

Portfolio Administration Section

About our Services

Overview

The Portfolio Administration Section provides compliance monitoring and asset management for all Affordable Rental Housing administered by OHCS, and also acts as the state’s HUD Contract Administrator. This Section monitors and evaluates compliance with applicable rules, regulations and agreements relating to the numerous State and Federal funding programs administered through OHCS. The services provided by this 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 requirements. This Section also provides technical assistance and training to owners, management agents, residents, government officials, and the public. The Portfolio Administration Section’s activities promote and directly support the OHCS mission to provide housing for low-income Oregonians throughout the state.

Program Monitoring

Compliance Analysts in this Section maintain extensive program knowledge and provide assistance to partners throughout the Oregon affordable housing industry. Asset Management staff provide guidance necessary to maintain a high level of program expertise in the field and the sustainability of quality housing for low-income Oregonians.

Compliance Analysts work directly with Owners and Agents to provide program technical assistance, track Owner Compliance Certifications annually, monitor required Resident Services programs, review and approve Management Agents, answer public inquiries and handle a wide range of tenant complaint issues. Each Compliance Analyst is responsible for a large number of properties in their portfolio, and conduct monitoring reviews at each property on a regular basis (as determined by the requirements of each funding program). The on-site monitoring reviews include reviewing management practices and auditing tenant files to verify ongoing program compliance. In order to ensure that decent, safe and sanitary housing is maintained, the Compliance Analysts conduct a physical inspection of each property including reviewing maintenance and grounds keeping practices, as well as inspecting a required number of randomly selected units, common areas, and building exteriors.

Many properties in the portfolio have multiple funding programs with overlapping regulatory requirements. Funding programs monitored are:



	<ul style="list-style-type: none"> LIHTC, OAHTC, HOME, HTF(National Housing Trust Fund), LIFT, Risk Sharing, Elderly Bond, Conduit, HDGP(trust fund), GHAP, Housing Plus, ADF, NSP, HPF, HUD Contracts, and all Safety Net programs.
<p>HUD Contract Administration</p>	<p>OHCS' HUD Contract Administration (HCA) Unit serves the state of Oregon as the Performance Based Contract Administrator (PBCA) for project-based Section 8 housing. Each Section 8 project has a Housing Assistance Payment (HAP) contract which provides the project-based subsidy.</p> <p>HCA performs contract administration activities for approximately 250 contracts in HUD Section 8 properties in Oregon. We also provide technical support to owners, managing agents, site staff, and residents. In addition, we help provide information to persons seeking housing, who might already be living in Section 8 housing, or who may be experiencing housing problems.</p> <p>For Section 8 projects with an active OHCS loan (coupled with the original HAP contract), the team performs asset management functions as a separate activity in coordination with Asset Management.</p>
<p>Financial Reporting & Monitoring</p>	<p>Asset Managers evaluate the OHCS multifamily housing portfolio to identify financial risk and perform in-depth analyses to discover areas of concern in operations. Asset Management collaborates with stakeholders to formulate strategies for asset and operational improvements as well as solutions to maximize property performance.</p>
<p>Ownership Transfers</p>	<p>Asset Management is also the primary contact for ownership transfers involving all funding sources supported by OHCS, including grants, tax credits and multifamily loan programs. Transfer of all or any ownership interest in the property or collateral used as security for an OHCS funding source are addressed in the Oregon Administrative Rules (OAR) and the program documents, including but not limited to the Regulatory Agreement, Assignment of Leases and Rents, Project Use Agreement, Grant Agreement, and the Declaration of Restrictive Covenants.</p>
<p>Streamlined Compliance Monitoring – Statewide Program</p>	<p>The Streamlined Compliance Monitoring program began from housing industry conversations about the high cost of regulatory compliance requirements. Compliance and inspection requirements are essential to ensure that affordable housing serves the target populations and that federal funding and private investment continues to flow to Oregon. Streamlining is achieved by housing industry agencies in Oregon through consolidated compliance monitoring and reporting efforts to diminish the overall impact on the residents at each property and to reduce redundancies in monitoring practices across agencies.</p>

