



Fall 2022 Metro Bond and TIF Opportunity Solicitation (M-BOS) FAQ

October 18, 2022

The below FAQ incorporates questions submitted to bond.info@portlandoregon.gov, Q & A from the Mandatory Developer Information Session held Thursday, October 6th 2022, and the clarifications in [Addendum #1](#). Questions and answers have been paraphrased for clarity.

Questions and responses are organized into sections by topic:

- Technical and Format
- Funding Sources
- N/NE Preference Policy
- Supportive Housing/ Portland Value Inn Site
- Kaiser Site
- Carey Blvd. Site
- Strong Family Site

Technical and Format

Q1. Form H has multiple tabs. Can you clarify which one is the Proforma tab you want us to use? Is it the "Sources and Uses" tab?

A1. Please refer to Appendix P of the NOFA for a listing of required tabs in Form H. Not all tabs need to be completed.

Q2: Do all tabs of the OHCS pro forma (Form H) need to be completed - narratives, schedule, etc. since the application has separate forms requesting that information?

A2: The project narrative tab of the OHCS pro forma (Form H) is not required, but the development schedule is required. Please refer to Appendix P of the NOFA for a listing of required tabs in Form H. Not all tabs need to be completed.

Q3. Please clarify which, if any, printed pages are required from the Form H (Proforma) to be printed to PDF and included in a requested "All pages in the application must be numbered"?

A3. No pages of the pro forma (Form H) should be printed to PDF. Please submit the pro forma as an Excel file. You do not need to number the pro forma pages/tabs.

- Q4. Should the narrative section of the OHCS pro forma be filled out?**
- A4. No, please fill out only the requested tabs of the OHCS pro forma template (Form H) as outlined in [Appendix P. This includes project details,](#) development schedule, and financial information tabs. Please ensure that the OHCS pro forma tab named “Blank Worksheet” is completed in order for PHB to extract your project information.
- Q5. Can the “Organizational Financial Statements for last two years” not be included in the requested “All pages in the application must be numbered”?**
- A5. It is fine to leave the Financial Statements out of the proposal page numbering. Please submit all Organizational Financial Statements as separate PDF documents.
- Q6. Is it acceptable to number items by Form/Section and then page number (example D-1, D-2, D-3) or when numbering all pages is it required that the applicant start with 1 and end with the final page (example: 1-330)?**
- A6. It is fine to number the items by Form/Section. Page limits are as follows: total combined page limit for the Project Overview Narrative is 15 pages. Page limit for the Equity Plan is 8 pages and the Supportive Housing Services Plan is 4 pages.
- Q7. Under Form C “Site” there is listed a [word limit of 300]. Is that word limit for a summary under the Site main heading, or is the word count associated with answering questions 1-4 and any summary under the Site Section heading?**
- A7. PHB has decided to remove the 300-word limit for the Site section of the Project Overview Narrative (Form C). The overall limit of 15 pages still applies for Form C.
- Q8. Does PHB want us to keep the text of the narrative documents intact and answer after each question, or is it ok to remove the question and just keep the headers and answer the question after the header?**
- A8. Please keep the section headers, but it is fine to remove the questions/prompts.
- Q9: To clarify the application submission materials, is it correct that the Project Site Checklist does not have to be completed?**
- A9: The Project Site Checklist (OHCS form) is not a required document for the 2022 M-BOS. Please see page 35 of the NOFA for a list of required forms. For guidance on which tabs of the OHCS pro forma to complete, please refer to Appendix P of the NOFA.
- Q10: Do you have a specific pro forma or budget format requirement for the homeownership component?**
- A10: We ask that you use the OHCS pro forma template (Form H) for homeownership. For projects with both rental and potential homeownership (Strong property), please fill out separate pro formas for rental and for homeownership. Appendix P has further guidance on which tabs are required for homeownership projects.

Q11. How does PHB value studio units when calculating the average bedroom size ratio?

A11. SROs are counted as 0.5 bedrooms and studios count as 0.75 bedrooms when calculating average number of bedrooms.

Funding Sources

Q1: Are any funds available through the 2022 M-BOS for other projects initiated by developers/sponsors?

A1: No funding will be available in this 2022 M-BOS for any affordable housing developments other than the four PHB/Kaiser/Metro-owned sites outlined in the solicitation. These sites will be developed as multifamily rental and/or homeownership units.

Q2: How should developers address projects that have sizable funding gaps in their proposals?

