

SUPPORTIVE HOUSING SERVICES QUARTERLY REPORT

SUBMITTED BY (COUNTY): WASHINGTON COUNTY

FISCAL YEAR: 2024-2025

QUARTER: FIRST

SUPPORTIVE HOUSING SERVICES

QUARTERLY REPORT TEMPLATE DRAFT

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

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

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

Section 1. Progress narrative

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

[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

Quarter One Summary:

As the Washington County Supportive Housing Services program gets underway in the fourth program year, the County launched new initiatives and quality improvement efforts while planning for system sustainability in the midst of funding and capacity constraints. New initiatives center on diversionary programs and increasing housing placement rates. While Washington County faces system capacity constraints, it is the County's focus to fully utilize the current system capacity.

1. Program Successes & New Initiatives

In quarter one, Washington County expanded and refined focused programming to support individuals experiencing or at risk of homelessness who may not need medium or long-term services to stabilize and become self-sufficient. Building on lessons learned in early implementation, the County provided training and guidance for the housing liaison program to increase efforts to support individuals enrolled in liaison services with **Short Term Solutions Funds** which are flexible funds deployed to assist individuals in stabilizing in current or new housing placements. Additionally, Washington County expanded the **Move In-Only Program** which provides move-in costs for households in need of one-time assistance to stabilize. This program has seen particular success in the first quarter as Washington County has also embedded a housing liaison position with the Community Connect Program to divert households in need of move-in assistance through coordinated entry. In quarter one, the County served 23 households with move-in only funds.

The Department of Housing Services launched its **Transitional Housing Notice of Funding Opportunity (NOFO) for up to \$30 million in capital funding for the acquisition, rehabilitation, conversion and/or construction of transitional housing**. The additional transitional housing capacity will serve households facing significant barriers to housing using recovery-oriented and stabilization service models, specifically targeting Population A households. The NOFO was released in July and closed in September, receiving an initial seven applications. Washington County expects to release a notice of award for selected project(s) in quarter two.

In August, the Department of Housing Services, in collaboration with the Housing Advisory Committee and the Homeless Solutions Advisory Council, held its **first-ever listening sessions** – one for providers and one for the general public. These sessions were designed to engage the community and share the department's priorities for the upcoming 2025-2026 fiscal year and will be conducted annually. Attendees learned about the strategic framework guiding housing services, the important roles of the advisory committees, and ways to get involved. The feedback gathered during these sessions will be compiled into a report that will shape future programs and services. This is one part of our work to ensure diverse voices are heard and to identify those not yet at the table, helping to refine and strengthen housing solutions in Washington County.

Finally, In July, the County was **awarded over \$1 million from Health Share of Oregon and over \$100,000 from Trillium Community Health Plan** to support capacity-building efforts to scale and refine infrastructure aimed to support health and housing integration efforts made possible through the Medicaid 1115 Waiver. The state of Oregon will begin offering Health-Related Social Needs Housing

Services in November of 2024 that will allow entities to leverage Medicaid funding to support tenancy services and rental assistance for individuals at risk of homelessness. Washington County will work closely with its health system and community-based housing services partners to leverage existing and new system capacity to deliver these critical services to our community members.

2. System Improvements

In the response to the Annual Performance Evaluation of all SHS funded providers in the spring of 2024, the County implemented **performance improvement plans** for underperforming partners. Performance improvement plans focused on both programmatic performances as outlined in service contracts and fiscal performance improvement specific to the timeline and accurate submission of invoices and supporting documentation. In quarter one, Washington County closely monitored performance and met frequently with partners to focus efforts on outlined improvements. At the close of the quarter, most partners demonstrated clear improvements while close monitoring activities will continue in quarter two for remaining partners that continue to underperform. Additionally, as referenced in quarterly reports in the 2023-2024 program year, the Department of Housing Services **shifted performance metrics** from a focus on household enrollments to households housed. Placements this quarter are not hitting target benchmarks, but a clear year-over-year improvement is showing promising improvements based on this shift. This is demonstrated best with the Housing Case Management Services Program, which saw the largest increase in placement rates this quarter.

