

Portland's Housing Bond

Investing Together in Affordable Homes



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Bond Opportunity Solicitation | Spring 2019
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BOND OPPORTUNITY SOLICITATION (BOS) - SPRING 2019

OVERVIEW

In 2016, Portland voters approved **Portland's Housing Bond** ([Bond](#)), dedicating \$258.4 million in general obligation bonds to the development of 1,300 units of affordable housing for low-income households. In 2017, the Housing Bureau adopted [Portland's Housing Bond Policy Framework](#) to guide its implementation according to community priorities. In 2018, voters passed an amendment to the Oregon Constitution allowing municipalities new flexibility in the use of Bond funds, including the ability to lend Bond funds to private and non-profit entities, and the ability to leverage outside sources of funding in the development of Bond projects.

Under this new authority, the **Bond Opportunity Solicitation** (BOS) invites proposals from private and non-profit development partners to help meet and exceed the affordable housing goals established under the Bond Policy Framework. In addition to Portland's Housing Bond funds, the BOS offers additional sources of capital funds, as well as development sites, rent support, and services funding from the Portland Housing Bureau, the City/County Joint Office of Homeless Services, Multnomah County, and Home Forward.

CAPITAL FUNDING

UP TO \$77,450,000

- Up to \$70,000,000 in Portland's Housing Bond funds for new construction, acquisition and/or rehabilitation of existing buildings;
- Up to \$4,000,000 in Multnomah County Sales Proceeds for capital expenses for the PHB-owned site, the Westwind Apartments; and
- Up to \$3,450,000 in South Park Blocks Tax Increment Financing for capital expenses for the PHB-owned site, the Joyce Hotel.

PORTLAND HOUSING BUREAU OWNED BUILDINGS AND SITES

- The Joyce Hotel for rehabilitation;
- The Westwind Apartments for development and new construction; and
- A NE Prescott property for development and new construction.

RENT SUPPORT AND SERVICE FUNDING

- Up to 188 project-based Section 8 payment vouchers from Home Forward, including 40 vouchers for sponsor-controlled sites; and
- Up to \$10,000 per unit per year from the Joint Office of Homeless Services (JOHS), directly or through partnerships with Multnomah County departments, to fund support services for projects with Permanent Supportive Housing (PSH) units.

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MANDATORY DEVELOPER INFORMATION SESSION:

An information session for this solicitation will be held on **Wednesday, May 15, 2019 at New Song Community Church, 2511 NE MLK Jr. Blvd, from 3:00PM to 5:00PM. All developers/sponsors wishing to be considered through this BOS must have at least one team member attend.**

SOLICITATION COORDINATOR:

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SOLICITATION LOCATION:

www.portlandoregon.gov/PHB/BOS2019

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GENERAL INFORMATION

- Solicitation Title:** Bond Opportunity Solicitation, Spring 2019
- Solicitation Coordinator:** Tanya Wolfersperger, Housing Program Coordinator
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- Proposal Delivery Location:** Norma Trujillo, Senior Housing Administrative Specialist
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Direct all questions regarding this BOS to Tanya Wolfersperger

SCHEDULE	
BOS Issued	Tuesday, April 30, 2019
Developer/Sponsor Mandatory Information Session	Wednesday, May 15, 2019 from 3:00 pm to 5:00 pm (PDT)
Proposals Due	Friday, June 28, 2019 at 3:00 pm (PDT)
Anticipated Dates for Evaluation Committee meetings and proposer interviews	July-August 2019
Anticipated Notice of Awards	September 2019

All proposals must be received by the date and time proposals are due to be considered. PHB reserves the right to change any dates to serve the goals of the BOS.

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I. AVAILABLE RESOURCES

Project and Funding Source	Purpose	Resources
PHB: Portland's Housing Bond	Capital Costs	Up to \$70,000,000 for all projects awarded through this BOS
Joint Office for Homeless Services (JOHS)	Support Services	Up to \$10,000 per unit of Permanent Supportive Housing (PSH)*, for up to 200 households**
Home Forward: Project Based Section 8 Vouchers (PBS8)	Operating Support	188 total including 40 for non PHB-owned sites. Available for PSH units and up to one-third (1/3) of 0-30% of area median income (AMI) units per project***
PHB: South Park Blocks Urban Renewal Area (SPBURA) Tax Increment Financing (TIF)	Capital Costs	Up to \$3,450,000^
Prosper Portland: South Park Blocks Urban Renewal Area (SPBURA) Tax Increment Financing (TIF)	Capital Costs (commercial space only)	Up to \$400/square foot†
Multnomah County funds	Capital Costs	Up to \$4,000,000^^

PHB Owned Sites	Purpose	
Joyce Hotel: 322 SW 11th Ave	Building or Land	See Section VII for information on funding
Westwind Apartments: 323-327 NW 6th Ave.	Land	See Section VII for information on funding
NE Prescott: 5827 NE Prescott St.	Land	See Section VII for information on funding

* As outlined in [Appendix I](#), PSH Services: Guidelines, Delivery Structures and Eligible Activities

** If awarded projects propose service funding at less than the allowable maximum, JOHS is willing to negotiate potential funding to support additional PSH units.

***Projects must have a minimum of 9 vouchers to qualify for use of PBS8 vouchers. Rents for PBS8 vouchers are set at 60% AMI levels. See Section III for additional information.

†Available for the commercial improvements in the Joyce Hotel only. See Section VII for more information.

^May only be used for the Joyce Hotel.

^^May only be used for the Westwind Apartments. These are the "Multnomah County Sales Proceeds."

II. INTRODUCTION TO PORTLAND'S HOUSING BOND POLICY FRAMEWORK

In 2016, Portland voters passed \$258.4 million in general obligation bonds to support the development of 1,300 units of affordable housing. After the passage of the Bond, PHB convened a Stakeholder Advisory Group (SAG) to provide direction on the implementation of [Measure 26-179](#). The group met for six months and conducted engagement with community members and stakeholders. The SAG delivered [Portland's Housing Bond Policy Framework](#) (the "Framework") to Portland City Council in October 2017. Before Oregon's Constitution was amended in 2018, PHB expected to achieve all Bond goals through publicly owned projects. While the Bond goals remain the same, PHB expects to exceed these goals through the leveraging of funds and in partnerships with private partners.

