

**2040 PLANNING AND DEVELOPMENT GRANT
INTERGOVERNMENTAL AGREEMENT**

**Metro -- City of Portland
Expanding Opportunities for Affordable Housing in Faith Communities**

This 2040 Planning and Development Grant Intergovernmental Agreement (this "Agreement") 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, a municipal corporation, located at 1900 SW 4th Ave., Suite 7100, Portland, OR 97201 (the "City"). Metro and the City may be jointly referred to herein as the "Parties" or each, individually as a "Party".

RECITALS

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, and is remitted to Metro pursuant to Intergovernmental Agreements to Collect and Remit Tax entered into separately between Metro and the local collecting jurisdictions; and

WHEREAS, the City has submitted a 2040 Planning and Development Grant Request attached hereto as Exhibit A and incorporated herein (the "Grant Request") for Expanding Opportunities for Affordable Housing in Faith Communities (the "Project"); and

WHEREAS, Metro has agreed to provide 2040 Planning and Development Grant Funds to the City for the Project in the amount of \$125,000 subject to the terms and conditions set forth herein (the "Grant Funds"), and the Parties wish to set forth the timing, procedures and conditions for receiving the Grant Funds from existing CET funds for the Project.

AGREEMENT

NOW THEREFORE, the Parties hereto agree as follows:

1. **Metro Grant Award.** Metro shall provide the Grant Funds to the City for the Project as described in the Grant Request, subject to the terms and conditions specified in this Agreement and subject to any specific funding conditions recommended by the Metro Chief Operating Officer and adopted by the Metro Council in Resolution No. 17-4846.
2. **Project Management and Coordination.** The Parties have appointed the staff identified below to act as their respective Project Managers with the authority and responsibility described in this Agreement:

For the City: Nan Stark
City Planner, N/NE District Liaison
Bureau of Planning and Sustainability
City of Portland
1900 SW 4th Avenue, Suite 7100
Portland OR 97201
Nan.Stark@Portlandoregon.gov
503-823-3986

For Metro: Megan Gibb
Land Use and Urban Development Manager
Metro
600 NE Grand Avenue
Portland, OR 97232
Megan.Gibb@oregonmetro.gov
503-797-1753

In the event the City needs to assign a new Project Manager other than the individual named above, the City will present in writing to Metro the qualifications and experience of the proposed new Project Manager. Metro shall have the opportunity to review the qualifications and may reject a proposed Project Manager who Metro deems unqualified.

3. Mutual Obligations of both the City and Metro. The Parties and their respective Project Managers will collaborate to oversee the successful implementation of the Project as follows:

(a) Selection of Consultants. The Project Managers will work together to identify consultants best qualified to perform the scope of work described in the Grant Request and the Draft Consultant Scopes of Work, attached hereto as Exhibit B. Metro shall have the opportunity to review and approve any Requests for Proposals (RFPs) prior to the City issuing RFPs for consultants for the Project. The Project Managers and any additional reviewers selected by the Parties will jointly review proposals from consultants and select a mutually agreeable consultant team to perform the work required to successfully complete the Project.

(b) Schedule of Milestones. The Parties have agreed to a preliminary schedule of milestones for completion of the Project, which are attached hereto as Exhibit C (the "Milestones"). After the Project Managers have selected a consultant team as described in subsection 3(a), the Parties expressly delegate authority to the Project Managers to prepare a revised schedule of Milestones if necessary to provide more detailed performance timelines for the Project ("Revised Milestones"), including specific consultant and/or City deliverables for each Revised Milestone, and establishing the amount of Grant Funds to be disbursed by Metro upon satisfactory completion of each Revised Milestone. The Parties agree that the Revised Milestones will replace the Milestones, and will become the final and binding Exhibit C to this Agreement ("Revised Exhibit C"), unless and until it is later amended as allowed under paragraph 9 of this Agreement. The Revised Milestones will be incorporated into the contract between the City and the consultants hired for the Project.

(c) Project Committee(s). The Project Managers will jointly determine the role of the project steering technical/advisory committee(s), if any, and the composition of such committees or other bodies. Metro's Project Manager will participate as a member of any such committee.

4. City Responsibilities. The City shall perform the Work on the Project described in the Grant Request, attached as Exhibit A, and as specified in the Revised Milestones, subject to the terms and conditions specified in this Agreement and subject to any funding conditions recommended by the Metro Chief Operating Officer and adopted by the Metro Council in Resolution No. 17-4846. The City shall obtain all applicable permits and licenses from local, state or federal agencies or governing bodies related to the Project.

(a) Use of Grant Funds. The City shall use the Grant Funds it receives under this Agreement only for the purposes specified in the Grant Request and to achieve the Revised Milestones as set forth in this Agreement. In the event that unforeseen conditions require adjustments to the Work, approach, or

schedule, the City shall obtain Metro's prior written approval before implementing any revisions to the Project.

(b) Consultant Contract(s). After the Project Managers have selected the consultant team and completed a schedule of Revised Milestones as described above in section 3, the City shall enter into contracts with the selected consultant team to complete the Work as described in the Revised Milestones. The contracts entered into by the City shall reference this Agreement, including the schedule of Revised Milestones set forth in Revised Exhibit C.

(c) Submittal of Grant Deliverables. Within 30 days after completing each Revised Milestone, the City shall submit to Metro all required deliverables for the Revised Milestone, accompanied by an invoice describing in detail its expenditures as needed to satisfy fiscal requirements.

5. Metro Responsibilities. Metro's funding commitment set forth in this Agreement shall be fulfilled solely through CET funds; no other funds or revenues of Metro shall be used to satisfy or pay any CET grant commitments. Metro shall facilitate successful implementation of the Project and administration of Grant Funds as follows:

(a) Review and Approval of Grant Deliverables. Within 15 days after receiving the City's submittal of deliverables as set forth in Revised Exhibit C, Metro's Project Manager shall review the deliverables and either approve the submittal, or reply with comments and/or requests for further documentation or revisions that may be necessary. Metro shall have sole discretion in determining whether the deliverables submitted are satisfactory.

(b) Payment Procedures. Upon Project Manager's approval of deliverables, invoices and supporting documents, 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 Revised Exhibit C within 30 days.

6. Project Records. The City shall maintain all records and documentation relating to the expenditure of Grant Funds disbursed by Metro under this Agreement, as well as records and documentation relating to the \$40,000 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 grant process. The City shall establish and maintain books, records, documents, and other evidence in accordance with generally accepted accounting principles, 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.

7. 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. The 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.

8. Term. This Agreement shall be effective on the last date it is executed by the Parties below, and shall be in effect until all Revised Milestones and deliverables have been completed, all required documentation has been delivered, and all payments have been made as set forth in Revised Exhibit C.

9. Amendment. Except as provided in subparagraph 3(b), this Agreement may be amended only by mutual written agreement of the Parties.

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

11. 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 Grant Funds.

12. 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 and Metro, respectively.

