

# REQUEST FOR PROPOSALS: HOME REPAIR PROGRAM

**PROPOSALS DUE: AUGUST 2, 2019 AT 3:00 PM**

## OVERVIEW:

Portland Housing Bureau (PHB) will make up to **\$360,000** in local funding available over a one-year period to organizations that submit successful proposals to provide home repair services. All funding and services must target households under 50% Area Median Income (AMI) and all assisted properties must be located within the City of Portland's Interstate Corridor Urban Renewal Area (ICURA) or Lents Urban Renewal Area (Lents URA), depending on funding source.

## OPTIONAL INFORMATION SESSION:

An optional information session for this solicitation will be held on **Monday, July 22, 2019 from 10:00am-11:00am at the Portland Housing Bureau in the Steel Room.**

## EVALUATION CRITERIA:

Basic Proposal	15 Points
Targeted Outreach & Marketing	15 Points
Personnel & Organizational Capacity	20 Points
Budget	40 Points
<u>Legal &amp; Financial Standing</u>	<u>10 Points</u>
<b>TOTAL POINTS POSSIBLE</b>	<b>100 POINTS</b>

## SOLICITATION COORDINATOR:

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(503) 823-0942

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[www.PortlandOregon.gov/PHB/HomeRepairRFP2019](http://www.PortlandOregon.gov/PHB/HomeRepairRFP2019)



*PHB encourages the participation of certified Minority, Women, and Emerging Small Businesses.*

## RFP SCHEDULE

<b>RFP issued:</b>	July 11, 2019
<b>Optional Information Session</b>	Monday, July 22, 2019 from 10:00am – 11:00am at Portland Housing Bureau, Steel Room
<b>Proposals due:</b>	<b>Friday, August 2, 2019 at 3:00pm</b>
<b>Anticipated notice of awards:</b>	August 16, 2019
<b>Anticipated date of contract executions:</b>	September 2019
<b>Date by which all funds must be expended:</b>	June 30, 2020

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

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## I. SUMMARY

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### Introduction

The Portland Housing Bureau (PHB) is issuing this Request for Proposals (RFP) for the delivery of home repair services as a part of the Neighborhood Housing Preservation Team's Home Retention Program. PHB intends to issue a contract with one or more community-based service providers to administer critical home repair services for homeowners at risk of becoming displaced.

Non-profit organizations providing or with the ability to provide geographically-focused, culturally-specific and/or culturally-responsive home repair services in the Interstate Corridor Urban Renewal Area (ICURA) and Lents Urban Renewal Area (Lents URA), serving low-income homeowners that are at risk of displacement are eligible to respond to this solicitation. If applicant is a current subrecipient of PHB funds, the application must address the capacity to take on additional funding to coordinate more and/or larger projects. Proposal may include plan to add additional staff, or ability of current staff to perform work. Applicants with greater organizational capacity, such as in-house staff to conduct home assessments, write scopes of work, and hire and manage contractors to complete home repairs, will receive preference. This service delivery model is recognized by HUD as a best practice for home repair programs to increase efficiency and cost-effectiveness. If you believe your agency meets the essential requirements detailed below and can provide the required services within the proposed budget and timelines provided, please submit a proposal to Emma Deppa at [Emma.Deppa@PortlandOregon.gov](mailto:Emma.Deppa@PortlandOregon.gov) by **3:00pm on August 2, 2019**.

### Background

N/NE Interstate TIF Funds: The [N/NE Neighborhood Housing Strategy](#), directed PHB to dedicate \$800,000 of N/NE Interstate TIF to prevent displacement through single family home repair grants. Of this commitment, \$160,000 is available through this RFP for FY 19-20 to assist 16 homes with larger projects. These funds are intended to serve longtime homeowners in the N/NE area who may be at risk of displacement. The per household grant amount better addresses the needs of older homes with deferred maintenance. PHB retains the right to award funding beyond FY 19-20 through a renewed contract or reissue the RFP each year.

Lents TIF Lift Funds: PHB issued a request for Letters of Interest in FY 18-19 for home repair grant funding in the Lents URA to support the Lents Flood Plain Initiative aimed at preventing displacement of homeowners due to rising flood insurance costs. The \$200,000 included in this RFP is the second year of home repair funding targeted to low-income homeowners in Lents. Funds should assist a minimum of 33 households to align with the output goals included in the FY18-19 funding. Lents funding through this RFP is one-time funding and will not be available after FY 19-20.

