

Oregon Housing and Community Services
Special Records Retention Schedule 2019-0006
Effective Date: July 2019
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Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Office of the Director

Schedule Number: 2019-0006

Program Description

The Office of the Director and its Executive Team provide policy direction, leadership, and administration over OHCS staff and agency programs. Executive staff convene and facilitate regular public meetings of the Housing Stability Council (Council), implement the policies established by the Council, and communicate activities of the Council and agency.

Acting as liaison to the Governor and Legislative Assembly on housing issues, the Executive Team participates in various work groups and committees relating to housing, and leads statewide partnership and outreach efforts to spur community development. The Executive Team creates the framework for internal and external planning to anticipate future housing trends and needs affecting sponsors, developers, and recipients of affordable housing in Oregon, and generates reports on available resources.

The Executive Team also collaborates with the Community Action Partnership of Oregon (CAPO) regarding delivery of antipoverty programs throughout Oregon and implementation of administrative rules and policy.

Program Records

001 Director's Messages

Retain 10 years, destroy

002 Ending Homelessness Advisory Council (EHAC), 2006 - 2012

(a) Retain minutes, agendas and final reports permanently, transfer to State Archives after 20 years

(b) Destroy all other records

Oregon State Archives Records Retention Schedule

Edition: July 2019

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

None

Organizational Placement

Schedule Number: 2019-0006

Agency: Oregon Housing and Community Services (OHCS)

Division: Office of the Director

Program: Housing Stability Council (formerly State Housing Council)

Program Description

In collaboration with OHCS and community partners, the Housing Stability Council (Council) assists in the development of the agency's strategic plan. The Council sets policies, priorities and standards for increasing the supply of affordable housing in Oregon and for enhancing the funding and focus of community services. The Council advises the agency and elected leaders and rule makers about legislation or rules that will affect the supply or cost of affordable housing, and assists with the development of new legislation.

Council records include Community Incentive Advisory Board records (1996 – 2015) and Interagency Coordinating Council on Hunger and Homelessness Meeting records.

Program Records

003 Housing Stability Council Records, 1971 – [ongoing]

- (a) Retain minutes, council packets, white papers, reports, and legislative history permanently, transfer to State Archives after 15 years
- (b) Retain council member records 5 years after term ends, destroy
- (c) Retain audio tapes 1 year or after minutes transcribed and approved, destroy
- (d) Retain all other records 2 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

Oregon State Archives
Records Retention Schedule

Edition: July 2019

None

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Schedule Number: 2019-0006

Agency: Oregon Housing and Community Services (OHCS)

Division: Office of the Director

Section: Oregon Volunteers

Program Description

Oregon Volunteers moved to the Higher Education Coordinating Commission in 2018.

Program Records

Oregon Volunteers program records are in the custody of the Higher Education Coordinating Commission.

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Agency Operations Office

Schedule Number: 2019-0006

Program Description

The Agency Operations Office oversees the following sections:

- The Business Services Section provides centralized administrative and facilities services for the agency. Administrative services include reception and mail processing; office supply purchasing; building access and security; vehicle fleet and state motor pool reservations; and shared conference room access. Facilities services include the planning, procurement, maintenance and disposition of office space, equipment, fleet vehicles and surplus property; installation of employee work stations; and coordination of the building permit process for outside vendors and visitors. Facilities staff also maintain hazardous materials documentation and, in collaboration with Human Resources, coordinate agency safety practices and disaster planning. The Business Services Section also coordinates records management and the internal policy review process for the agency.
- The Human Resources Section maintains confidential personnel files, and coordinates personnel services and transactions for all phases of the employee life cycle – from staff planning, recruitment and hiring, through employee onboarding, training and development, to end of service. Human Resources also administers federal and state family medical leave for eligible employees, and ensures ADA and Affirmative Action compliance.
- The Information Services Section is responsible for the planning and development, installation and maintenance, user support, and protection of the agency's computer, information and automation systems. The section also provides support and technical assistance to sub-grantee agencies with computer systems that interface with OHCS programs.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Facilities/Property Records (OAR 166-300-0020)

Financial Records (OAR 166-300-0025)

Information and Records Management Records (OAR 166-300-0030)

Payroll Records (OAR 166-300-0035)

Personnel Records (OAR 166-300-0040)

Risk Management Records (OAR 166-300-0045)

Databases

OPUS DATA COLLECTION SYSTEM

RECORDS MANAGEMENT DATABASE

SPICEWORKS HELP DESK

WORKDAY HUMAN RESOURCES INFORMATION SYSTEM

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Chief Financial Office

Schedule Number: 2019-0006

Program Description

The Chief Financial Office (CFO) oversees the agency budget process; provides fiscal research, analysis and forecasting; and conducts internal audits of agency operations. The CFO also provides data-driven research and analysis to the other business units of the agency upon request.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Payroll Records (OAR 166-300-0035)

Personnel Records (OAR 166-300-0040)

Databases

BUDGET MONITOR

OPUS

SECTION MANAGEMENT ANALYSIS & RESOURCE TOOL (SMART)

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Chief Financial Office

Section: Finance

Schedule Number: 2019-0006

Program Description

The Finance Section coordinates agency financial activities pertaining to disbursements, federal grant monitoring and reporting, cash management, and cost allocation using the Statewide Financial Management Application (SFMA). The Finance Section also provides centralized processing and financial tracking of agency contracts and grants.

Program Records

004 Federal Grant Programs Financial Status Reports, 1991 – [ongoing]

Retain final expenditure report permanently, transfer to State Archives after 15 years

005 Monthly Grant Reports

(a) Retain final monthly report 6 years after contract expires, destroy

(b) Retain monthly reports until superseded by following month, destroy

006 Subgrantee Financial Management Reviews

Retain 6 years after contract expires, destroy

007 Subgrantee Financial Monitoring Reports

Retain 6 years after contract expires, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Facilities/Property Records (OAR 166-300-0020)

Financial Records (OAR 166-300-0025)

Payroll Records (OAR 166-300-0035)

Personnel Records (OAR 166-300-0040)

Databases

BUDGET MONITOR

EGRANTS

FINANCIAL PROCESSING SYSTEM (FPS)

SUBAWARD REPORTING SYSTEM

IDIS (INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM)

DRGR (DISASTER RECOVERY SYSTEM)

OPUS

PMS (PAYMENT MANAGEMENT SYSTEM)

SECTION MANAGEMENT ANALYSIS & RESOURCE TOOL (SMART)

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Homeownership

Schedule Number: 2019-0006

Program Description

The Homeownership Division provides opportunities for low- and moderate-income Oregonians to become first-time homeowners, and to retain their homes, through programs administered by the Single Family Section and the Oregon Homeownership Stabilization Initiative:

- The Single Family Section administers federal and state funds to help create first-time homeownership opportunities. The Single Family Section programs expand access to affordable homeownership through market-rate residential loans and encourage homeownership retention through education, foreclosure counseling and financial assistance.
- The Oregon Homeownership Stabilization Initiative (OHSI) was created in 2010 when the U.S. Department of Treasury awarded the State of Oregon Troubled Asset Relief Program dollars (Hardest Hit Funds) in response to Oregon's high unemployment rate. With the federal funds, and based on broad community feedback, the State created several programs designed to assist urban and rural Oregonians in danger of losing their homes.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Facilities/Property Records (OAR 166-300-0020)

Financial Records (OAR 166-300-0025)

Information and Records Management Records (OAR 166-300-0030)

Payroll Records (OAR 166-300-0035)

Personnel Records (OAR 166-300-0040)

Risk Management Records (OAR 166-300-0045)

Databases

None

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Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Homeownership

Section: Oregon Homeownership Stabilization Initiative

Schedule Number: 2019-0006

Program Description

In 2010 Oregon Housing and Community Services created the Oregon Affordable Housing Assistance Corporation (OAHAC), a public benefit nonprofit corporation, to receive federal Hardest Hit Funds (HHF) from the United States Department of Treasury. OAHAC contracts with OHCS to administer the Oregon Homeownership Stabilization Initiative (OHSI), a suite of foreclosure prevention programs which include:

- Loan Preservation Assistance assists both financially distressed and financially recovered homeowners by providing funds to bring delinquent mortgages current.
- The Loan Refinancing Assistance Pilot Project assists homeowners by refinancing existing mortgages based on their home's current value.
- Mortgage Payment Assistance assists financially distressed homeowners by providing up to 12 full monthly payments.
- (Discontinued) The Rebuilding American Homeownership Assistance Pilot Project assisted homeowners who owe more on their existing mortgages than their home's current value by refinancing existing mortgages into new mortgages with lower interest rates.
- (Opened July 2018) Principal Reduction/Lien Extinguishment assists fixed income homeowners and those with negative equity by reducing the unpaid principal balance on their mortgage so that it can be re-amortized resulting in a more affordable monthly payment.

Program Records

008 Oregon Homeownership Stabilization Initiative (OHSI) Audit Records

Retain 3 years after OHSI close, destroy

009 Oregon Homeownership Stabilization Initiative (OHSI) Loan Preservation Assistance Program Records (LPA)

Retain 3 years after OHSI close, destroy

010 Oregon Homeownership Stabilization Initiative (OHSI) Loan Refinancing Assistance Pilot Project Records (LRAPP)

(a) Transfer closed loan files to OHCS

(b) Retain denied and withdrawn files for 3 years after OHSI close, destroy

011 Oregon Homeownership Stabilization Initiative (OHSI) Marketing Services

Retain 3 years after OHSI close, destroy

012 Oregon Homeownership Stabilization Initiative (OHSI) Mortgage Payment Assistance Program Records (MPA)

Retain 3 years after OHSI close, destroy

013 Oregon Homeownership Stabilization Initiative (OHSI) Oregon Affordable Housing Assistance Corporation (OAHAC) Corporate Records

Retain 3 years after OHSI close, destroy

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- 014 Oregon Homeownership Stabilization Initiative (OHSI) Principal Reduction and Lien Extinguishment Program Records (PR/LE)**
Retain 3 years after OHSI close, destroy
- 015 Oregon Homeownership Stabilization Initiative (OHSI) Rebuilding American Homeownership Assistance Pilot Program Records (RAHAPP)**
(a) Transfer closed loan files to OHCS
(b) Retain denied and withdrawn files for 3 years after OHSI close, destroy
- 016 Oregon Homeownership Stabilization Initiative (OHSI) Satisfactions and Releases for HHF Program Liens**
Retain 6 years past payoff, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Payroll Records (166-300-0035)
Personnel Records (166-300-0040)

Databases

OREGON HOMEOWNERSHIP STABILIZATION INITIATIVE (OHSI) CUSTOMER SERVICE
COUNSELOR DIRECT

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Housing and Community Services

Division: Homeownership

Section: Single Family

Program: Habitat for Humanity Home Purchase (Ended in 2003)

Schedule Number: 2019-0006

Program Description

In the Habitat for Humanity Home Purchase program, 0% interest loans were made available to qualified low-income borrowers through Habitat for Humanity affiliates throughout Oregon, and the loans were subsequently purchased by Oregon Housing and Community Services.

Project records were transferred to the Asset Management and Compliance section for monitoring through the term of the loan (see AMC section for retention requirements).

Program Records

017 Habitat for Humanity Home Purchase Program

Destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

DEPARTMENT'S INFORMATION SYSTEM FOR HOUSING (DISH)

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Schedule Number: 2019-0006

Agency: Housing and Community Services

Division: Homeownership

Section: Single Family

Program: Home Ownership Assistance Program (HOAP)

Program Description

The Home Ownership Assistance Program (HOAP) was created in 1995 to provide funds for the purpose of expanding the state's supply of housing for families and individuals. HOAP funds are awarded each biennium in the form of grants to organizations – non-profit corporations, housing authorities and local governments – which both sponsor and manage low-income programs. Funds are available on a statewide basis, concentrating in those areas of the state with the greatest housing need, and are prioritized for projects that address unmet needs. Funds may be used in conjunction with low-income homeownership programs but cannot be used for general operation support. Program staff responsibilities include approving grant funding applications, approving grantee's draw requests, and monitoring the projects through grantee progress and final reports. Services currently funded with HOAP dollars include:

- Homeownership Centers
- Training and Technical Assistance
- Down Payment Assistance
- Housing for Veterans

Two programs that used HOAP funds have been discontinued:

- (Defunct) The Home Purchase Assistance Program (HPAP) provided down payment and closing cost assistance in the form of a \$1,500 interest-free loan payable upon the sale, transfer or refinancing of the home.
- (Defunct) The Home Ownership Using Subsidized Equity (HOUSE) program created manageable monthly payments for new low-income homeowners by subsidizing their mortgage payments for up to four years. The subsidy was used in conjunction with the Residential Loan program and upon sale, transfer, refinance or moving from their property the borrowers repaid the HOUSE subsidy with interest. The House program ended in 2002.

Program Records

018 Home Ownership Assistance Program Records

Retain 6 years, destroy

019 Home Ownership Using Subsidized Equity Loan Records

Retain 6 years after loan paid off/closed, destroy

020 Home Purchase Assistance Program (HPAP) Loan Records

Retain 6 years after loan term ends, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Oregon State Archives
Records Retention Schedule

Edition: July 2019

Databases

DEPARTMENT'S INFORMATION SYSTEM FOR HOUSING (DISH)

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Schedule Number: 2019-0006

Agency: Housing and Community Services

Division: Homeownership

Section: Single Family

Program: National Foreclosure Mitigation Counseling (NFMC) (Ended June 2017)

Program Description

The National Foreclosure Mitigation Counseling (NFMC) program was launched in December 2007 with funds appropriated by the U.S. Congress to address the nationwide foreclosure crisis by dramatically increasing the availability of housing counseling for families at risk of foreclosure. Over a period of ten years Neighbor Works America distributed the funds in a competitive process among selected grantee organizations, which in turn provided the services directly or through subgrantee organizations. As an approved Housing Finance Intermediary agency, Oregon Housing and Community Services (OHCS) was able to apply and compete successfully for ten rounds of funding. OHCS entered into agreements and contracts with eligible, trained and certified non-profit organizations to deliver counseling services throughout Oregon.

