

ATTACHMENT 1

City of Portland 30005789

**EQUITABLE HOUSING PLANNING AND DEVELOPMENT GRANT
INTERGOVERNMENTAL AGREEMENT
Metro – City of Portland
Southwest Corridor Equitable Housing Project**

This Equitable Housing Planning and Development Grant Intergovernmental Agreement (the “Agreement”) is effective on the last date of signature below, and is entered into by and between Metro, a metropolitan service district organized under the laws of the state of Oregon and the Metro Charter, located at 600 Northeast Grand Avenue, Portland OR, 97232 (“Metro”), and the City of Portland (“City”), located at 1221 SW 4th Ave, Portland, OR 97204, collectively referred to as “Parties.”

WHEREAS, Metro has established a Construction Excise Tax (“CET”), Metro Code Chapter 7.04, which imposes an excise tax throughout the Metro regional jurisdiction to fund regional and local planning that is required to make land ready for development after inclusion in the Urban Growth Boundary; and

WHEREAS, the CET is collected by local jurisdictions when issuing building permits, which the local jurisdictions then remit to Metro pursuant to Construction Excise Tax Intergovernmental Agreements to Collect and Remit Tax entered into separately between Metro and the local collecting jurisdictions; and

WHEREAS, in 2016 the Metro Council initiated the Equitable Housing Planning and Development (“EHPD”) Grant Program in order to provide grants to local governments using unallocated CET revenue to support local implementation of projects that remove barriers to development of affordable housing across the region; and

WHEREAS, the City submitted an EHPD Grant Request (“Grant Request”) for the Southwest Corridor Equitable Housing Project (“Project”); and

WHEREAS, in Resolution No. 16-4753, the Metro Council awarded the City EHPD Grant funding for the Project in the amount of \$100,000, subject to the terms and conditions set forth herein, and

WHEREAS, the parties wish to set forth the funding amounts, timing, procedures and conditions for receiving grant funding for the Project.

NOW THEREFORE, the Parties hereto agree as follows:

1. Metro Grant Award. Metro shall provide EHPD grant funding to the City for the Project as described in the Scope of Work for the City’s Grant Request, attached hereto as Exhibit B and as updated by Exhibit C, both incorporated herein, in the amounts and at the milestone and deliverable dates as set forth in Exhibit A attached hereto and incorporated herein, subject to the terms and conditions in this Agreement.
2. City Responsibilities. The City shall perform the Project described in the Grant Request and as specified in this Agreement and in Exhibit A, subject to the terms and conditions specified in this Agreement and subject to the “funding conditions” recommended by the Metro Chief Operating Officer and adopted by the Metro Council in Resolution No. 16-4753. The City shall obtain all applicable permits and licenses from local, state or federal agencies or governing bodies related to the Project, and the City shall use the funds it receives under this Agreement only for the purposes specified in the Grant Request and to achieve the deliverables and/or milestones set forth in Exhibit A.
3. Payment Procedures. Within 30 days after the completion of each deliverable/milestone as set forth in Exhibit A, the City shall submit to Metro an invoice describing in detail its expenditures as may be needed to

satisfy fiscal requirements. Within 30 days of receiving the City's invoice and supporting documents, and subject to the terms and conditions in this Agreement, Metro shall reimburse the City for its eligible expenditures for the applicable deliverable as set forth in Exhibit A. Metro shall send grant payments to:

Joe Zehnder
City of Portland
Bureau of Planning and Sustainability
Attention: Joe Zehnder
1900 SW 4th Ave, Ste. 7100
Portland, OR 97201

4. Funding Provisions.

(a) CET Funds. Metro's funding commitment set forth in this Agreement shall be fulfilled solely through the programming of CET funds; no other funds or revenues of Metro shall be used to satisfy or pay any EHPD Grant funding commitments. The parties recognize and agree that if the CET is ever held to be unenforceable or invalid, or if a court orders that CET funds may no longer be collected or disbursed, that this Agreement shall terminate as of the effective date of that court order, and that Metro shall not be liable in any way for funding any further CET grant amounts beyond those already disbursed to the City as of the effective date of the court order. In such case the City shall not be liable to Metro for completing any further Project deliverables as of the date of the court order.

(b) Waiver. The parties hereby waive and release one another for and from any and all claims, liabilities, or damages of any kind relating to this Agreement or the EHPD Grant program.

5. Project Records. The City shall maintain all records and documentation relating to the expenditure of EHPD Grant funds disbursed by Metro under this Agreement, as well as records and documentation relating to the \$20,000 financial match being provided by the City for the Project. The City shall provide Metro with such information and documentation as Metro requires for implementation of the EHPD Grant process. The City shall establish and maintain books, records, documents, and other evidence in accordance with generally accepted accounting principles for State and Local Governments, in sufficient detail to permit Metro or its auditor to verify how the grant funds were expended, including records demonstrating how City matching funds were expended. Metro and its auditor shall have access to the books, documents, papers and records of the City that are directly related to this Agreement, the grant funds provided hereunder, or the Project for the purpose of making audits and examinations.

6. Audits, Inspections and Retention of Records. Metro and its representatives shall have full access to and the right to examine, during normal business hours and as often as they deem necessary, all City records with respect to all matters covered by this Agreement and Exhibit A. Such representatives shall be permitted to audit, examine, and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls and other matters covered by this Agreement. All documents, papers, time sheets, accounting records, and other materials pertaining to costs incurred in connection with the project shall be retained by the City and all of their contractors for three years from the date of completion of the project, or expiration of the Agreement, whichever is later, to facilitate any audits or inspection.

7. Term. This Agreement shall be effective on the date it is executed by both parties, and shall be in effect until July 1, 2018 and all deliverables/milestones have been achieved, all required documentation has been delivered, and all payments have been made as set forth in Exhibit A, unless terminated earlier pursuant to this Agreement.

8. Amendment. This Agreement may be amended only by mutual written agreement of the Parties.

9. Other Agreements. This Agreement does not affect or alter any other agreements between Metro and the City.

10. Authority. City and Metro each warrant and represent that each has the full power and authority to enter into and perform this Agreement in accordance with its terms; that all requisite action has been taken by the City and Metro to authorize the execution of this Agreement; and that the person signing this Agreement has full power and authority to sign for the City or Metro, respectively.