### Funds Available *(Applicants can apply for all or any portion of the funding available)*

Program Funding Sources	N/NE Interstate TIF	Lents TIF Lift	TOTAL
Home Repair	\$160,000	\$200,000	\$360,000

Interstate URA boundary map: <https://www.portlandoregon.gov/phb/article/684350>

Lents URA boundary map: <https://prosperportland.us/portfolio-items/lents-town-center/>

**Eligible Activities (See Exhibits B & D for additional detail):**

One or more service providers will provide: home repair grant services including weatherization and accessibility improvements, that support low-income homeowners to safely maintain their homes and reduce the risk of displacement. Each funding contract can include up to 15% for administrative costs such as, reporting, evaluation and data tracking, program management and staff supervision, indirect costs, etc. Other eligible costs include client-related personnel costs (intake, eligibility determination, assessment of needs, and scope of work and rehab project management, skilled, in-house labor, repair materials and specialty contractor services such as electrical, plumbing and roof repairs). Funds will be available during the 2019-2020 fiscal year starting September 1, 2019.

## II. PROJECT REQUIREMENTS

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### General Requirements

1. Eligible Applicants: Non-profit organizations are eligible to apply for funding under this RFP.
2. Project Types: Proposals for the home repair services that are included in the activities listed in Exhibit D and budget in Exhibit B are eligible.
3. Location: All households receiving services with funding awarded through this RFP must live in the Interstate or Lents Urban Renewal Areas within the City of Portland, Oregon.
4. Collaboration/MOUs: If a collaboration is part of the proposal, a Memorandum of Understanding (MOU) must be included with the application.
5. Administrative Costs: Administrative costs will be limited to a maximum of 15% of the PHB-funded portion of the applicant's program budget.
6. Reporting: All households assisted with these RFP funds must be entered quarterly in the PHB web-based reporting system, ServicePoint, enabling PHB to compile overall program data on outputs and outcomes.
7. Expenditure of Funds: All N/NE Interstate TIF and Lents TIF Lift funding awarded through this RFP must be expended by June 30, 2020.
8. Organizational Capacity: If applicant is a current subrecipient of PHB funds, application must address the capacity to take on additional funding to coordinate more and larger projects. Proposal may include plan to add additional staff, or ability of current staff to perform work. Preference will be given to applicants with staff capacity to conduct home assessments, write scopes of work, and hire and manage contractors to complete home repairs.

### Home Repair Grant Requirements

Requirements may vary between funding source. Below are general project requirements. In addition, please read requirements for each funding source.

1. All households must be at or below 80% of Area Median Income (AMI) based on 2019 HUD Income Limits published on the PHB website:  
<https://www.portlandoregon.gov/phb/article/734234>.
2. 85% of all households served shall be under 50% AMI, and no more than 15% of households may have incomes between 50% and 80% AMI.
3. Only owner-occupied households are eligible for home repair grants.
4. Applicants should demonstrate concerted effort to utilize DMWESB-DV contractors to perform home repair services, and report demographics and expenditures for each contractor.

**N/NE Interstate TIF:**

1. \$160,000 in N/NE Interstate TIF funding is restricted for use in the Interstate Corridor URA in FY 2019-2020.
2. This RFP is for funding through June 30, 2020. N/NE Interstate TIF funds may be available for up to four additional years. PHB reserves the right to award subsequent funding through a contract renewal or through another RFP.
3. Programs should target home repair services to historically underserved communities, homeowners 55 and older, homeowners with disabilities, and/or homeowners that have owned their homes for 20+ years.
4. Programs are expected to provide home repair services to a minimum of 16 households.
5. The average cost of home repairs per household served is \$10,000.

**Lents TIF Lift:**

1. \$200,000 in Lents TIF Lift funding is restricted for use in the Lents URA in FY 2019-2020. Lents TIF Lift funding through this RFP is for one year only.
2. Programs should target home repair services to historically underserved communities, homeowners 55 and older, and/or homeowners with disabilities.
3. Programs are expected to provide home repair services to a minimum of 33 households.
4. The average cost of home repairs per household served is \$6,000, not to exceed \$10,000.