Program Records

021 National Foreclosure Mitigation Counseling (NFMC) Grant Administration Records

Retain 6 years beyond close of program, destroy

022 National Foreclosure Mitigation Counseling (NFMC) Neighbor Works America Subgrantee Agreements

Retain 6 years after final expenditure, destroy

023 National Foreclosure Mitigation Counseling (NFMC) Subgrantee Payment Records

Retain 6 years after final expenditure report, destroy

024 National Foreclosure Mitigation Counseling (NFMC) Subgrantee Program Reports

Retain 6 years after final expenditure report, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

DEPARTMENT'S INFORMATION SYSTEM FOR HOUSING (DISH)

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Housing and Community Services

Division: Homeownership

Section: Single Family

Program: Neighborhood Stabilization Program

Schedule Number: 2019-0006

Program Description

The Neighborhood Stabilization Program (NSP) was created to stabilize neighborhoods with high inventories of foreclosed residential properties by providing a financial incentive to low-income qualified homebuyers to purchase foreclosed and abandoned properties. It also funds qualified non-profit developers including public housing authorities to acquire, develop and/or re-develop foreclosed and abandoned properties. Oregon Housing and Community Services (OHCS) also makes funding available to local jurisdictions eligible to receive funding under HUD's allocation methodologies. Local jurisdictions enter into partnership with local non-profits and housing authorities to deliver the program targeting eligible community neighborhoods. For all NSP funding rounds, OHCS is administratively responsible for the execution and performance of the program in accordance with HUD guidelines.

The Neighborhood Stabilization Program is funded by the U.S. Department of Housing and Urban Development (HUD) as a response to the proliferation of residential foreclosures that have adversely affected the housing market and greater economy over the last few years. There are three phases of NSP funding, each authorized under different US Congressional Acts. NSP-1 was created under the Housing and Economy Recovery Act of 2008 (HERA) federal legislation. NSP-2 was created under the Federal Legislation through the American Reinvestment and Recovery Act of 2009 (ARRA), and NSP-3 was created under Federal Legislation for the Dodd-Frank Wall Street Reform Act.

Program Records

025 Neighborhood Stabilization Program (NSP) Loan Deeds of Trust

(a) Retain for the term of the mortgage loan until property is sold or refinanced, destroy.

(b) Transfer Loan Deeds of Trust that received OHCS funding to Asset Management and Compliance for monitoring after term of mortgage loan or until property is sold and refinanced

026 Neighborhood Stabilization Program (NSP) Subrecipient and Subgrantee Agreements

Retain 6 years from grant closeout and submission of final performance report to HUD, destroy

027 Neighborhood Stabilization Program (NSP) Subrecipient and Subgrantee Payment Records

Retain 6 years from grant closeout and submission of final performance report to HUD, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

DEPARTMENT'S INFORMATION SYSTEM FOR HOUSING (DISH)

TRACKING EXCEL SPREADSHEET

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Housing and Community Services

Division: Homeownership

Section: Single Family

Program: Oregon Bond Residential Loan Program

Schedule Number: 2019-0006

Program Description

The Oregon Bond Residential Loan Program (formerly the State Bond Loan or Single Family Mortgage program) offers below market rate loans to first time homebuyers of low to moderate income through a statewide network of private lending institutions. Participating lenders place first come, first served reservations for individual mortgage loans funded from the sale of tax-exempt mortgage bonds. These lenders originate and approve mortgage loans at an interest rate established when the bonds are sold. The mortgages are then approved and purchased by OHCS through this program. The five loan types are FHA insured, conventional uninsured, guaranteed rural development, Federal VA, and Section 184 Tribal Loans. OHCS contracts with private lending institutions to service the loans, and works closely with these service providers on loan assumption, delinquencies, foreclosures, and sales of acquired properties. In addition, the program administers those applications that qualify for federal income tax credits for a percentage of the annual interest on the loan.

Program Records

028 Residential Loan Mortgage Credit Certification Program Records

Retain 6 years after certificate expiration or revocation, or loan paid off, destroy

029 Residential Loan Records (Lien Releases)

Retain lien releases 6 years after payoff date, destroy

030 Residential Loan Records (Purchased Files)

Retain 6 years after loan term ends and after final redemption or maturity of the original bonds or any refunding bonds subsequently issued, not to exceed 99 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Payroll Records (OAR 166-300-0035)

Personnel Records (OAR 166-300-0040)

Databases

DEPARTMENT'S INFORMATION SYSTEM FOR HOUSING (DISH)

LOAN INFORMATION PROCESSING SYSTEM (LIPS)

SINGLE FAMILY LOAN RESERVATION SYSTEM (SFRESER)

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Housing and Community Services

Division: Homeownership

Section: Single Family

Program: Oregon Foreclosure Avoidance

Schedule Number: 2019-0006

Program Description

The Oregon Foreclosure Avoidance program (formerly Foreclosure Avoidance Counseling Program or Pre-Mediation Foreclosure Counseling program) requires lenders and servicers to provide notice for mediation to a borrower who is in default or at-risk of defaulting on their mortgage. A borrower going to foreclosure mediation is required to consult with an approved and certified foreclosure counseling agency. The purpose of the program is to prepare homeowners, attend a mediation session and to offer additional and necessary counseling services and support. OHCS enters into agreements and contracts with qualified foreclosure counseling agencies to deliver counseling services throughout the state.

Program Records

031 Foreclosure Avoidance Counseling Program Grantee Agreements, Payments, and Program Reports

Retain for 6 years or until monitoring and program compliance is complete, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

DEPARTMENT'S INFORMATION SYSTEM FOR HOUSING (DISH)

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Housing and Community Services

Division: Homeownership

Section: Single Family

Program: Project Reinvest (Financial Capability)

Schedule Number: 2019-0006

Program Description

Funded by a grant award from NeighborWorks America, Project Reinvest monies are available to partner Homeownership Centers to provide financial capability counseling and coaching to help Oregonians stabilize their finances, rebuild credit and establish savings. Project Reinvest is a limited duration grant program targeting individuals and distressed communities hit hardest by the foreclosure crisis.

Program Records

032 Project Reinvest Grant Administration Records

Retain 6 years beyond close of program, destroy

033 Project Reinvest NeighborWorks America Subgrantee Agreements

Retain 6 years after final expenditure, destroy

034 Project Reinvest Subgrantee Payment Records

Retain 6 years after final expenditure report, destroy

035 Project Reinvest Subgrantee Program Reports

Retain 6 years after final expenditure report, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

DEPARTMENT'S INFORMATION SYSTEM FOR HOUSING (DISH)

TRACKING EXCEL SPREADSHEET

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Finance

Schedule Number: 2019-0006

Program Description

The Housing Finance Division optimizes available resources in pursuit of the OHCS mission to provide stable and affordable housing for Oregonians. Through its three sections – Multifamily Housing Finance, Debt Management and Asset Management and Compliance – the division provides financing opportunities for housing development and monitors projects throughout the term of their funding agreements to ensure that they remain financially secure and structurally sound and safe.

- The Multifamily Housing Finance (MHF) section administers the department’s low-interest loan, grant, and tax credit programs for the development and preservation of affordable multifamily rental housing. In cooperative efforts with local partners throughout Oregon, MHF provides viable financing packages to create affordable housing linked with appropriate services.
- The Debt Management section is responsible for all OHCS debt management activities including multifamily and single-family bond issuance, investment activities and debt administration in addition to overseeing all loan servicing for single family and multifamily (non-conduit) loan programs.
- The Asset Management and Compliance (AMC) section provides compliance monitoring and asset management for all the multifamily affordable housing programs administered through OHCS. The services provided by AMC ensure properties are financially secure; physical assets are maintained and in decent, safe and sanitary condition; and the owners and management agents are in compliance with applicable state and federal rules, regulations, statutes, policies and procedures.

Program Records – see individual sections

Staff Meeting Records

036 Finance Committee Records

Retain meeting records 2 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Information and Records Management Records (OAR 166-300-0030)

Payroll Records (OAR 166-300-0035)

Personnel Records (OAR 166-300-0040)

Databases

None

Oregon State Archives

Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Finance

Section: Asset Management and Compliance

Schedule Number: 2019-0006

Program Description

The Asset Management and Compliance (AMC) section provides compliance monitoring and asset management for affordable housing administered by OHCS. The section monitors and evaluates compliance with applicable rules, regulations and agreements relating to the numerous state and federal funding programs provided through OHCS. The services provided by the section ensure the properties are financially secure; the physical assets are maintained and in decent, safe and sanitary condition; and the owners and management agents are in compliance with applicable state and federal rules, regulations, statutes, policies and procedures. The section also provides technical assistance and training to owners, management agents, residents, government officials, and the public.

Program compliance officers monitor the following programs: Agriculture Workforce Housing Tax Credit, Alcohol and Drug Free Housing, Community Incentive Fund, Community Integration Program, Elderly and Disabled Program, Farmworker Housing Development Account, Farmworker Housing Tax Credit (including Migrant Million), General Housing Account Program, Habitat for Humanity Home Purchase, HELP, HOME Investment Partnership, Housing Development Grant (Trust Fund), Housing PLUS, Housing Preservation Fund, Loan or Lease Guarantee Program, Local Innovation and Fast Track Housing, Low Income Housing Tax Credit (including Tax Credit Assistance Program and 1602 Tax Credit Exchange), Manufactured Dwelling Parks Preservation Fund Program, Mental Health Housing, Mobile Home Park Purchase Program, Neighborhood Stabilization Program, Opportunity Purchase Program, Oregon Affordable Housing Tax Credit, Oregon Multifamily Energy Program (formerly Low Income Weatherization Program), Oregon Rural Rehabilitation Program, Pass-Through Revenue Bond Financing, Predevelopment Loan Program, Risk Sharing Program, Seed Money Advance Loan Program, and Vertical Housing Program.

Program Records

037 Agriculture Workforce Housing Tax Credit Project/Monitoring Records

Retain 6 years after term of affordability ends, destroy

038 Alcohol and Drug Free Housing (ADFH) Project/Monitoring Records

Retain 6 years after term of affordability ends, destroy

039 Building/Project Architectural Records

Retain 6 years after term of affordability ends, destroy

040 Community Incentive Fund (CIF) Project/Monitoring Records

(a) Retain funded loan records 6 years after final payment, destroy

(b) Retain funded grant records 6 years after final expenditure report accepted, destroy

041 Community Integration Program (CIP) Project/Monitoring Records

(a) Retain non-bond funded loan records 6 years after loan term ends, destroy

(b) Retain bond-funded loan records (original or modified) 6 years after term of affordability and after final redemption or maturity of the original bonds or any refunding bonds subsequently issued, not to exceed 99 years, destroy

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- 042 Elderly and Disabled Program Project/Monitoring Records**
 - (a) Retain non-bond funded loan records 6 years after loan term ends, destroy
 - (b) Retain bond-funded loan records (original or modified) 6 years after term of affordability and after final redemption or maturity of the original bonds or any refunding bonds subsequently issued, not to exceed 99 years, destroy
- 043 Farmworker Housing Development Account (FHDA) Project/Monitoring Records**

Retain 6 years after term of affordability, destroy
- 044 Farmworker Housing Tax Credit Program (FHTC) – Migrant Million Program Project/Monitoring Records**
- 045 Farmworker Housing Tax Credit Program (FHTC) Project/Monitoring Records**

Retain 6 years after term of affordability, destroy

Retain 6 years from term of affordability, destroy
- 046 General Housing Account Program (GHAP) Project/Monitoring Records**

Retain 6 years from term of affordability, destroy
- 047 Habitat for Humanity Home Purchase Records**

Retain 6 years from term of affordability, destroy
- 048 HELP Program Project/Monitoring Records**

Retain 6 years after term of agreement ends, destroy
- 049 HOME Investment Partnership Program Project/Monitoring Records**
 - (a) Retain funded project records 6 years after term of affordability ends, destroy
 - (b) Retain HOME Community Housing Development Organization (CHDO) funded project records 6 years after final expenditure accepted, destroy
 - (c) Retain HOME Rental Housing Development funded applicant project records for the term of affordability plus 6 years, destroy
- 050 Housing Development Grant (Trust Fund) Project/Monitoring Records**

Retain 6 years after term of affordability, destroy
- 051 Housing PLUS (Permanent Living Utilizing Services) Project/Monitoring Records**

Retain 6 years after term of affordability, destroy
- 052 Housing Preservation Fund Program (HPF) Project/Monitoring Records**

Retain 6 years after the term of affordability, destroy
- 053 Loan or Lease Guarantee Program Project/Monitoring Records**

Retain 6 years after guarantee period, destroy
- 054 Local Innovation and Fast Track Housing Program (LIFT)**

Retain 6 years after term of affordability, destroy
- 055 Low Income Housing Tax Credit Program Project/Monitoring Records**

Retain 6 years after term of affordability ends, destroy
- 056 Low Income Housing Tax Credit – Tax Credit Assistance Program (TCAP) Project/Monitoring Records**

Retain 6 years after term of affordability, destroy
- 057 Low Income Housing Tax Credit – 1602 Tax Credit Exchange Program Project/Monitoring Records**

Retain 6 years after term of affordability, destroy
- 058 Low Income Weatherization Program (LIWP) Project/Monitoring Records**

Retain 6 years after term of affordability, destroy

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- 059 Manufactured Dwelling Parks Preservation Fund Program (MDPPFP) Project/Monitoring Records**
Retain 6 years after affordability ends, destroy
- 060 Mental Health Housing Project/Monitoring Records**
Retain 6 years after loan term ends, destroy
- 061 Mobile Home Park Purchase Program (MHPPP) Project/Monitoring Records**
Retain 6 years after loan term ends, destroy
- 062 Neighborhood Stabilization Program (NSP) Project/Monitoring Records**
Retain 6 years after term of affordability, destroy
- 063 Opportunity Purchase Program (OPP) Project/Monitoring Records**
Retain 6 years after term of affordability, destroy
- 064 Oregon Affordable Housing Tax Credit Project/Monitoring Records**
Retain 6 years after term of affordability, destroy
- 065 Oregon Rural Rehabilitation Program Project/Monitoring Records**
Retain 6 years after loan term ends or repayment, destroy
- 066 Pass-Through Revenue Bond Financing (Conduit) Project/Monitoring Records**
 - (a) Retain non-bond funded loan records 6 years after loan term ends, destroy
 - (b) Retain bond-funded loan records (original or modified) 6 years after term of affordability and after final redemption or maturity of the original bonds or any refunding bonds subsequently issued, not to exceed 99 years, destroy
- 067 Predevelopment Loan Program Project/Monitoring Records**
Retain 6 years after loan term ends or repayment, destroy
- 068 Risk Sharing Program Project/Monitoring Records**
 - (a) Retain non-bond funded loan records 6 years after loan term ends, destroy
 - (b) Retain bond-funded loan records (original or modified) 6 years after term of affordability and after final redemption or maturity of the original bonds or any refunding bonds subsequently issued, not to exceed 99 years, destroy
- 069 Seed Money Advance Loan Program Project/Monitoring Records**
Retain 6 years after loan term ends or repayment, destroy
- 070 Vertical Housing Program Project/Monitoring Records**
Retain 6 years after term of affordability, destroy
- 071 Oregon Multifamily Energy Program (OMEP) Project/Monitoring Records**
Retain 6 years after term of affordability, destroy
- 072 Section 8 Housing Program Project/Monitoring Records**
Retain 6 years after term of affordability, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

- Administrative Records (OAR 166-300-0015)
- Financial Records (OAR 166-300-0025)
- Information and Records Management Records (OAR 166-300-0030)
- Payroll Records (OAR 166-300-0035)
- Personnel Records (OAR 166-300-0040)

Databases

- LOAN INFORMATION PROCESSING SYSTEM (LIPS)
- ProLink

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Finance

Section: Asset Management and Compliance

Program: Manufactured Communities Resource Center

Schedule Number: 2019-0006

Program Description

The Manufactured Communities Resource Center (MCRC) was created in 1989 to support the improvement of landlord and tenant relationships in manufactured dwelling parks; to encourage voluntary dispute resolution; and to develop and maintain a directory of manufactured dwelling parks in Oregon. The MCRC helps community members understand fair housing laws and their rights and responsibilities under Oregon's landlord and tenant law, and offers free mediation services and communication skills training for both landlords and tenants. The MCRC website provides access to a variety of resources including Oregon statutes and administrative rules related to manufactured home parks, links to landlord and tenant associations in Oregon, and a comprehensive directory of manufactured home parks that posts space vacancies as well as landlord training and park registration status. The MCRC works in cooperation with the OHCS park preservation program to help facilitate resident-owned cooperative ownership of parks that might otherwise close.