The Framework outlines a commitment to furthering our community goals of preventing displacement, advancing racial equity and making a tangible impact on ending homelessness. Proposers should demonstrate their support of this commitment in as many aspects of a project proposal as possible, including and, in addition to the location, the development team, project contractors and vendors, resident and supportive services, marketing, leasing, and operations components.

The Framework establishes goals for Bond implementation:

Production Goals: Build or acquire 1,300 or more affordable housing units, of which:

- 650 will be family-sized units (defined as two or more bedrooms);
- 600 units will be for households earning 30% or less of area median income (AMI); and
- 300 will be supportive housing units¹.

Priority Communities: Create housing access and opportunity for members from:

- Communities of Color;
- Families, including families with children, immigrants, refugees and intergenerational households; and
- Households experiencing homelessness and/or facing imminent displacement.

Location Priorities:

- For building acquisitions, seek areas at high risk for gentrification;
- For land acquisitions, have preference for High Opportunity Areas;
- Balance investments throughout the city;
- Assess acquisitions with racial equity lens;
- Invest in areas with limited affordable housing resources; and
- Consider school catchment areas, and planned transit and infrastructure projects.

¹ Contingent on services funding secured from non-Bond source(s).

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The use of bond funds will dictate more rigid programming and financing parameters in comparison with some prior PHB solicitations. Every project receiving bond funds is required to meet a portion of the Framework's production goals, which PHB believes are achievable if met incrementally through close coordination with partners.

For example, the BOS will stipulate project specific requirements such as:

1. A maximum subsidy/unit for both new construction and acquisition/rehabilitation projects.
2. Project satisfaction of Framework's 0-30% AMI goals.
3. Project delivery of a minimum number of permanent supportive housing (PSH) units.

The BOS also requires projects to demonstrate alignment with the priorities and Guiding Principles of the Bond Framework:

- **Collaboration.** Align with other public and private resources, policies, programs, and systems to maximize efficiency, effectiveness, and investment potential.
- **Community Benefits.** Promote economic and other benefits to the local community by providing prevailing wage jobs, hiring Disadvantaged/Minority/Women/Emerging Small Business/Service Disabled Veteran (DMWESB-SDV) partners, and producing energy-efficient buildings with Bond investments.
- **Equity.** Advance racial equity for communities most disproportionately impacted by the shortage of affordable housing options, housing discrimination, gentrification and involuntary displacement.
- **Opportunity.** Support economic diversity through citywide investments that offer broad access to public amenities (transportation, schools, food, green space,) economic opportunity, and mixed-income housing.
- **Resourcefulness.** Make responsible investments in housing solutions with innovation and creativity.
- **Stewardship.** Demonstrate exemplary stewardship of public resources, funds, and assets with oversight from an independent community-based public body (the Bond Oversight Committee).
- **Transparency.** Conduct open decision-making processes, provide clear and consistent communication to the public about bond-financed project implementation, and foster opportunities for public involvement.

PHB anticipates that successful proposers will utilize a combination of capital funding sources, including but not limited to: proposer's equity, bond funds, Section 42 Low Income Housing Tax Credit (LIHTC) equity, a mortgage and conventional construction and permanent financing sources.

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PHB will award Bond funds to selected projects by providing a loan-payable to the City. Project “pre-development loans” will not be bond fund-eligible.

[Measure 26-179](#), which authorized the Bond, authorizes PHB to apply up to 7% of issued bond funds to the administrative costs of delivering the Bond-funded affordable housing units. To recoup and fiscally account for its administrative cost, PHB will institute a Program Delivery and Construction Administration Fees on each project as a percentage of bond funds awarded to each respective project. These fees will be applied prospectively after the projects have been selected and will be outside of the subsidy limits. Depending upon the facts and circumstances of each proposal, some of these costs may be eligible for LIHTC basis. Proposers should seek the input of tax counsel to confirm.

Proposers may submit individually or as a team. All proposals will be evaluated against the Investment Requirements and Preference Criteria established for each opportunity presented below.

III. INVESTMENT REQUIREMENTS

Unless otherwise noted in the PHB-Owned Sites: Additional Requirements and Preferences, the following Investment Requirements apply to all BOS projects:

Requirement	Metric	Exceptions
Municipality	Incorporated City of Portland	
Maximum Bond subsidy/unit	<ul style="list-style-type: none">o \$150,000 for New Construction Projectso \$100,000 for Acquisition/ Rehabilitation Projects	
Minimum units/ project	50	All projects except Joyce Hotel and Westwind Apartments
30% AMI units	A minimum of one third of total units	
Average bedroom count	1.5	All projects except Joyce Hotel and Westwind Apartments
Existing buildings/ projects	May not have in effect any type of governmental legal/regulatory agreement on rents or tenants' incomes	PHB may consider exceptions if legal/ regulatory agreements are set to expire within 24 months of the date of issuance of this BOS.

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Programming	<p>All units supported by PHB funding must be regulated at or below 60% AMI.</p> <p>Appropriate to building populations(s) and the Priority Populations outlined in the Bond Policy Framework.</p>	
Permanent Supportive Housing (see Section V for complete details)	Minimum of 5% of total units	If services funding does not materialize, units will convert to non-PSH units restricted at 30% AMI.
Screening	<p>Units must be made available to households with adverse credit, rental, and legal histories and very limited income. (see Appendix N for Sample Screening Criteria)</p> <p>PHB may review and request revisions to screening criteria and lease up process. See Appendix M for Affirmative Fair Housing Marketing Plan.</p>	
Resident Services Plan	Required. See Submittal Requirements for additional information.	
Supportive Services Plan	Partnership with JOHS - approved homeless services provider for all PSH units (see Appendix K for list of qualified homeless services providers). Non-approved service provider partners are also welcome. To become qualified under JOHS, see Section V.	
3rd Party DMWESB-SDV Technical Assistance	Development teams will be required to use a city funded consultant who will assist in implementation of Equity Plans.	

