

# Portland's Housing Bond

## Bond Property Assessment – Internal Review Process

1. Initial review for meeting basic criteria in RFI and Bond Policy Framework by staff from the HIPP, Data, and Policy Team, as well as Home Forward.
2. For those meeting basic criteria, the submittal and analysis will be shared with a “Standing Committee” with the:
  - a. Director,
  - b. Assistant Directors,
  - c. Business Operations Manager,
  - d. Finance and Accounting Manager,
  - e. Housing Investment & Preservation Programs Manager,
  - f. Data Manager,
  - g. Equity and Policy Manager,
  - h. Representative of Home Forward,
  - i. Two representatives of the Bond Oversight Committee, and
  - j. Office of Management Finance (potentially).

The Standing Committee will meet weekly on Friday, and only proposals distributed by Monday of each week will be heard at the Friday meeting.

The Standing Committee will seek to move toward a consensus of whether to move the proposal forward or not, or request additional information that will lead to a decision at a subsequent meeting.

3. Documented disagreements when a decision cannot be reached at the Standing Committee will be addressed by Executive Leadership: the Director, Assistant Directors; and Business Operations Manager.
4. Director and Executive Leadership to present to the Mayor and Mayor’s Staff.

12/12/17