work to secure new partners in other neighborhoods next in line. (Ongoing savings: \$75,154)

Performance Results:

Quality, Customer Satisfaction This action shifts funding between various sources to continue the implementation of priority projects in three targeted neighborhoods, in a coordinated effort with community based organizations, to provide services that create clean, safe, and engaged communities.

4. Housing Department Staff Funding Realignment	0.00	0	0
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Community and Economic Development CSA
Community Development and Investment
Housing Development and Preservation
Neighborhood Development and Stabilization
Strategic Support

This action shifts funding between various Housing Funds among the administrative positions in the Housing Department in order to align funding sources with the work provided. This action shifts 1.27 positions out of the Low and Moderate Income Housing Asset Fund and 0.61 positions out of the Community Development Block Grant Fund and adds 0.55 positions to the Housing Trust Fund, 0.50 positions to Home Investment Partnership Program Fund, and 0.83 positions to the Multi-Source Housing Fund. (Ongoing costs: \$0)

Performance Results:

No impacts to existing service levels are anticipated as a result of this action.

Housing Department

Budget Changes By Department

Proposed Budget Changes	Positions	All Funds (\$)	General Fund (\$)
5. Homeless Response Team	2.00	149,979	0

Community and Economic Development CSA
*Community Development and Investment
 Strategic Support*

This action adds 1.0 Program Manager II on an ongoing basis, adds 1.0 Community Coordinator through June 30, 2015, and shifts funding for Student Interns from the Low and Moderate Income Housing Asset Fund to the Housing Trust Fund through June 30, 2015. The Program Manager position, funded by the Housing Trust Fund, will focus on the City's broad response to homelessness, which will include the concerns about homeless encampments on neighborhoods, and the need to connect the homeless residents with services and housing. The Community Coordinator position, funded by the General Fund in the City-Wide Expenses Section, will facilitate encampment clean-ups and provide on-site assistance for the waste disposal contractor. The Student Interns, funded by the Housing Trust Fund, will respond to constituents, provide field support, and collect data and research. In total, \$3.32 million is allocated for this two-year strategy. Additional resources for this program are further described in the City-Wide Expenses (\$1.67 million), General Fund Capital, Transfers, and Reserves (\$1.5 million), and Parks, Recreation and Neighborhood Services Department (1.0 Senior Park Ranger and 3.0 Park Ranger) Sections in this document. (Ongoing costs: \$149,979)

Performance Results:

Quality, Customer Satisfaction This action will provide the City with a stronger infrastructure for addressing homelessness, including the response relating to homeless encampments and the concerns of community members and businesses regarding homeless individuals living in encampments. With this two-year plan, as reflected in the City-Wide Expenses Section of this document, staff will respond to the needs of encampment occupants, public safety and health concerns of neighborhoods, and the environmental damage caused by encampments. As part of this plan, staff will coordinate multi-disciplinary outreach and engagement programs that target homeless individuals and families living in encampments, increase the number of encampment clean-ups, and coordinate activities with stakeholder agencies. Furthermore, staff will seek additional resources to be able to offer both short and long-term housing solutions.

2013-2014 Proposed Budget Changes Total	(5.00)	(844,620)	(12,374)
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Housing Department

Performance Summary

Community Development and Investment

Performance Measures

	2011-2012 Actual	2012-2013 Target	2012-2013 Estimated	2013-2014 Target
 Reduction in the number of chronically homeless individuals from prior two years (biennial)	N/A*	500	200	N/A*
 % of tenant/landlord mediations that resulted in mutual agreement	85%	85%	87%	90%

Changes to Performance Measures from 2012-2013 Adopted Operating Budget: No

* This number is collected on a biennial basis.

Activity and Workload Highlights

	2011-2012 Actual	2012-2013 Forecast	2012-2013 Estimated	2013-2014 Forecast
# of homeless individuals who secured permanent housing:				
- chronically	562	500	300	300
- non-chronically	1,028*	500	500	500
# of unduplicated mobilehome and apartment clients served by the Rental Rights and Referrals Program	2,634	2,600	2,500	2,650
Estimated number of homeless individuals (biennial):				
- chronically homeless	N/A**	1,000	1,500	N/A**
- non-chronically homeless	N/A**	2,500	2,500	N/A**

Changes to Activity & Workload Highlights from 2012-2013 Adopted Operating Budget: No

* As a result of the increased demand and competitiveness in the rental market, the number of non-chronically homeless individuals able to secure permanent housing has increased. It has become increasingly difficult for homeless individuals to qualify for secure housing.

