

## AFFORDABLE RENTAL HOUSING HOUSING OPPORTUNITY FUND – UPDATED FEBRUARY 2015

**OPPORTUNITY:** There currently exists a multifamily construction boom as well as a desperate need for affordable housing units. Therefore, 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 **\$1,000,000**

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 awarded or March 31, 2015, whichever comes first.

**PROJECT EVALUATION CRITERIA:** Projects will be evaluated using the following five evaluation criteria:

- Financing
- Investment Priorities
- Qualifications
- Readiness
- Equity

**SOLICITATION COORDINATOR:**

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



## OF INFORMATION

<b>Solicitation Title:</b>	Opportunity Fund (OF)
<b>Solicitation Coordinator:</b>	Javier Mena Portland Housing Bureau 421 SW 6 <sup>th</sup> Ave., Suite 500 Portland, OR, 97204 (503) 823-3377 <a href="mailto:Javier.mena@portlandoregon.gov">Javier.mena@portlandoregon.gov</a>
<b>Issued:</b>	<b>Wednesday, November 5, 2014</b> <b>Updated Thursday, February 19, 2015</b>
<b>Application submittal:</b>	PHB will accept applications on a continuing basis until all funds are expended or March 31, 2015
<b>Proposal Delivery Location:</b>	Javier Mena Portland Housing Bureau 421 SW 6 <sup>th</sup> Ave, Suite 500 Portland, OR 97204 (503) 823-3377
<b>HIF OF Webpage:</b>	<a href="#">2014 Opportunity Fund</a>

***Direct all questions regarding this OF to Javier Mena, 503-823-3377,  
[javier.mena@portlandoregon.gov](mailto:javier.mena@portlandoregon.gov)***

# FUNDING AVAILABILITY

Funding Source	Amount
Opportunity Fund (available citywide)	\$1,000,000

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

## **I. INVESTMENT PRIORITIES**

This “Opportunity Fund” is designed to capture excellent opportunities that occur outside of an annual funding cycle through a more nimble process. As funded by City Council, the intent of the allocation is described as follows –

*Current market conditions are spurring significant high-end multi-family rental development and rents, especially in close-in neighborhoods, have risen as much as 29%. Year-over-year rent rates throughout Portland have increased by 6.8%. One time funds are an effective way to make a capital investment that provides a minimum of 60 years of housing affordable to low income working families in areas with access to great schools, transportation and fresh food; countering displacement in gentrifying neighborhoods. As General Fund can be used City-wide, this investment would provide the flexibility to go where both the need and opportunity are greatest, developing Complete Neighborhoods affordable to those the market can't reach and preventing displacement.*

*PHB will use cost containment strategies to invest in projects with that keep development costs low including prioritizing, acquiring and rehabilitating existing housing stock which is typically much less expensive than new developments. The investment size is scalable. Each \$1,000,000 investment would leverage \$4,000,000 in other public and private funds.*

### **Priorities**

It is not anticipated that any project will meet all of the priorities. However, a project that meets several of these criteria, specifically regarding cost containment, will be considered a strong opportunity for funding.

- **Cost containment** and strategies that keep development costs low is an important goal of this solicitation.
- **Leveraging the current building boom** in multi-family housing is of great interest. This solicitation includes a new funding category for “buying into” existing apartments with unrestricted rents. Other opportunities that leverage the current market will also be considered.
- **“Complete Neighborhoods”**, which can include mixed-income and mix-use projects with “access to great schools, transportation and fresh food,” impact not just quality of life but also opportunities for self-advancement and fulfillment of household needs and aspirations. Those areas in Portland can be mapped and further defined [here](#).
- **Preventing displacement** in neighborhoods at risk. The City of Portland’s study, conducted by Dr. Lisa Bates for the Bureau of Planning and Sustainability can be found [here](#).
- **Housing suitable for families**, which includes apartments with two bedrooms or more and amenities in the building or very nearby that are appealing to families with children.
- Our community prioritizes housing vulnerable people experiencing homelessness, including disabled veterans and others. Projects that commit to **housing veterans and other vulnerable populations** who have a guaranteed rent subsidy and services are a priority. That includes priority populations identified in [A Home for Everyone](#). Tenant- and project-based permanent supportive housing subsidies, include [VASH](#) and Continuum of Care.

The City is also encouraging the speedy deployment of resources with a goal to commit funds **no later than March 31, 2015**.

## II. THRESHOLD REQUIREMENTS FOR PROJECT ELIGIBILITY

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

- Demonstrate conformance with PHB's values:
  - 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.
- Provide **affordable rental housing** through:
  - Acquisition/Rehabilitation
  - New Construction
  - "Buying" affordable units which meet [Housing Quality Standards](#) within existing housing in the City of Portland
- Units funded by the HIF Opportunity Fund may only serve low-moderate income households defined as those **earning 60% Median Family Income (MFI) and below**. An MFI table can be found [here](#). These units may be part of a building that also has housing with unrestricted rents.
- Be located within **the City of Portland**.
- Score at least 15 points in the **Financing** section.
- Score at least 15 points in the **Equity** section.
- Score at least 70 points **overall**.
- **Acquisition/Rehabilitation:** Project must include a scope of rehabilitation that addresses physical deficiencies that are 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 two (2) 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.
- **Mixed use projects:** 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.

