

Portland Housing Bureau

# Asset Management Web Portal External User's Guide:

Asset Management Annual Reporting (LKL 2010-07-01)

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## **Section 1: Industry Acronyms**

**\*PHB specific**

<b>AFHMP*</b>	Affirmative Fair Housing Marketing Plan
<b>BARR*</b>	Borrower Annual Reporting Results
BHCD	Bureau of Housing & Community Development (effective 7/1/10 PHB)
BOB	Bureau of Buildings
BOP	Bureau of Planning
CDBG	Community Development Block Grant
CDC	Community Development Corporation
CHAS	Comprehensive Housing Affordable Strategy
CHDO	Community Housing Development Organization
DPL	Deferred Payment Loan
EGI	Equity Gap Investment
<b>EOS*</b>	Electronic Operating Statement
ERL	Emergency Repair Loan
ESB	Emerging Small Business
<b>ETS*</b>	Electronic Tenant Survey
FEO	Franciscan Enterprise of Oregon
HAP	Housing Authority of Oregon
HDC	Housing Development Center
HDF	Housing Development Finance
HIF	Housing Investment Fund
HMIS	Housing Maintenance Information System
HOME	(not an acronym, but short for program: HOME Investment Partnerships Program)
HRL	Home Repair Loan
HUD	Housing & Urban Development
IRL	Investor Rehabilitation Loan
LIHTC	Low Income Housing Tax Credits

LPTA	Limited Property Tax Assessment
LTA	Limited Tax Assessment (exemption program)
MBE	Minority Business Enterprise
<b>MFH*</b>	Multi Family Housing
MFI	Median Family Income
MHSW	Mental Health Services West
NAHRO	National Assoc. Housing & Reorganization Officials
NCDC	National Community Development Corporation
NCRC	National Community Reinvestment Coalition
NDC	National Development Council
NECDC	NE Community Development Center
<b>NHP*</b>	Neighborhood Housing Program
NOAH	Network of Affordable Housing
NMU	New Multi-Unit Housing tax Assessment (exemption program)
NPF	Neighborhood Partnership Fund
OFA	Office of Financial Administration
OMBA	Oregon Mortgage Bankers Association
ONA	Office Neighborhood Association
PHB	Portland Housing Bureau (replaced BHCD 7/1/09)
PCD	Portland Community Design
PHOP	Portland Home Ownership Program
<b>PLPA*</b>	Private Lender Participation Agreement
PSA	Partnership Service Agreement
PSH	Permanent Support of Housing
RCF	Residential Care Facility
RFP	Request for Proposal
RHD	Rental Housing Development
<b>RMP*</b>	Risk Mitigation Pool

RRPI	Rental Rehab Program Income
SFR	Single Family Residence
SRO	Single Room Occupancy
TIF	Tax Increment Financing
TOD	Transit Oriented Development (exemption program)
WBE	Women Business Enterprise

## Section 2: Logging on and using the Portal

### External Users Web Portal Guide – Project Contributors

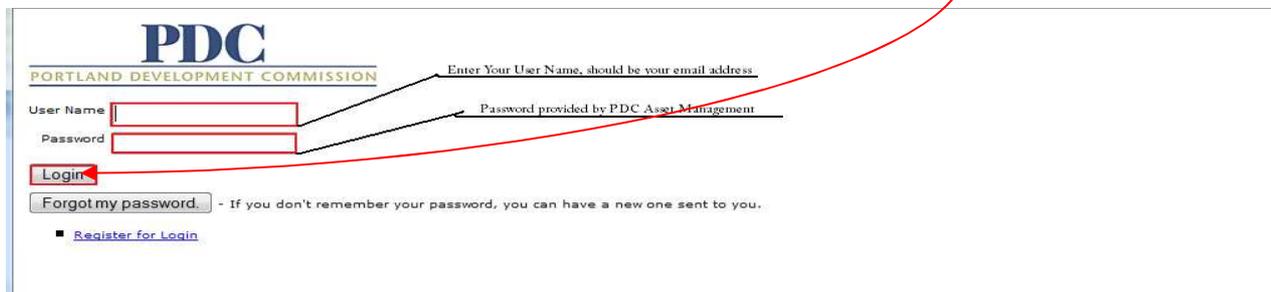
The link for the Portal is:

