

SPRING 2014 AFFORDABLE RENTAL HOUSING NOTICE OF FUNDING AVAILABILITY (NOFA)

Proposals Due: Monday, June 23, 2014 3:00 PM (PDT)

OPPORTUNITY: In keeping with the Portland Housing Bureau's (PHB) mission to "solve the unmet housing needs of the people of Portland," PHB announces the availability of up to **\$17,500,000** in federal and local funds for development, rehabilitation, and/or preservation of affordable housing.

PHB's vision is that "all Portlanders can find affordable homes...and have equitable access to housing." Respondents to this NOFA should share this vision and craft their proposals to include PHB's values as contained in the [Strategic Plan](#):

Equity – we are committed to social justice in the delivery of housing to all residents of Portland's diverse communities;

Stewardship – we invest, leverage and prioritize spending in ways that provide the highest public value and have the greatest influence on critical housing needs;

Transparency – we build long-term trust by operating with integrity, inviting broad public involvement and following processes that are clear, open and without bias;

Innovation – we believe new thinking, partners and ideas will help us build an effective organization and resolve long-standing challenges.

MANDATORY INFORMATION SESSION: An information session for this solicitation will be held on **Wednesday May 14, 2014 in the Portland Housing Bureau (PHB) Steel Conference Room on the 5th floor of PHB offices at 421 SW 6th Ave. from 12:00 to 1:30 PM.** All development teams wishing to be considered through this NOFA must attend.

PROJECT EVALUATION CRITERIA: Projects will be evaluated using the following five evaluation criteria in conjunction with this NOFA's other requirements:

- Financing
- Investment priorities
- Team qualifications/experience
- Readiness to proceed
- Equity

SOLICITATION COORDINATOR:

Karl Dinkelspiel

(503) 823-1354

karl.dinkelspiel@portlandoregon.gov

<http://www.portlandonline.com/phb/>



NOFA INFORMATION

Solicitation Title:	Spring 2014 Affordable Rental Housing NOFA
Solicitation Coordinator:	Karl Dinkelspiel, Senior Project Manager Portland Housing Bureau 421 SW 6 th Ave., Suite 500 Portland, OR, 97204 (503) 823-1354 karl.dinkelspiel@portlandoregon.gov
Proposal Due Date/Time:	Monday, June 23, 2014 3:00 PM (PDT)
Proposal Delivery Location:	Daynelle Banks, Sr. Administrative Specialist Portland Housing Bureau 421 SW 6 th Ave, Suite 500 Portland, OR 97204 Phone: (503) 823-3403
NOFA Webpage:	Spring 2014 NOFA Main Webpage

Direct all questions regarding this NOFA to Karl Dinkelspiel

SCHEDULE

NOFA Issued:	Thursday, May 1, 2014
Mandatory Information Session:	Wednesday, May 14, 2014*
Proposals Due:	Monday, June 23, 2014 3:00 PM (PDT)
Staff and Evaluation Committee Reviews:	June – July 2014
Approximate Date for Proposer Interviews/Presentations:	end of July 2014
Anticipated Notice of Award Announcements:	August 15, 2014

All proposals must be received by the date and time proposals are due to be considered.

****At least one representative from each development team must attend the mandatory information session. Representatives will be required to sign in at the session and fill out a simple project description form. Teams not complying with these requirements may be disqualified from this NOFA.***

FUNDING AVAILABILITY

Funding Source	Amount
Community Development Block Grant (CDBG)*	\$6,800,000
HOME*	\$3,500,000
Central Eastside Urban Renewal Area TIF	\$3,000,000
Downtown/Waterfront Urban Renewal Area TIF	\$4,200,000
Veterans Affairs Supportive Housing (VASH) Vouchers*	20 [‡]

*Available city-wide

[‡] Number of vouchers (not dollars)

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

I. INVESTMENT PRIORITIES

The funds available through this NOFA are for the development, rehabilitation and/or preservation of affordable rental housing within the City of Portland. For this NOFA, the City has prioritized investing in rental housing affordable to households with incomes no greater than 60% of the area median family income (MFI). This priority aligns with a significant unmet need for affordable housing as determined by the City in accordance with City Council adopted policies and plans. While housing units funded through this NOFA must serve households at or below 60% median income, those projects that propose additional units serving households at or below 30% MFI, while still maintaining financial feasibility initially and over time, are preferred.

Projects may meet city affordable housing goals by:

- Developing new housing to serve low and very low income households.
- Rehabilitating and/or acquiring and rehabilitating buildings to serve low and very low income households;
- Preserving existing units that have expiring federal contracts including Section 8 by acquisition and rehabilitation or are otherwise “at-risk”;

Applicants are expected to be familiar with the general requirements of the funding sources they seek which are outlined in Section III below. Upon award, PHB will provide assistance in meeting program requirements.

Potential proposers are encouraged to examine PHB’s “Opportunity Maps” which can be found here: [Opportunity Maps](#). Preference for projects relative to their Opportunity Area location is reflected in the NOFA scoring section.

In partnership with Home Forward, twenty (20) project-based Veterans Affairs Supportive Housing (VASH) vouchers are also being offered through this NOFA. Projects proposing use of such vouchers will be scored along with other NOFA proposals. See Section V for more information.

