

**WINTER 2017  
AFFORDABLE HOUSING  
NOTICE OF FUNDING AVAILABILITY (NOFA)**

**OPPORTUNITY** Over the last two to three decades, many inner North and Northeast Portland neighborhoods have experienced a profound shift in economic conditions and demographics, resulting in a substantial decrease in housing affordability and the displacement of long-time residents. As part of a multi-year effort to address these changes, the Portland Housing Bureau (PHB) is making available up to **\$13,000,000** in Interstate Corridor Urban Renewal Area Tax Increment Financing as well as a PHB-owned property at **5020 N. Interstate Avenue** for the development, and/or acquisition/rehabilitation of affordable housing.

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

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

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

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

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

**MANDATORY DEVELOPER INFORMATION SESSION:** An information session for this solicitation will be held on **Thursday, February 2, 2017 at PHB's offices, 421 SW 6<sup>th</sup> Ave. Suite 500 from 12:00 to 1:30 PM.** All developers/sponsors wishing to be considered through this NOFA must attend.

**SOLICITATION COORDINATOR:**

Lois Waugh, Housing Portfolio Finance Coordinator  
Portland Housing Bureau  
421 SW 6<sup>th</sup> Ave, Suite 500  
Portland, Oregon 97204  
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[lois.waugh@portlandoregon.gov](mailto:lois.waugh@portlandoregon.gov)



**SOLICITATION LOCATION:** <http://www.portlandoregon.gov/PHB/Winter17>

## GENERAL INFORMATION

**Solicitation Title:** Winter 2017 Affordable Housing NOFA

**Solicitation Coordinator:** Lois Waugh, Housing Portfolio Finance Coordinator  
(503) 823-6017  
[lois.waugh@portlandoregon.gov](mailto:lois.waugh@portlandoregon.gov)

**Proposal Delivery Location:** Cheyenne Sheehan, Sr. Administrative Specialist  
Portland Housing Bureau  
421 SW 6<sup>th</sup> Ave, Suite 500  
Portland, OR 97204

**NOFA Webpage:** <http://www.portlandoregon.gov/phb/Winter17>

**Direct all questions regarding this NOFA to Lois Waugh**

## SCHEDULE

**NOFA Issued** Monday, January 23, 2017

**Developer/Sponsor Mandatory Information Session** Thursday, February 2, 2017

**Proposals Due:** Thursday, March 9, 2017 at **3:00 PM (PDT)**

**Anticipated Dates for Evaluation Committee meetings and proposer interviews:** Week of March 27, 2017

**Anticipated Notice of Awards:** Tuesday, April 11, 2017

***All proposals must be received by the date and time proposals are due to be considered. PHB reserves the right to change any dates to serve the goals of the NOFA.***

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## I. FUNDING SOURCES

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This NOFA makes available up to the following:

Funding Source	Amount
<b>RENTAL:</b> Interstate Corridor Urban Renewal Area Tax (ICURA) Increment Financing (TIF)	\$4,000,000
<b>HOMEOWNERSHIP:</b> Interstate Corridor Urban Renewal Area Tax Increment Financing*	\$9,000,000

\*\$5m of these funds can only be used for re-development of the 5020 N. Interstate Ave. site.

This NOFA also makes available this site (see [Appendix A](#) for additional information):

Site Address	Current Owner	Location
5020 N. Interstate Ave.	Portland Housing Bureau	ICURA

## II. INTRODUCTION AND GENERAL INFORMATION

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In 2014, PHB reached out to people who had lived or were currently living in neighborhoods in inner North and Northeast Portland to hear their needs related to housing. This initiative, eventually called the [North/Northeast Neighborhood Housing Strategy](#) (NNENHS or the “Strategy”), was spurred by an additional \$20,000,000 in ICURA TIF made available for affordable housing by then Mayor Charlie Hales in response to community concerns over ongoing involuntary displacement of longtime residents. The NNENHS contains seventeen strategies to address the stated housing needs of the community based on the input gathered from current and former residents. These strategies include: assisting existing homeowners to stay in their homes, providing funds to help low to moderate income households become homeowners, the development of new affordable rental housing units, and purchasing properties for “land banking.” As part of the Strategy, a [Preference Policy](#) was also developed to prioritize households who can demonstrate that they and/or their ancestors have resided in North and Northeast Portland for the housing opportunities resulting from this initiative (see [Preference Policy map](#)). While the Strategy has produced some notable successes, the housing need remains great. As such, this NOFA seeks the development of additional affordable rental and ownership housing units in the Interstate Corridor Urban Renewal Area.

