

Portland's Housing Bond

Planning Process for New Bond Properties

1. A proposed plan for each property will be developed by a group of staff, including: Director, Assistant Directors, Bond Policy Coordinator, Housing Investment & Preservation Programs Manager, Finance and Accounting Manager, Bond Housing Program Coordinator, Bond Construction Coordinator, Senior Policy Analyst from the Housing Commissioner, and representatives from Home Forward.

Plan development will be based on alignment to the Bond Policy Framework priorities, furtherance of bond production goals, advancement of racially equitable practices and outcomes, ability to leverage partnerships and resources, and ensuring financial sustainability of the property.

The plan will include:

- a. Population(s) to be served;
 - b. Number of total units;
 - c. Number of units at 0-30% AMI and 31-60% AMI;
 - d. Number of Project Based Vouchers (PBV);
 - e. Number of Supportive Housing units;
 - f. Proposed plan for equitable contracting;
 - g. Proposed community notification and engagement activities, including names of organizations, entities to reach out to regarding the property;
 - h. Neighborhood-specific opportunities and/or challenges to programming and operations related to the site.
2. Proposed plans will be submitted for review, discussion and feedback from the Bond Property Review Committee, Public Information Officer and Community Engagement and Policy Coordinator.
 3. Proposed plans will then be submitted for review, discussion and feedback from the full Bond Oversight Committee at a public noticed meeting. The Bond Oversight Committee will approve plans prior to start of community notification and engagement activities.

4. PHB staff, working in close coordination with Home Forward staff, will notify neighbors and other stakeholder groups, according to the "Community Notification Schedule at Key Milestones." The final property plan will be used by PHB and Home Forward to guide implementation of housing development and operations.

Process for Acquisitions:

In cases when PHB acquires a property with bond funds, Home Forward will first conduct an analysis of with the acquired property including:

- assessing compliance of existing property management arrangements to Portland's Housing Bond requirements;
- recommendations for property management service to achieve bond affordability and property-specific goals;
- compile information regarding existing tenancy at the property, including income levels, household size and other demographics.

Home Forward will submit the analysis to the Director of PHB, for inclusion in the development of a proposed plan for the property. The process will then follow the steps outlined in this document.

5/1/18