



HOUSING PORTAL INSTRUCTIONS

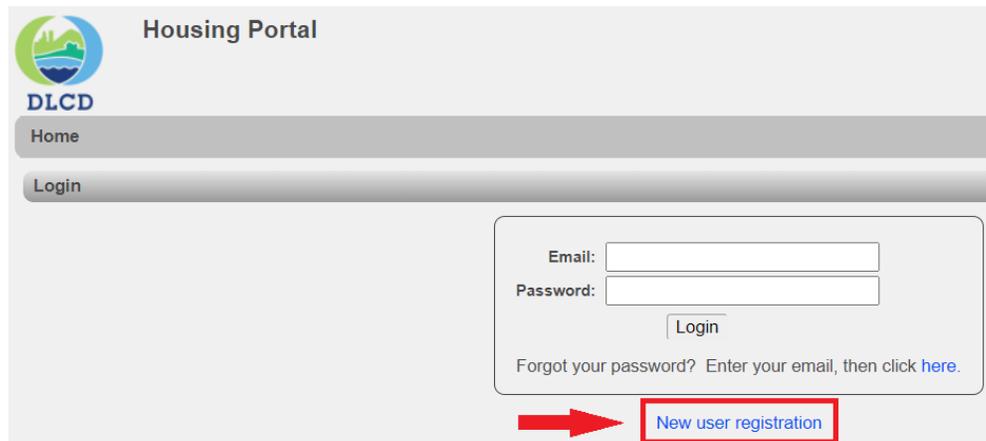
The purpose of this document is to provide instructions for local jurisdiction reporting as required by statute, including Permitted and Produced Units required by ORS 456.586 (4), Development Applications required by ORS 197.178, and a Pre-Housing Production Strategy Survey required by ORS 456.586 (2). The Housing Portal website was developed to provide a single, centralized platform that allows jurisdictions to complete reporting required by statute.

If you have any questions or run into any issues, please reach out to the DLCD housing team staff either directly or through the housing team email: housing.dlcd@dlcd.oregon.gov

Create an account

Note: If you have already created an account, you may skip this section.

1. Visit the Housing Portal website (link - <https://db.lcd.state.or.us/Housing/>) and select the “New user registration” below the login box.

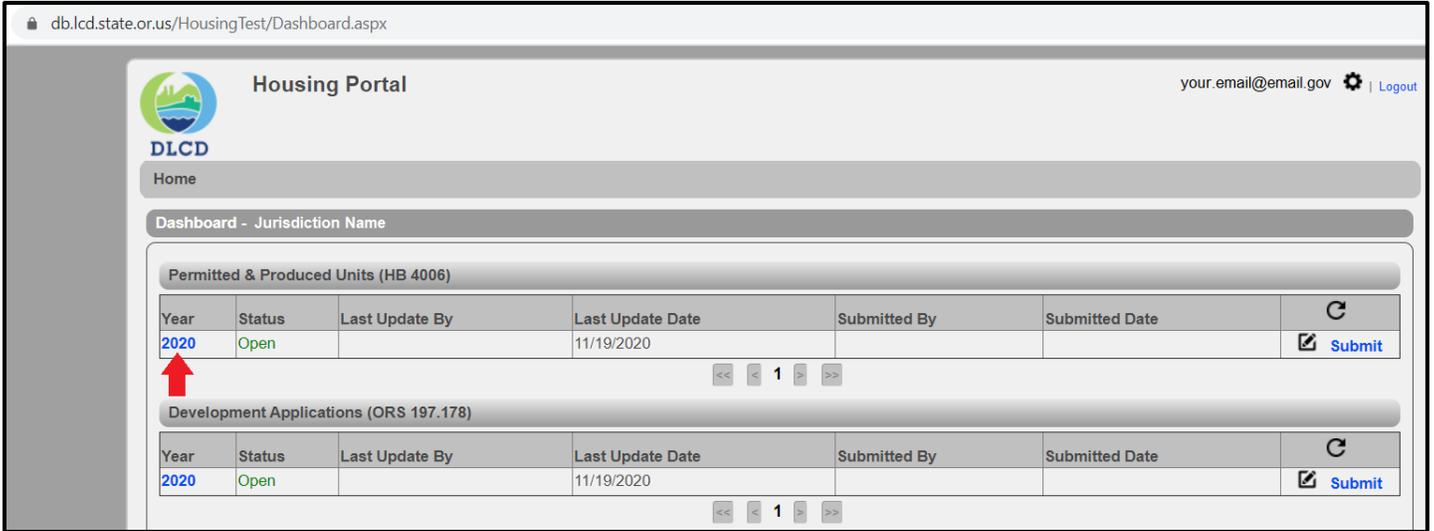


2. Then you will need to provide some basic information to create an account, including your name, email, and the jurisdiction that you work for.
3. The site will inform you that you will receive notification when your account is approved. When you submit, an administrator will receive a notification to approve your account. When that is complete, you will receive a notification that your account is approved and ready for use.

