

Housing Department

Jacky Morales-Ferrand, Interim Director

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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

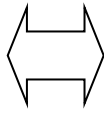
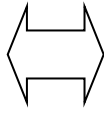
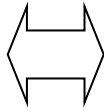
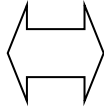
Neighborhood Development and Stabilization

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"> • Non-Profit Partnership to End Chronic Homelessness • Coordination of Interdepartmental Response to Homeless Encampments • Homelessness Response Team • City-wide Homeless Outreach and Engagement • Non-Profit Services Grants for school readiness, limited senior programs, facility improvements, and homeless outreach programs
<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"> • Affordable Housing Development Loans • Homeless Tenant Based Rental Assistance Program • Place-Based Rapid Re-Housing Encampment Program • Mobile Home Seismic Grants • Limited Rehabilitation Homeowner Loans • Inclusionary Housing Program • 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 Programs • Rental Rights and Referral Services • Community Development Block Grant Program – Infrastructure Investments • 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 2015-2016 Service Delivery

- Assist in the creation and preservation of affordable housing by committing \$22 million to provide financing for 417 newly constructed affordable rental apartments, including up to 339 homeless units.
- Begin implementation of the pipeline Housing Impact Fee Program provisions on new market-rate rental housing developments to address the need for affordable housing associated with such new development.
- Continue to respond to the impacts of homelessness in the community. Activities will include:
 - Expand the tenant-based rental assistance program to focus on employable homeless populations, including families with children;
 - Continue to implement encampment abatement and deterrent measures;
 - Explore mobile response services such as safe parking programs and warming centers to meet the needs of vulnerable populations throughout the City;
 - Develop interim housing options through a number of potential solutions including enhanced shelters, tiny homes, and hotel/motel master leasing or conversion;
 - Support the transition of Homeless Management Information System (HMIS) and chronic case management functions to the County's Office of Supportive Housing; and
 - Develop multi-disciplinary outreach and case management programs for San José's non-chronic homeless populations.
- Continue employing a place-based, neighborhood-focused strategy as part of the CDBG program. The Place-based 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 change, and strong community partnerships to sustain that progress.

2015-2016 Key Budget Actions

- Provides permanent funding for both the Homeless Response Team (\$1.5 million) and Rapid Re-Housing (\$2.0 million) programs in the City-Wide Expenses section of this document
- Augments homeless housing production by the addition of one temporary position (1.0 Senior Development Officer) in the Housing Production program to advance several large homeless development projects; permanently adds one position (1.0 Development Specialist), funded by the Housing Trust Fund, to conduct proactive community outreach and respond to constituent requests for information on homeless-related concerns.
- Provides one-time funding support to the Responsible Landlord Engagement Initiative to meet growing requests for support from neighborhood leaders through casework.
- Restores grant administration oversight and performance monitoring capacity in the CDBG by the addition of one position (1.0 Analyst I/II).
- Realigns staffing with various Housing funding sources; shifts staff into the Low and Moderate Income Asset Fund to increase housing production activities and improve management of the \$780 million loan portfolio; eliminates three vacant positions (1.0 Senior Account Clerk, 1.0 Development Officer, and 1.0 Building Rehabilitation Inspector II) in the Administration, Policy and Rehabilitation programs to align staffing with work to be performed.

