

SUPPORTIVE HOUSING SERVICES QUARTERLY REPORT

SUBMITTED BY (COUNTY): Washington County

FISCAL YEAR: 25-26

QUARTER: 1

SUPPORTIVE HOUSING SERVICES QUARTERLY REPORT

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.

	Permanent Supportive Housing	Rapid Re- Housing	Housing with Services	Housing Only	Prevention	Shelter Units
YTD Progress ¹	87	100	Included with PSH	14	0	385
Goal	175	200	Included with PSH	100	300	385
SHS Year 1 to Current Date	1927	892	Included with PSH	87	3,144	385

Section 1. Progress narrative

One of each category/work plan goal must be covered in at least one quarterly report during the year. Metro will assist each county by tracking accordingly to ensure each category is covered throughout the year. In no more than 3-5 pages, please provide an executive summary and additional narrative to include:

Program Highlights

¹ *The data received each quarter may be slightly different than the revised and most up-to-date information received in the Annual Report. Data from the Annual Report will be used for final year-end figures.*

To start, progress toward housing placement goals remains strong. To date, 87 households have been placed in permanent supportive housing, approaching the goal of 175. The rapid rehousing program is halfway through its annual target, with 100 households successfully housed. These scaled back placement goals demonstrate the new reality for Supportive Housing Services program as we move towards a model of sustaining services, rather than continuing to significantly grow our housing capacity.

Even still, capital projects continue to see new milestones after years of planning. The Access Center program formally launched this quarter with the purpose-built Just Compassion Resource Center and a Project Homeless Connect intermediary location both open as of July 1. These additions strengthen the County's ability to provide low-barrier, service-connected entry points for individuals experiencing homelessness. Shortly after these locations officially launched in July, Washington County experienced our first inclement weather activation of the season. The Just Compassion Resource Center was used as one of our overnight inclement weather shelters, as will access center locations in Hillsboro and Western Washington County once they are developed.

The Hillsboro Good Neighbor Agreement process launched in Quarter 1, with the shelter site scheduled to open in November 2025. This project ensures continuity in shelter capacity, maintaining 385 SHS-funded units even as temporary locations sunset later this year.

The Local Implementation Plan (LIP) revamp advanced through multiple engagement opportunities. A joint session of the Resident Advisory Board and Lived Experience Advisory Committee provided direct feedback on proposed updates. Additional input was gathered through the Housing & Supportive Services Network and a city liaison retreat, reinforcing the County's commitment to collaborative, community-informed planning.

System Improvements

Washington County hosted a supervisor workshop to bring together leadership from across the provider network. The session focused on aligning policies related to grievances, critical incidents, and terminations. Providers collaborated to ensure policies are equitable, trauma-informed, and consistent with County requirements. Internally, the County will continue aligning policies and practices across the provider network, building on the momentum of the supervisor workshop.

The County also led a data-informed reshaping of the outreach map. Washington County works with eight outreach providers to ensure coverage across our community. Using Show the Way data and input from a focus group of street outreach providers, the revised map better reflects community hotspots and staffing capacity, improving responsiveness and service coverage.

Challenges and Areas of Focus

Quarter 1 presented new challenges and areas of focus due to uncertainty at the federal level, implementation of program reductions, and time spent addressing community concerns related to program siting work.

To start, uncertainty around the Continuum of Care (CoC) Notice of Funding Opportunity (NOFO) has created operational ambiguity. Last fall, the CoC implemented a biannual application to reduce administrative burden and allow for longer range planning. In Quarter 1, Washington County prepared to respond should a reapplication be required, which could impact planning and resource allocation.

We have also heard from service providers that increased immigration enforcement has created strain in a myriad of ways across our programs. Workers are disappearing mid-shift, and clients are afraid and at risk of disengaging. Culturally specific providers bear the brunt of this work, and we are engaging our Culturally Specific Organization Cohort on these issues.

Program reductions for Supportive Housing Services funded work also took effect in Quarter 1. As such, our service providers have had to scale back some programs with reduced housing capacity. Washington County submitted a \$10 million request to Metro to support gap funding for capital projects and transition funding for eviction prevention administered by Community Action. While SHS funding has been approved to serve 300 households through homelessness prevention, that is planned for the second half of the fiscal year. Staff are working to target interventions to reach those at risk of homelessness, not just at risk of eviction with this new program. Additionally, recently approved Metro admin funds will be deployed to Community Action to restore funding for their state funded eviction prevention program. A sudden and severe state budget cut this past June, resulted in the temporary closure of this anti-poverty program they have operated for many years, leaving tenants at risk of eviction in Washington County, without options.

Efforts will also continue to strengthen community engagement, particularly around transitional housing and shelter siting work. The County remains committed to transparent communication to build trust and support as demonstrated by the good neighbor agreement process underway for the Hillsboro Shelter in quarter 1 and engagement planning for Cornell Road Recovery, the first large-scale transitional housing project led by the County. At the end of Quarter 1, the County began to receive an influx of community questions regarding Cornell Road Recovery related to the onsite service provider selection process underway and were actively planning for an informational meeting held in October.