Permitted and Produced Units (HB 4006)

The purpose of this form is to allow cities above 10,000 population to complete [HB 4006 reporting for Permitted and Produced Units](#). To complete the report:

1. Log in to your account at <https://db.lcd.state.or.us/Housing/>
2. You will be directed to a dashboard with reports for each jurisdiction with its status. Please select the report for the applicable reporting year under Permitted & Produced Units.



The screenshot shows the Housing Portal dashboard. The page title is "Housing Portal" and the URL is "db.lcd.state.or.us/HousingTest/Dashboard.aspx". The user is logged in as "your.email@email.gov". The dashboard displays two tables: "Permitted & Produced Units (HB 4006)" and "Development Applications (ORS 197.178)". Both tables have columns for Year, Status, Last Update By, Last Update Date, Submitted By, and Submitted Date. The "Permitted & Produced Units" table has a row for the year 2020 with a status of "Open". A red arrow points to the "2020" entry in the "Year" column. There are navigation controls below each table, including a "1" in the center and arrows on either side. A "Submit" button is visible at the end of each table.

Year	Status	Last Update By	Last Update Date	Submitted By	Submitted Date	
2020	Open		11/19/2020			Submit

Year	Status	Last Update By	Last Update Date	Submitted By	Submitted Date	
2020	Open		11/19/2020			Submit

3. You will be directed to the Permitted & Produced form. On this form, there are fields where you can enter the number of dwelling units permitted and produced by type and affordability. Please fill out the fields based on the provided data for your jurisdiction. There are several elements on this form including:
 - A. **Numeric fields** where you enter the total number of permits for that unit type for the calendar year.
 - B. **"N/A" fields** to identify permit types that are not tracked. This is in contrast to entering "0", which would imply that the permit is tracked but was zero for that given year.
 - C. A **comment field** that allows you to specify any considerations for the provided data.
 - D. **Tool tips** that expand when you hover over them with the cursor. These provide detailed guidance including statutory definitions, interpretations, and how to fill out the form.

[<< Return to Dashboard](#)

Permitted & Produced Units - 2020

Permitted Units		Produced Units	
N/A		N/A	
Total Residential Units	<input type="text" value="36"/> ? D.	Total Residential Units	<input type="text" value="3996"/> ?
Total Single-Family Units	<input type="text" value="15"/> ?	Total Single-Family Units	<input type="text" value="1665"/> ?
Single-Family Detached	<input type="checkbox"/> <input type="text" value="1"/> ? A.	Single-Family Detached	<input type="checkbox"/> <input type="text" value="111"/>
Single-Family Attached	<input type="checkbox"/> <input type="text" value="2"/> ?	Single-Family Attached	<input type="checkbox"/> <input type="text" value="222"/> ?
Duplex (total number of units)	<input type="checkbox"/> <input type="text" value="3"/>	Duplex (total number of units)	<input type="checkbox"/> <input type="text" value="333"/>
Accessory Dwelling Unit	<input type="checkbox"/> <input type="text" value="4"/>	Accessory Dwelling Unit	<input type="checkbox"/> <input type="text" value="444"/>
Manufactured Home	<input type="checkbox"/> <input type="text" value="5"/> ?	Manufactured Home	<input type="checkbox"/> <input type="text" value="555"/> ?
Total Multi-Family Units	<input type="text" value="21"/> ?	Total Multi-Family Units	<input type="text" value="2331"/> ?
Triplex (total number of units)	<input type="checkbox"/> <input type="text" value="6"/>	Triplex (total number of units)	<input type="checkbox"/> <input type="text" value="666"/>
Fourplex (total number of units)	<input type="checkbox"/> <input type="text" value="7"/>	Fourplex (total number of units)	<input type="checkbox"/> <input type="text" value="777"/>
Building with five or more units (total number of units)	<input type="checkbox"/> <input type="text" value="8"/>	Building with five or more units (total number of units)	<input type="checkbox"/> <input type="text" value="888"/>
Total Regulated Affordable Residential Units	<input type="text" value="396"/> ?	Total Regulated Affordable Residential Units	<input type="text" value="39996"/> ?
Total Regulated Affordable Single-Family Units	<input type="text" value="165"/> ?	Total Regulated Affordable Single-Family Units	<input type="text" value="16665"/> ?
Single-Family Detached	<input type="checkbox"/> <input type="text" value="11"/>	Single-Family Detached	<input type="checkbox"/> <input type="text" value="1111"/>
Single-Family Attached	<input type="checkbox"/> <input type="text" value="22"/> ?	Single-Family Attached	<input type="checkbox"/> <input type="text" value="2222"/> ?
Duplex (total number of units)	<input type="checkbox"/> <input type="text" value="33"/>	Duplex (total number of units)	<input type="checkbox"/> <input type="text" value="3333"/>
Accessory Dwelling Unit	<input type="checkbox"/> <input type="text" value="44"/>	Accessory Dwelling Unit	<input type="checkbox"/> <input type="text" value="4444"/>
Manufactured Home	<input type="checkbox"/> <input type="text" value="55"/> ?	Manufactured Home	<input type="checkbox"/> <input type="text" value="5555"/> ?
Total Regulated Affordable Multi-Family Units	<input type="text" value="231"/> ?	Total Regulated Affordable Multi-Family Units	<input type="text" value="23331"/> ?
Triplex (total number of units)	<input type="checkbox"/> <input type="text" value="66"/>	Triplex (total number of units)	<input type="checkbox"/> <input type="text" value="6666"/>
Fourplex (total number of units)	<input type="checkbox"/> <input type="text" value="77"/>	Fourplex (total number of units)	<input type="checkbox"/> <input type="text" value="7777"/>
Building with five or more units (total number of units)	<input type="checkbox"/> <input type="text" value="88"/>	Building with five or more units (total number of units)	<input type="checkbox"/> <input type="text" value="8888"/>