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Equity in contracting and workforce	<ul style="list-style-type: none"> o Construction contracting: compliance with City of Portland Good Faith Effort requirements with a goal of 30% Disadvantage, Minority, Women Owned, Emerging Small and Service Disabled Veteran Business (DMWESB-SDV) hard cost subcontracts. o Professional services: no city of Portland process requirement, but PHB goal of 20% DMWESB-SDV professional services contracts o Workforce: compliance with City of Portland Workforce Training and Hiring program. <p>See Appendix E for Subcontractor Equity Program as a reference template, for this bond solicitation the 30% Hard Cost DMWESB-SDV goal applies; Appendix G for Workforce Training and Equity Program as a reference template, for this bond solicitation, subcontracts of \$300,000 or more applies as a City of Portland pilot program for WFTH; and Appendix F for Equity Plan submittal components</p>	
Sustainability	Compliance with PHB's Green Building Policy. See Appendix H	
Leverage of BOS capital resources	Maximization of all non-Bond sources of funding including use of Low-Income Housing Tax Credit equity and conventional debt to the greatest extent feasible	Proposals relying on competitive sources of funding, such as 9% LIHTC equity, FHLB or other OHCS funding, that have not been awarded at time of proposal submission, may be deemed non-responsive.
Site Control	Demonstrated through fee simple ownership, executed long-term land lease, or purchase option or purchase and sale agreement or similar with closing date on the site no later than December 31, 2019.	Does not apply to Joyce Hotel, Westwind Apartments or 5827 NE Prescott St.

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Inclusionary Housing	All program requirements under the Inclusionary Housing program.	
Preference Policy	Use of N/NE Preference Policy for unit marketing and lease-up if project is located within the Policy's service boundaries, the Interstate Corridor URA (ICURA).	Does not apply to any project outside the Policy's service boundaries

IV. PREFERENCES

Unless otherwise noted in Section VII, the following Preferences will be applied to all BOS projects:

Targeted Population and Programming:

- Programming that demonstrates positive outcomes for residents within the priority populations identified in the Portland Housing Bond Policy Framework or programming that demonstrates genuine partnership with a history of positive outcomes for residents in the priority populations.
- A marketing and lease-up plan that demonstrates how the lease-up process will ensure equitable access for people of color in the priority population(s).
- Experience and capacity of service provider team to support project design, planning and service operations oversight, including the development of contracts and services agreements and the delivery of culturally responsive and/or culturally specific services.
- Projects with more than 50%, family-sized units (2-bedrooms or larger).
- Projects with significantly more than the minimum required units.

Location:

- Sponsor-controlled projects located in North (address that begin with N.) outside of the Interstate Corridor Urban Renewal Area (ICURA), Southwest (not including the Central City) or East Portland (east of I-205).
- New construction projects located in High Opportunity Areas defined as a score of 3 or higher on the [Opportunity Area Map](#).
- Acquisition/Rehab projects located in areas at high risk of gentrification.

Certified Minority, Women or Emerging Small Business (MWESB) utilization:

- A detailed plan to achieve more than 30% DMWESB-SDV subcontractor participation through the City of Portland Subcontractor Equity Program (see [Appendix E](#)).
- A detailed plan to achieve at least 20% DMWESB-SDV professional services participation.
- Projects including DMWESB-SDV certified lead consultants and/or lead consultant partnered with certified DMWESB-SDV consultant in a significant capacity (proposals with a certified DMWESB-SDV partnership agreement should detail the expected division of work).

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Leverage/Other:

- Leveraging of non-City/County sources of funding other than 4% LIHTC equity and conventional debt, including sponsor/developer equity.
- Significant leveraging of resources not offered in this BOS to support capital development and ongoing services and operations, when aligned with project goals. It is expected that prospective and awarded projects will apply to other available local, state and/or federal opportunities for supportive housing, including, but not limited to, resources through Multnomah County departments, the Oregon Housing and Community Services' planned Permanent Supportive Housing Pilot Training Cohort ([more info - page 67](#)), HUD's FY 2018 HUD's Section 202 Supportive Housing for the Elderly Program Notice Of Funding Availability ([more info](#)) and other resources.
- Projects that will provide long-term positive cash flow and/or repayment of city-held debt as demonstrated by the development budget(s) and operating pro forma.
- Projects with a lower maximum subsidy/unit than established in the Investment Requirements.
- Include affordable art and/or creative spaces for City residents and/or project tenants, per City Council Arts Affordability Work Session of January 9, 2018 for the [art plan](#).

V. PERMANENT SUPPORTIVE HOUSING (PSH) REQUIREMENTS AND CONSIDERATIONS

In addition to making progress towards Bond goals, the City of Portland and Multnomah County have recognized the urgent need for permanent supportive housing (PSH) for people in our community who have been homeless for long periods of time and are living with a significant disability. Both jurisdictions have committed to expanding supportive housing by at least 2,000 units over the coming decade (see e.g. [Resolution #37323](#)) and that expansion is a critical element of the strategy to address chronic homelessness adopted by [A Home for Everyone](#), our community-wide ending homelessness initiative.

Description

PSH is an effective housing solution for people who have complex needs and have experienced long periods of homelessness. PSH provides residents with deeply affordable housing and ongoing supportive services designed to address a range of needs, including primary and behavioral health care. Services must be offered voluntarily for the duration of tenancy. More details on PSH are found in this section and [Appendix I](#) and [Appendix J](#).

Eligible Populations

[A Home for Everyone](#) prioritizes PSH for people with disabilities and long experiences of homelessness that are severe enough to require long-term housing support. PSH is an effective approach for providing housing support for a range of populations, including priority communities outlined in the Bond Policy Framework and [Bond Measure 26-179](#).

These households include, but are not limited to:

- Individuals and families experiencing chronic homelessness; and
- Persons with disabilities, including physical and behavioral health, that are severe enough to require long-term housing support; and
- People with demonstrated vulnerability factors (e.g. exposure to violence, age, criminal justice involvement, historic or generational trauma, survivors of domestic violence or sexual assault).

While eligible populations will often align with those meeting the U.S. Department of Housing and Urban Development (HUD) definition of chronic homelessness, eligibility is not intended to be exclusively limited to HUD-defined chronically homeless households. Similarly, while many referrals are anticipated to come through Coordinated Access, referrals may come from other sources if it meets population priorities or has services funding leveraged from a source that requires a particular referral structure. Client referral sources will be determined through ongoing collaboration among the City of Portland, Multnomah County Joint Office of Homeless Services, and the selected operator.

