



# Portland Housing Bureau

## AFFORDABLE HOUSING PRESERVATION REQUEST FOR PROPOSALS Spring 2025

**Available Resources:**

\$23,200,000

Issue Date: March 19, 2025

Submission Deadline: April 29, 2025

General Information	
Solicitation Title:	Spring 2025 Preservation RFP
Solicitation Coordinator:	Stacy Byas and Kara Hamilton <a href="mailto:PHBSolicitation@portlandoregon.gov">PHBSolicitation@portlandoregon.gov</a>
Proposal Delivery Location:	<a href="#">Upload here.</a>
RFP Webpage:	<a href="#">web link</a>

Schedule	
Solicitation Issued:	Wednesday, March 19, 2025
Optional Applicant Information Session: (held via Zoom)	Tuesday, March 25, 2025 at 11:00 am (PDT)
Proposals Due:	Tuesday, April 29, 2025 at 3:00 pm (PDT)
Anticipated Notice of Results:	Late May 2025

***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 RFP.***

**Civil Rights and Access Statement:** The City of Portland is committed to equity and meaningful access, and prohibits discrimination on the basis of race, color, national origin (including limited English proficiency), disability, age, sex, sexual orientation, gender identity, religion, source of income, or familial status in accordance with local, state, and federal laws. To request translation, interpretation, accommodations, modifications, or other auxiliary aids or services, or to file a complaint of discrimination, contact the Portland Housing Bureau (503-823-2375) or 311 (503-823-4000), for Relay Service & TTY: 711.

Traducción e Interpretación | Biên Dịch và Thông Dịch | अनुवादन तथा व्याख्या | 口笔译服务  
Устный и письменный перевод | Turjumaad iyo Fasiraad | Письмовий і усний переклад  
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## I. Available Resources

Funding Source	Purpose	Amount
Community Development Block Grant (CDBG)*	Capital costs for rehabilitation and related project delivery (soft) costs.  Prioritized for projects that do not require Low Income Housing Tax Credits (“Non-LIHTC proposals”).	\$6,700,000
HOME Investment Partnership Program (HOME)*	Capital costs for rehabilitation and related project delivery (soft) costs.  Prioritized for projects seeking a Low Income Housing Tax Credit allocation from OHCS (“LIHTC proposals”).**	\$4,500,000
Portland Clean Energy Community Benefits Fund (PCEF)	PCEF Eligible Costs for building improvements related to energy efficiency and renewable energy.***	\$12,000,000

\*A portion of the federal CDBG and HOME resources are from anticipated FY25-26 entitlement funds. All awards are subject to funding availability.

\*\*In addition to priority for LIHTC proposals under this RFP, the HOME program requires at least 15% of the City’s HOME allocation to be set aside for use by a Community Housing Development Organization (CHDO).

\*\*\*Up to 30% of PCEF award may be for improvements that are not directly related to energy efficiency/renewable energy but enable those measures or address life, health, or safety issues.

**Awards through this RFP are subject to budget appropriation and contingent on approval of PHB’s budget for relevant Fiscal Years. An applicant for federal funding is prohibited from taking any action or committing any funds, including non-HUD funds, that will result in “choice-limiting” activities such as property acquisitions, entering into new contracts, demolition, movement, rehabilitation, conversions, repair or constructions, before PHB provides you with formal notice that the HUD Environmental Review has been approved in accordance with 24 CFR Part 58, 24 CFR Part 570.604, and 40 CFR Part 1500-1508. Violation of this requirement will result in withdrawal of the award.**

## II. Introduction and Current Opportunity

The Portland Housing Bureau (“PHB”) has an interest in funding existing affordable rental housing developments located in the City of Portland to preserve their use serving low- and moderate-income residents. PHB regulates more than 17,000 affordable housing units in more than 400 buildings, with other projects in Portland regulated by Oregon Housing and Community Services (OHCS). Thirty-year and 60-year regulatory agreements govern the majority of these units and buildings. Like any capital asset, these buildings wear out and need to be repaired or rehabilitated. Incorporating energy efficiency and renewable energy improvements can reduce carbon emissions and ensure buildings are better prepared for the impacts of climate change.

