

Appendix D: Housing Production Strategy Action Template

This action sheet template provides all required elements, as outlined in Oregon Administrative Rule (OAR) 660-008-0200. 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.

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	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	
Action Adoption, or Completion if no Adoption is needed	Year [20__] Year of cycle [__]
Year of Action Implementation <i>The year the action will first be pursued, promoted, or otherwise implemented</i>	Year [20__] Year of cycle [__]
Time frame over which the action is expected to begin meeting housing needs	Within: [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

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+%
	Accessible to UFAS or ANSI Type A Standards ☐ Yes ☐ No Adaptable to ANSI Type B Standards ☐ Yes ☐ No Other Housing Characteristics Served:
Location	☐ 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>		
Results Assessment Plan:		
Engagement Feedback Theme/s this action responds to		