Metro

City of Portland

By: _____
Martha Bennett

By: _____

Title: Metro Chief Operating Officer

Title: Mayor

Date: _____

Date: _____

Approved as to Form:

Approved as to Form:

By: _____
Alison R. Kean

By: _____

Title: Metro Attorney

Title: City Attorney

Date: _____

Date: _____

Attachments:

- Exhibit A – Milestones and Deliverables Schedule
- Exhibit B – Original City of Portland Grant Application
- Exhibit C - Draft Updated Scope of Work and Partner Coordination

Exhibit A

IGA for Equitable Housing Planning and Development Grants funded with construction excise tax Southwest Corridor Equitable Housing Project

Milestone and Deliverables Schedule for Release of Funds

Milestone	Deliverable	Date Due*	Grant Payment
1	Execution of Grant IGA and Data Sharing Memorandum a) Signed IGA document b) Technical memorandum outlining existing relevant policies, data on opportunity sites, buildable land inventories, growth scenarios, and relevant affordable housing information	May 1, 2017	\$0
2	Project Launch, Community Engagement and Organizing a) Draft community grants NOFA for review and comment by Metro liaison b) Draft consultant RFP for review and comment by Metro project liaison c) Draft performance measures, including a mix of short- and long-term measures that include number of affordable units produced d) List of Equity and Housing Subcommittee members, to include Metro project liaison e) Final community grants and consultant contracts for review and comment by Metro project liaison f) Initial Equity and Housing Subcommittee meeting agenda and minutes g) Memo summarizing the engagement and outreach activities to date, including lists of groups engaged, number and dates of engagement, outreach materials used, and organizational capacity building results	<u>January 1, 2018</u>	\$40,000
3	Housing Targets a) Memo that documents housing goals and quantifies funding needed to achieve goals	<u>January 1, 2018</u>	\$5,000

	b) Agenda and minutes from Equity and Housing Subcommittee meeting reviewing report findings		
4	Finance and Implementation Research a) Memo that documents housing funding strategies, recommendations for implementation, and organizational structure(s) to implement b) Agenda and minutes from Equity and Housing Subcommittee meeting reviewing report findings c) Midterm progress memo, to include how the project is considering racial equity impacts	<u>March 1, 2018</u>	\$30,000
5	Opportunity Sites Prioritization a) Memo that documents priority opportunity sites for affordable housing	<u>March 1, 2018</u>	\$15,000
6	City Council Adoption & Community Support a) Present proposed EHDS for adoption to Portland City Council; Council action will approve housing targets, advance opportunity sites for further feasibility analysis, and approve the recommendations to advance housing tools and implementation structure(s) b) Document summarizing grantee outcomes c) Final progress report, to include performance measures and method for sharing lessons learned	<u>July 1, 2018</u>	\$10,000
TOTAL REIMBURSABLE AMOUNT			\$100,000**

*If the Grant contained any Funding Conditions, Grantee shall demonstrate satisfaction with those conditions at the applicable milestone or deliverable due dates.

* Due dates are intended by the parties to be hard estimates of expected milestone completion dates. If the City anticipates that a due date cannot be met due to circumstances beyond its control, it shall inform Metro in writing no later than ten (10) days prior to the due date set forth above and provide a revised estimated due date; and Metro and the City shall mutually agree upon a revision to the milestone due dates set forth in this Agreement.

NOTE: City of Portland match = \$20,000



Metro Appendix D

EXHIBIT B

Equitable Housing Planning & Development Grant Cover Sheet

Check one:

Letter of

Interest

Full Application

Project Name	Building an Equitable Housing Strategy for the Southwest Corridor	Applicant Organization	City of Portland
Contact Name	Radcliffe Dacanay	Address	1900 SW 4th Ave., Suite 7100, Portland OR 97201
Phone	503-823-9713	Fax	
Email	radcliffe.dacanay@portlandoregon.gov	Fed. Tax ID #	93-6002236

Fiscal Agent Organization (if different from applicant) _____

Contact Name	_____	Address	_____
Phone	_____	Fax	_____
Email	_____		

Project Location Description (25 words or less)

One-half mile buffer around Barbur Blvd from the Barbur/Naito South Portland District to downtown Tigard via the Tigard Triangle.

Project Summary (50 words or less)

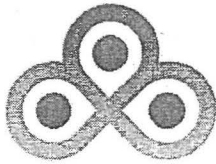
Set target for affordable housing preservation and production as part of the Southwest Corridor transit project. Estimate potential funding sources and funding gap to meet targets. Build community coalition to support inclusion of affordable housing as part of Southwest Corridor transit investment.

Equitable Housing funding request	\$ 100,000	If submitting more than one proposal, please rank this proposal in order of priority <input type="checkbox"/>	Metro Council District of Project	56
Total project cost	\$ 120,000			

We, the undersigned, attest that to the best of our knowledge the information in this application is true and that all signatories have authorization to submit this grant application to Metro's Construction Excise Tax Planning Grants Program.

Applicant	Organization Name	City of Portland	
	Printed Name	Charlie Hales, Mayor	
	Signature		Date 07/21/2016
Fiscal Agent	Organization Name	_____	
	Printed Name	_____	
	Signature	_____	Date _____

To ensure complete letter of interest or full application, please see pp. 13-14 of the Equitable Housing Grant Application Handbook for a complete list of necessary documents for submittal.



Bureau of Planning and Sustainability
Innovation. Collaboration. Practical Solutions.

August 12, 2016

Martha Bennett
Chief Operating Officer
Metro
600 NE Grand Ave
Portland, OR 97232

RE: Equitable Housing Planning and Development Grant

Dear Ms. Bennett,

The City shares the Metro Council's goals for encouraging good planning that readies land for development, removes barriers to good development, improves livability, promotes equity, increases opportunities for more affordable housing and access to living-wage jobs, and climate smart communities. Metro's Equitable Housing Planning and Development Grant is a welcome opportunity to generate equitable housing development in conjunction with planning for the Southwest Corridor transit project.

We greatly appreciate the grants we have been awarded in the past through the Community Planning and Development Grant program. From the Powell-Division Transit and Development Project, the Barbur Concept Plan, and more recently, Improving Multi-Dwelling Development Standards and Building Healthy Connected Communities in the Powell-Division Corridor, these grants have helped us complete great work to benefit Portlanders and the region.

