

Housing Study-Lite Toolkit



Brought to Your Community by:

Central Nebraska Economic Development District



Housing Study-Lite Toolkit for Central Nebraska

Introduction

What is the Housing Study-Lite Toolkit?

The Housing Study-Lite Toolkit was developed by the Nebraska Joint Housing Economic Development Initiative (JHEDI) to empower community leaders to engage in self-learning and take the initial steps to tackle a housing challenge within their respective communities.

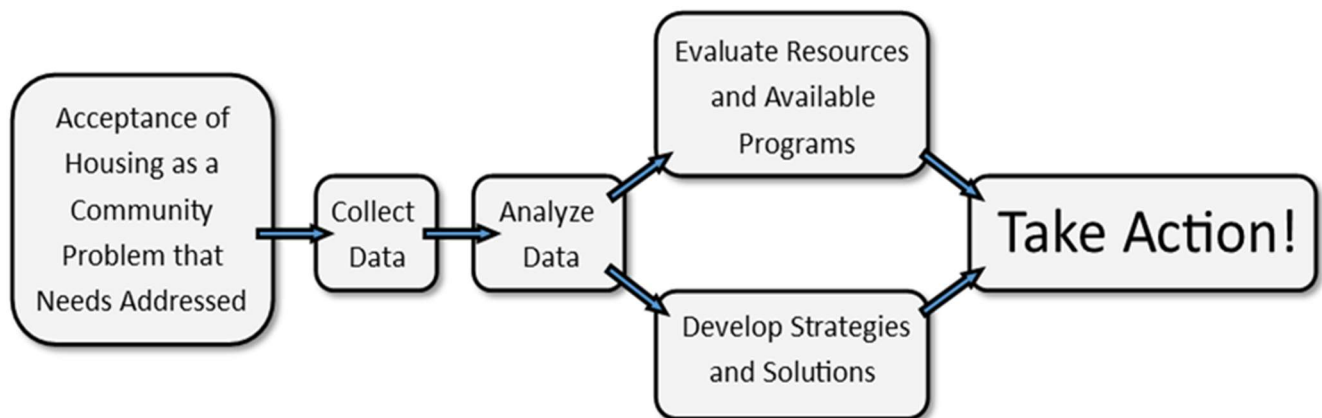
The Toolkit contains surveys, Access database for data entry, and process recommendations that can be utilized by small, rural communities to implement **self-information gathering of the current housing conditions and needs**.

This process of self-information gathering includes an inventory of housing conditions and needs that a community can use to:

- (a) Determine if the community wants to pursue more housing review or discussion,
- (b) Validate assessment and findings of Housing Market Study professionals, and
- (c) Potentially reduce costs to have a paid professional consultant conduct a third-party Housing Needs Assessment or Housing Market Study.
- (d) Compiled data could also be used in housing applications.

The use of this Toolkit will work best for a community guided by Central Nebraska Economic Development District staff with community development planning experience and familiar with the included information. This exercise can increase the usefulness of an independent, third-party Housing Market Study or Housing Needs Assessment.

For a community to address local housing needs effectively, a multi-step process, outlined below, led by a core group of dedicated community leaders should complete the first step in the graphic below “Acceptance”. Use of the Toolkit for self-information gathering in the community is a low-cost/no cost method to complete the second step in this community housing planning framework “Collect Data”.



What is included in the Toolkit and do I have to use all of the Tools?

The Toolkit includes distinct “Tools” to gather important local housing information. The first Tool includes guidance on gathering basic, relevant information from the American Community Survey (ACS), sometimes referred to as “Census Data”. The remaining tools include a Guide (instructions) on how to use the Tool, example surveys, and example reports.

Each of these Tools can be used alone or in combination, as the community sees fit, to make early and informed decisions about moving forward with additional housing work, a Housing Market Study or a Housing Needs Assessment. The most comprehensive information gathering will include use of all of the Toolkit’s Tools.

What is a Housing Needs Assessment? What is a Housing Market Study?