**Additional Regulations**

Applicants must comply with pertinent regulations including the following:

1. Fair Housing & Equal Opportunity Requirements
2. Lead Paint Requirements: See Exhibit F
  - Applicant must have at least one Renovation, Repair and Painting (RRP) Lead-Certified person on staff or the ability to train a staff person and attain the certification.
3. Federal Records Retention Policy

### III. PROPOSAL GUIDELINES

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#### THRESHOLD REQUIREMENTS

Any proposal not meeting the guidelines and requirements of this RFP will not be considered. PHB reserves the right to reject any or all of the proposals submitted, or to fund single or multiple proposals. PHB also reserves the right to fully or partially fund a proposal. The Evaluation Committee will review the proposals using the following Submittal Requirements and Evaluation Criteria.

For all the eligible activities, PHB will give funding priority to applicants who:

- Respond directly to the goals of the RFP
- Have a history of cultural responsiveness, a track record of helping address inequities in housing opportunities, and/or a well-developed plan to target their services to communities of color
- Have staff and organizational capacity to take on more projects, or plans to expand in order to do so
- Demonstrate the ability to assist these communities in overcoming barriers to retention of their homes and increasing the livability of the home
- Demonstrated success meeting contracted output goals, if a current or former subrecipient of PHB's Home Repair grant program

#### SUBMITTAL REQUIREMENTS

Section IV (Evaluation) of this RFP, contains the process and criteria with which proposals will be evaluated and proposers should use the information contained in that section as a guide. Please organize your proposals in the following order.

1. Cover sheet (See Exhibit A)
2. Executed Certification (see Exhibit C)
3. Application Narrative
  - Basic Proposal – 15 points
  - Targeted Outreach & Marketing – 15 points
  - Personnel & Organizational Capacity – 20 points
  - Budget (Narrative) – 40 points
  - Legal & Financial Standing – 10 points
4. Proposed Budget
  - Budget Form (see Exhibit B)
5. A-133 Single Audit Report or audited financial statement (see application question 12)
6. Memorandums of Understanding if a collaboration exists (see General Requirements)



## **IV. EVALUATION**

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### **EVALUATION PROCESS**

PHB will convene an Evaluation Committee to assess the proposals. The members may include representatives from the community, PHB, the housing industry, and organizations currently working to assist households to retain their homes. The Committee will evaluate proposals received by the due date and complying with RFP guidelines in accordance with RFP criteria. PHB reserves the right to waive minor imperfections or discrepancies in proposals. The Committee may invite top ranked proposer(s) to interview in person or by conference call. Information from the interview may be used to score proposals. The Evaluation Committee will score and rank the submissions and recommend the award amounts to the Portland Housing Bureau Director who will make final award decisions.

### **APPLICATION QUESTIONS**

Proposals will be evaluated and scored by the Evaluation Committee. Proposers must specifically address how they meet the Evaluation Criteria for the activities they propose to deliver. Each score will be based on a 100-point scale.

#### Basic Proposal (15 points)

1. Provide a concise description of the proposed programmatic work to be supported by funding. Please address capacity, outputs, project types, etc. Discuss how your program works towards PHB's goal of stabilizing homeowners and your organization's mission.
  - a. For previously-funded subrecipients of PHB's home repair grant program, how would this additional funding impact your current work?
2. There are several home repair providers in the Portland Metro area. What factors should be considered that support your organization's ability to successfully carry out the work?
  - a. Please discuss outcomes, delivery cost, population served, and program sustainability.

#### Targeted Outreach and Marketing (15 points)

3. Describe your organization's targeted outreach efforts. How do they help achieve the goal of reaching historically underserved populations with housing services and mitigates trends toward gentrification in transitional neighborhoods?
  - a. How does your organization determine priorities in terms of who gets served and when? If you have a waitlist, how do you use that tool?
  - b. What experience do you have serving the Interstate and/or Lents URAs?
4. Describe your staff's experience providing culturally responsive services.
  - a. Describe your organization's ability to translate verbal and written communication to ensure equitable access to home repair services.

#### Personnel and Organizational Capacity (20 points)

5. Describe your service delivery model from intake to completion of repairs.

- a. How are home assessments completed and scopes of work written? Who performs them? Who hires, manages, and monitors contractors? What is their level of experience doing so?
  - b. What is your home repair quality assurance process? How do you ensure that repairs directly address the homeowner approved scope of work?
6. Describe experience and familiarity using ServicePoint for reporting.
  7. Describe your organization's experience following lead paint regulations and your staff's level of training on lead paint hazards.
  8. What is your organization's commitment level to contracting with DMWESB-DV contractors?
    - a. Please share your outreach efforts.
    - b. What are your organization's strategies for increasing participation of DMWESB-DV in the implementation of services associated with requested resources?