### **Common Elements**

The following apply to all projects:

- The resource amounts shown in Section I. are maximums and subject to appropriation.
- For this NOFA, the city will emphasize expediency and cost containment in all aspects of building design, construction and operations. Innovations that can reasonably be expected to result in demonstrated lower costs are encouraged.

The following apply to rental projects only

- Compliance with the requirements contained in [Chapter 30](#) of the City Code including the requirement for 99-year affordability.

### **Equity**

With regard to race, ethnicity and other protected classes, Equity is central to this NOFA. All projects must meet the requirements of the City’s Minority, Women and Emerging Small Business (MWESB) contracting utilization and Workforce Training and Hiring (WFTH) Program requirements (see [Appendix E](#) and [Appendix F](#)). In addition, proposers should consider how equity is addressed throughout their proposals and within their organizations. Among other things PHB is interested in:

- Diversity of organizations including their staff and board members.
- Organizational equity and diversity plans and policies and their implementation.
- Training within organizations around equity, diversity, inclusion, cultural competency, etc.
- Outreach to, including during marketing and lease-up, communities of color, immigrants/refugees and special needs populations.
- Diversity in professional services contracting to meet 20% participation goal.
- Tenant screening criteria.

These and other related topics should be captured in development teams’ Development Benefits Plan (see Section V, Submittal Requirements).

PHB’s Guiding Principles of Equity and Social Justice in [Appendix H](#) provides additional guidance.

## **Sustainability Practices**

New construction projects will be required to achieve certification through a third-party green building certification program for multi-family projects, which may include LEED, Earth Advantage, and Living Building Challenge. Renovation projects will be third-party certified to the level of LEED Silver or higher:

An Energy Trust of Oregon Eco Charrette will also be required to evaluate the project sustainability goals. Emphasis should be placed on paths maximizing performance in Energy, Water and IAQ (Indoor Air Quality) /Health.

## **9% Low Income Housing Tax Credits**

All proposers for rental housing contemplating use of federal Section 42 Low Income Housing Tax Credits (LIHTCs) should prepare their applications assuming 4% credits (and associated tax exempt bond financing). Development teams may submit additional alternate funding scenarios showing utilization of 9% low income housing tax credits. However, PHB in its sole discretion will determine whether to pursue/prioritize 9% LIHTC alternatives.

## **Appropriations**

Awards through this NOFA are subject to appropriation and contingent on approval of City of Portland of fiscal year budgets.

## **Cost Controls**

All projects should demonstrate average unit costs not to exceed those as calculated by the Cost/Unit Calculator as well as not to exceed average maximum PHB subsidy/unit and average maximum expenses per unit per annum (see [Form G](#) and [Appendix C](#)).

## **Site Control**

With the exception of 5020 N. Interstate Ave., all proposals must have site control in the form of title, an option to purchase, a master lease agreement for a period of years that will allow a mortgage, or other forms of site control acceptable to PHB, *or be able to demonstrate site control within six (6) months of application submittal*. Proposals for new construction or change of use/density must provide evidence of land use suitability including zoning, environmental assessments, and neighborhood compatibility.

## **Terminology**

PHB is in the process of changing the way it refers to incomes. Previously, PHB had used median family income (MFI). For this NOFA and in the future PHB will use Area Median Income (AMI). For purpose of determining household income, these terms are interchangeable. Proposers who encounter the term "MFI" in PHB or other documents can assume it means the same thing as AMI.

## **Mandatory Information**

At least one representative from each development team must attend the Mandatory Developer Information Session. Representatives will be required to sign in at the session. Teams not complying with this requirement may be disqualified from this NOFA.