II. THRESHOLD REQUIREMENTS FOR PROJECT ELIGIBILITY

All proposals, regardless of location or proposed funding source, must meet the following threshold criteria to be considered:

- Demonstrate conformance with PHB's **Strategic Plan** which can be found here: [Portland Housing Bureau Strategic Plan](#).
- Provide **rental housing** through development of new units, rehabilitation (with or without acquisition) of an existing building(s) and/or preservation of existing affordable units particularly those with expiring federal contracts such as Section 8 or otherwise "at risk" properties.
- Serve **tenants earning 60% MFI and below**. Projects may include some units for tenants over 60% MFI, but subsidy is not available for those units.
- Be **located within the designated boundaries of the funding source**.
- Have **twenty or more** total rental units.
- Score at least 16 points in the **Financing** section of the NOFA (See Section V).
- Score at least 16 points in the **Equity** section of the NOFA (See Section V).
- Score at least 70 points in the **NOFA overall** (See Section V).
- **Rehabilitation or preservation projects must include upgrades to the property:** Project must include a scope of rehabilitation that addresses physical deficiencies that is a material portion of the total development budget. The developer must clearly demonstrate these repairs are needed to bring the project into a healthy, safe and attractive condition or are needed to address building code deficiencies.
- **Site control:** All proposals for funding must have site control in the form of title, an option to purchase, a master lease agreement for a mortgagable period of years, or other forms of site control acceptable to PHB, *or be able to demonstrate site control within six (6) months of application submittal*. Proposals for new construction or change of use/density must provide evidence of land use suitability including zoning, environmental assessments, and neighborhood compatibility.
- **Total development costs** must be reasonable and average cost/unit must be equal to or less than the following:

Unit Type	Average Cost/Unit
Studio	\$185,000
One Bedroom	\$250,000
Two Bedroom	\$285,000
Three Bedroom	\$300,000
Four Bedroom	\$310,000

See Section V for the calculation methodology.

- **Submittal requirements:** Meet all submittal requirements of Section IV.

III. FUNDING AVAILABLE – BY FUNDING SOURCE

The following briefly outlines this NOFA's categories of funding and their requirements. The budget amounts are maximums subject to appropriation.

Community Development Block Grant (CDBG): \$6,800,000

For this NOFA, PHB will accept applications for CDBG-funded projects if at least 51% of the residential units will be occupied by households at or below 60% MFI. New construction projects are only eligible if sponsored by a HUD-defined Community Based Development Organizations (CBDOs). A list of CBDOs can be found [here](#): For this NOFA allowable CDBG project types include:

- Acquisition of real property;
- Rehabilitation of multi-family housing;
- Refinancing of multi-family housing if it is part of a CDBG-eligible rehabilitation project and the refinance expense is less than half the total development cost.
- Construction of multi-family housing by a CBDO as part of a HUD-defined “neighborhood revitalization, community economic development or energy conservation project.”

Organizations that would like to use CDBG for new construction, but are not CBDOs, should seek out partnerships with CBDOs. Proposals for CDBG-funded new construction that is not sponsored by a CBDO will be deemed non-responsive.

When using CDBG funds, sponsors should be aware that there are a number of federal regulations that particularly impact project schedules and costs including:

- Davis-Bacon labor standards (for projects of 8 units or more)
- HUD Environmental Review
- Relocation standards
- Americans With Disabilities Act
- Section 504 Fair Housing Accessibility
- Title VI

See the NOFA's [Questions and Answers](#) for clarification of the meaning of new construction under CDBG regulations. Information on the CDBG program can be found here: [CDBG Program Overview](#); [CDBG Law and Regulations](#)

See [Appendix K](#) for additional information on federal funding requirements.

HOME Investment Partnerships Program (HOME): \$3,500,000

HOME funds are the largest federal block grant to state and local governments designed exclusively to create affordable housing for low-income households. Eligible projects must adhere to HOME requirements and should demonstrate appropriate rent and income levels in the application. See [HOME Investment Partnerships Program - CPD - HUD](#) for additional information on program guidelines.

HOME-eligible projects for this NOFA may include:

- Rehabilitation of multi-family housing;

- Construction of multi-family housing;
- Acquisition of real property if part of a HOME- eligible construction or rehabilitation project;
- Refinancing of multi-family housing if part of a HOME-eligible rehabilitation project and the refinance expense is less than half the total development cost..

When using HOME funds, sponsors should be aware that there are a number of federal regulations that particularly impact project schedules and costs including:

- Davis-Bacon labor standards (for projects with 12 or more HOME-assisted units)
- HUD Environmental Review
- Relocation standards
- Americans With Disabilities Act
- Section 504 Fair Housing Accessibility
- Title VI

See [Appendix K](#) for additional information on federal funding requirements.

Central Eastside Urban Renewal Area (CESURA) Tax Increment Financing (TIF): \$3,000,000

Projects requesting CESURA TIF must be located within the CESURA boundary. A map of the boundaries can be found here: [Central Eastside URA Boundary Map](#). The use of TIF must adhere to ORS 457, Oregon’s urban renewal statute, which can be found here: [ORS 457](#). Generally, funds may be used for the construction, rehabilitation and/or demolition of buildings and infrastructure. Funds may also be used to acquire property, however, acquisition must be paired with another allowable use of TIF. TIF may also be used for soft costs directly related to the construction, rehabilitation, and/or demolition of a building/infrastructure. This includes costs associated with relocation. TIF may not be used to pay for a project’s regular operating expenses.

