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CITY OF  
**PORTLAND, OREGON**  
PORTLAND HOUSING BUREAU

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**Affordable Housing Bond  
Stakeholder Advisory Group (SAG)  
Summary of Purpose, Role and Responsibilities**

**Background**

In November 2016, Portland voters approved a historic general obligation affordable housing bond of \$258.4 Million to fund the development, rehabilitation and preservation of a minimum of 1,300 units of affordable housing within 5-7 years. This is the largest general obligation bond in the history of Portland. All units will be affordable for households earning 60% Area Median Income (AMI) or below (see Attachment 1: 2016 HUD Median Income for Family of Four.)

The voter-approved bond further stipulates:

- Funds to be used for “capital costs for affordable housing,” including acquisition, construction, reconstruction, rehabilitation, capital maintenance/repair
- Any building type or unit size allowed
- Land purchase is allowed
- Up to 20% for ‘non-residential space that serves the residents’
- Up to 7% of the bond amount may be used to administer the program; and
- City Council will appoint the Bond Oversight Committee, responsible for annual reports and audits of bond expenditures.

Based on PHB staff modeling assumptions, additional projections of bond use funds include:

- A minimum of 600 units shall be made affordable for households earning 0-30% AMI;
- 50% of units shall be family-sized (2 and 3 bedrooms);
- 29% of funds may be used for rehabilitation/preservation (approximately 375 units)
- 71% of funds may be used for new construction (approximately 925 units)
- 400 Project-Based Section 8 vouchers would be made available to PHB for use in bond projects
- Opportunities exist to provide community, resident and/or support services through partnerships with community agencies

**Purpose and Scope**

The main purpose of the Stakeholder Advisory Group (SAG) is to advise the Housing Director in developing a Framework Plan to be finalized and adopted by the Portland Housing Bureau (PHB) for bond implementation.

The SAG will also help identify issues, opportunities and concerns associated with the development and implementation of the Framework Plan. The SAG will not be involved in making recommendations to direct, award or expend bond resources related to individual projects or related expenditures.

The Framework Plan will be comprised of several components, including:

- A. Guiding Principles
- B. Goals (including number of residential dwelling units; location of units; and income eligibility)
- C. Policies (including prioritized populations and geographic distribution)
- D. Objectives (including selection criteria for acquisition & development; guidelines for development, operations and programming; metrics for reporting)
- E. Strategies (including effective practices to employ with bond investments)
- F. Community Engagement (recommendations on receiving public input throughout bond implementation)

The Framework Plan will be developed in relation to existing City of Portland and PHB plans, policies and legal obligations. It will be adopted by PHB as a policy document to guide bond implementation. Subject to City Council adoption, the plan will be used by the Bond Oversight Committee to guide oversight functions.

### **Representatives of the SAG**

The SAG will be comprised of up to 20 representatives who will meet over a five- to six-month timeframe, starting in April, 2017. Representatives have a demonstrated track record of effective service and accountability, particularly in regard to housing or housing related issues. Throughout the bond implementation period, the SAG may be invited by PHB to meet on an ad hoc basis.

Representatives will be required to declare any potential conflicts of interest at the beginning of the process, and if applicable, will sign a conflict of interest declaration form. Representatives will receive training on expectations for public meetings, public records and ethical conduct for public officials.

Representatives will include:

- At least one liaison from the Bond Oversight Committee;
- At least one person with experience providing social services to those impacted by the housing crisis (such as a representative from A Home for Everyone);
- At least one representative of Home Forward;
- At least one representative from the Portland Housing Advisory Commission (PHAC);
- At least one person from a culturally- specific, affordable housing focused non-profit community development corporation;
- At least one person with affordable housing development experience (non-profit or for profit experience);
- At least one person representing an affordable housing advocacy organization such as Welcome Home, Oregon ON or the Oregon Housing Alliance;
- At least one person with professional banking experience;
- At least one person representing the Portland Business Alliance;
- At least one person from the Age Friendly Coalition;
- At least one staff person from Oregon Metro directly responsible for equitable housing policy & practice; and
- At least one representative from the East Portland Action Plan Housing committee or and the North/Northeast Oversight Committee.

Representatives from the City Office of Management & Finance and City Attorney's Office will attend meetings to serve an advisory function to the SAG.

SAG representatives are appointed by the Mayor. Recommendations for appointments may be made by submitting a request to the PHB Senior Policy Coordinator, Jennifer Chang, via phone (503-823-2391) or email: [bond.info@portlandoregon.gov](mailto:bond.info@portlandoregon.gov).