Program Records

073 Manufactured Communities Resource Center Contact and Case Tracking Records

Retain 10 years after final disposition, destroy

074 Manufactured Communities Resource Center Manufactured Dwelling Park Data Collection Records, 1990-1995

DESTROY

075 Manufactured Communities Resource Center Mediation Case Records

Retain 10 years after final disposition, destroy

076 Manufactured Communities Resource Center Manufactured Dwelling Park Records

Retain 5 years after program ends, destroy

077 Manufactured Communities Resource Center Service Evaluation Statistics Records

Retain 5 years after program ends, destroy

078 Manufactured Communities Resource Center Service Statistics Reports

(a) Retain phone logs 10 years, destroy

(b) Retain spreadsheet statistics 5 years after program ends, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Databases

MANUFACTURED COMMUNITIES RESOURCE CENTER PARK REGISTRATIONS

ProLink

Oregon State Archives

Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Finance

Section: Debt Management

Program: Bond Issuance and Administration

Schedule Number: 2019-0006

Program Description

The Bond Issuance and Administration program is responsible for the issuance, ongoing administration, and accounting of bonded debt managed by the agency for the purpose of providing financing for affordable housing programs within Oregon, per ORS Chapter 456. Bond issuance responsibilities include monitoring the financial market and structuring bond sales and calls; preparing and gathering all information needed for the bond sale documents; coordinating the redemption of bonds and processing debt service payments due to bond holders; preparing information for disclosure to financial markets; and interacting with a wide variety of outside parties and other OHCS staff in the debt issuance and redemption process.

Additional responsibilities include monitoring and ensuring compliance with various legal and bond indenture requirements including arbitrage, disclosure under municipal securities laws, and other compliance requirements of the federal tax law. In addition to maintaining compliance with federal tax law and IRS regulations, the program ensures that disclosures required by the Securities and Exchange Commission and the Municipal Securities Ruling Board are appropriately made. Program staff works with financial advisors to maintain the long-term stability of Agency programs while establishing, implementing, and updating policies and procedures to ensure the Agency follows sound fiscal practices. The program coordinates outstanding bonds and coupons that escheat to the Division of State Lands, Trust Property Unit.

Program Records

079 Arbitrage Rebate Records

Retain 6 years after final redemption or maturity of the original bonds or any refunding bonds subsequently issued, destroy

080 Bond and Coupon Escheatment Records

Retain 6 years after final redemption or maturity of the original bonds or any refunding bonds subsequently issued, destroy

081 Bond Indenture Test Requirements Records

Retain 40 years, destroy

082 Bond Sale Transcripts (Bound Volumes)

Retain 6 years after final redemption or maturity of the original bonds or any refunding bonds subsequently issued, destroy

083 Bond Sale Working Papers

Retain 6 years after final redemption or maturity of the original bonds or any refunding bonds subsequently issued, destroy

084 Debt Administration Records (Debt Service and Amortization Schedules)

Retain 40 years, destroy

Oregon State Archives

Records Retention Schedule

Edition: July 2019

085 Debt Service Payment Records

Retain 6 years after final redemption or maturity of the original bonds or any refunding bonds subsequently issued, destroy

086 Investment Policy Records, 1993 – [ongoing]

Retain permanently, transfer to State Archives after 20 years

087 Private Activity Cap/Statutory Requirements Records

Retain 6 years after final redemption or maturity of the original bonds or any refunding bonds subsequently issued, destroy

088 Quarterly Disclosure Reports

Retain 10 years, destroy

089 Investment Reconciliation Records

Retain 6 years after final redemption or maturity of the original bonds or any refunding bonds subsequently issued, destroy

090 Investment Trade Records

Retain 6 years after final redemption or maturity of the original bonds or any refunding bonds subsequently issued, destroy

091 Monthly Treasury Statements

Retain 6 years after final redemption or maturity of the original bonds or any refunding bonds subsequently issued, destroy

092 Mortgage Loan Purchase Records

Retain 36 years, destroy

093 Trustee Statements

- (a) Retain annual trustee statements 6 years after bond maturity or final redemption, destroy
- (b) Retain monthly trustee statements 4 years, destroy
- (c) Retain source documents 6 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Payroll Records (OAR 166-300-0035)

Personnel Records (OAR 166-300-0040)

Databases

LOAN INFORMATION PROCESSING SYSTEM (LIPS)

AXYS

Oregon State Archives

Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Finance

Section: Debt Management

Program: Loan Servicing

Schedule Number: 2019-0006

Program Description

The Loan Servicing program coordinates all loan service activities for the agency's bond programs, directs loan services and financial institutions in the collection and foreclosure activities for various agency programs and services approved by the OHCS Debt Manager, and administers the processing and management of loans that use funds generated from bond sales. Program staff review, monitor, track, and evaluate financial information (i.e. loan activity, service and reconciliation, acquired property, foreclosures, and delinquencies) submitted by servicers. The information is tracked in the Loan Information Processing System.

Acting as a liaison, the Loan Servicing program provides technical assistance and guidance, conducts annual reviews of servicers for compliance with Oregon's Depository Law, submits accurate information and remittances in a timely manner, and monitors litigation. In addition, the program administers mortgage pool insurance policies for single-family mortgages and manages single-family properties acquired through foreclosure until final disposition of the property.

Program Records

094 Acquired Property Records

Retain 6 years after final redemption or maturity of the original bonds or any refunding bonds subsequently issued, destroy

095 Federal Census Report (Mortgage Loan Flows and Commitments Report)

Retain 6 years after final redemption or maturity of the original bonds or any refunding bonds subsequently issued, destroy

096 Funds Transmittal Payoff Advices

Retain 6 years after loan payoff date, destroy

097 Individual Loan Information (Loan Information Processing System [LIPS]) Records

(a) Retain LIPS reports 3 years, destroy

(b) Retain all other records 40 years, destroy

098 Litigation Servicing Records

Retain 6 years after final disposition of case, destroy

099 Loan Servicer Reconciliations for Loan Balance and Cash Received

(a) Retain end of year reconciliations 6 years, destroy

(b) Retain monthly reconciliations until issuance of year-end reconciliation, destroy

100 Loan Servicer Records

(a) Retain certificate of participation records until superseded or obsolete, destroy

(b) Retain all other records 6 years after last activity by servicer, destroy

101 Premium Payment Records

Retain 6 years after final/last monthly premium payment, destroy

102 Proceeds Analysis for Single/Multi Family Loans

Retain 6 years, destroy

Oregon State Archives Records Retention Schedule

Edition: July 2019

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Databases

LOAN INFORMATION PROCESSING SYSTEM (LIPS)

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Schedule Number: 2019-0006

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Finance

Section: Multifamily Housing Finance

Program: Agriculture Workforce Housing Tax Credit

Program Description

The Agriculture Workforce Housing Tax Credit program (formerly Farmworker Housing Tax Credit program) is responsible for providing a state income tax credit to organizations and individuals who incur costs to construct, install, or rehabilitate farmworker housing. Originally, the Oregon Occupational Safety and Health Administration (OR-OSHA) administered the program under the Department of Consumer and Business Services. In 2001, OHCS was established as the primary state agency for farmworker housing information, assigning the department a critical coordinating role in farmworker housing efforts, and transferring administration of the farmworker housing development tax credit to OHCS.

Agriculture workforce housing is defined as housing occupied by only agriculture workers and their immediate families during the year. Housing can be year-round or seasonal, urban or rural, stick frame or manufactured, must be located in Oregon, and must remain designated for the use of agriculture workers for 10 years. An agricultural worker is defined as someone who, for pay, performs labor in the production, handling and processing or the planting, cultivating or harvesting of agricultural or aqua culture crops or products, or the forestation or reforestation of lands. Occupants may work part of the year as agriculture workers and have other non-farm work jobs. As long as one family member has been either a seasonal or year-round farmworker the housing unit qualifies. Project Records that received program funding stay in the section during development, and are then transferred to the Asset Management and Compliance section for monitoring (see separate description).

Program Records

103 Agriculture Workforce Housing Tax Credit Program Records

Retain 5 years after final report is accepted, destroy

104 Agriculture Workforce Housing Tax Credit Unfunded Project Records

Retain 3 years, destroy

[Funded Project Records – See Asset Management and Compliance schedule]

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

DEPARTMENT'S INFORMATION SYSTEM FOR HOUSING (DISH)

ProLink

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Schedule Number: 2019-0006

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Finance

Section: Multifamily Housing Finance

Program: Community Incentive Fund and Small Community Incentive Fund

Program Description

The Community Incentive Fund (CIF) is responsible for providing financial incentives or gap financing to enable local communities to create jobs/stimulate economic growth in distressed communities, increase supply of affordable housing and transportation, reduce community sprawl, and revitalize urban center/downtowns/main streets. Candidates must meet two of the stated program goals. The fund is a flexible funding resource not intended to replace existing funding that promotes projects by bridging funding gaps created by the difficult and costly nature of purposeful developments or to provide incentives encouraging commitment to other resources.

The Small Community Incentive Fund (SCIF) provides loans and grants to developments needing \$50,000 or less and which are located in rural areas. The funding must meet the same basic criteria of the Community Incentive Fund program. The Oregon Housing Stability Council reviews program guidelines while proving policy direction for the use of the Community Incentive Fund. OHCS administers the fund.

Records that document implementation and operation of the Community Incentive Fund and Small Community Incentive Fund are called Program Records. Records documenting individual Community Incentive Fund and Small Community Incentive Fund projects are called Project Records. Project Records that received funding through the program are transferred to the Asset Management and Compliance section for monitoring (see separate description).

Program Records

105 Community Incentive Fund Program Records

Retain 5 years, destroy

106 Community Incentive Fund Unfunded Project Records

Retain 3 years, destroy

[Funded Project Records – See Asset Management and Compliance schedule]

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

DEPARTMENT'S INFORMATION SYSTEM FOR HOUSING (DISH)

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Finance

Section: Multifamily Housing Finance

Program: Construction Inspection

Schedule Number: 2019-0006

Program Description

The Construction Inspection program (formerly Architectural Consultation) provides technical expertise and assistance to new construction, acquisition, and rehabilitation of OHCS projects and ensures the department's mission is met for providing affordable and habitable housing. The Construction Inspection team ensures the development, implementation, and oversight of architectural standards and drawings relevant to agency projects and programs blend seamlessly into the existing community thereby sustaining and improving community livability. Architectural records for projects that received funding are transferred to the Asset Management and Compliance section for monitoring upon occupancy of the development (see separate description).

Program Records

107 Building/Project Architectural Records

(a) Retain funded project records 6 years after term of affordability ends, destroy

(b) Retain denied/withdrawn project applications 3 years, destroy

108 Construction Drawings, Permitted Specification Books, and Exterior Envelope Submittals

Retain 1 year after final inspection complete, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

None

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Finance

Section: Multifamily Housing Finance

Program: Elderly and Disabled Loan

Schedule Number: 2019-0006

Program Description

The Elderly and Disabled Loan program uses tax-exempt general obligation bonds to provide long-term financing for the development of multi-unit housing for elderly and disabled residents. Eligible developments include new construction, acquisitions, and rehabilitations of developments such as apartments, assisted living facilities (ALF), residential care facilities (RCF), congregate care facilities (CCF), and adult foster homes. There must be a minimum of two or more living units in the project. Borrowers may be non-profit, for profit, or government entity developers of affordable housing and may be an individual (sole proprietorship), partnership or corporation.

Program staff provides technical assistance to potential borrowers about the program requirements, and coordinate the loan application and approval process (the application is presented to the OHCS Finance Committee and State Housing Stability Council for approval).

Project records for projects funded through the program are transferred to the Asset Management and Compliance section for monitoring (see separate description).

Program Records

109 Elderly and Disabled Loan Program Records

Retain 10 years after final report is accepted, destroy

110 Elderly and Disabled Loan Unfunded Project Records

Retain 3 years, destroy

[Funded Project Records – See Asset Management and Compliance schedule]

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

DEPARTMENT'S INFORMATION SYSTEM FOR HOUSING (DISH)

HOUSING DEVELOPMENT SOFTWARE (HDS)

LOAN INFORMATION PROCESSING SYSTEM (LIPS)

ProLink

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Finance

Section: Multifamily Housing Finance

Program: Farmworker Housing Development Account

Schedule Number: 2019-0006

Program Description

The Farmworker Housing Development Account (FHDA) is a sub-account of the Oregon Housing Trust Fund established in 2001 to increase Oregon's supply of housing for low- and very low income farmworkers. The account relies on two funding sources: Pass-through fine payments and penalties assessed by the Bureau of Labor and Industries against farm labor contractors guilty of certain violations and OR-OSHA against labor camp operators who fail to register their camps as required by law. Revenue accrues at an erratic rate. Once sufficient revenue has accrued, it can be used flexibly to fund farmworker housing. Funds can be awarded as a grant or loan. The Housing Stability Council approves requests over \$100,000. Program and underwriting staff coordinate project approval, approve project draw requests, and receive monthly progress reports.