The terms Housing Needs Assessment and Housing Market Study are sometimes used together or interchangeably. In a nutshell, the difference is that a Housing Market Study will include some forecasting of the potential success of proposed, specific housing program(s) or project(s) in the community market. Whereas a Housing Needs Assessment is a review of what new housing development and services are generally in demand in the local market and the resources to address this demand. In other words, it is common for the Housing Needs Assessment to identify gaps and for the Housing Market Study to analyze the potential for new products and services. Both a Housing Needs Assessment and a Housing Market Study will include analysis, policy review, and recommendations for “next steps” to address housing challenges in the community. Use of the Toolkit may reduce the cost to the community of a Housing Needs Assessment and/or Housing Market Study by having some important data and information gathered for the planning professional to reference and use in completing a Housing Needs Assessment or Housing Market Study rather than requiring the planning professional to “start from square one” in obtaining the needed data to complete the final product.

Housing Needs Assessment

A comprehensive Housing Needs Assessment typically involves compilation and evaluation of specific demographic data, economic characteristics and trends, current housing inventory and characteristics, government policies and incentives, and the adequacy and availability of selected community services, as well as collecting the input of area stakeholders and residents. The assessment concludes with quantifying the number of housing units needed in the market by tenure (rentals vs. for-sale), price point, bedroom type and market segment (e.g. families, seniors, disabled, young professionals, etc.). The assessment also typically provides recommendations on how to achieve certain housing goals and will provide recommendations on potential housing policy initiatives that would benefit the local housing market. In instances where a community has available land that could be used to develop new housing or the adaptive reuse of existing structures, site-specific analysis can also be included as part of an overall Housing Needs Assessment. An analysis can even be conducted on submarkets or select neighborhoods within the subject community. In short, a Housing Needs Assessment can be customized to meet the specific needs of a community. [Source: Bowen National Research

<http://bowennational.com/what-is-a-housing-needs-assessment-and-how-do-you-use-it/>]

Housing Market Study

A Housing Market Study is a comprehensive study of a specific proposal including a review of the housing market in a defined market area. Project specific market studies are often used by developers, tax credit syndicators, lenders, other investors, and government entities to determine the appropriateness of a proposed development, whereas market specific market studies are used to determine what housing needs, if any, exist within a specific geography. [Source: National Council of Housing Market Analysts Definition

http://services.housingonline.com/nhra_images/Market%20Study%20Terminology%2007192012.pdf]

