

Portland Housing Bureau's 2022 Metro Bond + TIF Opportunity Solicitation

September 19, 2022



**Portland
Housing Bureau**



Portland Housing Bureau

Overview of Metro Bond

In November 2018, voters in Washington, Clackamas and Multnomah Counties approved Measure 26-199, the Metro Affordable Housing Bond (“Metro Bond”), the first ever regional bond for affordable housing. The measure authorizes Metro to issue up to \$652.8 million in general obligation bonds for the development or acquisition of affordable housing.

Within the city limits of Portland, \$211 million in Metro Bond funds have been made available to create 1,475 units of affordable housing. Of this total, the Portland Housing Bureau (“PHB”) will make funding commitments to create at least 737 family-sized units (two or more bedrooms), and 605 deeply affordable units for households with incomes at or below 30% AMI to serve people who earn low wages, live on fixed incomes, have experienced homelessness and/or have other special needs. The City of Portland (“City”) also made a commitment to create 300 Supportive Housing units for households experiencing chronic homelessness.

The City has already made substantial progress on its Metro Bond goals. Since 2020, PHB has made commitments to 15 projects with Metro Housing Bond funds, and land banked three sites for future development, two of which are being released in this solicitation. The units underway with prior Metro Bond commitments in the City of Portland represent 88 percent of Portland’s unit production goal established by the regional voters.

Overview of N/NE Housing Strategy

Launched in 2014, the **N/NE Neighborhood Housing Strategy (“Strategy”)** is an initiative by the Portland Housing Bureau to address a legacy of displacement in North and Northeast Portland through investments in new affordable rental housing, opportunities for first-time homebuyers, and home retention programs for longtime residents. Investment resources supporting the Strategy are generated through Interstate Corridor Renewal Area Tax Increment Financing (ICURA TIF). In 2021, City Council approved maximizing indebtedness in the ICURA TIF District, making \$44M available in development funds to create 300 to 350 new units or homes of affordable housing.

Overview of Metro Bond + TIF Opportunity Solicitation

PHB's **Metro Bond + TIF Opportunity Solicitation ("M-BOS")** invites proposals from private and non-profit development partners to help meet and exceed the affordable housing goals established under the City's Local Implementation Strategy for Portland's share of the Metro Housing Bond and N/NE Neighborhood Housing Strategy for four development sites: two owned by PHB, one by Kaiser Permanente and one by Metro. The M-BOS offers capital funds from Metro Regional Housing Bonds, Interstate Corridor URA TIF, rent support from Home Forward, and Supportive Housing services funding from the City/County Joint Office of Homeless Services (JOHS). No funding will be available in this M-BOS for any other affordable housing developments controlled by sponsors.

PHB seeks proposals to help further its progress on the unit production goals established by the regional voters under the Metro Housing Bond measure and the ICURA maximizing indebtedness goals set by City Council. In aggregate, the units and homes produced from the developments and sites released in this M-BOS are expected to meet or exceed Portland's unit production goal of 1,475 units for the Metro Bond, with significant progress made in the family sized, 30% AMI restricted, and Supportive Housing unit sub-goals. Additionally, three of the four sites identified as part of the N/NE Housing Strategy funded by the ICURA maximizing indebtedness are incorporated within.

Capital Funding and Real Estate

Maximum of \$39,750,000

- Up to **\$26,000,000** in Metro Housing Bond funds for capital expenses for new construction, excluding any program delivery fees
- Up to **\$13,750,000** in Interstate Corridor Tax Increment Financing for capital expenses for new construction
- Four real property locations:
 - **Strong Property, located at 4931-4947 N. Williams Avenue and 20-114 N. Alberta Street**, for rental and homeownership development
 - **Kaiser Permanente Property, located at 3715 N. Interstate Avenue**, for rental development
 - **Carey Blvd. Property, located at 6623/6631/6702 N. Syracuse Street, 7235 N. Minerva Avenue, and 6634 N Oberlin Street**, for homeownership development
 - **Metro-owned Portland Value Inn, located at 10450 SW Barbur Blvd.**, for rental development

Rent Support and Service Funding

- Up to **50 Project Based Section 8 payment (PBS8) vouchers** from Home Forward
- Up to **\$10,000 per unit per year** from the JOHS, directly or through partnerships with Multnomah County departments, to fund support services for projects with Supportive Housing (SH) units designed to serve people with serious disabling conditions, extremely low-incomes, and who have experienced long-term homelessness, with a priority for Black, Indigenous, and People of Color (BIPOC), LGBTQIA+ households, families in reunification process, and/or families of multiple generations.

MANDATORY DEVELOPER INFORMATION MEETING: An informational meeting for this solicitation will be held on October 6th at 3:00PM. **All developers/sponsors wishing to be considered through this Solicitation must have at least one team member register and attend the meeting. Questions will be answered via a published FAQ no later than October 18, 2022.**

SOLICITATION COORDINATORS:

Danell Norby & Lindsay Brown, Housing Portfolio Finance Coordinators
Portland Housing Bureau
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SOLICITATION LOCATION: <http://www.portland.gov/phb/MBOS2022>

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GENERAL INFORMATION

Solicitation Title: Metro Bond + TIF Opportunity Solicitation, Fall 2022

Solicitation Coordinators: Danell Norby & Lindsay Brown, Housing Portfolio
Finance Coordinators
bond.info@portlandoregon.gov

Proposal Delivery Location: Via electronic submission to:
[2022 MBOS Applications](#)

M-BOS Webpage: www.portland.gov/phb/MBOS2022

SCHEDULE

Solicitation Issued	Monday, September 19, 2022
Mandatory Developer Information Session	Thursday, October 6, 2022 at 3:00 pm (PDT)
Proposals Due:	Friday, November 4, 2022 at 3:00 pm (PDT)
Anticipated Dates for Evaluation Committee meetings and proposer interviews:	December 5-16, 2022
Anticipated Notice of Awards:	January 15, 2023

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 M-BOS.