Operating Funds Managed

- Community Development Block Grant Fund
- Economic Development Administration Loan Fund
- Home Investment Partnership Program Trust Fund
- Housing Trust Fund
- Low and Moderate Income Housing Asset Fund
- 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) position 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: \$253,746	4.5	General Fund	Neighborhood Engagement - Implement place-based strategy Homeless Response Team* - Clean-up homeless encampments - Rapid Re-Housing * Funding in City-Wide Expenses
Housing Trust Fund (Fund 440) Total Fund Budget: \$7,469,965	3.5	Bond Administration Fees Tax Credit Review Fees	Grants for homeless programs/activities
Community Development Block Grant Fund (Fund 441) Total Fund Budget: \$18,441,025	8.19	Federal CDBG Funding	Grant management - Grants to non-profits - Place-based strategy - Infrastructure - Code Enforcement Housing Rehabilitation Loans and Grants Land Acquisition
Home Investment Partnership Program Trust Fund (Fund 445) Total Fund Budget: \$10,573,052	1.65	Federal HOME Investment Partnership Funding	Loans/Grants - New Construction - Acquisition/Rehabilitation - Home Rehabilitation Rental Assistance/Permanent Housing for Homeless Persons 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: \$28,484,692	0.41	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 for shelter, outreach and care management Grants for services to persons living with HIV/AIDS including tenant based rental assistance
	3.65	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
	1.7	State Funding: CalHome BEGIN	Affordable Homeownership Programs - First Time Homebuyer down payment loans - Home Rehabilitation - Down payment assistance loans

Housing Department

Department Budget Summary

Fund	FTEs	Source of Funds	Program/Activity
Low and Moderate Income Housing Asset Fund (Fund 346) Total Fund Budget: \$44,851,771	8.6	Loan Repayments	Executive Office Information Technology Policy
		Interest	<ul style="list-style-type: none"> - Data Collection and Report Preparation - Planning/Policy Development and Support - Legislative Analysis and Advocacy
	3.9		Project Development <ul style="list-style-type: none"> - Acquisitions - New Construction
	3.6		Asset Management – Single Family <ul style="list-style-type: none"> - Single Family Loan Portfolio Management - Homebuyer Assistance - Repayments/Refinancing - Affordability Restriction Monitoring - Homeowner Transactions
	7.0		Asset Management – Multi-Family <ul style="list-style-type: none"> - Multi-Family Rental Portfolio Management - Project Transactions - Income/Rent Compliance - Loan Repayment Collections - Physical Building Inspections
	2.85		Housing Rehabilitation <ul style="list-style-type: none"> - Small Projects - Acquisition/Rehabilitation/Resale of Single Family Homes
	2.0		Developer Funded Affordable Housing Programs <ul style="list-style-type: none"> - Monitor Inclusionary Properties - Implement new Inclusionary Housing Policy - Implement new Housing Impact Fee Program
	6.45		Management & Analysis <ul style="list-style-type: none"> - Budget - Human Resources - Contract Administration - Accounting - Audit

Housing Department

Department Budget Summary

	2013-2014 Actual 1	2014-2015 Adopted 2	2015-2016 Forecast 3	2015-2016 Adopted 4	% Change (2 to 4)
Dollars by Core Service					
Community Development and Investment	\$ 45,356	\$ 297,220	\$ 330,837	\$ 348,416	17.2%
Housing Development and Preservation	533,890	844,971	984,374	1,113,785	31.8%
Neighborhood Development and Stabilization	2,350,993	3,694,071	3,257,405	3,216,512	12.9%
Strategic Support	4,206,785	4,589,562	4,770,337	5,553,021	21.0%
Total	\$ 7,137,024	\$ 9,425,824	\$ 9,342,953	\$ 10,231,734	8.6%
Dollars by Category					
Personal Services					
Salaries/Benefits	\$ 6,187,078	\$ 8,033,001	\$ 8,097,410	\$ 8,388,691	4.4%
Overtime	6,026	24,831	24,831	24,831	0.0%
Subtotal	\$ 6,193,104	\$ 8,057,832	\$ 8,122,241	\$ 8,413,522	4.4%
Non-Personal/Equipment					
Total	\$ 7,137,024	\$ 9,425,824	\$ 9,342,953	\$ 10,231,734	8.6%
Dollars by Fund					
General Fund	\$ 175,120	\$ 238,047	\$ 246,104	\$ 253,746	6.6%
Comm Dev Block Grant	1,318,450	1,272,752	1,196,318	1,253,646	(1.5%)
Home Invest Partnership	560,917	557,778	281,020	288,531	(48.3%)
Housing Trust Fund	343,260	517,715	421,932	429,430	(17.1%)
Low/Mod Income Hsg Asset	4,003,765	5,245,822	5,918,733	6,735,972	28.4%
Multi-Source Housing	735,512	1,593,710	1,278,846	1,270,409	(20.3%)
Total	\$ 7,137,024	\$ 9,425,824	\$ 9,342,953	\$ 10,231,734	8.6%
Authorized Positions by Core Service					
Community Development and Investment	2.70	3.10	2.50	3.50	12.9%
Housing Development and Preservation	3.80	3.40	4.30	5.20	52.9%
Neighborhood Development and Stabilization	24.02	23.92	21.55	19.65	(17.9%)
Strategic Support	26.48	27.58	28.65	29.65	7.5%
Total	57.00	58.00	57.00	58.00	0.0%

