

How To “Build” An Activity Code

Step 1 Pick a project code	Step 2 Pick your activity	Step 3 (if necessary) Select a funding source
<p>Select the project code to which you wish to charge time. Project codes can be found on the ‘Project Code Short List’ online at:</p> <p>portlandonline.com/phb/finance</p> <p>All PHB project codes begin with an H and are followed by 5 numeric characters. For example:</p> <ul style="list-style-type: none"> • H10543 = Block 49 Veterans Housing • H33441 = Svaboda Commons • H37914 = Housing Policy & Planning • H89010 = Home Repair Projects • H89020 = Homebuyer Assistance • H89030 = Affordable Rental Housing 	<p>From one of the two lists below, select the code associated with the activity performed:</p> <p>Housing Production & Preservation Projects</p> <ul style="list-style-type: none"> • INT = Project Intake • PLN = Planning/Analysis/Feasibility • POL = Policy & Outreach • UCL = Underwriting/Closing/Legal • DSR = Disbursement Review • CMG = Construction Management • CMP = Compliance Review • CLO = Completion/Closeout • ASM = Asset Management • OTR = Other <p>Homeowner Access & Retention Projects</p> <ul style="list-style-type: none"> • CON = Contract Management • CMG = Construction Management • LNO = Loan Origination • POL = Policy and Planning • OTR = Other <p>For guidelines regarding activity selection, please refer to ‘Time Charging Guidelines For Project Staff’ at portlandonline.com/phb/finance.</p>	<p><i>Please note: skip this step unless charging time to a multi-funded project. The ‘Project Code Short List’ indicates which projects are multi-funded (see step 1). There are only a few and tend to be the more generic projects (i.e., not address-specific).</i></p> <p>Select the code associated with the appropriate funding source from the list below:</p> <ul style="list-style-type: none"> • CD = CDBG Grant • CE = Central Eastside URA • CC = Convention Center URA • DW = Downtown Waterfront URA • GW = Gateway District URA • IN = Interstate URA • LN = Lents Town Center URA • NM = North Macadam URA • RV = River District URA • SP = South Park Blocks URA
<p>Step 4 Combine to create activity code (a.k.a., WBS element)</p>	<p>Combine the codes identified in steps 1, 2 and 3 to create an activity code (a.k.a., WBS element). For example:</p> <ul style="list-style-type: none"> • H10543.UCL = Block 49 Veterans Housing - Underwriting/Closing/Legal • H33441.CMG = Svaboda Commons - Construction Management • H37914.POL.SP = Housing Policy & Planning - Policy & Outreach - South Park Blocks • H89010.CMG.CD = Home Repair Projects - Construction Management - CDBG • H89020.LNO.IN = Homebuyer Assistance - Loan Origination - Interstate URA • H89030.PLN.CE = Affordable Rental Housing- Planning/Analysis/Feasibility - Central Eastside URA 	