Metro

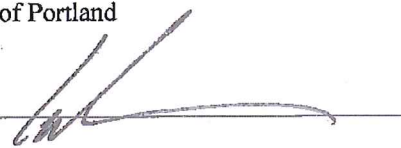
By: 

Martha Bennett

Title: Metro Chief Operating Officer

Date: 4/25/18

City of Portland

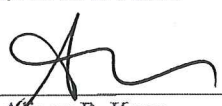
By: 

Ted Wheeler

Title: Mayor

Date: 4/10/18

Approved as to Form:

By: 

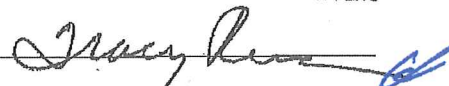
Alison R. Kean

Title: Metro Attorney

Date: 4/21/18

Approved as to Form:

APPROVED AS TO FORM

By: 

CITY ATTORNEY

Title: City Attorney

Date: 3/23/18

Attachments:

Exhibit A – City's Grant Request
Exhibit B – Draft Consultant Scopes
Exhibit C – Schedule of Milestones

Metro Contract 935014 - Exhibit A

Project narrative

Project Name: Developing Affordable Housing through Partnerships with Faith Communities

Note to applicants: All questions and headings are to remain in their current locations in this document. In the space provided after each question, you may use text, bullet lists, tables or other formatting as desired or appropriate to improve the clarity and legibility of your response. Please be succinct; it is not necessary to use all of the space provided. Please use 11 point black text, and limit your response to the space allotted for each question. Refer to the evaluation criteria on page 4 of the Handbook, also in ZoomGrants in the "Library" tab.

Clear development outcomes

1. Clearly describe the proposed project and the specific goals to help facilitate development in your community. *(Limit your response to page 1.)*

Church attendance has been decreasing for many congregations across the country, which has prompted conversations within different denominations about how to refocus on their mission of social change. With this in mind, University Park Methodist Church is developing underutilized land on their site into affordable rental housing. In 2010, Rivergate Community Church on N. Lombard sold part of its property to Habitat for Humanity at a significant discount, making it possible for Habitat to build 12 new affordable homes. In Seattle, a network of faith communities and affordable housing developers (known as Sacred Land, Common Ground) has already resulted in several projects. In downtown Seattle, Gethsemane Lutheran Church sold its parking lot and used the revenue to redevelop its church property, including five stories of new affordable apartments.

Faith-based institutions own thousands of acres of buildable land in the Portland metro region, and a growing number of these faith communities are exploring how they can use their properties to address the affordable housing crisis. Faith-owned property is found in virtually every neighborhood of the city of Portland, including in the most high-demand, high-opportunity areas where affordable housing development is extremely challenging due to high land acquisition costs. The City will partner with Ecumenical Ministries of Oregon (EMO) for outreach to faith communities, and the development of a system to connect property-owning faith communities with the developers that need access to affordable land.

This project proposes to work with faith communities to consider developing affordable housing on their property, citing the University Park Methodist Church as an inspirational model. This model is intriguing because the development costs are reduced due to there being no or minimal land acquisition costs.

Additionally:

- Scarce public resources dedicated for housing development (such as Portland's affordable housing bond) can result in more units being produced if land costs are minimized;
- Affordable housing can be built in high-opportunity neighborhoods where land acquisition costs would otherwise be prohibitively expensive;
- A wide variety of housing types can result from partnerships with faith communities (homeownership, rental, transitional housing, community land trust);
- Faith communities can receive needed revenue by selling or leasing land at below-market prices, and can put their faith communities into action by providing housing for families, older adults, people living with disabilities, and those transitioning out of homelessness.

Metro Contract 935014 - Exhibit A

2. Provide a high-level description of the scope of work and general timeframe to complete the project. What are the project elements, the deliverables you envision, and the outcomes you seek to achieve? *(Limit your response to page 2.)*

Project Elements

1. Document case study examples of University Park Methodist Church and Rivergate Community Church. (Timeframe: January 2018)
2. Identify faith communities interested in providing affordable housing opportunities on their property (Timeframe: March 2018)
3. Identify private and nonprofit affordable housing developers interested in partnering with faith communities. (Timeframe: March 2018)
4. Inventory and assess opportunity sites from interested faith communities. (Timeframe: June 2018)
5. Generate 3-5 models of development that might have different funding sources (e.g. Conventional loans, Affordable Housing Bond funds, etc.) and/or serve different populations (e.g. Long-term homeless families needing service enriched housing, recently homeless individuals, etc.). (Timeframe: August 2018)
6. Initiate 3-5 community discussions about affordable housing development with the congregation and surrounding neighborhood. (Timeframe: March 2018-ongoing)
7. Identify opportunities for comprehensive plan amendments and zone changes to increase development capacity. (Timeframe: September 2018)
8. Create model process that could be used by other institutions to consider development of surplus property. (Timeframe: December 2018)
9. Convene an ongoing project steering committee that can represent various stakeholders and ensure project deliverables and goals are achieved. (Timeframe: January 2018)

Deliverables

1. Case studies of University Park Methodist Church and Rivergate Community Church to document process, design, and financial analysis and identify critical decision-making points. (Timeframe: January 2018)
2. Faith communities conference on Opportunities for Affordable Housing Development. (Timeframe: September 2018)
3. Opportunity Site Inventory. (Timeframe: June 2018)
4. Conceptual development plans and financial feasibility analyses of 3-5 opportunity site. (Timeframe: August 2018)
5. Community discussions with congregation and surrounding neighborhoods for 3-5 opportunity sites. (Timeframe: March 2018-ongoing)
6. List of possible comprehensive plan amendments and zone changes to better utilize opportunity sites. (Timeframe: September 2018)
7. Document model process for identifying, assessing, and engaging faith communities in affordable housing development. (December 2018)

Outcomes

1. Increased awareness and consideration by faith communities in utilizing surplus property for affordable housing.
2. Inventory of opportunity sites owned by faith communities are interested in affordable housing development.
3. Conceptual development plans, financial analyses, and initial community discussions for 3-5 opportunity sites.
4. Model process that can be used by other institutions and communities to consider development of surplus property.

Metro Contract 935014 - Exhibit A

3. Describe the measures would you use to evaluate the project's success. *(Limit your response to top half of page 3)*

Project success will be evaluated against the following measures:

- Number of faith communities expressing interest in affordable housing development on their land
- Number of partnerships established between property-owning faith communities and housing developers
- Number of permanently affordable properties and housing units developed
- Savings, in dollars, as a result of discounted or free land acquisition
- Number of additional units of housing built due to cost savings resulting from free/discounted land

Advances and complements regional goals and policies

4. Describe how this project will help to facilitate development while advancing established regional development goals and outcomes. Consider how the project will help to implement the 2040 Growth Concept, its alignment with the Urban Growth Management Functional Plan, and how it will achieve each of the Six Desired Outcomes stated in the Regional Framework Plan. *(Limit your response to bottom half of page 3 and top half of page 4.)*

The dearth of affordable housing opportunities in the region is putting many households at risk. This project advances Metro's equity goal by ensuring that the benefits "of growth and change (are extended) to the region's communities." By advancing equity through housing more homeless and at-risk households, this project can help stabilize more families to create more diverse and "vibrant communities."

2040 Growth Concept – Faith-community owned property is found in virtually every neighborhood in Portland, including in the most high-demand, high-opportunity areas where affordable housing development is extremely challenging due to high land acquisition costs.

Six Desired Outcomes, especially #1 (vibrant communities), #4 (leader on climate change), and #6 (Equity) will be supported by increasing affordable housing opportunities, especially in established neighborhoods, on infill development sites that have previously been considered unavailable. Developing these sites will contribute to a more compact urban form.

Metro Contract 935014 - Exhibit A

Aligns with local goals/maximizes community assets

5. How will the project create opportunities to accommodate your jurisdiction's expected population and employment growth? *(Limit your response to the bottom half of page 4.)*

With approximately 500 faith communities in Portland, with one possessing over 30 acres of land, this project presents the opportunity to activate underutilized property in high opportunity neighborhoods that will not only address the region's affordable housing needs, but also further regional goals for a compact urban form.