Through this Request for Proposals (“RFP”), PHB seeks proposals from owners of regulated affordable multifamily properties in need of rehabilitation work, including health, fire, and life safety repairs and improvements that modernize the building, increase livability for residents, improve energy efficiency, and extend the useful life of the housing asset.

Funding for projects identified through this RFP is anticipated to include up to \$6.7 million in federal Community Development Block Grant (CDBG) funds, up to \$4.5 million in federal HOME Investment Partnership Program (HOME) funds, and up to \$12 million from the Portland Clean Energy Community Benefits Fund (PCEF). A portion of the funding is prioritized for projects seeking Low Income Housing Tax Credits (LIHTC) as part of a recapitalization and preservation strategy. For projects selected for funding, PHB will work with sponsors to restructure existing PHB debt and update other documentation (e.g., reserve agreements) as needed.

This RFP is not intended for owners seeking funds only, or mostly, for ongoing maintenance and repair costs. Except for proposals that include LIHTC, funds are not available for significant seismic retrofitting since the cost of seismic work exceeds available resources.

### **Preservation Projects**

For the purposes of this RFP, Preservation Projects are defined as the following:

- Project consists of at least 20 units of rental housing. Small multifamily projects with 4 or more units may be bundled to meet the minimum 20 units.
- Project was constructed and first occupied prior to 2010 and needs major repairs as detailed in at least one of the following:
  - a third-party capital needs assessment completed in the last 5 years, or
  - a contractor’s estimate completed in the last 12 months.
- Project is currently owned by the applicant or an entity closely related to the applicant, such as a tax credit partnership in which the applicant holds a partnership interest.
- Funding may only be used for units restricted/rented to households earning 60% of area median income (AMI) or less.
- Project is currently subject to a regulatory agreement and/or debt encumbrance with PHB or OHCS.

## **Equity**

PHB has a strong interest in ensuring equity in all aspects of its work. Applicants to this RFP will be expected to describe how their project aligns with Equity in Contracting and Apprentice & Workforce Diversity goals (see Appendix C). In addition, applicants should consider how equity is addressed throughout their projects and within their organizations, including:

- How staff and board members reflect the community the organization serves.
- Organizational equity and diversity plans and policies and their implementation.
- Training within organizations around equity, diversity, inclusion, cultural competency, etc.
- Outreach to, including during marketing and lease-up, communities of color, immigrants/refugees and special needs populations.
- Diversity in professional services and vendor contracting.
- Tenant screening criteria.

## **Community Development Block Grant (CDBG)**

Administered by the federal Department of Housing and Urban Development, the CDBG program provides funding to local communities for projects aimed at improving affordable housing, revitalizing neighborhoods, and expanding economic opportunities. All projects funded with CDBG must primarily benefit persons of low and moderate income. Eligible CDBG activities under this RFP include capital costs for rehabilitation of existing affordable housing and related project delivery (soft) costs.

Federal requirements for the CDBG program are listed in 24 CFR Part 570. Projects supported by CDBG funds must comply with all associated statutory and regulatory requirements for the CDBG program. PHB will provide CDBG funds as a soft loan repaid from available cash flow.

## **HOME Investment Partnerships Program (HOME)**

Administered by the federal Department of Housing and Urban Development, the HOME program goals are to expand and preserve the supply of decent and affordable housing for low- and very low-income households. HOME funds under this RFP will be prioritized for projects seeking Low Income Housing Tax Credits from OHCS to rehabilitate existing housing and extend affordability restrictions. In addition, special consideration will be given to projects with sponsors that will be certified as Community Housing Development Organizations (CHDO) for FY 2025-26. Information on CHDO certification requirements is [available on PHB's website](#), along with [HOME compliance resources](#).