Project Records for projects funded through the program are transferred to the Asset Management and Compliance section for monitoring (see separate description).

Program Records

111 Farmworker Housing Development Account (FHDA) Program Records

Retain 6 years after program ends, destroy

112 Farmworker Housing Development Account (FHDA) Unfunded Project Records

Retain 3 years, destroy

[Funded Project Records – See Asset Management and Compliance schedule]

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

DEPARTMENT'S INFORMATION SYSTEM FOR HOUSING (DISH)

ProLink

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Finance

Section: Multifamily Housing Finance

Program: General Housing Account Program

Schedule Number: 2019-0006

Program Description

The General Housing Account Program (GHAP) provides funds and capacity building activity grants to expand the supply of housing for low and very-low income households. GHAP investments create a variety of residences ranging from housing for persons with special needs to housing for lower income working families. Restrictions and requirements are placed on the use of the funds. Once the grant is closed, the funded operating grant and capital needs assessment revolving loan Project Records are transferred to the Asset Management and Compliance section for monitoring of the project (see separate description).

Applicants apply for GHAP through the NOFA (Notice of Funding Availability), an application process conducted by OHCS. The NOFA enables project sponsors to choose or combine the department's resources in a single application. Program and underwriting staff coordinates project approval, approve draw requests, and receives monthly progress reports submitted by project sponsors.

Program Records

113 General Housing Account Program (GHAP) Records

Retain 6 years after maturity of grant, destroy

114 General Housing Account Program (GHAP) Unfunded Project Records

Retain 3 years, destroy

[Funded Project Records – See Asset Management and Compliance schedule]

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

DEPARTMENT'S INFORMATION SYSTEM FOR HOUSING (DISH)

HOUSING DEVELOPMENT SOFTWARE (HDS)

ProLink

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Finance

Section: Multifamily Housing Finance

Program: HELP/FAF

Schedule Number: 2019-0006

Program Description

The HELP/FAF (Financing Adjustment Factor) program was established by OHCS in 1991 and is a federal grant program that provides funding assistance to projects to ensure the availability of safe, sanitary and affordable housing for very low-income families and individuals. Funding is provided by the US Department of Housing and Urban Development (HUD) under the Stewart B. McKinney Homeless Assistance Act of 1988. The department at its discretion, sets aside HELP funds for specific populations. Applicants must either be a unit of general local government, a housing authority or a nonprofit organization. The funds are provided in the form of a grant to sponsors for the development and construction of housing for very low-income families and individuals. Program staff provides technical assistance to potential borrowers about the program requirements, coordinate project approval and the approval process (the application is presented to the OHCS Finance Committee), approve project draw requests, and receive monthly progress reports.

HELP Project Records document individual HELP projects and include the application, conditions of award, grant agreement, deed restriction, budgets, construction plans, progress reports, drawdowns, and correspondence. Project Records funded through the program are transferred to the Asset Management and Compliance section for monitoring after the development is complete. HELP Program Records document implementation and operation of the HELP program and include the grant agreement, financial adjustment factor forms, program guidelines, policy changes, federal reporting, accounting and budget review, statistics, and correspondence.

Program Records

115 HELP Program Records

Retain 6 years after program ends, destroy

116 HELP Unfunded Project Records

Retain 3 years, destroy

[Funded Project Records – See Asset Management and Compliance schedule]

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

DEPARTMENT'S INFORMATION SYSTEM FOR HOUSING (DISH)

HOUSING DEVELOPMENT SOFTWARE (HDS)

ProLink

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Finance

Section: Multifamily Housing Finance

Program: HOME Investment Partnership

Schedule Number: 2019-0006

Program Description

The HOME Investment Partnership program is a federal housing grant program funded by the US Department of Housing and Urban Development (HUD). The HOME program provides federal housing dollars to expand the supply of affordable housing for low- and very low-income families with an emphasis on rental housing, builds state and local nonprofit capacity to carry out affordable housing programs, and provides coordinated assistance to participants in the development of affordable low-income housing. The program is administered for the non-metropolitan areas of Oregon that do not receive an allocation directly from HUD. Funds are awarded in the form of grants to eligible participants, including individuals, local governments, and nonprofit organizations. The Multi-Family Finance and Resources section provides oversight for the HOME program within the agency and coordinates reporting to HUD on an annual basis.

Project records for projects funded through the program are transferred to the Asset Management and Compliance section for monitoring (see separate description).

Program Records

117 HOME Investment Partnership Program Records

(a) Retain agreement with HUD 6 years after expiration, destroy

(b) Retain program records 5 years after final report accepted, destroy

118 HOME Investment Partnership Unfunded Project Records

Retain 3 years, destroy

[Funded Project Records – See Asset Management and Compliance schedule]

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Databases

DEPARTMENT'S INFORMATION SYSTEM FOR HOUSING (DISH)

ProLink

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Schedule Number: 2019-0006

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Finance

Section: Multifamily Housing Finance

Program: HOME Investment Partnership

Subprogram: HOME Community Housing Development Organization Operating Grants

Program Description

The HOME Community Housing Development Organization (CHDO) Operating Grants program is a coordinated effort involving OHCS, the Neighborhood Partnership Fund, and the Enterprise Foundation, also referred to as the Oregon Community Development Collaborative. OHCS contributes up to 5% of the annual HOME fund allocation to the collaborative for the purpose of providing operating grants. The grants are used to pay for reasonable and necessary operating costs incurred by Community Housing Development Organizations (CHDO) with all grants awarded by the Collaborative. Applications are competitive with qualified organizations based upon track record, community impact, organizational viability, and work plan feasibility. CHDOs eligible to apply for assistance include CHDOs with HOME projects construction funds or who have a reservation of HOME funds for the development of a HOME project, or CHDOs who demonstrate progress towards a HOME eligible project with reasonable expectations the project would receive an allocation of HOME funds from OHCS in the foreseeable future, but within 24 months per HOME regulations.

Project Records for projects funded through the program are transferred to the Asset Management and Compliance section for monitoring (see separate description).

Program Records

119 HOME Community Housing Development Organization (CHDO) Advisory Committee Records

Retain 5 years, destroy

120 HOME Community Housing Development Organization (CHDO) Annual Allocation Records

Retain 6 years after term of affordability of associated projects, destroy

121 HOME Community Housing Development Organization (CHDO) Unfunded Project Records

Retain 3 years, destroy

[Funded Project Records – See Asset Management and Compliance schedule]

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

DEPARTMENT'S INFORMATION SYSTEM FOR HOUSING (DISH)

ProLink

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Finance

Section: Multifamily Housing Finance

Program: HOME Investment Partnership

Subprogram: HOME Community Land Trust (Defunct)

Schedule Number: 2019-0006

Program Description

The HOME Community Land Trust program, a pilot or demonstration program is responsible for promoting the development of community land trusts by providing HOME funds. The HOME fund purchased lands provided a substantial economic benefit to low-income homebuyers. Homebuyers purchase the improvements and not the land on/at the home site with the land remaining in trust. The HOME funds are permanently contributed to the property resulting in affordable resale of the home to qualified low-income purchasers.

Once a funded project is completed, the Asset Management and Compliance section provides project monitoring (see separate description).

Program Records

122 HOME Community Land Trust Program Records

Retain records 6 years after end of program, destroy

123 HOME Community Land Trust Project Records

Retain 10 years after trust ends/property released from trust, destroy.

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

DEPARTMENT'S INFORMATION SYSTEM FOR HOUSING (DISH)

ProLink

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Finance

Section: Multifamily Housing Finance

Program: HOME Investment Partnership

Subprogram: HOME Rental Housing Development

Schedule Number: 2019-0006

Program Description

The HOME Rental Housing Development program uses funds provided by the Department of Housing and Urban Development (HUD) through the HOME Investment Partnerships grant program to expand the supply of affordable rental housing through acquisition, construction, and rehabilitation for very low- to low-income households. The program is responsible for building the capacity of state and local not-for-profits to carry out affordable housing programs and provide coordinated assistance to participants developing affordable low-income housing. Funds are awarded as grants or loans to eligible applicants including individuals, local governments, and not-for-profit and non-profit organizations. Applicants apply for the funding through the NOFA (Notice of Funding Availability) process, an annual application for the department's grants, loans, and tax credit subsidies for rental housing. The NOFA enables sponsors to apply for OHCS's resources in a single application. Program staff coordinates project approval, approves project draw requests, receives monthly progress reports submitted by the projects, and reports to HUD annually.

Once a funded project is completed, the Asset Management and Compliance section provides project monitoring (see separate description).

Program Records

124 HOME Rental Housing Development Project Records

(a) Retain Environmental Review Records 35 years, destroy

(b) Retain withdrawn/denied applications 3 years, destroy

(c) Retain agreement with HUD 6 years, destroy

(d) Retain all other records 5 years after final report accepted, destroy

[Funded Project Records – See Asset Management and Compliance schedule]

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

DEPARTMENT'S INFORMATION SYSTEM FOR HOUSING (DISH)

ProLink

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Finance

Section: Multifamily Housing Finance

Program: Housing Development Grant Program

Schedule Number: 2019-0006

Program Description

The Housing Development Grant Program (HDGP) or (“Trust Fund”) was created to expand Oregon’s supply of housing for low- and very low-income families and individuals by providing funds to construct new housing or to acquire and/or rehabilitate existing housing. Funds can be used as a grant or a loan. Resident services must be provided. Eligible applicants include for-profit businesses, local government entities, housing authorities, nonprofit organizations, and private individuals or corporations. Applicants apply for funding through the NOFA (Notice of Funding Availability), an application for the department’s grant and tax credit subsidies for rental housing. The NOFA enables sponsors to apply for OHCS’s resources in a single application. Program underwriting staff coordinates project approval, approve project draw requests, and receive monthly progress reports.

Records documenting individual HDGP projects are called HDGP Project Records and include the application, conditions of award, grant or loan agreement, deed restriction, budgets, construction plans, progress reports, drawdowns, and correspondence. Project Records for projects funded through the program stay in the section during development, and are then transferred to the Asset Management and Compliance section for monitoring (see separate description). Program Records document implementation and operation of the HDGP and include the grant/loan agreement, program guidelines, policy changes, legislative and department approval, accounting and budget review, statistical reports, and correspondence.

Program Records

125 Housing Development Grant (HDGP) Program Records

Retain 6 years after end of program, destroy

126 Housing Development Grant (HDGP) Unfunded Project Records

Retain 3 years, destroy

[Funded Project Records – See Asset Management and Compliance schedule]

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

DEPARTMENT’S INFORMATION SYSTEM FOR HOUSING (DISH)

HOUSING DEVELOPMENT SOFTWARE (HDS)

ProLink

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Finance

Section: Multifamily Housing Finance

Program: Housing PLUS (Defunct)

Schedule Number: 2019-0006

Program Description

In conjunction with other OHCS housing programs, Housing PLUS (Permanent Living Utilizing Services) is used for capital development, rental subsidies and supportive services. Through this program, OHCS was mandated by the Legislature to create 150 units of permanent supportive housing for homeless persons. Three principal objectives help guide Housing PLUS activities: (1) Move individuals from homelessness to housing; (2) Provide case management support for people to access comprehensive, needed services; and (3) Assist individuals to obtain and maintain housing over time. Applications for the Housing PLUS are accepted during the department's Consolidated Funding Cycle (CFC) or through targeted request for proposals. The funding may be combined with non-CFC funding sources, if necessary, to provide the level of funding required.

Records documenting individual Housing PLUS projects are called Housing PLUS Project Records. Project Records for projects funded through the program are transferred to the Asset Management and Compliance section for monitoring (see separate description). Records that document implementation and operation of the Housing PLUS are called Housing PLUS Program Records. Records include applications, partner discussion, program guidelines, Q&A, public hearing and comments, legislative approval, implementation plan, HUD submission and approval, research, grant agreement, training materials, review process, finance committee and housing council approval, guidelines and progress reports, correspondence, work notes, etc.

Program Records

127 Housing PLUS Program Records

Retain 6 years after end of program, destroy

128 Housing PLUS Unfunded Project Records

Retain 3 years, destroy

[Funded Project Records – See Asset Management and Compliance schedule]

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

DEPARTMENT'S INFORMATION SYSTEM FOR HOUSING (DISH)

HOUSING DEVELOPMENT SOFTWARE (HDS)

ProLink

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Finance

Section: Multifamily Housing Finance

Program: Housing Preservation Fund

Schedule Number: 2019-0006

Program Description

The Housing Preservation Fund (HPF) was created to provide financial assistance to aid in the acquisition, renovation or maintenance of Section 8 housing or other housing with federal rent subsidies.

The department may disburse moneys in the fund by grant, loan or for other purposes as determined by the department, subject to the availability of funds and limitations otherwise prescribed by law. The moneys may be disbursed for purposes which include but are not limited to avoiding the expiration of federally contracted rent subsidies for affordable housing. These subsidies include but are not limited to subsidies under contract with the US Department of Housing and Urban Development (HUD) and US Department of Agriculture Rural Development (USDA Rural Development) that enable community organizations, for-profit entities and individuals to acquire or rehabilitate existing structures, and maintain housing with federally contracted rent subsidies.

Program and underwriting staff coordinate project approval, approve project draw requests, and receive monthly progress reports. HPF Project Records document individual HPF projects and include the application, conditions of award, grant or loan agreement, deed restriction, budgets, construction plans, progress reports, drawdowns, and correspondence. Project Records for projects funded through the program stay in the section during development and are then transferred to the Asset Management and Compliance section for monitoring (see separate description).

Program Records

129 Housing Preservation Fund (HPF) Program Records

Retain 6 years after end of program, destroy

130 Housing Preservation Fund (HPF) Unfunded Project Records

Retain 3 years, destroy

[Funded Project Records – See Asset Management and Compliance schedule]

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Databases

DEPARTMENT'S INFORMATION SYSTEM FOR HOUSING (DISH)

HOUSING DEVELOPMENT SOFTWARE (HDS)

ProLink

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Finance

Section: Multifamily Housing Finance

Program: Loan or Lease Guarantee

Schedule Number: 2019-0006

Program Description

The Loan/Lease Guarantee program provides loan and/or lease guarantees to facilitate construction of new housing or acquisition and/or rehabilitation of existing structures for low and very low income housing units. The department has wide flexibility on the type of loan or leases that can be guaranteed. Preference is given to those projects insuring the longest possible use of the limits for the targeted group and providing a service program that addresses many of their specific needs, such as health care, child care, and alcohol and drug treatment. Program staff reviews the request and coordinates the approval process with the OHCS Finance Committee and the State Housing Stability Council (formerly the State Housing Council).

