Portland Housing Bureau

Risk Analysis & Compliance Updated ACT

PHB's Risk Analysis & Compliance (RAC) team has updated the Annual Compliance Testing (ACT) workbook to streamline processes. The new version of this form (v.3) must be used for projects with a year-end of June 30, 2024 and for any overdue reporting submissions from FY 2022 forward. PHB will not accept previous versions of this form.

First, we improved the rating system for tenant compliance. Tenant compliance will now be tested in a tiered manner, rather than 80% for all projects.

Old rating system:

Rating	Threshold
Meets Standards	80% of units in compliance
Does Not Meet Standards	Fewer than 80% of units in compliance

New rating system:

Rating	Project Size	Threshold
Meets Standards	1-4 Units	50% of units in compliance
	5-30 Units	70% of units in compliance
	31-80 Units	80% of units in compliance
	More than 80 Units	90% of units in compliance
Does Not Meet Standards	1-4 Units	Fewer than 50% of units in compliance
	5-30 Units	Fewer than 70% of units in compliance
	31-80 Units	Fewer than 80% of units in compliance
	More than 80 Units	Fewer than 90% of units in compliance

Secondly, we have changed the Operating Statement tab. The new tab provides space for all revenue and expense items. Those completing the form will just need to match up the revenue and expenses to the expansive list, rather that putting them into grouped categories. We are also requesting G/L codes for all revenue and expense items. Make sure to review the updated instructions tab before completing the Workbook.

If you have additional questions or concerns after reviewing this information and the new form, please send an email to: assetmanagement@portlandoregon.gov.