Eligible HOME activities under this RFP include capital costs for rehabilitation of existing affordable housing (required to be brought up to current state and local codes) and related project delivery (soft) costs. Properties previously financed with HOME that are still within the HOME affordability period cannot receive additional HOME assistance. HOME funds also cannot be used for properties classified as public housing under Section 9 of the U.S. Housing Act of 1937. PHB will provide HOME funds as a soft loan repaid from available cash flow

Federal requirements for the HOME program are listed in Title 42 Chapter 130, 24 CFR Part 92, and the HOME Final Rule. Projects supported by HOME funds must comply with all associated statutory and regulatory requirements for the HOME program. More information on using HOME and CDBG for affordable housing projects is available in [HUD's HOME and CDBG Guidebook](#).

## **Portland Clean Energy Fund**

The Portland Clean Energy Community Benefits Fund (PCEF) program was created by Ballot Measure 26-201 passed by Portland voters in November 2018. PCEF invests in community-led projects that reduce carbon emissions, create economic opportunity, and help make our city more resilient in the face of climate change. Investments are guided by PCEF's equity and climate framework which considers benefits to frontline communities, community leadership, implementation feasibility, greenhouse gas (GHG) emissions reductions, and accountability.

Under Strategic Program 25, the Portland Housing Bureau administers PCEF funding for energy efficiency, renewable energy improvements, and eligible health and life safety retrofit costs to preserve and update existing regulated multifamily rental housing. Eligible uses of PCEF funds are detailed in Appendix I. PCEF funds are provided as a grant.

As part of the final approval process for PCEF awards, sponsors will be required to submit an updated scope of work for PCEF-funded measures, including but not limited to:

- Building description including number of floors, units, configuration, and use.
- Bid or contractor proposal for planned clean energy upgrades including.
- Material specifications including quantity, manufacturer, model numbers, etc.

Proposers acknowledge and accept as a condition of PCEF award the following requirements as outlined in Portland City Code 7.07.060.C:

- **U.S.-made renewable energy products:** Any purchases of solar, wind or other renewable energy systems must be predominantly manufactured in the United States unless such a product is unavailable, or the cost is prohibitive.
- **Workforce and Contractor Equity Agreement:** Proposer agrees to abide by any applicable workforce and contractor equity agreement developed by PCEF staff in alignment with workforce and contractor equity plans adopted by the PCEF Committee.
- **Family Wage Standards:** All workers who perform work on projects funded by PCEF must be paid a minimum of 180% the relevant state minimum wage for time worked as defined by the Oregon Bureau of Labor & Industries ("BOLI").

### III. Investment Requirements

In addition to meeting the Preservation Projects definition contained in Section II, all projects responding to this RFP will be evaluated against the following Investment Requirements.

Requirement	
Minimum Units	<p>20 units per project</p> <p>Small multifamily projects with 4 or more units may be bundled to meet the minimum 20 units; please provide an explanation in the Project Narrative.</p>
Minimum Capital Needs	<p>Project has identified capital replacement costs greater than \$300,000 via a third-party capital needs assessment completed in the last 5 years, or a contractor’s estimate completed in the last 12 months.</p>
Maximum PHB Subsidy	<ul style="list-style-type: none"> <li>• Non-LIHTC proposals: Up to \$45,000 in federal funds per eligible unit (priority for CDBG funds)</li> <li>• LIHTC proposals: Up to \$65,000 in federal funds per eligible unit (priority for HOME funds)</li> <li>• All proposals: Up to \$40,000 per eligible unit in PCEF; may stand alone or be paired with CDBG/HOME</li> </ul>
Eligible Units	<p>Units supported by PHB funding must be restricted/rented at or below 60% AMI at the time of application.</p>
Debt	<p>Project is current on all debt/loan payments.</p>
Reporting	<p>Applicant is in compliance with all PHB reporting requirements, if applicable.</p>
Screening	<p>Rental units must be made available to households in accordance with the <a href="#">Fair Access in Renting Ordinance (FAIR Ordinance 189580)</a></p>
Relocation	<p>Non-LIHTC proposals: Temporary relocation not to exceed 12 months for the purpose of completing renovations is allowed. Relocation must be managed in accordance with the Uniform Relocation Assistance and Real Property Acquisition Act (URA) requirements.</p> <p>LIHTC proposals: May include relocation exceeding 12 months. Relocation must be managed in accordance with the Uniform Relocation Assistance and Real Property Acquisition Act (URA) requirements. Tenants shall be provided a reasonable opportunity to lease an affordable unit in the building following completion of the project.</p> <p>If applicable, proposal should describe and account for the cost of fair and reasonable relocation terms in accordance with the URA requirements. See Appendix F: Federal Funds Compliance and Appendix H: General Information Notice.</p>
Site Control	<p>Must have site control in the form of title, an option to purchase, a long-term master lease agreement, or other form of site control acceptable to PHB.</p>