- Project concept must be sufficiently developed and its total financing clearly identified and secured such that PHB can commit funds no later than **March 31, 2015**.
- **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

- **Submittal requirements:** Meet all submittal requirements of [Section IV](#).

### III. FUNDING AVAILABLE

This Opportunity Fund makes available up to \$1,000,000 of funds which are derived from city general funds. The majority of funds must be spent on:

- Construction or rehabilitation of buildings
- Development costs directly associated with construction or rehabilitation; or
- Land acquisition or other form of site control
- Financing the acquisition of a building or providing financing for a portion of multi-family housing for the purpose of “buying down” or restricting rents for affordable housing that were previously unrestricted

OF funds may be used in combination with many other funding sources. However, given the current environment and expenditure deadlines, PHB will not accept applications that propose to utilize 9% LIHTCs; 4% LIHTCs are acceptable. PHB will not accept applications that propose additional funding from PHB outside of what is being made available via this OF, or proposal of an existing PHB funded project.

#### **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 Housing Opportunity Fund;
  - Name of and contact information for the development team;
  - Statement explicitly agreeing to the General Conditions of Section VI of this OF;
  - Dated signature of sponsor's president, executive director or chief officer.
2. Project overview narrative that includes:
  - Type of project (Acquisition/Rehabilitation, New Construction, or Buying affordable units);
  - 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. Complete the Unit and Income Mix Table found in [Appendix D](#) (required);
  - Description of project location, neighborhood characteristics, appropriateness for target population;
  - 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 as it relates to the type of project proposed, including sponsor/ownership entity and its relationship to other development team members.
4. Description of site control and supporting materials.
5. Description of financing and financial structure. PHB suggests including the following topics. However, Development Teams should use their own discretion in deciding on what to describe and how.
  - How OF will be used particularly in conjunction with other funding sources
  - Other funding sources: how they were determined, how they will be used, preliminary terms, and known or anticipated conditions or contingencies associated with the source(s)
  - Construction and development cost estimates: who prepared them, how they were derived and important caveats or conditions associated with them
  - The basis/experience from which operating income and expenses were derived
  - Terms and conditions of other funding sources and how those were determined

- Other important terms/conditions/caveats related to any/all aspects of the development/construction budget or operating pro forma
6. Preliminary development budget and operating 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.
  7. Readiness: fill out, to the greatest extent possible the “Proposed Project Schedule” contained in [Appendix C](#).
  8. 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
    - Workforce, outreach, training and hiring
    - Post-construction contracting, e.g. property management and professional and building services
  9. 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 designed to Affirmatively Further Fair Housing
    - A description of screening criteria and why it is appropriate for the target population
  10. PHB funding Application, signed and dated, including Sponsor Statement of Financial Capability ([Appendix A](#)).
  11. If acquisition and rehab, see [PHB Relocation Policy and Procedures](#)

**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 OF’s release. The first review of applications will begin Monday December 15, 2014.

**Submit eight (8) hard copies of completed application and documentation, with copies of all documents on CD-ROM or flash drive (NO FAXES or EMAILS PLEASE) to:**

Javier Mena  
 Portland Housing Bureau  
 421 SW 6<sup>th</sup> Ave, Suite 500  
 Portland, OR 97204 \* Phone: (503) 823-3377

## V. SELECTION PROCESS AND SCORING

Upon receipt, applications will be reviewed for adherence to this OF'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 OF, PHB will first consider solicitation [Priorities](#) and then 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 Section score of 15 or more and an Equity Section score of 15 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 60 or more points may also be eliminated from further consideration. In addition, in its sole discretion, PHB reserves the right to eliminate proposals it deems as not meeting the goals or requirements of this OF.

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 final awards to Development Team(s).

Consistent with other funding made available by PHB, this OF 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	25
Qualifications	15
Readiness	15
Equity	25
TOTAL	80

THRESHOLDS	MINIMUM POINTS REQUIRED
Financing Section	15
Equity Section	15
NOFA Total	60

OTHER	MAXIMUM POINTS AVAILABLE
BONUS POINTS	20

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

Proposals selected and funds awarded through this OF are conditioned on, among other things, successful PHB underwriting and approval by PHB's Investment Committee, Director and if applicable Commissioner in Charge.



## **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.
- If applicable, PHB maximums for the capitalized portion of the development fee can be found [here](#).
- All Acquisition/Rehabilitation 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 costs including deferred maintenance items with evidence included in the application package.