Metro Contract 935014 - Exhibit A

6. Describe why you propose to take on this particular project at this time. How does the project relate to previous actions, goals, policies or strategies already identified or implemented by your jurisdiction or other project partners? *(Limit your response to top half of page 5.)*

A major component of the 2035 Comprehensive Plan was to address equity and a growing, prosperous community. The shortage of affordable housing has reached crisis levels and the City of Portland has launched a number of different initiatives to increase the supply of affordable housing.

In 2016, the City amended the zoning code to reduce barriers to the siting of homeless shelters. The faith community was instrumental with their support in advocating for higher moral, values-based approach made conversations with neighborhood associations more fruitful. In addition, many churches were grateful for the policy changes, as it allowed them more flexibility should they opt to open homeless shelters.

The Habitat for Humanity development and the affordable housing development currently underway at the University Park Methodist Church are noteworthy. St Andrew and All Souls Church is also ramping up for potential redevelopment at their site. With these examples in mind, finding ways to scale up these types of developments promises a refreshing way to address the housing crisis. In April 2017, five secular and faith communities held a conference at Warner Pacific College to foster conversations on how faith communities could address the enormous housing need. With these efforts underway, there is increasing momentum now in the community to push the collective work forward faster.

7. How would the project leverage aspects of the existing community fabric such as key development sites or urban form? How would it complement existing assets, facilities, or amenities such as historic districts, employment centers, natural features, parks or transit? *(Limit your response to bottom half of page 5.)*

Previous affordable housing development of publicly owned property has demonstrated a large cost savings component. The University Park Methodist Church, St Andrews and All Souls Church sites are both situated along frequent transit routes and within walking distance of grocery stores, parks, and other necessary amenities. With approximately 500 faith communities spread throughout the city, there is significant opportunity to successfully scale up with many other well situated sites. Over 50 participants attended the event at Warner Pacific college, with many more congregations indicating interest. These institutions are in a variety of locations across the city, many in complete neighborhoods, with amenities, such as frequent service transit, grocery stores, and jobs nearby.

Metro Contract 935014 - Exhibit A

Team roles and capacity

8. Complete the table to clearly describe the roles and responsibilities of the applicant and each of the key project partners to accomplish the goals of the project. Also include consultant expertise needed. *(Add or adjust rows as needed but please limit table to page 6.)*

Jurisdiction or partner (include lead staff names)	Project role and responsibilities
Bureau of Planning and Sustainability Bill Cunningham	Project management; convene project steering committee; match faith communities with affordable housing developers; general research, site analysis, and site concept; evaluate development review process; determine appropriate zoning
Ecumenical Ministries of Oregon (EMO) Brit Conroy	Identify and organize faith-based institutions that want to use land for affordable housing development. Organize follow up community conference on affordable housing development opportunities in faith communities
Small faith communities and community groups (for small grants)	Outreach to smaller faith communities; outreach to neighbors for opportunity sites
Consultant – Design	Conceptual design for 3-5 opportunity sites
Consultant – Economic	Financial feasibility analysis of 3-5 opportunity sites

Metro Contract 935014 - Exhibit A

9. Describe the skills, experience and availability of the lead staff person who will manage all aspects of the grant project and oversee the project team's collaboration and consultant work. (Limit your response to top half of page 7.)

Bill Cunningham is a long-range planner with the City of Portland, Oregon. Bill was project manager of Portland's "Infill Design Project," an award-winning effort to improve the design of medium-density infill development in Portland's neighborhoods. Through this project, Bill worked to explore and implement a broad-range of innovative strategies to foster well-designed infill development and greater housing diversity. Outcomes of this work include an Infill Design Toolkit, a collection of housing prototypes, and the Portland Courtyard Housing Design Competition, which attracted over 250 design teams to show how density, families, outdoor space and sustainable design can be accommodated on small infill sites.

More recently, Bill led work on the urban design and development components of Portland's Comprehensive Plan Update, with a focus on mixed-use centers and corridors, community design, and coordinated land use and transportation approaches. Bill is currently working on the Metro grant funded "Better Housing by Design" project, an update to Portland's multi-dwelling zoning code regulations. His work is also informed by his experience in neighborhood planning, historic preservation, age-friendly cities, and parks and natural area planning. Bill has been a featured speaker at conferences on topics related to infill development, housing innovations, age-friendly planning approaches, and future direction for suburbs.

Likelihood of implementation

10. What governing bodies or private parties will have to act to ultimately implement the project, and what is the extent of their authority to make policy or commit investments? Describe the roles the key project partners will have to play over time in order to fully and successfully implement the project in order to realize the envisioned development benefits in your community. (Limit your response to bottom half of page 7.)

BPS will conduct an analysis to determine what zoning maps or codes might be adjusted to facilitate this type of development. If there is an opportunity to upzone properties to take advantage of these opportunity sites, then at a later date, BPS will initiate a legislative map change process.

Ultimately, it is up to the faith communities to strike a partnership with affordable housing developers to make a project a reality. BPS and PHB will help facilitate the process.

Metro Contract 935014 - Exhibit A

11. Identify and describe the potential opportunities and threats that could affect the successful implementation of this project. *(Limit your response to top half of page 8.)*

This project is focused on unlocking the opportunity of potentially underutilized land base that is owned by faith communities. This opportunity is to engage new partners that share similar missions in new ways to address the affordable housing crisis in our region.

The threats are common to most affordable housing developments – access to funding and neighborhood opposition. Through this project, the goal is to match faith communities with interested developers to create viable projects. A key step in this process is a facilitated community discussion between the faith communities, their congregations, and the surrounding neighborhood to generate support for an affordable housing project.

Public Involvement

12. What community members or stakeholders will be most affected by the implementation of the project's development outcomes? *(Limit your response to bottom half of page 8.)*

Low income and homeless families will be the most affected by this project. As many communities of color have been previously displaced, we are hopeful that there will be a high percentage of families of color who will benefit from this project. Homeless service organizations and organizations serving low-income families will also be affected by this project.

The congregations and their surrounding neighborhoods and businesses will also be affected by this project. Small grants will be allocated to local community and neighborhood groups to do intensive engagement with faith communities and adjoining neighbors. EMO and BPS will assist with this finer grained engagement to faith communities and neighbors, as necessary.

Metro Contract 935014 - Exhibit A

13. Discuss how the public (including neighbors to the project, businesses, property owners and other key stakeholders) and historically marginalized communities (including low-income and minority populations) will be involved in the project. Please be specific about the practices or methods you intend to use. *(Limit your response to top half of page 9.)*

A project steering committee (consisting of city bureaus, faith leaders, homeless advocates, housing developers, interested neighborhoods, and culturally specific community groups) will help craft an outreach plan. This plan will entail outreach to the public at large and engagement with neighbors adjacent to development sites. Ecumenical Ministries of Oregon will conduct initial outreach to faith communities to identify interested parties. BPS will work with community organizations, such as Living Cully, to conduct more intensive outreach at a local level to help get the word out to smaller and/or culturally specific congregations. Once specific opportunity sites are identified, BPS will facilitate robust conversations with congregations and adjoining neighbors (including businesses, homeowners, or other renters). Homeless advocates and groups serving culturally specific populations will support in this effort, as necessary.

14. Describe how public input will be used to strengthen the project outcomes and increase likelihood of implementation. *(Limit your response to bottom half of page 9.)*

An outreach plan will be developed that can be used at each site to ensure neighbor concerns are addressed. Public input is essential for these developments to succeed. With the great need of affordable housing, the public has generally been more sympathetic to this issue. As demonstrated in recent cases in neighborhoods such as Kenton and Hazelwood, as concerned as some neighbors might be about not wanting lower income people nearby, more are interested in helping to solve the housing crisis. Neighborhoods and individuals have been more concerned about integration, with folks wanting to volunteer at shelters and other facilities serving these vulnerable communities. In addition to integrating neighbors and neighborhoods into affordable developments, individual Good Neighbor Agreements (between the church and neighborhood association and/or business association) can be implemented at developments if neighbors and churches cannot agree on some issues.