I. Available Resources

Funding Sources	Purpose	Resources
PHB: Metro Housing Bond	Capital Costs	Up to \$26,000,000 for all projects awarded through this M-BOS. May be used in conjunction with ICURA TIF. Allocation between Metro bonds and ICURA TIF at PHB's sole discretion, which may result in more or less than \$26,000,000 of Metro Bonds.
PHB: Interstate Corridor Urban Renewal Area (ICURA) Tax Increment Financing (TIF)	Capital Costs	Up to \$13,750,000 for projects located in the Interstate Corridor URA. May be used in conjunction with Metro Housing Bond resources above. Allocation between Metro bonds and ICURA TIF at PHB's sole discretion, which may result in more or less than \$13,750,000 of ICURA TIF.
Joint Office for Homeless Services (JOHS)	Support Services	Up to \$10,000 per Supportive Housing (SH)* unit, for 15 households for Metro-Portland Value Inn project only.**
Home Forward: Project Based Section 8 Vouchers (PBS8)	Operating Support	Up to 50 vouchers for 30% AMI units, including 15 available for SH projects.***
Project Sources		
Kaiser Permanente Property	Land	See Section VIII for information on funding
Strong Family Property	Land	See Section VIII for information on funding
Carey Blvd property	Land	See Section VIII for information on funding
Metro-owned Portland Value Inn	Land	See Section VIII 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 SH 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 VIII for additional information.

II. Introduction to Portland’s Local Implementation Strategy for the Metro Regional Housing Bond

In November 2018, Metro area voters in Washington, Clackamas and Multnomah Counties approved Measure 26-199, the first ever regional bond for affordable housing. The Measure authorized Metro to issue up to \$652.8 million in general obligation bonds for the development or acquisition of affordable housing. Leading up to the vote, Metro conducted a series of public engagement activities. From those emerged the regional investment strategy for the Metro Housing Bond (“Metro Bond”).

The Metro Bond’s goal is to create at least 3,900 new affordable homes across the region, of which:

- At least 1,600 will be affordable to households making 30% of area median income (AMI) or below;
- At least 1,950 will be sized for families, with 2 or more bedrooms; and
- No more than 10 percent will be provided for households making 61-80% of area median income.

The Portland Housing Bureau (PHB) is the lead bureau for the City of Portland (City) responsible for Metro Bond implementation. PHB’s work is guided by the four principles from conversations with key stakeholders who participated in a six-month public process prior to the referral of the Measure:

- 1. Lead with racial equity.** Ensure that racial equity considerations guide and are integrated throughout all aspects of program implementation.
- 2. Create opportunity for those in need.** Create housing for Communities of Color, families, people living with disabilities, seniors, Veterans, and households experiencing or at risk of homelessness.
- 3. Create opportunity throughout the region.** Ensure investments are distributed across the region.
- 4. Ensure long-term benefits and good use of public dollars.** Provide for community oversight to ensure transparency and accountability in program activities and outcomes.

Using a formula based on assessed (real property) value, the City’s share of the Metro Bond is approximately 38 percent, or \$211 million, to create a least 1,475 units of affordable housing within the City. Of this total, 605 units will be for households with incomes at 30% AMI, 737 will be family-sized units, and 300 units will be for supportive housing.

Portland’s Local Implementation Strategy (LIS) for the Metro Bond outlines a commitment to furthering our community goals of preventing displacement, advancing racial equity and making a tangible impact on ending homelessness. Building on PHB’s prior experience with Portland’s Housing Bond, a \$258.4 million general obligation bond passed by Portland voters in 2016, the focus of Portland’s Metro Bond deployment is to create housing access and opportunity for individuals and organizations from and/or representing communities in need identified by Metro, as listed below.

- Priority Communities:
 - Black, Indigenous, and Communities of Color
 - Families with children and multiple generations
 - People with disabilities
 - Seniors
 - Veterans
 - Households experiencing homelessness and/or facing imminent displacement

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

The 2022 Metro Bond + TIF Opportunity Solicitation (M-BOS) is part of the third phase of Portland’s local implementation strategy for the Metro Bond. Previous implementation phases are currently underway, including Metro’s pre-approved Phase 1 project, approval of four Phase 2 projects from PHB’s pipeline, and 10 projects awarded through solicitations in 2020 and 2021. The 2022 M-BOS aims to achieve several goals, including:

- Leverage federal and state resources;
- Advance County/City goal of 2,000 Supportive Housing units;
- Continue progress on both Supportive Housing and 30% AMI unit goals; and
- Advance progress on family-size unit goals.

Proposers should demonstrate their support of this commitment in as many aspects of a project proposal as possible, including the targeted population served, the development team, project contractors and vendors, resident and supportive services, marketing, leasing, and operational components.

Every project receiving Metro Bond funds is required to meet a portion of the LIS’s production goals, which PHB believes are achievable if met incrementally through close coordination with partners.

III. Introduction to N/NE Neighborhood Housing Strategy

The N/NE Neighborhood Housing Strategy is an initiative by PHB to address a legacy of displacement in North and Northeast Portland through investments in new affordable rental housing, opportunities for first-time homebuyers, and home retention programs for longtime residents.

The initiative began in 2014 as a community-led effort, which resulted in a \$20 million housing plan. The City's funding commitment to the N/NE Neighborhood Housing Strategy has since grown to approximately \$70 million. A central feature of the strategy is the N/NE Preference Policy, which prioritizes current and former longtime residents of the North and Northeast Portland community for the City's affordable housing investments in the Interstate Corridor Urban Renewal Area ("ICURA").

The ICURA includes a diverse collection of historic communities in North and Northeast Portland. It comprises a variety of older residential neighborhoods, interconnected by commercial corridors, with large scale industrial centers lying on its western and northern edges. It also incorporates parts of such regional features as the I-5 freeway, the Willamette River, and the Columbia Slough. Past large scale public projects have been harmful to many, particularly members of the African American community, entailing the involuntary displacement of residents and businesses for projects such as Memorial Coliseum, the I-5 freeway, and Emanuel Hospital. The negative legacy of urban renewal, and of these other large scale public projects in this community, still lingers. First drafted in 2000, the ICURA Plan sets forth a comprehensive program to assist in addressing the negative legacy of past urban renewal projects through substantial public and private investments.

