Portland Housing Bureau
HDF Team Guidelines for Charging Hours Worked

	Activity Performed	Charge Time To	Instructions
1	**Active project work**	Project	Select WBS activity that best reflects work performed
			Choose funding source-specific activity as necessary
2	**URA-specific work with no active project**	H89030	Select WBS activity that best reflects work performed
	(e.g., URA-specific analysis, project feasibility)		Choose funding source-specific activity
3	**NOFA/RFP Activities**		
	Development, evaluation, site assessment, award letter	H89030	Select planning & feasibility activity. Distribute time amongst funding sources being awarded in NOFA
	Activity following award letter	See #1 above	See #1 above
4	**Meetings**		
	Project-specific	See #1 above	See #1 above
	URA-specific	See #2 above	See #2 above
	Other (e.g., All Staff, HDF department, Teams, Investment Committee, Diversity/Equity Council, Executive Strategy)	Default budget splits	Enter time on non-project row on timesheet. Time is charged as per budget splits. Employee will retroactively certify time charged to budget splits as per bureau policy.
5	**General Administrative**		
	(e.g., pipeline report, county recording, completing timesheets)	Default budget splits	Enter time on non-project row on timesheet. Time is charged as per budget splits. Employee will retroactively certify time charged to budget splits as per bureau policy.
6	**Refinancing/Restructures/Amendments**		
	Active / open project	See #1 above	See #1 above
	No active / open project	H89030	Select WBS activity that best reflects work performed and relevant funding source

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7	**Research / Borrower Requests**		
	Regarding active project	See #1 above	See #1 above
	Regarding inactive (i.e., historic) project	H89030	Select WBS activity that best reflects work performed for relevant funding source
	General URA-specific	See #2 above	See #2 above
	Citywide or non-URA	H89030	Select CDBG-specific WBS activity that best reflects work performed
	CAPER requests File room	Default budget splits	Enter time on non-project row on timesheet. Time is charged as per budget splits. Employee will retroactively certify time charged to budget splits as per bureau policy.
8	**PHB Development**		
	(e.g., M/W/ESB Disparity research, Workforce Development Committee, Strategic plan, MITAS/HDFProgram guidelines, Policy (fee structures), TRIM	Default budget splits	Enter time on non-project row on timesheet. Time is charged as per budget splits. Employee will retroactively certify time charged to budget splits as per bureau policy.
9	**Non-Project Outreach / Info / Communications**		
	(e.g. NAMCO, OAME, Contractor coaching, Oregon ON, One-off meetings with contractors or jurisdictional partners)	Default budget splits	Enter time on non-project row on timesheet. Time is charged as per budget splits. Employee will retroactively certify time charged to budget splits as per bureau policy.
10	**Professional Development**		
	External / internal training Self-study	Default budget splits	Enter time on non-project row on timesheet. Time is charged as per budget splits. Employee will retroactively certify time charged to budget splits as per bureau policy.

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