Metro Contract 935014 - Exhibit A

Jurisdiction track record

15. Describe any similar planning and development projects (CET/CPDG or other) that have been implemented in your jurisdiction in the last 5 years and how that experience will be applied to this project. How successful have these projects been in delivering the proposed outcomes? *(Limit your response to top half of page 10.)*

Over the past five years the BPS has been either the lead or partner agency in seven CET/CPDG Grant supported planning projects. During this time BPS has refined its grant administration procedures and working relationship with Metro staff to ensure project deliverables are defined in the IGA; progress is documented according to a regular schedule; financial controls are adhered to and resulting outcomes are aligned with both regional planning goals and local planning needs.

Bureau experience administering consultant contracts will carry over to the current projects as well, increasing the likelihood that outside expertise is effectively coordinated with project timelines and public involvement protocols.

Bureau expertise in public outreach and involvement has also been developed through previous grant supported projects as well as other bureau activities providing best practice examples for engaging marginalized communities including communities of color.

While the nature of this project is somewhat unique in comparison to previous grant applications it can still benefit from lessons learned regarding contract administration and public engagement in previous and or ongoing projects. Additionally, the massing, site plan and performance models created as part of the Improving Multi-Dwelling Development (Better Housing By Design) project currently underway may be instructive by providing concepts of what affiliated affordable housing will look like in conversations with specific faith based communities.

16. What project management lessons learned or best practices will be applied to this project? *(Limit your response to bottom half of page 10.)*

BPS acknowledges the importance of the intergovernmental agreement and other written documentation to establish clear timelines, deliverables and accounting practices regarding the grant. These same principles apply to the administration of consultant contracts undertaken by the Bureau in support of the grant projects. Standardized performance measurement and reporting can provide an ongoing assurance that progress is being made according to an established calendar towards the project deliverables and goals.

Where public involvement is being sought best practices regarding outreach, translation services childcare and other innovative strategies acquired through previous efforts will be used to engage community organizations otherwise overlooked in public participation efforts

Lastly, maintaining regular communication between Metro and BPS project managers during the course of the project allows for early identification of risks and responses that ensure the successful completion of a project.

Metro Contract 935014 - Exhibit A

17. If implementation of any prior CET/CPDG grant projects has not been successfully completed, please describe why. If your organization has never received a CET or CPDG grant, please state "not applicable." *(Limit your response to top half of page 11.)*

Not Applicable: All of the Bureau of Planning and Sustainability led projects have either been successfully completed or are on track to be completed in full compliance with the pertinent City of Portland - Metro intergovernmental agreements.

Replicable best practices

18. Consideration will be given to applications that demonstrate best practices that can be easily replicated elsewhere. Discuss how lessons learned from the project could be applied to other projects in your community or in other parts of the region. *(Limit your response to bottom half of page 11.)*

The intent behind this project is to create a model process for developing affordable housing on surplus land. Identifying the individual steps (outreach to institutions, site identification and the entire development process) will make this type of development easily replicable and emulated in Portland and throughout the region.

Metro Contract 935014 - Exhibit A

Grant leverage and project budget

Budget templates

Use the two Excel spreadsheet templates provided to outline the estimated project costs and committed matching funds for the project. Indicate estimated costs for hours of work directly related to your project for applicant personnel, consultants, and personnel of any key project partners. Also indicate other direct project expenses and overhead/indirect project costs. You may leave blank any rows that do not apply, and add more specific line item descriptors as needed.

Budget narrative

For each category of personnel costs, explain the tasks each is expected to complete (i.e. design development, construction estimates, public involvement, technical research, code analysis). Use actual salaries for staff. Use market averages or bid estimates for consultant services. Clearly describe methodologies used for estimating all other costs.

(If necessary, applicants may use up to three pages for the budget narrative, for a total of 14 pages overall. Depending on the complexity of the project and level of staffing, most applicants will likely be able to provide the requested information regarding the budget methodology in just a page or two.)

Budget Overview: The total project budget is \$165,000. The grant request is \$125,000 with the City of Portland providing \$40,000 match with in-kind staff time and direct costs.

Applicant staff: The Bureau of Planning and Sustainability is requesting \$30,000 in grant funds and will provide \$20,000 in applicant staff costs as a match. The grant funding will be used to support the Project Manager/District Planner (0.25 FTE grant funded).

Major work phases include:

1. Project management
2. Public engagement plan
3. Case studies
4. Site conceptual development plans
5. Guidebook

Partner staff:

Portland Housing Bureau staff will be involved in the project and are committing \$10,000 of in-kind personnel costs as a 50/50 match for \$10,000 in grant funds

Ecumenical Ministries of Oregon will receive \$15,000 in grant funds for staff time to conduct initial outreach to faith communities to identify interested parties. They also will be responsible for organizing a faith communities conference on Opportunities for Affordable Housing Development that will share the results of this project (case studies, conceptual development plans, and model process).

Outreach partners. BPS will use \$15,000 in grant funds to provide small engagement grants to other community organizations to conduct more intensive outreach at a local level to engage smaller and/or culturally specific congregations, as well as site specific discussions for conceptual development plans.

Consultants: The City of Portland is requesting \$55,000.00 to hire consultants site analysis, conceptual design and financial feasibility analysis to evaluate 3-5 opportunity sites.

Direct Costs: Direct costs for community engagement is \$10,000 in City of Portland funds for printing and mailing (postage) of outreach materials; food and beverage for community meetings, interpretation and translation, child care, and venue rental.

Metro Contract 935014 - Exhibit A

Project budget summary				
PERSONNEL COSTS	Financial match	In kind match	2040 Grant funds	TOTAL
Applicant staff				
BPS Supervising Planner		\$7,731		\$7,731
BPS District Planner - City Planner II		\$26,455	\$26,455	\$52,911
BPS Associate Planner or City Planner I		\$24,024	\$48,048	\$72,072
Partner staff				
Portland Bureau of Transportation representative		\$2,500	\$2,500	\$5,000
Portland Housing Bureau representative		\$2,000	\$2,100	\$4,100
Key community partner				
ROSE Community Development			\$10,000	\$10,000
Consultants				
Facilitation consultant			\$30,000	\$30,000
Site Analysis and Planning Consultant			\$25,000	\$25,000
Total for planning services		\$62,711	\$144,103	\$206,814
OTHER PROJECT COSTS				
Direct costs, please list in narrative				
Community-based organization grant(s) (1 or 2)			\$10,000	\$10,000
Engagement costs (materials, Title IV, food, venues)		\$11,000		\$11,000
Overhead/indirect costs (40% overhead Included in in kind match line items above)				
Total for other costs	\$0	\$11,000	\$10,000	\$21,000
TOTAL PROJECT COSTS	\$0	\$73,711	\$154,103	\$227,814