In 2021, City Council approved maximizing indebtedness in the ICURA TIF District, making \$44M available in development funds to create 300 to 350 new units or homes of affordable housing. Three property sites offered through this M-BOS - Kaiser Permanente, Strong Family and Carey Blvd. - are located with the ICURA TIF District and will be subject to the N/NE Preference Policy requirements.

IV. Investment Requirements

Unless otherwise noted in Sections V or VI, the following Requirements will be applied to all projects.

Requirement	All Projects
Project Narrative & Equity Plan	All proposals must have a Project Overview Narrative addressing specific aspects of the project with a focus on leading with equity per Form C. All proposals must have an Equity Plan addressing specific components per Form D.
Rental Programming	All rental units supported by PHB funding must be regulated at or below 60% AMI. Appropriate for serving Priority Populations outlined in Portland’s LIS (See Appendix A) and the N/NE Housing Strategy Preference Policy . Necessary and appropriate operating support for target populations (i.e. family, SH, N/NE Preference Policy).
Homeownership Programming	All homeownership homes supported by PHB funding must be regulated at 80% AMI or below.
Screening	Units must be made available to households with adverse credit, rental, and legal histories and very low income. See Appendix H for Sample Screening Criteria. PHB may review and request revisions to screening criteria and lease up process. See Form F for Affirmative Furthering Fair Housing Marketing Plan.
Resident Services Plan	Required and relevant to the targeted population. See Section IX. Submittal Requirements for additional information.
Equity in Contracting	<ul style="list-style-type: none"> • Construction contracting: 30% Disadvantaged, Minority, Women Owned, Emerging Small and Service-Disabled Veteran Business (DMWESB-SDV) construction hard cost. • Professional services: PHB goal of 20% DMWESB-SDV professional services contracts. • Apprentice and Workforce Diversity goals, as specified in Appendix D.
Sustainability	Compliance with PHB’s Green Building Policy. See Appendix E.
Cooling Strategies	Compliance with PHB’s Air Conditioning Requirement. See Appendix F.
Leverage of PHB 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.
Inclusionary Housing	All program requirements under the Inclusionary Housing program.
Regulatory Agreement	99-year PHB Regulatory Agreement in a senior position to the commercial lender trust deed for rental. 99-year or permanent affordability for homeownership.

Additional requirements specific to each property are noted in Section VIII. Property-Specific Investment Requirements and Preferences.

V. Preferences

Unless otherwise noted in Sections VI and/or VIII, the following Preferences will be applied to all projects:

Priority Populations and Programming:

Programming that demonstrates positive outcomes for residents within the priority populations identified in Measure 26-199, the Metro Housing Bond Framework and Portland's LIS or programming that demonstrates genuine partnership with a history of positive outcomes for residents in the priority populations. These goals are:

- Projects that address historic and present racism and lack of housing access and opportunity experienced by BIPOC communities. Include project team's experience and track record in serving BIPOC communities. For N/NE sites, address the type of specific programming and services to serve Preference Policy residents.
- Projects with more than the minimum required units.
- Projects with more than 15% of total units restricted at 30% AMI without Project-Based Section 8 vouchers.

Leverage/Other:

- Projects demonstrating a fully funded project using 4% Section 42 Low Income Housing Tax Credits (LIHTCs), conventional debt and proposed PHB funding award.
- In the event additional, competitive sources of funding are required so the project can be executed expeditiously, please highlight expected timing of application/award, rationale and track record.
- Significant leveraging of resources not offered in this M-BOS to support capital development and ongoing services and operations, when aligned with project goals.
- 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.

PHB anticipates that successful proposers will utilize a combination of capital funding sources, including but not limited to proposer's equity, bond funds, TIF funds, LIHTC equity, third-party grant funding and conventional construction and permanent financing sources. If projects are using LIHTCs, projects seeking a PHB funding award should assume 4% LIHTCs in its pro forma.

PHB will award Metro Bond and TIF funds to selected projects by providing a cash flow dependent loan, payable to the City for rental projects and a for-sale housing development subordinate loan for homeownership projects. An awarded project may be eligible for a "pre-development loan" at PHB's discretion subject to PHB's terms and conditions from non-bond sources.

Proposers may submit individually or as a team. Proposers may submit a proposal for one or all properties offered through this solicitation, however PHB will not award more than one property to one developer or development team. All proposals will be evaluated against the Investment Requirements and Preference Criteria listed above and for each property site opportunity presented in Section VIII.

VI. Supportive Housing (SH) Requirements and Considerations (ONLY for Portland Value Inn)

In addition to making progress toward Bond goals, the City of Portland and Multnomah County have committed to increase Supportive Housing capacity, driven by our local priorities and strategies, including: the City’s October 2017 Supportive Housing Resolution (see e.g. Resolution #37323) to create 2,000 new units in Portland/Multnomah County by 2028; A Home for Everyone Chronic Homelessness Plan; Portland’s Housing Bond Policy Framework; and the Tri-County Equitable Housing Strategy to Expand Supportive Housing for People Experiencing Chronic Homelessness; and most recently with the passage of Metro Ballot Measure 26-210, Multnomah County’s Metro Supportive Housing Services (SHS) [Local Implementation Plan](#), which sets an expanded goal to create 2,235 new Supportive Housing units that include Metro SHS funding. Our community has made progress in opening and planning for 1,889 new Supportive Housing units since October 2017. Portland has set a target to create **300 Supportive Housing units as part of the Metro Bond effort.**

Description:

Supportive Housing (SH) is an effective housing solution for people who have complex needs and have experienced long periods of homelessness. SH 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 SH are found in this section and Appendices I and J.