The Portland Development Commission (PDC) maintains information on all urban renewal areas. Development teams should check PDC’s website for information that may pertain to the proposed project: [Central Eastside URA](#)

Downtown/Waterfront Urban Renewal Area (DTWFURA) TIF: \$4,200,000

Projects requesting DTWFURA TIF must be located within the DTWFURA boundary. A map of the boundaries can be found here: [Downtown Waterfront URA Boundary Map](#). Permitted uses of TIF are identical to those for the Central Eastside URA (see discussion above).

As with the Central Eastside, PDC keeps information that may pertain to the proposed project here: [Downtown Waterfront URA](#)

Veterans Affairs Supportive Housing (VASH) Vouchers: 20 vouchers

VASH vouchers are part of one of the nation’s largest permanent supported housing initiatives. The vouchers combine Housing Choice Vouchers (commonly known as Section 8) from the federal Department of Housing and Urban Development (HUD) with Veterans Administration (VA) case management services. The VASH program uses a “housing first” model, providing disabled veterans experiencing homelessness access to housing with few pre-requisites. Once in the unit, the veteran receives case management support through the VA and/or VA partners, as well as linkage to health care

and other services. Any development team interested in utilizing VASH vouchers must be prepared to comply with the requirements of the program. More information on the program can be found here: [VASH information from HUD](#)

Through this NOFA, Home Forward will make up to 20 “project-based” VASH vouchers available. An applicant may apply for VASH vouchers only or apply for both PHB funding and VASH vouchers. Applicants for VASH vouchers are required to take a **minimum of 9 vouchers per project**.

Development teams interested in using VASH vouchers may get in touch with Jill Smith at Home Forward with questions: 503.802.8565 or Jill.Smith@homeforward.org

Note about 9% Low Income Housing Tax Credits

PHB will deem as non-responsive, proposals whose total funding is contingent on a subsequent allocation of 9% Low Income Housing Tax Credits (LIHTCs).

IV. SUBMITTAL REQUIREMENTS/APPLICATION

Development teams must submit the following minimum application materials including the completed application form (Appendix A):

1. Cover page including:
 - Title: Spring 2014 Affordable Rental Housing NOFA;
 - Name of and contact information for the development team;
 - Statement explicitly agreeing to the General Conditions of Section VI of this NOFA;
 - Dated signature of sponsor's executive director or chief officer.
2. Project overview narrative that includes:
 - Type of project (new construction, acquisition/rehab and/or preservation);
 - Description of project including number and type of residential units, non-housing uses (if any), parking (if any) and key design elements;
 - Description of the target population and income mix. In addition to the description, units and income mix must be shown using the table in Appendix D;
 - Description of project location, neighborhood characteristics, appropriateness for target population;
 - Description of how project is consistent with the Investment Priorities and the Housing and Equity goals of the PHB Strategic Plan [PHB Strategic Plan](#)
 - Description of the green building goals the project plans to meet and, if applicable, any certifications.
3. Development team summary: Development team qualifications and experience, including sponsor/ownership entity and its relationship to other development team members, e.g. architect, engineer, consultants.
4. Description of site control and supporting materials.
5. Preliminary pro forma including projected sources and uses, income and expense breakdown, and 30 year cash flow projections. Development teams must use the following financial form which closely follows, but is not identical to the 2012 Oregon Housing and Community Services (OHCS) format associated with the Consolidated Funding Cycle (CFC) [Budget and Proforma](#). PHB acknowledges that OHCS has modified and will likely continue to modify previous formats. Development teams must submit an **electronic/"live" (not PDF)** version of their spreadsheet(s). While development teams may, in addition, submit financials in their own format, PHB will default to using its required format for evaluation purposes.

Development teams applying for HOME funds must use and submit the results of the HOME unit calculation tool which can be found here: [HOME Subsidy Calculator](#) Instructions for the tool can found here: [HOME Subsidy Calculator Instructions](#)

PHB has published revised underwriting metrics which can be found [here](#): Development teams should use these metrics in creating their budgets/proformas.

Loan products: proposers should assume use of PHB's Housing Development Subordinate Loan (HDSL) or Cash Flow Share Loan (CFSL). Information on these loan products can be found [here](#):

6. Readiness: fill out, to the greatest extent possible the “Proposed Project Schedule” contained in Appendix C. A Word version of the Schedule can be found [here](#):
7. A description of the sponsor’s plan to address equity and diversity in the project. A suggested (not required) template can be found here [Equity Plan Template](#):
8. Affirmative Fair Housing Marketing Plan, including:
 - Description of target population(s) and how those were selected;
 - Description of marketing and outreach efforts including anti-displacement strategies;
 - Services to be provided to tenants;
 - Discussion of desired outcomes for tenants and how those will be evaluated.

Note: selected projects will work with PHB to further refine their AFHMPs.

9. PHB Application, signed and dated, including Sponsor Statement of Financial Capability (Appendix A). A Word version of the application can be found here: [Application](#) and [Sponsor’s Statement of Financial Capability](#)
10. Uniform Relocation Assistance and Real Property Acquisition questionnaire including all tenant notices, rent roll, and relocation plan for occupied buildings ([Appendix B](#)).
11. CDBO/CHDO documentation if applicable.

Project application materials (1-3) should not exceed 10 pages. All pages in the application must be numbered.

