

**AFFORDABLE RENTAL HOUSING
HOUSING OPPORTUNITY FUND
NOTICE OF FUNDING AVAILABILITY (NOFA)
SECTION 108**

Review of Proposals Begins: Monday, February 10, 2014

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 **\$7,400,000** in funds guaranteed under the federal Section 108 program. While this solicitation announces the availability of funds and a date for initial review, PHB intends to accept applications on a continuing basis until all funds are expended or the opportunity is curtailed.

PHB's values as found in the Strategic Plan are:

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.

Proposals should recognize and address these values.

INFORMATION SESSION: An information session for this solicitation will be held on **Thursday, January 23, 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. Development teams are encouraged to 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:	2014 Section 108 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
Review of Proposals Begins:	Monday, February 10, 2014
Application submittal:	PHB will accept applications on a continuing basis until all funds are expended or the opportunity is curtailed
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:	Section 108 NOFA Main Webpage

Direct all questions regarding this NOFA to Karl Dinkelspiel

SCHEDULE

NOFA Issued:	Thursday, January 14, 2014
Information Session:	Thursday, January 23, 2014*
Review of Proposals Begins:	Monday, February 10, 2014
Notice of First Tentative Awards:	To be determined based on proposals submitted. Earliest anticipated: week of March 10, 2014

**While not required, attendance at the Information Session is strongly encouraged particularly for potential respondents who have not used Section 108, Community Development Block Grant (CDBG) or federal funds previously.*

FUNDING AVAILABILITY

Funding Source	Amount
Section 108 (available citywide)	\$7,400,000

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

I. INVESTMENT REQUIREMENTS AND PRIORITIES

The funds available through this NOFA are for the rehabilitation and/or preservation of rental housing within the City of Portland. Funds may also be used for new construction of rental housing, however, such projects must be sponsored by a certified Community Based Development Organization (CBDO) and be carried out as part of a neighborhood revitalization, community economic development or energy conservation project. A list of currently certified Portland-based CBDOs can be found here [CBDO/CHDO List](#)

For this NOFA, the City is encouraging creative use of the funds including mixed-income and mixed-use projects, provided at least 51% of residential units in the project will be occupied by low and moderate income households. For Section 108 loans a “low-mod” household is defined as one earning 80% or less of area median family income. Median family income table can be found here [Appendix H](#). Projects that use other non-public sources of funding are also encouraged. For mixed-use projects, sponsors will be required to segregate costs for non-housing space and utilize non-Section 108 financing for those components of a project.

The City is also encouraging the speedy deployment of resources as the City must commit any funds under the Section 108 program no later than September 30, 2014. Only projects with a feasible plan to achieve a financial closing by September 2014 will be eligible.

PHB will provide Section 108 guaranteed loans as must-pay, interest bearing debt. If “soft” funding is required, projects should access other sources for that portion of project financing. While Section 108 guaranteed loans may be used for a variety of purposes, there are some limitations. Section III of this NOFA which outlines permitted uses and preferred loan terms.

Potential proposers should examine PHB’s “Opportunity Maps” which can be found here: [Opportunity Maps](#). Preference will be given to those projects located in high Opportunity Areas. Additional points available in the NOFA scoring reflect this preference.

II. THRESHOLD REQUIREMENTS FOR PROJECT ELIGIBILITY

All proposals, must meet the following threshold criteria to be considered.

- Demonstrate conformance with PHB's values as contained in the **Strategic Plan** which can be found here: [Portland Housing Bureau Strategic Plan](#).
- Provide **rental housing** through rehabilitation or preservation of existing housing units. New construction is also permitted, but only by Community Based Development Organizations (CBDO's) and as part of a neighborhood revitalization, community economic development or energy conservation project.
- Serve low-moderate income households defined as those **earning 80% MFI and below**. At least 51% of households served must be "low-mod" including at least 20% of all households at **60% MFI and below**.
- Be located within **the City of Portland** and have **twenty or more** total rental units.
- Score at least 26 points in the **Financing** 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 years, or other forms of site control acceptable to PHB, *or be able to demonstrate site control within three (3) 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.
- **Must-pay debt:** All proposals must structure Section 108 debt as "must-pay." For underwriting purposes sponsors should use a 5% interest rate.
- **Mixed use projects:** mixed-use projects are encouraged, but costs and sources of funding must be **segregated** to clearly apply housing costs/sources to housing uses and non-housing costs/sources to non-housing uses.
- PHB must commit funds for a project(s) no later than **September 30, 2014**. Only projects that can be reasonably expected to begin around this date will be considered.
- **Total development costs** must be reasonable and at minimum within an average range for similar projects.
- **Submittal requirements:** Meet all submittal requirements of Section IV.

III. FUNDING AVAILABLE – BY FUNDING SOURCE

The following briefly outlines this NOFA's category of funding and its requirements:

Section 108: \$7,400,000

Section 108 is the loan guarantee provision of the Community Development Block Grant (CDBG) program. This program allows local governments to transform a small portion of their CDBG funds into federally guaranteed loans. Local governments borrowing funds guaranteed by Section 108 must pledge their current and future CDBG allocations to cover the loan amount as security for the loan.

For the purpose of this NOFA, PHB's Section 108 loans can be used for:

- Acquisition of real property in conjunction with provision of housing units;
- Multi-family housing rehabilitation;
- Multi-family housing refinance and rehabilitation;
- Multi-family new construction by CBDO's only as part of a "neighborhood revitalization, community economic development or energy conservation project."
- Mixed-use projects that include multi-family housing

Because PHB will borrow the funds used to originate loans provided under this NOFA, funds from PHB are only available as follows:

- All funds will be provided as loans.
- Loans will be "must pay" debt, i.e. no "soft" loans, cash flow dependent payments, or grants.
- Loans will be secured by a recorded Trust Deed.
- PHB expects to hold a first position security interest, but PHB will consider subordinating its lien position if repayment risk is minimal.
- Loans with a 20-year term and amortization schedule are preferred, but PHB will consider a 20-year term and a 30-year amortization schedule with a balloon payment in year twenty.
- PHB anticipates providing loans with a fixed 5% interest rate. However, the interest rate will be set after underwriting and based on project needs and the anticipated bond financing available to PHB at the time of the project's financial loan closing.

