

# Affordable Rental Housing

## Portfolio Administration Compliance Monitoring Guidance



Oregon Housing and Community Services

December 16, 2020

**Re: Certification of Continuing Program Compliance (CCPC) NEW Process – Procorem**  
**Annual Reporting Year/Certification Period: January 1, 2020 through December 31, 2020**

Dear Partners,

OHCS is announcing the next phase of implementation of the new database system, **Procorem**, and the new process for the required annual reporting, **Owner’s Annual Certification of Continuing Program Compliance (CCPC) submissions**.

**What is Procorem?** – Procorem is a file sharing system that has replaced our email process for delivering the annual reporting CCPC forms to our partners and for our partners to return the completed forms.]

**What are CCPCs?** – Annual Certification forms and other documentation that must be completed by the Owner/Agent for each funding type provided to the property.

**When are CCPCs due?** – All fully completed CCPCs are due no later than **February 28, 2021**.

### Forms include but are not limited to:

CCPC Documents (per program)	<b>Tenant Events Submissions - new process!*</b>
HOME Monitoring Report	National Housing Trust Fund (HTF) Monitoring
Elderly Bond Monitoring Report	Completion Guide
OAHTC Calculation Worksheet	Property Contact Information Page-Updated
OHCS Initial Certification Spreadsheet	

Form completion requirements are on each CCPC Document and are included in the Completion Guide.

Each of the annual reporting certification forms have been updated for the current reporting year 2020 (REV 8/2020). These forms must be used for the 2020 Reporting Year/Certification Period. Further, **submit Excel versions** of the HOME Monitoring Report, HTF Monitoring Report, Elderly Bond Monitoring Report, OAHTC Calculation Worksheet and OHCS Initial Certification Spreadsheet; do NOT change them to pdf or other format. A simple CCPC Completion Guide is included.

**To start**, there is a Workcenter set up in Procorem for each property. The respective compliance contact, agent contact and owner contact for each property have already been invited as a collaborator into each of these Workcenters. **If you are unsure if you have been invited to your properties’ Workcenters, or have had a staff change please contact Carma Taylor at [Carma.Taylor@oregon.gov](mailto:Carma.Taylor@oregon.gov) immediately.**

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**Next**, all annual Certification forms and other documents needed for annual reporting are already in each property's Workcenter. You will access each properties' Workcenter to download the correct forms for your property(ies) to your computer. You will then complete the required forms and upload them back into each respective Workcenter.

[Click here for CCPC Submission Instructions.](#)

If you have any questions about this process, please contact Kimber DeBoie at [Kim.DeBoie@oregon.gov](mailto:Kim.DeBoie@oregon.gov) right away.

**\*As a reminder: The submission of tenant events is required** for all properties funded with LIHTC, ARRA (TCAP and Section 1602 Exchange), OHCS HOME, HTF, LIFT-Rental, Risk Share or any combination thereof. The complete submission of all tenant events that happened during the compliance period of January 1, 2020 through December 31, 2020 will be due with the Annual Reporting (CCPCs).

**NOTE:** Procorem will stop supporting all XML NAHMA Standard Versions 1-4 beginning in March 2021.

[See Tenant Event Submission Instructions here.](#)

If you have any questions about this process, please contact Kimber DeBoie at [Kim.DeBoie@oregon.gov](mailto:Kim.DeBoie@oregon.gov) right away.

**All Annual Certifications of Continuing Program Compliance MUST be fully completed (including all required additional documentation for each) and submitted to OHCS via the properties' Workcenter no later than:**

**February 28, 2021**

**Requests for extension** should be submitted in writing to Carma Taylor at [Carma.Taylor@oregon.gov](mailto:Carma.Taylor@oregon.gov) no later than February 16 2021. Carma Taylor will provide an approval via return email.

Sincerely,



James Hackett  
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Portfolio Administration Section, Affordable Rental Housing Division  
[James.Hackett@oregon.gov](mailto:James.Hackett@oregon.gov)