Project records funded through the program are transferred to Asset Management and Compliance for monitoring (see separate description).

Program Records

131 Loan or Lease Guarantee Unfunded Project Records

Retain 3 years, destroy

[Funded Project Records – See Asset Management and Compliance schedule]

132 Loan or Lease Guarantee Program Records

Retain 6 years after guarantee period ends, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

DEPARTMENT'S INFORMATION SYSTEM FOR HOUSING (DISH)

HOUSING DEVELOPMENT SOFTWARE (HDS)

ProLink

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Schedule Number: 2019-0006

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Finance

Section: Multifamily Housing Finance

Program: Local Innovation and Fast Track Housing Program

Program Description

The Local Innovation and Fast Track Housing Program (LIFT) will fund new affordable housing for low-income families. In 2015, the Oregon Legislature committed general obligation Article XI-Q bonds to fund the program as a new source of affordable housing dollars. Using this new funding source will allow Oregon Housing and Community Services (OHCS) and its partners to test innovative strategies and create a modern model of affordable housing development, building upon years of experience, expertise and success.

OHCS hopes to achieve several outcome and output goals related to the type and number of units produced, as well as expected outcomes for households who live in the units. The program will form partnerships with Oregon Department of Human Services district offices in order to serve program participants, namely individuals in Child Welfare or Self-Sufficiency (TANF) programs, as well as include the use of alternative construction methodologies, new construction strategies, substantial cost containment in traditional affordable housing development, or other strategies with demonstrated impact.

Program Records

133 Local Innovation and Fast Track Housing Program (LIFT) Records

Retain 5 years after final report is accepted, destroy

134 Local Innovation and Fast Track Housing Program (LIFT) Unfunded Project Records

Retain 3 years, destroy

[Funded Project Records – See Asset Management and Compliance schedule]

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

ProLink

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Finance

Section: Multifamily Housing Finance

Program: Low Income Housing Tax Credit

Schedule Number: 2019-0006

Program Description

The 1986 Tax Reform Act created the Low Income Housing Tax Credit (LIHTC) as an incentive to encourage the construction and rehabilitation of rental housing for lower-income households. The Low Income Housing Tax Credit program provides federal tax credits to sponsors of low-income rental housing projects. Sponsors can use these tax credits to directly reduce the amount of federal income tax they owe or they can sell these tax credits to one or more purchasers (sometimes through transactions known as tax credit syndications) who can use the tax credits to reduce their tax liability. The sponsor uses the proceeds from the sale of the tax credits for which the sponsor is eligible as equity for the development of the low-income housing project. Eligible applicants include for-profit, not-for-profit, and governmental organizations.

LIHTC is awarded through the NOFA or a Request for Proposal (RFP) process to use up the maximum annual allocation or for the preservation of expiring-use affordable units. OHCS has been designated as a state tax credit allocation agency by the Internal Revenue Service and has the authority to approve which housing projects receive tax credits in accordance with IRS guidelines. The program staff coordinates project approval and awards the tax credits. Once the project is completed and placed in service, the Asset Management and Compliance section monitors the site (see separate description).

Records documenting LIHTC projects are called LIHTC Project Records. Project Records funded through the program stay in the section during development, and are then transferred to the Asset Management and Compliance section for monitoring (see separate description). Records include, but are not limited to the application, conditions of award, grant or loan agreement, deed restriction, budgets, construction plans, progress reports, drawdowns, and correspondence. Program records include, but are not limited to, the Qualified Allocation Plan and Form 8610.

Program Records

135 Low Income Housing Tax Credit (LIHTC) Program Records

Retain 6 years after the program ends, destroy

136 Low Income Housing Tax Credit (LIHTC) Unfunded Project Records

Retain 3 years, destroy

[Funded Project Records – See Asset Management and Compliance schedule]

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Oregon State Archives
Records Retention Schedule

Edition: July 2019

Databases

DEPARTMENT'S INFORMATION SYSTEM FOR HOUSING (DISH)

HDS

ProLink

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Schedule Number: 2019-0006

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Finance

Section: Multifamily Housing Finance

Program: Low Income Housing Tax Credit program

Subprogram: 1602 Tax Credit Exchange

Program Description

The Section 1602 Tax Credit Exchange program is administered by the US Treasury and is part of the Low Income Housing Tax Credit program. The program was created using funds from the American Recovery and Reinvestment Act of 2009. OHCS is designated as the housing finance agency tasked to administer the Low Income Housing Tax Credit Program. This program specifically targets projects that have experienced difficulties to reach completion due to funding streams affected by the current economic environment. OHCS uses this funding to meet the overall ARRA purposes to create and save jobs by providing the necessary funding to start construction on shovel-ready activities.

Section 1602 Tax Credit Exchange Program Project Records document individual Section 1602 projects. Section 1602 Program Records document the implementation and operation of the program and include applications, partner discussion, program guidelines, Q&A, public hearing and comments, legislative approval, implementation plan, HUD submission and approval, research, grant agreement, training materials, review process, finance committee and housing council approval, Rural Development Memorandum of Understanding records, reporting guidelines and progress reports, correspondence, work notes, etc. Once the project is completed and placed in service, the Asset Management and Compliance section monitors the site (see separate description).

Program Records

137 Section 1602 Tax Credit Exchange Program Project Records

(a) Retain unqualified or withdrawn applications 10 years, destroy

(b) Retain all other records 15 years, destroy

[Funded Project Records – See Asset Management and Compliance schedule]

138 Section 1602 Tax Credit Exchange Program Records

Retain 15 years after IRS Revenue Code compliance requirements are satisfied, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

None

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Schedule Number: 2019-0006

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Finance

Section: Multifamily Housing Finance

Program: Low Income Housing Tax Credit program

Subprogram: Tax Credit Assistance Program (Defunct)

Program Description

The Tax Credit Assistance Program (TCAP) is administered as part of the Low Income Housing Tax Credit program and was created using funds from the American Recovery and Reinvestment Act of 2009 (ARRA). OHCS is designated as the housing finance agency tasked to administer the Low Income Housing Tax Credit program. This program specifically targets projects that have experienced difficulties to reach completion due to funding streams affected by the current economic environment. OHCS uses this funding to meet the overall ARRA purposes to create and save jobs by providing the necessary funding to start construction on shovel-ready activities.

TCAP Project Records document individual TCAP projects. Once the project is completed and placed in service, the project records are transferred to the Asset Management and Compliance section for monitoring (see separate description). TCAP Program Records document the implementation and operation of the program and include applications, partner discussion, program guidelines, Q&A, public hearing and comments, legislative approval implementation plan, HUD submission and approval, research, grant agreement, training materials, review process, finance committee and housing council approval, Rural Development Memorandum of Understanding records, reporting guidelines and progress reports, correspondence, work notes, etc.

Program Records

139 Tax Credit Assistance Program (TCAP) Project Records

Retain 10 years, destroy

140 Tax Credit Assistance Program (TCAP) Program Records

Retain 15 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

DEPARTMENT'S INFORMATION SYSTEM FOR HOUSING (DISH)

ProLink

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Schedule Number: 2019-0006

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Finance

Section: Multifamily Housing Finance

Program: Manufactured Dwelling Parks Preservation Fund Program

Program Description

The Manufactured Dwelling Parks Preservation Fund Program (MDPPFP) provides assistance to community organizations and tenant groups in acquiring manufactured dwelling parks in order to prevent the loss of housing units and preserve affordable housing. OHCS may disburse MDPPFP funds by grant, loans, or otherwise as the department determines appropriate, and as approved by the State Housing Stability Council (formerly the State Housing Council). It has permanent financing with a 20-year term. Program and underwriting staff coordinate the application and funding process, legal documents, draw requests and closings.

MDPPFP Project Records document individual projects. MDPPFP Program Records document implementation and operation of the MDPPFP Program. MDPPFP Project Records funded through the program are transferred to the Asset Management and Compliance section for monitoring (see separate description).

Program Records

141 Manufactured Dwelling Parks Preservation Fund Program (MDPPFP) Program Records

Retain 6 years after program ends, destroy

142 Manufactured Dwelling Parks Preservation Fund Program (MDPPFP) Unfunded Project Records

Retain 3 years, destroy

[Funded Project Records – See Asset Management and Compliance schedule]

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

DEPARTMENT'S INFORMATION SYSTEM FOR HOUSING (DISH)

ProLink

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Schedule Number: 2019-0006

Agency: Oregon Housing and Community Services

Division: Housing Finance

Section: Multifamily Housing Finance

Program: Mental Health Housing

Organizational Placement

The Mental Health Housing program's objective is to build affordable housing for individuals with serious mental illness who are able to live independently in supported and/or supportive housing, individuals with substance use disorder, and crisis respite housing for individuals with serious mental illness. In 2015, the Oregon Legislature committed \$20 million of Lottery Backed Bond proceeds to fund the Mental Health Housing Program which is operated by Oregon Housing and Community Services (OHCS) in partnership with Oregon Health Authority. Funds are to be allocated through a competitive Notice of Funding Availability.

Program Records

143 Mental Health Housing Program Records

Retain 5 years after final report is accepted, destroy

144 Mental Health Housing Unfunded Project Records

Retain 3 years, destroy

[Funded Project Records – See Asset Management and Compliance schedule]

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

ProLink

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Schedule Number: 2019-0006

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Finance

Section: Multifamily Housing Finance

Program: Mobile Home Park Purchase Program (Ended in 2012)

Program Description

The Mobile Home Park Purchase Program (MHPPP) provided technical and financial assistance for the tenant-based non-profit purchase and development of manufactured dwelling parks. Loans for predevelopment and initial costs, such as attorney fees, environmental studies and appraisals, were made available to qualified park purchase associations. The program's objective was to help stabilize rents in the purchased parks by eliminating the profit margin and continued sale of the parks.

The loan file is monitored by the section for the term of the loan. Once the loan is repaid, the file is archived for the duration of its retention.

Program Records

145 Mobile Home Park Purchase Program (MHPPP) Predevelopment Loan Records

- a) Retain approved loan records 6 years after loan term ends, destroy
- b) Retain withdrawn/denied applications 3 years, destroy

146 Mobile Home Park Purchase Program (MHPPP) Program Records

Retain 10 years after program ends, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

DEPARTMENT'S INFORMATION SYSTEM FOR HOUSING (DISH)

HOUSING DEVELOPMENT SOFTWARE (HDS)

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Schedule Number: 2019-0006

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Finance

Section: Multifamily Housing Finance

Program: Notice of Funding Availability

Program Description

Notice of Funding Availability (NOFA) applications, formerly known as the Consolidated Funding Cycle (CFC), provide limited grant and tax credit funds in an annual, competitive, allocation process. Multi-family housing funding resources include grants, loans and tax credits for affordable, multi-unit, and rental housing development.

Program Records

147 Notice of Funding Availability (NOFA) Application Packet Records

Retain 6 years after award or cancellation of NOFA, destroy

148 Notice of Funding Availability (NOFA) Project Summary List

Retain until superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

DEPARTMENT'S INFORMATION SYSTEM FOR HOUSING (DISH)

ProLink

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Schedule Number: 2019-0006

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Finance

Section: Multifamily Housing Finance

Program: Opportunity Purchase (Ended in 2008)

Program Description

The Opportunity Purchase program (OPP), now defunct, was a one-time special purchase grant provided by the Department of Housing and Urban Development (HUD). The funds were made equally available to Oregon's then 21 public housing authorities for the purchase of land to be used in the construction of low and very-low income housing. OHCS administered the OPP funds and provided funds to local housing authorities within prescribed guidelines. The OPP program evaluated and approved development plans and applications submitted by each housing authority; established contracts with the housing authorities; distributed funds; and continues to monitor participant activities until the grant period ends. Grantees are required to submit progress reports every six months on both the performance and financial progress until at which time the grant closes with HUD.

Applicants applied for funding through the Consolidated Funding Cycle (CFC), a twice-yearly application for the agency's grant and tax credit subsidies for rental housing. The Project Records funded through the program are transferred to Asset Management and Compliance section for monitoring for the term of affordability (see separate description).

Program Records

149 Opportunity Purchase Program (OPP) Program Records

Retain 10 years after the grant period, destroy

150 Opportunity Purchase Program (OPP) Unfunded Project Records

Retain 3 years, destroy

[Funded Project Records – See Asset Management and Compliance schedule]

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

DEPARTMENT'S INFORMATION SYSTEM FOR HOUSING (DISH)

HOUSING DEVELOPMENT SOFTWARE (HDS)

ProLink

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Schedule Number: 2019-0006

Agency: Oregon Housing and Community Services

Division: Housing Finance

Section: Multifamily Housing Finance

Program: Oregon Affordable Housing Tax Credit

Program Description

The Oregon Affordable Housing Tax Credit (OAHTC) program (formerly known as the Oregon Lenders Tax Credit program) administers state tax credits for housing projects. Through the use of tax credits, sponsors are able to lower the cost of financing for new housing projects or community rehabilitation programs serving low-income households. Eligible sponsors include individuals, for-profit, not-for-profit corporations, and state or local government entities. The savings generated by the reduced interest rate must be passed directly through to the tenant in the form of reduced rents in annual amounts equal to or greater to interest savings accrued. The OAHTC program coordinates project approval and awards the tax credits. Once the project is completed and placed in service, the Asset Management and Compliance section monitors the funded projects for the term of affordability (see separate description).

Program Records

151 Oregon Affordable Housing Tax Credit Program (OAHTC) Annual Reports

Retain 10 years, destroy

152 Oregon Affordable Housing Tax Credit Program (OAHTC) Unfunded Project Records

Retain 3 years, destroy

[Funded Project Records – See Asset Management and Compliance schedule]

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

DEPARTMENT'S INFORMATION SYSTEM FOR HOUSING (DISH)

HOUSING DEVELOPMENT SOFTWARE (HDS)

ProLink

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Schedule Number: 2019-0006

Agency: Oregon Housing and Community Services

Division: Housing Finance

Section: Multifamily Housing Finance

Program: Oregon Multifamily Energy Program

Program Description

Program administration for the Oregon Multifamily Energy Program (OMEP, formerly known as Low Income Weatherization Program or LIWP) moved to the Energy Services Section of OHCS in 2018 – see Housing Stabilization Division/Energy Services Section schedule.