** This number is collected on a biennial basis.

Housing Department

Performance Summary

Housing Development and Preservation

Performance Measures

	2011-2012 Actual	2012-2013 Target	2012-2013 Estimated	2013-2014 Target
 % of annual target achieved for production of affordable housing	106% (718)	100% (502)	30% (150)	100% (565)
 % of annual target achieved for homebuyer clients assisted	71%	100% (75)	37%*	100%**
 % of all rehab program funds that are loaned versus granted	79%	30%	65%	50%
 Cumulative ratio of non-City funds to City funds over the last five years in the New Construction Program	2.25:1	4:1	1.63:1	6.55:1
 % of rehabilitation and mobilehome clients satisfied or very satisfied based on overall service	100%	100%	90%	90%
 % of homebuyer clients (approved or denied) satisfied or very satisfied with the programs based on overall service	100%	100%	100%	100%

Changes to Performance Measures from 2012-2013 Adopted Operating Budget: No

* Because of the increase in home prices, fewer clients are eligible for the homebuyer assistance program.

** In 2013-2014, the target amount of loans will be lower and it is anticipated that 100% of the loans will be completed.

Housing Department

Performance Summary

Housing Development and Preservation

Activity and Workload Highlights

	2011-2012 Actual	2012-2013 Forecast	2012-2013 Estimated	2013-2014 Forecast
# of homebuyer loans closed:				
- Welcome Home	26	45	1	4
- CalHome BEGIN	20	28	15	16
- Other downpayment assistance	26	35	12	5
Total	72	108	28*	25*
# of unduplicated households assisted by the homebuyer program**	64	65	28	25
# of affordable housing units completed in the fiscal year	718	502	150	565
Average per-unit subsidy in funding commitments for new construction projects (\$)	\$117,302	\$87,000	\$56,000	\$124,513
# of mobilehome retrofits completed	207	400	300	150
# of rehabilitation projects completed:				
- Rehabilitation projects	33	45	40	50
- Mobilehome projects	30	40	35	0
- Minor repair	41	0	110	100
Total	104***	85	185***	150***

Changes to Activity & Workload Highlights from 2012-2013 Adopted Operating Budget: No

* The drop in Homebuyer Loan activity is a result of the foreclosure crisis waning in the Bay Area. In recent years, there were plenty of unsold condominiums, townhomes, and even single-family homes available for purchase for the low- and moderate-income households. As a result of the turnaround, the inventory of unsold homes has fallen significantly. Therefore, the affordable buyer has to compete with many more potential buyers for properties to purchase. Also, sellers are more willing to accept offers from individuals who provide "all cash" or a much larger down payment and are reluctant to accept an offer that involves subordinate financing.

** Some homebuyers received multiple loans.

*** These are unduplicated units of rehabilitated housing funded through the Housing Department's rehab program.

Housing Department

Performance Summary

Neighborhood Development and Stabilization

Performance Measures

	2011-2012 Actual	2012-2013 Target	2012-2013 Estimated	2013-2014 Target
 % of CDBG-funded projects meeting all stated outcomes:				
- City projects	100%	90%	90%	90%
- Non-City projects	91%	90%	90%	90%
 % of CDBG invoices processed within 30 days of receipt of all required documentation	99%	90%	90%	90%
 % of CDBG contracts completed by July 1	0%*	90%	0%*	90%
 % of CDBG open projects monitored by June 3	100%	100%	100%	100%
 % of all non-mobilehome rehabilitation project funds approved within place-based neighborhoods	N/A	N/A	N/A	60%

Changes to Performance Measures from 2012-2013 Adopted Operating Budget: Yes¹

* Due to turnover in staffing and changes in funding levels late in the process, no CDBG contract amendments were completed by July 1st.

¹ Changes to Performance Measures from 2012-2013 Adopted Budget:

☞ “% of all non-mobilehome rehabilitation project funds approved within SNI neighborhoods” was revised to “% of all non-mobilehome rehabilitation project funds approved within place-based neighborhoods” as a result of the implementation of the new strategy.