Budget: Narrative and Exhibit B (40 points)

9. Clarity and reasonableness of proposed budget:
  - a. Submit a separate budget for each funding source using the two different columns provided on the Budget Form (see Exhibit B).
  - b. Provide a brief narrative section for each budget to clarify any expenses, staff time, administrative costs (maximum 15%).
10. Explain how the proposed activities are an effective and efficient way to achieve the RFP goals as presented in your application.
11. Describe how your budget reflects adequate staff capacity to meet proposed workload.

Legal and Financial Standing (10 points)

12. The successful applicant will have good financial, legal, and organizational standing.
  - a. How often are independent audits performed?
  - b. If subject to A-133 audit requirements, please send the most recent single audit report and the Schedule of Expenditures of Federal Awards (SEFA);
  - c. If not subject to A-133 audit requirements, send the latest audited financial statement conducted by an independent auditor.
    - i. If the applicant received findings, have they been resolved?
  - d. Is the applicant involved in any legal proceedings?
    - i. If yes, briefly explain the nature of the proceedings.

## V. PROPOSAL PREPARATION INSTRUCTIONS

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### **Proposal Preparation and Submission:**

Proposals shall be a maximum of five pages in length. These page limits do *not* include the Cover Sheet, Budget, Exhibits A, B, and C, audits or Memorandums of Understanding (if any).

Proposers shall submit to PHB by email **one electronic application in PDF format** by the due date, August 2, 2019 at 3:00pm

Submit proposals via email with the name of the organization and the RFP in the subject line (e.g. “[Nonprofit] – Home Repair RFP”). PHB will not be liable for any lost or late proposals. Email proposals by due date and time to:

Emma Deppa, Housing Program Coordinator  
Portland Housing Bureau  
[Emma.Deppa@PortlandOregon.gov](mailto:Emma.Deppa@PortlandOregon.gov)

**Questions and Requests for Clarification or Change:** All requests for clarification regarding technical information, procedures, contract requirements or any other matter regarding this solicitation should be submitted **in writing** to the Solicitation Coordinator, Emma Deppa, at the email address above. Questions received and associated answers will be uploaded to the RFP landing page as they are received at: [www.PortlandOregon.gov/phb/HomeRepairRFP2019](http://www.PortlandOregon.gov/phb/HomeRepairRFP2019)

There will be an **optional information session** on Monday, July 22, 2019 from 10:00am-11:00am at the Portland Housing Bureau in the Steel Room (421 SW 6<sup>th</sup> Ave. Suite 500, Portland, OR 97204).

**Restrictions on Communication:** Proposers are cautioned not to undertake activities or actions to promote or advertise their proposals or to make any direct or indirect attempt to influence the Evaluation Committee members except upon invitation by PHB. Proposers must respond to **all** questions, comments and requests for clarification before contracts can be executed.

**Negotiating Final Contracts:** After PHB has issued the award decisions, it will enter into negotiations on top ranked proposals to finalize contracts including scope of services, schedule and fees. Negotiations will, in general, be minimal and completed by the proposed Contract Execution Date, although this date may be extended at the sole discretion of PHB. If PHB determines that any negotiation has reached an impasse, it may cease that negotiation and move to the next highest-ranked proposal. The City leadership must approve the final proposals including award amounts and all contract terms and conditions. Final contracts will provide for PHB’s right to rescind awards if terms and conditions, including required milestones, are not met.

## Exhibit A

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### COVER SHEET Home Repair Services

Applications due to PHB by August 2, 2019 at 3:00pm

Name of Organization:

Address:

Website:

Contact Person:

Telephone:

E-mail:

#### Funds Requested

Indicate the amount of funds you are requesting from each funding source:

___ Home Repair Funding Request (N/NE Interstate TIF)	\$ _____
___ Home Repair Proposed Output (N/NE Interstate TIF)	# _____ homes served
___ Home Repair Funding Request (Lents TIF Lift)	\$ _____
___ Home Repair Proposed Output (Lents TIF Lift)	# _____ homes served
<b>Total Funding Requested</b>	<b>\$ _____</b>

In 100 words or less, summarize the proposal:

The undersigned certify that the information provided herein, to the best of their knowledge, is true, complete, and accurately describes the proposal.

\_\_\_\_\_  
Signature of Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Executive Director

\_\_\_\_\_  
Date

## Exhibit B

### Budget Form

See instructions on the following page.

