

Appendix C: Midpoint Report Template

Click or tap to enter a date.

[Local government] is submitting the following information to the Department of Land Conservation and Development (DLCD) to meet the midpoint reporting requirements specified in OAR 660-008-0230.

Per OAR 660-008-0230(2), a midpoint report must include:

(a) A summary of the actions already taken by the city to implement the actions to meet current and future housing need adopted in the city's most recently adopted or amended housing production strategy and actions which were scheduled for implementation after the last midpoint report from the previous housing production strategy cycle

[illegible]

(b) A report illustrating the ongoing monitoring of any fair housing issue areas where no fair housing issues were identified in the most recent contextualized housing need as provided in OAR 660-008-0075(1)(d).

NOTE: If the HPS was adopted under the statutory framework in ORS 196 and 197, rather than the updated statutes in ORS 197A (2023) which established the Oregon Housing Needs Analysis policy, a direct response to this rule is not required. Instead, provide the HPS adoption year.

[insert fair housing issue area report]

Per OAR 660-008-0230(4), if a local government has not implemented any one or more of the actions to meet current and future housing need per the schedule in the city’s most recently adopted or amended housing production strategy or actions which were scheduled for implementation after the last midpoint report from the previous housing production strategy cycle, the midpoint report may include an explanation of the circumstances or factors that posed a barrier to implementation.

Delinquent Action	Originally Scheduled Completion Date	Explanation of Barriers (optional)
Name of action as listed in Housing Production Strategy (HPS)	Adoption date of action in HPS (660-008-0200(2)(b)(E)), or the completion	Explanation of circumstance or factors that posed a barrier to implementation

The local government may also request an implementation timeline extension for good cause for any late action that includes:

(a) A revised implementation date which does not extend beyond the city’s subsequent housing production strategy deadline under OAR 660-008-0045(6)

Delinquent Action	Originally Scheduled Completion Date	New Proposed Completion Date
Name of action as listed in Housing Production Strategy (HPS)	Adoption date of action in HPS (660-008-0200(2)(b)(E)), or the completion date	New date by which the action will be adopted or implemented

Alternatively, a local government may request a replacement action or actions which include:

(A) A revised implementation date which does not extend beyond the city's subsequent housing production strategy deadline under OAR 660-008-0045(6);

(B) A demonstration that the replacement action addresses the same identified housing need as the replaced action,

(C) A demonstration that the anticipated magnitude of impact of the replacement action or actions is equivalent or greater than the anticipated magnitude of the replaced action,

(D) A resolution of support for this replacement from the governing body, and

(E) Notice to persons who participated in the proceedings that led to the adoption of the housing production strategy and requested notice in writing.

In order to demonstrate that these requirements are met, the city is attaching an action sheet for each of the following replacement actions:

Proposed Replacement Action	Original HPS action which is proposed for replacement
Name of proposed replacement action	Name of action as listed in Housing Production Strategy (HPS)

For the following conditions of approval from DLCD's decision on [local government's] Housing Production Strategy that are due at or around the midpoint report, [local government] is submitting the attached document(s) to fulfill the requirement/s:

Condition of Approval #	HPS Condition of Approval	Attachment/Document Name	Notes (optional)
Number of condition which is being responded to	Full text of condition which is being responded to	Name of attached document that fulfills the condition	Notes regarding the condition, meeting the condition, or the attached document, if helpful

The remainder of this page is intentionally left blank.

Please see next page for a template action sheet for any requested *replacement* actions.

Attachment: Replacement Action Sheet

This replacement action sheet template provides all required elements, as outlined in Oregon Administrative Rule (OAR) 660-008-0230(4). It serves as a reference to help local governments clearly document each action's purpose, responsibilities, timelines, and implementation details in alignment with administrative rules.

Original HPS Action which is proposed for replacement:

Action Title	[Ex: Land Banking]
HPS Menu Identification Number	[Ex: DS-7]
Action Description	
Adoption-ready action available for this action	☐ Yes ☐ No Will it be used? ☐ Yes ☐ Modified ☐ No ☐ Unknown

Safe harbor available for this action	☐ Yes ☐ No Will it be used? ☐ Yes ☐ No			
Rationale (If action is not on the HPS Menu)	<i>This action is ["as effective as" or "more effective than"] similar or related actions in the HPS Menu designed to meet [housing need and/or fair housing issue] because ...</i>			
Mechanism to Meet Need	☐ Production ☐ Preservation ☐ Access			
Magnitude of Impact	Replacement Action			
	Low • ☐	Medium •• ☐	High ••• ☐	Estimated Number of Units
	Original HPS Action proposed for replacement			
	Low • ☐	Medium •• ☐	High ••• ☐	Estimated Number of Units
Additional Regulatory Function of Action (if any)	☐ This action is a Land Use Efficiency Measure <i>intended to reduce or eliminate a buildable residential land capacity deficit per OAR 660-008-0150</i> ☐ This action is a Development-Ready Land Action <i>intended to reduce or eliminate a development-ready land capacity deficit per OAR 660-008-0185</i>			