### III. RENTAL HOUSING DEVELOPMENT REQUIREMENTS AND PREFERENCES

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ICURA TIF: \$4,000,000

In accordance with Oregon Revised Statutes Chapter 457, these funds may only be used within the boundaries of the Interstate Corridor Urban Renewal Area. Funds are for the development, construction and permanent financing of new affordable rental housing units or their acquisition and rehabilitation. Preservation projects, i.e. those that are already subject to PHB debt and/or a PHB or other agency regulatory agreement will not be considered through this NOFA (owners of such projects should consider applying to PHB's Winter 2017 Affordable Housing Preservation Request for Interest [RFI]). All projects utilizing these funds will be evaluated against the following Investment Requirements and Preference Criteria.

#### **Investment Requirements**

- Development of new rental housing; or acquisition with rehabilitation of existing building(s) for use as rental housing.
- 50% test: acquisition/rehab projects must use at least 50% of PHB resources for construction related costs (hard and soft).
- Minimum units: 40
- Minimum average bedroom count: 1.0 (see [Form G](#) for calculation methodology)
- Subsidy: all PHB subsidy must be applied to units for households earning 60% or less of area median family income (MFI):
  - At least 5% of PHB subsidized units must be for households earning between 0-30% MFI and must be permanent supportive housing (PSH) for disabled households with long histories of homelessness (See additional information on Permanent Supportive Housing below)
- Programming: appropriate to building population(s)
- Financial metrics: see [Appendix B](#) and [Appendix C](#)
- Use of [N/NE Preference Policy](#) for unit marketing and lease-up.
- Green building as described in section II "Sustainably Practices"

#### **Preference Criteria**

Projects that meet any or all of the following may be prioritized for funding:

- Projects with 50 or more units
- Projects with average bedroom counts of 1.5 or greater
- Projects with demonstrated financial capacity to serve more than 5% of households earning 0-30% MFI
- Projects intending to serve formerly homeless and vulnerable populations beyond the minimum 5% PSH requirements. Vulnerable populations include: households exiting homelessness, particularly families with children, adults ages 25 and younger, adults with disabilities (particularly those who were chronically homeless for a year or more or had 4 episodes of homelessness in the last 3 years), women and veterans. (See additional information on Permanent Supportive Housing below.)
- Programming that demonstrates positive outcomes for residents or programming that demonstrates genuine partnership with a history of positive outcomes for residents.
- A detailed marketing and lease-up plan that demonstrates a focus on household/individuals of color or other underserved populations.

- Low entry barriers: units accessible to households with adverse credit, rental, and legal histories and very limited income. Access may be achieved through partnerships with referring service providers, innovative screening and property management strategies, and/or other approaches that remove barriers to access.
- Projects that demonstrate innovative design or other construction cost savings measures including a reduction from allowed cost/unit maximums of 10% or more ([see Appendix C](#) for cost maximum information).
- A detailed plan to achieve at least 30% MWESB subcontractor participation through the City of Portland Subcontractor Equity Program ([see Appendix E](#)).
- Projects including MWESB certified prime general contractors and/or prime general contractors partnered with certified MWESB general contractor in a significant capacity (proposals with a certified MWESB partnership agreement should detail the expected division of work).
- A detailed plan to achieve at least 20% MWESB professional services participation
- Projects including MWESB certified lead consultants and/or lead consultant partnered with certified MWESB consultant in a significant capacity (proposals with a certified MWESB partnership agreement should detail the expected division of work).
- Significant leveraging of non-City sources of funding, including development team financial equity.
- Projects that will provide long-term positive cash flow and/or repayment of city-held debt as demonstrated by the development budget(s) and operating pro forma.

**Additional Information Regarding Permanent Supportive Housing (PSH) Requirement and Preference for Projects Intending to Serve Formerly Homeless and Vulnerable Populations**

The Joint Office of Homeless Services (JOHS - a joint office between the City of Portland and Multnomah County), is committed to providing supportive services resources sufficient to assist residents within the minimum 5% of units required as PSH. Depending on the proposed number and type of units, the Joint Office of Homeless Services will likely provide these supportive services through approximately 0.3 FTE or more of full time equivalent staff within a mobile team of dedicated nonprofit service providers contracted directly through JOHS and engaged in a memorandum of understanding or equivalent partnership agreement with the selected housing provider(s). The specific dedicated JOHS resources required to meet the minimum 5% required PSH units will be subject to negotiation between JOHS and the selected housing provider(s).