Section 2. Data and data disaggregation ²

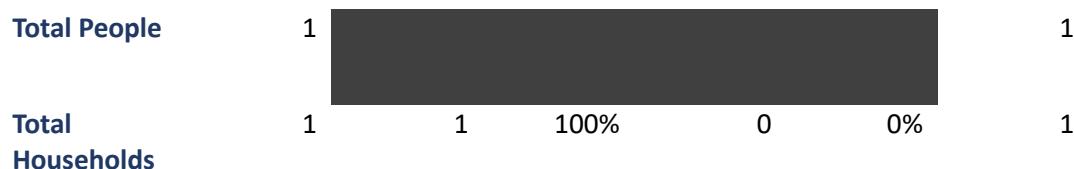
Please use the following table to provide and disaggregate data on Population A, Population B housing placement outcomes and homelessness prevention outcomes. Please use your local methodologies for tracking and reporting on Populations A and B. You can provide context for the data you provided in the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

Section 2.A Housing Stability Outcomes: Placements & Preventions

Housing Placements By Intervention Type: Permanent Supportive Housing

Number of housing placements- Permanent Supportive Housing	Current Quarter		Year to Date				
	Number	Subset- Population A placed into PSH	Percentage: Population A	Subset- Population B placed in PSH	Percentage: Population B	Number	Percentage of Annual Goal

² The data received each quarter may be slightly different than the revised and most up-to-date information received in the Annual Report. Data from the Annual Report will be used for final year-end figures.



Race & Ethnicity	This Quarter		Year to Date	
	#	%	#	%
American Indian, Alaska Native or Indigenous	0	0%	0	0%
Asian or Asian American	0	0%	0	0%
Black, African American or African	0	0%	0	0%
Hispanic/Latina/e/o	0	0%	0	0%
Middle Eastern or North African	0	0%	0	0%
Native Hawaiian or Pacific Islander	0	0%	0	0%
White	1	100%	1	100%
Non-Hispanic White (subset of White category)	1	100%	1	100%
Client doesn't know	0	0%	0	0%
Client prefers not to answer	0	0%	0	0%
Data Not Collected	0	0%	0	0%
Disability status				
	#	%	#	%
Persons with disabilities	1	100%	1	100%
Persons without disabilities	0	0%	0	0%
Disability unreported	0	0%	0	0%
Gender identity				
	#	%	#	%
Woman (Girl, if child)	1	100%	1	100%
Man (Boy, if child)	0	0%	0	0%
Culturally Specific Identity	0	0%	0	0%
Non-Binary	0	0%	0	0%
Transgender	0	0%	0	0%
Questioning	0	0%	0	0%
Different Identity	0	0%	0	0%
Client doesn't know	0	0%	0	0%
Client prefers not to answer	0	0%	0	0%
Data not collected	0	0%	0	0%

(Only if Applicable) Housing Placements By Intervention Type: Housing with Services

Number of housing	Current Quarter	Year to Date
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placements- Housing with Services	Number	Subset- Population A placed into PSH	Percentage: Population A	Subset- Population B placed in PSH	Percentage: Population B	Number	Percentage of Annual Goal
Total People	114					114	
Total Households	86	80	93%	6	7%	86	

Race & Ethnicity	This Quarter		Year to Date	
	#	%	#	%
American Indian, Alaska Native or Indigenous	6	5%	6	5%
Asian or Asian American	2	2%	2	2%
Black, African American or African	11	10%	11	10%
Hispanic/Latina/e/o	0	0%	0	0%
Middle Eastern or North African	1	1%	1	1%
Native Hawaiian or Pacific Islander	4	4%	4	4%
White	76	67%	76	67%
Non-Hispanic White (subset of White category)	69	61%	69	61%
Client doesn't know	0	0%	0	0%
Client prefers not to answer	4	4%	4	4%
Data Not Collected	0	0%	0	0%
Disability status				
	#	%	#	%
Persons with disabilities	89	78%	89	78%
Persons without disabilities	23	20%	23	20%
Disability unreported	2	2%	2	2%
Gender identity				
	#	%	#	%
Woman (Girl, if child)	54	47%	54	47%
Man (Boy, if child)	57	50%	57	50%
Culturally Specific Identity	0	0%	0	0%
Non-Binary	1	1%	1	1%
Transgender	0	0%	0	0%
Questioning	0	0%	0	0%
Different Identity	1	1%	1	1%
Client doesn't know	0	0%	0	0%
Client prefers not to answer	0	0%	0	0%
Data not collected	1	1%	1	1%

Housing Placements By Intervention Type: Housing Only

Number of housing placements- Housing Only	Current Quarter		Year to Date				
	Number	Subset- Population A placed into PSH	Percentage: Population A	Subset- Population B placed in PSH	Percentage: Population B	Number	Percentage of Annual Goal
Total People	31					31	
Total Households	14	11	79%	3	21%	14	14%