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Eligible PSH populations under this solicitation are as follows:

Property Type	Eligible PSH Population
Westwind Apartments AND Joyce Hotel (100% PSH units)	<ul style="list-style-type: none">• Single adult (18+) households; AND• Chronically homeless, defined as a household:<ul style="list-style-type: none">• living with severe and persistent mental illness and/or a significant disabling condition and experience of long or repeated episodes of homelessness; OR• Households living with severe and persistent mental illness and/or a disabling condition severe enough to require long-term housing support and is homeless or at imminent risk of homelessness.• Priority is to address unmet system needs, including housing for people from Native American/Alaskan Native communities, other communities of color, LGBTQ+ communities, and individuals who cycle in and out of institutions.
Projects that have PSH integrated with affordable units, or “Integrated Housing” Typically, 10-25% of total units are allocated as PSH.	<ul style="list-style-type: none">• Family or single adult (18+) households; AND• Chronically homeless, defined as a household living with a disabling condition and experience of long or repeated episodes of homelessness; OR• Households living with a disabling condition severe enough to require long-term housing support and is homeless or at imminent risk of homelessness.

Investment Requirements for 100% PSH Projects

- Adherence to the PSH Service Guidelines and provision of Baseline Services and other eligible activities detailed in [Appendix I](#).
- Service provider(s) will be a JOHS qualified vendor of homeless services ([Appendix K](#)). Service providers that are not currently qualified vendors with JOHS, and wish to be qualified, must complete the JOHS Homeless System Qualified Vendor Evaluation ([Appendix L](#)) to request becoming a qualified vendor. This application must be submitted along with the Project’s PSH Services Plan.
- Unless required otherwise by a particular service funder, PSH unit referrals will come through Multnomah County Homeless Coordinated Access Systems (youth, family, DV, adults, veterans) (<http://ahomeforeveryone.net/coordinatedaccess>).
- Application narrative must include a PSH Services Plan that demonstrates effectiveness to serve the priority population(s), including a plan to offer culturally responsive/culturally specific services and implement low barrier screening criteria. See Section VIII.

Investment Requirements for Integrated PSH Projects

- Adherence to the PSH Service Guidelines and provision of Baseline Services and other eligible activities detailed in [Appendix I](#).
- If proposal includes service funding request from JOHS, the service provider(s) will be a JOHS qualified vendor for supportive housing services ([Appendix K](#)). Service providers that are not currently qualified vendors with JOHS, and wish to be qualified, must complete the JOHS Homeless System Qualified Vendor Evaluation ([Appendix L](#)) to request becoming a qualified vendor. This application must be submitted along with the Projects' PSH Services Plan.
- While referrals are anticipated to come through Coordinated Access, referrals from other sources appropriate to reaching population priorities, as well as alternative referral structures required by service funders will be allowed.
- Referral sources and program delivery will be finalized through ongoing collaboration with the City of Portland, and Joint Office of Homeless Services and the selected operator.
- Application narrative must include a **PSH Services Plan** that demonstrates effectiveness to serve the priority population(s), including a plan to offer culturally responsive/culturally specific services and implement low barrier screening criteria. See Section VIII.

Availability of the Risk Mitigation Pool

In addition to the funding indicated, PHB's Risk Mitigation Pool (RMP) will be available to all PSH units funded under this BOS. The RMP was established to support the City of Portland's 10-Year Plan to End Homelessness by minimizing risks to owners and developers of affordable housing dedicated to serving households residing in units designated by the City as PSH. The RMP provides support by reimbursing owners for some financial losses, beyond those typical of affordable housing, associated with operating PSH units. The gross amount of current available funds is approximately \$300,000 in the RMP as of 4/25/19. Pay outs are determined on a case-by-case basis. PHB monitors utilization and intends to recapitalize the RMP as needed.

VI. ADDITIONAL CONSIDERATIONS

In addition to the Investment Requirements and Preferences in Sections III, IV and V, development teams should keep in mind the following as they are crafting their proposals:

- The amounts shown in Section I for JOHS are maximums, pertain to PSH units only, are planned to be ongoing but are subject to appropriation. **If services funding does not materialize, units will convert to non-PSH units restricted at 30% AMI.**
- Developer/Sponsor may apply for one or more sites or projects. PHB will not consider multiple proposals from the same development team for the same site.

For projects to qualify for using Project-based Section 8 Vouchers (PBS8):

- A minimum 9 vouchers per project.
- With the exception of the 100% PSH projects, the PBS8 vouchers must be programmed for family-sized units (2-bedrooms or more). This excludes the Joyce and the Westwind.
- Projects planning to have PSH must have 9 or more PSH units in order to receive PBS8 vouchers.
- Units must be made available to households with adverse credit, rental, and legal histories and very limited income.

Financial metrics:

- Sufficient hard and soft costs contingencies and reserves (see [Appendix C: Underwriting Metrics](#)) should be imbedded in each proposal to ensure that the project could be completed without any additional PHB funds.
- Projects should incorporate adequate operating expenses on a per annum basis to serve the targeted population.
- Project pro formas should assume that rents will be set at 60% AMI for units receiving PBS8 vouchers.
- Projects should balance amenities (such as elevators, community rooms, etc.) and durability (such as unit finishes) with unit costs/subsidy to ensure the population served can reside long term in the affordable units.
- Project evaluations will emphasize expediency and cost efficiencies in all aspects of building design, construction and operations. Innovations that can reasonably be expected to result in demonstrated lower costs are encouraged.
- All units receiving PHB subsidy will be regulated as to affordability for 99-years.
- Cost Controls – All projects should demonstrate average unit costs not to exceed those as calculated by the Cost/Unit Calculator as well as not to exceed average maximum PHB subsidy/unit (see [Form D](#)).
- In an event of default, rents for Bond-funded units may not exceed 60% AMI. No exceptions.
- PHB's Bond Program Delivery and Construction Administration Fees do not count against subsidy per unit maximums.

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- PHB recognizes there is a “creative tension” inherent in publicly financed projects. PHB strongly discourages manipulation of pro forma assumptions to produce a desired outcome, such as lowering expenses to produce more favorable net operating income. The BOS, particularly, has prescribed underwriting metrics which must be met as outlined in [Appendix C](#). PHB encourages the honest reporting of pro forma assumptions and reserves the right to reject proposals that appear to portray misleading financial information.

Communications:

In coordination with PHB, awarded project sponsors will be required to include Portland Housing Bond branding and information for all Bond-funded projects. These on-going communications will include but not be limited to: press releases, marketing and procurement ads, website and social media posts and construction site signs/banners, and permanent markers in completed buildings. PHB will also require project sponsors to provide resident stories, photos and data on outreach and referrals during the lease up of Bond-funded projects for use in Portland Housing Bond newsletters and annual reports.