If the selected housing provider(s) expresses intent to serve additional formerly homeless and vulnerable households within the proposed project, JOHS is prepared to enter into collaborative negotiations with the selected housing provider(s) to determine JOHS ability to identify and/or dedicate additional local, state, federal or nongovernmental resources to support the proposed project's additional units dedicated to this purpose. For example, JOHS anticipates that additional dedicated PSH units might require permanent rental subsidies, additional operating or risk mitigation funds, enhanced resident services, and/or dedicated onsite supportive service provision.

Proposers seeking preference under this criteria should include the following detail in their proposals:

- the total number, size and subsidy level (e.g. 60% MFI vs. 0-30% MFI) of units dedicated to serving formerly homeless and vulnerable households
- anticipated supporting resources needed through JOHS, included estimated annual costs (e.g. 1 FTE Onsite Enhanced Resident Services @ \$75,000 per year)

Note that any units dedicated to serve additional formerly homeless and vulnerable households would still be subject to N/NE Preference Policy for unit marketing and lease-up.



## IV. OWNERSHIP HOUSING DEVELOPMENT REQUIREMENTS AND PREFERENCES

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ICURA TIF: \$9,000,000  
Site: 5020 N. Interstate Avenue

PHB is making available a total of \$9,000,000 in ICURA TIF to be used for the redevelopment, construction and long-term financing of ownership housing. Also for this purpose, PHB is making available the site it owns at 5020 N. Interstate Ave. ICURA TIF funds are available as follows:

- \$5,000,000 (maximum) may be used for the 5020 N. Interstate Ave. property.
- \$4,000,000 (maximum) may be used anywhere in the ICURA.

All projects utilizing these funds will be evaluated against the following Investment Requirements and Preference Criteria.

### **Investment Requirements**

- Development of new ownership housing;
- Minimum units:
  - 5020 N. Interstate: 30
  - Any other site: none;
- Minimum average bedroom count:
  - 5020 N. Interstate: 2.0, with at least ten two bedroom and ten three bedroom units (see [Form G](#) for calculation methodology);
  - Any other site: none
- Subsidy: all PHB subsidy must be applied to units for households earning 80% AMI or less for two bedroom or smaller units and 100% AMI or less for three bedroom or larger units. Note:
  - PHB subsidy may be used to assist in financing pre-development and construction;
  - PHB subsidy may also be used to provide permanent subsidy through the “recapture model” or the “retention model” (see “Additional Information” below) in the form of a second mortgage to homebuyers in accordance with the income requirements above. Minimum requirement for any mortgage subsidy:
    - Payable to PHB;
    - Term = 30 years;
    - Interest 0.00%.
- Financial metrics:
  - Less than or equal to the “Maximum Capitalized Developer Fee” in [Appendix B](#). For the purposes of this section of the NOFA, the concept of “developer profit” is the same as “Capitalized Developer Fee.”
  - Less than or equal to the “Maximum Cost/Unit” in [Appendix C](#); and
  - Less than or equal to the “Average Maximum PHB subsidy/unit” in [Appendix C](#) with the exception that the calculation will include units up to 100% MFI;
- Use of [N/NE Preference Policy](#) in establishing initial list of household prospects.
- 5020 N. Interstate only: Green building as described in section II “Sustainably Practices”

### **Preference Criteria**

Projects that meet any or all of the following may be prioritized for funding:

- Projects with 40 or more units

- For the 5020 N. Interstate Ave. site ONLY, projects that create retail space and would consider offering it to the current tenant;
- Projects with 10% or more market-rate units;
- Projects that repay PHB subsidy upon unit sale while also meeting Investment Requirements above;
- Projects that demonstrate innovative design or other construction cost savings measures including a reduction from allowed cost/unit maximums of 10% or more ([see Appendix C](#) for cost maximum information).
- A detailed plan to achieve at least 30% MWESB subcontractor participation through the City of Portland Subcontractor Equity Program (see [Appendix E](#)).
- Projects including MWESB certified prime general contractors and/or prime general contractors partnered with certified MWESB general contractor in a significant capacity (proposals with a certified MWESB partnership agreement should detail the expected division of work).
- A detailed plan to achieve at least 20% MWESB professional services participation
- Projects including MWESB certified lead consultants and/or lead consultant partnered with certified MWESB consultant in a significant capacity (proposals with a certified MWESB partnership agreement should detail the expected division of work).
- Significant leveraging of non-City sources of funding, including development team financial equity.
- Projects that provide permanent subsidy in accordance with the income requirements above through a “retention model” (see “Additional Information” below).