Race & Ethnicity	This Quarter		Year to Date	
	#	%	#	%
American Indian, Alaska Native or Indigenous	1	3%	1	3%
Asian or Asian American	0	0%	0	0%
Black, African American or African	6	19%	6	19%
Hispanic/Latina/e/o	0	0%	0	0%
Middle Eastern or North African	0	0%	0	0%
Native Hawaiian or Pacific Islander	0	0%	0	0%
White	23	74%	23	74%
Non-Hispanic White (subset of White category)	16	52%	16	52%
Client doesn't know	0	0%	0	0%
Client prefers not to answer	1	3%	1	3%
Data Not Collected	0	0%	0	0%
Disability status				
	#	%	#	%
Persons with disabilities	20	65%	20	65%
Persons without disabilities	11	35%	11	35%
Disability unreported	0	0%	0	0%
Gender identity				
	#	%	#	%
Woman (Girl, if child)	17	55%	17	55%
Man (Boy, if child)	13	42%	13	42%
Culturally Specific Identity	0	0%	0	0%
Non-Binary	0	0%	0	0%
Transgender	1	3%	1	3%
Questioning	0	0%	0	0%
Different Identity	0	0%	0	0%
Client doesn't know	0	0%	0	0%
Client prefers not to answer	0	0%	0	0%
Data not collected	0	0%	0	0%

Housing Placements By Intervention Type: Rapid Re-Housing (all Rapid Re-Housing subtypes)

Number of housing placements- Rapid Re-housing	Current Quarter		Year to Date				
	Number	Subset- Population A placed into PSH	Percentage: Population A	Subset- Population B placed in PSH	Percentage: Population B	Number	Percentage of Annual Goal
Total People	152					152	
Total Households	100	26	26%	74	74%	100	50%

Race & Ethnicity	This Quarter		Year to Date	
	#	%	#	%
American Indian, Alaska Native or Indigenous	4	3%	4	3%
Asian or Asian American	7	5%	7	5%
Black, African American or African	30	20%	30	20%
Hispanic/Latina/e/o	0	0%	0	0%
Middle Eastern or North African	0	0%	0	0%
Native Hawaiian or Pacific Islander	11	7%	11	7%
White	71	47%	71	47%
Non-Hispanic White (subset of White category)	57	38%	57	38%
Client doesn't know	1	1%	1	1%
Client prefers not to answer	1	1%	1	1%
Data Not Collected	2	1%	2	1%
Disability status				
	#	%	#	%
Persons with disabilities	56	37%	56	37%
Persons without disabilities	88	58%	88	58%
Disability unreported	8	5%	8	5%
Gender identity				
	#	%	#	%
Woman (Girl, if child)	69	45%	69	45%
Man (Boy, if child)	81	53%	81	53%
Culturally Specific Identity	0	0%	0	0%
Non-Binary	1	1%	1	1%
Transgender	0	0%	0	0%
Questioning	0	0%	0	0%
Different Identity	1	1%	1	1%
Client doesn't know	0	0%	0	0%

Client prefers not to answer	0	0%	0	0%
Data not collected	0	0%	0	0%

Housing Placements By Intervention Type: Eviction and Homelessness Prevention

Number of Preventions	Current Quarter		Year to Date				
	Number	Subset- Population A placed into PSH	Percentage: Population A	Subset- Population B placed in PSH	Percentage: Population B	Number	Percentage of Annual Goal
Total People	[REDACTED]						
Total Households	[REDACTED]						

Race & Ethnicity	This Quarter		Year to Date	
	#	%	#	%
American Indian, Alaska Native or Indigenous				
Asian or Asian American				
Black, African American or African				
Hispanic/Latina/e/o				
Middle Eastern or North African				
Native Hawaiian or Pacific Islander				
White				
Non-Hispanic White (subset of White category)				
Client doesn't know				
Client prefers not to answer				
Data Not Collected				
Disability status				
	#	%	#	%
Persons with disabilities				
Persons without disabilities				
Disability unreported				
Gender identity				
	#	%	#	%
Woman (Girl, if child)				
Man (Boy, if child)				
Culturally Specific Identity				
Non-Binary				
Transgender				
Questioning				
Different Identity				

Client doesn't know				
Client prefers not to answer				
Data not collected				

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	Current Quarter	Year to Date				
		Number	Subset - Population A in RLRA	Percentage: Population A	Subset - Population B in RLRA	Percentage: Population B
Number of RLRA vouchers issued during reporting period	83	81	97.2%	2	2.8%	83
Number of people newly leased up during reporting period	132	124	94.0%	8	6.0%	132
Number of households newly leased up during reporting period	82	78	94.6%	4	5.4%	82
Number of people in housing using an RLRA voucher during reporting period	2548	1931	75.8%	617	24.2%	2548
Number of households in housing using an RLRA voucher	1498	1221	81.5%	277	18.5%	1498

during reporting period						
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Program to Date – Since July 1, 2021

	Subset - Population A in RLRA	Percentage: Population A	Subset- Population B in RLRA	Percentage: Population B	Number	
Number of people in housing using an RLRA voucher	2483	77.7%	712	22.3%	3195	
Number of households in housing using an RLRA voucher	1584	82.6%	333	17.4%	1917	