A2: PHB understands that it may be difficult to present a balanced sources/uses for some of the sites included in the 2022 M-BOS due to the size of units, cost of construction, limitations on PHB subsidy, and other factors. Developers are asked to describe in their proposals other funding sources they will seek to fill the gap. Please highlight expected timing of application/award, rationale and track record, along with any financial assumptions related to that funding source, in the Project Financing section of the Project Overview Narrative (Form C).

Q3. At the Portland Bond Oversight Committee, Interim Director Molly Rogers previewed a proposal pending action at the City Council to invest up to \$60 million in Portland Clean Energy Funds for energy improvements over the next five years. Will these funds be jointly underwritten and available for the projects being originated through this M-BOS procurement?

A3. The PCEF partnership with PHB is in early-stage development. PHB and PCEF are reviewing the programmatic requirements of the PCEF funds including any requirements for City Council changes in code. Please indicate in your proposal any contemplated clean energy features and their costs in your projects that exceed city code.

Q4. Is there a recommended approach or Underwriting Metric associated with PCEF, as most projects will qualify, but PCEF remains competitive?

A4. See above.

N/NE Preference Policy

Q1. With respect to the N/NE Preference Policy Waiting list: is the waiting list up to date and current? Are there plans to reopen, refresh & renew the waiting list in the next year?

A1: As of May 2022, the N/NE Preference Policy is a rolling waitlist for rental properties and people can apply at any time to get on the list. Applicants are contacted every 12 months to confirm their continued interest in the Program. The list is refreshed monthly and sent to properties as they have vacancies. As properties come online, PHB will work with developers to offer interested parties the opportunity to apply to the Preference Policy waitlist.

Q2. How about for homeownership? Will there be potential buyers to work with early in the process?

A2: There will be a separate list of potential Preference Policy homebuyer. PHB is planning to source the N/NE Preference Policy homeownership list in 2023 to meet a goal of providing households 18-24 months from becoming mortgage and homebuying-ready.

Q3: Does PHB have any data that can be shared on the household sizes and income levels of households that have been successfully housed in N/NE Preference Policy properties? Or data on all applicants, whether they made it into housing or not? This data would be very helpful for structuring the project to meet the needs of the intended population.

A3: PHB does not have N/NE Preference Policy household data available to share. However, the biggest barriers for Preference Policy households for rental units have been income below 60% AMI (applicants finding 60% AMI rents unaffordable), larger household sizes (applicants want larger unit sizes than have been available through the Preference Policy), and screening criteria.

Supportive Housing/ Portland Value Inn

Clarification 1: The minimum number of units proposed for the Portland Value Inn site is 75 units.

Clarification 2: Proposers may request up to 39 PBS8 vouchers, inclusive of the 15 PBS8 vouchers for supportive housing units.

Q1. Is it correct that only 15 PSH JOHS household supports are being offered in this application, and they are all dedicated and only available to the Value Inn Site. So, any desire to provide PSH at any of the other sites, would be a separate NOFA offering from another PSH funding source.

A1: Correct; there are 15 PSH operational supports offered in this solicitation and only for the Portland Value Inn site.

JOHS will release NOFAs for other projects in the future, though none are planned at this time beyond the NOFA released last Friday for Project-based and Tenant-based PSH vouchers for units that already exist or are opening up this fiscal year. In future years, JOHS may release similar NOFA's.

Q2. For the PVI site, 15 PBS8 vouchers are dedicated to the PSH units. If a sponsor requests additional PBS8 vouchers (up to the 39 maximum), are those units required to be PSH? As well, is there a requirement for a percentage of the 30% units to be non-subsidized?

A2. The rest of the available Project-based vouchers available for the PVI site (up to 24 in total) are not required to be for PSH. There is no requirement for a percentage of the 30% units to be unsubsidized at the PVI. We understand the difficulty of creating family-sized units with the subsidy levels available.

Kaiser Site

Clarification 1: Available resources for the Kaiser site include a maximum of 11 Project-based Section 8 vouchers.

Q1. For the Kaiser site- it's a minimum of 9 and a maximum of 11 PBS8 vouchers, yes? (P18 of the M-BOS packet says max of 10)

A1. There was a typo in the solicitation that said a maximum of 10 PBS8 vouchers are available. A range of 9-11 PBS8 vouchers are available for the Kaiser site; we've addressed the typo in the [Addendum to the Solicitation](#).

PBS8 vouchers are limited at the Kaiser and Strong sites to optimize the number of N/NE Preference Policy applicants for those units.