### **Additional Information Regarding Homebuyer Subsidy**

Generally speaking, there are two models for subsidizing affordable homeownership: “recapture” and “retention.” Both models recognize the need to use public resources appropriately while also providing for true affordability for homeowners. Either model (and variants thereof) is acceptable for this NOFA.

PHB’s current [Down Payment Assistance Loan](#) follow the “recapture” model. Besides bringing down the cost of homeownership, one of the benefits of this model is that it’s relatively simple to administer: upon sale the public subsidy is repaid to PHB (assuming sufficient proceeds from the sale). One of the problems with this model is that affordability is lost when a unit resells.

One of the principal benefits of the “retention model” is that it preserves affordability for the long-term, in some cases up to ninety-nine years. However, the model also requires an administration method, often a third-party, to ensure the model is working properly and that owners do not receive a windfall upon resale. In addition, the “retention model” generally must limit the resale price of a unit in order to provide for affordability to the subsequent buyer. Development teams desiring to use of the “retention model” will be required to demonstrate its administrative feasibility as proposed.

### **Additional Information Regarding 5020 N. Interstate Ave. property**

Development teams proposing on the 5020 N. Interstate site should be aware that the current tenant, J’s Market, has a lease that is valid through September 14, 2020 (all other buildings on the property are vacant and will remain so). Proposers may assume that, if necessary, PHB will attempt to renegotiate the lease in order to make the entire site available in alignment with the proposer’s development timeline.

## V. SUBMITTAL REQUIREMENTS/APPLICATION

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Development teams must submit the following minimum application materials including the completed application form ([Appendix A](#)). Total combined page limit for the Project Overview Narrative (#2) and Development Team Summary (#3) is **10**. Page limit for the Development Benefits Plan (#7) is **6**

1. Sponsor Cover Page – [Form A](#).
2. Project Overview Narrative that includes:
  - Type of project (new construction, acquisition/rehab);
  - Description of project including number and type of units, number of floors, construction type, floor area ratio, height and key design elements (if any);
  - Description of the target population and income mix;
  - Description of resident or other programming including resident services (if any);
  - If applicable, description of existing partnerships between sponsor and supportive service provider(s) serving households experiencing homelessness or at risk of becoming homeless. Description should include intent to replicate, expand, or create new such partnerships;
  - Plans, if any, for parking and open space;
  - Description of key financial assumptions and financing terms, particularly as those relate to: a) the funding source(s) contained in this NOFA; and b) contingent, at risk or otherwise uncommitted outside funding sources. For home ownership projects detailed description of which affordability model will be used, “recapture” or “retention” and how that model will be administered to ensure appropriate use of public resources;
  - Indicators of cost efficient design, construction and operations;
  - Confirmation of Davis Bacon and/or BOLI wage assumptions for construction as applicable;
  - Description of the green/sustainable building or operations features and, if applicable, any green building certifications planned;
  - For projects proposing commercial space: development teams should provide information on any potential tenants already identified and/or discuss their approach and methodology for outreach and identifying potential tenants. Responses should include how any commercial tenants may be a benefit to residents of the housing development and/or the surrounding community. This information should be part of the Development Benefits Plan.
3. Development Team Summary: Development team qualifications and experience, including ownership entity and its relationship to other development team members. The summary must also include a description of development teams’ past use of or familiarity with the rules,

regulations and requirements of the specific funding sources being requested. **Teams unable to satisfactorily demonstrate use or familiarity may be eliminated.**

4. For **rental projects** only: preliminary Budget/Pro Forma including projected sources and uses, income and expense breakdown, and 30 year cash flow projections. Use of **Form E** in **electronic/"live" (not PDF)** format is required. Proposals submitted without an electronic/"live" (not PDF) version may be eliminated.