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

Signed and dated proposals must be submitted by **3:00 p.m. Monday, June 23, 2014 to be considered responsive.**

Submit five (5) hard copies of completed application and documentation, with copies of all documents on CD-ROM or flash drive (NO FAXES or EMAILS PLEASE) to:

**Daynelle Banks, Sr. Administrative Specialist
Portland Housing Bureau
421 SW 6th Ave, Suite 500
Portland, OR 97204
Phone: (503) 823-3403**

V. SELECTION PROCESS AND SCORING

Upon receipt, applications will be reviewed for adherence to this NOFA's submittal requirements (Section IV). Proposals not meeting submittal requirements will be deemed non-responsive and will be eliminated from further consideration. PHB reserves the right to identify, clarify and accept any minor irregularities or informalities in determining whether or not a proposal is responsive.

Proposals meeting minimum submittal requirements will be analyzed and scored by an internal committee made up of Home Forward (for VASH projects), PHB and other city staff. The scoring template for this NOFA can be found [here](#): Proposals first need to receive both Financing and Equity section scores of 16 or more. Proposals failing these tests ("thresholds") may be eliminated from further consideration. Proposals must also score a total of 70 or more points for all sections of the NOFA. Proposals failing this test may be eliminated from further consideration. While development teams are encouraged to examine and use the scoring template in structuring their NOFA responses, submittal of "self-scores" is discouraged.

After analysis and scoring by PHB's internal team, the highest scoring/ranked proposals will be sent to the Evaluation Committee. Representation on the Evaluation Committee may include subject matter experts, community representatives and others with knowledge of PHB or the evaluation process. The Evaluation Committee will review the proposals and then meet to discuss and score/rank them. Development teams may also be asked to interview with or present to the Evaluation Committee and PHB staff. Whether or not interviews/presentations occur, recommendations combining Evaluation Committee and staff scores/ranks and reviews will be sent to PHB's Director and Commissioner-in-Charge who, in their sole discretion, will determine awardees.

The NOFA contains five evaluation sections. The table below shows those five sections and the maximum score available for each as well as the minimum thresholds discussed above.

SCORING SECTION	MAXIMUM POINTS AVAILABLE	MINIMUM POINTS REQUIRED (THRESHOLD)
Financing	25	16
Investment Priorities	25	
Qualifications	15	
Readiness	10	
Equity	25	16
TOTAL	100	70

To assist in scoring, PHB will use the guiding principles listed below:

Financing: (maximum of 25 points)

- Efficiency and cost containment in pre-development, construction and operations;
- Effective leveraging of PHB funds and other public resources;
- Reasonable and balanced development budgets;
- Financial structuring that produces at least twenty years of successful operations;
- Operating costs that are reasonable and based on industry standards and PHB experience;
- Projects supported or supportable by other funders/lenders.

Investment Priorities: (maximum of 25 points)

- Expanded housing opportunities where they are limited or difficult to develop;
- Preserve or improve housing in areas “at risk” of gentrification/displacement as depicted on PHB’s Opportunity Maps which can be found [here](#)
- A commitment to serve the range of needs of low and moderate income renters;
- Programming that is appropriate to the population and financially viable;
- Innovation and advancement of multiple City goals and priorities.

Development Team Qualifications: (maximum of 15 points)

- Demonstrated success developing and operating projects of similar size and scope;
- Ability to assemble appropriate development and operating partnerships;
- Have properties performing well both financially and operationally;
- Have identified and developed a reasonable approach to any team shortcomings;
- Seek to build capacity for Minority, Women and Emerging Small Businesses (MWESB);
- Demonstrated ability to structure and use federal funds (as applicable)

Readiness: (maximum of 10 points)

- Concept is well-developed and could be funded in a reasonable period of time.
- Other funding sources are identified or there are goals/timelines for their identification;
- Appropriate pre-application steps have been taken.

Equity: (maximum of 25 points)

- A demonstrated history of meeting or exceeding PHB's MWESB policies and goals;
- Realistic strategies to increase the participation of under-represented communities and address potential gentrification/displacement;
- An understanding of the barriers encountered by traditionally under-represented communities in accessing and maintaining housing, jobs and economic opportunities.

Notes to scoring

- The scoring section differentiates between the "Development Team" and the "Sponsor." The "Development Team" refers to the entirety of a project's major players including:
 - The entity/entities responsible for arranging and securing financing for the project
 - The entity/entities responsible for managing the development of the project
 - The entity that will own the project (could be the sponsor)
 - The other team members like the general contractor and the lead architect.

For the purposes of the application/scoring the "Sponsor" is the entity that will:

- Be principally responsible for the project when it is under development and complete;
 - Be responsible for the project's debts and long term financial commitments.
- PHB will deem as non-responsive, proposals whose total funding is contingent on a subsequent allocation of 9% Low Income Housing Tax Credits (LIHTCs).
 - PHB expects all proposals will emphasize building design efficiency. Design teams should be selected based on such efficiencies.
 - For proposals in the Central Eastside URA, in addition to the scoring criteria, PHB will prioritize projects based on:
 - Access/proximity to a future Orange Line MAX station.
 - For proposals in the Downtown Waterfront URA, in addition to the scoring criteria, PHB will prioritize projects that:
 - Preserve existing low income units whether with or without regulatory agreements.
 - For proposals that include VASH, in addition to the scoring criteria, PHB will prioritize projects based on:
 - Ease of access to the Veterans Administration (VA) medical center;
 - Provision of a community meeting space(s) within the building available for classes and services to be provided by the VA;
 - The development team/sponsor's demonstrated understanding of and practices for residency screening criteria that reduce barriers to access.
 - All acquisition and rehab projects must provide reasonable validation of purchase price, less deferred maintenance items, preferably through an appraisal no less than six months old (that, when appropriate, breaks out identified capital needs and associated costs). Development teams should have performed appropriate due diligence on rehabilitation cost including deferred maintenance items with evidence included in the application package.