Race & Ethnicity	This Quarter		Year to Date	
	#	%	#	%
American Indian, Alaska Native or Indigenous	164	6%	164	6%
Asian or Asian American	55	2%	55	2%
Black, African American or African	322	13%	322	13%
Hispanic/Latina/e/o	735	29%	735	29%
Middle Eastern or North African	8	0%	8	0%
Native Hawaiian or Pacific Islander	80	3%	80	3%
White	2004	79%	2004	79%
Non-Hispanic White (subset of White category)	1299	51%	1299	51%
Client doesn't know	6	0%	6	0%
Client prefers not to answer	24	1%	24	1%
Data Not Collected	29	1%	29	1%
Disability status				
	#	%	#	%
Persons with disabilities	1270	50%	1270	50%
Persons without disabilities	1278	50%	1278	50%
Disability unreported	0	0%	0	0%
Gender identity				
	#	%	#	%
Woman (Girl, if child)	1349	53%	1349	53%
Man (Boy, if child)	1165	46%	1165	46%
Culturally Specific Identity	0	0%	0	0%
Non-Binary	23	1%	23	1%
Transgender	13	1%	13	1%
Questioning	0	0%	0	0%

Different Identity	0	0%	0	0%
Client doesn't know	0	0%	0	0%
Client prefers not to answer	2	0%	2	0%
Data not collected	0	0%	0	0%

Section 2.C 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 units 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 in Quarter 2 and Quarter 4 Reports.

Number of people in Shelter*	Current Quarter		Year to Date		
	Number	Subset- Population A placed into PSH	Percentage: Population A	Subset- Population B placed in PSH	Percentage: Population B
Total People	881				881
Total Households	600	421	70%	179	30%

**Includes Transitional Housing (TH), e.g., Recovery-Oriented Transitional Housing)*

Race & Ethnicity	This Quarter		Year to Date	
	#	%	#	%
American Indian, Alaska Native or Indigenous	34	4%	34	4%
Asian or Asian American	12	1%	12	1%
Black, African American or African	105	12%	105	12%
Hispanic/Latina/e/o	0	0%	0	0%
Middle Eastern or North African	9	1%	9	1%
Native Hawaiian or Pacific Islander	56	6%	56	6%
White	559	63%	559	63%
Non-Hispanic White (subset of White category)	498	57%	498	57%
Client doesn't know	2	0%	2	0%
Client prefers not to answer	19	2%	19	2%
Data Not Collected	2	0%	2	0%
Disability status				
	#	%	#	%
Persons with disabilities	531	60%	531	60%
Persons without disabilities	305	35%	305	35%

Disability unreported	45	5%	45	5%
Gender identity				
	#	%	#	%
Woman (Girl, if child)	383	43%	383	43%
Man (Boy, if child)	476	54%	476	54%
Culturally Specific Identity	0	0%	0	0%
Non-Binary	10	1%	10	1%
Transgender	3	0%	3	0%
Questioning	1	0%	1	0%
Different Identity	2	0%	2	0%
Client doesn't know	0	0%	0	0%
Client prefers not to answer	2	0%	2	0%
Data not collected	5	1%	5	1%

Number of people in Outreach**, †	Current Quarter	Year to Date				
		Number	Subset - Population A Engaged	Percentage: Population A	Subset - Population B Engaged	Percentage: Population B
Total People	619					619
Total households	475					475
Sub-Set – Total people “Engaged” during reporting period	140	98	70%	42	30%	140
Sub-Set – Total households “Engaged” during reporting period	125	90	72%	35	28%	125

**The Following Section is only for participants that have a “Date of Engagement”

† Includes Access Centers and Navigation Centers

Race & Ethnicity	This Quarter		Year to Date	
	#	%	#	%
American Indian, Alaska Native or Indigenous	5	4%	5	4%

Asian or Asian American	6	4%	6	4%
Black, African American or African	14	10%	14	10%
Hispanic/Latina/e/o	0	0%	0	0%
Middle Eastern or North African	0	0%	0	0%
Native Hawaiian or Pacific Islander	2	1%	2	1%
White	89	64%	89	64%
Non-Hispanic White (subset of White category)	73	52%	73	52%
Client doesn't know	0	0%	0	0%
Client prefers not to answer	0	0%	0	0%
Data Not Collected	2	1%	2	1%
Disability status				
	#	%	#	%
Persons with disabilities	98	70%	98	70%
Persons without disabilities	37	26%	37	26%
Disability unreported	5	4%	5	4%
Gender identity				
	#	%	#	%
Woman (Girl, if child)	78	56%	78	56%
Man (Boy, if child)	53	38%	53	38%
Culturally Specific Identity	1	1%	1	1%
Non-Binary	1	1%	1	1%
Transgender	3	2%	3	2%
Questioning	0	0%	0	0%
Different Identity	0	0%	0	0%
Client doesn't know	0	0%	0	0%
Client prefers not to answer	0	0%	0	0%
Data not collected	5	4%	5	4%

Section 3. Financial Reporting

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

Glossary:

Supportive Housing Services: All SHS funded housing interventions that include PSH, RRH, Housing Only, Housing with Services, Preventions, and RLRA Vouchers. This also includes shelter, outreach, navigation services, employment services or any other SHS funding to help households exit homelessness and transition into safe, stable housing.