Metro Contract 935014 - Exhibit A

Breakdown of costs by project milestones						
PROJECT MILESTONE (Phase, element, deliverable, etc.)	Grant applicant personnel costs	Partner(s) personnel costs	Consultant fees	Other project costs	TOTAL	
1. Project management	\$19,907 (15 percent)	\$1,000			\$20,907	
1.1 Detailed work plan, schedule and budget						
1.2 Contract coordination with key partner and consultants						
1.3 Kick-off meeting with inter-bureau project team, key partner and consultants						
2. Community involvement and advisory committee formation	\$18,271 (10 percent)		\$5,000		\$18,271	
2.1 Detailed community engagement strategy						
2.2 Grant formalization with community organizations						
2.3 Form a project advisory committee of community stakeholders and advocates, as well as, agency and bureau representatives						
3. Confirmation of draft goals and actions, zoning map amendments, transportation improvements	\$59,721 (45 percent)	\$7,100	\$25,000	\$19,000	\$110,821	
3.1 Review and confirm goals and Five Year Action Plan						
3.2 Develop zoning map proposals for 52nd and 72nd						
3.3 Prioritize transportation projects, funding and advocacy						
3.4 Prioritize housing projects, programs, funding and advocacy						
4. Partner with ROSE on site analysis and planning	\$18,271 (10 percent)	\$10,000	\$25,000		\$48,271	
Partner on defining criteria for evaluating and prioritizing affordable housing sites						
Concept plans for 2 affordable housing mixed-use opportunity sites						
Site analysis and planning for 9 cottage cluster lots						
5. Legislative process	\$29,542 (20 percent)	\$1,000		\$2,000	\$29,542	
Draft goals and Five Year Action Plan, map amendments, housing and transportation implementation						
Public hearing before the Planning and Sustainability Commission						
Public hearing before the Portland City Council						
TOTAL COSTS						
GRAND TOTAL	\$132,712	\$19,100	\$55,000	\$21,000	\$227,813	

Metro Contract 935014 - Exhibit A

[illegible]

Complete this table only if lead applicant has other key partners controlling matching resources

Applicant jurisdiction or partner organization	In kind contributions personnel costs	Financial Contributions personnel costs	In kind contributions other costs	Financial Contributions other costs	TOTAL
Bureau of Planning and Sustainability	\$58,211		\$11,000		\$69,211
Portland Bureau of Transportation	\$2,500				\$2,500
Portland Housing Bureau	\$2,000				\$2,000
TOTAL MATCH COMMITTED	\$62,711		\$11,000		\$73,711

Metro Contract 935014 - Exhibit A



Office of Mayor Ted Wheeler
City of Portland

June 30, 2017

Martha Bennett
Chief Operating Officer
600 NE Grand Avenue
Portland, OR 97232-2736

Dear Ms. Bennett,

Thank you for this opportunity to compete for Metro 2040 Planning and Development Grant funding. The City of Portland and Metro have successfully partnered under seven prior Community Planning and Development (CPDG) and Equitable Housing Planning and Development Grant Programs to provide over \$3 million of planning projects across Portland to better prepare neighborhoods and corridors for growth and remove barriers to development.

The City shares Metro's concerns regarding the shortage of equitable housing in the region and our current grant application package includes a suite of anti-displacement projects that will address these concerns with our community partners.

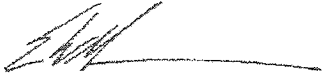
On June 21, 2017 City Council formally authorized (Ordinance # 188470) the application to Metro for one million dollars in grant funding to support four planning and pre-development projects, ranked from highest priority:

- | | |
|--|---------------------------|
| 1. Prosper Portland - Anti-Displacement Strategies and Tools for Community Led Development | \$250,000 |
| 2. BPS - Community Based Anti-Displacement Strategies | \$537,500 |
| • Infill Housing Without Displacement: Sustainable NE Portland Strategy (\$155,000) | |
| • Expanding Opportunities for Affordable Housing in Faith Communities (\$125,000) | |
| • St. Johns Community Stability Project (\$102,500) | |
| • Brentwood/Darlington Complete Community Strategy (155,000) | |
| 3. PHB/BES - Maximizing Equitable Housing Outcomes Using Climate Resilience Strategies in the Johnson Creek Floodplain | \$100,000 |
| 4. BPS - Rossi Farms Site Specific Development Plan | <u>\$112,500</u> |
| | TOTAL: \$1,000,000 |

Metro Contract 935014 - Exhibit A

Thank you for your consideration of these proposals.

Sincerely,

A handwritten signature in dark ink, appearing to be 'Ted Wheeler', with a long horizontal line extending to the right.

Ted Wheeler
Mayor, City of Portland

CC: Susan Anderson, Director, Bureau of Planning and Sustainability
Kimberly Branam, Executive Director, Prosper Portland
Kurt Creager, Director, Portland Housing Bureau
Michael Jordan, Director, Bureau of Environmental Services

ECUMENICAL MINISTRIES of OREGON

Metro Contract 935014 - Exhibit A

Serving together in faith

Interchurch Center, Suite B * 245 SW Broadway St., Suite B * Portland, Oregon 97239
phone (503) 223-1054 * fax (503) 223-7007 * website www.emoregon.org

June 28, 2017

Board Members

Joe Snyder
President

The Rev. J.W. Mont Hennessen
President-Elect

The Rev. Margaret Marcuson
Immediate Past President

John Andica
Treasurer

The Rev. Valerie Walker
Secretary

The Rev. Dr. Mark Broecker
The Rev. Vicki Brown
The Rev. Roberta Egli
The Rev. Don Fruch
The Rev. Michael Grogan
Melinda Gross
The Rev. Andrew Guthrie
The Rev. Dr. LeRoy Haynes Jr.
The Rev. Linda Jaramillo
The Rev. Susan Kintner
The Rev. Mark Knutson
Glenna Krueger
Colb Lewis
The Rev. John Marshall
The Rev. Terry McCray Hill
The Rev. Nancy McGrath Green
The Rev. Courtney McHill
Peter Sergienko
Julia Spence

Larry Owings
The Rev. Dr. Rodney Page
Lifetime Members

Jan Musgrove Elfers
Executive Director

Laura Dawson Bodner
METRO Council
Metro Regional Center
600 NE Grand Ave.
Portland, OR

RE: Ecumenical Ministries of Oregon – Partnership Commitment .

Dear METRO Councilors,

On behalf of Ecumenical Ministries of Oregon's Board of Directors and staff, please accept this letter as Ecumenical Ministries of Oregon's commitment to partner with The City of Portland Bureau of Planning & Development to engage local faith communities in examining church-owned sites for potential affordable housing development.

As our partnering role, EMO will use its extensive interfaith network to reach out to a minimum of 150 local churches, mosques, synagogues and Buddhist Centers to (a) bring local communities of faith into a deeper discussion of the housing crisis within the Portland Metro area, (b) assist communities of faith who own property in exploring potential positive and negative impacts of developing affordable housing, and (c) connect communities of faith expressing interest in further discussion with project partners. Headed by Britt Conroy, Public Policy Director, EMO will accomplish this work through a series of three outreach meetings.

The first, to be held in January 2018, will engage communities of faith in the housing crisis discussion. Representatives from local communities of faith will be invited to learn more about housing on both a METRO (regional) and neighborhood (local) scale, including lack of affordable housing, challenges to development and how church congregations may make a positive impact on the housing crisis. A presentation by the University Park Methodist Church on their successful project will be tentatively included. Attendees will be given information to share with their congregations and leaders.

To facilitate the second meeting, all attendees of the first will be invited to further explore how their congregation might develop their property in ways that meet their mission and values through support of equitable housing development. EMO will bring in architects and planners to work with small groups or individual representatives as they explore the impacts of developing housing on their properties. This activity is not meant to create designs for properties, but rather to support

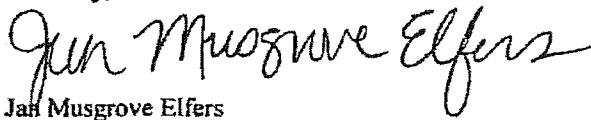
Metro Contract 935014 - Exhibit A

many congregations face, including economic stresses and declining need for church facilities to expand, and how participation in affordable housing development might impact those issues.