Activity and Workload Highlights

	2011-2012 Actual	2012-2013 Forecast	2012-2013 Estimated	2013-2014 Forecast
# of Loan Management transactions (refinances, subordinations, assumptions)	50	160	124	150
# of non-mobilehome rehabilitation projects completed in targeted neighborhood areas	13	40	25	20
# of neighborhood stabilization projects completed (homes sold)	24	40	14*	5**

Changes to Activity & Workload Highlights from 2012-2013 Adopted Operating Budget: No

* The program buys foreclosures, rehabilitates, and resells the properties to low- and moderate-income homebuyers; however, the amount of foreclosure inventory available drastically fell in 2012-2013.

** The San José Dream Home Homebuyer Program is concluding at the end of 2012-2013. However, the department is still in the process of acquiring the final five homes and it is anticipated that the acquisitions of these homes will be completed and sold in 2013-2014.

Housing Department

Performance Summary

Strategic Support

Performance Measures

	2011-2012 Actual	2012-2013 Target	2012-2013 Estimated	2013-2014 Target
Monetary default rate of loan portfolio by category:				
% of total loan principal:				
1. Project Loans	0%	<2%	0%	0%
2. Rehabilitation Loans	0.12%	<3%	6.5%	2%
3. Homebuyer Loans	5.60%	<5%	4.5%	2%
% of total loans:				
1. Project Loans	0%	<2%	0%	0%
2. Rehabilitation Loans	.24%	<3%	3.2%	2%
3. Homebuyer Loans	3.50%	<5%	3.5%	2%
% of portfolio units brought into compliance with safe and sanitary condition requirements within 90 days	90%	70%	90%	90%

Changes to Performance Measures from 2012-2013 Adopted Operating Budget: No

Activity and Workload Highlights

	2011-2012 Actual	2012-2013 Forecast	2012-2013 Estimated	2013-2014 Forecast
Size of Housing Department loan portfolio by category:				
Total loan principal (\$):				
1. Project Loans	573,521,282	661,138,000	685,567,304	695,000,000
2. Rehabilitation Loans	16,987,504	21,580,000	16,987,504	17,200,000
3. Homebuyer Loans	82,799,310	86,723,000	86,723,000	85,750,000
Total	673,308,096	769,441,000	789,277,808	797,950,000
Total number of loans:				
1. Project Loans	163	182	174	175
2. Rehabilitation Loans	414	342	400	375
3. Homebuyer Loans	1,565	1,810	1,600	1,550
Total	2,142	2,334	2,174	2,100
# of major projects in loan portfolio inspected annually				
- Projects	132	110	83*	115
- Units	1,073	1,300	800*	1,300

Changes to Activity & Workload Highlights from 2012-2013 Adopted Operating Budget: No

* The 2012-2013 Estimated number is lower than the 2012-2013 Forecast because the department had staff vacancies throughout the fiscal year. In 2013-2014, the department will be reorganizing staff and workload, and will be back at anticipated levels.

Housing Department

Departmental Position Detail

Position	2012-2013 Adopted	2013-2014 Proposed	Change
Account Clerk I	1.00	1.00	-
Accountant II	1.00	1.00	-
Accounting Technician	1.00	1.00	-
Administrative Assistant	1.00	1.00	-
Administrative Officer	1.00	1.00	-
Analyst I/II	9.00	9.00	-
Assistant Director of Housing	1.00	1.00	-
Building Rehabilitation Inspector II	7.00	4.00	(3.00)
Community Activity Worker FT	0.00	1.00	1.00
Community Coordinator	1.00	1.00	-
Community Services Supervisor	1.00	1.00	-
Development Officer	6.00	6.00	-
Development Specialist	9.00	5.00	(4.00)
Development Specialist PT	1.00	1.00	-
Director of Housing	1.00	1.00	-
Division Manager	1.00	2.00	1.00
Housing Policy and Plan Administrator	2.00	1.00	(1.00)
Office Specialist II	4.00	4.00	-
Principal Account Clerk	1.00	1.00	-
Program Manager II	0.00	1.00	1.00
Senior Accountant	1.00	1.00	-
Senior Development Officer	6.00	6.00	-
Senior Systems Applications Programmer	1.00	1.00	-
Staff Specialist	4.00	4.00	-
Student Intern PT	1.00	1.00	-
Total Positions	62.00	57.00	(5.00)