On behalf of the Portland City Council, I am pleased to submit this application for the Equitable Housing Planning and Development Grant for your consideration.

Sincerely,

Charlie Hales
Mayor

CC: Susan Anderson, Director, Bureau of Planning and Sustainability
Joe Zehnder, Chief Planner, Bureau of Planning and Sustainability



City of Portland, Oregon | Bureau of Planning and Sustainability | www.portlandoregon.gov/bps
1900 SW 4th Avenue, Suite 7100, Portland, OR 97201 | phone: 503-823-7700 | fax: 503-823-7800 | tty: 503-823-6868

BUILDING AN EQUITABLE HOUSING STRATEGY FOR THE SOUTHWEST CORRIDOR

1. PROJECT NARRATIVE

A. Project Description

This project will produce an Equitable Housing Development Strategy (EHDS) for the SW Corridor covering both Tigard and Portland. The EHDS, which is a joint Portland/Tigard project, takes a strategic look at equitable housing development with this major transit project.

Through the EHDS, Portland and Tigard will develop targets and approaches for equitable housing development along the corridor. The EHDS will be used to build a group of government, non-profit, community, foundation, finance and development partners for implementation.

The strategic corridor-wide view of the EHDS will be complemented by the site specific work in Tigard's other grant proposal. That project will assess displacement, preservation and new housing development issues for specific sites in Tigard. The same group of non-profits will be working on both projects. The same staff advisory group will be used for both projects.

The SW Corridor transit project has great potential to provide more people with access to employment, education, and other opportunities along its route. The Equitable Housing Development Strategy is to make sure low-income households share in this benefit.

The project would include three main elements:

1. **TARGETS:** Set housing development targets for each station in Portland and Tigard.
 - Estimate housing development potential at each station.
 - Estimate the demand for housing at different income levels including low income.
 - Include both affordable housing preservation and production in the targets.
 - Identify priority sites for future pre-development and feasibility study.
2. **FUNDING STRATEGY:** Estimate types of funding and funding sources needed to reach housing targets. Identify roles for different partners in development of affordable housing on the corridor. Consider how the sequencing and timing of transit development will affect housing development. Identify options for front-loading funding to get ahead of land speculation. Consider how to use value capture to support housing development.
3. **ORGANIZING FOR IMPLEMENTATION:** Conduct outreach and organizing to build a community of advocates and the coalition of public, non-profit and private sector champions necessary for implementation.

Tasks 1 and 2 will be performed primarily by consultants.

Task 3 will be performed by several non-profits experienced with Portland low-income housing issues and with outreach to low-income and immigrant communities. Specifically, we have been in discussions with OPAL, 1000 Friends of Oregon, Unite Oregon, and Community Partners for Affordable Housing, Inc.

There are several reasons why equitable housing is important for the Southwest Corridor.

- The corridor is growing and increasing in the diversity. It already is home to many renters, immigrant families and people below median incomes.

- The new transit line will connect and contribute to the growth of major employment and educational centers in Washington County and Portland.
- Development in transit center neighborhoods will increase demand for lower wage service workers — food service, child care and schools, retail and small local businesses. Workers and businesses would benefit from affordable housing in transit neighborhoods.
- SW Corridor has redevelopment opportunities that can transform the corridor. There are sites and demand for greater density mixed-use development and more livable places.

Our conclusion is that housing development in station areas makes sense. It matches market demand; the type of places desired; and the goal of giving more households the benefit of access to jobs that the transit serves. Preservation and production of equitable housing units in the corridor will allow the transit investment to benefit a broader range of incomes.

Portland and Tigard are requesting \$100,000 to build the policy, organizational, community and practical capacity for equitable housing development. We will:

1. Identify opportunity sites for equitable housing development.
2. Identify ways to reduce barriers to this development.
3. Identify and apply the right financial tools to support housing development.
4. Build a coalition to support development of equitable housing in the corridor and to continue this work in the long range and potentially elsewhere in the region.

Results and recommendations from this work will be presented to Portland's and Tigard's city councils for adoption. This is intended to increase the commitment to including equitable housing in the corridor as an essential complement to the transit investments. The elected officials of both Portland and Tigard have approved submittal of the grant application. The City of Portland will commit an additional \$20,000 to help staff the project.

The City of Portland has also committed about \$1 million to Metro for the Draft Environmental Impact Statement (DEIS) process. Additional soft costs for City staff working on the project include about \$500K through July 2017.

B. Project Area

The project area generally encompasses a 1/2-mile buffer around Highway 99W/Barbur Blvd in Portland between South Portland and SW 65th Avenue; and in Tigard, the Tigard Triangle and downtown Tigard around and near the probable alignments of the Southwest Corridor light rail investment.

C. Project Background

This proposed project builds on work already completed or is in progress in the corridor.

The **Southwest Corridor Plan** is now under way. This part of the region is growing rapidly — estimated to be 75,000 more residents in the corridor by 2040. There is a desire to mitigate congestion and improve overall mobility and access for residents. There is a pressing need to increase safety for people walking and biking. Part of the is more reliable and higher-capacity transit in the corridor. In Spring 2016, steering committee members choose light-rail as the preferred mode of high-capacity transit for the corridor.

The Barbur Concept Plan, adopted in April 2013, is a strategy to leverage regional transit on Barbur Boulevard to build walkable, safe, and vibrant centers along the boulevard. It depicted the higher intensity development that could be accomplished at nodes along the corridor.

The Portland Plan, adopted in April 2012, expressed the City's commitment to promote equity and social justice: "Advancing equity must be at the core of the City's plans for the future." This includes creating opportunities for increased economic prosperity and affordability: access to better-paying jobs and access to housing that is affordable for a wider range of incomes. The Portland Plan calls for removal of barriers to development of affordable housing and reduction of displacement of vulnerable-populations.

The 2035 Comprehensive Plan, adopted in June 2016, designates SW Barbur Blvd as a "Civic Corridor." This designation means that, in the long run, places along these corridors are expected to transition into mixed-use centers supported by transit. This transition is an important part of meeting the regional goals for compact development and the city goal for more access to healthy complete neighborhoods. The Comprehensive Plan Land Use Map shows land uses along Barbur Blvd to be primarily Mixed Use Civic Corridor and in a few sections Mixed Use Urban Center.

