



Portland Housing Bureau

Fall 2024 Rapid Acquisition Request for Proposals (RFP)

Developer Information Session Q & A

September 4, 2024

Q1. How will you prioritize review of multiple submissions if they are all submitted around the same time/date?

A1: Provided they all meet the threshold requirements, the review would resemble more of a typical competitive RFP process, where proposals would be reviewed as a cohort and compared against one another.

Q2. If proposals are received within 5 business days of each other, how do you define business days?

A2. Monday through Friday, not including weekends. The 5-day period includes the first and last day (e.g., proposals received September 9-13 are within 5 business days of one another).

Q3. Would the project have to be within the City of Portland city limits?

A3. Yes, PHB's funding can only be used for projects within Portland city limits.

Q4. How can projects manage existing tenants over 80% AMI?

A4. Please review the requirements specified in the RFP – under Section V. Additional considerations – for occupied properties carefully. Currently, all units are expected to comply with affordability restrictions within 2 years of closing, in accordance with and to the extent allowable under applicable state, federal and local laws (including but not limited to ORS 90 and PCC 30.01). PHB is seeking additional clarification with Metro on the requirements for over-income tenants and will provide further guidance to applicants when available.

Q5. Form C says, the project narrative should be no more than 10 or 15 pages. Which is it?

A5. Correction, 15 pages.

Q6. If and when is the appraisal required?

A6. PHB is seeking further clarification with Metro regarding the appraisal requirement, for projects that would not otherwise have an appraisal ordered by a senior lender prior to closing. We will provide further guidance to applicants when available.

Q7. What protocol should be used for income certification?

A7. The below is an outline of requirements for income certifications for non-LIHTC, PHB funded projects:

- **Move-in:** Tenant Income Certification form and Applicant Tenant Questionnaire for all adults. Income verification required for income counted toward eligibility. Note: assets are included in income.
- **Recertification:** Self-Certification Tenant Income Certification form (no Applicant Tenant Questionnaire or income verification required unless new source of income, i.e. child has become adult and income is now counted, initial income amount has changed significantly, etc.).

All forms mentioned above can be found here: [PHB Risk Analysis and Compliance Forms and Tools](#)

More information on the Tenant Income Certification form can be found here: [Determining Income Eligibility and Rent \(portland.gov\)](#)

Q8. Does 20% of all units need to be at 50% AMI or is the requirement for 20% of the regulated units to be at 50% AMI?

A8. The requirement is for 20% of all units in the project to be affordable at or below 50% AMI.