Supportive Housing: SHS housing interventions that include PSH, Housing Only and Housing with Services.

Regional Long Term Rent Assistance (RLRA): provides a flexible and continued rent subsidy that will significantly expand access to housing for households with extremely and very low incomes across the region. RLRA subsidies will be available for as long as the household needs and remains eligible for the subsidy, with no pre-determined end date. Tenant-based RLRA subsidies will leverage existing private market and regulated housing, maximizing tenant choice, while project-based RLRA subsidies will increase the availability of units in new housing developments. RLRA program service partners will cover payments of move-in costs and provide supportive services as needed to ensure housing stability. A Regional Landlord Guarantee will cover potential damages to increase participation and mitigate risks for participating landlords.

Shelter: Overnight shelter, congregate shelter, alternative shelter, motel shelter, tiny houses, pod villages, recuperative centers, shelter, that consists of congregate shelter beds PLUS non/semi-congregate units. Shelter definition also includes Local Alternative Shelters that have flexibility around limited amenities compared to HUD defined overnight shelters. Includes in-reach services.

Recovery Oriented Transitional Housing, Stabilization Transitional Housing, Transitional Housing: Provides temporary lodging and is designed to facilitate the movement of individuals and families experiencing homelessness into permanent housing within a specified period, but normally no longer than 24 months. Requirements and limitations vary.

Navigation Center, Access Center, Day Center, Access Services: Provides indoor shelter during daytime hours, generally between 5am and 8pm. Primarily serve households experiencing homelessness. The facilities help connect people to a wide range of resources and services daily. Including on-site support services such as restrooms, showers, laundry, mail service, haircuts, clothing, nutrition resources, lockers, ID support, etc.

Outreach: Activities are designed to meet the immediate needs of people experiencing homelessness in unsheltered locations by connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care. *Metro is using the HUD ESG Street Outreach model. The initial contact should not be focused on data. Outreach workers collect and enter data as the client relationship evolves. Thus, data quality expectations for street outreach projects are limited to clients with a date of engagement.*

Outreach Date of Engagement “Engaged”: the date an individual becomes engaged in the development of a plan to address their situation.

Population A: Extremely low-income; AND have one or more disabling conditions; AND Are experiencing or at imminent risk* of experiencing long-term or frequent episodes of literal homelessness.

Imminent Risk: Head of household who is at imminent risk of long-term homelessness within 14 days of the date of application for homeless assistance and/or has received an eviction. The head of household will still need to have a prior history of experiencing long-term homelessness or frequent episodes of literal homelessness.

Population B: Experiencing homelessness; OR have a substantial risk* of experiencing homelessness.

Substantial risk: A circumstance that exists if a household is very low income and extremely rent burdened, or any other circumstance that would make it more likely than not that without supportive housing services the household will become literally homeless or involuntarily doubled-up.

The following list are HUD HMIS approved Project Types. Metro recognizes SHS programs do not align with these project types exactly, and value that flexibility. However, to ensure the interpretations and findings are based upon correct interpretations of the data in quarterly reports and HMIS reports, we will reference these Project Types by the exact HUD name.

Here are the HUD Standards if needed, <https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual-2024.pdf>

Permanent Supportive Housing, “PH - Permanent Supportive Housing (disability required for entry)”: A long-term intervention intended to serve the most vulnerable populations in need of housing and supportive services to attribute to their housing success, which can include PBV and TBV programs or properties. Provides housing to assist people experiencing homelessness with a disability (individuals with disabilities or families in which one adult or child has a disability) to live independently.

Housing with Services, “PH - Housing with Services (no disability required for entry)”:

A project that offers permanent housing and supportive services to assist people experiencing homelessness to live independently but does not limit eligibility to individuals with disabilities or families in which one adult or child has a disability. May include any other type of housing, not associated with PSH/RRH, that does include supportive services.

Housing Only, “PH - Housing Only”:

A project that offers permanent housing for people experiencing homelessness but does not make supportive services available as part of the project. May include RLRA Only programs.

Rapid Re-Housing, “PH - Rapid Re-Housing” (Services Only and Housing with or without services):

A permanent housing project that provides housing relocation and stabilization services and/or short and/or medium-term rental assistance as necessary to help an individual or family experiencing homelessness move as quickly as possible into permanent housing and achieve stability in that housing. May include Move-In Only programs.

Prevention, “Homelessness prevention”:

A project that offers services and/or financial assistance necessary to prevent an individual or family from moving into an emergency shelter or living in a public or private place not meant for human habitation. Component services and assistance generally consist of short-term and medium-term tenant-based or project-based rental assistance and rental arrears. Additional circumstances include rental application fees, security deposits, advance payment of last month's rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair. This term differs from retention in that it is designed to assist nonsubsidized market rate landlord run units.