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Budget Reconciliation

(2014-2015 Adopted to 2015-2016 Adopted)

	Positions	All Funds (\$)	General Fund (\$)
Prior Year Budget (2014-2015):	58.00	9,425,824	238,047
<hr/> Base Adjustments <hr/>			
One-Time Prior Year Expenditures Deleted			
• Nexus Study		(25,000)	0
• Homeless Response Team (1.0 limit dated Community Coordinator funded in City-Wide Expenses)	(1.00)	0	0
One-Time Prior Year Expenditures Subtotal:	(1.00)	(25,000)	0
Technical Adjustments to Costs of Ongoing Activities			
• Salary/benefit changes and the following position reallocation: - 1.0 Development Specialist to 1.0 Development Officer		64,409	(3,043)
• Database Maintenance		11,100	11,100
• Rental Rights and Referrals Program Hearing Officers contractual adjustment		(131,380)	0
• Changes in vehicle maintenance and operations costs		(2,000)	0
Technical Adjustments Subtotal:	0.00	(57,871)	8,057
2015-2016 Forecast Base Budget:	57.00	9,342,953	246,104
<hr/> Budget Proposals Approved <hr/>			
1. Special Projects Funding		295,000	0
2. Housing Department Salary Program		270,885	7,642
3. Responsible Landlord Engagement Initiative		150,000	0
4. Homeless Project Development	1.00	118,478	0
5. Community Development Block Grant Program	1.00	95,722	0
6. Homelessness Outreach Staffing	1.00	91,015	0
7. Downtown Core Homeless Drop In Center		12,500	0
8. Homeless Response Team	1.00	0	0
9. Housing Department Staff Funding Realignment	(3.00)	(284,819)	0
10. Rebudget: Executive Recruitment		100,000	0
11. Rebudget: High Density File Storage System		40,000	0
Total Budget Proposals Approved	1.00	888,781	7,642
2015-2016 Adopted Budget Total	58.00	10,231,734	253,746

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Budget Changes By Department

Adopted Budget Changes	Positions	All Funds (\$)	General Fund (\$)
1. Special Projects Funding		295,000	0

Community and Economic Development CSA
Strategic Support

Adds one-time funding for a variety of special projects within the Low and Moderate Income Housing Asset Fund: 1) \$200,000 for pre-development activities associated with conducting due diligence to acquire land at surplus Successor Agency to the Redevelopment Agency (SARA) sites and to initiate pre-development staff work at additional sites to be developed into affordable housing; 2) \$65,000 for design services to develop high-quality print products such as the annual housing and quarterly housing market reports, and outreach materials for several Housing work groups, including Homelessness Response, Rental Rights and Referrals Program, Project Development, Housing Policy, Neighborhood/Place-Based Program, and Grants to increase awareness and access for the relevant services; and 3) \$30,000 for various information technology needs such as computer monitors, LCD TV's, wall mounting hardware, and a video system to notify visitors' arrival, as the existing 12th floor lobby is being reconfigured, as a result of the U.S. Patent and Trademark Office project. (Ongoing costs: \$0)

Performance Results:

Quality This action will provide necessary resources to address key Department initiatives such as readying land for projects, outreach, and customer service.