Washington County implemented partner specific housing placement goals in quarter one to focus housing goals and tailored targets for each SHS partner. The County also worked to develop and implement partner specific placement tracking to provide tools for partners to track their progress over time. Other initiatives include the launching of **targeted case conferencing initiatives** such as case conferencing specific to households who have been enrolled in shelter programs for over 100 days and case conferencing for individuals enrolled in housing liaison services focused on supporting households with diversion assistance.

Challenges & Areas of Focus

The homeless services system in Washington County plans for a decrease in shelter capacity as it completes its first quarter of the fourth program year. As exciting new investments come online including the permanent, year-round 60-bed Beaverton Shelter, the Homeless Services Division will ramp down its temporary Beaverton shelter in the interim to prepare for permanent capacity. Additionally, as construction begins on the Hillsboro permanent shelter site, the Hillsboro Alternative Shelter site will close temporarily to allow for construction on the shelter site. This means that some of Washington County's shelter capacity will be constricted to allow for the planning and construction of permanent shelter sites.

Additionally, as the County is faced with the reality of revenue constraints and increased operational costs of the homeless services system, planning to ramp down temporary, motel-based shelter programs began in quarter one. In an effort to ensure all shelter guests are provided with

stable housing and resources, planning will take place throughout the 2024-2025 program year to ensure ramp down of this program is person-centered and focused on not returning guests to homelessness or housing instability. Washington County will ensure that year-round shelter investments outlined in the Local Implementation Plan are maintained while balancing the fiscal constraints of the homeless services revenue.

Section 2. Data and data disaggregation

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

Data disclaimer:

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

Section 2.A Housing Stability Outcomes: Placements & Preventions

Housing Placements By Intervention Type: Supportive Housing

# housing placements – supportive housing*	This Quarter		Year to Date	
	#	%	#	%
Total people	172		172	
Total households	110		110	
Race & Ethnicity				
Asian or Asian American	1	1%	1	1%
Black, African American, or African	24	14%	24	14%
Hispanic or Latin(a)(o)(x)	28	16%	28	16%
American Indian, Alaska Native, or Indigenous	6	3%	6	3%
Native Hawaiian or Pacific Islander	7	4%	7	4%
Middle Eastern or North African	2	1%	2	1%
White	115	67%	115	67%
Non-Hispanic White (subset of White category)	100	65%	100	65%
Client Doesn't Know	0	0%	0	0%
Client Refused	5	3%	5	3%
Data Not Collected	14	8%	14	8%
Disability status				
	#	%	#	%
Persons with disabilities	122	71%	122	71%
Persons without disabilities	41	24%	41	24%
Disability unreported	9	5%	9	5%
Gender identity				
	#	%	#	%
Male	72	42%	72	42%
Female	96	56%	96	56%
A gender that is not singularly 'Male' or 'Female'	0	0%	0	0%
Transgender	2	1%	2	1%
Questioning				
Client doesn't know				
Client refused	1	1%	1	1%
Data not collected	2	1%	2	1%