Light rail and development of centers at stations on the SW Corridor partially implements these plans. The EHDS project is intended to increase mixed-income housing in the corridor. This is to increase access for the growing population of renters and lower-income households to job opportunities served by transit. It will help the corridor steadily evolve towards a more compact urban form that enables better access for residents to everyday places—schools, jobs, grocery stores, community places.

D. Evaluation Criteria

Expected development outcome—Adding light rail on the SW Corridor will result in new, mixed-use, higher density development and transit that connects job centers. The Barbur Concept Plan, developed with the community, identified where and how neighborhood centers made most sense success and market potential.

The proposed Equitable Housing Development Strategy better positions Portland, Tigard and other regional partners to make equitable housing part of new centers. It sets concrete housing development targets for each station areas. It identifies needs and approaches to funding this development in the near and longer term. It creates the opportunity to build the coalition of government, development, non-profit and community champions to see this work through coincident with the transit project.

Regional significance—The planning grant supports regional plans and goals. It is part of implementing regional high-capacity transit plans. It supports long-standing policies for transit-oriented development (TOD) along major transit lines. It helps increase the land supply for compact development in center by helping evolve primarily auto-oriented areas into a more multi-modal, diverse, and vibrant communities. It supports regional equity and housing goals by leveraging transit investments to support more mixed-income development and equitable housing opportunities.

The proposed project helps the region meet federal transit development policies. The federal approach has evolved to make affordable housing, community development and environmental justice measures of success for transit projects and transit oriented development.

Centers, Corridors, Station Communities and Main Streets—This project implements the Metro 2040 Growth Concept for directing growth to centers and corridors supported by transit. It connects a variety of types of town and neighborhood centers - South Portland, Hillsdale, West Portland, downtown Tigard, and the Tigard Triangle. The project helps implement the center and main street development plan of the community-support Barbur Concept Plan.

Best practices—The project is inspired by the Minneapolis-St. Paul Big Picture Project. That project produced a multi-jurisdictional coordinated plan and organization to build and preserve affordable housing along a new 11-mile light rail corridor. It helped align public and private investments and mobilize all sectors. The key to the plan's success are collaboration, new and existing financial resources, major foundation involvement and supportive public policies.

While our grant proposal is a much smaller endeavor, it's approach is similar to the Big Picture Project. Our aim is an implementable housing strategy that helps build a coalition of interests and champions. The project could be a transferable example of multi-jurisdictional coordination around implementation of equitable housing.

Leverage investments—This proposal would leverage light-rail transit in the Southwest Corridor. It starts by leveraging the mobilization of interests already built to plan the transit project.

The Southwest Corridor light-rail transit project is anticipated to generate a federal investment of about \$1 billion. Local and regional governments will also generate upwards of \$1 billion in matching funds. Together, over \$2 billion is planned to be invested on the light-rail transit project and other related transportation projects in the corridor.

PCC Sylvania and Oregon Health Sciences University (OHSU) are located in the corridor. Both are campus institutions that are among the fastest growing job sectors in Portland. They are expected to continue to grow. Investments that create new jobs at these institutions warrant more availability equitable housing in the corridor.

This project enables the cities of Portland and Tigard to further engage communities in the Southwest Corridor, with a focus on equitable housing that aligns with the future transit investment. It will also help to cultivate a more coordinated effort to generate funding and financing strategies to build equitable housing in the corridor.

In the City of Tigard, in the last ten years, \$24 million in public investments have been made in Downtown Tigard—street improvements that have made the downtown more safe and friendly for people walking while also improving access to open space and watershed protection. An additional \$18 million will be invested in downtown urban renewal projects in the next 10 to 15 years.

In the Tigard Triangle, voter approval of an urban renewal area here would provide funds for infrastructure improvements to create a more walkable transit-oriented district.

The project may also be able to leverage the city's Brownfield grant funding to perform environmental assessments on potential affordable housing sites.

Additionally, Community Partners for Affordable Housing invested \$10.8 million in the Knoll affordable housing project in downtown Tigard.

The grant amount requested, up to \$100,000, may not yield direct on-the-ground units, but will allow jurisdictions to provide pre-development services for probable catalytic projects identified during the project.

Match fund/potential—The City of Portland will provide \$20,000 to partially cover staffing of the project, a total of 20-percent direct funding match. Both Tigard and Portland will also provide in-kind match through allocation of already budgeted staff time and support services.

Growth absorption—Per Metro’s 2040 TAZ Forecast, Housing Needs Analysis study, from 2015 to 2040, the number of households will grow by 30,000 in the SW Corridor within Portland. In Tigard-King City this number is over 14,000 additional households.

The proposal helps meet these forecasts by increasing support for equitable housing development along transit route. It will assess development site, housing demand and affordable housing need for existing and future residents.

Public involvement—The cities of Portland and Tigard will continue work on the Southwest Corridor High-Capacity Transit project public involvement. The cities will create a shared advisory committee and coordinate engagement with residents, businesses, property owners, and key stakeholders. Additional effort will be taken to reach low-income households, and communities of color.

The cities will borrow from the successful Powell-Division Transit and Development project public involvement strategies, which targeted outreach to under-represented communities. The involvement will be designed to help increase community capacity to meaningfully and effectively engage with major transportation and development projects.

The cities will also connect with existing community networks and organize open public workshops on equitable housing. The cities will co-host meetings with community-based organizations to get their feedback project goals, findings and recommendations.

Commitment of governing body—The Mayor, the housing commissioner, and the transportation commissioner support crafting a strategy to build more equitable housing in the Southwest Corridor. They have expressed willingness to take action to implement recommendations that emerge from this project.

The City of Tigard is a project partner in coordination of the strategy beyond the City of Portland. The Planning Director from the City of Tigard has directed his staff to coordinate with City of Portland to ensure coordinated efforts to deliver equitable housing opportunities in the Southwest Corridor

Capacity of applicant—This project will rely on a variety of professionals with different sets of expertise. They include: community-based organization professionals, economists, real estate market experts, developers, transportation planners, urban planners, and urban designers and architects.

E. Collaboration and Partners

Portland and Tigard are partners in this project. City of Portland staff will be the project management leads, but the project area, contractor selection and development of recommendations will include both jurisdictions. Lead project staff for the EHDS and the Tigard housing implementation project will coordinate on a weekly to bi-weekly schedule.