Additionally, all projects awarded funding through this RFP will be subject to the following requirements:

- Non-LIHTC proposals must agree to a new 60-year affordability period.
- LIHTC proposals must agree to a new 99-year affordability period.
- Projects must comply with Oregon Bureau of Labor and Industries (BOLI) requirements, as applicable. Project teams must receive a BOLI determination of prevailing wage requirements prior to financial closing.
- Projects must comply with all federal requirements applicable to CDBG and HOME, including but not limited to lead-based paint standards, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200), NEPA Environmental Review, Build America Buy America domestic procurement requirements, Davis-Bacon and Related Acts, Section 3 workforce requirements, and Uniform Relocation Assistance and Real Property Acquisition Act (URA) requirements. Refer to Appendix F: Federal Funds Compliance.
- Upon completion, units assisted with HOME funds must meet all applicable state and local codes, rehabilitation standards, and ordinances. Units designated as HOME units will be subject to the [HOME rent limits](#).
- Projects must comply with all requirements of the PCEF program including those related to U.S.-made renewable energy products, workforce and contractor equity agreements, and family wage standards.

#### IV. Preference Criteria

Funds available through this RFP are for the preservation and rehabilitation of affordable rental housing within the City of Portland. PHB may prioritize projects that meet any or all of the following:

- Incorporate energy-efficient or green building features as part of the rehabilitation scope;
- Are at risk of loss due to building condition and/or health and safety repair needs;
- Are at risk of loss due to expiring affordability restrictions;
- Demonstrate readiness to proceed within 12 months of award;
- Leverage additional resources beyond PHB/PCEF funds;
- Include units restricted at 30% AMI or Permanent Supportive Housing (PSH) units, or demonstrate other factors indicating vulnerability of the tenant population served;
- Include a higher share of family-sized units (2 or more bedrooms);
- For LIHTC proposals requesting a 9% LIHTC allocation, align with OHCS's criteria for critical or high risk preservation projects as outlined in the [2025 Qualified Allocation Plan](#).

#### V. Application and Submittal Requirements

Owner/applicant teams must submit the following minimum application materials. For each project submitted, the total combined page limit for the Project Overview Narrative (#3) is **ten (10)**.

1. PHB Funding Application (**Form B**)
2. Project Overview Narrative (**Form C**)
3. Sponsor Statement of Financial Capability (**Form D**)
4. Proposed Project Schedule (**Form F**)

5. Budget / Proforma Template (**Form H**) – Refer to Appendix A: Pro Forma Instructions for the Excel tabs that are required for this RFP. Form H must be submitted in electronic/"live" (not PDF) format.
6. Acquisition and Relocation Questionnaire (**Form J**). Required even if tenants will not be relocated. Additionally, all applicants for federal funding will need to provide General Information Notices to tenants prior to application (see Appendix H).
7. PCEF Scope and Budget (**Form K**) – Required if requesting PCEF. Costs should also be included in Form H.

All pages in the application must be numbered. Pages should use a minimum of 12pt font and ½" margins. Signed and dated proposals must be submitted by **3:00 p.m. on Tuesday, April 29** to be considered responsive.