Eligible Populations:

Supportive Housing is prioritized for people with disabilities and long experiences of homelessness that are severe enough to require long-term housing support. This solicitation prioritizes SH for families intentionally designed to serve:

- BIPOC households and/or
- LGBTQIA+ households, and/or
- adult households in family reunification processes, and/or
- may accommodate ranges of household size and configurations (e.g. intergenerational families, shared extended family living situations).

The eligibility guidelines in the table below align with priority communities to be served in the Metro SHS program guidelines. While eligible populations will often align with those meeting the U.S. Department of Housing and Urban Development’s (HUD) definition of chronic homelessness, the Metro SHS program defines SH eligibility more flexibly. **Eligible SH populations under this solicitation** are as follows:

Property Type	Eligible SH Population
<i>Integrated SH Units</i> <ul style="list-style-type: none"> • <i>SH units = 15 units (minimum 80 total)</i> 	<ul style="list-style-type: none"> • Family Households (see Appendix J); AND • Earning between 0-30% AMI; AND • Demonstrates need for tightly linked supportive services to retain stable housing; AND

<p><i>units for Portland Value Inn site)</i></p>	<ul style="list-style-type: none"> • Experiencing or at imminent risk of experiencing long-term, literal homelessness; AND • Head of household has a disabling condition. This can include a physical, psychological or cognitive disability, a chronic illness, or substance use disorder.
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Investment Requirements for Integrated SH Projects:

- Adherence to the SH Service Guidelines and provision of Baseline Services and other eligible activities detailed in Appendix I.
- Operate in compliance with the Housing First approach and implement low-barrier tenant screening criteria. SH units must be made available to households with adverse credit, rental and legal histories and who are extremely low income. The tenant screening criteria must have a clearly articulated process for individualized assessment for households denied based on screening criteria related to credit, rental or legal history; as well as a clearly articulated Reasonable Accommodation process. Occupancy policies will not require being clean and sober upon admission or to maintain housing. The project must submit the SH tenant screening criteria to the JOHS for review and approval well in advance of initial lease-up. JOHS will review these tenant screening criteria to ensure alignment with a low-barrier Housing First model.
- If the proposal includes service funding request from JOHS, the service provider(s) will be a JOHS qualified vendor of homeless services (Appendix K). Service providers that are not currently qualified vendors with JOHS are also welcome and must successfully complete a JOHS Request for Programmatic Qualifications (RFPQ) prior to being eligible to contract with JOHS for support services funding.
- Unless required otherwise by a particular services funder, SH unit referrals will come through Multnomah County Homeless Coordinated Access Systems (youth, family, DV, adults, veterans) (<http://ahomeforeveryone.net/coordinatedaccess>). Exceptions may be made by the City of Portland and JOHS to better meet the needs of priority populations.
- Application narrative must include a **SH Services Plan** (Form E) that demonstrates effectiveness to serve the priority population(s), including a plan to offer culturally responsive and/or culturally specific supportive services using a Housing First approach, implement equity-centered property management, including low-barrier tenant screening criteria, and operate tenant-centered, stable housing for people with significant disabilities including severe and persistent mental illness. This includes a commitment to early, consistent intervention with tenants who are out of compliance with their lease or are exhibiting behaviors that could later impact their tenancy, and to make all efforts to avoid eviction of SH tenants whenever reasonably possible.

Availability of the Risk Mitigation Pool:

In addition to the funding indicated, PHB’s [Risk Mitigation Pool \(RMP\)](#) will be available to all SH units funded under this solicitation. The RMP was established to minimize the risks to owners and developers of affordable housing dedicated to serving households designated by the City as SH. The RMP provides support by reimbursing owners for some financial losses, beyond those typical of affordable housing, associated with operating SH units.

VII. 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 SH units only, are planned to be ongoing but are subject to appropriation. **If services funding does not materialize, units will convert to non-SH units restricted at 30% AMI.**
- Developer/Sponsor may apply for one or more sites. PHB will not consider multiple proposals from the same development team for the same site. And PHB will not award more than one site to the same development team.

For Projects to Qualify for using Project Based Section 8 Vouchers (PBS8):

- A minimum 9 vouchers per project.
- Projects planning to have SH must have 9 or more SH 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.
- For projects with existing structures, a new HUD rule requires the developer to sign a Housing Assistance contract before demolition activities can begin, if not already demolished prior to the release of the M-BOS.
- Home Forward, a Public Housing Authority (PHA), will use the City of Portland's location policy as the basis for selection process. It is the PHA's goal to select sites for PBS8 housing that provide for deconcentrating poverty and expanding housing and economic opportunities. When approving sites for PBV housing, the PHA will consider both local practices and site location in census tracts that have poverty concentrations of 20 percent or less. The PHA will grant exceptions to the 20 percent standard where the PHA determines that the PBS8 assistance will complement other local redevelopment activities designed to expand housing and economic opportunities in census tracts with poverty concentrations greater than 20 percent.

Financial Metrics:

- Sufficient hard and soft costs contingencies and reserves (see Appendix B: 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 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 for rental; for homeownership projects, affordability restrictions are for 99-years or permanent affordability.
- The City will charge a Program Delivery Fee (PDF) on each awarded project consistent with Measure 102 and the Metro LIS. While the PDFs will be assessed based on the face amount of the Bond funds lent, the fees are designed to cover costs associated with the City’s due diligence and negotiations related to the underlying projects to be built and/or acquired from the time period during which the City facilitates project selection and approvals until the project is closed out. The PDF will be outside of the subsidy per unit limits.
- 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 M-BOS, particularly, has prescribed underwriting metrics which must be met as outlined in Appendix B. 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 Metro Housing Bond and PHB branding and information for all Bond-funded projects. Project sponsors will be required to work with Metro and PHB staff to plan any event recognizing, celebrating or commemorating any Bond-funded project ground-breaking, completion, ribbon cutting or opening. Project sponsors will also be required to officially recognize the Metro Bond Measure as a funding source at any such event and will provide a speaking opportunity for the Metro elected official representing the district in which the project is located, if such opportunities are provided to other public officials.

