**Metro Housing Bond – City of Portland**

**Request for Qualifications for Supportive Housing Projects**

**APPLICATION NARRATIVE– FORM B**

Please include a short narrative responding to each question listed below. Narrative may not exceed ten (10) pages typed, not including the charts and tables on Form A or any requested attachments. **All questions must be answered as a narrative summary, providing and referencing attachments is not sufficient.**

**Organizational Background:**

1. Describe the mission of each organization on the project team. How does Supportive Housing relate to the organizations’ mission?
2. Who are the points of contacts for the project from the organizations involved in the project? Please describe their respective qualifications, roles and responsibilities for the project.

**Equity Plan:**

1. Does your team for the proposed Supportive Housing project include partners that are culturally specific organizations? If so, what are the roles of those partners within the team?
2. Describe your team organizations’ efforts to advance racial equity in access and outcomes. This may include examples of policies and programs that individual organizations have implemented and plan to put into practice related to Supportive or affordable housing. If available, please also include a description of measures for success and anticipated outcomes for policies and programs.
3. Discuss the roles and responsibilities of the development team and its members as those relate to the specific housing needs in the community, including who has access to the housing opportunities to be created by this project:
	1. Approaches to outreach and marketing especially to Black, Indigenous and People of Color (BIPOC) communities.
	2. Approaches to low-barrier screening criteria, appeals processes and lease-up in operations that increase or improve access to targeted communities.
	3. Track record of recent Supportive or affordable housing projects that have demonstrated success in reaching BIPOC communities. Include race and ethnicity demographics of residents, if available.
4. Explain how you plan to ensure culturally responsive services and culturally specific agencies and/or programs will be available to tenants who are members of BIPOC communities and other marginalized populations. Address how the team will partner with appropriate health and service providers, local government, local public housing authority and other public systems, including but not limited to justice, health systems, culturally specific organizations, homeless services organizations, child welfare and/or others. Describe metrics for outcomes, if any and include summary track record, if any. Please attach any agreements with service organizations.
5. PHB has robust goals related to equity in contracting and creating economic opportunities for a diverse workforce in the development of housing (See Appendices D and E in the RFQ). Describe your experience and track record on recent projects related to meeting or exceeding PHB’s goals in the following areas:
	1. Contracting for certified Disadvantaged, Minority, Women, and Emerging Small Business or Service Disabled Veteran-Owned Businesses;
	2. Workforce Training and Hiring Program; and
	3. Professional Services.

**Supportive Housing Experience and Capacity:**

1. Provide a table of the Supportive Housing projects that are owned and/or have been developed by the proposed team. This list of projects should include property name, the number of total units, number of Supportive Housing units, services partnerships, and number of years in ownership and/or how long ago it was (re)developed.
2. Provide a narrative of experience delivering Supportive Housing for all members of the project team. Each group should demonstrate capacity and/or experience in the role they have within the supportive housing project team as follows:
	1. Ownership and Management: Demonstrated track record on sustaining at least two other Supportive Housing projects and has staff or consultants/contractors who are experienced or have gone through trainings and/or technical assistance in concepts of supportive housing.
	2. Supportive Housing Development: Demonstrated track record of developing and creating at least two other comparable Supportive Housing projects and has staff or consultants who are experienced or have gone through trainings and/or technical assistance in concepts of Supportive Housing. Additionally, track record should include two projects of comparable size and scale (could be non-Supportive Housing) that have met PHB’s Underwriting Guidelines and Green Building Policy at the time of award, if applicable.
	3. Supportive Housing Service Delivery: Qualifications and experience of Services Provider in delivering services, either directly or in partnership, in at least two Supportive Housing programs. Experience should include a description of population(s) served, and types and level of services offered.

**Project Concept:**

1. Describe the location of your proposed project in terms of proximity and access to resources. Explain how your project can assure residents will be able to access services, employment, grocery stores, medical needs, etc.
2. Describe the project’s financing plan based on the Design Concept table on the Application – Form A, including preliminary Sources and Uses and a proposed timeline to secure funding for the project.
3. Even though it may be in the preliminary stages, please describe how your project team envisions providing Supportive Housing services at this project in the below areas. You may use this section to describe plans and activities that have been implemented in past Supportive Housing projects.
	1. Approach of service team to deliver services that are responsive and effective for meeting residents’ needs. This includes delivery of culturally responsive and/or culturally specific services;
	2. Types and level of services to be offered, including anticipated staff positions and FTE; and
	3. Preliminary budget and sources of services funding, including funding previously secured through other leveraged sources or anticipated gaps.