The third meeting will conclude EMO's active role in the project as faith communities with property who want to further explore development attend a presentation by our project partners and are introduced to the next steps in planning and developing equitable housing projects.

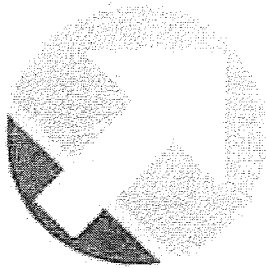
Thank you for your time and consideration of this proposal and the impact it can have on low-income families throughout the Portland Metro area. We are honored to participate in this project and see it as an extraordinary opportunity for all involved. A true win-win effort for all concerned.

Sincerely,

A handwritten signature in black ink, reading "Jan Musgrove Elfers". The signature is fluid and cursive, with the first name "Jan" being particularly prominent.

Jan Musgrove Elfers
Executive Director
503-221-1054 x206
jelfers@emoregon.org

Metro Contract 935014 - Exhibit A



**Interfaith
Alliance on
Poverty**

Ms. Martha Bennett
Chief Operating Officer
Metro Planning Department
600 N.E. Grant Boulevard
Portland, Oregon 97232

June 21, 2017

Re: 2040 Planning and Development Grants

Dear Ms. Bennett:

I am writing on behalf of The Interfaith Alliance on Poverty, a group of twelve Portland-based congregations across faiths and denominations, who is working together to understand and to alleviate generational poverty in our city. We want you to know that we enthusiastically endorse the Portland Bureau of Planning and Sustainability's proposal for the 2040 Planning and Development Grants, titled "Developing Affordable Housing through Partnerships with Faith Communities."

From its inception, our group has asked the question: how can we as faith communities favorably impact the lives of our neighbors who are struggling? We started with the assumption that our moral voice needed to be heard, and we have pursued that mission by studying and then lobbying for actions and policies that promote affordable housing. Along the way, we began to realize that we can also impact the problem in a simple, direct way by encouraging the development of affordable housing on church-owned properties.

Not all of our congregations have the property to devote to this cause, but we are all part of broader denominations with presence throughout the entire Portland Metro area. We believe that the funding of this project could provide significant momentum for the use of church property as a source for housing—a trend that we are already seeing develop.

This bureau's proposal would help to streamline multiple affordable housing projects, bringing together developers and churches with property. It can provide creative leverage to existing public money such as Portland's affordable housing bond (by adding to the pool of available property). And it can create a workable model and relationship to build new affordable housing throughout the Metro region.

We encourage full funding for this project. We know that it can and will drive previously unimagined projects within our faith communities.

Sincerely,

David Groff
Co-Chair, Interfaith Alliance on Poverty

www.interfaithallianceonpoverty.org

Metro Contract 935014 - Exhibit A

Member Congregations:

Ainsworth United Church of Christ

Augustana Lutheran Church

Central Lutheran Church

Fremont United Methodist Church

Rose City Park United Methodist Church

Grace Memorial Episcopal

St. Mary Magdalene Catholic Parish/The Madeleine Parish

St Andrew Catholic Church

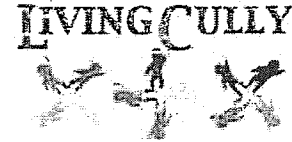
Rose City Park Presbyterian Church

Westminster Presbyterian Church

Genesis Community Fellowship

First Unitarian Church of Portland

Metro Contract 935014 - Exhibit A



June 23, 2017

Martha Bennett
Chief Operating Officer
Metro
600 NE Grand Avenue
Portland, OR 97232-2736

RE: 2040 Planning and Development Grants

Dear Martha Bennett:

I am writing on behalf of Living Cully, a coalition of four community development non-profits that are based in the Cully neighborhood of Northeast Portland (Verde, Hacienda CDC, NAYA and Habitat for Humanity Portland/Metro East). We strongly support the Portland Bureau of Planning and Sustainability's proposal for the 2040 Planning and Development Grants, titled *Developing Affordable Housing through Partnerships with Faith Communities*.

One of Living Cully's top priorities is the large-scale development of permanently affordable housing in our neighborhood, ensuring that current residents are not displaced while also securing homes for future generations of hard-working, lower-income families. Toward this end, we are working with an informal network of affordable housing developers and faith communities to begin exploring the possibilities for affordable housing development on land that is owned by faith institutions. We are inspired by a similar initiative in the Seattle area (Sacred Land | Common Ground) that has already resulted in several affordable housing projects being developed, and by a handful of housing projects here in Portland that have resulted from partnerships between developers and faith communities.

As a step toward the expansion of this model for housing development on property owned by faith institutions, Living Cully was a lead organizer for a conference held at Warner Pacific College in April 2017 – Possibilities: Faith, Land and Housing Conference – which was attended by over 50 people representing faith communities and the housing development sector.

The development of permanently affordable housing in Portland is limited by the availability and cost of land. In Living Cully's work with faith communities, we have found that many are eager to be part of the solution to this problem. Collectively, faith institutions are large-scale landowners. Many of them have far more property than they need, and are motivated by their faith and mission to make use of this powerful resource to provide decent, stable, affordable housing for those being cruelly left behind by Portland's out-of-control real estate market.

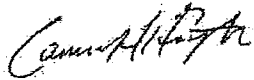
This proposal promises to facilitate numerous affordable housing projects, to leverage existing public funds such as Portland's affordable housing bond (decreasing land acquisition costs and

Metro Contract 935014 - Exhibit A

thereby allowing more units to be built), and to create a model that can be used throughout the Metro region.

We urge you to provide full funding for this project, in order to help Portland act on the exciting opportunities and vision that are already bubbling up within our city's faith communities.

Sincerely,

A handwritten signature in black ink, appearing to read "Cameron Herrington".

Cameron Herrington

Living Cully

503-489-8334

cameronh@livingcully.org



Multnomah
County

Metro Contract 935014 - Exhibit A

JOINT OFFICE OF HOMELESS SERVICES

June 23, 2017

To Whom It May Concern:

I am writing on behalf of the Joint Office of Homeless Services to encourage your support for the Bureau of Planning and Sustainability's (BPS) 2040 planning and development grant.

The Joint Office of Homeless Services implements the ending homelessness strategies adopted by A Home for Everyone – our community-wide effort to provide emergency services and permanent housing options to people experiencing homelessness - on behalf of Multnomah County and the City of Portland.

Those strategies depend upon creating successful partnerships between government, the private sector, faith groups, and non-profits. In addition, all of our ending homelessness efforts depend on increasing the number of permanent housing units available and affordable to our lowest-income neighbors.

That is why we are encouraged by BPS' proposal to facilitate increased participation by the faith community in the creation of affordable housing units, similar to what we are observing in St. Johns at University Park United Methodist Church.

Any efforts to increase available affordable housing in Multnomah County require strong relationships and communication between community partners. The grant proposed by BPS would include collaboration between aforementioned community partners, would create patterns of redeveloping underused property, and would help us achieve our goal of ending homelessness.

Please feel free to contact me at 503-988-5531 or marc.jolin@multco.us with any questions.

Sincerely,

Marc Jolin, Director
Joint Office of Homeless Services

Metro Contract 935014 - Exhibit A



June 27, 2017

Ms. Martha Bennett
Chief Operating Officer
Metro
600 NE Grand Avenue
Portland, OR 97232-2736

Dear Ms. Bennett,

I am writing in support of the Developing Affordable Housing through Partnerships with Faith Communities proposal. ROSE is a community-based nonprofit organization that has been working to revitalize outer southeast Portland neighborhoods since 1992.