The project team will reach out to government, non-profit and private sector organizations and individuals to inform the recommendations and to start to build support for implementation. The project team has already begun to engage the Community Housing Fund (CHF),

Community Partners for Affordable Housing (CPAH), Organizing People/Activating Leaders (OPAL) and the Washington County Housing Authority.

The project team will also conduct outreach to tenants, low-income residents and immigrant communities. Partners will include, but are not limited to, CHF, CPAH, OPAL, 1000 Friends of Oregon, Unite Oregon, and the Community Alliance of Tenants.

The Bureau of Planning and Sustainability will involve key bureaus at the City, including the Housing Bureau, Bureau of Transportation, and the Portland Development Commission. This will include staff level city project team across bureaus. The City will also ensure close coordination with its existing partners on the Southwest Corridor High-Capacity Transit Project, Metro, TriMet, and ODOT.

F. Proposed Project Milestones and Deliverables

The list below highlights key milestones and deliverable for the grant.

1. Formalize Partnerships	Dec 2016 – Apr 2017
1.1. Finalize detailed set of activities for project, consultants, and community based organizations (finalized exhibit of milestones and deliverables)	Dec 2016 – Jan 2017
1.2. Formally accept grant via council ordinance	Feb 2017
1.3. Execute IGA between parties	Mar 2017
1.4. Execute agreements between cities and community based-organizations	Apr 2017
1.5. Execute agreements between cities and consultants	Apr 2017
2. Identify Affordable Housing Targets	Apr 2017 – Oct 2017
2.1. Report on initial real-estate market research	July 2017
2.1.1. Update inventory of buildable lands	
2.1.2. Estimate needed affordable housing units by station area	
2.1.3. Examine properties with potential for short-term development horizon by station area	
2.2. Draft report on affordable housing units reviewed by advisory committee	Sept 2017
2.3. Final report on affordable housing units needed in corridor	Oct 2017
3. Funding Strategy	Sep 2017 – Mar 2018
3.1. Preliminary research on funding opportunities	Jan 2018
3.2. Present to advisory committee and community draft document on funding strategies	Feb 2018
3.3. Updated report on funding strategies and recommendations	Mar 2018
4. Organize for Implementation	Apr 2017 – Jun 2018

4.1. Document initial outreach and organizing activities to support equitable housing in the corridor	July 2017
4.2. Document coalition building around equitable housing	Oct 2017
4.2.1. Public listening sessions	
4.2.2. Public roundtables and/or workshops	
4.2.3. Examine emergent community concerns	
4.3. Coordinate and incorporate results of public engagement and organization for implementation into set of recommendations	Mar 2018
4.4. Updated document combining funding strategies with community organizing for implementation	July 2018
5. Plan Adoption Process	July 2018 – Oct 2018
5.1. Present proposed plan (compiled reports) to Planning and Sustainability Commission	July 2018
5.2. Update plan per public comments and committee recommendations	Sept 2018
5.3. Present proposed plan for adoption to City Council	Oct 2018

G. Project Management

Portland

Radcliffe Dacanay
 City Planner/Management Analyst
 radcliffe.dacanay@portlandoregon.gov
 503-823-9713

Mr. Dacanay will be the point of contact for the application process. A project manager will be named later should this proposal be awarded the grant.

Tigard

Sean Farrelly
 Redevelopment Project Manager
 esean@tigard-or.gov
 503-718-2420

Mr. Farrelly will serve as the City of Tigard’s project manager for the equitable housing grant applications and projects.

2. BUDGET NARRATIVE

- \$30,000 **Consultant contract**
 Research and analysis to estimate housing development targets for each station area.
- Review existing analysis of buildable lands
 - Conduct updated research to estimate development targets
 - Differentiate the housing type needs based on existing and future households in in the corridor
 - Prepare report that includes analysis and housing targets
 - Identify priority sites for future pre-development and feasibility study
- \$30,000 **Consultant contract**
 Develop a phased funding strategy based on housing targets
- Identify strategies for different market conditions
 - Identify potential funding opportunities
 - Government
 - Private
 - Public-private partnerships
 - Engage property owners
 - Prepare recommended funding strategy report
- \$40,000 **Organizing and Outreach**
 Contracting with non-profit organizations to conduct outreach to renters and immigrant communities in the corridor.
- Engage Southwest Corridor residents
 - Renters
 - Under-represented communities
 - Engage property owners
 - Revisit and update previous “visions” for the corridor
 - Incorporate updated design concepts for potential properties

\$100,000 Total Grant Request

\$20,000 City of Portland match

\$120,000 Total cost of project (estimate)

Appendix E – Budget Form

Equitable Housing Grants Program Project Budget Form

Project Costs

1) Estimate the hours of work directly related to your project for agency personnel, consultants, and non-profit personnel. You can delete rows that do not apply and/or add more specific descriptors.

2) Explain the tasks each is expected to complete in the budget narrative (i.e., design development, construction estimates, public involvement, technical research, code analysis, etc.).

Personnel Costs	Financial Match	In-kind Match	Grant Request	TOTAL
Agency staff		20,000		20,000
Consultants			60,000	60,000
Nonprofit staff			40,000	40,000
Other, please list				
Total for Planning Services		20,000	100,000	120,000

Other Costs				
Overhead/Indirect costs				
Total for Other Costs				

TOTAL PROJECT COSTS		20,000	100,000	120,000
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Appendix F – Match Form