INSTRUCTIONS. PLEASE READ. This financial reporting workbook will be used for county jurisdictional staff to track financial information internally, so all report types are together in one workbook and so that formula calculations can carry across the different reports as needed. **Please submit each budget, quarterly and annual report in Excel to Metro for staff review.** For Quarterly and Annual reports you can adjust the appearance of the report so long as all of the information is included in your final PDF.

This workbook will be used to generate the three different types of financial documents that need to be submitted to Metro throughout the year:

1. Annual Program Budget: The budget submission consists of the 3 blue tabs: [Annual Program Budget, Spend-down Plans, and Contingency & Reserves](#).

The annual budget template includes your budget by G/L categories, as well as your budget by program category. If your Board adopts a budget in a different format from this template, please prepare a working budget in this template. You only need to complete the Annual Budget column (column C) for the adopted budget and then re-submit this report after amending your budget (columns D-F), if that occurs.

- Due 60 days after budget is adopted/amended
- Submit Excel workbook to Metro for staff review

2. Quarterly Financial Report: Quarterly financial reports consist of the first 2 green tabs: [Financial Report and Spend-down Report](#). These reports populate numbers from your Annual Program Budget worksheet. Complete the column that is appropriate to each quarter (e.g. Q1 is column D). If actuals change between quarterly reports, please submit updated numbers for every quarter up to the current quarter you are reporting on.

- Due 45 days after each quarter end
- Submit Excel workbook to Metro for staff review
- Include both Financial Report and Spend-down Report in your PDF report.

3. Annual Financial Report: Annual finance reports consist of the 4 green tabs: [Financial Report, Spend-down Report, Non-Displacement and Pop A/B Report](#).

For annual reports, please update any quarterly actuals that need updating. Add the contents of the Financial Report to your annual report as an attachment.

- Due Oct 31 for the prior fiscal year
- Submit Excel workbook to Metro for staff review
- Include Financial Report, Spend-down Report, Non-Displacement, and Pop A/B Report in the Annual Program Report PDF.

Note: Internal programmatic costs that are direct and support more than one program category should be allocated across the programs they support. This was sometimes previously reported on a separate line as "SHS Program Operations."

Updated 7/29/24

Metro is now tracking its updates to this template in the "Template Change Log" tab.

Metro Supportive Housing Services

Annual Program Budget Spend-down Plan (IGA 5.5.2.1)

COUNTY NAME

FY 2025-2026

Spend-Down Plan for Program Costs

This section describes the spending plan of Program Costs in the Annual Program Budget.

Program Costs (excluding Built Infrastructure)	Expected % of Spending per Quarter				Comments
	Annual Budget	Amended Budget #1	Amended Budget #2	Amended Budget #3	
Quarter 1	15%				
Quarter 2	26%				
Quarter 3	28%				
Quarter 4	26%				
Total	95%	0%	0%	0%	

Built Infrastructure	Expected \$ Spending				Comments
	Annual Budget	Amended Budget #1	Amended Budget #2	Amended Budget #3	
Annual Budget	19,981,321	-	-	-	
Annual Forecast					

Spend-Down Plan for Carryover

This section describes the spending plan of Beginning Fund Balance (carryover from the prior fiscal year).

The costs below are part of Program Costs in the Annual Budget. This section provides a timeline and additional detail on how carryover funds will be used in these investment areas.

Carryover Spend-down Plan	Expected \$ Spending in current and future years				Comments
	FY26 Annual Budget	FY27	FY28	FY29	
Beginning Fund Balance (carryover balance)	97,093,948	65,884,924	24,980,374	24,980,374	Describe the nature of planned spending per year. This should be high-level, 1-2 sentences.
Describe Investment Area					
One Time Expenditures currently in Annual Program	31,209,024				
One Time Expenditures		40,904,550			Scheduled Board discussion November 4th to advise on future investment plan for remaining one-time fund balance. Significant one-time funding has already been committed to pending capital projects and is anticipated for expenditure in 2027.
<i>insert add'l lines as necessary</i>					
Total spending by fiscal year	31,209,024	40,904,550	-	-	
Estimated unbudgeted/new carryover ^[1]					
Ending Fund Balance (carryover balance)	65,884,924	24,980,374	24,980,374	24,980,374	Total Reserves to be retained and not spent down.

^[1] This should include both unbudgeted FY24 carryover and expected FY25 carryover.

Metro Supportive Housing Services

Annual Program Budget (IGA 5.5.2)

COUNTY NAME

FY 2025-2026

	FY25-26	% of Program Funds	Comments
SHS Program Funds (incl. interest earnings)	100,400,000		
Contingency (up to 5% of Program Funds)	5,020,000	5.0%	
Regional Strategy Implementation Contingency	219,020		Estimate of RSI carryover through FY25.
Stabilization Reserve (min 10% of Program Funds)	19,741,354	15.0%	Metro recommends 15% for FY26.
RLRA Reserves: Landlord guarantee risk mitigation fund Reserve for RLRA commitments			
		- check zero	
Other Programmatic Reserve(s) describe			

Financial Report (by Program Category)

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Metro Supportive Housing Services

Financial Report for Quarterly Progress Report (IGA 7.1.2) and Annual Program Report (IGA 7.1.1)