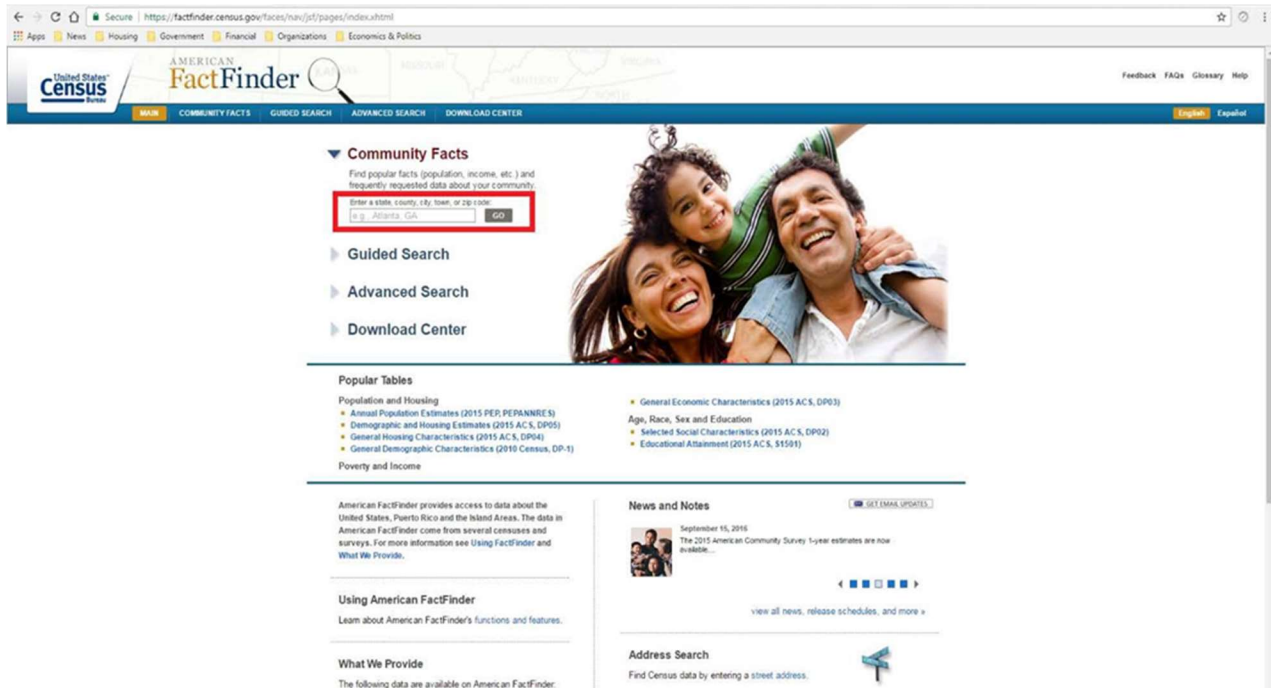
Housing Study-Lite Toolkit Contents

Introduction and Contents	Page 2
<u>The HSL Tools</u>	Page 6
American Community Survey (ACS) Data: Housing Conditions	
Navigation Guide for ACS Housing Data	
ACS Data and Benchmarking Community Housing Stock Sustainability	
Housing Windshield Assessment	Page 10
Housing Windshield Assessment Guide	
Housing Windshield Assessment Survey Form	
Housing Surveys	Page 16
Purpose of Housing Surveys	
Housing Surveys Guide	
Sample Letter	
Household Survey Form	Page 19
Employee Survey Form	Page 21
Employer Survey Form	Page 22
Realtor Survey Form	Page 23
Housing Study-Lite Reporting	Page 24
Access Database	
<u>Final Step – Take Action!</u>	Page 29
Acknowledgments	Page 30

American Community Survey (ACS) Data: Housing Conditions – Navigation Guide for ACS Housing Data

Using American Factfinder. Go to website: <https://factfinder.census.gov>.

Enter the community in the 'Community Facts'.



It is best to utilize the nomenclature that 'pops up' when you enter your community. In the example, 'Hyannis, NE' comes up as 'Hyannis village Nebraska'. Click Go.



Choose the 'Housing' option from the menus on the left side of the screen.

The screenshot shows the American FactFinder interface. At the top, there is a navigation bar with 'United States Census Bureau' and 'AMERICAN FactFinder' logos, along with a search bar and navigation links: MAIN, COMMUNITY FACTS, GUIDED SEARCH, ADVANCED SEARCH, and DOWNLOAD CENTER. Below the navigation bar, a search bar contains 'hyannis, ne' and a 'GO' button. The main content area is titled 'Community Facts - Find popular facts (population, income, etc.) and frequently requested data about your community.' On the left, a vertical menu lists various categories: Population, Age, Business and Industry, Education, Governments, Housing (highlighted with a red box), Income, Origins and Language, Poverty, Race and Hispanic Origin, Veterans, and Show All. The main content area displays 'Hyannis village, Nebraska' with a population of 182 (Source: 2010 Demographic Profile). Below this, it lists 'Popular tables for this geography:' with links to various census data tables, including '2015 American Community Survey Demographic and Housing Estimates (Age, Sex, Race, Households and Housing, ...)'.

Under '2015 American Community Survey' choose 'Physical Housing Characteristics for Occupied Housing Units' (bottom choice).

This screenshot shows the same American FactFinder interface as the previous one, but with the 'Housing' menu item expanded. The 'Housing' menu is now open, and the 'Physical Housing Characteristics for Occupied Housing Units (Units, Year Built, Rooms, Vehicles, ...)' option is highlighted with a red arrow. The main content area displays 'Hyannis village, Nebraska' with a total of 153 housing units (Source: 2011-2015 American Community Survey 5-Year Estimates). Below this, it lists 'Popular tables for this geography:' with links to various census data tables, including '2015 American Community Survey Physical Housing Characteristics for Occupied Housing Units (Units, Year Built, Rooms, Vehicles, ...)'.

ACS Data and Benchmarking Community Housing Stock Sustainability

The screen shows the owner and renter occupied housing units, the approximate time periods in which the structures were built and the approximate percentages of the total structures in each time period.

1 Community Facts 2 Table Viewer



S2504 | PHYSICAL HOUSING CHARACTERISTICS FOR OCCUPIED HOUSING UNITS 
2011-2015 American Community Survey 5-Year Estimates

Table View 

Actions:  Modify Table |  Bookmark/Save |  Print |  Download |  Create a Map

Tell us what you think. Provide feedback to help make American Community Survey data more useful for you.