<https://www.pdc.us/apps/login.aspx?ReturnUrl=%2fapps%2fasset-management%2fdefault.aspx>

Each external user will be provided a Password so that they may access their assigned projects. Contact PHB's Asset Manager, Louise K. Lauman for this assignment if you do not have a previously issued password.

#### LOG-IN PROCESS

When you enter the website there will be a login page as shown below. **User Name** is **your email address** and the **Password** (case-sensitive) is provided by the PHB Asset Management Department. Enter your user name and password and click on the **Login** button.



The screenshot shows the login page for the Portland Development Commission (PDC). The page header includes the PDC logo and the text "PORTLAND DEVELOPMENT COMMISSION". Below the header, there are two input fields: "User Name" and "Password". The "User Name" field is annotated with a red box and a line pointing to the text "Enter Your User Name, should be your email address". The "Password" field is annotated with a red box and a line pointing to the text "Password provided by PDC Asset Management". Below the input fields, there is a "Login" button, which is also highlighted with a red box. Below the "Login" button, there is a "Forgot my password." link with a sub-link "Register for Login". A large red oval is drawn around the "User Name" and "Password" fields and the "Login" button.

After you log into the account there will be a pull down menu listing all the properties/projects you are responsible for reporting on. From here you will be able to select the project for which you wish to submit reports.

**PDC**  
PORTLAND DEVELOPMENT COMMISSION  
Welcome Kim Meacham

**Asset Management Annual Reporting - v1.55**

[Logout](#) | [Update Contact Info / Password](#) | [Admin](#)

This website is designed to help you manage your PDC Annual Reporting requirements by providing you with the ability to:

- Download a copy of last years ETS or Blank Templates to your computer.
- Submit your completed forms and/or documentation for submission to PDC.

To Start:  
Select a Project to work with from the drop down below:  
Select one: **305 N. Shaver Street**

If you have any questions please contact:

- [Marcus Furr](#)
- [Louise Lauman](#)

Need Help? Click on this button to see if it you can find the answer to your question. [Help](#)

In this example, we have selected 305 Shaver Street.

### **Section 3: UPLOADING OR DOWNLOADING DOCUMENTS**

After selecting a project, the list of reporting documents you are required to supply for each project is displayed. The first column is **Download Form or Template**. If there is a **Download Button** in this column, you will be able to download the form for completion. The **File Type** column shows which reporting document you are required to submit. The **Reporting Cycle** column indicates the reporting cycle date. The **Status** column provides the status of each document. Definitions of **Status** are as follows:

- Please Download Form** – Indicates you need to download the form.
- Please Upload Form** – Indicates you need to upload the completed form.
- Submitted** – Indicates you have submitted your completed form to PHB.
- Completed** – Indicates PHB has received and reviewed your submission and sent a confirmation email to you.

The **Most Recent Comment** column will have the last comment entered. The **File to Submit** column is where you will browse to find your completed reporting document, and once located and selected, upload the document to the web. The **Comment to Add** column provides you a place to enter any notes pertinent to that particular file.