Additional ongoing 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. Projects awarded PBS8 vouchers will also include Home Forward’s logo in the project’s marketing materials. 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 Metro Housing Bond newsletters and annual progress reports.

Community Engagement:

Projects will be required to plan, conduct and report on community engagement activities to inform project outcomes that support the needs of future residents. This could include engagement conducted previously by the developer to shape the vision for a project and/or plans for further engagement to inform the design or

programming of the project to meet the needs of historically and presently marginalized community members. See Appendix G for additional details on this reporting requirement and a report template.

Priority will be placed on developments that demonstrate, either directly or through partnerships with culturally specific agencies and other groups, a successful track record of working with BIPOC communities, targeted methods of outreach to increase access in different cultural communities, and support for vulnerable households in neighborhoods where there are established social support networks in place. (See Form D – Equity Plan)

Advancing Racial Equity:

PHB will use a racial equity lens at the forefront and throughout the evaluation process when assessing opportunities for new affordable housing and Supportive Housing projects. Project teams will be required to show demonstrated success and commitment to advancing equity in accessing development opportunities. Project teams will be asked to submit information on their qualifications related to developing, owning, managing and/or providing culturally specific and culturally responsive services for BIPOC households, as defined by Multnomah County¹.

Additionally, Projects must also include strategies to include economic opportunities for BIPOC community members by meeting or exceeding PHB's and the City's goals for equity in contracting, including 30% in construction contracts and 20% in professional services going to certified Disadvantaged, Minority, Women, Emerging Small Business or Service-Disabled Veteran Owned Firms (DMWESB-SDV). Other examples include, but are not limited to, creating housing that is culturally appropriate in design and form, having partnerships with culturally specific agencies to effectively reach and serve priority communities, advancing PHB's Apprentice and Workforce Diversity goals, and meeting PHB's Affordable Housing Green Building policies, Air Conditioning requirements and accessibility standards (see Appendices D, E and F).

In addition, PHB will prioritize project teams with a track record of addressing historic and present racism and lack of housing access and opportunity experienced by BIPOC communities. This will include projects sponsored by culturally specific agencies and/or projects sponsored by partnerships in which culturally specific agencies have a meaningful role in project design or operations, leasing, service provision, or as sponsors demonstrating commitment and experience in effectively reaching and serving BIPOC communities. Proposers should consider how equity is addressed throughout their proposals and within their organizations in the Equity Plan Narrative (Form D).

¹ 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>

VIII. Property-Specific Investment Requirements and Preferences

1. Kaiser Permanente Property

In 2021, Kaiser Foundation Health Plan of the Northwest (“Kaiser Permanente”) and PHB signed a Letter of Intent to collaborate on an in-kind donation of real property at 3715-17 N. Interstate Avenue for the purpose of creating affordable housing. The 0.31-acre site in the Overlook neighborhood of North Portland is currently zoned as RM3 in a walkable urban neighborhood and on a light-rail transit line, adjacent to the Overlook Park, near shopping and schools as well as Kaiser Permanente’s Interstate medical campus. This solicitation seeks proposals to develop the site as multi-family, affordable rental housing with programming for senior singles/couples that meets a federal standard definition for senior housing. The property is located in the ICURA and is subject to PHB’s N/NE Preference Policy.

The selected developer will be responsible for demolishing the existing 2,910 SF commercial building to facilitate the development of new affordable housing. Costs for demolishing the building should be included in the proposed budget within the \$150,000/unit maximum subsidy. Development teams should assume construction of a new building within current zoning allowances to take advantage of the additional height and density.

Current Kaiser Permanente tenants in the existing building will vacate the property at least 3 months prior to the negotiated conveyance of the property to the selected developer. Kaiser Permanente will be responsible for relocation costs and expects conveyance to be not earlier than end 2023.

See Appendix L for addition information regarding the Kaiser Permanente site and terms.

Available Resources:

- PHB funding subsidy: Maximum \$150,000/unit in PHB Metro Bond and ICURA Tax Increment Financing funds. Proposers are not responsible for determining the split between the Metro Housing Bond and ICURA TIF funds.
- Home Forward’s PBS8 vouchers: a maximum of 10 vouchers will be available for this site.
- Land: Simple Disposition for nominal fee conveyed through Disposition and Development Agreement with Kaiser Permanente. Disposition must be made to a non-profit.

Investment Requirements:

In addition to the requirements listed in Section III, the Investment Requirements below are specific to the Kaiser Permanente Property.

Requirement	Kaiser Permanente Property
Maximum subsidy/regulated unit	\$150,000 for New Construction Projects
Minimum units/project	50 units
30% AMI units	Minimum 33% of total units for households earning 30% AMI or below, including not less than 6 units unsubsidized and without PBS8 vouchers.

	<p>Minimum 9 and maximum of 11 units with PBS8 vouchers. Referrals for subsidized units must come from a culturally specific agency with ties to the N/NE community.</p> <p>30% AMI units to be distributed across all unit sizes. All remaining units to be regulated at or below 60% AMI.</p>
Average bedroom count	0.75 or higher
N/NE Preference Policy	All projects located within the Policy’s service boundaries of the Interstate Corridor URA are required to follow the N/NE Preference Policy for unit marketing and lease-up to address the history of displacement and gentrification in North and Northeast Portland. Exceptions are made for those units supported by federal project-based Section 8 vouchers.
Supportive Housing (see Section V. for details)	No SH requirement.
Priority Community	Housing targeted for Seniors that meets one of the federally defined standards for senior housing.
Owner of land	Land must be donated to a 501(C)(3) non-profit entity.