Equity:

With regard to race, ethnicity and other protected classes, equity is central to this BOS. All projects must meet the requirements of the City’s Disadvantaged, Minority, Women and Emerging Small Business -Service Disable Veteran-Owned Business Enterprises (DMWESB-SDV) contracting utilization and Workforce Training and Hiring (WFTH) Program requirements (see [Appendix E](#) and [Appendix G](#)) as referenced templates, for this bond solicitation the 30% Hard Cost DMWESB-SDV goal and subcontractors of \$300,000 or more applies as a City of Portland pilot program for WFTH. In addition, proposers should consider how equity is addressed throughout their proposals and within their organizations. Among other things PHB is interested in:

- Diversity of organizations including their staff and board members.
- Organizational equity and diversity plan and policies and their implementation.
- Training within organizations around equity, diversity, inclusion and culturally competent practices.
- Outreach to communities of color, immigrants/refugees and special needs populations, including but not limited to, during marketing and lease-up.
- Low barrier tenant screening criteria.
- The provision of culturally responsive and culturally specific services.

These and other related topics should be captured in development teams’ Equity Plan (see Section VIII, Application Requirements).

VII. PHB-OWNED SITES: ADDITIONAL REQUIREMENTS AND PREFERENCES

1. JOYCE HOTEL, 322 SW 11TH AVE.

In 2016, PHB purchased the former Joyce Hotel which had been operated as a single room occupancy (SRO) property with 69 units, shared bathrooms, but no kitchen/cooking facilities. The ground floor had been used variously as a bar, nightclub and restaurant. The 1912 unreinforced masonry (URM) building is on the City of Portland's Historic Resource Inventory, Rank III, which requires a 120-day demolition delay. This BOS seeks proposals to completely rehabilitate the building including bringing it up to current seismic code. A conceptual engineering study of seismic upgrade improvements for both the residential and commercial areas is available upon request. While the preference is for the existing building to be rehabilitated as described, PHB may consider complete demolition/rebuild proposals. In either scenario, a minimum of 69 units is required with all made available to residents earning 30% AMI or less and who meet the eligible populations listed in Section V.

Prosper Portland (Prosper) is PHB's public partner in this project and will own through PHB or the eventual building owner the approximately 4,000 square feet of ground floor commercial space. Prosper will lease the ground floor as part of its Affordable Commercial Tenancing program for purposes of retail and services, restaurant, and/or office. It will likely subdivide the spaces into two to three standalone spaces, reflecting market demand. The selected development team will deliver the space in a warm shell condition which includes the mechanical, electrical, plumbing systems and basic finishes. Prosper will manage additional tenant improvements.

See [Appendix O](#) for additional site information regarding site and terms.

Available Resources

- 2019 BOS funding:
 - Acquisition/rehab projects: maximum \$100,000/unit in Bond funds PLUS maximum of \$3,450,000 in South Park Block Urban Renewal Area (SPBURA) Tax Increment Financing (TIF).
 - New construction projects: \$150,000/unit in total PHB subsidy, PLUS reasonable and customary costs for building demolition. PHB may elect to use some or all of the available SPBURA TIF as part of the funding package. Proposers are not responsible for determining the split between Portland Bond and SPBURA funds.
- Prosper Portland, SPBURA TIF: up to \$400 per square foot for ground floor commercial space.
- Joint Office of Homeless Services: Maximum \$10,000 per unit per year for supportive services.
- Home Forward's PBS8s: 69 vouchers
- Land: Leased to ownership and/or sponsor entity for a minimum of \$1/year.
- Building: Transferred or sold, fee simple, to ownership or sponsor entity for a minimum of \$1.

Investment Requirements

- Complete rehabilitation and full seismic upgrade in accordance with City of Portland requirements.
- Total residential units: 69. SRO units are assumed, but development teams may propose other configurations as long as those meet the other Requirements contained in this BOS.
- 69 units must be programmed for 0-30% AMI tenants.
- 69 units must be programmed as PSH for eligible populations listed in Section V. All units will be eligible for project-based Section 8 vouchers with a 60% AMI value.
- PSH Services Plan demonstrates appropriate and necessary support services to meet the needs of the proposed target population(s).
- Necessary and appropriate operating support. Ground floor to be developed with Prosper for commercial retail space aligning with the agency's [2020 Strategic Plan](#).

Proposal Option

While the preference is for the existing building to be rehabilitated as described, PHB may consider complete demolition/rebuild proposals. Such proposals would be considered a New Construction Project and subject to the \$150,000 maximum subsidy/unit in Housing Bond funds. However, PHB will allow for reasonable and customary costs for demolition to be added to project budgets (over and above the \$150,000/unit subsidy maximum). The South Park Block Urban Renewal Area Tax Increment Financing for affordable housing residential units will be capped at \$3,450,000 if new construction is proposed.

All other requirements for the project, including those for Prosper Portland ground floor commercial space, would apply.

2. WESTWIND APARTMENTS, 323-327 NW 6TH AVE.

In 2018, PHB purchased the Westwind Apartments which had been operated as a single room occupancy (SRO) property with 70 units, shared bathrooms, but no kitchen/cooking facilities. The ground floor had formerly housed a convenience store and other small businesses. The 1903 un-reinforced masonry (URM) building is unranked on the historic inventory and is in poor condition. PHB has determined that rather than attempt to rehabilitate it, the best course is to demolish it and build a new structure in its place. The selected developer will be responsible for demolishing the existing building. Estimated costs for demolishing the building should be included in the proposed budget and may be included as over and above the \$150,000/unit maximum subsidy. Development teams should assume a vacant site on which to construct a new building that in general replicates the previous residential uses, i.e. individual-size units. However, zoning allows for a significantly larger building. Development teams may propose to take advantage of the additional height and density the zoning allows. This solicitation is not requiring any particular use(s) for the ground floor space. A minimum of 70 units is required with all made available to residents earning 30% AMI or less and who meet the eligible PSH population listed in Section V.

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See [Appendix P](#) for site information.