2. Housing Department Salary Program		270,885	7,642
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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 increases the Housing Department personal services allocation (\$7,642 in the General Fund and \$270,885 in all funds) to reflect salary increases that were negotiated and agreed to by the City and 10 bargaining units, including Association of Building Mechanical, and Electrical Inspectors (ABMEI), Association of Engineers and Architects (AEA), Association of Legal Professionals of San José (ALP), Association of Maintenance Supervisory Personnel (AMSP), City Association of Management Personnel (CAMP), Confidential Employees' Organization (CEO), International Association of Fire Fighters (IAFF), International Brotherhood of Electrical Workers (IBEW), International Union of Operating Engineers, Local #3 (OE3), and Municipal Employees' Federation (MEF), effective June 21, 2015. In addition, a salary increase is included for employees in Unit pp and for Council Appointees. The salary increases were approved by the City Council on June 23, 2015. Further detail on the salary increases by each employee group, can be found at: <https://www.sanjoseca.gov/index.aspx?NID=505>. (Ongoing costs: \$219,021)

Performance Results: N/A (Final Budget Modification)

Housing Department

Budget Changes By Department

Adopted Budget Changes	Positions	All Funds (\$)	General Fund (\$)
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3. Responsible Landlord Engagement Initiative		150,000	0
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Community and Economic Development CSA
Neighborhood Development and Preservation

This action adds one-time non-personal/equipment funding of \$150,000 from the Multi-Source Housing Fund to support the Responsible Landlord Engagement Initiative (RLEI). RLEI engages landlords to transform blight- and crime-ridden properties, which promotes positive change in neighborhoods. This action provides resources to fund 16 RLEI training sessions, maintain neighborhood association and property owner engagement, and conduct 40 case assessment and/or mediation meetings with property owners. (Ongoing costs: \$0)

Performance Results:

Customer Satisfaction This action allows for RLEI to meet growing requests for support from neighborhood leaders through case work.

4. Homeless Project Development	1.00	118,478	0
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Community and Economic Development CSA
Housing Development and Preservation

This action adds 1.0 Senior Development Officer, funded by the Low and Moderate Income Housing Asset Fund, through June 30, 2017 to augment the Housing Production Program to advance several large homeless housing projects. These projects include: a transitional housing community on a City-owned six-acre site originally intended for special needs rental and for-sale homes that will instead provide rental apartments for the homeless as well as other restricted affordable apartments; Second Street Studios, a property owned by San José non-profit developer First Community Housing that is proposing a 100% supportive housing project; and Downtown Project, which a developer/service provider was selected to construct and operate a supportive housing development and services for the homeless in the Downtown area. (Ongoing costs: \$118,196)

Performance Results:

Customer Satisfaction This action will provide additional resources to assist with the Housing Department's goal to commit \$22 million to provide financing for 417 newly constructed affordable rental apartments, including up to 339 homeless apartments.

5. Community Development Block Grant Program	1.00	95,722	0
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Community and Economic Development CSA
Strategic Support

This action adds 1.0 Analyst II position in the Community Development Block Grant (CDBG) program in order to restore staffing for federal grant oversight and reporting. In the 2013-2014 Adopted Budget, 2.0 Analyst I/II positions were eliminated to align staffing with the City's anticipated CDBG grant entitlement funding that was expected to decline. However, the actual decline in grant entitlement funding has been less than previously anticipated, resulting in reduced customer satisfaction, as fewer staff are available to provide grant administration, reporting, and performance monitoring services. This action will increase federal grant oversight and reporting and is expected to improve service delivery. (Ongoing costs: \$96,520)

Housing Department

Budget Changes By Department

Adopted Budget Changes	Positions	All Funds (\$)	General Fund (\$)
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5. Community Development Block Grant Program

Performance Results:

Quality These actions will align staffing levels with the anticipated workload and will improve services to non-profit agencies by shortening the time it takes to process agreements and payments to non-profit agencies.