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

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

# housing placements – RRH**	This Quarter		Year to Date	
	#	%	#	%
Total people	137		137	
Total households	67		67	
Race & Ethnicity				
Asian or Asian American	14	10%	14	10%
Black, African American, or African	15	11%	15	11%
Hispanic or Latin(a)(o)(x)	46	34%	46	34%
American Indian, Alaska Native, or Indigenous	9	7%	9	7%
Native Hawaiian or Pacific Islander	6	4%	6	4%
Middle Eastern or North African	0	0%	0	0%
White	80	58%	80	58%
Non-Hispanic White (subset of White category)	61	46%	61	46%
Client Doesn't Know	0	0%	0	0%
Client Refused	1	1%	1	1%
Data Not Collected	2	1%	2	1%
Disability status				
	#	%	#	%
Persons with disabilities	55	40%	55	40%
Persons without disabilities	73	53%	73	53%
Disability unreported	9	7%	9	7%
Gender identity				
	#	%	#	%
Male	56	41%	56	41%
Female	79	58%	79	58%
A gender that is not singularly 'Male' or 'Female'	1	1%	1	1%
Transgender	1	1%	1	1%
Questioning				
Client doesn't know				
Client refused				
Data not collected	0	0%	0	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	
	#	%	#	%
Total people	19		19	
Total households	12		12	
Race & Ethnicity				
Asian or Asian American	0	0%	0	0%
Black, African American, or African	1	5%	1	5%
Hispanic or Latin(a)(o)(x)	4	21%	4	21%
American Indian, Alaska Native, or Indigenous	1	5%	1	5%
Native Hawaiian or Pacific Islander	0	0%	0	0%
Middle Eastern or North African	0	0%	0	0%
White	13	68%	13	68%
Non-Hispanic White (subset of White category)	9	60%	9	60%
Client Doesn't Know	0	0%	0	0%
Client Refused	1	5%	1	5%
Data Not Collected	3	16%	3	16%
Disability status				
	#	%	#	%
Persons with disabilities	14	74%	14	74%
Persons without disabilities	2	11%	2	11%
Disability unreported	3	16%	3	16%
Gender identity				
	#	%	#	%
Male	7	37%	7	37%
Female	11	58%	11	58%
A gender that is not singularly 'Male' or 'Female'	1	5%	1	5%
Transgender	0	0%	0	0%
Questioning				
Client doesn't know				
Client refused				
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.

Eviction and Homelessness Prevention

# of preventions	This Quarter		Year to Date	
	#	%	#	%
Total people	453		453	
Total households	147		147	
Race & Ethnicity				
Asian or Asian American	9	2%	9	2%
Black, African American, or African	57	13%	57	13%
Hispanic or Latin(a)(o)(x)	257	57%	257	57%
American Indian, Alaska Native, or Indigenous	4	1%	4	1%
Native Hawaiian or Pacific Islander	30	7%	30	7%
Middle Eastern or North African	6	1%	6	1%
White	205	45%	205	45%
Non-Hispanic White (subset of White category)	105	24%	105	24%
Client Doesn't Know	2	0%	2	0%
Client Refused	0	0%	0	0%
Data Not Collected	13	3%	13	3%
Disability status				
	#	%	#	%
Persons with disabilities	38	8%	38	8%
Persons without disabilities	342	75%	342	75%
Disability unreported	73	16%	73	16%
Gender identity				
	#	%	#	%
Male	201	44%	201	44%
Female	248	55%	248	55%
A gender that is not singularly 'Male' or 'Female'	0	0%	0	0%
Transgender	0	0%	0	0%
Questioning				
Client doesn't know				
Client refused	0	0%	0	0%
Data not collected	4	1%	4	1%

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	
	#	%	#	%
<i>Number of RLRA vouchers issued during reporting period</i>	161		161	
<i>Number of people newly leased up during reporting period</i>	185		185	
<i>Number of households newly leased up during reporting period</i>	114		114	
<i>Number of people in housing using an RLRA voucher during reporting period</i>	2071		2071	
<i>Number of households in housing using an RLRA voucher during reporting period</i>	1203		1203	
<i>Number of people in housing using an RLRA voucher since July 1, 2021</i>	2454		2454	
<i>Number of households in housing using an RLRA voucher since July 1, 2021</i>	1453		1453	
Race & Ethnicity				
Asian or Asian American	37	1.7%	37	1.7%
Black, African American or African	283	11.1%	283	11.1%
Hispanic or Latin(a)(o)(x)	588	21.6%	588	21.6%
American Indian, Alaska Native or Indigenous	116	5.6%	116	5.6%
Native Hawaiian or Pacific Islander	83	3.2%	83	3.2%
White	1645	82.9%	1645	82.9%
Non-Hispanic White (subset of White category)	1048	60.3%	1048	60.3%
Client Doesn't Know	0	0.0%	0	0.0%
Client Refused	37	1.7%	37	1.7%
Data Not Collected	283	11.1%	283	11.1%
Disability status				
	#	%	#	%
Persons with disabilities	954	79.3%	954	79.3%
Persons without disabilities	249	20.7%	249	20.7%
Disability unreported	0	0.0%	0	0.0%
Gender identity				
	#	%	#	%
Male	536	44.6%	536	44.6%