Available Resources

- 2019 BOS funding: Maximum \$150,000/unit in PHB and Multnomah County subsidy PLUS reasonable and customary costs for building demolition. PHB in consultation with Multnomah County may elect to use some or all of the available \$4,000,000 in Multnomah County Sales Proceeds as part of the funding package. If used, County funds would be applied to demolition or capital costs only. Proposers are not responsible for determining the split between Portland Bond and Multnomah County funds.
- Joint Office of Homeless Services: Maximum \$10,000 per unit per year for supportive services.
- Home Forward's PBS8s: 70 vouchers
- Land: Leased to ownership and/or sponsor entity for a minimum of \$1/year.

Investment Requirements

- Total residential units: 70. SRO units are assumed, but development teams may propose other configurations as long as those meet the other requirements contained in this BOS.
- 70 units must be programmed for single adult (18+) households at 0-30% AMI.
- 70 units must be programmed as PSH for eligible populations listed in Section V. All units will be eligible for project-based Section 8 vouchers with a 60% AMI value.
- PSH Services Plan demonstrates appropriate and necessary support services to meet the needs of the proposed target population(s).
- Necessary and appropriate operating support.

Preference Criteria

Projects that meet the following may be prioritized for funding:

- Significantly more than 70 units.
- Projects achieving a total floor area ratio of 1:1 or greater.
- Projects that include ground-floor commercial space beneficial to the residents and neighborhood community.

3. 5827 NE PRESCOTT ST.

In 2018, PHB purchased the property at 5827 NE Prescott St. The approximately 19,000 square foot site currently contains a single-family house and is zoned CM2h(MU-N). This BOS seeks proposals to redevelop the site with a new building containing at least 50 units. The selected developer will be responsible for demolishing the single-family house; estimated costs for demolishing the house should be included in the proposed budget. PHB will be responsible for relocating the existing tenant and all costs associated with the relocation.

See [Appendix Q](#) for site information

BOND OPPORTUNITY SOLICITATION (BOS) - SPRING 2019

Available Resources

- Portland's Housing Bond: Maximum \$150,000/unit
- Home Forward's PBS8s: 9 vouchers
- Joint Office of Homeless Services: Maximum \$10,000 per unit per year for supportive services.
- Land: Leased to ownership and/or sponsor entity for a minimum of \$1/year.

Investment Requirements

- Minimum residential units: 50
- Minimum 9 PBSs for families in 2-bedroom or larger sized units.
- Planning: project should help implement and/or complement the [Cully Commercial Corridor and Local Street Plan](#).
- All other requirements contained in Section III of this BOS.

Preference Criteria

Projects that meet the following may be prioritized for funding:

- More than 50% larger, family-sized units (2-bedrooms or larger).
- More than 50 units.
- Projects achieving a total floor area ratio of 1:1 or greater.
- PSH Services Plan demonstrates appropriate and necessary support services to meet the needs of the proposed target population(s).
- Commercial space that provides needed goods and services to the residents and should support neighborhood business growth to the Cully neighborhood and NE Portland community. The commercial space must be located on ground floor and front on NE Prescott St.

VIII. APPLICATION REQUIREMENTS

Development teams must submit the following minimum application materials including the completed application form ([Form B](#)). For each Project submitted, total combined page limit for the Project Overview Narrative (#2) and Development Team Summary (#3) is **15 pages**. Page limit for the Equity Plan (#6) is **6 pages**.

1. Sponsor Cover Page – [Form A](#).
2. Project Overview Narrative that includes:
 - A. Type of project (new construction, acquisition/rehab)
 - B. Description of project including number and type of units, number of floors, construction type, floor area ratio, height, key building and site amenities, and any other key design elements (if any), and how project meets the Bond Policy Framework goals
 - C. Description of the target population, income mix and lease-up plan, including:
 - i. Description of resident or other programming including resident services (if any).
 - ii. Description of plan for outreach, marketing and lease-up to priority populations, including plans to implement low barrier screening, to promote accessibility to households with adverse credit, rental, and legal histories and very limited income. Access may be achieved through partnerships with referring service providers, innovative screening and property management strategies, and/or other approaches that remove barriers to access.
 - D. PSH Services Plan (2-4 pages expected) - **only for projects proposing PSH unit(s)**: A PSH services plan to serve the priority population(s) that addresses:
 - i. Overview of PSH target population and needs, and how service team's approach and services offered are responsive and effective for meeting these needs. This includes delivery of culturally responsive and/or culturally specific services², methods of assessing and providing services to residents, and plans for supporting tenants and the housing community when tenants are experiencing a crisis.
 - ii. Service team's overall capacity to support project service design, planning and services operations oversight in addition to providing needed direct services in the project. Include description of how community relationships and partnerships will be leveraged to strengthen services.
 - iii. Types and level of services to be offered, including anticipated FTE by service type, adherence to PSH Service Guidelines and plan for delivering, at minimum, Baseline Services ([Appendix I](#)).
 - iv. Brief overview of anticipated services outcomes for target population, including racially equitable access and outcomes.
 - v. A marketing and lease-up plan that demonstrates: capacity to reach

² Defined in Multnomah County's "Contracting and Procurement for Culturally Specific and Responsive Services" found here: <https://multco.us/diversity-equity/news/multnomah-county-issues-guidance-contracts-culturally-specific-services>

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- the target population³ through coordinated access; how the lease-up process will ensure equitable access for people of color in the priority population(s).
- vi. Budget and sources of funding for services, including both funding through this BOS and leveraged sources. Brief overview of anticipated services outcomes for target population, including racially equitable access and outcomes (See [Form D](#)).
- E. Plans, if any, for parking, open space and/or affordable creative/arts space;
 - F. Description of key financial assumptions and financing terms, particularly as those relate to: a) the funding source(s) contained in this BOS; and b) contingent, at risk or otherwise uncommitted outside funding sources. Please include assumption on operating costs as well as provision of PSH services;
 - G. Indicators of cost-efficient design, construction and operations;
 - H. Confirmation of Davis Bacon and/or BOLI wage assumptions for construction as applicable;
 - I. Description of the green/sustainable building or operations features and a detailed description of how the project will meet PHB's Green Building Policy;
 - J. For projects proposing commercial space: development teams should provide information on any potential tenants already identified and/or discuss their approach and methodology for outreach and identifying potential tenants. Responses should include how any commercial tenants may be a benefit to residents of the housing development and/or the surrounding community. This information should be part of the Equity Plan.
- 3. Development Team Summary: Development team qualifications and experience, including ownership entity and its relationship to other development team members. For projects with PSH units, the summary should include the qualifications of team members to deliver appropriate support services. The summary must also include a description of development teams' past use of or familiarity with the rules, regulations and requirements of the specific funding sources being requested. **Teams unable to satisfactorily demonstrate use or familiarity may be eliminated from consideration.**
 - 4. Preliminary Budget/Pro Forma including projected sources and uses, income and expense breakdown, and 30-year cash flow projections. Use of [Form D](#) in **electronic/"live" (not PDF)** format is required. Proposals submitted without a "live" version may be eliminated from consideration.