6. Homelessness Outreach Staffing	1.00	91,015	0
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Community and Economic Development CSA
Strategic Support

This action adds 1.0 Development Specialist position in the Housing Trust Fund to conduct community outreach, presentations, reports, and respond to constituent concerns regarding homelessness. This action will help provide the City with the staffing necessary to conduct proactive community outreach and improve response times to constituent requests for information, support and services. (Ongoing costs: \$91,763)

Performance Results:

Quality, Customer Satisfaction This action helps support a comprehensive approach to addressing homelessness, including the outreach and response relating to encampments and the concerns of community members and businesses.

7. Downtown Core Homeless Drop In Center		12,500	0
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Community and Economic Development CSA
Community Development and Investment

This action adds one-time non-personal/equipment funding of \$12,500 from the Housing Trust Fund for the First Presbyterian Women's Gathering Place, which support the efforts of assisting the homeless in San José's downtown area. This action will provide funding for the First Presbyterian Women's Gathering Place to install showers and a "Stand Up for Kids" area to support homeless clients. (Ongoing costs: \$0)

Performance Results:

Customer Satisfaction This action provides supplemental funding for the installation of shower facilities for homeless persons.

8. Homeless Response Team	1.00	0	0
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Community and Economic Development CSA
Community Development and Investment

This action adds, on an ongoing basis, 1.0 Community Programs Administrator (formerly Community Coordinator) to provide overall support and coordination for the Homeless Response Team and is funded by the Homeless Response Team allocation as described in the City-Wide Expenses section of this document. Additional resources for this program are further described in the City-Wide Expenses (\$3.5 million) section of this document. (Ongoing costs: \$0)

Housing Department

Budget Changes By Department

Adopted Budget Changes	Positions	All Funds (\$)	General Fund (\$)
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8. Homeless Response Team

Performance Results:

Quality, Customer Satisfaction This action provides staffing to help support a stronger infrastructure for addressing the needs of our homeless residents, including the response to relocated encampments and the concerns of the community members and businesses.

9. Housing Department Staff Funding Realignment	(3.00)	(284,819)	0
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Community and Economic Development CSA

*Housing Development and Preservation
 Neighborhood Development and Stabilization
 Strategic Support*

This action eliminates 3.0 vacant positions in the Housing Department to align staffing with the various funding sources: 1.0 Development Officer position from the Housing Trust Fund; 1.0 Building Rehabilitation Inspector II position [Community Development Block Grant Fund (0.4), Multi-Source Housing Fund (0.1) and Low and Moderate Income Housing Asset Fund (0.5)]; and 1.0 Senior Account Clerk [Housing Trust Fund (0.5) and the Low and Moderate Income Housing Asset Fund (0.5)]. Additionally, this action shifts 1.0 Building Rehabilitation Inspector II position from the Housing Trust Fund, where the Neighborhood Stabilization and Mobile Home Seismic Retrofit Programs are nearing completion, to the Low and Moderate Income Housing Asset Fund to address the increased workload in new and existing affordable housing projects. (Ongoing savings: \$285,996)

Performance Results:

No impacts to existing service levels are anticipated in Federal and State funded grant programs as a result of these actions. These actions align staffing levels funded by various Housing Funds with the anticipated workload in 2015-2016.

10. Rebudget: Executive Recruitment		100,000	0
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Community and Economic Development CSA

Strategic Support

This action rebudgets unexpended 2014-2015 funds to retain an executive recruitment firm for the Housing Director position recruitment. (Ongoing costs: \$0)

Performance Results: N/A (Final Budget Modification)

Housing Department

Budget Changes By Department

Adopted Budget Changes	Positions	All Funds (\$)	General Fund (\$)
11. Rebudget: High Density File Storage System		40,000	0
<i>Community and Economic Development CSA Strategic Support</i>			
This action rebudgets unexpended 2014-2015 funds to purchase a high density file storage system due to space consolidation in the City Hall Tower. (Ongoing costs: \$0)			
Performance Results: N/A (Final Budget Modification)			
2015-2016 Adopted Budget Changes Total	1.00	888,781	7,642