OMEP is funded from Public Purpose Charge (PPC) and utility overcharge settlements. These funds are granted or loaned to increase energy efficiency in multifamily housing units having at least one-half of the tenants at or below 60% of the area median income. These grants or loans may be used for construction or rehabilitation activities. PPC resources are restricted to projects in the Pacific Power and Portland General Electric (PGE) service areas. Projects using electric heat sources are eligible for measures such as high-efficiency heating systems, insulations, and energy-efficient windows.

Records documenting individual OMEP projects are called Project Records. Project Records funded through the program stay in the section during development, and are then transferred to the Asset Management and Compliance section for monitoring (see separate description). Records include the application, conditions of award, grant or loan agreement, deed restriction, budgets, construction plans, progress reports, drawdowns, and correspondence. Records that document implementation and operation of OMEP are called Program Records and include application materials, program guidelines, public hearing and comments, legislative and department approval, implementation plan, review process, research, training materials, and correspondence.

Program Records

153 Oregon Multifamily Energy Program (OMEP) Unfunded Project Records

Retain 3 years, destroy

[Funded Project Records – See Asset Management and Compliance schedule]

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

DEPARTMENT'S INFORMATION SYSTEM FOR HOUSING (DISH)

ProLink

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Finance

Section: Multifamily Housing Finance

Program: Oregon Rural Rehabilitation Loan

Schedule Number: 2019-0006

Program Description

The Oregon Rural Rehabilitation Loan program administers loans through a fund used exclusively for farm worker housing projects. Program staff coordinates the loan application and approval process (the application is presented to OHCS Finance Committee and the State Housing Stability Council for approval). Once the funds are distributed and the loan is permanently closed, the Asset Management and Compliance section monitors the projects funded through the program.

Program Records

154 Oregon Rural Rehabilitation (ORR) Loan Program Records

Retain 6 years after the program ends, destroy

155 Oregon Rural Rehabilitation (ORR) Loan Program Unfunded Project Records

Retain 3 years, destroy

[Funded Project Records – See Asset Management and Compliance schedule]

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

DEPARTMENT'S INFORMATION SYSTEM FOR HOUSING (DISH)

HOUSING DEVELOPMENT SOFTWARE (HDS)

ProLink

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Schedule Number: 2019-0006

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Finance

Section: Multifamily Housing Finance

Program: Pass-Through Revenue Bond Financing

Program Description

The Pass-Through Revenue Bond Financing (Conduit) program provides funding assistance for the construction, rehabilitation, and acquisition of affordable housing for lower-income Oregonians. The program provides flexibility and simplification in loan structuring, underwriting, approval, and monitoring. OHCS passes through the loan risk to the lender who is typically the buyer of the bonds.

Once the loan has closed, Pass-Through Revenue Bond Financing Program Records for projects funded through the program are transferred to the Asset Management and Compliance section for monitoring.

Program Records

156 Pass-Through Revenue Bond Financing Program (Conduit) Records

Retain 6 years after the program ends, destroy

157 Pass-Through Revenue Bond Financing Program (Conduit) Unfunded Project Records

Retain 3 years, destroy

[Funded Project Records – See Asset Management and Compliance schedule]

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

DEPARTMENT'S INFORMATION SYSTEM FOR HOUSING (DISH)

HOUSING DEVELOPMENT SOFTWARE (HDS)

ProLink

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Finance

Section: Multifamily Housing Finance

Program: Predevelopment Loan

Schedule Number: 2019-0006

Program Description

The Predevelopment Loan program facilitates the development of high quality, affordable housing by providing below market financing and flexible terms for property acquisition and typical predevelopment expenses. Resources for the program include department funds and different partnerships with Fannie Mae. The program provides low-interest loans for the eligible predevelopment costs to qualified non-profit and for-profit housing developers. Program staff coordinates the loan application and approval process. Loans are approved by the OHCS Finance Committee and the State Housing Stability Council. The loan recipient is required to submit monthly progress reports to OHCS until the loan is paid off. The loan file is maintained in the section for the term of the loan and monitored. Once repaid, the Predevelopment Loan Records for projects funded through the program are transferred to Asset Management and Compliance section for monitoring.

Program Records

158 Predevelopment Loan Program Records

Retain 6 years after program ends, destroy

159 Predevelopment Loan Program Unfunded Project Records

Retain 3 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

DEPARTMENT'S INFORMATION SYSTEM FOR HOUSING (DISH)

ProLink

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Schedule Number: 2019-0006

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Finance

Section: Multifamily Housing Finance

Program: Risk Sharing: Multi-Unit Rental Housing

Program Description

The Risk Sharing: Multi-Unit Rental Housing program is a partnership between the Department of Housing and Urban Development (HUD) and OHCS for the credit enhancement of tax exempt bond financing to provide permanent first mortgage financing for affordable multi-family rental housing (new construction or rehabilitation). OHCS is approved by HUD to underwrite, originate, and service FHA insured multi-family loans equally sharing the risk of any losses with HUD. The department issues tax exempt bonds for the program within its annual allocation of private activity bond cap for the State of Oregon. Program staff coordinates the pre- and final application process. Projects must be approved by the OHCS Finance Committee, HUD, and the State Housing Stability Council. The borrower is required to submit monthly progress reports prior to permanent loan closure. Once the permanent loan is closed, the projects funded through the program are transferred to the Asset Management and Compliance section for monitoring. Loans typically have a term of 30 years, cannot be repaid but can be assumed, and are monitored for the full 30 years.

Program Records

160 Risk Sharing Loan Program Records

Retain 6 years after program ends, destroy

161 Risk Sharing Loan Program Unfunded Project Records

Retain 3 years, destroy

[Funded Project Records – See Asset Management and Compliance schedule]

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

DEPARTMENT'S INFORMATION SYSTEM FOR HOUSING (DISH)

HOUSING DEVELOPMENT SOFTWARE (HDS)

LOAN INFORMATION PROCESSING SYSTEM (LIPS)

ProLink

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Finance

Section: Multifamily Housing Finance

Program: Seed Money Advance Loan

Schedule Number: 2019-0006

Program Description

The Seed Money Advance Loan program is a revolving loan fund, which provides no-interest loans to qualified non-profit sponsors and low-interest loans to qualified for-profit housing sponsors. The loans are used to pay predevelopment costs before construction loan proceeds become available. Program staff coordinates the loan application and approval process. Loans are approved by the OHCS Finance Committee and the State Housing Stability Council (formerly State Housing Council). The borrower is required to produce monthly progress reports to OHCS until the loan is paid off. The loan program records for projects funded through the program are transferred to Asset Management and Compliance section for monitoring. Once repaid, the loan file is archived according to the retention period.

Sponsoring entities eligible to receive funding with department approval include not-for-profit housing corporations, for-profit housing sponsors, housing authorities, urban renewal agencies, and government entities. Funds may only be used for predevelopment costs including architectural design, CNA (Capital Needs Assessment), legal fees, environmental studies, appraisals, market studies, land acquisition costs, federal/state application fees, and development cost approved by the department.

Program Records

162 Seed Money Advance Loan Program Records

Retain 6 years after program ends, destroy

163 Seed Money Advance Loan Unfunded Project Records

Retain 3 years, destroy

[Funded Project Records – See Asset Management and Compliance schedule]

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

DEPARTMENT'S INFORMATION SYSTEM FOR HOUSING (DISH)

ProLink

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Finance

Section: Multifamily Housing Finance

Program: Vertical Housing

Schedule Number: 2019-0006

Program Description

The purpose of the Vertical Housing program is to encourage investment in and rehabilitation of properties in targeted areas of a city or community, to augment the availability of appropriate housing, and to revitalize communities. The program encourages mixed-use developments that contain both non-residential and residential uses in areas (zones) designated by local jurisdictions. In 2017, the Oregon Legislature transferred authority to administer the program from Oregon Housing and Community Services to local city and county planners.

Records documenting individual Vertical Housing Development Zones and Projects are called Vertical Housing Development Zones and Project Records. Records include the application, conditions of award, deed restriction, budgets, construction plans, progress reports, and correspondence. Project Records for projects funded through the program stay in the section during development, and are then transferred to the Asset Management and Compliance section for monitoring upon occupancy (see separate description). Records that document implementation and operation of the program are called Vertical Housing Development Zones and Project Program Records. Records include application materials, program guidelines, department approval, review process and correspondence.

Program Records

164 Unfunded Vertical Housing Development Zones and Project Records

Retain 3 years, destroy

[Funded Project Records – See Asset Management and Compliance schedule]

165 Vertical Housing Development Zones and Program Records

Retain 10 years after certificate of occupancy issued, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

DEPARTMENT'S INFORMATION SYSTEM FOR HOUSING (DISH)

ProLink

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Stabilization

Schedule Number: 2019-0006

Program Description

The Housing Stabilization Division (HSD) administers state and federal antipoverty programs in collaboration with community action agencies, advisory boards and commissions, government agencies, various non-profit and for-profit businesses, and other stakeholders. These programs and services are intended to help Oregonians with low and extremely low incomes stabilize their housing, achieve self-sufficiency and increase their economic security. HSD also works with agency partners to compile and analyze data related to the effectiveness of the state's efforts to reduce homelessness and poverty in Oregon. HSD includes the Energy Services, Homeless Services, and HUD Contract Administration sections.

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Payroll Records (OAR 166-300-0035)

Personnel Records (OAR 166-300-0040)

Databases

OPUS CORE – ENERGY EFFICIENCY AND CONSUMER COMPETENCY (E2C2) MODULE

OPUS– ENERGY MODULE

OPUS– FISCAL MODULE

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Stabilization

Section: Energy Services

Schedule Number: 2019-0006

Program Description

The Energy Services Section administers energy assistance and weatherization programs to stabilize and improve the quality of life for low-income Oregonians. The section partners with community action agencies, utilities, appointed advisory boards and other stakeholders to address high energy burdens and weatherization needs, and assist in the development of healthy and strong communities through the promotion of self-sufficiency and prosperity for all Oregonians. OHCS program staff act as liaison with the Oregon Energy Coordinators Association and Community Action Partnership of Oregon (CAPO).

Program Records

166 Advisory Committee on Energy (ACE) Meeting Records, 1986 – 2015

(a) Retain minutes 5 years, destroy

(b) Retain other records 5 years, destroy

167 Energy Assistance (LIHEAP/OEAP) Monitoring Records

(a) Retain final report with supporting documentation for 6 years after final report completed, destroy.

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Facilities/Property Records (OAR 166-300-0020)

Financial Records (OAR 166-300-0025)

Databases

None

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Schedule Number: 2019-0006

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Stabilization

Section: Energy Services

Program: Department of Energy - American Recovery and Reinvestment Act Weatherization Assistance (Ended in 2012)

Program Description

The Department of Energy-American Recovery and Reinvestment Act Weatherization Assistance program (DOE-ARRA WAP) provided additional grant funding to increase the energy efficiency of dwellings owned or occupied by low-income Oregonians through the U.S. Department of Energy (USDOE) and provided extra funding for weatherization activities. DOE-ARRA WAP was also funded to increase and create jobs across the nation. OHCS used these funds to provide conservation services, health & safety repairs, heating system repair and replacement, base load measures, insulation, window repair, and energy conservation education to low-income Oregonians. DOE-ARRA WAP was delivered through a statewide network of Community Action Agencies (CAAs), local government, Oregon Tribes, and a variety of sub-grantees who delivered the program to low-income Oregonians across the state. These organizations contracted with OHCS which allocated funds to deliver the program. OHCS provided extra support and technical assistance to contracted grantees who delivered the ARRA weatherization program. In addition to the DOE-ARRA WAP funding, Davis-Bacon requirements were in place to measure outcomes of the success in ARRA funding for creating jobs in Oregon. The Sustainable Energy Resources for Consumers (SERC) grant was an additional grant funded through the USDOE within the DOE-ARRA WAP grant. The program complied with 10 CFR 440 and 10 CFR 600.

Program Records

168 Department of Energy-ARRA Weatherization Assistance Budget Preparation Records
Destroy

169 Department of Energy-ARRA Weatherization Assistance Client Eligibility Determination, Application Records
Destroy

170 Department of Energy-ARRA Weatherization Assistance Program Records
Destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Facilities/Property Records (OAR 166-300-0020)

Financial Records (OAR 166-300-0025)

Payroll Records (OAR 166-300-0035)

Databases

OPUS Data Collection System

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Schedule Number: 2019-0006

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Stabilization

Section: Energy Services

Program: Low Income Home Energy Assistance Program

Program Description

The Low Income Home Energy Assistance Program (LIHEAP) is a federally funded program utilizing the Low Income Home Energy Assistance Program Block Grant through the U.S. Department of Health and Human Services (HHS). OHCS uses these funds to provide energy assistance payments to vendors (i.e. utilities and bulk fuel companies) to assist low-income households meet their energy burden and prevent various utility shut-offs. The program is delivered through a statewide network of Community Action Agencies (CAAs), local governments, and a variety of sub-grantees who deliver the program to low-income Oregonians across the state. These organizations contract with OHCS which allocates funds on an annual basis to deliver the program. These funds are also used to conduct outreach activities designed to ensure that eligible households, especially those with elderly, handicapped and/or disabled individuals, or households with high home energy burdens are aware of the available assistance. A percentage of funding also provides low-income weatherization to eligible households that meet program criteria. OHCS program staff and stakeholders are present for networking in various committees and forums related to LIHEAP throughout the year. Federal regulations allow OHCS to create programs with LIHEAP funding to address energy-related issues of concern to low-income Oregonians. Examples of programs created with LIHEAP funding include E2C2, REACH, and Heat n Eat. (See ORS Chapter 456 and Chapter 458, OAR Chapter 813, 45 CFR)

OHCS program staff monitor the Low Income Home Energy Assistance Program (LIHEAP) and the Oregon Energy Assistance Program (OEAP) together, and the monitoring records cannot be separated. See Housing Stabilization Division / Energy Services Section **Energy Assistance (LIHEAP/OEAP) Monitoring Records.**

Program Records

171 LIHEAP Budget Preparation Records

Retain present and previous biennium, destroy previous years

172 LIHEAP Client Eligibility Determination Records, Application

(a) Retain successful applicant records 5 years after last assistance, destroy

(b) Retain unsuccessful applicant records 3 years, destroy

173 LIHEAP Contract, Agreements and Work Plans

Retain 6 years, destroy

[For Master Grant Agreement see Chief Financial Office / Finance Section]