- Support letters, if any, from partner service providers must be submitted in order for services to be considered in scoring.
- The total development cost threshold (Section II) will be calculated according to the table below using the Average Cost/Unit shown. Development teams should exclude costs for both land and commercial/program space when making their calculations. The following calculation is an EXAMPLE only.

Unit Type	Average Cost/Unit	Number of Units	Total Cost
Studio	\$185,000	5	\$925,000
One Bedroom	\$250,000	5	\$1,250,000
Two Bedroom	\$285,000	5	\$1,425,000
Three Bedroom	\$300,000	3	\$900,000
Four Bedroom	\$310,000	2	\$620,000
Maximum Allowable Total Development Cost*			\$5,120,000

*Excluding costs for land and commercial/program space. Examples of the latter include space for retail or office tenants or offices or meeting rooms where program activities are conducted. Not to be excluded are essential spaces to service residential units like hallways, balconies, elevators, trash areas, or bike or personal storage areas/rooms. Parking costs should be included as a residential cost to the extent that the parking spaces will be for the use of residents in the building(s). Otherwise they may be excluded.

Projects exceeding the Maximum Allowable Total Development Cost threshold as calculated using this methodology, may be deemed non-responsive and eliminated from further consideration. However, projects demonstrating tangible and substantial community benefit over and above this NOFA's requirements, may request an exception to the cost/unit threshold. Projects requesting the exception must provide documentation in the Project Narrative on the reasons for the exception request.

VI. GENERAL CONDITIONS

This NOFA is not a solicitation of competitive bids. PHB by this notice of funding availability 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.
 - 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.
 - G. Award projects regardless of cost/unit or scores/points received relative to other projects.
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. PHB reserves the right to change any dates in the NOFA schedule.
 3. PHB reserves the right to provide more or less funding or change the funding source from those requested.
 4. Awards through this NOFA are subject to appropriation and contingent on approval of the relevant City and PDC fiscal year budgets.
 5. Development teams/sponsors are restricted to one proposal per funding source (teams may combine multiple buildings in a single proposal).
 6. Applicants for federal funds must not take any future action including acquisition, rehabilitating, converting, demolishing, leasing, repairing or constructing on/of the proposed property nor sign any contracts or hold a pre-bid meeting(s) pertaining to the property until a Notice of Release of Funds from HUD has been obtained. A Release of Funds requires that all environmental requirements and/or tests are met and approved by HUD.
 7. 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 policy after the completion of the NOFA process; and may be used for any purposes relevant to the decisions and actions undertaken by PHB.
 8. Restrictions on communication. Every effort has been made to include herein all the information necessary to prepare and submit a responsive proposal to this NOFA. However, in the event additional information is desired, please adhere to the following:

If you have a question about any of the information or requirements contained in this NOFA, direct your question to:

Karl Dinkelspiel, Senior Project Manager
Portland Housing Bureau
421 SW Sixth Avenue, Suite 500
Portland, OR 97204
503.823.1354
karl.dinkelspiel@portlandoregon.gov

Substantive questions and answers as well as formal addenda will be posted to the [NOFA webpage](#).

9. During the course of this NOFA, 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 advisory committee members (if named) or PHB staff members not identified in this NOFA as a contact for specific information, except upon prior approval of the Solicitation Coordinator.
10. 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.
11. Failure to abide by these restrictions is grounds for disqualification. This NOFA does not commit PHB to enter into an agreement.
12. 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.
13. For a period of one year after their termination, no former PHB employee shall in any way be part of a development team in this NOFA if such employee participated personally and substantially in the proposed project during the employee’s term of employment at PHB. If such employee “exercised contract management authority” in the proposed project, he/she may never be part of a development team in this NOFA for the proposed project regardless of their length of separation from PHB.
14. A development team may not protest project selection.
15. Funded projects will be required to:
 - a. Comply with City-required 60-year affordability agreement and annually submit compliance reporting as specified in agreement.
 - b. HOME funded rehabilitation projects must comply with PHB Rehabilitation Standards. See [Appendix N](#).

- c. **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. [See Appendix I.](#)
- d. Other PHB policies and requirements may apply, depending on the specific project. See [Appendix F.](#)
- e. **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.
- f. Meet or exceed the city of Portland's green building policy/requirements in place at the time of reservation of funds.