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces an

Versions of this table are available for the following years:

2015 

2014

2013

2012

2011

2010

2009

Subject	Hyannis village, Nebraska					
	Occupied housing units		Owner-occupied housing units		Renter-occupied housing units	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Occupied housing units	97	+/-20	88	+/-19	9	+/-10
UNITS IN STRUCTURE						
1, detached	85.6%	+/-9.8	90.9%	+/-8.1	33.3%	+/-41.8
1, attached	0.0%	+/-18.5	0.0%	+/-20.2	0.0%	+/-77.5
2 apartments	5.2%	+/-7.9	0.0%	+/-20.2	55.6%	+/-55.6
3 or 4 apartments	1.0%	+/-3.6	0.0%	+/-20.2	11.1%	+/-34.2
5 to 9 apartments	0.0%	+/-18.5	0.0%	+/-20.2	0.0%	+/-77.5
10 or more apartments	0.0%	+/-18.5	0.0%	+/-20.2	0.0%	+/-77.5
Mobile home or other type of housing	8.2%	+/-7.4	9.1%	+/-8.1	0.0%	+/-77.5
YEAR STRUCTURE BUILT						
2014 or later	0.0%	+/-18.5	0.0%	+/-20.2	0.0%	+/-77.5
2010 to 2013	1.0%	+/-1.9	1.1%	+/-2.2	0.0%	+/-77.5
2000 to 2009	1.0%	+/-2.2	0.0%	+/-20.2	11.1%	+/-23.1
1980 to 1999	8.2%	+/-7.6	9.1%	+/-8.3	0.0%	+/-77.5
1960 to 1979	13.4%	+/-7.1	12.5%	+/-6.7	22.2%	+/-45.1
1940 to 1959	14.4%	+/-9.3	15.9%	+/-10.9	0.0%	+/-77.5
1939 or earlier	61.9%	+/-12.6	61.4%	+/-12.2	66.7%	+/-51.1
ROOMS						
1 room	1.0%	+/-3.6	0.0%	+/-20.2	11.1%	+/-34.2
2 or 3 rooms	0.0%	+/-18.5	0.0%	+/-20.2	0.0%	+/-77.5
4 or 5 rooms	58.8%	+/-11.7	58.0%	+/-12.3	66.7%	+/-49.9
6 or 7 rooms	17.5%	+/-9.3	18.2%	+/-9.8	11.1%	+/-20.0
8 or more rooms	22.7%	+/-10.3	23.9%	+/-11.0	11.1%	+/-25.8
BEDROOMS						
No bedroom	1.0%	+/-3.6	0.0%	+/-20.2	11.1%	+/-34.2
1 bedroom	2.1%	+/-2.6	2.3%	+/-2.9	0.0%	+/-77.5
2 or 3 bedrooms	80.4%	+/-8.5	79.5%	+/-9.5	88.9%	+/-34.2
4 or more bedrooms	16.5%	+/-8.5	18.2%	+/-9.5	0.0%	+/-77.5
COMPLETE FACILITIES						
With complete plumbing facilities	100.0%	+/-18.5	100.0%	+/-20.2	100.0%	+/-77.5
With complete kitchen facilities	100.0%	+/-18.5	100.0%	+/-20.2	100.0%	+/-77.5
VEHICLES AVAILABLE						

The “Physical Housing Characteristics for Occupied Housing Units” screen above shows the owner and renter occupied housing units, the approximate time periods in which the structures were built and the approximate percentages of the total structures in each time period.

1. The data from this screen can be used to determine the approximate age of the housing units in the community within the indicated cohorts. This is done by multiplying the owner-occupied housing units by the percentage in the indicated cohort.
2. The screen indicates there are 88 owner-occupied housing units in the community and 61.4% of them were built in 1939 or earlier. Multiplying these two numbers indicates that approximately 54 of the housing units in the community are over 75 years old.
3. Multiplying the number of owner-occupied housing units by each Year Structure Built cohort will provide an approximation of the aging of the housing structures in the community.

These numbers will give an indication of the potential for housing renovation needed in the community as well as whether or not there is a need for new housing to be built in the community.

The community should consult with Central Nebraska Economic Development District staff to determine the next step(s).

Housing Windshield Assessment Guide

It is a helpful step for a rural community to complete Housing Windshield Assessments to understand community housing needs, identify areas for redevelopment, and develop programs and support to improve existing housing stock.

Community volunteers travel throughout to inventory the exterior condition of homes and potential uses for vacant lots. These surveys are then compiled in the Housing Windshield Assessment Results which is important data about the condition of the current housing stock, potential for investment in improvement of the housing stock, and specific needs.