As a place-based organization, we are rooted in the belief that relationships have value, that real change takes time and that neighborhoods are the places where relationships, community values and vision turn ideas into action. Over the past 25 years ROSE has tackled a variety of community-identified needs ranging from affordable housing to child care to park construction.

One of ROSE's top priorities is the large-scale development of permanently affordable housing in our neighborhood, ensuring that current residents are not displaced while also securing homes for future generations of hard-working, lower-income families. Toward this end, we are working with an informal network of affordable housing developers and other nonprofit organizations to begin exploring the possibilities for affordable housing development on land that is owned by faith institutions.

This proposal promises to facilitate numerous affordable housing projects, to leverage existing public funds such as Portland's affordable housing bond and to create a model that can be used throughout the Metro region.

We urge you to provide full funding for this project, in order to help Portland act on the exciting opportunities and vision that are already bubbling up within our city's communities.

Sincerely,

A handwritten signature in dark ink, appearing to read "Nick Sauvie", is written over a light blue horizontal line.

Nick Sauvie
Executive Director

Metro Contract 935014 - Exhibit A

ORDINANCE NO. 188470

* Authorize application to METRO Regional Government for grants in the amount of \$1,000,000 for a package of seven projects as part of the Cycle 5, 2040 Planning and Development Grant Program (Ordinance)

The City of Portland ordains:

Section 1. The Council finds:

1. The Portland City Council shares the Metro Council's goals for smart planning that readies land for development, removes barriers to private investment and improves the livability of the region.
2. Staff in the Bureau of Planning and Sustainability (BPS) has reviewed the grant programs, coordinated with other City bureaus and agencies, submitted initial letters of intent to METRO on May 25, 2017, and received feedback from METRO regarding the proposals on May 31st.
3. The Bureau of Planning and Sustainability seeks a grant of \$155,000 for the Infill Housing Without Displacement: Sustainable NE Portland Strategy. Local match in the amount of \$30,000 will be provided by BPS in the form of salary, benefits, and materials and services in the FY 2017/18 and 2018/19 budget of BPS.
4. The Bureau of Planning and Sustainability seeks a grant of \$102,500 for the St. Johns Community Stability Project. Local match in the amount of \$30,000 will be provided by BPS in the form of salary, benefits, and materials and services in the FY 2017/18 and 2018/19 budget of BPS.
5. The Bureau of Planning and Sustainability BPS seeks a grant of \$155,000 for the Brentwood-Darlington Complete Community Strategy. Local match in the amount of \$40,000 will be provided by BPS in the form of salary, benefits, and materials and services in the FY 2017/18 and 2018/19 budget of BPS.
6. The Portland Housing Bureau and the Bureau of Environmental Services seek a grant of \$100,000 for the Maximizing Equitable Housing Outcomes Using Climate Resilience Strategies in the Johnson Creek Floodplain Project. Local match in the amount of \$20,000 each (\$40,000 total) will be provided by both bureaus in the form of salary, benefits, and materials and services in the FY 2017/18 and 2018/19 budget of their respective agencies.
7. The Bureau of Planning and Sustainability seeks a grant of \$125,000 for the Expanding Opportunities for Affordable Housing in Faith Communities. Local match in the amount of \$40,000 will be provided by BPS in the form of salary, benefits, and materials and services in the FY 2017/18 and 2018/19 budget of BPS.

Metro Contract 935014 - Exhibit A

188470

8. The Bureau of Planning and Sustainability (BPS) seeks a grant of \$112,500 for the Rossi Farms Site Specific Development Plan. Local match in the amount of \$30,000 will be provided by BPS in the form of salary, benefits, and materials and services in the FY 2017/18 and 2018/19 budget of BPS. The Rossi family will supplement these funds with a \$20,000 contribution.
9. Prosper Portland seeks a grant of \$250,000 for the Anti-Displacement Strategies and Tools for Community Led Development. Local match in the amount of \$250,000 will be provided by Prosper Portland and various Neighborhood Prosperity Initiatives in the form of salary, benefits, and materials and services in their FY 2017/18 and 2018/19 budgets.

NOW THEREFORE, The Council directs:

- a. The Mayor is hereby authorized to make application to the METRO Regional Government for the above referenced grant(s) in the total amount of \$1,000,000
- b. The Mayor is authorized to provide such information and assurances as are required for the grant period.
- c. The Office of Management & Finance Grants Management Division is authorized to perform all administrative matters in relation to the grant application, grant agreement or amendments, requests for reimbursement from the grantor, and to submit required online grant documents on the Mayor's behalf.

Section 2. The Council declares that an emergency exists because since the grant application must be submitted no later than June 30, 2017. Therefore, this ordinance shall be in full force and effect from and after its passage by the Council.

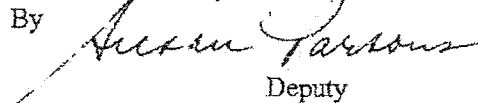
Passed by the Council:

JUN 31 2017

Mayor Ted Wheeler
Prepared by: John Cole
Date Prepared: May 30, 2017

Mary Hull Caballero
Auditor of the City of Portland

By


Deputy

712
Metro Contract 935014 - Exhibit A

Agenda No.
ORDINANCE NO. 188470
Title

*Authorize application to METRO Regional Government for grants in the amount of \$1,000,000 for a package of seven projects as part of the Cycle 5, 2040 Planning and Development Grant Program (Ordinance)

INTRODUCED BY Commissioner/Auditor: Ted Wheeler COMMISSIONER APPROVAL Mayor—Finance and Administration - Wheeler <i>JD</i> Position 1/Utilities - Fritz Position 2/Works - Fish Position 3/Affairs - Saltzman Position 4/Safety - Eudaly BUREAU APPROVAL Bureau: Planning and Sustainability Bureau Head: Susan Anderson <i>Susan Anderson</i> Prepared by: John Cole Date Prepared: May 30, 2017 Impact Statement Completed ☒ Amends Budget ☐ Portland Policy Document If "Yes" requires City Policy paragraph stated in document. Yes ☐ No ☒ City Auditor Office Approval: required for Code Ordinances City Attorney Approval: required for contract, code, easement, franchise, comp plan, charter <i>6/8</i> Council Meeting Date June 21, 2017	CLERK USE: DATE FILED <u>JUN 13 2017</u> Mary Hull Caballero Auditor of the City of Portland By: <i>[Signature]</i> Deputy ACTION TAKEN:
---	---

AGENDA TIME CERTAIN ☐ Start time: _____ Total amount of time needed: _____ (for presentation, testimony and discussion) CONSENT ☒ REGULAR ☐ Total amount of time needed: _____ (for presentation, testimony and discussion)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">FOUR-FIFTHS AGENDA</th> <th colspan="2" style="text-align: center;">COMMISSIONERS VOTED AS FOLLOWS:</th> </tr> <tr> <th></th> <th></th> <th style="text-align: center;">YEAS</th> <th style="text-align: center;">NAYS</th> </tr> </thead> <tbody> <tr> <td>1. Fritz</td> <td>1. Fritz</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>2. Fish</td> <td>2. Fish</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>3. Saltzman</td> <td>3. Saltzman</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>4. Eudaly</td> <td>4. Eudaly</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>Wheeler</td> <td>Wheeler</td> <td style="text-align: center;">✓</td> <td></td> </tr> </tbody> </table>	FOUR-FIFTHS AGENDA		COMMISSIONERS VOTED AS FOLLOWS:				YEAS	NAYS	1. Fritz	1. Fritz	✓		2. Fish	2. Fish	✓		3. Saltzman	3. Saltzman	✓		4. Eudaly	4. Eudaly	✓		Wheeler	Wheeler	✓	
FOUR-FIFTHS AGENDA		COMMISSIONERS VOTED AS FOLLOWS:																											
		YEAS	NAYS																										
1. Fritz	1. Fritz	✓																											
2. Fish	2. Fish	✓																											
3. Saltzman	3. Saltzman	✓																											
4. Eudaly	4. Eudaly	✓																											
Wheeler	Wheeler	✓																											