## VI. GENERAL CONDITIONS

This OF is not a solicitation of competitive bids. PHB by this notice 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 OF schedule.
  3. 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 OF process; and may be used for any purposes relevant to the decisions and actions undertaken by PHB.
  4. Restrictions on communication. Every effort has been made to include herein all the information necessary to prepare and submit a responsive proposal to this OF. 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 OF, direct your question to:

Javier Mena  
Portland Housing Bureau  
421 SW Sixth Avenue, Suite 500  
Portland, OR 97204  
503.823.3377  
[Javier.mena@portlandoregon.gov](mailto:Javier.mena@portlandoregon.gov)

Substantive questions and answers as well as formal Addenda will be posted to the PHB website page: [2014 Opportunity Fund](#).

5. During the course of this OF, 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 OF as a contact for specific information, except upon prior approval of the Solicitation Coordinator.
6. 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. Development teams may also ask clarifying questions of PHB.

7. Failure to abide by these restrictions is grounds for disqualification. This OF does not commit PHB to enter into an agreement.
8. 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.
9. 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 OF 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 OF for the proposed project regardless of their length of separation from PHB.
10. A development team may not protest project selection.
11. 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. Comply with [PHB Guiding Principles of Equity and Social Justice](#).
  - C. Other PHB policies and requirements may apply, depending on the specific project. See [Appendix E](#).

## APPENDIX A

# APPLICATION

PHB PROGRAM OR FUNDING DESCRIPTION		
<input type="checkbox"/> HIF \$ _____		
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

<b>Developer</b>			
Name:		Contact Person:	
Address:		City/State:	Zip:
Email:		Phone:	Fax:
<b>On-Site Manager</b>			
Name:		Contact Person:	
Address:		City/State:	Zip:
Email:		Phone:	Fax:
<b>PROJECT INFORMATION</b>			
Project Name:		Primary Property Tax ID:	Additional Property Tax ID(s):
Address:		City/State:	Zip:
County:	Urban Renewal District (if applicable):	Census Tract:	Zoning:
<b>Proposed/Existing Project Description</b>			
Development Type (check all that apply): <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 _____		Projected Project Financing Close Date:	Year Built (if existing):
		Does the structure have historical significance? (If existing): <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Dimensions</b>			
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):	
<b>Unit &amp; Parking Count</b>			
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	
<b>Relocation</b>			
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<br><input type="checkbox"/> Operating pro forma with detailed assumptions on each line item<br><input type="checkbox"/> Construction Cash Flow<br><input type="checkbox"/> Development team summary and qualifications * | <input type="checkbox"/> Site control documentation<br><input type="checkbox"/> Acquisition/Relocation Questionnaire (if an occupied acquisition) *<br><input type="checkbox"/> Environmental Phase I Report, Soils Report, Lead and/or Asbestos Report (if available) *<br><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

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### 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.

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. Financial Information:

- 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**

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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 [Portland Housing Bureau Relocation Policies and Procedures](#).*

**Date:**

**Applicant:**

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

**Funding Source Applied for:** HIF

**Project Location / Address:**

#### SITE ACQUISITION SECTION

1. Does the applicant currently own the site? *(If yes please indicate the year it was purchased).*

Yes  No  Year purchased

If yes, was the site purchased for this project?

Yes  No

#### RELOCATION/SECTION 104(d) SECTION

2. Please provide copies of the following documentation with this OF:

- 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.)
- Draft notice to be given to tenants informing them of an upcoming project. This notice will not be given to tenants until after the Notice of Award has been received by the applicant but must be provided to PHB with this application to allow for a timely review and delivery to tenants.

**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:

## APPENDIX B

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**3. (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 OF.

Yes  No

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

Yes  No  Type:

**3. (c)** Does the applicant feel informed of the requirement to provide funds for relocation costs and the requirements of the PHB Relocation Policy and Procedures for non-federal funds? Process?

Yes  No

**3. (d)** Has a relocation consultant been identified? (If yes, indicate name)

Yes  No  Name:

## APPENDIX C

### Proposed Project Schedule

Project Name:

Schedule Date:

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

**APPENDIX D**

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**Unit and Income Mix Table**

<b>Unit Type*</b>	<b># of Units</b>	<b>Proposed MFI</b>
Studio		
Studio		
Studio		
1 Bed		
2 Bed		
3 Bed		
3 Bed		
3 Bed		
4 Bed		
4 Bed		
<b>Total</b>		

## APPENDIX E

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### List of Additional Appendices Available On-Line Only

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

<b>Appendix</b>	<b>Content</b>	<b>Web Location</b>
Appendix F	Lead Based Paint Requirements	<a href="https://www.portlandoregon.gov/phb/article/477410">https://www.portlandoregon.gov/phb/article/477410</a>
Appendix G	Additional Documentation Required Prior to Reservation of Funds	<a href="https://www.portlandoregon.gov/phb/article/477415">https://www.portlandoregon.gov/phb/article/477415</a>