COUNTY NAME

FY 2025-2026

Spend-Down Report for Program Costs

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

Program Costs (excluding Built Infrastructure)	% of Spending per Quarter			Comments
	Budget	Actual	Variance	
Quarter 1	15%	18%	3%	
Quarter 2	26%	0%	-26%	
Quarter 3	28%	0%	-28%	
Quarter 4	26%	0%	-26%	
Total	95%	18%	-77%	

Built Infrastructure	\$ Spending YTD			Comments
	Budget	Actual	Forecast	
Annual total	19,981,321	1,764,828	-	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)	97,093,948	97,093,948	(0)	
Describe Investment Area				
One Time Expenditures currently in Annual Program	31,209,024		31,209,024	
One Time Expenditures	-		-	
0	-		-	
0	-		-	
insert add'l lines as necessary	31,209,024	-	31,209,024	
Remaining prior year carryover	65,884,924	97,093,948	(31,209,024)	
Estimated current year carryover	-		-	
Ending Fund Balance (carryover balance)	65,884,924	97,093,948	(31,209,024)	

^[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).

Metro Supportive Housing Services

Non-Displacement Certification (IGA 5.5.1)

COUNTY NAME

FY 2025-2026

In accordance with IGA Section 5.5.1 NON-DISPLACEMENT, "As part of its Annual Program Report, Partner will include a certification as to whether there was a Displacement of Current Partner-provided SHS Funds."

	FY18-19 Budget	FY19-20 Budget	FY24-25 (Prior FY) Budget	FY25-26 (Current FY) Budget	Variance from Benchmark	Comments
Current Partner-provided SHS Funds (Partner General Funds) ^[6]	N/A	-	N/A	-	-	Decrease from FY19-20 amount requires a written waiver from Metro.
Other Funds ^[7]	-	N/A	-	-	-	Explain significant changes from FY18-19 Benchmark amount or Prior FY amount.

Partner certifies that there was no displacement of "Current Partner-provided SHS Funds" (Partner General Funds).

Partner requests a written waiver from Metro to permit the displacement of "Current Partner-provided SHS Funds" (Partner General Funds). Provide explanation for waiver request in the comment section above.

Metro Supportive Housing Services

Population A and B Spending Report

COUNTY NAME

FY 2025-2026

Program Costs	Total Cost	# of households served		% of households served		Spending by population			
		Pop A	Pop B	Pop A	Pop B	Pop A	Pop B		
Individual Support Costs									
Permanent Supportive Housing (PSH)									
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									
Permanent Supportive Housing Services	\$ 1,755,986			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		
Long-term Rent Assistance (LRRA)	\$ 7,391,906			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		
Long-term Rent Assistance Admin	\$ 196,057	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		
Subtotal	\$ 9,343,949					#DIV/0!	#DIV/0!		
				% Spending by Population		#DIV/0!	#DIV/0!		
Rapid Re-housing (RRH)									
Support to individuals experiencing a loss of housing									
Rapid Re-housing (RRH)	\$ 3,368,965			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		
Subtotal	\$ 3,368,965					#DIV/0!	#DIV/0!		
				% Spending by Population		#DIV/0!	#DIV/0!		
Other Housing and Services Programs (not otherwise listed)									
Support to individuals who are experiencing homelessness or have substantial risk of homelessness									
Housing Only	\$ -			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		
Housing Only - Long-term Rent Assistance (RLRA)	\$ 1,078,269			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		
Housing Only - Long-term Rent Assistance Admin	\$ 28,430			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		
Housing with Services	\$ -			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		
Subtotal	\$ 1,106,699					#DIV/0!	#DIV/0!		
				% Spending by Population		#DIV/0!	#DIV/0!		
Eviction & Homelessness Prevention									
Support to individuals experiencing a potential loss of housing									
Eviction & Homelessness Prevention	\$ -			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		
Subtotal	\$ -					#DIV/0!	#DIV/0!		
				% Spending by Population		#DIV/0!	#DIV/0!		
Safety On/Off the Street									
Support to individuals unhoused or in temporary housing									
Shelter and Transitional Housing	\$ 2,579,906			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		
Outreach and Access Services	\$ 1,171,389			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		
Subtotal	\$ 3,751,295					#DIV/0!	#DIV/0!		
				% Spending by Population		#DIV/0!	#DIV/0!		
Other Supportive Services (not otherwise listed)									
Other supports to individuals not included in any of the above categories									
Other Supportive Services	\$ 335,366			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		
Subtotal	\$ 335,366					#DIV/0!	#DIV/0!		
				% Spending by Population		#DIV/0!	#DIV/0!		
Subtotal Individual Support Costs	\$ 17,906,274					#DIV/0!	#DIV/0!		
				% Spending by Population		#DIV/0!	#DIV/0!		
System Support Costs									
Investments to support SHS program alignment, coordination and outcomes at a regional level									
Systems Infrastructure	\$ 935,182	N/A	N/A	N/A	N/A				
Built Infrastructure	\$ 1,764,828	N/A	N/A	N/A	N/A				
Overall System Services	\$ -	N/A	N/A	N/A	N/A				
Subtotal	\$ 2,700,010					#DIV/0!	#DIV/0!		
				% Spending by Population		#DIV/0!	#DIV/0!		
Regional Strategy Implementation									
Investments to support SHS program alignment, coordination and outcomes at a regional level									
Coordinated Entry	\$ 79,417	N/A	N/A	N/A	N/A				
Regional Landlord Recruitment	\$ 37,840	N/A	N/A	N/A	N/A				
Healthcare System Alignment	\$ 316	N/A	N/A	N/A	N/A				
Training	\$ 34,398	N/A	N/A	N/A	N/A				
Technical Assistance	\$ 30,000	N/A	N/A	N/A	N/A				
Employee Recruitment and Retention	\$ -	N/A	N/A	N/A	N/A				
Subtotal	\$ 181,971					#DIV/0!	#DIV/0!		
				% Spending by Population		#DIV/0!	#DIV/0!		
County Administrative Costs									
County Administrative Costs									
County Administrative Costs	\$ 1,207,329	N/A	N/A	N/A	N/A	#DIV/0!	#DIV/0!		
Subtotal	\$ 1,207,329					#DIV/0!	#DIV/0!		
				% Spending by Population		#DIV/0!	#DIV/0!		
Subtotal Program Costs	\$ 21,995,583					#DIV/0!	#DIV/0!		
				% Spending by Population		#DIV/0!	#DIV/0!		

