

Technical Advisory



Oregon Housing and Community Services

March 24, 2020

RE: Financial Submission Process – Deadline Update – COVID19

Dear Partners and Stakeholders,

Last week we sent a technical advisory to announce an update to the systems we use for project financial submissions. Now with the evolution of the current COVID-19 health crisis, we are offering an extension to this deadline to **July 15, 2020**.

We are proceeding to move forward with a transition from our former system WCMS (Web Compliance Management System) to our **new system Procorem**:

- Financial submissions are currently suspended
- Beginning April 10th, you will be able to use the new system. The financial contact for each project will receive a Procorem Welcome email, **instructions for using Procorem follow this message**.
- The submission of financials for all properties with 10 units or more funded with HOME, Low Income Housing Tax Credits (LIHTC), ARRA (TCAP and 1602 Exchange) and BOND (Risk Share, Elderly/Disabled and Conduit) or have an Operating Agreement in place are ordinarily due 90 days after the project's fiscal year end.

Due to the COVID-19 pandemic, and in alignment with the federal government tax filing extension: **OHCS will extend the due date to July 15, 2020**, for fiscal year end December 31, 2019. If an extension beyond July 15th is necessary, please contact us.

This information helps monitor the health of the OHCS portfolio and will be used to compile a database and establish statewide financial measures that can be utilized to help ensure successful property operations.

If you have any questions regarding this change, please contact Kimber Sexton at kimber.sexton@oregon.gov. If you have any concerns or ideas regarding OHCS response to the COVID-19 pandemic, please reach out to ARH.HCS@oregon.gov.

Thank you,

A handwritten signature in cursive script that reads "Julie V. Cody".

Director of Affordable Rental Housing



Instructions for Financial Submissions in Procorem

Invitation – Create account and Access your WorkCenter

1. Open the email invitation
2. Click on View WorkCenter
3. Log in or, if it is your first time using Procorem, create a log in
4. You will be taken directly to the “WorkCenter” for your project
5. Once in the “WorkCenter”, collaborators (others that can access your WorkCenter) are listed on the right
6. This system sends email notifications to collaborators when anything is revised. TIP: Notifications can be limited by clicking the drop down by your name and unchecking 'Immediate Emails'. This will limit emails to a once a day digest.

Enter Financial Data into the new Standardized Financial Input document

1. Open the Asset Management Property Review folder
2. Open the Financials folder
3. Click on the Standardized Financial Input (SFI) document
 - a. When completed, this document will be used to upload data into the Prolink database. This new template is in Excel format and uses the HUD chart of accounts as a baseline as our previous template did. It will have a tab for both the Balance Sheet (Green tab) and Profit & Loss (Blue tab) that will need to be completed with notations in the “Comment” column as necessary.
4. Click the green Download button on the right
5. Open the SFI document and save locally
6. Enter amounts in correct chart of account fields
7. If amounts must be combined:
 - a. Be sure to clarify what was combined in the “Comment” column
 - b. All expenses in a category grouping should remain together. For example, all administrative costs should remain in the same grouping even if two expenses are combined into one line item when entering data. The total for the category must match the supporting financial.
8. When complete log in to Procorem and open Property WorkCenter
9. Open the Financials folder
10. Click the green Upload button on the right
11. Drag file or click Choose File and search for SFI document and the supporting audit or financial
12. Click the blue Upload button at the bottom right of the screen