Preference Criteria:

Projects that meet the following preference criteria may be prioritized for funding:

- Development teams/staff must have demonstrated experience constructing projects in small (less than half-block), urban, transit-oriented locations. Proposals should address constructability aspects of the site and describe similar projects with comparable features, such as narrow lot size, limited frontage/staging and proximity to a major public transportation line. Proposals should also address key zoning code site constraints such as dedications, setbacks, construction staging and potential public work improvements.
- Commercial space is not a requirement of this property. If commercial space is proposed, potential tenants may not be businesses offering healthcare services or other, perceived competitors of Kaiser Permanente. The commercial space must be located on the ground floor and front on N. Interstate Avenue and should support neighborhood business growth to the Overlook neighborhood and community.

Additional Site Information:

See Appendix L for site information. Documents include:

1. Appraisal Report
2. Phase I Environmental Site Assessment

2. Strong Family Property

In July 2019, PHB purchased an approximately .97-acre parcel of real property at 4931-4947 N. Williams Avenue and 20-114 N. Alberta Street, to meet the N/NE Neighborhood Housing Strategy to address the community’s strong desire to preserve property within the Interstate Corridor Urban Renewal Area (ICURA) for the development of affordable housing. The site currently contains a 1,288 square foot, single-family house and detached garage built in 1906 and is zoned CM2 (see Appendix M for more information).

The selected developer will be responsible for demolishing the existing single-family house and detached garage to facilitate the development of new affordable housing. Costs for demolishing the existing structures should be included in the proposed budget within the \$150,000/unit maximum subsidy. Development teams should aspire to construct both a new multifamily rental building and up to 11 homes for homeownership, if financially feasible, on the site within current zoning allowances to take advantage of the additional height and density.

Available Resources:

- PHB funding subsidy: Maximum \$150,000/unit or home in PHB Metro Bond and ICURA Tax Increment Financing funds for either rental or homeownership. Proposers are not responsible for determining the split between the Metro Housing Bond and ICURA TIF funds.
- Land: Simple disposition for nominal fee conveyed through Disposition and Development Agreement with PHB.

Investment Requirements:

Development team must have demonstrated capabilities in completing affordable rental housing and homeownership projects if proposing with both unit types. Also, given the complexity of site and if development team is developing with both unit type, team must have demonstrated experience with lot line partitions to accommodate dual use.

In addition to the requirements listed in Section IV, the Investment Requirements below are specific to the Strong Property.

Requirement	Strong Property
Maximum subsidy/regulated unit or home of Metro Bonds or TIF Funds	\$150,000 for New Construction Projects
Minimum units/project	50 units in rental housing
Rental Programming	Minimum 15% of total units for households earning 30% AMI or below. 30% AMI units to be distributed across all unit sizes. All remaining units to be regulated at or below 60% AMI.
Average bedroom size for Rental	1.75 or higher
Homeownership Programming	Permanent Affordability for Homeownership Homes at 80% AMI or below.

Average bedroom size for Homeownership	2.0 or higher
N/NE Preference Policy	All projects located within the Policy’s service boundaries of the Interstate Corridor URA are required to follow the N/NE Preference Policy for unit marketing and lease-up to address the history of displacement and gentrification in North and Northeast Portland.
Supportive Housing (see Section VI. for details)	No SH requirement.

Preference Criteria:

Projects that meet one or more of the following preference criteria will be prioritized for funding in the following order:

- Inclusion of up to 11 homes for homeownership
- More than 50 rental units
- More than a 1.75 average bedroom count for rental units, resulting in more family-sized units (2-bedrooms or larger)
- More homeownership units that are larger than 2BR
- Projects that have an all-in cost of homeownership that are affordable to households at AMIs lower than 80% AMI

Additional Site Information:

See Appendix M for site information. Documents include:

1. Site Location Map and Information
2. Preliminary Title Report
3. Appraisal Report
4. Draft Phase I ESA
5. Hazardous Materials Survey
6. Asbestos Abatement Memo
7. Geophysical Survey Report

3. Carey Blvd. Property

In 2019, PHB purchased an approximately 3-acre parcel of real property at and adjacent to 6623/6631/6702 N. Syracuse Street, 7235 N. Minerva Avenue, and 6634 N Oberlin Street, for purposes of redevelopment into an affordable homeownership opportunity to meet the N/NE Neighborhood Housing Strategy to acquire land for permanently affordable housing and address the community’s strong desire to preserve property within the Interstate Corridor Urban Renewal Area (ICURA) for the development of affordable housing. The site currently contains a Heritage Tree, the Peninsula Crossing Trail Safe Rest Village and the Belmont Goats and is zoned RM1 (see Appendix N for more information).

The site will be vacated and ready for development no earlier than July 1, 2025. The City of Portland will be responsible for the relocation of both the Safe Rest Village and Belmont Goats. Development teams should assume construction of homeownership units on the site within current zoning allowances to take advantage of green space. Units should include a variety of building types (i.e. townhomes and detached homes) that are integrated throughout the community.

Available Resources

- PHB funding subsidy: Maximum \$150,000/home in PHB Metro Bond and ICURA Tax Increment Financing funds. Proposers are not responsible for determining the split between the Metro Housing Bond and ICURA TIF funds.
- Land: conveyed to ownership and/or sponsor entity through Disposition and Development Agreement with PHB.

Investment Requirements

In addition to the requirements listed in Section IV, the Investment Requirements below are specific to the Carey Blvd. Property.

Requirement	Carey Blvd. Property
Maximum subsidy/regulated home of Metro Bonds or TIF Funds	\$150,000 for New Construction Projects
Minimum homes/project	40 homeownership homes
Homeownership Programming	Permanent Affordability for Homeownership Homes at 80% AMI or below.
Average bedroom size	2.0 or higher
N/NE Preference Policy	All projects located within the Policy’s service boundaries of the Interstate Corridor URA are required to follow the N/NE Preference Policy for unit marketing and lease-up to address the history of displacement and gentrification in North and Northeast Portland.
Supportive Housing (see Section VI. for details)	No SH requirement.

Preference Criteria:

Projects that meet one or more of the following preference criteria may be prioritized for funding in the following order:

- More than 40 homeownership homes
- Projects that have an all-in cost of homeownership that are affordable to households at AMIs lower than 80% AMI.
- More homeownership units that are larger than 2BR.
- Projects providing off-street parking options, either parking pads or garages.