³ Coordinated Access Systems currently use the VI-SPDAT assessment tools to prioritize households for available housing resources. This tool may not be the most appropriate prioritization tool for assessing vulnerability of target populations proposed under this Bond Solicitation. Selected projects will have the opportunity to engage the Joint Office of Homeless Services to determine how prioritization tools can be adapted over the next two years.

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5. Readiness: fill out, to the greatest extent possible, the “Proposed Project Schedule” contained in [Form E](#).
6. An Equity Plan (see [Appendix F](#))
7. An [Affirmative Fair Housing Marketing Plan](#) (see [Appendix M](#))
8. PHB Cost Standard and Average Bedroom Calculation (see [Form D](#))
9. PHB Funding Application (see [Form B](#)), Sponsor Statement of Financial Capability (see [Form C](#)) and an Acquisition and Relocation Questionnaire (see [Form G](#)).
10. Organizational financial statements for last two years. Please clearly mark “confidential” if these financial statements are to be kept confidential in event of a public records request. Project sponsors who already submit their last two years of financial statements to PHB as a result of existing projects in PHB’s portfolio are not required to submit financial statements as part of their BOS application.

All pages in the application must be numbered.

Design/architecture is NOT required and is only encouraged to the minimum extent necessary for development teams to comply with other submittal requirements.

Signed and dated proposals must be submitted by **3:00 p.m. on June 28, 2019** to be considered responsive.

Submit seven (7) hard copies of completed application and documentation, with copies of all documents on a flash drive (NO FAXES PLEASE) to:

Norma Trujillo, Senior Housing Administrative Specialist
Portland Housing Bureau
421 SW 6th Ave, Suite 500
Portland, OR 97204
Phone: (503) 823-2696

IX. SELECTION PROCESS AND EVALUATION CRITERIA

Upon receipt, all applications will be reviewed for adherence to this BOS's submittal requirements. The process for reviewing and selecting projects will occur over a 8-12 week period. The PHB selection process is outline in below steps:

1. Threshold Review
2. Evaluation Review Committees and Ranking
3. Decision by the Commissioner in Charge

PHB and its partners at their sole discretion may employ the following selection process and criteria in recommending projects for award of BOS resources.

1. THRESHOLD REVIEW:

PHB will review applications for meeting minimum threshold requirements. This step is to ensure that applications have met the BOS criteria prior to review by the Technical/Financial Feasibility Review and the Community Review committees.

The threshold review will examine:

- A. Bond Maximum Subsidy per Unit
- B. Completeness of the proposed financing
- C. Adherence to Investment Requirements
- D. Readiness and Proposed Project Schedule
- E. Target population and programming including PSH

2. EVALUATION REVIEW COMMITTEES AND RANKING:

Proposals meeting the minimum threshold requirements will be reviewed and evaluated by two committees:

- Technical and Financial Feasibility Review Committee: The purpose is to review then rank proposals based on all solicitation requirements and preferences, materials submitted, the Evaluation Criteria. Results of the Technical and Financial Feasibility Review Committee process will be shared with the Community Review committee.
- Community Review Committee: The purpose is to review then rank proposals based on all solicitation requirements and preferences, materials submitted, the Evaluation Criteria, the ranking of the Technical and Financial Feasibility Review Committee, alignment to community needs and priorities of the Bond Policy Framework.

It is expected that **development teams may also be asked to make presentations to or interview with the evaluation committees**. The dates for these presentations are not yet determined but may occur roughly 4 -6 weeks after the submission deadline.

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Projects will be evaluated and ranked based on at least the following:

- Alignment with the Bond Policy Framework:
 - Need: population, geography
 - Impact: alignment of resident services, PSH services, location, fair housing marketing plan and outreach plan to Framework goals and priorities
- Investment Requirements
- Preference Criteria
- Qualifications and experience of the Development Team
- Quality and feasibility of PSH Services Plan, including service provider(s) capacity and experience
- Reasonableness and feasibility of all financial materials submitted including the project budget and proforma
- Readiness to proceed with the project and assumptions regarding the project schedule
- Content, quality and reasonableness of all equity related submissions including the Equity Plan
- Content and quality of the proposal, the Project Narrative, all other required materials and materials submitted voluntarily by the Development Team

The review committees will use an ordinal ranking system with proposals ranked 1 considered the highest ranked. Proposals receiving higher rankings will have a greater likelihood of being recommended for a funding award.

All proposals for non-PHB owned sites will be ranked against each other. Proposals for PHB owned sites will not be ranked against any proposal on a non-PHB owned site. Further, proposals for PHB-owned sites will only be ranked against other proposals for the same site.

PHB anticipates the total number of projects recommended and awarded will be a function of the committee ranking combined with the availability of funding and measures of progress toward overall Portland Housing Bond programmatic goals.

3. Decision by the Commission in Charge

Once committee rankings are completed, the PHB Director synthesizes the recommendations and other information and confers with the Commissioner in Charge.