Housing Department

Performance Summary

Community Development and Investment

Performance Measures

	2013-2014 Actual	2014-2015 Target	2014-2015 Estimated	2015-2016 Target
Reduction in the number of homeless individuals from prior two years (biennial)	N/A*	500	370	400
% of tenant/landlord mediations that resulted in mutual agreement	87%	85%	87%	88%

Changes to Performance Measures from 2014-2015 Adopted Operating Budget: No

* This number is collected on a biennial basis.

Activity and Workload Highlights

	2013-2014 Actual	2014-2015 Forecast	2014-2015 Estimated	2015-2016 Forecast
Estimated number of homeless individuals (biennial):				
- chronically homeless	N/A*	1,431	1,452	1,320
- non-chronically homeless	N/A*	3,139	2,948	2,680
# of homeless individuals who secured new permanent housing:				
- chronically	198	400	252	200
- non-chronically	822	500	660	760
# of unduplicated mobilehome and apartment clients served by the Rental Rights and Referrals Program	2,031	2,300	2,350	2,400

Changes to Activity & Workload Highlights from 2014-2015 Adopted Operating Budget: No





* This number is collected on a biennial basis.

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Performance Summary

Housing Development and Preservation

Performance Measures

	2013-2014 Actual	2014-2015 Target	2014-2015 Estimated	2015-2016 Target
 % of annual target achieved for production of affordable housing/# of units	84% (397)	100% (94)	179% (168)	100% (70)
 % of all rehab program funds that are loaned versus granted	68%	90%	100%	100%
 Cumulative ratio of non-City funds to City funds over the last five years in the New Construction Program	7.67:1	2.57:1	2.8:1	2.57:1
 % of rehabilitation and mobilehome clients satisfied or very satisfied based on overall service	N/A*	90%	85%	85%

Changes to Performance Measures from 2014-2015 Adopted Operating Budget: No

* The Department did not receive any survey feedback from its clients.

Housing Department

Performance Summary

Housing Development and Preservation

Activity and Workload Highlights

	2013-2014 Actual	2014-2015 Forecast	2014-2015 Estimated	2015-2016 Forecast
# of homebuyer loans closed:				
- CalHome BEGIN	7	20	5	5
- Other downpayment assistance	5	5	2	1
Total	12	25	7	6
# of unduplicated households assisted by the homebuyer program*	12	25	7	6
# of affordable housing units completed in the fiscal year	397	94	168	70
Average per-unit subsidy in funding commitments for new construction projects (\$)	\$52,003	\$97,684	\$136,497	\$175,000
# of mobilehome retrofits completed	342	50	110	0**
# of rehabilitation projects completed:				
- Rehabilitation projects	30	35	20	20
- Mobilehome projects	13	0	0	0
- Minor repair	139	0	225	250
Total	182	35	245	270

Changes to Activity & Workload Highlights from 2014-2015 Adopted Operating Budget: No

* Some homebuyers received multiple loans.





** This program is only funded through October 2015, however given current trends, the allocated funding will be depleted by April 2015.

Housing Department

Performance Summary

Neighborhood Development and Stabilization

Performance Measures

	2013-2014 Actual	2014-2015 Target	2014-2015 Estimated	2015-2016 Target
 % of CDBG-funded projects meeting all stated outcomes: - City projects	90%	90%	75%	90%
- Non-City projects	75%	90%	75%	90%
 % of CDBG invoices processed within 30 days of receipt of all required documentation	100%	90%	90%	90%
 % of CDBG contracts completed by July 1	17%	90%	15%	80%*
 % of all non-mobilehome rehabilitation project funds approved within place-based neighborhoods	14%	20%	0%	15%

Changes to Performance Measures from 2014-2015 Adopted Operating Budget: No

* An Analyst I/II was approved to be added in order to provide grant administration, reporting, and performance monitoring services. With the additional resources, the Department projects improved performance in 2015-2016.