Additional Site Information:

See Appendix N for site information. Documents include:

1. Site Location Map and Information
2. Preliminary Title Report
3. Appraisal Report

4. Metro-Owned Property – Portland Value Inn

On June 30, 2021, Metro purchased an approximately 1.12-acre parcel of real property at 10450 SW Barbur Blvd, known as the Portland Value Inn (Inn), for purposes of redevelopment into affordable housing as part of Metro’s Site Acquisition Program for the Metro Regional Affordable Housing Bond. The site is currently zoned CM2 and contains a 42-room motel built in 1973 (see Appendix O for more information).

Metro is currently leasing the Inn to Multnomah County for use as a short-term emergency shelter operated by Transition Projects, Inc. The lease will expire on June 1, 2024, and Multnomah County will be responsible for relocation and vacating the buildings. The selected developer will be responsible for demolishing the existing Inn structures to facilitate the development of new affordable housing. Costs for demolishing the existing structures should be included in the proposed budget within the \$150,000/unit maximum subsidy. Development teams should assume construction of a new multifamily rental building on the site within current zoning allowances to take advantage of the additional height and density.

Metro has conducted an extensive early stakeholder engagement process to identify community values for the development of the site consistent with Portland’s Local Implementation Strategy and unit production targets. This process directly engaged people with experience of homelessness and living in affordable housing, people who work for organizations representing BIPOC communities, and individuals from local faith groups, schools, libraries, organizations and businesses. Metro also received survey responses from 185 people contacted through networks associated with the stakeholder group. This work resulted in value statements for indoor and outdoor common spaces, resident services and programming, and engagement to be done by the selected developer. Addressing the identified community values is a preference criterion of this M-BOS. A copy of the Community Stakeholders Value Statement is included in Appendix O.

Available Resources:

- 2022 PHB funding subsidy: Maximum \$150,000/unit in PHB Metro Bond funds.
- Joint Office of Homeless Services: Maximum \$10,000 per unit per year for supportive services for all 15 SH units (up to \$150,000 per year).
- Home Forward’s PBS8s: 15 vouchers for SH plus additional vouchers for non-SH units restricted at 30% AMI (see below).
- Land: conveyed to ownership and/or sponsor entity through Disposition and Development Agreement with Metro TOD Program.

Investment Requirements:

In addition to the requirements listed in Section IV, the Investment Requirements below are specific to the Portland Value Inn Property.

Requirement	Portland Value Inn Property
Maximum subsidy/unit of Metro Bonds	\$150,000 for New Construction Projects
Minimum units/project	75 units

30% AMI units	<p>Minimum 33% of total units for households earning 30% AMI below including the 15 SH units.</p> <p>30% AMI units to be distributed across all unit sizes. All remaining units to be regulated at or below 60% AMI.</p>
Average bedroom size	1.6 or higher
Integrated Supportive Housing (see Section VI. for details)	<p>15 total units programmed for families serving SH-eligible populations listed in Section V.</p> <p>All SH units will be eligible for project-based Section 8 vouchers with a 60% AMI value for households earning 30% AMI and below.</p> <p>SH Services Plan demonstrates appropriate and necessary support services to meet the needs of the proposed target population(s). This includes a plan to offer culturally responsive and/or culturally specific services using a Housing First approach, implement low-barrier screening criteria, and operate tenant-centered housing for people with significant disabilities including severe and persistent mental illness.</p>
Supportive Services Plan	<p>Partnership with JOHS-qualified vendor of supportive housing services for all SH units. See Appendix H for list of qualified services providers.</p> <p>Service providers that are not currently qualified vendors with JOHS are also welcome and must successfully complete a JOHS Request for Programmatic Qualifications (RFPQ) prior to being eligible to contract with JOHS for support services funding.</p>

Preference Criteria:

Projects that meet one or more of the following preference criteria may be prioritized for funding:

- More than 75 rental units
- More than the minimum 1.6 average bedroom count, resulting in more family-sized units (2-bedrooms or larger)
- Addressing the identified community values in the Statement of Community Values

Additional Site Information:

See Appendix O for site information. Documents include:

1. Site Location Map and Information
2. Preliminary Title Report
3. Metro – Multnomah County Lease agreement
4. Draft Phase I ESA

5. Hazardous Materials Assessment
6. Geophysical Survey Report
7. ALTA Survey
8. Statement of Community Values

IX. Application Requirements

Development teams must submit the following minimum application materials. For each Project submitted, total combined page limit for the Project Overview Narrative (#3) is **15 pages**. Page limit for the Equity Plan (#4) is **8 pages** and the Supportive Housing Services Plan (#5) is **4 pages**.

1. Sponsor Cover Page (see **Form A**)
2. PHB Funding Application (see **Form B**)
3. Project Overview Narrative (see **Form C**)
4. Equity Plan Narrative (see **Form D**)
5. SH Services Plan Narrative form (see **Form E**). Only required Portland Value Inn site
6. An [Affirmative Furthering Fair Housing Marketing Plan](#) (see **Form F**)
7. Sponsor Statement of Financial Capability (see **Form G**)
8. Preliminary Budget/Pro Forma including projected sources and uses, income and expense breakdown, and 30-year cash flow projections. Use of **Form H** in **electronic/"live" (not PDF)** format is required. Proposals submitted without a "live" version may be eliminated from consideration. Please refer to the Pro Forma Instruction Guide included as Appendix P.
9. Readiness: fill out, to the greatest extent possible, the "Proposed Project Schedule" (see **Form I**)
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 submitted 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 M-BOS application.

All pages in the application must be numbered. Pages should use a minimum of 12pt font and ½" margins.

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 November 4, 2022**, to be considered responsive.

Electronic submission of complete proposal packages, including all application narrative forms and documentation should be uploaded to PHB's secure applications folder here: [2022 MBOS Applications](#)

PHB recommends saving all application documents with the name of the project and development team and creating a zip file so all application materials upload as a complete proposal package. Proposals will not be visible to applicants after uploading.