Tab	Change	Major Change?	Date of Change
Annual Program Budget and Financial Report	Updated the Program Categories to reflect the new consensus categories.	Yes	7/25/2024
Non-Displacement- Annual Report	Moved the non-displacement section to its own tab and updated the table to include a check box certification that there was no displacement or that a waiver was requested.	Yes	7/29/2024
Pop A B-Annual Report	Created a new tab for the Pop A/B Report (which is required to be submitted alongside the Annual Report).	Yes	7/25/2024
Instructions	Clarified that Spend-down report tab is also a required element of the quarterly PDF report.	No	7/25/2024
Instructions	Added reference to the new Non-Displacement and Pop A/B report tabs in the Annual Financial Report instructions.	No	7/25/2024
Instructions	Added guidance that internal programmatic costs that are direct and support more than one program category should be allocated across the programs they support.	No	7/25/2024
Instructions	Added reference to this new "Template Change Log" tab.	No	7/25/2024
Annual Program Budget and Financial Report	Created a new subtotal for Program Revenue separate from Beginning Fund Balance.	No	7/25/2024
Annual Program Budget and Financial Report	Clarified that since the definition of "Program Funds" in IGA Section 6.1.4 includes interest earnings, calculations of the % of Program Funds spent on various budget lines (e.g. County Admin, RSI, Contingency, Stabilization Reserve) will include interest earnings in the formula.	No	7/25/2024
Annual Program Budget and Financial Report	Adjusted the Ending Fund Balance line so it includes contingency and reserves, and moved the contingency and reserve lines under the Ending Fund Balance line.	No	7/25/2024
Annual Program Budget, Financial Report, and Contingency & Reserves	Added a line for Regional Strategy Implementation Contingency to track RSI carryover from prior years.	No	7/25/2024
Annual Program Budget and Financial Report	Updated the formula for calculating the % of funds allocated to County SHS Admin so that it is a % of Program Funds not Program Expenses, in order to align with the IGA.	No	7/25/2024
Annual Program Budget and Financial Report	Added a list of Program Category descriptions at the bottom.	No	7/25/2024
Spend-down Plans	Added a line to forecast built infrastructure.	No	7/25/2024
Contingency & Reserves	Added a recommendation for Stabilization Reserve % of Program of Funds	No	7/25/2024
Financial Report	Grayed out cells to no longer request reporting of "actuals" for contingency and reserves. Instead, the financial report will automatically reflect budgeted figures for contingency and reserves.	No	7/25/2024
Financial Report	Grayed out cells to no longer calculate Ending Fund Balance per quarter. Instead, the report will show budgeted Ending Fund Balance compared to the current, cumulative Ending Fund Balance.	No	7/25/2024
Financial Report	Added calculations for % of budgeted annual program funds allocated to contingency and stabilization reserve to the report tab so these calculations are not only in the budget tab.	No	7/25/2024
Spend-down Report	Added a cell to pull in the built infrastructure forecast from the Spend-down plans tab.	No	7/25/2024
Spend-down Report	Added a note to clarify that 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.	No	7/25/2024
Template Change Log	Created this tab you are looking at right now :)	No	7/25/2024
Annual Program Budget and Financial Report	Updated all FY26 labels as well as the following tabs: Annual Program Budget, Financial Report, and Pop A B-Annual Report to proposed changes from JLT meetings (Tri counties and Metro)	Yes	7/24/2025
Annual Program Budget and Financial Report	Updated all Program Category Descriptions based on the consensus that could be agreed upon during prior JLT meetings between Tri counties and Metro. Added addition comments for consideration at future meetings.	Yes	8/25/2025