Female	651	54.1%	651	54.1%
A gender that is not singularly 'Male' or 'Female'	14	1.2%	14	1.2%
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	1	0.1%	1	0.1%
Data not collected	0	0.0%	0	0.0%

Definitions:

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

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

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

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

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

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

Population A Report	This Quarter		Year to Date	
	#	%	#	%
Population A: Total people placed into permanent housing/preventions	266		266	
Population A: Total households placed into permanent housing/preventions	151		151	
Race & Ethnicity				
Asian or Asian American	4	2%	4	2%
Black, African American or African	34	13%	34	13%
Hispanic or Latin(a)(o)(x)	62	23%	62	23%
American Indian, Alaska Native or Indigenous	12	5%	12	5%
Native Hawaiian or Pacific Islander	21	8%	21	8%
Middle Eastern or North African	0	0%	0	0%
White	175	66%	175	66%
(Subset of White): Non-Hispanic White	138	52%	138	92%
Client Doesn't Know	0	0%	0	0%
Client Refused	6	2%	6	2%
Data Not Collected	17	6%	17	6%
Disability status				
	#	%	#	%
Persons with disabilities	174	66%	174	66%
Persons without disabilities	75	28%	75	28%
Disability unreported	18	7%	18	7%
Gender identity				
	#	%	#	%
Male	114	43%	114	43%
Female	149	56%	149	56%
A gender that is not singularly 'Male' or 'Female'	2	1%	2	1%
Transgender	3	1%	3	1%
Questioning	0	0%	0	0%
Client doesn't know				
Client refused	1	0%	1	0%
Data not collected	0	0%	0	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.

Population B Report	This Quarter		Year to Date	
	#	%	#	%
Population B: Total people placed into permanent housing/preventions	542		542	
Population B: Total households placed into permanent housing/preventions	193		193	
Asian or Asian American	21	4%	21	4%
Black, African American or African	62	12%	62	12%
Hispanic or Latin(a)(o)(x)	278	51%	278	51%
American Indian, Alaska Native or Indigenous	8	1%	8	1%
Native Hawaiian or Pacific Islander	31	6%	31	6%
Middle Eastern or North African	6	1%	6	1%
White	251	46%	251	46%
(Subset of White): Non-Hispanic White	147	76%	147	76%
Client Doesn't Know	2	0%	2	0%
Client Refused	1	0%	1	0%
Data Not Collected	15	3%	15	3%
Disability status				
	#	%	#	%
Persons with disabilities	62	11%	62	11%
Persons without disabilities	395	73%	395	73%
Disability unreported	76	14%	76	14%
Gender identity				
	#	%	#	%
Male	233	43%	233	43%
Female	302	56%	302	56%
A gender that is not singularly 'Male' or 'Female'	0	0%	0	0%
Transgender	0	0%	0	0%
Questioning	0	0%	0	0%
Client doesn't know				
Client refused				
Data not collected	4	1%	4	1%

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

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 24-25 Goal	Progress this Quarter	Progress YTD
Shelter Beds	Expand permanent shelter system capacity. Open one permanent, year-round shelter.	Construction for the Beaverton Shelter site entered its final phase in quarter one. Site preparation activities with the site operator, Open Door Housing Works commenced in quarter one with a planned opening in quarter two.	Construction for the Beaverton Shelter site entered its final phase in quarter one. Site preparation activities with the site operator, Open Door Housing Works commenced in quarter one with a planned opening in quarter three.
	Maintain operations for 400 shelter units.	Maintained	Maintained

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 24-25 Goal	Progress this Quarter	Progress YTD
N/A	N/A	N/A	N/A

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

Section 3. Financial reporting

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

To be submitted by 12/10/24

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)
COUNTY NAME
FISCAL YEAR

Financial Report (by Program Category)

COMPLETE THE SECTION BELOW EVERY QUARTER. UPDATE AS NEEDED FOR THE ANNUAL REPORT.