APPENDIX A

APPLICATION

This application can also be found [here](#):

PHB PROGRAM OR FUNDING DESCRIPTION			
<input type="checkbox"/> HOME \$ _____ <input type="checkbox"/> CDBG \$ _____ <input type="checkbox"/> HOPWA \$ _____ <input type="checkbox"/> TIF \$ _____	<input type="checkbox"/> 108 Loan* \$ _____ <small>(* Terms: 20 year, fully amortizing loan with variable/fixed interest rate)</small> <input type="checkbox"/> Other Funding \$ _____ <input type="checkbox"/> Loan Modification/Restructure \$ _____ <input type="checkbox"/> Multiple Unit Limited Tax Exemption (MULTE)		
Identify any other PHB programs or funding the project will apply for:			
<input type="checkbox"/> SDC Exemptions <input type="checkbox"/> Lead Hazard Control Grant <input type="checkbox"/> Other (please specify) _____			
ORGANIZATIONAL INFORMATION			
Applicant/Sponsor			
Entity Name:		SSN/Tax ID:	
Address:	City/State:		Zip:
Contact Person:	Phone:	Fax:	
Email:	Additional Contact Information (if applicable):		
Sponsor Type	Entity Type		
(please check one) <input type="checkbox"/> For Profit <input type="checkbox"/> Not-for-Profit <input type="checkbox"/> Not-for-Profit Community Based Development Organization (CBDO) <input type="checkbox"/> Not-for-Profit Community Housing Development Organization (CHDO) <input type="checkbox"/> Home Forward <input type="checkbox"/> Other specify) _____	(please check one) <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Corp. (LLC) <input type="checkbox"/> Community Development Corp. (CDC) <input type="checkbox"/> S-Corporation <input type="checkbox"/> Individual <input type="checkbox"/> Other (specify) _____		
Property Owner (if other than Sponsor)			
Entity Name:		Signatory Name & Title:	
Address:	City/State:		Zip:
Contact Person:	Phone:	Fax:	
Email:	Additional Contact Information (if applicable):		
Site Control			
Does the applicant have site control of the property? <input type="checkbox"/> Yes <input type="checkbox"/> No		Site Control Expiration Date (if applicable): _____	
If yes, type of site control instrument (check one and submit documentation): <input type="checkbox"/> Deed <input type="checkbox"/> Lease <input type="checkbox"/> Option to Purchase <input type="checkbox"/> PSA <input type="checkbox"/> Other (specify) _____		If no, identify critical path to completing the site acquisition: _____ _____	

APPENDIX A

Developer			
Name:		Contact Person:	
Address:	City/State:		Zip:
Email:	Phone:	Fax:	
On-Site Manager			
Name:		Contact Person:	
Address:	City/State:		Zip:
Email:	Phone:	Fax:	
PROJECT INFORMATION			
Project Name:	Primary Property Tax ID:	Additional Property Tax ID(s):	
Address:	City/State:		Zip:
County:	Urban Renewal District (if applicable):	Census Tract:	Zoning:
Proposed/Existing Project Description			
Development Type (check all that apply):		Projected Project Financing Close Date:	Year Built (if existing):
<input type="checkbox"/> New Construction	<input type="checkbox"/> Rehabilitation	<input type="checkbox"/> Mixed Use	
<input type="checkbox"/> Demolition	<input type="checkbox"/> Acquisition	<input type="checkbox"/> Other (specify)	
<input type="checkbox"/> Residential Rental	<input type="checkbox"/> Residential For-Sale	Does the structure have historical significance? (If existing): <input type="checkbox"/> Yes <input type="checkbox"/> No	
Dimensions			
Parcel Size (Sq. Feet):	Structure Footprint (Sq. Feet):	Number of Stories:	
Building Size (Sq. Feet):	Open Space/Common Area (Sq. Feet):	Proposed Lot Coverage %:	
Residential Area (Sq. Feet):	Non-Residential/Commercial Area (Sq. Feet):	Proposed Residential Density (unit per acre):	
Unit & Parking Count			
Number of Residential Units:	Number of Units with Restricted Affordability (rental):	Off Street Parking Spaces for Commercial Use:	
Number of Units Currently Occupied:	MFI% of Affordable Units (rental):	Off Street Parking Spaces Total:	
Number of Commercial Units:	Off Street Parking Spaces for Residential Use:	Structured Parking? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Relocation			
What is the site's current use and occupancy status of any existing structures, including the number of any residential units?			
If housing is to be demolished, what is the justification for eliminating sound or repairable housing on the site?			
Do you currently anticipate or is there a potential for relocation of tenants (both residential and business), either permanent or temporary? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, provide name of relocation manager _____ Contact Number: _____			
Please complete any additional forms required for the funding/program type for which you are applying.			

APPENDIX A

Please see program guidelines for a complete list of the necessary supporting documentation to provide with this application. PHB reserves the right to request additional information that may be necessary for a complete application. Documentation includes but is not necessarily limited to the following:

- | | |
|--|--|
| <input type="checkbox"/> A detailed development budget including a schedule of sources and uses for the project
<input type="checkbox"/> Operating pro forma with detailed assumptions on each line item
<input type="checkbox"/> Construction Cash Flow
<input type="checkbox"/> Development team summary and qualifications * | <input type="checkbox"/> Site control documentation
<input type="checkbox"/> Acquisition/Relocation Questionnaire (if an occupied acquisition) *
<input type="checkbox"/> Environmental Phase I Report, Soils Report, Lead and/or Asbestos Report (if available) *
<input type="checkbox"/> Narrative Notes |
|--|--|

*Not applicable for MULTE application submission

Oath and Certification

I certify that all of the statements made in this application (and all other supporting documentation furnished in connection with this application) are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that knowingly providing false information in connection with this application is a violation of state law and may result in criminal prosecution.