<b>Table 1: Program Budget Worksheet</b>				
<b>Budget Category</b>	<b>N/NE Interstate TIF</b>	<b>Lents TIF Lift</b>	<b>Total PHB Request</b>	<b>Total Program Budget</b>
<b>Personnel (Direct Program)</b>				
Salaries				
Benefits & Payroll Taxes				
<b>Total Personnel</b>				
<b>Operating Expenses</b>				
Home Repair Supplies & Materials				
Subcontractors				
Hauling & Dumping				
Mileage, Fuel, Parking				
Outreach & Marketing				
Translation/Interpretation Services				
Program Supplies & Materials				
<b>Total Operating Expenses</b>				
<b>Administrative Expenses (Indicate Direct or Indirect)</b>				
Salaries				
Benefits & Payroll Taxes				
Insurance				
Travel & Training				
Audit Services				
Indirect Rate Billing (\$)				
<b>Total Administrative Expenses</b>				
<b>TOTAL BUDGET</b>			-	-

**Table 2: PHB Funded Staff Positions**

<b>Position Title and One-Sentence Description</b>	<b>PHB Requested FTE</b>	<b>PHB Requested Dollar Amount</b>
<b>TOTAL STAFF BUDGET</b>		

**Table 3: Other Funding Sources**

<b>Fund Source</b>	<b>Status of Funding (Received, Committed, or Pending)</b>	<b>Amount</b>
In-Kind Contributions – Materials	-	-
In-Kind Contributions – Labor		
Foundation Grants		
Contributions – Individuals		
Contributions – Businesses		
Contributions – Program Clients		
<b>TOTAL (Non-PHB) PROGRAM FUNDING</b>		

**Budget Instructions**

If applying for both Lents TIF Lift & N/NE Interstate TIF funds, fill out the correct column for each funding source, along with a brief narrative. If applying for only one funding source, fill out only that column.

Submit an electronic PDF version of the proposal by the due date directly to the Solicitation Coordinator: Emma Deppa, [Emma.Deppa@PortlandOregon.gov](mailto:Emma.Deppa@PortlandOregon.gov).

**Table 1**

- Add as many lines as necessary to the budget to accommodate for all program expenses.
- See "Types of Expenses" below for examples of expenses and the categories into which they fit.
- The Grand Total requested from PHB in Table 1 plus the Grand Total in outside funding in Table 3 must equal the Grand Total Budget in Table 1.
- The grand total in Table 2 must equal "Total Personnel" requested from PHB in Table 1 and the total direct administrative salaries and benefits.

## **Table 2**

- Include in this table only positions proposed to be funded partially or completely by PHB. (Includes Direct and Administrative Personnel costs)
- Please provide a separate table for each funding area (Lents TIF Lift/ N/NE Interstate TIF)

## **Table 3**

- Include in this table only funding from sources other than PHB that will be used toward this project.

## **Examples of Types of Expenses**

### **Personnel**

- Salaries for staff providing Direct Services
- Benefits & Payroll Taxes for staff providing Direct Services

### **Operating Expenses**

- Subcontractors (for Home Repair)
- Home Repair Supplies and Materials
- Mileage, Fuel& Parking
- Office Supplies (Program)
- Office/Facility Rent (if dedicated solely to program)
- Utilities if billed directly (i.e. dedicated client assistance phone)
- Equipment & Rental
- Computer Technology
- Outreach & Marketing
- Translation/Interpretation Services
- Professional Services

### **Administrative Expenses**

- Salaries for direct administrative personnel performing services, e.g., data tracking, evaluation, program management and supervision, etc.
- Benefits & Payroll Taxes (direct administrative personnel)
- Travel & Training
- Audit Services
- Insurance
- Indirect Costs

## Exhibit C

### PROPOSER CERTIFICATION

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**Each Proposer must read and sign this section.  
Failure to do so may be grounds for Proposal rejection.**

1. By submitting a proposal, proposer expressly represents it has taken no exception to any term, condition, obligation or requirement contained in this solicitation document, or any addenda to this solicitation, which is not expressly stated in its proposal.
2. Prior to contract execution, a proposer agrees to:
  - 1) [register to conduct business in the State of Oregon](#);
  - 2) [obtain a City of Portland Business License](#);
  - 3) [obtain certification as an Equal Employment Opportunity \(EEO\) employer](#) through the City of Portland, Bureau of Purchases;
  - 4) provide adequate proof of insurance; and
  - 5) provide verification of non-profit status if applicable. Proposer agrees to maintain such certification, insurance, accreditation and/or license(s) that may be required to perform work for the duration of the contract term.
3. Proposer agrees to make the proposal a binding offer to PHB for a period of ninety (90) calendar days from the date proposals are due.

