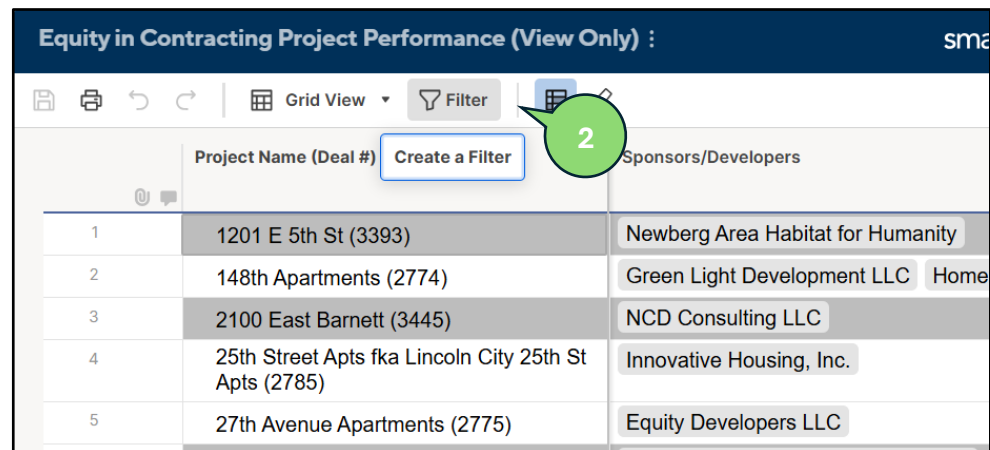# Search Guide: Equity in Contracting Project Performance Tracker

Oregon Housing and Community Services | Affordable Rental Housing

Description: This guide contains instructions for searching and filtering the Equity in Contracting Project Performance Tracker by project, by sponsor/developer, and by general contractor. If you've followed the steps in this guide and still cannot find the data you're looking for, please contact nicole.caldwell@hcs.oregon.gov for support.

Searching by Project Name/Deal Number

1. Open the Equity in Contracting Project Performance Tracker.

2. Click "Filter" in the top left navigation bar.

3. In the pop-up window, click the drop-down for "Select Field."

4. Select "Project Name (Deal #)."

Create New Filter

Show rows that match all conditions

Select Field ▾ ③

Row
Project Name (Deal #)
Sponsors/Developers
General Contractor ④

🗑 Cancel Apply

5. Click the "Enter value" field.

Create New Filter

Show rows that match all conditions

Project Name (Deal #) ▾ contains ▾ Enter Value

Select Field ▾ ⑤

☐ Include parent rows

🗑 Cancel Apply

6. Type the name or deal # of the project you're looking for.

7. Click "Apply."

Create New Filter

Show rows that match all conditions

Project Name (Deal #) ▾ contains ▾ 53rd Flats

Select Field ▾ ⑥ ⑦

☐ Include parent rows

🗑 Cancel Apply

8. If the search results don't show the project you're looking for, click the arrow next to "Unnamed Filter" in the top left navigation bar.

9. Click the pencil icon.

10. In the pop-up window, adjust the project name or deal number you just searched. For example, search only part of the project name in case there is any variation.

11. Click "Apply."

Searching by Sponsor/Developer

1. Open the Equity in Contracting Project Performance Tracker.

2. Click "Filter" in the top left navigation bar.

3. In the pop-up window, click the drop-down for "Select Field."
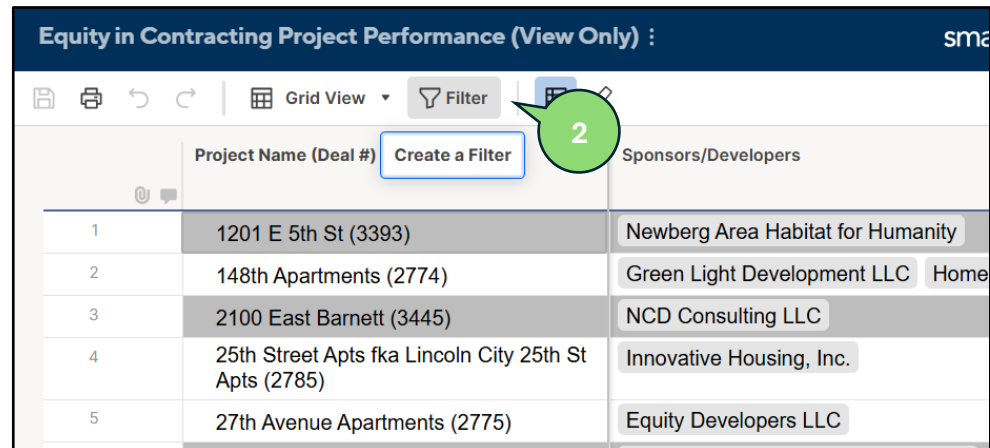
4. Select "Sponsors/Developers."

5. Click the small arrow in the "Select values…" field (furthest right).

6. Once you've found the sponsor or developer you want to filter by, check the box to the left of their name.

Create New Filter

Show rows that match all conditions

| Sponsors/Developers ▾ | has any of ▾ | Select values... ▾ |

| Select Field ▾ | | 1 selected |

☐ Include parent rows

☐ Bridge Meadows
☐ Brookings Community...
☑ CASA of Oregon

7. If you want to filter by multiple sponsors at once, check the box to the left of each of their names so that all are selected.

8. Click "Apply."

Create New Filter

Show rows that match all conditions

| Sponsors/Developers ▾ | has any of ▾ | CASA of Oregon ▾ |

| Select Field ▾ | | |

☐ Include parent rows

🗑 Cancel Apply

Searching by General Contractor

1. Open the Equity in Contracting Project Performance Tracker.
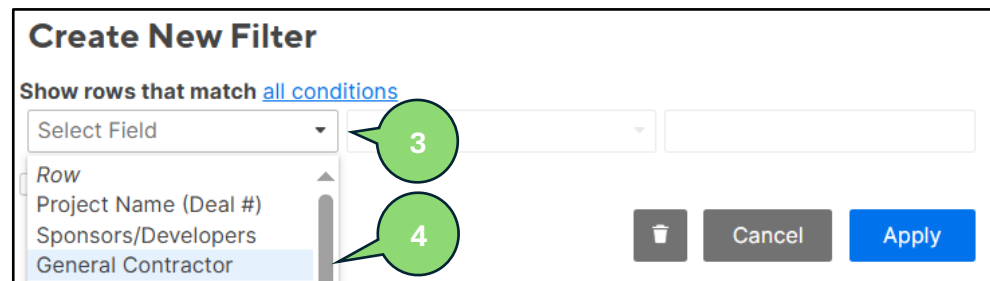
2. Click "Filter" in the top left navigation bar.

3. In the pop-up window, click the drop-down for "Select Field."

4. Select "General Contractor."

5. Click the small arrow in the "Select values…" field (furthest right).

6. Once you've found the general contractor you want to filter by, check the box to the left of their name.

7. If you want to filter by multiple general contractors at once, check the box to the left of each of their names so that all are selected.

8. Click "Apply."