I understand Portland Housing Bureau (PHB) will retain this application whether or not it is approved, and completing the application is not a guarantee of approval or funding. I understand that any or all information contained in this application (and all other supporting documentation furnished in connection with this application) may be subject to verification or investigation by the PHB. In submitting this application, I authorize the verification and investigation of all matters which the PHB deems relevant to my application for financial assistance, including without limitation, all statements contained in this application, property inspections, credit and employment history, and construction experience. For these purposes, (a) I consent to the release of such information by credit agencies, banks, employers and other relevant individuals and agencies to any duly authorized agent of PHB; (b) I release from all liability such individuals and agencies supplying such information; and (c) I release the PHB from all liability for making such investigations and inquiries.

This application information is confidential and submitted voluntarily to the City of Portland acting by and through the PHB. I understand that non-exempt information contained in this application is subject to disclosure under the Oregon Public Records Law, ORS 192.420, in the sole discretion of PHB.

I certify that any tenant required to vacate within six (6) months prior to the date of loan application was evicted for documentable cause. Should any tenant (s) be displaced by the implementation of the project whether by rehabilitation, demolition or because of an increase in rents, I will be responsible for the cost incurred in their relocation.

I hereby certify that I understand the loan source may be federal funds and thereby, if required, I will maintain compliance with the pertinent federal regulations stipulated for the use of these funds.

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, gender, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this creditor is the Region X Office of the Federal Trade Commission, or Federal Trade Commission, Equal Credit Opportunity, Washington D.C. 20580."

Signed:	Title:	Date:
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Signed:	Title:	Date:
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APPENDIX A

SPONSOR'S STATEMENT OF FINANCIAL CAPABILITY

The following information is supplied for the official and confidential use of the Portland Housing Bureau and its Agents for the sole purpose of evaluating financial assistance applications. This form can be found [here](#).

1. Sponsor Information

- a. Name of Sponsor: _____
- b. Address of Sponsor: _____

- c. Sponsor's Federal Taxpayer Identification Number: _____

2. Contact Information:

Please provide the name of Sponsor's representative to contact regarding information contained in this statement:

- a. Name of Sponsor's Representative: _____
- b. Phone Number of Sponsor's Representative: _____

3

a. The financial condition of the Sponsors, as of _____, 20__, is reflected in the attached *Certified Financial Statement* showing assets and liabilities, including contingent liabilities, fully itemized in accordance with generally accepted accounting principles and based on a proper audit.

[Note: If the attached financial statement is not current (within 90 days) or has not been audited, additional information may be required at a later time.]

b. Name of auditor or public accountant who performed the audit on which said financial statement is based:

Auditor Name: _____

APPENDIX A

4. Name and address of bank and financial institution references:

Bank Name: _____
Address: _____

References: _____

5. Has the Sponsor or parent corporation, or any subsidiary or affiliated corporation, if any, or the Sponsor or said parent corporation, or any of the Sponsor's officers or principal members, shareholders or investors, or other interested parties been adjudged bankrupt, either voluntary or involuntary, within the past 10 years?

Yes No

6. Has the Sponsor or anyone referred to in item 5 above been indicted for or convicted of any felony within the past 10 years?

Yes No

If yes, give for each case (a) date; (b) charge; (c) place; (d) court; and (e) action taken. Attach any explanation deemed necessary.

Certification

I (We)* _____, certify that this *Statement of Financial Capability* and the attached evidence of the Sponsor's financial responsibility including financial statements are true and correct to the best of my (our) knowledge and belief; and authorize the Portland Housing Bureau to verify this and related credit information.

Date	Date
Signature	Signature
Title	Title
Address	Address

*If the Sponsor is a corporation, this statement should be signed by the President and the Secretary of the corporation; if an individual, by such an individual; is a partnership, by one of the partners; if an entity not having a president or secretary, by one of its chief officers having knowledge of the financial status and qualifications of the Sponsor.

APPENDIX B

ACQUISITION AND RELOCATION QUESTIONNAIRE

This questionnaire is intended to gather information to assess potential requirements under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended and the Portland Housing Bureau Relocation Policies and Procedures. This form can also be found here: [Acquisition and Relocation Questionnaire](#)

Date:

Applicant:

Type of Project: (i.e., new construction, rehabilitation, existing Section 8, etc.)

Funding Source Applied for (HOME, CDBG, TIF, etc):

Project Location / Address: _____

I. SITE ACQUISITION SECTION

1. Does the applicant currently own the site? *(if yes please indicate the year it was purchased. If the property was purchased less than one (1) year ago, a Voluntary Arm's Length Purchase Offer will need to be executed see below).*

Yes No

If yes, was the site purchased for this project? (Year Purchased)

Yes No *(If no, please describe why this site was originally purchased)*

1(a) If site control exists, was seller provided with URA required Voluntary Arm's Length Purchase Offer? (form attached at the end of this document)

Yes **(include copy)** No **(one must be obtained prior to funding).**

1(b) If no, what is the anticipated date the purchaser can obtain the voluntary arms length transaction document? _____

1(c) Has applicant entered into a Purchase and Sale Agreement or Option to Purchase? Yes No

If No, DO NOT enter into one after the submission of this application prior to speaking to PHB

APPENDIX B

RELOCATION/SECTION 104(d) SECTION

2. Will there be any low/moderate income dwelling units demolished or converted to another use other than low/moderated housing? This includes living space that will be converted to another use (i.e., manager's office) Yes No

2(b) Are there low income tenants living on the premises? Yes No

3 Please provide copies of the following documentation with this NOFA

Relocation Plan (include any plans for temporary/permanent and or inconveniences anticipated due to this project)

Rent Roll (a list of all persons, including children, roommates and businesses who occupy the property (Businesses may include but are not limited to daycare, computer repair, car maintenance, performed by tenants, etc.)