X. GENERAL CONDITIONS

This BOS is not a solicitation of competitive bids. PHB by this BOS specifically reserves the right in its sole discretion to determine which proposals best serve the public good, and to:

- A. Revise the solicitation, evaluation, or selection process including extending the deadline or canceling without selecting any projects.
 - B. Waive informalities and irregularities in the proposals received in response to this BOS.
 - C. Disqualify without recourse or appeal any or all proposals.
 - D. Reject any or all proposals with or without cause.
 - E. Determine the timing, arrangement and method of any presentation throughout the process.
 - F. Verify and investigate the qualifications and financial capacity of the development team, and any of the information provided in the proposal.
1. Every effort has been made to provide current and correct information; however, unless citing a specific PHB approved resolution or plan, PHB makes no representation or warranty with respect thereto.
 2. All proposals received shall become the property of PHB and considered an official public record subject to inspection by the public in accordance with ORS 192.502 and PHB's Public Records Access Policy after the completion of the BOS process; and may be used for any purposes relevant to the decisions and actions undertaken by PHB towards development of the property being offered. Entities are advised that confidential financial information, including the Developer's Statement of Financial Capacity, should be clearly labeled and submitted separately from the remainder of their proposal (both paper and digitally). Similarly, if any entity responding to this BOS believes that a specific portion of its response constitutes a "trade secret" under Oregon Public Records Law (ORS 192.501.2) and is, therefore, exempt from disclosure, the entity must clearly identify that specific information as a "trade secret" and submit it together with the confidential financial information. Identification of information as a "trade secret" does not necessarily mean that the information will be exempt from disclosure. PHB will make the determination of exemption from disclosure based on the nature of the information and the requirements of the Oregon Public Records Law.
 3. Restrictions on communication. Every effort has been made to include herein all the information necessary to prepare and submit a responsive proposal to this BOS. However, in the event additional information is desired, or if you have a question about any of the information or requirements contained in this BOS, direct your questions to:

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Tanya Wolfersperger, Housing Program Coordinator
Portland Housing Bureau
421 SW Sixth Avenue, Suite 500
Portland, OR 97204
tanya.wolfersperger@portlandoregon.gov

4. During the course of this BOS, development teams are cautioned not to undertake any activities or actions to promote or advertise their proposals except in the course of PHB-authorized presentations; or to make any direct or indirect (through others) contact with review committee members (if named), staff members of The City, PHB or other funding partners. Development teams may only initiate contact with the person named in #3 above who will assess inquiries and determine further actions, if any.
5. PHB will not hold “one-on-one” meetings with any development teams during the evaluation process except as part of a scheduled interview or presentation process involving all or a “short list” of development teams. PHB may, however, ask individual development teams clarifying questions or obtain additional information about some specific point of a proposal.
6. PHB accepts no responsibility or obligation to pay any costs incurred by any potential or eventual development teams in the preparation or submission of a proposal; or in complying with any subsequent request by PHB for information or participation throughout the evaluation process.
7. Respondents to this BOS are prohibited from employing or retaining a former employee of the City including without limitation, PHB, to assist in the preparation of a proposal to this BOS if during the course of her/his employment with the City the former employee worked in a position that provided access to information concerning the site that is the basis of the proposal.
8. The selected developer is further prohibited from employing or retaining a former PHB employee to assist in the preparation or negotiation of the terms of a proposal to this BOS who has been separated from the City for less than two years or who during the course of their employment with the City, worked substantially with the site that is the basis of a proposal:
 - A. To work on or receive any financial gain related to the project; or
 - B. To work in a capacity responsible for influencing, or trying to influence, the actions of PHB other than through public testimony.
9. Funded projects will be required to:
 - A. Comply with City-required 99-year affordability agreement and annually submit compliance reporting as specified in agreement.
 - B. Federal Lead Regulations:** All projects proposing rehabilitation of structures built before 1978 will be subject to federal Lead-Based Paint regulations per 24 CFR Part 35. Other PHB and/or PDC policies and requirements may apply, depending on the specific project. See [Appendix C](#) for additional information.

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- C. Other PHB and/or PDC policies and requirements may apply, depending on the specific project. See [Appendix D](#) for additional information.
 - D. Existing PHB/PDC funded projects:** Any applicant with previously funded PHB/PDC projects in their portfolio must be current on reporting requirements and required loan payments. PHB, in its sole discretion, may elect not to award project teams that are not current with reporting requirements.
 - E. Financial Documentation:** Current financial statements and recent financial audits (if available) in sufficient detail for PHB to analyze the overall health of the organization, and the performance of other real estate owned.
 - F. Support letters from all partner service providers must be submitted for services to be considered in scoring.
 - G. Additional information regarding project criteria is contained within the Appendices.
10. Mandatory Information: Development teams may be eliminated from consideration if a representative of the team does not attend the Mandatory Developer Information Session.

All acquisition and rehab projects must provide validation of purchase price, less deferred maintenance items, preferably through an appraisal no less than six months old. Development teams should have performed appropriate due diligence on rehabilitation cost including deferred maintenance items with evidence included in the application package.

All substantive questions and answers as well as formal Addenda will be posted to the PHB website page: <http://www.portlandoregon.gov/PHB/BOS2019>

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XI. FORMS AND APPENDICES

FORM	LOCATION
Form A - Sponsor Cover Page	Form A
Form B - PHB Funding Application	Form B
Form C - Sponsor Statement of Financial Capability	Form C
Form D - Pro Forma	Form D
Form F - Proposed Project Schedule	Form F
Form G - Acquisition and Relocation Questionnaire	Form G

APPENDIX	LOCATION
Appendix A – Portland’s Housing Bond Policy Framework	Appendix A
Appendix B – GO Bond FAQs	Appendix B
Appendix C – PHB Underwriting Metrics	Appendix C
Appendix D – Additional Policies and Project Requirements	Appendix D
Appendix E – City of Portland Subcontractor Equity Program as a reference template, for this bond solicitation the 30% Hard Cost DMWESB-SDV goal applies	Appendix E
Appendix F – Equity Plan (example)	Appendix F
Appendix G– Workforce Training Requirements as a reference template, for this bond solicitation, subcontracts of \$300,000 or more applies as a City of Portland pilot program for WFTH	Appendix G
Appendix H – PHB Affordable Housing Green Building Policy	Appendix H
Appendix I – PSH Services: Guidelines, Delivery Structure and Eligible Activities	Appendix I
Appendix J – PSH Definitions	Appendix J
Appendix K – JOHS Qualified Homeless Service Providers	Appendix K
Appendix L – JOHS Homeless System Qualified Vendor Evaluation	Appendix L
Appendix M – Affirmative Fair Housing Marketing Plan	Appendix M
Appendix N – Sample Screening Criteria	Appendix N
Appendix O – Site Profile: Joyce Hotel, 322 SW 11th Avenue	Appendix O
Appendix P - Site Profile: Westwind Apartments, 323-327 NW 6th Avenue	Appendix P
Appendix Q - Site Profile: 5827 NE Prescott Street	Appendix Q

**Not all appendices are referenced within the body of the BOS.
Please read all appendices carefully.**