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To Start:  
Select a Project to work with from the drop down below:  
Select one: 305 N. Shaver Street

Download Form or Blank Template	File Type	Reporting Cycle	Status	Most Recent Comment	File to Submit	Comment to Add
<input type="button" value="Download"/>	ETS - Tenant	12/31/2008	Completed		<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>
	Financial - Balance Sheet	12/31/2008	Completed		<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>
	Financial - Budget Forecast	12/31/2008	Completed		<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>
<input type="button" value="Download"/>	Financial - EOS form	12/31/2008	Completed		<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>
	Financial - Unaudited Statement	12/31/2008	Completed		<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>

Submitted File(s) status:

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If you have any questions please contact:

- [Marcus Furr](#)
- [Louise Lawman](#)

To submit documents via the portal, you will click the **Browse** button under the **Files to Submit** column. Navigate to the location of the document on your computer or network, left double click on the document to select it, and the window will appear as something similar to the screen shot below

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PORTLAND DEVELOPMENT COMMISSION  
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- Submit your completed forms and/or documentation for submission to PDC.

To Start:  
Select a Project to work with from the drop down below:  
Select one: 305 N. Shaver Street

Download Form or Blank Template	File Type	Reporting Cycle	Status	Most Recent Comment	File to Submit	Comment To Add
<input type="button" value="Download"/>	ETS - Tenant	12/31/2008	Completed		<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>
	Financial - Balance Sheet	12/31/2008	Completed		P:\Housing\Asset Manage <input type="button" value="Browse..."/>	<input type="text"/>
	Financial - Budget Forecast	12/31/2008	Completed		<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>
<input type="button" value="Download"/>	Financial - EOS form	12/31/2008	Completed		<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>
	Financial - Unaudited Statement	12/31/2008	Completed		<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>

If you have any questions please contact:

- Marcus Furd
- Louise Lauman

Once all documents scheduled for uploading have been selected, click on the **Submit File(s)** button to send the documents to PHB.

**NOTE: Only ONE file can be uploaded and submitted per each category. If you submit multiple files, the last file submitted will simply overwrite the previous file submitted**

## ***Section 4: DOWNLOADING THE BORROWER'S ANNUAL REPORTING RESULTS (BARR)***

PHB Asset Management has also streamlined sending and receiving the BARR results: you are now able to do this via the web portal.

You will receive an email stating that the BARR has been completed by the PHB and uploaded to the web portal. Sign into the web portal to download and review your BARR.

**PDC**  
PORTLAND DEVELOPMENT COMMISSION  
Welcome Kim Meacham

**Asset Management Annual Reporting - v1.55**

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- Submit your completed forms and/or documentation for submission to PDC.

To Start:  
Select a Project to work with from the drop down below:  
Select one: Gladstone Square

Download Form or Blank Template	File Type	Reporting Cycle	Status	Most Recent Comment	File to Submit	Comment To Add
<input type="button" value="Download"/>	AFHMP - Document	12/31/2008	Submitted		<input type="button" value="Browse..."/>	
<input type="button" value="Download"/>	BARR - Downloadable. Please Respond Via US Mail	12/31/2008	Completed		<input type="button" value="Browse..."/>	
<input type="button" value="Download"/>	ETS - Tenant	12/31/2008	Completed		<input type="button" value="Browse..."/>	
	Financial - Audited Fin Stmt	12/31/2008	Submitted		<input type="button" value="Browse..."/>	
	Financial - Balance Sheet	12/31/2008	Submitted		<input type="button" value="Browse..."/>	
	Financial - Budget Forecast	12/31/2008	Submitted		<input type="button" value="Browse..."/>	
<input type="button" value="Download"/>	Financial - EOS form	12/31/2008	Submitted		<input type="button" value="Browse..."/>	
	Financial - Unaudited Statement	12/31/2008	Submitted		<input type="button" value="Browse..."/>	

Submitted File(s) status:

If you have any questions please contact:  
■ Marcus Furr

Double-click on the **BARR Download** button, and the first page of the BARR will appear in .pdf format. Example is below:

## **BORROWER'S ANNUAL REPORTING RESULTS December 2008**

This SUMMARY REPORT is provided in response to PDC's review of the Annual Reporting submission from the Borrower. It is rated in accordance with the provisions as outlined in the Borrower's Asset Management Guidelines, Section 10.4.