Activity and Workload Highlights

	2013-2014 Actual	2014-2015 Forecast	2014-2015 Estimated	2015-2016 Forecast
# of single family Loan Management transactions (refinances, subordinations, assumptions, payoffs)	160	165	215	180
# of non-mobilehome rehabilitation projects completed in targeted neighborhood areas	15	27	10	8
# of neighborhood stabilization projects completed (homes sold)	5	2	2	0*

Changes to Activity & Workload Highlights from 2014-2015 Adopted Operating Budget: No



* The San José Dream Home Homebuyer Program concluded at the end of 2012-2013. However, the department acquired the final seven homes and sold five in 2013-2014. The remaining two homes were sold in 2014-2015.

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Performance Summary

Strategic Support

Performance Measures

	2013-2014 Actual	2014-2015 Target	2014-2015 Estimated	2015-2016 Target
 Monetary default rate of loan portfolio by category:				
% of total loan principal:				
1. Project Loans	0%	0%	0%	0%
2. Rehabilitation Loans	0%	0%	0%	0%
3. Homebuyer Loans	1%	1%	1%	1%
% of total loans:				
1. Project Loans	0%	0%	0%	0%
2. Rehabilitation Loans	0%	0%	0%	0%
3. Homebuyer Loans	1%	1%	1%	1%
 % of portfolio units brought into compliance with safe and sanitary condition requirements within 90 days	37%	80%	74%	80%

Changes to Performance Measures from 2014-2015 Adopted Operating Budget: No

Activity and Workload Highlights

	2013-2014 Actual	2014-2015 Forecast	2014-2015 Estimated	2015-2016 Forecast
Size of Housing Department loan portfolio by category:				
Total loan principal (\$):				
1. Project Loans	631,578,084	630,000,000	617,155,731	653,155,731
2. Rehabilitation Loans	15,000,000	16,100,000	15,500,000	15,000,000
3. Homebuyer Loans	75,800,000	80,000,000	76,500,000	75,500,000
Total	722,378,084	726,100,000	709,155,731	743,655,731
Total number of loans:				
1. Project Loans	174	172	165	170
2. Rehabilitation Loans	395	410	375	360
3. Homebuyer Loans	1,392	1,520	1,425	1,390
Total	1,961	2,102	1,965	1,920
# of major projects in loan portfolio inspected annually				
- Projects	51	120	80	85
- Units	671	1,620	1,507	1,550
# of City facilitated affordable rental units	N/A	15,934	15,934	15,934
# of deed restricted for-sale homes	N/A	1,850	1,800	1,750

Changes to Activity & Workload Highlights from 2014-2015 Adopted Operating Budget: No

Housing Department

Departmental Position Detail

Position	2014-2015 Adopted	2015-2016 Adopted	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	7.00	8.00	1.00
Assistant Director of Housing	1.00	1.00	-
Building Rehabilitation Inspector II	4.00	3.00	(1.00)
Community Activity Worker FT	1.00	1.00	-
Community Activity Worker PT	0.50	0.50	-
Community Coordinator	1.00	0.00	(1.00)
Community Programs Administrator	0.00	1.00	1.00
Community Services Supervisor	1.00	1.00	-
Development Officer	8.00	8.00	-
Development Specialist	5.00	5.00	-
Development Specialist PT	0.50	0.50	-
Director of Housing	1.00	1.00	-
Division Manager	2.00	2.00	-
Housing Policy and Plan Administrator	1.00	1.00	-
Office Specialist II	4.00	4.00	-
Program Manager II	1.00	1.00	-
Senior Account Clerk	1.00	0.00	(1.00)
Senior Accountant	1.00	1.00	-
Senior Development Officer	7.00	8.00	1.00
Senior Systems Applications Programmer	1.00	1.00	-
Staff Specialist	4.00	4.00	-
Student Intern PT	1.00	1.00	-
Total Positions	58.00	58.00	0.00

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