

**Affordable Housing/Permanent Supportive Housing  
Request for Proposals (RFP)****Additional Policies and Project Requirements**

All projects funded through the RFP must comply with the following policies:

**Social Housing Project:** Sponsors must agree that they will coordinate with or participate in the following programs for both Permanent Supportive Housing units and other units available in the project in order to increase unit accessibility to target households:

- Housing Connections – Housing Connections is a web-based community service that is intended to better connect providers of housing and housing services to renters who are looking for these types of housing opportunities.
- Fresh Start – Fresh Start is a partnership among housing providers, service providers, persons with barriers to accessing housing, and BHCD. Support from the service provider and a landlord guarantee fund help mitigate risks related to renting to tenants who do not meet screening criteria.
- Ready-to-Rent – Ready-to-Rent is a housing readiness education class offered by certified trainers that helps potential tenants overcome barriers to renting. A landlord guarantee fund helps mitigate risks related to renting to tenants who do not meet screening criteria.

**Location Policy:** Proposals from sites located in neighborhoods considered City of Portland “impact areas” must comply with BHCD “Location Policy.” See attached location policy in Appendix C.

**Sixty-Year Affordability Period:** Units in affordable housing projects must be affordable for 60 years if they meet the following criteria:

- They serve populations at/or below 80% MFI and have rents restricted at/or below 80% MFI; and
- PDC evaluation of project financing determines that PDC loan funds are necessary to cover costs not supportable by other financing sources and necessary for the development of units within the particular income range.

**Workforce Training and Hiring; Minority, Women and Emerging Small Business; and Equal Employment Opportunity Programs:** In support of PDC’s diversity values, contractors are strongly encouraged to employ women and minorities in their workforce and to utilize minority, women and emerging small businesses in construction work related to PDC funded projects.

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By partnering with PDC and sharing these diversity efforts, the developer and its contractors will agree to comply with the following programs:

- *M/W/ESB Good Faith Effort Program*: Applies to construction loan projects with PDC financing of \$100,000.00 or more and with construction costs greater than or equal to \$200,000.00. The Commission sets a 20% goal for utilization of state certified M/W/ESBs and applies it to the hard construction costs of the construction project. If the 20% goal is not met, the borrower must submit to the documentation process demonstrating a good faith effort to contract with M/W/ESBs.
- *Workforce Training and Hiring Program*: Applies to construction loan projects with PDC financing of \$100,000.00 or more and prime construction contracts of \$1,000,000.00 or more. In addition to the prime contractor, all subcontracts of \$100,000.00 or more, regardless of tier level, need to comply. Unlike the M/W/ESB/Good Faith Effort Requirements, this program applies to the entire project, not just the PDC financed portion. The purpose of this program is to maximize apprenticeship and employment opportunities for minorities and women in the construction trades on projects. Program guidelines and general conditions that are effective at the time the loan agreement is executed shall be applied to the Project.
- *Equal Employment Opportunity Certification*: Applies to the prime contractor. They are required to become EEO certified by the City of Portland within 30 days of the signing of PDC's loan closing documents.

For more detailed information on the above programs, please contact John Classen at 503-823-3667, Fax # 503-865-3632 or e-mail [classenj@pdc.us](mailto:classenj@pdc.us)

**Davis-Bacon:** "The use of federal grants or loans to assist construction projects may require that contractors comply with federal Davis-Bacon Act regulations. Under the provisions of this act, contractors or their subcontractors must pay workers employed directly upon the site of the work no less than the locally prevailing wages and fringe benefits paid on projects of a similar character, as determined by the U.S. Department of Labor. It is the responsibility of the Portland Development Commission to ensure that all contractors on a project subject to the Davis-Bacon Act or one of its related acts comply with the federal regulations."

For more detailed information on the above programs, please contact Linda Naumcheff at 503-823-3322, Fax # 503-865-3741 or e-mail [naumcheffl@pdc.us](mailto:naumcheffl@pdc.us).

**Green Building Initiative (GBI) Criteria:** Mandatory threshold criteria based on the Green Building Initiative (GBI) have been integrated into this PDC Rental Housing RFP process. All RFP project proposals must commit to the comprehensive inclusion of these threshold criteria to receive funding awards through the NOFA process. See attached *Green Building Initiative Program* in Appendix E and Ei for specific threshold criteria and updated program information.

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**Asset Management:** Asset Management is the process of achieving the long-term goals of the owner/sponsor including the acquisition, administration, and disposition of real estate. It focuses on the owner's responsibilities that are separate from property management. Eligible activities include fiscal planning including reviewing and accepting the annual audit and approving the operating and capital budgets, compliance and reporting to and interacting with lenders and regulatory bodies, oversight of property manager including selection and replacement, approving operating policies, risk management, handling legal issues, and planning for long term maintenance.

Sponsor must be willing to comply with all asset management, property management and reporting requirements. Enhanced Property Management will be required for all Permanent Supportive Housing projects to ensure project success. Project sponsors will be required to comply with the following:

- *Enhanced Property Management:* Enhanced Property Management is additional property management support to projects serving very low and extremely low income households, special needs, and large families. The amount of additional support needed is determined by the specific target population. The additional support is designed to keep tenants stable in their housing. Eligible expenses include on-site staffing to keep tenants safe, additional maintenance requirements, and resident services coordination. The resident service coordinator can help tenants access health care, case management, counseling and support groups, job training, and educational and financial support services. Direct program and resident service delivery are ineligible expenses.

For Permanent Supportive Housing projects with enhanced property management needs, enhanced property management and asset management are an eligible above-the-line expense. Sponsors need to clearly delineate level of service to be delivered by third party entities, amount of resident service coordination needed, and estimation of cost of eligible expenses based on target population served. Please note these line items on the operating budget form. This operating budget form clearly separates eligible asset and enhanced property management expenses from third party funded services. Income worksheet has line item for inclusion of service revenue.

If service partnerships are identified:

- *Resident Services Plan:* Required at time of a reservation of funds: Projects serving chronically homeless and high resource using families must describe how the project will meet resident service needs including units targeted as Permanent Supportive Housing. Please include in the description; 1) the process used to determine needed services, 2) the resident services to be offered, available funding for the services and duration of services, and anticipated results of such services, and 3) how resident services will be coordinated with on-going project management. If partnerships are identified, please attach letters from service providers showing their intent to deliver services. These letters should indicate the level of commitment at this time.
- *Borrower Asset and Property Management Plan* – Required before Loan Commitment: Sponsor needs to complete Asset and Property Management Plan for subject project and

compliance thereof. Format is included in the appendices in asset management section. PDC is looking for strategies and policies that support and maintain quality housing in accordance with City long-term goals.

- *Asset Management Reporting and Monitoring Requirements:* Successful sponsor should be prepared to comply with reporting and monitoring requirements as established in PDC's Asset Management System. Information regarding Asset Management Reporting and Monitoring Requirements are detailed in the Borrower's Asset Management Guidelines which are available at [www.pdc.us/assetmangement](http://www.pdc.us/assetmangement).

**Technology and Internet Access:** Sponsors are encouraged to follow guidelines of the proposed Technology and Internet Access Guidelines; including high speed Internet connections in the living area of every new construction or substantial rehabilitation unit affordable to residents at or below 80% of the median family income. Having this Internet connection furthers the ability of the residents to build assets, further their education and raise their standard of living. Project sponsors may elect to include access in on-site project offices, community rooms, and/or residential units.