

Portland's Housing Bond

Community Notification Schedule at Key Milestones

PHB Bond staff, working closely with PHB PIO and Home Forward staff, will schedule notifications throughout the development of bond properties. Notifications will help keep stakeholders updated on progress of bond properties in their neighborhoods and provide opportunity for PHB to hear feedback from the community on design elements, amenities and marketing/lease-up plans related to each property.

Milestone	NOTIFICATION BY PROJECT TYPE		
	Land Purchase	New Building Acquisition (unoccupied)	Existing Building Acquisition (occupied)
Letter of Intent Signed Timeframe: 1-2 weeks (<i>Seller agrees to initial price and terms of sale.</i>)	None	None	None
Purchase and Sale Agreement (PSA) Signed Timeframe: 2-3 months (<i>"Under Contract." Outlines terms and timing of sale, due diligence and closing</i>)	None	None	General Information Notice (GIN) sent to tenants – when due diligence period has expired.
Closing Timeframe: 30 days (<i>City Council approval and financial transaction of purchase</i>)	<ul style="list-style-type: none"> Advance notice to BOC and neighborhood stakeholders¹ Public announcement: Press release following City Council approval, website, fact sheet 	<ul style="list-style-type: none"> Advance notice to BOC and neighborhood stakeholders¹ Public announcement: Press release following City Council approval, website, fact sheet Begin outreach to prospective partner organizations to support lease-up and services for 0-30% AMI and Supportive Housing. 	<ul style="list-style-type: none"> GIN sent to tenants at closing Advance notice to BOC and neighborhood stakeholders¹ Public announcement: Press release following City Council approval, website, fact sheet Begin outreach to prospective partner organizations for referrals and services for 0-30% AMI and Supportive Housing.
Design Phase Timeframe: up to 12 months (<i>Selection of Architect and General Contractor. Building design, unit mix and tenant programming.</i>)	Neighborhood and neighborhood coalition meeting(s) scheduled to reveal design and hear feedback.	N/A	N/A
Ground Breaking Timeframe: 1 month (<i>Construction kick-off ceremony with G.C., Architect, political dignitaries</i>)	<ul style="list-style-type: none"> Event media advisory Invitation to neighborhood stakeholders, PHB partners, BOC members Post-event press release, website and social media update 	N/A	N/A
Construction Phase Timeframe: 18 months (<i>Building construction, start marketing, lease-up and service contract plans.</i>)	<ul style="list-style-type: none"> Bond-branded site sign goes up at construction site. Begin outreach to prospective partner organizations to support lease-up and services for 0-30% AMI and Supportive Housing. 	N/A	N/A
Grand Opening Timeframe: 1 month (<i>Final PR moment with ceremony, building name reveal and tour, concurrent with lease up</i>)	<ul style="list-style-type: none"> Event media advisory Invite to neighborhood stakeholders, BOC, PHB partners Post-event press release, website and social media update 	<ul style="list-style-type: none"> Event media advisory Invite to neighborhood stakeholders, BOC, PHB partners Post-event press release, website and social media update 	Open House <ul style="list-style-type: none"> Invite to neighborhood stakeholders, BOC, PHB partners Post-event press release, website and social media update
Lease-Up/Marketing Timeframe: 3 months/ongoing (<i>Implement Community Engagement plan for tenant application referrals. Place ads, pre-qualify tenants, and sign leases for move in</i>)	Partner organizations provide referrals for lease-up and services for 0-30% and Supportive Housing; partner organizations notified of 60% AMI vacancies in advance of general public.	Partner organizations provide referrals for lease-up and services for 0-30% and Supportive Housing; partner organizations notified of 60% AMI vacancies in advance of general public.	Partner organizations provide referrals for lease-up and services for 0-30% and Supportive Housing; partner organizations notified of 60% AMI vacancies in advance of general public.

¹ Neighborhood stakeholders include: Neighborhood Prosperity Initiative (NPI) District Managers nonprofits and other community organizations in the neighborhood where property is located.