If teams are unable to submit electronically, contact the Solicitation Coordinators by October 15, 2022, to discuss alternatives.

X. Selection Process and Evaluation Criteria

Upon receipt, all applications will be reviewed for adherence to the M-BOS's submittal requirements. PHB estimates the process for reviewing and selecting projects will take 4-6 weeks. PHB anticipates the selection process to include the following 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 PHB resources.

1. Threshold Review:

PHB will review applications for meeting minimum threshold requirements. This step is to ensure that applications have met the solicitation criteria prior to review by the Evaluation Review committees. Projects that do not meet the minimum threshold requirements will not be evaluated further and will not be eligible for award.

The threshold review will examine:

- A. Bond Maximum Subsidy per Unit
- B. Adherence to Investment Requirements
- C. Proposed target population and programming specified in project requirements, Equity Plan and Supportive Housing Plan (if applicable)
- D. Completeness of all applicable forms

2. Evaluation Review Committees and Ranking:

Proposals meeting the minimum threshold requirements will be reviewed and evaluated by an evaluation review committee for each property site offered through this solicitation. Committee members will be comprised of internal staff, funding partners and external stakeholders.

The purpose is to review then rank proposals based on all solicitation requirements and preferences, materials submitted, the Evaluation Criteria, alignment to community needs and priorities of Portland's Local Implementation Strategy (LIS) and N/NE Neighborhood Housing Strategy.

It is expected that **development teams may also be asked to make presentations to or be interviewed by the evaluation committees.** The dates for these presentations are not yet determined but may occur roughly 2-3 weeks after the submission deadline, on or around the weeks of December 5-December 16, 2022.

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

- Alignment with the Bond Framework and LIS:

- Need: population
- Impact: alignment of programming, services provision, location, fair housing marketing plan and outreach plan to Bond goals and priorities
- Advancing Racial Equity: Content, quality and reasonableness of all equity related submissions including the Equity Plan.
- Alignment with the N/NE Neighborhood Housing Strategy, for applicable project sites
- Investment Requirements
- Preference Criteria
- Qualifications, experience and capacity of the Development Team (Sponsor/Developer, General Contractor, Architect, Service Provider and other partners)
- Quality and feasibility of SH Services Plan, if applicable, including service provider(s) capacity and experience
- Reasonableness and feasibility of all financial materials submitted including the project assumptions, budgets, proforma and if applicable, reasonableness of proposed funding sources
- Assumptions regarding the project schedule
- Content and quality of the proposal, the Project Overview 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, though are not guaranteed, for being recommended for a funding award.

Proposals for PHB, Metro or Kaiser-owned sites will only be ranked against other proposals for the same site.

PHB anticipates that the projects recommended and awarded will be a function of the committees' ranking combined with the availability of funding and the achievement of progress measures toward overall Metro Housing Bond programmatic goals.

3. Director Recommendation to the Commissioner in Charge

Once committee rankings are completed, the PHB Director synthesizes the recommendations and other information and makes a recommendation to the Commissioner in Charge.

4. Metro Concept Endorsement

Projects recommended by PHB for a funding award will be submitted to Metro for Concept Endorsement. Metro is responsible for final project approval and funding decisions for all projects receiving an award of Metro Housing Bond funds.

XI. General Conditions

This is not a solicitation of competitive bids. Failure to abide by these General Conditions is grounds for disqualification. PHB by this solicitation 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 M-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 M-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 M-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 M-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 M-BOS, direct your question to:

Danell Norby & Lindsay Brown, Housing Portfolio Finance Coordinators
Portland Housing Bureau
1900 SW Fourth Avenue, Suite 7007
Portland, OR 97201
bond.info@portlandoregon.gov

4. During the course of this M-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(s) 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 M-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 M-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 M-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 or permanent 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.
 - C. Other PHB and/or PDC policies and requirements may apply, depending on the specific project. See Appendix C 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 Developer Information Session:** Development teams may be eliminated from consideration if a representative of the team does not attend the Mandatory Developer Information Session.

All substantive questions and answers as well as formal Addenda will be posted to the PHB website page: <http://www.portland.gov/phb/MBOS2022>

XII. List of Forms and Appendices

All of the Forms and Appendices listed below may be viewed and downloaded, see link in table below. **Not all appendices are referenced within the body of the solicitation. Please read all appendices carefully.**

FORM	LOCATION
Form A – Sponsor Cover Page	CLICK HERE to view and download Forms
Form B – PHB Funding Application	
Form C – Project Overview Narrative	
Form D – Equity Plan Narrative	
Form E – Supportive Housing Services Plan Narrative	
Form F – Affirmative Furthering Fair Housing Marketing Plan	
Form G – Sponsor Statement of Financial Capability	
Form H – Pro Forma	
Form I – Proposed Project Schedule	

APPENDIX	LOCATION
Appendix A – Portland’s Local Implementation Strategy	CLICK HERE to view and download Appendices
Appendix B – PHB Underwriting Metrics	
Appendix C – Additional Policies and Project Requirements	
Appendix D – PHB Equity in Contracting, Section 3 and Apprentice & Workforce Diversity Requirements	
Appendix E – PHB Affordable Housing Green Building Policy	
Appendix F – PHB Air Conditioning Requirements	
Appendix G – Metro Community Engagement Requirements and reporting template	
Appendix H – Sample Screening Criteria	

Appendix I – PSH Services: Guidelines, Delivery Structure and Eligible Activities	
Appendix J – PSH Definitions	
Appendix K – JOHS Qualified Homeless Service Providers	
Appendix L – Site Profile: Kaiser Permanente Property	
Appendix M – Site Profile: PHB Strong Family Property	
Appendix N – Site Profile: PHB Carey Blvd Property	
Appendix O – Site Profile: Metro Portland Value Inn Property	
Appendix P – Pro Forma Instruction Guide	