As of April 3, 2017, confirmed SAG representatives are:

**Allan Lazo**, Fair Housing Council of Oregon, Liaison from the Bond Oversight Committee

**Andy Miller**, Human Solutions

**Betty Dominguez**, Home Forward and Liaison from the Portland Housing Advisory Commission

**Dike Dame**, Williams and Dame and Liaison from the Portland Housing Advisory Commission

**Duncan Hwang**, Asian Pacific American Network of Oregon (APANO)

**Emily Lieb**, Oregon Metro

**Felicia Tripp**, N/NE Oversight Committee Liaison

**Frieda Christopher**, East Portland Action Plan

**Jerome Brooks**, Oregon On

**Jes Larson**, Welcome Home, Liaison from the Bond Oversight Committee

**Margaret Bax**, Independent Government Relations Professional

**Maxine Fitzpatrick**, PCRI and Liaison from the Portland Housing Advisory Commission

**Bev Logan, Bob Brown**, Metropolitan Alliance for Common Good (MACG)

**Ann Takamoto**, Native American Youth and Family Center

**Patricia Rojas**, El Programa Hispano Católico, Liaison from the Age Friendly Coalition & A Home for Everyone

**Raihana Ansary**, Portland Business Alliance, Liaison from A Home for Everyone

**Shannon Singleton**, JOIN, Liaison from the Portland Housing Advisory Commission & A Home for Everyone

**Vivian Satterfield**, Organizing People/Activating Leaders (OPAL)

If any of those named above are unable to attend meetings, a representative from their named organization or business may attend in their place. Representatives may be replaced at the discretion of the Housing Director.

### **Expectations for Discussions**

It is expected that SAG representatives will:

1. Regularly attend meetings and participate fully.
2. Represent the organizations, networks and/or other affiliate groups they are a part of, and as appropriate serve as a liaison back to those organizations/groups, to provide information and work on the SAG. PHB staff will be available to provide support.
3. Demonstrate respect in conversations and interactions with other SAG representatives, staff and members of the public, including being an active listener, suspending judgement, being aware of one's own "air time", and acknowledging that group members will offer different opinions and contributions throughout the course of the SAG process.

### **Meeting Schedule**

The SAG process will consist of up to seven meetings held over the course of approximately five months, starting in April 2017. All meetings will be open to the public in accessible facilities with opportunities for public testimony provided at each meeting (see chart below.) Meeting notices will be posted on the PHB website at: <https://www.portlandoregon.gov/phb/73418>

<b>Bond SAG Meeting Schedule</b>	
<i>* Meeting locations are in the community and not at PHB</i>	
<b>Meeting #1: Bond Basics, SAG Purpose and Guiding Principles</b>	
Date: Monday 4/17	Time: 10:00 AM – 1:00 PM
Location: Portland Housing Bureau, 421 SW 6 <sup>th</sup> Ave. Suite 500, 97204	
<b>Meeting #2: Community Needs, Bond Communication and Community Engagement processes</b>	
Date: Thursday 5/4	Time: 6:00 PM – 8:30 PM
*Location: New Song Community Church, 220 NE Russell Street, 97212	
<b>Meeting #3: Production Goals and Metrics, Populations and Geographic Distribution</b>	
Date: Tuesday 5/30	Time: 2:00 PM – 5:00 PM
Location: Portland Housing Bureau, 421 SW 6 <sup>th</sup> Ave. Suite 500, 97204	
<b>Meeting #4: Criteria for Acquisition and Development</b>	
Date: Tuesday 6/13	Time: 6:00 PM – 8:30 PM
*Location: Rosewood Initiative, 16126 SE Stark St, Portland, OR, 97233	
<b>Meeting #5: Guidelines for Development, Operations and Programming, Reporting and On-going Accountability</b>	
Date: Tuesday 7/11	Time: 9:00 AM – 12:00 PM
Location: Portland Housing Bureau, 421 SW 6 <sup>th</sup> Ave. Suite 500, 97204	
<b>Meeting #6: Presentation of Draft Policy Framework</b>	
Date: Monday 7/31	Time: 6:00 PM – 8:30 PM
*Location: PCC SE, Community Hall 2305 SE 82 <sup>nd</sup> and Division, 97216 <a href="#">See Map</a>	
<b>Meeting #7: Topics TBD</b>	
Date: Monday 8/14	Time: 2:00 PM – 5:00 PM
Location: Portland Housing Bureau, 421 SW 6 <sup>th</sup> Ave. Suite 500, 97204	

**Proposed Method for Collecting Information**

The SAG will be engaged in discussions providing the exchange of information and ideas to inform the development of the Framework Plan. PHB staff will use different methods to collect ideas, gather information and assess priorities of the SAG. This may include, but not be limited to: large and small group discussions, surveys, prioritization methods (e.g. dot exercise,) and compilation of public testimony comments. Information will be collected in written summaries by PHB staff and provided back to the SAG. Representatives may select among themselves one or two individuals, if they deem appropriate, to coordinate with PHB staff on SAG meeting agendas. PHB staff may add additional meetings to discuss topics or issues that arise during SAG gatherings, provided that information discussed in these groups is referred back to the full SAG.

  
 Kurt Creager, Housing Director

5/5/2017  
 Date