Section 108 funds may be used in combination with many other funding sources including low income housing tax credits. However, given the current environment and expenditure deadlines, PHB will not accept applications that propose to utilize 9% LITHCs; 4% LIHTCs are acceptable. For this NOFA, PHB will not accept applications that propose additional new funding from PHB other than under the Section 108 program.

Because Section 108 loans are guaranteed by federal funds, CDBG rules apply. Sponsors should be aware that there a number of federal regulations that particularly impact project schedules and costs including:

- Davis-Bacon labor standards (for projects of 8 units or more)
- Environmental Review
- Relocation standards

Development teams should familiarize themselves with program requirements prior to submitting their application some of which can be found here: [CDBG Program Overview](#); [CDBG Law and Regulations](#)

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: 2014 Section 108 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 (rehabilitation, preservation and/or new construction);
 - 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 the proposed rate, term, and amortization schedule for the PHB loan.
 - Description of how project is consistent with PHB's values contained in the 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.
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) [NOFA Budget and Proforma Template](#) 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.
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: [Schedule](#)
7. A narrative on how the sponsor plans to address equity and diversity in the project including:
 - Minority, Women and Emerging Small Business (MWESB) subcontracting and professional services
 - Section 3 and Davis Bacon requirements
 - Workforce, outreach, training and hiring

- Post-construction contracting, e.g. property management and professional and building services
8. A narrative on how the sponsor plans to market to residents including:
 - Description of target population(s) and how those were selected
 - Description of marketing and outreach efforts
 9. PHB funding 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.

Applications will be accepted at any time after the NOFA's release. The first review of applications will begin February 10,, 2014.

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.

For this NOFA, PHB will use a point-based scoring system. Proposals meeting minimum submittal requirements will be analyzed and scored by an internal committee made up of PHB and other city staff. Proposals first need to receive a Financing score of 26 or more. Proposals failing this test ("threshold") may be eliminated from further consideration. Proposals meeting this test will then be scored in their entirety. Proposals failing to score a combined total of 70 or more points may also be eliminated from further consideration. In addition, in its sole discretion, PHB reserves the right to eliminate proposals that have met or exceeded threshold requirements in cases where more than three (3) proposals have met those thresholds and/or it can be reasonably expected that the highest scoring proposals will expend all available funds.

Subsequent to staff analysis/scoring, development teams may also be asked to make an in-person presentation of their proposal. Whether or not presentations occur, recommendations by the internal committee will be sent to PHB's Director and Commissioner-in-Charge who, in their sole discretion, will make tentative awards to development team(s).

As with previous years, this 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
Financing	40
Investment Priorities	10
Qualifications	15
Readiness	10
Equity	25
TOTAL	100

THRESHOLDS	MINIMUM POINTS REQUIRED
Financing Section	26
NOFA Total	70

In making proposal recommendations, the internal committee will use the scoring template found here: [NOFA Scoring](#). While development teams are encouraged to examine and use the scoring template in structuring their NOFA responses, submittal of "self-scores" is discouraged.

After the selection processes described above, a funding award can only be committed to by PHB after completion of city approval processes including City Council approval of any loan over \$3 million dollars, and approval by the US Department of Housing and Community Development.

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
 - 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:

- Own or be principally responsible for the project when complete;
- Be responsible for the project’s debts and long term financial commitments.

Often the entity or entities with “Sponsor” responsibilities are limited liability corporations (LLC) or something similar. For the purposes of this application/scoring the Sponsor is the actual entity behind the paper entities or investors, for example, a non-profit with a staff and board of directors located in Portland (or the Portland area), or a local for-profit with a vested owner or set of owners.

- PHB developer fee guidelines can be found here: : [Developer Fee Guidelines](#)
- All acquisition and rehab projects must provide validation of purchase price, less deferred maintenance items, preferably through an appraisal no less than six months old. Development teams should have performed appropriate due diligence on rehabilitation cost including deferred maintenance items with evidence included in the application package.

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 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. 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.
 6. 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.
 7. 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 PHB website page: <http://www.portlandonline.com/PHB/NOFA>

8. 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.
9. 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.
10. Failure to abide by these restrictions is grounds for disqualification. This NOFA does not commit PHB to enter into an agreement.
11. 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.
12. 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.
13. A development team may not protest project selection.
14. 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. **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.](#)
 - C. Other PHB policies and requirements may apply, depending on the specific project. See [Appendix F.](#)

- 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.
- E. **Support letters** from all partner service providers must be submitted in order for services to be considered in scoring.

APPENDIX A

APPLICATION

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

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 also be found here: [Sponsor Statement of Financial Capability](#)

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 C

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 [Proposed Project Schedule](#)

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/477411
Appendix G	PHB Guiding Principles of Equity and Social Justice	http://www.portlandoregon.gov/phb/article/477240
Appendix H	Portland Area 2013 HUD Median Incomes	https://www.portlandoregon.gov/phb/article/477408
Appendix I	Lead Based Paint Requirements	https://www.portlandoregon.gov/phb/article/477410
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/477416
Appendix L	Guideform General Information Notice Residential Tenant Potential Displacement	https://www.portlandoregon.gov/phb/article/477417