A Housing Windshield Assessment is an exterior review only. It is recommended that this tool be utilized with a Housing Survey for Residents that includes perceptions of tenants and homeowners on the needs for improvements including both the exterior and interior of the home and the income demographic of the households.

Surveyors should consider the condition of the following during your assessment:

- Foundation,
- Roof,
- Windows,
- Doors,
- Siding,
- Porch,
- Overall visual impression of the home.

It can be difficult to categorize the exterior condition of a home using only four (4) definitions. In order to compile and utilize this qualitative data to guide community decision making, it is important to make your best efforts to do so in an objective and consistent manner. The purpose of the next section of this guide is to provide descriptions and visual examples of each Housing Condition Rating to assist you with consistency in your review.

Overall Housing Condition Rating (select one for each home)

Excellent: Homes in excellent condition have solid roofs, foundations, and contribute positively to your community's housing stock.



Satisfactory: Homes in satisfactory condition are structurally sound, but may need minor repairs such as new shingles, paint, concrete steps, or doors that need replacing; does not detract from the neighborhood but does have deferred maintenance issues.



Major Wear: Homes typically have substantial wear such as a sagging roof, missing or rotted siding, rotting windows, and a sagging porch; appears “tired” and gives negative impression of neighborhood.



Dilapidated: Homes are in an overall unsatisfactory condition, with a crumbling foundation, broken or rotted windows and doors, or sagging roof; has extended its life beyond normal expectancy & is a safety/health hazard.



Community Windshield Housing Assessment

Address: _____ **Photo ID#:** _____

Surveyor: _____

Date: _____

Email: _____ **Phone:** _____

- 1. Type of Structure:**
- Vacant Lot (go to #6)
 - Single Family Public Housing
 - Duplex 5+ Units
 - Triplex/Fourplex Mobile Home
 - Above Commercial Space

- 2. Occupancy status:**
- Occupied Vacant, Availability Unknown
 - Vacant Available Abandoned
 - Vacant Unavailable Unknown

- 3. Tenure:** Owner Occupied
- (or intent if vacant) Tenant Occupied
- Unknown

- 4. How would you rate the residence?**
- Excellent:** Homes in excellent condition have solid roofs, foundations, and contribute positively to your community's housing stock.
- Satisfactory:** Homes in satisfactory condition are structurally sound, but may need minor repairs such as new shingles, paint, concrete steps, or doors that need replacing; does not detract from the neighborhood but does have deferred maintenance issues.
- Major wear:** Homes typically have substantial wear such as a sagging roof, missing or rotted siding, rotting windows, and a sagging porch; appears "tired" and gives negative impression of neighborhood.
- Dilapidated:** Homes are in an overall unsatisfactory condition, with a crumbling foundation, broken or rotted windows and doors, or sagging roof; has extended its life beyond normal expectancy & is a safety/health hazard.

- 5. Is this structure in need of repair? (mark all that apply)**
- Exterior Painting Porch Repair
 - Siding Door Replacements/Repairs
 - New Roof/Shingles Window Replacement/Repair
 - Foundation Repair

- 6. Is the vacant lot appropriate for a new residential structure:** Yes
- No

- 7. Appropriate for what type of structure? (mark all that apply)**
- Single Family 5+ Units
 - Duplex Mobile Home
 - Triplex/Fourplex Above Commercial Space

Physical characteristics (steep inclines, rocky terrain, flat):

Community Windshield Housing Assessment

Address: _____ **Photo ID#:** _____

Surveyor: _____

Date: _____

Email: _____ **Phone:** _____

- 1. Type of Structure:**
- Vacant Lot (go to #6)
 - Single Family Public Housing
 - Duplex 5+ Units
 - Triplex/Fourplex Mobile Home
 - Above Commercial Space

- 2. Occupancy status:**
- Occupied Vacant, Availability Unknown
 - Vacant Available Abandoned
 - Vacant Unavailable Unknown

- 3. Tenure:** Owner Occupied
- (or intent if vacant) Tenant Occupied
- Unknown

- 4. How would you rate the residence?**
- Excellent:** Homes in excellent condition have solid roofs, foundations, and contribute positively to your community's housing stock.
- Satisfactory:** Homes in satisfactory condition are structurally sound, but may need minor repairs such as new shingles, paint, concrete steps, or doors that need replacing; does not detract from the neighborhood but does have deferred maintenance issues.
- Major wear:** Homes typically have substantial wear such as a sagging roof, missing or rotted siding, rotting windows, and a sagging porch; appears "tired" and gives negative impression of neighborhood.
- Dilapidated:** Homes are in an overall unsatisfactory condition, with a crumbling foundation, broken or rotted windows and doors, or sagging roof; has extended its life beyond normal expectancy & is a safety/health hazard.