174 LIHEAP Program Records

Retain program records (State plan and application, program operational manual, HHS memos and correspondence, federal regulation transmittals, final program fiscal report) 6 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Oregon State Archives
Records Retention Schedule

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Facilities/Property Records (OAR 166-300-0020)

Financial Records (OAR 166-300-0025)

Databases

OPUS Data Collection System

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Stabilization

Section: Energy Services

Program: Oregon Energy Assistance Program

Schedule Number: 2019-0006

Program Description

The Oregon Energy Assistance Program (OEAP) is a year-round assistance program funded by a state-mandated charge added to bills of all Portland General Electric (PGE) and Pacific Power customers. This program is intended for low-income eligible households at or below 60% of state median income or at-risk of being shut-off or disconnected due to a past utility bill. To be eligible for this program, applicants must be utility customer of PGE or Pacific Power. Oregon Housing and Community Services (OHCS) uses these funds to prevent shut-offs and disconnections, and to restore services to low-income PGE and Pacific Power customers who meet the eligibility criteria. OEAP is delivered through a statewide network of Community Action Agencies (CAAs), local government, and a variety of sub-grantees who deliver the program to low-income Oregonians throughout the state. These organizations contract with OHCS which allocates funds to approved sub-grantees to administer the program. OHCS program staff and stakeholders are present for networking in various committees and forums related to Low-Income Energy Assistance programs throughout the year. Occasionally, extra funding will be allocated to the program during the state legislative session. (See ORS Chapter 456, OAR Chapter 813)

OHCS program staff monitor the Low Income Home Energy Assistance Program (LIHEAP) and the Oregon Energy Assistance Program (OEAP) together, and the monitoring records cannot be separated. See Housing Stabilization Division / Energy Services Section **Energy Assistance (LIHEAP/OEAP) Monitoring Records.**

Program Records

175 OEAP Client Eligibility Determination Records, Application

- (a) Retain successful applicant records 5 years after last assistance, destroy
- (b) Retain unsuccessful applicant records 3 years, destroy

176 OEAP Contract, Agreements and Work Plans

Retain 6 years, destroy

[For Master Grant Agreement see Chief Financial Office / Finance Section]

177 OEAP Program Records

Retain program records (operational manual, correspondence) 6 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Databases

OPUS Data Collection System

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Schedule Number: 2019-0006

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Stabilization

Section: Energy Services

Program: Oregon Low-Income Weatherization Assistance Program

Program Description

The Oregon Low Income Weatherization Assistance Program (OLIWAP) consists of various state and federal grant resources. Federal funding includes the Low-Income Home Energy Assistance Program (LIHEAP), Department of Energy Weatherization Assistance Program (DOE-WAP), Bonneville Power Administration (BPA), and Petroleum Violation Escrow (PVE). The state funding includes Energy Conservation Helping Oregonians (ECHO), Williams Settlement, (WILLIAMS) and Duke & El Paso Settlement (DEP) funds. Oregon Housing and Community Services uses these funds to provide conservation services, health and safety repairs, heating system repair and replacement, base load measures, insulation, window repair, and energy conservation education to low-income Oregonians.

OLIWAP is delivered through a statewide network of Community Action Agencies (CAAs), local governments, Oregon Tribes, and a variety of sub-grantees who deliver the program to low-income Oregonians across the state. These organizations contract with OHCS which allocates funds to deliver the program and provides support and technical assistances. OHCS staff act as liaison with the Oregon Energy Coordinators, Community Action Partnership of Oregon (CAPO) as required by DOE. (See ORS Chapter 458 and Chapter 757, OAR Chapter 813, 10 CFR 440 and 10 CFR 600)

Program Records

178 OLIWAP Client Eligibility Determination Records, Application

- (a) Retain successful applicant records 5 years after last assistance, destroy
- (b) Retain unsuccessful applicant records 3 years, destroy

179 OLIWAP Contract, Agreements and Work Plans

Retain 6 years, destroy

180 OLIWAP Monitoring Records

- (a) Final report and supporting documentation, retain 6 years after final report completed, destroy
- (b) Retain copies of client documentation until completion of monitoring activities, destroy

181 OLIWAP Program Records

Retain program records (state plan and application, operational manual) 6 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Facilities/Property Records (OAR 166-300-0020)

Financial Records (OAR 166-300-0025)

Databases

OPUS Data Collection System

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Schedule Number: 2019-0006

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Stabilization

Section: Energy Services

Program: State Energy Efficient Appliance Rebate (Ended in 2012)

Program Description

The State Energy Efficient Appliance Rebate program (SEEARP) was an American Recovery and Reinvestment Act of 2009 (ARRA) program. OHCS provided daily operation of the program in partnership with the Oregon Department of Energy. Utilizing the State Energy Efficient Appliance Rebate program grant through the U.S. Department of Energy, the program funded approximately 3.6 million dollars in rebates to eligible low-income homeowners for replacing old inefficient appliances with new EnergyStar appliances.

Program Records

182 SEEARP Client Eligibility Determination Records, Application

Destroy

183 SEEARP Program Records

Destroy (Program Records include correspondence, voucher reimbursements, federal and state regulation transmittals, contract, agreements and work plans)

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Databases

OPUS Data Collection System ACCESS SEEARP MASTER TRACKING

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Stabilization

Section: Energy Services

Program: State Home Oil Weatherization

Schedule Number: 2019-0006

Program Description

The State Home Oil Weatherization (SHOW) program administers the statutory requirement that fuel oil dealers provide home energy audits and financing for customer weatherization projects. The program provides energy audits for residences that heat with oil, kerosene, butane, propane, or wood. Eligible households may receive a low-interest loan for weatherization, post-audit. Banks loaning money receive a state tax credit for the difference between the low-interest rate the borrower pays and the market-interest rate at the time of the loan. Low and moderate-income households may also receive rebates for weatherization or conservation projects. SHOW program staff monitors and evaluates projects after installation. Audits and rebates are funded by an assessment on major wholesale oil suppliers (see ORS Chapter 469 and OAR Chapter 330).

Program Records

184 State Home Oil Weatherization (SHOW) Advisory Committee Records

Retain 5 years, destroy

185 State Home Oil Weatherization (SHOW) Case Records/Program Applications

Retain 6 years after project approval, destroy

186 State Home Oil Weatherization (SHOW) Program Records

(a) Retain annual and biennial reports 10 years, destroy

(b) Retain all other records until superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

SHO (SHOW Program File Tracker)

OPUS Data Collection System

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Schedule Number: 2019-0006

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Stabilization

Section: Homeless Services

Program Description

The Homeless Services Section coordinates and administers Oregon's federal and state homeless programs to move low-income Oregonians along the continuum from homeless assistance to self-sufficiency. The section coordinates the Emergency Solutions Grant (ESG), Housing Stabilization Program (HSP), State Homeless Assistance Program (SHAP) and Emergency Housing Assistance (EHA). The section works collaboratively with community action agencies (CAAs), appointed advisory boards, and other partners to address community homeless needs and assist in the development of healthy and strong communities through the promotion of self-sufficiency and prosperity for all Oregonians. This section provides direct support, funding, technical assistance, and leadership.

Program Records

187 Homeless Programs Project Monitoring Records

Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Facilities/Property Records (OAR 166-300-0020)

Financial Records (OAR 166-300-0025)

Payroll Records (166-300-0035)

Personnel Records (166-300-0040)

Databases

None

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Schedule Number: 2019-0006

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Stabilization

Section: Homeless Services

Program: Commodity Supplemental Food program (Transferred to DHS in 2015)

Program Description

The Commodity Supplemental Food program (CSFP) is funded through a grant from the United States Department of Agriculture. The CSFP provides USDA foods to help state and local agencies meet the nutritional needs of low-income elderly persons, age 60 or older. The program is administered through local agencies. Each participant receives a monthly package of USDA foods based on guide rates established by the Food and Nutrition Service (FNS). Food packages include cereal, juices, canned fruits and vegetables, canned meat, poultry, and other protein items, grain products such as pasta, peanut butter or dry beans, as well as milk and cheese. Participants also receive nutrition education.

Program Records

188 Commodity Supplemental Food Program (CSFP) Program Records

Retain 3 years after annual or final financial status report accepted, destroy

189 Commodity Supplemental Food Program (CSFP) State Plan Records, 1993 – 2015

(a) Retain final plan permanently, transfer to State Archives after 15 years

(b) Destroy drafts, work notes, development materials

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Databases

OPUS FISCAL MODULE

FOOD PROGRAMS REPORTING SYSTEM (FPRS)

WEB-BASED SUPPLY CHAIN MANAGEMENT (WBSCM)

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Schedule Number: 2019-0006

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Stabilization

Section: Homeless Services

Program: Community Services Block Grant

Program Description

The Community Services Block Grant (CSBG) is an antipoverty program funded through the U.S. Department of Health and Human Services. The CSBG program provides assistance to state and local communities, working through a network of community action agencies and other neighborhood-based organizations, to reduce poverty, revitalize low-income communities, and empower low-income families and individuals in rural and urban areas to become fully self-sufficient (particularly families who are attempting to transition out of reliance on State anti-poverty programs). CSBG funds provide for a range of services and activities to assist the needs of low-income individuals and families including, but not limited to, addressing employment, education, better use of available income, housing, nutrition, emergency services, domestic violence, child care, and health-related issues.

Program Records

190 Community Services Block Grant (CSBG) Agency Program Records

Retain 5 years after audit date, destroy

191 Community Services Block Grant (CSBG) Annual Reports

Retain 6 years, destroy

192 Community Services Block Grant (CSBG) State Plan (Application) Records

Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Databases

CSBG INFORMATION SURVEY (Federal Reporting System)

OPUS FISCAL MODULE

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Stabilization

Section: Homeless Services

Program: Continuum of Care (Ended in 2013)

Schedule Number: 2019-0006

Program Description

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) amended the McKinney-Vento Homeless Assistance Act of 1987. This amendment consolidated the three separate McKinney-Vento Homeless Assistance programs into a single grant program known as the Continuum of Care (CoC) program.

Program Records

193 Continuum of Care (CoC) Annual and Final Reports

Destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

DISH

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Stabilization

Section: Homeless Services

Program: Elderly Rental Assistance (ERA)

Schedule Number: 2019-0006

Program Description

The Elderly Rental Assistance (ERA) program provides state funds to defray the cost of rental housing for very-low income households that are homeless or unstably housed and at risk of homelessness, where at least one household member is 58 years or older. ERA funds are available for the following program components: transitional housing; rapid re-housing; homelessness prevention; supportive in-home services; case management; program administration; and data collection.

Program Records

194 Elderly Rental Assistance (ERA) Program Records

Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Databases

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

OPUS FISCAL MODULE

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Schedule Number: 2019-0006

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Stabilization

Section: Homeless Services

Program: Emergency Food Assistance Program (Transferred to DHS in 2015)

Program Description

The Emergency Food Assistance Program (TEFAP) is federally funded through a grant from the United States Department of Agriculture (USDA). TEFAP USDA foods provide food assistance to needy, low-income persons and help supplement their diets with nutritious food. TEFAP makes funds available to states for processing, storage, and distribution costs incurred by state agencies and local organizations, such as soup kitchens, food banks, food pantries, and faith-based organizations. The program contracts with the Oregon Food Bank to coordinate distribution through a statewide network of Regional Coordinating Agencies (RCAs). Program responsibilities include oversight of the grants which includes monitoring food warehouses, procedures, and client and agency records. OHCS prepares the State's Emergency Food Assistance Program State Plan, which is approved by the USDA. OHCS tracks program funds allocations, food distribution, compliance, and reports to the USDA.

Program Records

195 TEFAP Program Records, 1996 – 2015

Retain 3 years after annual or final financial status report submitted, destroy

196 TEFAP State Plan Records, 1991 – 2015

(a) Retain final plan permanently, transfer to State Archives after 15 years

(b) Destroy drafts, work notes, development material

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Databases

OPUS FISCAL MODULE

WEB-BASED SUPPLY CHAIN MANAGEMENT (WBSCM)

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Stabilization

Section: Homeless Services

Program: Emergency Housing Assistance

Schedule Number: 2019-0006

Program Description

The Emergency Housing Assistance (EHA) program was developed to assist low- and very low-income homeless persons or persons who are at risk of becoming homeless by providing funds to supplement existing local programs or to establish new programs intended to reduce or prevent homelessness. OHCS contracts with designated lead agencies. These agencies are responsible for coordinating and establishing area plans for use of funds through a planning process involving local service providers, interest groups, and citizens of the community. Client eligibility may not be based on residency within a designated service area or on legal status.

Funds from the EHA program are utilized to provide, but are not be limited to, data collection, emergency shelter and attendant services, transitional housing services designed to assist persons make the transition from homelessness to permanent housing and economic independence, supportive services that enable individuals to continue living in their own homes or provide in-home services for areas where no suitable programs exist, emergency payment of mortgage payments, rents, or utilities and case management. OHCS monitors recipient agencies and shelters by conducting onsite inspections, monitors fund allocation and expenditures, and provides technical assistance about program requirements.

Program Records

197 Emergency Housing Assistance (EHA) Program Records

Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Databases

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

OPUS FISCAL MODULE

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Stabilization

Section: Homeless Services

Program: Emergency Solutions Grant

Schedule Number: 2019-0006

Program Description

The Emergency Solutions Grant (ESG) is a federally funded program that rehabilitates or converts buildings for use as emergency shelters for the homeless, makes payment of certain expenses related to operating emergency shelters, makes payment for essential services related to emergency shelters and street outreach for the homeless, and prevents homelessness and provides rapid re-housing assistance through the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act). Funds are allocated to designated lead agencies that administer the program and funding at the local level.