Action Timeline (*must be prior to next HPS adoption due date*)**Action Adoption, or Completion**
if no Adoption is neededYear
[20__]
Year of cycle
[__]**Year of Action Implementation**
*The year the action will first be
pursued, promoted, or otherwise
implemented*Year
[20__]
Year of cycle
[__]**Time frame over which the
action is expected to begin
meeting housing needs**

[20__-20__]

Implementation Steps**Step 1:** [Key Task]**Key Entity/ies:** [Who]**Step 2:** [Key Task]**Key Entity/ies:** [Who]**Step 3:** [Key Task]**Key Entity/ies:** [Who]**Housing Needs Served & Fair Housing Issues Remedied or Mitigated by Original HPS Action**

Types:	
Characteristics:	
Tenure:	
Affordability by AMI Bracket:	
Location:	
Benefits:	
Burdens:	

Housing Needs Served & Fair Housing Issues Remedied or Mitigated

Targeted Fair Housing Issue(s)

- ☐ Housing tenure and wealth building opportunities
- ☐ Permanent housing to resolve homelessness
- ☐ Accessible and adaptable housing
- ☐ Housing stability, anti-displacement, and displacement mitigation
- ☐ Addressing and disrupting patterns of segregation and their correlation with concentrated areas of affluence and poverty
- ☐ Other issue areas required by OAR 660-012-0315 [_____]
- ☐ Other issue areas [_____]

Types	Middle Housing ☐ Duplex ☐ Triplex ☐ Quadplex ☐ Townhouse ☐ Cottage Cluster
	Multi-Unit ☐ Multi-Unit Dwelling (5+) ☐ Single Room Occupancy (SRO) ☐ Manufactured Dwelling Park
	Single Unit ☐ Detached Single Unit ☐ Accessory Dwelling Unit (ADU)
Characteristics	Tenure ☐ Zero-equity or limited-equity resident-owned cooperative ☐ Limited-equity community land trust ☐ Market fee simple ownership ☐ Market resident-owned cooperative ☐ Zero-equity rental ☐ Rental ☐ Other _____
	Affordability By Area Median Income (AMI) Bracket ☐ 0-30% ☐ 31-60%

	☐ 61-80% ☐ 81-120% ☐ 120+%
Location	Accessible to UFAS or ANSI Type A Standards ☐ Yes ☐ No Adaptable to ANSI Type B Standards ☐ Yes ☐ No Other Housing Characteristics Served: ☐ Areas segregated by race and income ☐ Areas that are vulnerable to, currently experiencing, or have experienced gentrification and displacement ☐ Areas with relatively more community assets and less exposure to harms ☐ Areas with relatively more exposure to harms and less community assets ☐ Areas with relatively more exposure to harms and more community assets ☐ Areas with relatively less exposure to harms and less community assets ☐ Areas that are vulnerable to, currently experiencing, or have experienced gentrification and displacement ☐ Other key locations
Multiple Needs	Does action meet multiple needs? ☐ Yes ☐ No If yes, which needs does the action meet? ☐ Types ☐ Characteristics ☐ Location
Discussion: 	

Benefits and Burdens

	Benefits	Burdens
Low-income communities	☐ [Add additional description of how this action will increase benefits to this community in its intended design]	☐ [Add additional description of how this action could cause burden to this community and how that harm may be mitigated. If including a mitigating action, please list that here.] Mitigating action: [insert here]
Communities of color	☐ [Add additional description of how this action will increase benefits to this community in its intended design]	☐ [Add additional description of how this action could cause burden to this community and how that harm may be mitigated. If including a mitigating action, please list that here.] Mitigating action: [insert here]
Individuals with disabilities	☐ [Add additional description of how this action will increase benefits to this community in its intended design]	☐ [Add additional description of how this action could cause burden to this community and how that harm may be mitigated. If including a mitigating action, please list that here.] Mitigating action: [insert here]
Tribal communities	☐ [Add additional description of how this action will increase benefits to this community in its intended design]	☐ [Add additional description of how this action could cause burden to this community and how that harm may be mitigated. If including a mitigating action, please list that here.]

		Mitigating action: [insert here]
Complementary Action Narrative: <i>This complementary action will maximize the expected benefits listed above by...</i>		
Mitigating Action Narrative: <i>This complementary action will minimize the potential burdens listed above by...</i>		

Resolution of Support from Governing Body	Hyperlink to resolution of support. Documentation may also be included as an attachment
Notice to Interested Parties	Hyperlink to notice. Documentation may also be included as an attachment

Attachment: Condition(s) of Approval Submission(s)