Q2. At the Kaiser Permanente site, would PHB be willing to entertain non-senior populations, ie: residents with disabilities?

A2. The N/NE Oversight Committee requested that the preferred focus of the site be on Senior populations. Although other populations can be proposed, Seniors are the preferred population for the Kaiser site.

Carey Blvd. Site

Clarification 1: PHB will award a maximum of one property to any developer or member of a development team. However, a homeownership organization (defined below) may serve as the developer or sponsor on one site and may partner with a different developer to support homeownership/homebuying on another site and PHB would allow the homeownership organization to participate in both projects. PHB will not award two different sites to the same developer. A

homeownership organization is one that will enable homeownership units in a project (Carey or Strong) to be permanently affordable or is providing homeownership/homebuying/mortgage readiness support.

Clarification 2: The minimum (not average) unit size is 2 bedrooms.

Q1. Have you mapped the Heritage Trees on the Carey Blvd site?

A1. Yes, the trees have been mapped as part of the preparation for the Safe Rest Village. Information on the trees at this location may be available after the Safe Rest Village is open and Urban Forestry has completed an assessment of the existing trees' health. Information on the Heritage Tree is available at the Urban Forestry website (<https://www.portland.gov/trees/heritage#toc-the-heritage-tree-guidebook>) where you can see the tree on a map; the Heritage Tree is #329, Coast Redwood.

Q2. How much detail does PHB want in the proposal for the Carey site, given the long timeline?

A2. The N/NE Oversight Committee would like to see a mix of single family and townhomes. Proposals should include a site plan, conceptual design of the housing types, bedroom count and unit sizes, and estimated selling price/unit and estimated cost of home ownership, etc. More detail in proposals will help PHB's Preference Policy team source candidates for homeownership, as it takes months and sometimes years for potential homebuyers to be mortgage-ready.

Q3. Has PBOT commented on through-street connections on the Carey suite?

A3. No, not yet. For all sites, PHB recommends prospective developers apply for an early assistance appointment.

Q4. Has PHB done an environmental evaluation for the Carey site?

A4. No, an environmental study for the Carey Blvd. site has not been provided. Links to an appraisal and a title report are embedded in [Appendix N – Site Profile: PHB Carey Blvd Property](#).

Q5. Our architect says that current codes call for 53 units minimum at the Carey Blvd site. Is there room for the preferred home types (detached and townhomes)?

A5. PHB is looking for a variety of housing types, including a mix of townhomes, small multiplex and/or single-family detached homes as part of a complete, integrated neighborhood. Apartments or flats are not desired. The M-BOS also includes a preference for proposals that include plans for some driveways or garages.

Q6. The M-BOS notes a total funding offering of \$39.7MM, but at \$150k/unit maximum x the minimum number of units, there is about \$7.5MM left over. Is the additional funding specifically reserved for additional units, or if not used for that, would it be available to increase subsidy on other proposals?

A6. The remaining \$7.5MM of the funding offer is reserved to help finance additional units above and beyond the minimum unit requirements in the solicitation.

Q7. Metro is looking at updating details of the TOD Grant program: will there be funds available for qualifying sites, and/or do you have details on what may be available?

A7. In the prior MBOS solicitation, the Metro site was purchased by the TOD program and thus TOD funds were earmarked for that site. The Portland Value Inn site was not purchased by the TOD fund, and there are no funds specifically reserved for that site. However, the site qualifies for the program and Metro staff is open to having a conversation about the availability of TOD funds. There are some changes to the program coming soon and Metro is not yet ready to commit TOD funds to qualifying sites in this solicitation, but funds may be available at a later date.

Strong Family Site

Clarification 1: PHB will award a maximum of one property to any developer or member of a development team. However, a homeownership organization (defined below) may serve as the developer or sponsor on one site and may partner with a different developer to support homeownership/homebuying on another site and PHB would allow the homeownership organization to participate in both projects. PHB will not award two different sites to the same developer. A homeownership organization is one that will enable homeownership units in a project (Carey or Strong) to be permanently affordable or is providing homeownership/homebuying/mortgage readiness support.

Clarification 2: Homeownership units are a preference, not a requirement, for this site. If included in the proposal, the minimum (not average) unit size for homeownership is 2 bedrooms.

Clarification 3: The selected developer(s) will be required to collaborate with the Strong family to select a name for the project that acknowledges the family's history of ownership. The selected developer(s) will also be required to include the Strong family in community engagement activities during the pre-development through grand opening phases of the project.