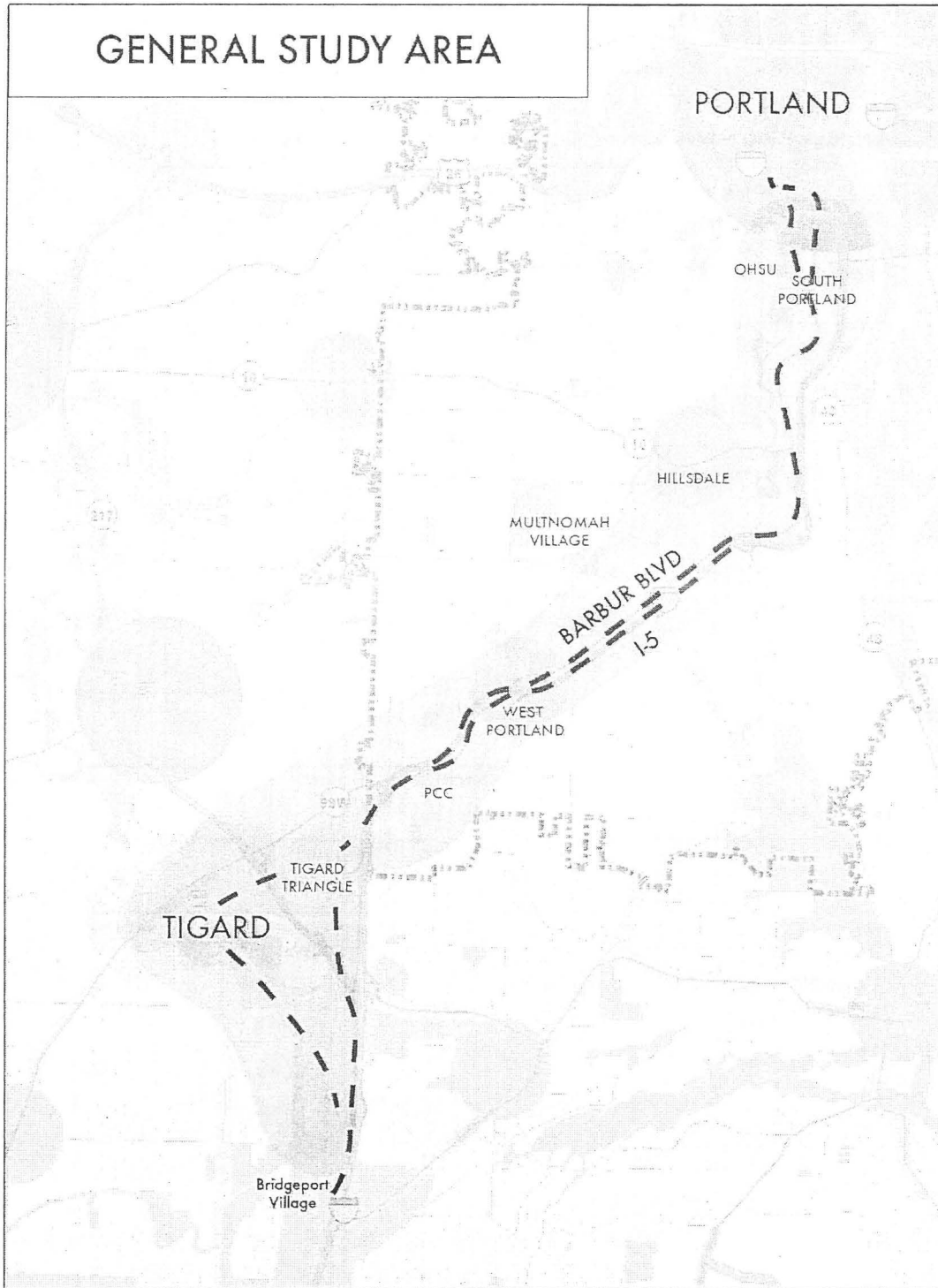
Equitable Housing Grants Program Match Form

Instructions: If your "Match Source" is a professional or technical service received as "In-kind," use the market average or actual salary or bid for that individual or service. Use the "Notes" field to document methodology.

Match Source	Choose One		Choose One		Amount	Notes
	<input type="radio"/> Financial	<input checked="" type="radio"/> In Kind	<input type="radio"/> Pending	<input checked="" type="radio"/> Secured		
General Fund	<input type="radio"/> Financial	<input checked="" type="radio"/> In Kind	<input type="radio"/> Pending	<input checked="" type="radio"/> Secured	\$20,000	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	

Total \$ 20,000

3. SUPPLEMENTAL DOCUMENTS





City of Tigard

August 9, 2016

Equitable Housing Planning and Development Grant Screening Committee
Metro
600 NE Grant Avenue
Portland OR 97232

Dear Screening Committee:

On behalf of the City of Tigard, I am pleased to submit this letter in support of the City of Portland's application to the Metro Equitable Housing Planning and Development Grant program. The City of Tigard looks forward to working with Portland on a strategy for affordable housing that will ensure equitable outcomes for everyone living along the Southwest Corridor.

The SW Corridor project represents a great opportunity to improve employment, education and housing options for Portland Metro residents. As past mass transit projects demonstrated, low-income residents often are excluded from these opportunities when projects fail to set explicit and detailed targets for affordable housing preservation. As the SW Corridor project progresses, there is a critical need to ensure that vulnerable residents share in the increased mobility and opportunity that other income groups will enjoy. Portland's project makes a full range of housing opportunities in transit station areas a clear objective from the outset.

The proactive approach from Portland will enable Tigard to implement the best affordable housing strategies at early stages that will maximize their effectiveness. Portland's housing analysis will place at-risk Tigard residents within a regional context; the funding and organizing strategies developed in Portland will guide how equitable housing results are achieved at specific opportunity sites in Tigard. The coordinated approach of our two jurisdictions will lead to an outline of housing needs in the region, as well as a model of how housing targets can be achieved in a particular local context.

Portland's proposed project is critical to the equitable implementation of high-capacity transit. The City of Tigard is pleased to partner with the City of Portland to achieve robust affordable housing availability in the SW Corridor.

Sincerely,

A handwritten signature in cursive script that reads "Marty Wine".

Marty Wine, City Manager
City of Tigard



133 SW 2nd Avenue, Suite 201 • Portland, OR 97204 • (503) 497-1000 • fax (503) 223-0073 • www.friends.org
 Southern Oregon Office • PO Box 2442 • Grants Pass, OR 97528 • (541) 474-1155 • fax (541) 474-9389
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COMMUNITY ENGAGEMENT
COORDINATOR

To whom it may concern,

1000 Friends of Oregon is excited to send this letter in support of the City of Portland's application for Metro's Equitable Housing Grant Program in conjunction with the City of Tigard. We believe this proposal represents an excellent and critically-necessary opportunity to focus on housing in the SW Corridor.

The SW Corridor Project presents enormous opportunities for SW Portland and Tigard, but also significant risk of residential displacement. That's especially true given the significant number of market-rate but affordable housing units in the project area, units which are at a unique risk of displacement as a result of market pressures. In order to prevent the displacement of residents that we've seen in other transportation projects in our region, we must be proactive, and engage affected communities directly, two hallmarks of this proposal.