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

Application items should be submitted as separate files rather than one combined file. PHB recommends saving each application document with the name of the project and owner/applicant team and uploading a zip file folder containing all components of the proposal package. Proposals will not be visible to applicants after uploading. *If teams are unable to submit electronically, contact the Solicitation Coordinator by April 23, 2025 to discuss alternatives.*

## **VI. Evaluation Criteria and Selection Process**

Upon receipt, all applications will be reviewed for adherence to this RFP's submittal requirements.

**PHB, at its sole discretion, may employ the following selection process and criteria in recommending projects for an award of RFP resources.**

PHB will review applications for projects that meet the minimum RFP criteria and contain all required documentation. Proposals meeting the minimum threshold requirements will be reviewed and evaluated by a technical and community review committee comprised of representatives from PHB and non-conflicted community partners.

Except as otherwise stated in this RFP, proposals will be evaluated based on the following Evaluation Criteria:

- Investment Requirements.
- Preference Criteria.
- Content and quality of the Project Narrative.
- Qualifications and experience of the Development Team.
- Content, quality, and appropriateness of the current Operating Budget and preliminary Sources and Uses and the assumptions contained therein.
- Readiness to proceed with the project, including the assumptions in the Proposed Project Schedule.

The review committee 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, of being recommended for a funding award.

PHB anticipates the total number of projects recommended and awarded will be a function of the evaluation process combined with the availability of funding. PHB reserves the right to increase funding available for this solicitation in order to meet any City production targets.

PHB recognizes there is a “creative tension” inherent in publicly financed projects. PHB strongly discourages manipulation of the Operating Budget or Sources and Uses assumptions to produce a particular desired outcome, e.g., depleting replacement reserves to make it appear projects have insufficient resources to address capital needs. PHB reserves the right to reject proposals that appear to portray misleading financial information.

## **VII. General Conditions**

1. This RFP is not a solicitation of competitive bids. Failure to abide by the General Conditions is grounds for disqualification. PHB by this RFP 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 RFP.
  - 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.

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 RFP 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 should be clearly labeled and submitted separately from the remainder of their proposal (both paper and digitally). Similarly, if any entity responding to this RFP 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 RFP. However, in the event additional information is desired, or if you have a question about any of the information or requirements contained in this RFP, direct your question to:

Stacy Byas and Kara Hamilton, Solicitation Coordinators  
Portland Housing Bureau  
1900 SW Fourth Avenue, Suite 7007  
Portland, OR 97201  
[PHBSolicitation@portlandoregon.gov](mailto:PHBSolicitation@portlandoregon.gov)

4. During the course of this RFP, development teams are prohibited from undertaking 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 or elected members of the City of Portland, PHB or other funding partners regarding the proposals. Attempts to compromise the review process regarding proposals submitted with public communications or advocacy to PHB leadership or any elected official will disqualify proposals from funding awards under this solicitation. Development teams may only initiate contact with the people 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. 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 RFP 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 RFP if during the course of their 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 RFP 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 60-year or 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.
  - C. Other PHB policies and requirements may apply, depending on the specific project.

- D. Existing PHB funded projects: Any applicant with previously funded PHB 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. Additional information regarding project criteria is contained within the Appendices.

## VIII. List of Forms and Appendices

FORM	LOCATION
Form B – PHB Funding Application	<a href="#">Link to Forms</a>
Form C – Project Overview Narrative	
Form D – Sponsor Statement of Financial Capability	
Form F – Proposed Project Schedule	
Form H – Budget / Proforma Template	
Form J – Acquisition and Relocation Questionnaire	
Form K – PCEF Scope and Budget	

APPENDICES	LOCATION
Appendix A – Pro Forma Instructions	<a href="#">Link to Appendices</a>
Appendix B – PHB Underwriting Metrics	
Appendix C – Equity in Contracting, Workforce Diversity, and Wage Requirements	
Appendix D – PHB Affordable Housing Green Building Policy ( <i>applicable for major rehabilitation only</i> )	
Appendix E – PHB Air Conditioning Requirements	
Appendix F – Federal Funds Compliance	
Appendix G – Lead Based Paint Requirements	
Appendix H – General Information Notices (GIN)	
Appendix I – PCEF Multifamily Eligible Measures	