- 5. Is this structure in need of repair? (mark all that apply)**
- Exterior Painting Porch Repair
 - Siding Door Replacements/Repairs
 - New Roof/Shingles Window Replacement/Repair
 - Foundation Repair

- 6. Is the vacant lot appropriate for a new residential structure:** Yes
- No

- 7. Appropriate for what type of structure? (mark all that apply)**
- Single Family 5+ Units
 - Duplex Mobile Home
 - Triplex/Fourplex Above Commercial Space

Physical characteristics (steep inclines, rocky terrain, flat):



Housing Study-Lite: Purpose of Surveys

Overall HSL Toolkit: *Designed to provide community leaders a template for collecting and compiling data.* This data will be helpful to understand the status of housing stock in the community and the wants and needs of current and potential residents. Results may provide evidence to seek a variety of programs and private investment, including owner occupied rehabilitation funding, investment in new single family or multi-family housing, down payment assistance, etc.

Household Survey: *Determine housing status of current residents including preferences, intentions and barriers.* Develop a profile of types and number of households seeking to change their current housing as well as barriers preventing the change: owners seeking to renovate, upgrade, downsize; renters seeking to own; renters seeking change in rental. With the inclusion of demographic information, not only will the overall housing wants/needs be identified, but also the wants/needs of specific population segments in the community, such as young families or baby boomers.

Resident Employee Survey: *Identify if the community is missing an opportunity to house employees that would like to live local – but housing is an impediment.* Develop a profile of types of households that don't currently reside in the community, but prefer to live in the community to help leaders discover the types of housing that are needed to be developed in the community.

- 1) Determine the reason employees commute/are they interested in moving to the community
 - a. Is housing a factor? (availability, cost, etc.)
- 2) If availability is a factor:
 - a. What type of housing would employees seek?
 - i. Apartment, Single family, Duplex, etc.
 - ii. Number of bedrooms
 - iii. Preference to rent or own
 1. If prefer to own, are there barriers to ownership?
 - a. If yes, are they interested in DPA?
 - b. Ability to pay (income)
- 3) Is it important to know how far they commute?

Employer Survey: *Determine if housing is a factor in their hiring ability and decisions to expand.*

- 1) Determine if local housing availability impacts their current ability to hire
 - a. If yes, determine wage ranges of jobs to fill (housing affordability)
- 2) Determine if business seeks to expand/add workforce
 - a. Determine if local housing availability is impacting decision to expand
 - i. If yes, determine wage ranges of jobs to fill (housing affordability)
- 3) Inquire about employer assisted housing programs
 - a. FHLB survey has list of possible subjects to address
- 4) Employment opportunities in the area

Landlord Survey: *Develop a profile of landlords interested in rental rehab assistance.* Also provides information to compare to Renter information. Develop a profile of households inquiring, what is being sought, and what is sought that is not being fulfilled.

Realtor/Lender Survey: *To develop a profile of households interested in moving to the “community” and a profile of housing gaps, i.e.: type of housing that is being sought but not found.*

Getting Started on a Community Survey

In order to conduct a meaningful housing study, it is important to determine the relevant parties to be surveyed. Options include: households, employers, employees, realtors, and residential property owners.

- 1) Determine who is conducting the survey: housing committee, City/Village Board, etc.; determine who will sign the cover letter that goes with each survey.
- 2) Determine which surveys will be conducted.
- 3) Determine who will be responsible for entering the data from the paper surveys into the database and/or reporting.
- 4) Set dates:
 - a. Date surveys will be distributed.
 - b. Date surveys are to be returned.
 - c. Target date for report completion.
- 5) Determine if the survey will be distributed only within the corporate limits of your community or if there is a rural population that will be surveyed as well. If rural patrons are to be surveyed, consider how to best reach them: mail, personal distribution, etc.
- 6) Prepare a list of all recipients for each survey.
 - a. For Households: Put together a list of all households to be surveyed, typically from a utility list, eliminating all the businesses and identifying all vacancies; a utility list is optimal.
 - b. Determine how surveys will be distributed: mail, hand deliver, insert with utility bills, etc.
 - c. Determine how completed surveys will be gathered: ask recipients to mail them back in a postage paid envelope, ask recipients to mail them back or deliver them to a designated office in their own envelope, have volunteers pick them up, etc.
- 7) Identify how publicity will be conducted and who will be responsible: newspaper, posters, utility inserts, community sign, school newsletter, etc.
 - a. Articles in the local paper each week for 3 weeks prior to the survey distribution is recommended.
- 8) Prepare cover letter and get appropriate signature(s).
- 9) Make appropriate number of copies of each survey and cover letters.
- 10) Distribute surveys according to the plan.