	Amended Budget #1	Q1 Actuals	Q2 Actuals	Q3 Actuals	Q4 Actuals	Total YTD Actuals	Variance Under / (Over)	% of Budget	Comments
Metro SHS Resources									
Beginning Fund Balance	125,941,282	125,941,282				125,941,282		100%	Counties will provide details and context on any unbudgeted amounts in Beginning Fund Balance in the narrative of their report, including the current plan and timeline for budgeting and spending it.
Metro SHS Program Funds	115,000,000	3,187,824				3,187,824	111,812,176	3%	
Interest Earnings ³¹		1,070,265				1,070,265	(1,070,265)	N/A	
Insert add'l lines as necessary									
Subtotal Program Revenue	115,000,000	4,258,089				4,258,089	110,741,911	4%	
Total Metro SHS Resources	240,941,282	130,199,371				130,199,371	110,741,911	54%	
Metro SHS Requirements									
Program Costs									
Individual Support Costs									
Permanent Supportive Housing (PSH)									
<i>Support to individuals who have extremely low incomes and one or more disabling conditions, who are experiencing long-term or frequent episodes of literal homelessness or imminent risk of experiencing homelessness</i>									
Support Services	17,739,729	2,704,690				2,704,690	15,035,039	15%	
Long-term Rent Assistance (RLRA)	41,494,231	6,655,800				6,655,800	34,838,431	16%	
Long-term Rent Assistance Admin	380,247	95,893				95,893	284,354	25%	Add Additional Corp Allocation ("CAP") Entries, Splitte Proportionally with County Admin Costs
Subtotal PSH	59,614,207	9,456,383				9,456,383	50,157,824	16%	
Rapid Re-housing (RRH)									
<i>Support to individuals experiencing a loss of housing</i>									
Rapid Re-housing (RRH)	18,200,137	3,536,443				3,536,443	14,663,694	19%	
Subtotal RRH	18,200,137	3,536,443				3,536,443	14,663,694	19%	
Other Housing and Services Programs (not otherwise listed)									
<i>Support to individuals who are experiencing homelessness or have substantial risk of homelessness</i>									
Housing with Services	3,066,261	474,924				474,924	2,591,337	15%	put llasons into other support service 521k
Subtotal Other Housing and Services Programs	3,066,261	474,924				474,924	2,591,337	15%	
Eviction & Homelessness Prevention									
<i>Support to individuals experiencing a potential loss of housing</i>									
Eviction & Homelessness Prevention	12,420,000	2,139,092				2,139,092	10,280,908	17%	
Subtotal Eviction & Homelessness Prevention	12,420,000	2,139,092				2,139,092	10,280,908	17%	
Safety On/Off the Street									
<i>Support to individuals unshoused or in temporary housing</i>									
Shelter	21,838,095	4,124,335				4,124,335	17,713,760	19%	
Outreach	2,597,888	451,967				451,967	2,145,921	17%	
Subtotal Safety On/Off the Street	24,535,983	4,584,302				4,584,302	19,951,681	19%	
System Support Costs									
Systems Infrastructure	2,050,102	260,415				260,415	1,789,687	13%	
Built Infrastructure	18,759,896	23,890				23,890	18,736,006	1%	
Other supportive services	3,509,863	546,927				546,927	2,962,936	16%	put llasons into other support service 521k
Subtotal System Support Costs	15,819,861	831,222				831,222	14,988,639	5%	
Regional Strategy Implementation									
<i>Investments to support SHS program alignment, coordination and outcomes at a regional level</i>									
Coordinated Entry	447,928	113,533				113,533	334,395	25%	
Regional Landlord Recruitment	897,001	17,821				17,821	879,180	2%	
Healthcare System Alignment	563,245	39,776				39,776	523,469	6%	
Training	943,276	11,400				11,400	931,876	1%	
Technical Assistance	2,893,146	53,592				53,592	2,839,554	2%	
Employee Recruitment and Retention	407,103						407,103	0%	
Subtotal Regional Strategy Implementation	5,750,000	234,122				234,122	5,515,878	4%	
County Administrative Costs									
County Administrative Costs	3,804,298	958,874				958,874	2,845,424	25%	Service Provider Administrative Costs (including RLRA) are reported as part of Program Costs above. Counties will provide details and context for Service Provider Administrative Costs in their Annual Program Report.
Subtotal County Administrative Costs	3,804,298	958,874				958,874	2,845,424	25%	County SHS Administrative Costs equals 23% of County's annual Program Funds.
Subtotal Program Costs	143,210,747	22,215,362				22,215,362	120,995,385	16%	
Ending Fund Balance (incl. Contingency and Reserves)	97,730,535					107,984,009			
Budgeted Contingency and Reserves									
Contingency ³²	3,750,000					3,750,000			This section reflects budgeted contingency and reserve figures.
Regional Strategy Implementation Contingency	3,814,333					3,814,333			Contingency equals 5% of Partner's budgeted annual Program Funds.
Stabilization Reserve ³³	17,250,000					17,250,000			Stabilization Reserve equals 15% of Partner's budgeted annual Program Funds.
RLRA Reserves									
Other Programmatic Reserves	64,916,202					64,916,202			
Insert add'l lines as necessary									
Subtotal Contingency and Reserves	97,730,535					97,730,535			
Program Category Descriptions									
Support Services case management, behavioral health, mental health and addiction services, peer support, other connections to healthcare programs									
Rapid Re-housing (RRH) RRH services, short-term rent assistance, housing retention, case management									
Housing Only rent assistance									
Housing with Services support services and rent assistance									
Eviction & Homelessness Prevention short-term rent assistance geared toward preventing evictions, diversion assistance, one-time stabilization assistance, other relevant services									
Shelter congregate shelter, alternative shelter, motel shelter, transitional housing, recuperative centers									
Outreach support and services other than overnight shelter, including case management, hygiene programs, survival gear, day centers, and navigation to other services									
Systems Infrastructure service provider capacity building and organizational health, system development/management, technical assistance, community engagement, advisory body support, etc									
Built Infrastructure property purchases, capital improvement projects, etc									
Other supportive services broad services which cannot be allocated under individual support costs above, including: Systems Access and Navigation, Coordinated Access, Housing Navigation, employment, benefits, ancillary homeless services that support overall programmatic objectives, etc									
County Administrative Costs costs not specifically attributed to a particular SHS program or program delivery, including: senior management personnel, general facilities costs, general services such as HR, accounting, budget development, procurement, marketing, agency audit and agency insurance, etc.									