Proposer further certifies:

4. It is an independent contractor as defined in ORS 670.600 et al. and is, to the best of its knowledge, not in violation of any federal, state or local tax law.
5. This proposal is genuine and not made in the interest of, or on behalf of, any undisclosed person, firm or corporation; proposer has not induced any person, firm or corporation to refrain from proposing; and proposer has not sought by collusion or fraud to obtain for itself any advantage over any other proposer or over the Portland Housing Bureau (PHB).
6. It has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to PHB, and that the key personnel and principals identified to perform work under an awarded contract do not have any undisclosed personal or business relationships with any of the PHB employees.
7. The undersigned warrants that s/he is an authorized representative of the proposer; has read, understands and agrees to be bound by all RFP instructions, specifications, contract terms and conditions contained herein (including all addenda issued for this solicitation); that the information provided in this proposal is true and accurate; and understands that providing incorrect or incomplete information may be cause for proposal rejection or contract termination.



**SIGNATURE BLOCK**

Signature of Proposer's duly authorized representative:

\_\_\_\_\_ Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Legal Name of Proposer/Firm: \_\_\_\_\_

(Mandatory) Federal Tax Identification Number (FEIN or SSN): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Exhibit D**

### **Eligible Home Repair Activities and Expenses**

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Selected sub-recipients will prioritize low-income senior and/or disabled homeowners, to receive home repair, weatherization, and accessibility services.

#### Eligible Services and Expenses:

Specific services and expenses may include, but are not limited to, the following:

- Repairs and improvements may include, but are not limited to:
  - Habitability
  - Critical safety repairs
  - Structural repairs
  - Weatherization
  - Accessibility adaptation
  - Remedying of cited housing code violations
- Costs related to providing identified repair needs, including staff and operating, materials, and funding with construction contractors to provide repairs
- On-site assessments of the condition of the client's property, writing home repair scopes of work, hiring and managing contractors to complete repairs, and performing repairs with program staff.
- Target marketing programs to historically underserved populations
  - May include Professional Services to conduct culturally-specific outreach

## Exhibit E Area Median Income (AMI)

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### Area Median Income (AMI) Portland Metropolitan Area: 2019

Household Size	50%	80%
1	\$30,800	\$49,250
2	\$35,200	\$56,250
3	\$39,600	\$63,300
4	\$43,950	\$70,300
5	\$47,500	\$75,950
6	\$51,000	\$81,550
7	\$54,500	\$87,200
8	\$58,050	\$92,800

(This table is based on the HUD Portland Area Median Income effective as of June 2019. Check for updated Income Limits at <https://www.portlandoregon.gov/phb/article/734234>)

## **Exhibit F Federal Lead-Based Paint Hazard Requirements—for Home Repair Assistance**

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Properties built prior to January 1, 1978 must meet the requirements pertaining to Lead-Based Paint.

Comply with all applicable federal regulations and statutes, including all lead-based paint regulations detailed in 24 CFR Part 35, particularly subpart J. These requirements include, but are not limited to:

- Providing all clients with the HUD-required pamphlet “Protect Your Family from Lead in Your Home”.
- If applicant is a contractor, distribute the EPA pamphlet “The Lead-Safe Certified Guide to Renovate Right.”
- Informing the client of the presumption of lead-based paint in painted surfaces to be disturbed and the use of lead-safe work practices.
- All contractors bidding and performing work on pre-1978 homes must have an active Lead-Based Paint Renovator’s License from the CCB. If your organization’s employees perform home repairs using PHB funding, your organization must have an active CCB Contractor’s License and an active Lead-Based Paint Renovator’s (LBPR) License from the CCB.
- Where painted surfaces are disturbed above Federal and/or Oregon “de minimus” standards:
  - coordinating the clearance of the worksite by a risk assessor certified in the State of Oregon;
  - notifying the client of the results of the clearance test; and
  - collecting and maintaining documentation that this notification has been provided.

For the Home Repair Program, partners are asked to have the following two questions on all home repair applications for possible referral to PHB for Lead Hazard Control Grants:

1. “Is the home built before 1978?”
2. “Is there a child under age 6 living in the home or visiting the home 60 hours/year or more?”