For **ownership projects** only: for the development, i.e. construction budget, use the "Sources" and "Uses of Funds" tabs on **Form E (electronic/"live" [not PDF]** format is required) – there is no need to use or refer to other tabs in Form E as those apply to rental projects. For the portion of the budget/proforma that captures items related to sales to homebuyers and "permanent" financing, development teams may use any format they deem appropriate. This section of the budget should include sales price targets and estimated homebuyer subsidy amounts. .

5. Readiness: fill out, to the greatest extent possible, the "Proposed Project Schedule" contained in **Form F.**
6. For sites other than 5020 N. Interstate Ave., description of site control and supporting materials.
7. A Development Benefits Plan (see [Appendix G](#))
8. For rental housing projects, [Affirmative Fair Housing Marketing Plan.](#)
9. PHB Cost Standard and Average Bedroom Calculation (see **Form G**)
10. PHB Funding Application (see **Form B**), Sponsor Statement of Financial Capability (see **Form C**) and an Acquisition and Relocation Questionnaire (see **Form D**).
11. Organizational financial statements. Exception: project sponsors who already submit financial statements to PHB as a result of existing projects in PHB's portfolio are not required to submit financial statements as part of their NOFA application.

**All pages in the application must be numbered.**

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

Signed and dated proposals must be submitted by **3:00 p.m. on the Proposal Due Date** to be considered responsive.

**Submit seven (7) hard copies of completed application and documentation, with copies of all documents on a flash drive (NO FAXES PLEASE) to:**

**Cheyenne Sheehan, Sr. Administrative Specialist  
Portland Housing Bureau  
421 SW 6<sup>th</sup> Ave, Suite 500  
Portland, OR 97204  
Phone: (503) 823-2362**

## **VI. SELECTION PROCESS AND EVALUATION CRITERIA**

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Upon receipt, all applications will be reviewed for adherence to this NOFA's submittal requirements. 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 a proposal is responsive.

Proposals meeting submittal requirements and Investment Requirements will be reviewed by staff from PHB and potentially PHB's partners. Following staff review, an Evaluation Committee(s) will review some or all of the proposals. At PHB's sole discretion, development teams may also be asked to make presentations to or interview with staff or the Evaluation Committee(s).

Proposals will be evaluated based on the following:

### **Evaluation Criteria**

- Investment Requirements.
- Preference Criteria.
- Content and quality of the Project Narrative.
- Qualifications and experience of the Development Team
- Content, quality, and appropriateness of the Preliminary Budget/Proforma and the assumptions contained therein. Evaluation of this criteria includes leveraging of resources other than the City's.
- Content and quality of the Proposed Project Schedule and the assumptions contained therein.
- Content and quality of the Development Benefits Plan.
- Any and all content regarding building and site design (if any) as well as green building.

PHB recognizes there is a "creative tension" inherent in publically financed projects. PHB strongly discourages manipulation of pro forma assumptions to produce a particular desired outcome, e.g. lowering expenses to produce more favorable net operating income. PHB encourages the honest reporting of pro forma assumptions. PHB reserves the right to reject proposals that appear to portray misleading financial information.

## VII. GENERAL CONDITIONS

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This NOFA is not a solicitation of competitive bids. PHB by this NOFA 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 in response to this NOFA.
  - 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.
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. 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 Access Policy after the completion of the NOFA process; and may be used for any purposes relevant to the decisions and actions undertaken by PHB towards development of the property being offered. Entities are advised that confidential financial information, including the Developer's Statement of Financial Capacity, should be clearly labeled and submitted separately from the remainder of their proposal (both paper and digitally). Similarly, if any entity responding to this NOFA believes that a specific portion of its response constitutes a "trade secret" under Oregon Public Records Law (ORS 192.501.2) and is, therefore, exempt from disclosure, the entity must clearly identify that specific information as a "trade secret" and submit it together with the confidential financial information. Identification of information as a "trade secret" does not necessarily mean that the information will be exempt from disclosure. PHB will make the determination of exemption from disclosure based on the nature of the information and the requirements of the Oregon Public Records Law.
  3. 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:

Lois Waugh, Housing Portfolio Finance Coordinator  
Portland Housing Bureau  
421 SW Sixth Avenue, Suite 500  
Portland, OR 97204  
[lois.waugh@portlandoregon.gov](mailto:lois.waugh@portlandoregon.gov)