One of the unique features of this application's approach is its focus on organizing those most at risk of displacement, and in need of suitable housing. 1000 Friends of Oregon's specific intention is to partner with both cities and other organizations on the community engagement and outreach phases of the project through our leadership-development cohort, the Land Use Leadership Initiative (LULI). Although the specific focus of that engagement will be decided as the project advances, we will have approximately 25 LULI fellows trained and ready to engage on equitable housing issues through June 2017.

This proposed project is an important step toward achieving housing equity in the SW Corridor, and 1000 Friends of Oregon is proud to lend its full support. Please don't hesitate to contact me with further questions or comments.

Respectfully,

Andrew Riley

Community Engagement Coordinator

1000 Friends of Oregon

andrew@friends.org

Office: (503) 497-1000 ext. 129

Cell: (503) 936-9430



August 12, 2016

Metro
Development Center
Equitable Housing Planning and Development Grants
600 NE Grand Ave
Portland, OR 97232

Dear Screening Committee,

As a project partner, Unite Oregon supports the City of Portland's application for funding under Metro's Equitable Housing Planning and Development Grants program. Unite Oregon specializes in engaging immigrants, refugees, and people of color in the policy decisions that impact their lives, including affordable housing policies. We've been active in Washington County for nearly a decade, and are uniquely positioned to help the project reach its community engagement and leadership development goals.

Examples of relevant similar work include:

Leadership Development: In recent years, Unite Oregon has graduated several hundred new local leaders from our intercultural, multi-generational leadership development programs, enhancing their skills, analysis and organizing ability;

Planning for Equity: Unite Oregon worked with community based organizations to assist Metro in developing an equity baseline, culturally relevant engagement practices, and public policies that reduce disparities;

Community Organizing: Unite Oregon collaborated with Community Alliance of Tenants and Portland's Bureau of Planning and Sustainability (BPS) to develop a Healthy Housing Initiative, which addressed tenant concerns within East Portland housing complexes with concentrations of immigrant and low-income residents, subsequently involving them in housing justice campaigns; and

Policy Advocacy: Unite Oregon led engagement, outreach, and built environment planning and policy development efforts with a diverse cohort of organizations participating in the Aloha-Reedville Study and Livable Community Plan, resulting in more equitable economic development, housing and transportation planning strategies.

During the project, Unite Oregon will take the lead on engaging with affordable housing residents in SW Portland and Tigard. We will work with those at risk of rental market displacement to determine equitable solutions and outcomes for affordable housing. It is crucial that these vulnerable populations' needs and experiences influence and advise the policy changes.

We look forward to working with the Cities of Portland and Tigard, Community Partners for Affordable Housing, the Community Housing Fund, 1000 Friends of Oregon, OPAL and other partners to conceive and move forward this and other affordable housing projects along the SW Corridor.

Sincerely,

A handwritten signature in cursive script that reads "Cassie L. Cohen".

Cassie L. Cohen, MSW
Organizing and Development Specialist
Unite Oregon

Exhibit C

Updated Scope of Work and Partner Coordination for Southwest Corridor Equitable Housing Project

A. Project Description

This project will produce an Equitable Housing Development Strategy (EHDS) for the SW Corridor covering both Tigard and Portland. The EHDS is a joint Portland/Tigard project, tightly coordinated with Metro's SW Equitable Development Strategy (SWEDS) and heavily informed by the lived experiences of low-income households and communities of color in the corridor. The EHDS focuses on equitable housing development paired with a future light rail transit project. The EHDS will build from the housing research produced as part of the broader SWEDS. The SW corridor transit project has great potential to provide more people with access to employment, education, and other opportunities along its route. The Equitable Housing Development Strategy ensures low-income households and communities of color share in this benefit.

As part of a broader examination of how to achieve more equitable development outcomes through the SWEDS project, Metro (in close consultation with Portland, Tigard, and its community partners) will identify existing housing conditions and needs along the corridor. To inform this research and other related work products, Portland and Tigard will provide Metro with a summary of existing relevant policies, data on opportunity sites, buildable land inventories, growth scenarios, and relevant affordable housing information. Portland and Tigard will then use Metro's research to develop preservation and production targets for equitable housing and quantify the financing gap needed to achieve those targets.

The EHDS will use the SWEDS' Project Work Group (PWG) to inform project goals, help shape the vision for the project, and provide leadership. It will be composed of institutional and community partners positioned to champion the EHDS, marshal resources, and implement key strategies.

Portland will staff an Equity and Housing Subcommittee of the PWG, responsible for guiding a set of clear deliverables for the EHDS and ensuring that issues of race and social equity are integrated throughout the entire project. Metro and Tigard staff will participate on the subcommittee. The sub-committee will be primarily composed of non-profit community-based organizations throughout the region with missions that include serving low-income households, communities of color and/or underserved communities.

Portland staff will also participate on Metro's SWEDS Technical Work Group, composed of staff from the three jurisdictions to advise on each of their projects.

The strategic corridor-wide view of the SWEDS and EHDS will be complemented by the site-specific work in Tigard's other Equitable Housing Grant for the SW Corridor Affordable Housing Predevelopment project. That project will assess displacement, preservation and new housing development issues for specific sites in Tigard. The same group of non-profits serving on the Equity and Housing Subcommittee will be working to advise Metro and participating cities on all three projects.

The creation of the EHDS will leverage Metro's support for a number of key tasks under development as part of the SWEDS draft work plan. Metro's role will include:

1. Engaging community and institutional partners on a Project Work Group and partnering with community based organizations working with underrepresented and marginalized populations to participate in the project and inform work products.
2. Analyzing existing housing conditions and estimating housing development potential and the demand for housing at different income levels along the corridor

3. Engaging members of the broader public and community groups throughout the process. Portland can co-host and staff these events with additional outreach support from nonprofit partners when appropriate.
4. Exploring proposals for housing finance policies and tools. The most promising of these proposals will be further advanced through the EHDS process.
5. Capturing lessons learned. Producing a case study of the partnership with community based organizations through the SWEDS and EHDS projects.