List of previous tenants who have moved within the past year

General Information Notices (federal funds application) w/ proof of delivery (signed acknowledgements or certified mail receipts)

Please Provide the Following Breakdown:

Estimated number of tenants to be permanently displaced _____

Estimated number of tenants to be temporarily displaced _____

Estimated number of businesses to be permanently displaced _____

Estimated number of businesses to be temporarily displaced _____

4(a) Is there a projected estimated budget for relocation costs? Please take into consideration any special needs of the displaced, including age, disabilities, family size, and number of children that may increase the costs please provide a copy of the proposed budget along with this NOFA

Yes No

4(b) Has the source of funding for such costs has been identified. (If yes, please list type)

Yes No

4(c) Does the applicant feel informed of the requirement to provide funds for relocation costs and the complexity of this process?

Yes No

4(d) Has a relocation consultant been identified? (If yes, indicate name) Yes No

APPENDIX B

**GUIDELINE NOTICE (HUD Handbook 1378 Chapter 5.3)
Disclosure to Seller with Voluntary
Arm's Length Purchase Offer**

Date:

Dear

This letter is to confirm certain terms and conditions related to the contemplated purchase of the (Subject Property Address). The parties to the contemplated sale are ("Seller Name") ("Buyer Name"). We are prepared to pay \$_____ for clear title to the property. Because Federal Funds are anticipated to be used for the purchase, we are required to disclose to the "Seller" the following information and request that you sign below and return the executed acknowledgement to my attention:

1. Seller acknowledges that the sale of the ("subject property") building and lands ("location of property") is voluntary.
2. Seller acknowledges that ("Buyer") does not have the power to acquire the site by condemnation (i.e., eminent domain).
3. Seller acknowledges the fair market value of the property to be \$_____, as determined by [insert description of how sales price was determined, e.g., appraisal, market comp study, etc. and attach a copy to this agreement].
4. Because the purchase of the Subject Property is a voluntary, arm's length transaction and Seller does not occupy the Subject Property, Seller is not eligible for relocation payments or other relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 ("URA"), or any other law or regulation.

If this letter accurately reflects your understanding of the terms relating to the sale of the ("Subject Property"), please so acknowledge the fact by signing and dating a copy of this letter in the place provided below.

Executed on this ____ of _____, 20__

SELLER: _____

By: _____

Its: _____

APPENDIX D

Proposed Project Schedule

Project Name:

Schedule Date:

Activity	Proposed Date (month/year)*	Revised Date (month/year)*	Completed Date (month/year)*
Site			
Option/Contract executed			
Site Acquisition			
Zoning Approval			
Site Analysis			
Building Permits & Fees			
Off-Site Improvements			
Pre-Development			
Plans Completed			
Final Bids			
Contractor Selected			
Financing			
Construction Loan:			
Proposal			
Firm Commitment			
Closing/Funding of Loan			
Permanent Loan:			
Proposal			
Firm Commitment			
Closing/Funding of Loan			
Development			
Syndication/Partnership Agreement (LIHTC)			
Construction Begins			
Construction Completed			
Certificate of Occupancy			
Marketing			
Lease Up Begins			
Lease Up Completed			
Absorption (units per month)			

Word document available [here](#)

APPENDIX D

Unit and Income Mix Table

Unit Type*	# of Units	Proposed MFI
Studio		
Studio		
Studio		
1 Bed		
1 Bed		
1 Bed		
2 Bed		
2 Bed		
2 Bed		
3 Bed		
3 Bed		
4 Bed		
Total		

*Insert/delete rows as needed

Word document available here [Unit and Income Mix Table](#)

APPENDIX E

List of Additional Appendices Available On-Line Only

In an effort to reduce the size of this NOFA document, the following appendices are available on-line only. It is highly recommended that potential proposers read/familiarize themselves with all appendices.

Appendix	Content	Web Location
Appendix F	Additional Policies and Project Requirements	https://www.portlandoregon.gov/phb/article/484218
Appendix G	PHB Guiding Principles of Equity and Social Justice	https://www.portlandoregon.gov/phb/article/484220
Appendix H	Portland Area 2014 HUD Median Family Income, Utility Allowances and HOME Limits	https://www.portlandoregon.gov/phb/article/477408
Appendix I	Lead Based Paint Requirements	https://www.portlandoregon.gov/phb/article/484217
Appendix J	Additional Documentation Required Prior to Reservation of Funds	https://www.portlandoregon.gov/phb/article/477415
Appendix K	Federal Funds Compliance	https://www.portlandoregon.gov/phb/article/484225
Appendix L	Guideform General Information Notice Residential Tenant Potential Displacement	https://www.portlandoregon.gov/phb/article/484226
Appendix M	Equity Plan Template	https://www.portlandoregon.gov/phb/article/484211
Appendix N	Housing Rehabilitation Standards for HOME Projects	https://www.portlandoregon.gov/phb/article/484216