SAMPLE LETTER FOR HOUSEHOLD SURVEY

DATE

Dear CITY/VILLAGE Resident,

CITY/VILLAGE community leaders are requesting your participation in completing the attached questionnaire. This survey information will be used to:

- Help CITY/VILLAGE community leaders and our elected officials develop a housing plan,
- Identify housing projects that will meet the needs of our community, and
- Provide information to pursue funds for housing projects through state, federal, and private sources.

Please return this survey, **sealed in the envelope provided**, to the CITY/VILLAGE Office, ADDRESS, **by DATE**.

The information you provide will be kept confidential and anonymous, all results are shown in aggregate. If you have questions, please contact: **LIST CONTACT BELOW**

The results of this survey will be presented to our community at a Town Hall Meeting in the future (can provide date). Your cooperation and assistance in this community development planning process is greatly appreciated! Remember, this survey is very important in identifying housing projects and funding for which CITY/VILLAGE and CITY/VILLAGE residents may qualify!

Sincerely,

Community Housing Survey for Households

This survey is being conducted as part of a housing study to address housing strategies within the **Village**. Please take a few moments to complete this survey and return **per instructions in the cover letter**. The data collected from this and other assessment tools will be aggregated and individual responses will remain anonymous.

Please fill in marks like this: ● NOT like this: ✗ ✎ ✎

1. Do you live in: A house
An apartment
Public/assisted housing

2. Which of the following best describes your household?
 One elderly* person living alone
 One non-elderly person living alone
 Married couple with children
 Married couple without children
 Single parent with children
 Includes at least one person unrelated to me
 Other (please explain) _____
**Elderly is considered age 65 and above*

3. How many bedrooms are in your home?
 1 3 5+
 2 4

4. Do you pay more than 30% of your income towards housing (rent/mortgage plus utilities)? Yes
No

5. Do you think the **Village** has any of the following housing problems? (mark all that apply)
 Not enough affordable houses for sale
 Not enough affordable rental units
 Not enough subsidized/assisted housing
 Not enough housing for the elderly
 Too much poor quality housing
 Too much vacant/abandoned housing

6. How would you rate your residence?
Excellent: solid roofs, foundations, and contributes positively to **Village**'s housing stock
Structurally sound: may need minor repairs such as shingles, paint, concrete steps, or new doors
Substantial wear: such as sagging roof, missing or rotted siding, rotting windows, sagging porch
Overall unsatisfactory condition: with a crumbling foundation, windows and doors that are broken or rotted, or sagging roof

7. If your dwelling is in need of repair, please check why: (mark all that apply)
 water heater floor repairs/finishes
 electrical system insulation/weatherization
 exterior painting heating & cooling system
 porch repair door replacements/repairs
 new roof/shingles window replacement/repair
 plumbing bathroom improvements
 foundation repair wall & ceiling finishes

8. Do you own or rent your home? Own
Rent

For Owners Only. Renters go to #14.

9. In which decade was your home built?
 before 1950 1970s 2000-2009
 1950s 1980s 2010 or after
 1960s 1990s

10. Would you be willing to apply for cost sharing assistance to rehabilitate your home? Yes
No

11. Have you considered changing your residence to upgrade or downsize? Upgrade
Downsize
(If no, skip to #14) No

12. If you've considered changing your residence, which type of housing would you prefer? (select only one)
 No preference Duplex Townhouse
 Single family home Apartment

13. What barriers keep you from changing your residence? (mark all that apply)
 Lack of a down payment
 Lack of available housing
 Lack of available lot/building site
 Other

14. What do you believe is the best way to build new homes to meet housing needs due to growth?
 Build new homes in existing, partially developed areas
 Build new homes on vacant land within the city
 Build new homes in outlying areas
15. What persons or organizations do you think should be responsible for addressing growth issues? (mark all that apply)
 Builders/Developers
 Elected Officials
 Community Leaders
 Homebuyers

For Renters Only. Owners go to #31.