The EHDS will include four main elements:

1. **COMMUNITY ENGAGEMENT AND ORGANIZING:** Staff an Equity and Housing Subcommittee of the PWG composed of nonprofit partners resourced to participate in the project. Nonprofits will participate in development and review of work products in tasks 3-6. To do so they will conduct outreach, engagement, and organizing of low-income tenants and communities of color throughout the corridor. Their work will have the additional benefit of growing the nonprofits' capacity in the SW corridor.
 - 1.1 Staff an Equity and Housing Sub-committee.
 - 1.2 Deploy and manage a \$45,000 grant program to resource nonprofit partners. Outcomes from the nonprofit partners' review of work products will be documented and the outputs of their outreach and engagement activities will be tracked throughout the project. Examples of outputs may include communication materials used, lists of groups engaged, and summary notes from engagements. Results of capacity building activities will be determined by the needs of the nonprofit partners.
 - 1.3 Co-host events to engage the broader public and community groups.
2. **HOUSING NEEDS AND GOALS:** Understand the existing housing conditions and need, then establish goals and associated funding gaps.
 - 2.1 Provide SWEDS with existing relevant policies, data on opportunity sites, buildable land inventories, growth scenarios, and relevant affordable housing information.
 - 2.2 Provide consultation to SWEDS as they analyze existing housing conditions and estimate housing development potential, and the demand for housing at different income levels along the corridor.
 - 2.3 Calibrate Metro's research with the findings from PSU's study of naturally occurring affordable housing in the SW corridor to inform task 2.4.
 - 2.4 Develop housing goals for the corridor and quantify the financing needed to achieve those goals.
3. **FINANCE AND IMPLEMENTATION RESEARCH:** Advance the most promising proposals for growing existing or developing new funding sources to reach housing goals. Identify roles for different partners in development of affordable housing on the corridor. Identify options for front-loading funding to get ahead of land speculation and displacement pressures. Research how to use value capture to support housing development.
 - 3.1 Provide SWEDS with local jurisdictions' perspectives on proposals for housing finance policies and tools.
 - 3.2 Document promising funding strategies, recommendations for implementation, and organizational structure(s) to implement.
4. **OPPORTUNITY SITES PRIORITIZATION:**
 - 4.1 Document prioritization and recommendations for future pre-development feasibility study and acquisition of opportunity sites.

Tasks 2, 3, and 4 will be performed by staff and consultants with strong participation from the Portland Housing Bureau and the Equity and Housing Sub-committee.

Task 1 will be performed by several non-profits experienced with low-income housing issues and with outreach to low-income people and communities of color. Specifically, we have been in discussions with Organizing People/Activating Leaders, 1000 Friends of Oregon, Community Housing Fund, Community Alliance of Tenants, Welcome Home Coalition, Unite Oregon, and Community Partners for Affordable Housing, Inc.

Results and recommendations from this work will be included in the SWEDS. Separately, the EHDS will be presented to Portland's and Tigard's city councils for adoption in the spring or summer of 2018. Portland City Council action will approve housing targets, advance opportunity sites for further feasibility analysis, and approve the recommendations to advance housing tools and implementation structure(s).

The City of Portland has also committed about \$1 million to Metro for the Draft Environmental Impact Statement (DEIS) process. Additional soft costs for City staff working on the project include about \$500K through July 2017.

B. Project area

The project area generally encompasses a 1/2-mile buffer around Highway 99W/Barbur Blvd in Portland between South Portland and SW 65th Avenue; and in Tigard, the Tigard Triangle and downtown Tigard around and near the probable alignments of the Southwest Corridor light rail investment.

C. Match fund/potential—The City of Portland will provide \$20,000 to partially cover staffing of the project, a total of 20-percent direct funding match. Both Tigard and Portland will also provide in-kind match through allocation of already budgeted staff time and support services.

D. Public involvement—**The cities of Portland and Tigard will continue to coordinate with Metro on public involvement for the Southwest Corridor High-Capacity Transit project.** The cities and Metro will create a Project Work Group and coordinate engagement with residents, businesses, property owners, and key stakeholders. An Equity and Housing Subcommittee will be formed with the responsibility to engage low-income households and communities of color.

The cities and Metro will also connect with existing community networks and organize open public workshops. The cities and Metro will co-host meetings with community-based organizations to get their feedback on project goals, findings and recommendations.

E. Commitment of governing body

The Mayor, the housing commissioner, and the transportation commissioner support crafting a strategy to build more equitable housing in the Southwest Corridor. They have expressed willingness to take action to implement recommendations that emerge from this project.

The City of Tigard is a project partner in coordination of the strategy beyond the City of Portland. The Planning Director from the City of Tigard has directed his staff to coordinate with City of Portland to ensure coordinated efforts to deliver equitable housing opportunities in the Southwest Corridor.

Capacity—This project will rely on a variety of professionals with different sets of expertise. They include: community-based organization professionals, economists, real estate market experts, developers, transportation planners, urban planners, and urban designers and architects.

F. Collaboration and partners

Metro, Portland and Tigard are partners in the project. Metro will be the project management lead for the SWEDS. City of Portland staff will be the project management lead for the EHDS. Tigard will participate in both projects as well as lead their own. All three projects will use a shared governance structure.

A Technical Work Group composed of staff from all three jurisdictions will meet regularly to make decisions about such things as the composition of the project governance structure, the project area, selection of consultants and grantees, community engagement strategies, development of research methodology and recommendations, and review of final work products.

The Technical Work Group will reach out to government, non-profit, philanthropy, and private sector organizations and individuals to form the Project Work Group and Equity and Housing Sub-committee that will guide the project and to start to build support for implementation.

The Bureau of Planning and Sustainability will involve key bureaus at the City, including the Housing Bureau, Bureau of Transportation, City Budget Office, Office of Management and Finance, Office of Neighborhood Involvement, and the Portland Development Commission. The Portland Bureau of Planning and Sustainability will convene a staff level city project team to coordinate City efforts on the EHDS and SWEDS.

Through PBOT, the City will also ensure close coordination with its existing partners on the Southwest High-Capacity Transit Project; Metro, TriMet, and ODOT. BPS will coordinate with Metro and Tigard to brief these institutional partners throughout the SWEDS and EHDS process.

Commissions such as the Public Involvement Advisory Council, Portland Planning and Sustainability Commission, and the Human Rights Commission have also expressed interest in weighing in on the products of this process. BPS will brief these commissions throughout the process.