Metro Contract 935014 - Exhibit B

Expanding Opportunities for Affordable Housing in Faith Communities Draft Scopes of Work for Project Consultants

Contract with Ecumenical Ministries of Oregon (EMO)

Budget: \$15,000

Timeline: Summer 2018 through Summer 2019

Scope:

EMO will identify Faith Based Communities (FBC) interested in partnering with housing developers to build affordable housing on underutilized portions of their sites. EMO will organize and host a FBC Housing Opportunity conference. EMO will assist BPS in selecting three sites to proceed to concept planning and financial feasibility analysis. EMO will assist with community outreach to discuss the three opportunity sites. EMO will re-convene FBCs for a second meeting to share the lessons learned from the concept plans.

Deliverables:

- Annotated directory of Portland FBC's including physical locations and contact information
- 2 FBC Housing Conferences
- Participation in narrowing field of interested organizations to 3 finalists

Contract with Community Organization for Outreach and Facilitation

Budget: \$15,000

Timeline: Summer/Fall 2019

Scope:

A request for proposals will be publicized to community organizations such as East Portland Action Plan, Community Alliance of Tenants, Living Cully and the Immigrant and Refugee Coalition. The request will solicit proposals for targeted community engagement around 3 Faith Based Community Affordable Housing proposals to assist the congregation leadership in the identification and assessment of need and engaging the surrounding neighborhoods

Deliverables:

- Attendance at a minimum of six meetings (2 each) with 3 finalist FBOs
- Organize and host at least 3 open neighborhood meetings
- Written documentation from above meetings and recommendations for turning individual concepts into actual projects.

Metro Contract 935014 - Exhibit B

RFP/Task Order for Conceptual Design Plans

Budget: \$35,000

Timeline: Winter 2018 /19

Services needed: Urban Design, Land Use Planning, Architecture

Scope: Create a set of conceptual development plans for three Faith Based Community properties. The plan(s) will consider and respond to property owner objectives, site opportunities and constraints, existing zoning including any affordable housing bonuses available.

Each concept plan will include:

- site plan including building footprints, open space and parking areas
- building height and massing including context of the adjoining properties and neighborhood

Prototype graphics should be accompanied by information summarizing development features such as numbers and types of units, building floor area, height and parking spaces

The successful contractor will also be expected to attend 3 separate meetings (1 each) with representatives of the FBC as well as one larger conference to present their ideas and answer questions

Deliverables:

- Written documentation from meetings with FBOs
- 3 concept plans meeting criteria described above
- Attendance at 1 FBAH Conference to present concept plans and answer questions.

RFP/Task Order for Real Estate Development Financial Feasibility Analyses

Budget: \$15,000

Timeline: Winter 2018/2019

Services Needed: Real Estate Finance, Economic Analysis

Scope:

Consultant will provide a pro-forma and feasibility analysis for each of the three concept plans.

Attend 3 meetings, 1 with each of the concept plan FBCs and 1 larger closing conference to present and answer questions on your work.

Deliverables:

- 3 financial feasibility reports based on 3 conceptual plans provided under separate contract.
- Attendance at 3 meetings (1 each) with individual FBOs and 1 FBC Affordable Housing Conference to present financial feasibility reports and answer questions.

Metro Contract 935015 – Exhibit C

IGA for 2040 Planning and Development Grant
Expanding Opportunities for Affordable Housing in Faith Communities

Milestones, Deliverables, and Release of Funds

Project milestone and specified grant deliverables		Date due*	Matching contributions	Grant payment
1	Negotiation of Grant IGA. a) Document preparation and negotiations. b) Signed IGA document	4/30/2018		
2	Initial Research and Outreach a) Project Goal Statement (document) b) RFPs/task orders for later deliverables (documents) c) Document three case study examples: University Park Methodist Church, Rivergate Community Church (document) d) Public involvement Plan and request for partnership proposals with community organizations (document)	8/31/2018	BPS Project staff: \$ 10,000 PHB staff: \$ 8,000	
3	Inventory and Assessment of Opportunities a) Identify Faith Communities interested in providing housing on their properties (document) b) Identify private and non-profit housing developers interested in partnering with FBCs (document) c) Host Faith Based Communities (FBC) Housing Opportunity Conference (event) d) Inventory of sites from interested FBCs (document) e) SWOT analysis / Assessment of Inventory Sites' potential for FBC housing (document) f) Identification of three FBC opportunity sites (document) g) Letters of commitment from faith based-institutions who own opportunity sites [Condition of Grant Approval]	10/31/2018	BPS Project staff: \$ 10,000 PHB staff: \$ 2,000 Other: \$ 2,500	BPS Project staff: \$ 5,000 PHB staff: \$ 2,000 EMO: \$ 4,000

Exhibit C

Continued

4	Project Conceptual Design and Feasibility a) Conceptual Development Plans for three Opportunity Sites b) Financial Feasibility Analysis for each opportunity site (document) c) Identification of Comprehensive Plan Policies and Zoning Code Revisions that might support better utilization of FBC sites (document) d) Individual FBC/neighborhood meetings for each opportunity site (events by community org. partner)	12/31/2018		BPS Project staff: \$ 5,000 PHB Staff: \$ 2,000 EMO: \$ 3,000 Community Org.: \$ 15,000 Consultants: \$ 40,000
5	Community Guidebook a) Document model process for FBCs identifying, assessing and engaging in affordable Housing Development. (document) b) Resource list for FBC's (document)	2/28/2019	Other: \$ 5,000	BPS Project staff: \$ 5,000 PHB Staff: \$ 2,000 EMO: \$ 4,000
6	Closing Conference a) Convene EMO FBCs for meeting to share lessons learned from participants (event)	5/31/2019	Other: \$ 2,500	BPS Project staff: \$ 1,750 PHB Staff: \$ 1,000 EMO: \$ 4,000 Consultants: \$ 15,000
7	Planning and Legislative Documents a) Proposed 5 year action plan b) Proposed zoning map amendments c) Proposed housing implementation measures d) Proposed transportation implementation measures	7/31/19		BPS Project staff: \$ 8,000 PHB Staff: \$ 2,000

Exhibit C

Continued

8	Commission & Council Action a) Planning and Sustainability Commission Hearing b) Portland City Council Hearing	8/31/19		BPS Project staff: \$ 5,250 PHB Staff: \$ 1,000
GRANT PROJECT COMPLETION • All grant project deliverables submitted by grantee and approved by Metro • All required fiscal documentation submitted or retained on file as appropriate • Final reporting on grant performance measures submitted and approved by Metro				
			Total Grant Match BPS Project staff: \$ 20,000 PHB Staff: \$ 10,000 Other: \$ 10,000	Total Grant Funding BPS Project staff: \$ 30,000 PHB staff: \$ 10,000 EMO: \$ 15,000 Community Org.: \$ 15,000 Consultants: \$ 55,000
			TOTAL: \$ 40,000	TOTAL: \$ 125,000

NOTE: 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.