Program Records

198 Emergency Solutions Grant (ESG) One Night Shelter Count Records, 1991 - [ongoing]

(a) Retain final report permanently, transfer to State Archives after 15 years

(b) Retain count summary records 20 years, destroy

(c) Retain shelter count data electronic records 10 years, destroy

(d) Retain shelter count data hardcopy 1 year after entry and verification, destroy

(e) Retain all other records 3 years, destroy

199 Emergency Solutions Grant (ESG) Program Records

Retain 5 years, destroy

200 Emergency Solutions Grant (ESG) Program State Plan Records, 1987-[ongoing]

(a) Retain final plan permanently, transfer to State Archives after 15 years

(b) Retain drafts, work notes, and development materials 1 year after final plan accepted, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Databases

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM (IDIS)

OPUS FISCAL MODULE

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Schedule Number: 2019-0006

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Stabilization

Section: Homeless Services

Program: Food Distribution Program on Indian Reservations (Transferred to the Confederated Tribes of the Umatilla Indian Reservation on January 1, 2016)

Program Description

The Food Distribution Program on Indian Reservations (FDPIR) is federally funded through a grant from the United States Department of Agriculture (USDA). FDPIR provides USDA foods to low-income Native American households that reside on, or near, the reservation. If at least one person in the household is a member of a federally recognized tribe, they are eligible to participate in FDPIR. The program may be administered by capable Indian Tribal Organizations or state agencies, and funds may be used for the costs incurred in administering the program. Eligible households receive a monthly food package that consists of a quantity and variety of USDA foods made available by USDA to provide eligible households with an opportunity to obtain a more nutritious diet and represent an acceptable nutritional alternative to the Supplemental Nutrition Assistance Program (SNAP) benefits (formerly known as food stamps).

Program Records

201 Food Distribution Program on Indian Reservations (FDPIR) Program Records

Retain records 3 years after annual or final financial status report submitted, destroy

202 Food Distribution Program on Indian Reservations (FDPIR) State Plan Records 1996 - 2015

(a) Retain final plan permanently, transfer to State Archives after 15 years

(b) Destroy drafts, work notes, development materials

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Databases

AUTOMATED INVENTORY SYSTEM (AIS)

FOOD PROGRAMS REPORTING SYSTEM (FPRS)

OPUS FISCAL MODULE

WEB-BASED SUPPLY CHAIN MANAGEMENT SYSTEM (WBSCM)

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Stabilization

Section: Homeless Services

Program: HOME Tenant Based Assistance

Schedule Number: 2019-0006

Program Description

The HOME Tenant Based Assistance (HTBA) program is a federal housing grant program funded by the U.S. Department of Housing and Urban Development (HUD). This federal program is flexible and allows local jurisdictions to utilize funds for various activities. OHCS contracts with various public service agencies to administer the HTBA program. Public service agencies include housing authorities, community action agencies (CAAs), and local partnership programs, which typically consist of a partnership between a local housing authority and a CAA. The HTBA program offers rental assistance to very low-income tenants for the partial payment of monthly rent and utilities, and a refundable security deposit. Households in the HTBA program participate in a self-sufficiency program that helps the household to gain independence in their living situation. The public service agency works with the tenant to develop a plan based on an assessment of the household's needs.

Program Records

203 HOME Tenant Based Assistance (HTBA) Program Records

Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Databases

INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM (IDIS)

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

OPUS FISCAL MODULE

Oregon State Archives
Records Retention Schedule

Edition: July 2019

Organizational Placement

Schedule Number: 2019-0006

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Stabilization

Section: Homeless Services

Program: Housing Choice Landlord Guarantee Program (HCLGP)

Program Description

The Housing Choice Landlord Guarantee Program provides financial assistance to qualifying landlords to mitigate damages caused by tenants as a result of occupancy under the Housing Choice Voucher Program.

Program Records

204 Housing Choice Landlord Program Records

Retain 6 years, destroy

205 Statewide Housing Choice Advisory Committee, 2014 – [ongoing]

(a) Retain minutes permanently, transfer to State Archives at end of program

(b) Retain biannual reports to the Legislature for 10 years, destroy

(c) Retain other records 5 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Facilities/Property Records (OAR 166-300-0020)

Financial Records (OAR 166-300-0025)

Databases

None

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Stabilization

Section: Homeless Services

Program: Housing Stabilization Program

Schedule Number: 2019-0006

Program Description

The Housing Stabilization Program (HSP) assists homeless or unstably housed low-income households with children. The program is a partnership between Oregon Department of Human Services (DHS) Self-Sufficiency Office and OHCS. Eligible applicants may receive housing costs, case management, and auxiliary costs incurred for necessary employment, transportation, and education related support. OHCS distributes funds to designated local agencies throughout the state. Lead agencies coordinate and plan activities with their local DHS offices.

Program Records

206 Housing Stabilization Program (HSP) Records

Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Databases

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

OPUS FISCAL MODULE

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Stabilization

Section: Homeless Services

Program: Low Income Rental Housing Fund Program

Schedule Number: 2019-0006

Program Description

The Low Income Rental Housing Fund (LIRHF) is a prevention and intervention program that provides short-term rental assistance to very low-income households in danger of losing their rental units because of involuntary hardship to avoid homelessness. OHCS administers the program through local housing authorities and community action agencies. A qualified household may receive a LIRHF grant covering up to twelve months of rental housing expenses. The grant may be used toward the rent amount, monthly utilities and/or a refundable security deposit.

Program Records

207 Low Income Rental Housing Fund Program (LIRHF) Records

Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Databases

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

OPUS FISCAL MODULE

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Schedule Number: 2019-0006

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Stabilization

Section: Homeless Services

Program: Oregon Hunger Response Fund (Transferred to DHS in 2015)

Program Description

The Oregon Hunger Response Fund (OHRF), previously named the State General Fund Food Program, is funded by the state's General Fund and carries out the department's responsibility as the lead public body in administering the state's policy on hunger. OHRF is the means by which the department allocates funds for the statewide network of food banks and emergency food programs to acquire food and new food sources, build network capacities and link emergency food clients to other services. The Oregon Food Bank is the agency designated by the department to coordinate distribution of food in Oregon under OHRF. Food is distributed to low-income households with an income that does not exceed 185 percent of the federal poverty guidelines.

Program Records

208 Oregon Hunger Response Fund Program Records, 1996 – 2015

Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Databases

OPUS FISCAL MODULE

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Schedule Number: 2019-0006

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Stabilization

Section: Homeless Services

Program: Oregon Hunger Task Force (Transferred to DHS in 2015)

Program Description

The Oregon Hunger Task Force was created by the Oregon State Legislature in 1989 to collaborate with state agencies, businesses, non-profits, public officials, and local communities to end hunger in Oregon. Working with partners throughout Oregon, the Oregon Hunger Task Force promotes community awareness, compiles research, develops proposals for government action and conducts outreach to expand participation in Federal Nutrition programs.

Program Records

209 Oregon Hunger Task Force Community Food and Nutrition Program Records

Retain 5 years after annual or final financial status report submitted destroy

210 Oregon Hunger Task Force Records, 1989 – 2015

(a) Retain minutes, final reports, and newsletters permanently, transfer to State Archives after 15 years

(b) Destroy final report preparation materials

(c) Retain all other records 3 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Databases

None

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Stabilization

Section: Homeless Services

Program: Oregon Individual Development Account Initiative

Schedule Number: 2019-0006

Program Description

The Oregon Individual Development Account Initiative (IDA) was created in 1999 by the Oregon State Legislature to bring state agencies, private non-profit and tribal partners, and private contributors together to create opportunity in Oregon. Today, the Initiative is composed of the State of Oregon, under the leadership of Oregon Housing and Community Services Department and the Oregon Department of Revenue, as well as a host of private partners and contributors working together to help Oregonians achieve their dreams. The Initiative is managed by Neighborhood Partnerships, a statewide 501(c)3 organization.

Oregon residents twelve years of age and older, who have low incomes and modest net worth may be eligible for the program. They enroll through one of many non-profit organizations located in all corners of the state, set a goal and begin saving. Residents work with a participating non-profit organization to define and reach their goals. Once the participant's goal is reached and all parts of the savings plan are completed, every dollar saved by a participant is matched by the Initiative, typically three dollars for every one dollar saved. Private contributors provide the matching funds through a state tax credit. Initiative participants may benefit from matched funds to help them purchase a home, fulfill an educational goal, develop and launch a small business, restore a home to habitable condition, or purchase equipment to support employment.

Program Records

211 Oregon Individual Development Account Initiative (IDA) Program Records

Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Databases

None

Oregon State Archives
Records Retention Schedule

Edition: July 2019

Organizational Placement

Schedule Number: 2019-0006

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Stabilization

Section: Homeless Services

Program: Rent Guarantee Program

Program Description

The Rent Guarantee Program (RGP) is designed to provide incentives and financial assistance to landlords that rent or lease to low income households by guaranteeing payments to landlords for unpaid rent and for eviction and property damage costs.

Program Records

212 Rent Guarantee Program Records

Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Facilities/Property Records (OAR 166-300-0020)

Financial Records (OAR 166-300-0025)

Databases

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

OPUS FISCAL MODULE

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Stabilization

Program: State Homeless Assistance Program

Schedule Number: 2019-0006

Program Description

The State Homeless Assistance Program (SHAP) funds emergency shelters and related auxiliary services. OHCS allocates funding throughout the state, partnering with community-based organizations. Lead agencies administer the program at the local level encouraging people to access permanent solutions to homelessness. SHAP funds a variety of activities including, but not limited to, shelter conversion or rehabilitation, operational costs of shelters, counseling (drug, alcohol, employment, housing, domestic violence support) and education.

Program Records

213 State Homeless Assistance Program Records

Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Financial Records (OAR 166-300-0025)

Databases

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

OPUS FISCAL MODULE

Oregon State Archives
Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Stabilization

Section: Homeless Services

Program: Wildfire Damage Housing Relief

Schedule Number: 2019-0006

Program Description

The Wildfire Damage Housing Relief (WDHR) program assists households of lower income that suffer a loss of housing due to a wildfire.

Program Records

214 Wildfire Damage Housing Relief Program Records

Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Facilities/Property Records (OAR 166-300-0020)

Financial Records (OAR 166-300-0025)

Databases

None

Oregon State Archives

Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Housing Stabilization

Section: HUD Contract Administration

Schedule Number: 2019-0006

Program Description

The HUD Contract Administration (HCA) section provides contract administration services to the U.S. Department of Housing and Urban Development for project-based Section 8 apartment communities in Oregon. HCA is responsible for administering the contracts on specified State and Federal funded Section 8 low-income housing projects within Oregon. The section conducts management and occupancy reviews (MORs), adjusts contract rents, processes contract terminations and expirations, responds to/investigates health and safety issues and concerns, follows up on inspections, approves owners' subsidy billings, performs a pass-through of subsidy funds to owners, approves special claims, and produces monthly/quarterly/annual reports.

Program Records

215 Denied Special Claims

Retain 3 years, destroy

216 Housing and Urban Development (HUD) Annual Compliance Review Audits

Retain 3 years after Annual Contributions Contract (ACC) termination, destroy

217 Housing Assistance Payments (HAP) Contracts and Rent Adjustment Files

(a) Retain until contract is no longer property of OHCS, transfer to HUD

(b) Retain supporting documentation for 6 years after contract termination, destroy

(c) Transfer records for contracts and rent adjustments receiving funding with OHCS bonds to Asset Management and Compliance 6 years after contract termination

(d) Retain Monthly Housing Assistance Payment Requests for 6 years after contract termination, destroy

218 Management and Occupancy Reviews (MOR) and Tenant Complaints

(a) Retain MORs for non-OHCS bond properties 3 years after contract termination, destroy

(b) Transfer MORs for properties receiving funding with OHCS bonds to Asset Management and Compliance 6 years after contract termination

219 Monthly Payment Files

Retain 6 years, destroy

220 Monthly, Quarterly, and Annual Contract Reports

Retain 3 years, destroy

221 Non-Property Specific Information Requests

Retain 1 year from the end of the fiscal year, destroy

222 Program Planning and Development Records

(a) Retain contract records final documents until superseded or for a period not to exceed 6 years after termination of contract

(b) Retain program operational/planning records and final reports until superseded or for a period not to exceed 20 years, destroy

Oregon State Archives Records Retention Schedule

Edition: July 2019

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Payroll Records (OAR 166-300-0035)

Personnel Records (OAR 166-300-0040)

Databases

HOUSING AND DEVELOPMENT SOFTWARE (HDS)

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Public Affairs

Schedule Number: 2019-0006

Program Description

The Public Affairs Division (Public Affairs) coordinates the development and roll-out of the agency's communication strategy and plan for informing and collaborating with stakeholders, community partners and elected officials and representatives, and to assist with the implementation of agency programs.

The Public Affairs Division also coordinates the agency's administrative rule process and responds to public records requests.

Program Records

223 Agency Annual Report, 2018 – [ongoing]

Retain 10 years, destroy

224 ClearingHouse Newsletter, 1990 - 2008

Newsletters have been transferred to State Archives for permanent retention

225 Programs in Review Annual Report, 1995 – 2008

Retain permanently, transfer to State Archives after 15 years

226 Prosperity Initiative Records, 2011 – 2015

Retain 6 years after end of program, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Payroll Records (OAR 166-300-0035)

Personnel Records (OAR 166-300-0040)

Databases

None

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Public Affairs

Section: Federal Planning

Schedule Number: 2019-0006

Program Description

OHCS is the State's lead agency for fulfilling Oregon's federal planning and reporting requirements for funding from U.S. Department of Housing and Urban Development (HUD) programs – Community Development Block Grant, HOME Investment Partnerships, Emergency Solutions Grants and Housing Opportunities for Persons with AIDS. (See 24 CFR Part 91) The Federal Planning team coordinates the planning and reporting process, and compiles and delivers Oregon's 5-Year Consolidated Plan (Con Plan), the Annual Action Plan, and the Consolidated Annual Performance and Evaluation Report (CAPER) to HUD.

- The Con Plan's purpose is to facilitate assessment of needs and priorities and establish goals
- The Annual Action Plan details activities that will implement the Con Plan
- The CAPER reports on accomplishments and overall progress toward Con Plan goals

Program Records

227 Consolidated Plan Records, 1991 – [ongoing]

- (a) Retain final consolidated state plans and annual consolidated plan action reports (CAPERS) permanently, transfer to the State Archives after 15 years
- (b) Retain consolidated action plan amendments, work notes, and drafts 2 years after acceptance and implementation of new plan, destroy
- (c) Retain all other records 10 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

None

Oregon State Archives Records Retention Schedule

Edition: July 2019

Organizational Placement

Agency: Oregon Housing and Community Services (OHCS)

Division: Public Affairs

Section: Housing Integrators

Schedule Number: 2019-0006

Program Description

The Housing Integrator (Integrators) team provides outreach throughout Oregon to help identify and focus critical community development activities. The Integrators collaborate with state agencies, local governments, regional solutions groups and coordinated care organizations, sharing housing data and research to facilitate understanding of housing needs statewide. The Integrators also provide agency leadership for the Agriculture Worker Housing Facilitation Team (see ORS Chapter 315 and Chapter 456).

Program Records

None

State Agency General Records Retention Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Databases

None