Comments

C.

Save Close

- Once you either complete the form or need to save your progress to complete the form later, hit "save" and return to the dashboard.
- Once you are ready to submit the report, select "Submit" on the Dashboard. Once you submit, there will be an option to withdraw. This will allow you to edit the report in the future, if needed.

Dashboard - Jurisdiction Name

Permitted & Produced Units (HB 4006)

Year	Status	Last Update By	Last Update Date	Submitted By	Submitted Date	
2020	Open		11/19/2020			  Submit

Development Applications Reporting (ORS 197.178)

This form allows jurisdictions above 25,000 to complete [ORS 197.178 reporting for Development Applications](#). This includes all housing development applications as described in [ORS 227.175](#) for the calendar year.

ORS 227.175 refers to what are commonly known as “quasi-judicial” development applications, applications which require either a hearing or a notice to surrounding property owners. The types of applications that should be included in the report include land divisions, design review applications for residential units, and residential rezoning applications. The types of applications that do not need to be included are any type of non-residential quasi-judicial application, conditional use permits, and variances (unless the permit is associated with a residential development application such as a land division or residential design review). Also “ministerial” building permit applications that do not require notice to surrounding property owners do not need to be included. To complete the report:

1. Please select the report for the applicable reporting year under Development Applications.

The screenshot shows the Housing Portal dashboard. At the top, there is a navigation bar with the DLCD logo and the text 'Housing Portal'. Below this, there is a 'Dashboard - Jurisdiction Name' section. Underneath, there are two tables. The first table is titled 'Permitted & Produced Units (HB 4006)' and has columns for Year, Status, Last Update By, Last Update Date, Submitted By, Submitted Date, and a Submit button. The second table is titled 'Development Applications (ORS 197.178)' and has the same columns. A red arrow points to the year '2020' in the first row of the second table.

2. You will be directed to a form which allows you to add, edit, and delete entries

The screenshot shows the 'Development Applications - 2020' form. At the top, there is a navigation bar with a '<< Return to Dashboard' link. Below this, there is a table with columns for Date Received, Approved, Local Casefile, and Description. The table contains one row with the following data: Date Received: 11/12/2020, Approved: Yes, Local Casefile: 123XYZ, Description: (empty). To the right of the table, there are three buttons: 'Add Entries' (with a plus icon), 'Edit Entries' (with a pencil icon), and 'Delete Entries' (with an X icon). Red arrows point to each of these buttons.

3. Selecting the “add new” icon will open a pop up with a form that can be populated with various required elements of ORS 197.178. You will notice that some provisions have a red asterisk indicated that they are required, while others are not required fields. This is to account for scenarios in which development applications do not have straightforward fields (e.g. the “density” of an assisted living facility with beds, zoning of a split parcel, “net density”, etc.). The tool tips provide additional instruction on how to complete the form. For each development application, fill out this form and select “save” when complete. This will add a new entry to the Development Application page.

