

North/Northeast Portland Preference Policy Rental Unit Process Options Draft

			Preference Policy Work Group Concerns and Potential Recommendations		
	Historic Housing Bureau Process Overview	N/NE Housing Bureau Process	Marketing and Application Process that Effectively Reaches Target Market	Income and Preference Screening that Doesn’t Screen Out Otherwise Eligible Target Market Households	Centralized Wait List and/or Transfer of Applications
1. <i>Redevelopment opportunity notice issued to public</i>	Request for proposals issued	Request for qualifications issued	Options • Provide training and best practice guidance for property management agency • Require property management agency partner with a community based organization • Require property management agency to be a community based • Other TBD Questions • <i>TBD</i>	Options • Provide training and best practice guidance for property management agency • Require property management agency partner with a community based organization • Require property management agency to be a community based • Other TBD Questions • <i>TBD</i>	Currently no centralized waiting list or transfer of applications. Options • Transfer of applications to Bureau for next building • Transfer of applications to next property management agency • Transfer of applications to neutral third party • Other TBD Questions • How long should applications be retained • Should applications be taken by Bureau or third party during the interim
2. <i>Redevelopment opportunity awarded and development/construction process begins</i>	Proposals reviewed, scored, and award issued	Project and project teams identified by Bureau with a request for a project proposal			
3. <i>Property management agency begins marketing and lease-up process</i>	Developer selects property management agency	Bureau selects property management agency as part of project team			
4. <i>Affirmative Marketing Plan Developed, Approved, and Implemented</i>	Submission of plan required	Required – to be developed by property management agency, reviewed by Bureau, and administered by property management agency			
5. <i>Open Application Period</i>	Not required	Required – to be administered by property management agency			
6. <i>Applications Collected</i>	Applications screened on a first come, first serve basis	Required – to be administered by property management agency			
7. <i>Applications Sorted by Preference</i>	Not required	Required – to be administered by property management agency			
8. <i>Income and Preference Screening for Households Based on Order of Preference to Lease up Rental Units</i>	Income screening administered as part of application screen of applications on a first come, first serve basis	Required – to be administered by property management agency			
9. <i>Notification of Status for Households not Receiving Rental Units</i>	Standard market practices required	Standard market practices required			