All substantive questions and answers as well as formal Addenda will be posted to the PHB website page: <http://www.portlandoregon.gov/phb/Winter17>

4. 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 review 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 Project Manager.
5. 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 about some specific point of a proposal.
6. Failure to abide by these restrictions is grounds for disqualification. This NOFA does not commit PHB to enter into an agreement.
7. 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.
8. Respondents to this NOFA are prohibited from employing or retaining a former PHB employee to assist in the preparation of a proposal to this NOFA if the former PHB employee has been separated from PHB for less than one year and worked substantially with the site or related project while employed by PHB.
9. The selected developer is further prohibited from employing or retaining a former PHB employee who has been separated from PHB for less than one year and worked substantially with this site or related project while employed by PHB:
  - A. To work on or receive any financial gain related to the project; or
  - B. To work in a capacity responsible for influencing, or trying to influence the actions of PHB other than through public testimony.
10. Funded projects will be required to:
  - A. For rental projects, comply with City-required 99-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 K](#).
  - C. Other PHB and/or PDC policies and requirements may apply, depending on the specific project. See [Appendix D](#) for additional information.
  - 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. **Financial Documentation:** Current financial statements and recent financial audits (if available) in sufficient detail for PHB to analyze the overall health of the organization, and the performance of other real estate owned.

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

G. Additional information regarding project criteria is contained within the Appendices.

11. Development teams are limited to **one** proposal with the following exceptions:

A. Development teams may submit separate proposals for an ownership housing project on the 5020 N. Interstate Ave site, an ownership project on another site and/or a rental project (up to three total).

B. "Bundling" of multiple sites into one application for rental projects is permitted provided all sites function as a single application for both PHB and non-PHB funding.

12. Mandatory Information: Development teams may be eliminated from consideration if a) a representative of the team does not attend the Mandatory Developer Information Session; or b) proposers use a general contractor that does not attend the Mandatory Contractor Networking Session.

13. 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.



## VIII. LIST OF FORMS AND APPENDICES

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FORM	LOCATION
Form A – Sponsor Cover Page	<a href="#">Form A</a>
Form B - PHB Application Form	<a href="#">Form B</a>
Form C- Sponsor Statement of Financial Capacity	<a href="#">Form C</a>
Form D – Acquisition and Relocation Questionnaire	<a href="#">Form D</a>
Form E- Budget / Proforma Template	<a href="#">Form E</a>
Form F- Project Schedule	<a href="#">Form F</a>
Form G - PHB Total Cost Standard and Average Number of Bedrooms	<a href="#">Form G</a>

APPENDIX	LOCATION
Appendix A – Site Information	<a href="#">Appendix A</a>
Appendix B – PHB Underwriting Metrics	<a href="#">Appendix B</a>
Appendix C – Additional Financial Metrics for Winter 2017 NOFA	<a href="#">Appendix C</a>
Appendix D – Additional Policies and Project Requirements	<a href="#">Appendix D</a>
Appendix E – Subcontractor Equity Program	<a href="#">Appendix E</a>
Appendix F – Workforce Training and Hiring Program	<a href="#">Appendix F</a>
Appendix G – Development Benefits Plan	<a href="#">Appendix G</a>
Appendix H – PHB Guiding Principles of Equity and Social Justice	<a href="#">Appendix H</a>
Appendix I – Federal Funds Compliance	<a href="#">Appendix I</a>
Appendix J – General Information Notice (GIN)	<a href="#">Appendix J</a>
Appendix K – Lead Based Paint Requirements	<a href="#">Appendix K</a>
Appendix L – Housing Rehabilitation Standards	<a href="#">Appendix L</a>
Appendix M – Additional Documentation Required Prior to Reservation of Funds	<a href="#">Appendix M</a>
Appendix N – Fiscal Year 2016-17 list of CBDOs and CHDOs	<a href="#">Appendix N</a>
Appendix O – PHB Relocation Policy and Procedures	<a href="#">Appendix O</a>
Appendix P – Areas of Special Activities for CBDOs	<a href="#">Appendix P</a>
Appendix Q – Phase 1 Environmental Site Assessment and Limited Phase II Subsurface Investigation 5020 N. Interstate Ave.	<a href="#">Appendix Q</a>

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