Development Application - Add

* Received Date: * Approved? Yes No Decision Not Final * Local Casefile:

* Description:

* Contains units sold/rented below market rate? Yes No Unknown * Residential Rezone? Yes No

Zoning Designation: Maximum Net Density: (units/acre)  Split Zoning? 

Site Size: (acres) Maximum Potential Number of Units: (allowed by zoning)

Proposed Number of Units: Proposed Net Density:  Approved Number of Units: Approved Net Density: 

- At any point, you can save your progress and return to this form at a later time to complete reporting. Once you have entered all development applications as described in ORS 227.175, return to the Dashboard.
- Once you are ready to submit the report, select "Submit" on the Dashboard. Once you submit, there will be an option to withdraw. This will allow you to edit the report in the future, if needed.

Development Applications (ORS 197.178)						
Year	Status	Last Update By	Last Update Date	Submitted By	Submitted Date	
2020	Open		11/19/2020			 Submit

Pre-Housing Production Strategy (HPS) Survey

The purpose of this form is to allow cities above 10,000 population to complete a Pre-Housing Production Strategy Survey, as required by ORS 456.586 (2). This survey must be included with a completed Housing Production Strategy per ORS 197.290 (4).

To complete the Pre-HPS Survey:

1. Create a survey - On the dashboard, under “Pre-HPS Survey”, please select “Create Survey” on the far-right column.

The screenshot shows the Housing Portal dashboard for user samuel.d.garcia@dclcd.oregon.gov. It features three data tables: 'Permitted & Produced Units (HB 4006)', 'Development Applications (ORS 197.178)', and 'Pre-HPS Survey'. The 'Pre-HPS Survey' table has a 'Create Survey' button highlighted with a red box and a red arrow pointing to it.

Year	Status	Last Update By	Last Update Date	Submitted By	Submitted Date	
2020	Open					Submit

Year	Status	Last Update By	Last Update Date	Submitted By	Submitted Date	
2020	Open					Submit

Year	Last Update By	Last Update Date	Submitted By	Submitted Date	
2021	SAMUEL GARCIA	12/17/2021			Create Survey Submit

2. A box showing the survey year will appear. Ensure you are submitting a survey for 2021 and click “Save”.

The dialog box titled 'Pre HPS Survey - Create New Survey' contains a required field '* Survey Year:' with the value '2021' entered. Below the field are 'Save' and 'Cancel' buttons.

3. Add Entry - You will be taken to a new page to begin your Pre-HPS Survey for your jurisdiction. Select “Add Entry”.

The screenshot shows the 'Pre-HPS Survey - 2021' page. It includes a 'Return to Dashboard' link and a table with a single entry for 'Strategy'. The 'Add Entry' button is highlighted with a red arrow.

Category	Strategy	
		Add Entry

- Fill out Pre-HPS Survey - There are three parts of the survey that require completion. They are: 1) Strategy Category, 2) Specific Strategy, and 3) What the Strategy accomplishes. One at a time, please enter each strategy your city is implementing to facilitate the production of housing.

- For **“Strategy Category”**, please select from the dropdown menu of Strategy Categories.
- For **“Strategy”**, choose which specific Strategy the city is implementing. The strategies on this list are numbered to correspond to the Housing Production Strategies identified in the [List of Tools, Actions, and Policies](#) provided as guidance in OAR 660-008-0050.
- For **“Does the Strategy”**, choose at least one option that this Strategy accomplishes. This strategy could “Encourage needed housing”, “Increase affordability”, and/or “Reduce rent burden”.
- Please add **“Comments”** if you feel they are relevant for DLCD staff to know about this given strategy in relation to your jurisdiction.

When finished, click “Save”. Repeat steps 3 through 4d for all strategies your jurisdiction is currently using. You will see them listed out in the Pre-HPS Survey as you complete them.

- Submit Pre-HPS Survey - Once all strategies are entered, select “Return to the Dashboard” in the top left corner of the page. Once back to the main Housing Portal Dashboard, click “Submit” under the “Pre-HPS Survey” section. Now your Pre-HPS survey is submitted! You will see an entry in the dashboard showing what you have recently submitted if you’d like to go back and edit.

Year	Status	Last Update By	Last Update Date	Submitted By	Submitted Date	
2021	Open	SAMUEL GARCIA	12/20/2021			Create Survey Submit