³¹ 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.

³² 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.

³³ 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.

³⁴ 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.

³⁵ Per IGA Section 6.1.4 "Program Funds" includes interest earnings. As such, calculations of the % of Program Funds spent on various budget lines will include interest earnings in the formula.

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)

COUNTY NAME

FISCAL YEAR

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	12%	17%	5%	Explain any material deviations from the Spend-Down Plan, or any changes that were made to the initial Spend-Down Plan. ^[1]
Quarter 2	26%	0%	-26%	
Quarter 3	21%	0%	-21%	
Quarter 4	37%	0%	-37%	
Total	95%	17%	-78%	

Built Infrastructure	\$ Spending YTD			Comments
	Budget	Actual	Forecast	
Annual total	259,896	23,880	57,845,993	Provide a status update for below. (required each quarter)

^[1] 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.

Note: It is possible for actual spending against the Spend-Down Plan to exceed 100% without exceeding budget authority due to the use of savings in categories excluded from the Spend-Down Report calculation.

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 ^[2]	Variance	
Beginning Fund Balance (carryover balance)	125,941,282	125,941,282		Provide a status update for each Investment Area line below. (required each quarter)
Describe Investment Area				
Shelter capital funding	13,675,993	23,880	13,652,113	
Access Center capital construction	10,000,000		10,000,000	
Rent assistance expansion	12,420,000	2,139,092	10,280,908	
Capacity building for providers	1,100,000	4,445	1,095,555	
<i>insert add'l lines as necessary</i>				
	37,195,993	2,167,417	35,028,576	
Remaining prior year carryover	88,745,289	123,773,865	(35,028,576)	
Estimated current year carryover				
Ending Fund Balance (carryover balance)	88,745,289	123,773,865	(35,028,576)	

^[2] 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 20% of total actual costs (the % of the new contract amount that is related to the increase).