### **PLEASE RESPOND TO ACTION ITEMS -- FIRST PAGE**

F/Y Cycle: 12/31

Project ID:

Project Name: **Sample - Page 1 of the BARR**

Borrower:

Project Description: Two-story garden-style apartment building consisting of 48 two and three bedroom flats and townhouse units constructed in 1998.

Regulatory Requirements Four (4) active Regulatory Agreements:

- 1) PDC Affordability Agreement (non-HOME) executed 10/31/97 restricts all 48 units for 60 yr after project completion. 36 two bedroom units (16 @ 30% and 20 @ 31-60% HHI) and 12 three bedroom units (8 @ 30% and 4 @ 31-60% HHI. Rents to be the lower of HUD FMR or 30% of 80%. Cash Flow Share over 1.15 DCR per the EG agreement.
- 2) Regulatory Agreement dated 10/31/97 restricts all 48 units for 60 yrs after execution, identifies rents to 30% of the applicable income limitation per Sec 42 of IRC; 24 @ 30% and 24 @ 60% PIS 6/3098
- 3) OAHTC #OR97-208 Tax Credit for 20 yrs equal to \$319,115. Rent reduction of \$28/unit/month. \$15,956 annual rent pass through. Agreement executed 7/3/97 restricts 48 units through 1/1/58.
- 4) Affordable Hsg Program Regulatory Agmt executed July 17, 1997 between WaMu and HAP restricts 48 units: 24 @ 30%, 14 @ 31-50%, 10 @ 51-80% for 60 yrs.

You have the option of printing this document and/or saving it to your computer/network.

## Section 5: LOGGING OUT

Do not forget to log out! Logging out is simple -- just click on the link, as shown below.



**PDC** Asset Management Annual Reporting - v1.55  
PORTLAND DEVELOPMENT COMMISSION  
Welcome Erin Royal [Logout](#) | [Update Contact Info / Password](#) | [Help](#)

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To Start:  
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Select one: Gladstone Square

Download Form or Blank Template	File Type	Reporting Cycle	Status	Most Recent Comment	File to Submit	Comment To Add
<a href="#">Download</a>	AFHMP - Document	12/31/2008	Submitted		<input type="text"/> <a href="#">Browse...</a>	<input type="text"/>
<a href="#">Download</a>	BARR - Downloadable, Please Respond Via US Mail	12/31/2008	Completed		<input type="text"/> <a href="#">Browse...</a>	<input type="text"/>
<a href="#">Download</a>	ETS - Tenant	12/31/2008	Completed		<input type="text"/> <a href="#">Browse...</a>	<input type="text"/>
	Financial - Audited Fin Stmt	12/31/2008	Submitted		<input type="text"/> <a href="#">Browse...</a>	<input type="text"/>
	Financial - Balance Sheet	12/31/2008	Submitted		<input type="text"/> <a href="#">Browse...</a>	<input type="text"/>
	Financial - Budget Forecast	12/31/2008	Submitted		<input type="text"/> <a href="#">Browse...</a>	<input type="text"/>
<a href="#">Download</a>	Financial - EOS form	12/31/2008	Submitted		<input type="text"/> <a href="#">Browse...</a>	<input type="text"/>
	Financial - Unaudited Statement	12/31/2008	Submitted		<input type="text"/> <a href="#">Browse...</a>	<input type="text"/>

[Submit File\(s\)](#)  
Submitted File(s) status:

If you have any questions please contact:

- Marcus Furr
- Louise Lauman

## Section 6: I have questions – who do I contact?

### Questions:

Please feel free to contact me if you have questions:

Louise K. Lauman | 503 823 046 Email address: [louise.lauman1@portlandoregon.gov](mailto:louise.lauman1@portlandoregon.gov)

Todd Kelley | 503 823 3288 Email address: [todd.M.kelley@portlandoregon.gov](mailto:todd.M.kelley@portlandoregon.gov)