16. Does your current rental meet your needs? No
(skip to #18) Yes

17. If No, please indicate the primary reason: (select only one)
 Too small Location
 Too large Quality
 Cost Other

18. What are you currently paying for Rent on a monthly basis? (NOT including utilities)
 less than \$400 \$500-\$599 over \$700
 \$400-\$499 \$600-\$699

19. If other rental housing were available in **Village** which type would you prefer? (select only one)
 No preference Duplex
 Single family home Apartment



Community Housing Survey for Households (page 2)

This survey is being conducted as part of a housing study to address housing strategies within the **Village**. Please take a few moments to complete this survey and return **per instructions in the cover letter**. The data collected from this and other assessment tools will be aggregated and individual responses will remain anonymous.

Please fill in marks like this: ● NOT like this: ✗ ✎ ✎

20. How long do you plan to continue renting?

- Less than 1 year 6-10 years
 1-2 years More than 10 years
 3-5 years

21. Within what range are you willing and able to pay for rent or a mortgage payment?

- Less than \$250/month \$750 to \$1,000/month
 \$250 to \$500/month \$1,000 to \$1,500/month
 \$500 to \$750/month Over \$1,500/month

22. Have you experienced any of the following difficulties in housing yourself or your family? (mark all that apply)

- Shortage of affordable housing units
 Available, affordable homes are of poor quality or too small
 Don't have enough money for down payment
 Can't qualify for a mortgage at today's interest
 Trouble qualifying for home financing due to credit rating
 Lack of information about home buying process
 Other (please explain) _____

23. Which one difficulty above do you consider the biggest barrier? _____

24. If lack of a down payment is a barrier to owning a home, would you be interested in government-backed down payment loan assistance?

- Yes
 No

For Landlords of Rental Units in Village Only.

25. How many residential rental properties do you own?

(If you do not own rental property, skip to #31.)

- 1 3 5 or more
 2 4

26. What is the range of monthly rents that you charge?

- less than \$400 \$500-\$599 over \$700
 \$400-\$499 \$600-\$699

27. Do rent payments include utilities?

- Yes
 No

28. What is the average tenure of your tenants?

- less than 1 year
 1-3 years
 more than 3 years

29. How difficult is it to find tenants?

- Very difficult
 Somewhat difficult
 Not very difficult
 Not difficult at all

There are rental rehabilitation cost sharing programs that may be available, however utilizing such programs to improve your rental units requires making the rehabilitated units available only to income eligible tenants for a limited time period.

30. Would you be interested in applying for rental rehab funds with this requirement?

- Yes
 No

Demographics (all complete)

31. What is the age of your head-of-household?

- Under 19 35-44 65-74
 19-24 45-54 75-84
 25-34 55-64 85 or older

32. Where do you live?

- Inside city limits
 Outside city limits

33. If employed, where is your job?

First Adult

Second Adult

- Not employed/Retired Not employed/Retired
 Employed in **Village** Employed in **Village**
 Employed elsewhere Employed elsewhere

These next two questions must be answered for possible funding purposes. **NO ONE IN VILLAGE WILL SEE THESE SURVEYS!** Please be honest when answering.

34. How many persons are there in your family*?

- 1 2 3 4 5 6 7 8+

*Family as defined by HUD is "all person(s) living in the same household who are related by birth, marriage or adoption." An individual living in a housing unit that contains no other persons related to him/her is considered to be a one-person family for this purpose; however, a dependent who is living outside of the home (e.g. students living in a dormitory or other student housing) is considered for these purposes to be part of the family upon which he/she is dependent, even though he/she is living in another housing unit. Adult children who live at home with their parents are considered to be part of the family for this purpose and their income must be counted in determining the total family income.

35. What is the combined annual income* of all family members residing at this address?

- *Income should be defined as all monies received by all members of the family who are age 15 or older, including gross wages and salaries, bonuses, tips, interest, dividends, social security, other retirement, supplemental security income, welfare, disability, VA payments, unemployment, alimony, etc. A family that is involved in a business where the finances are interrelated with the family budget (such as a farmer) should consider their income as net after expenses, as reported to the Internal Revenue Service.
- Less than \$35,100
 \$35,101 - \$40,100
 \$40,101 - \$45,100
 \$45,101 - \$50,100
 \$50,101 - \$54,150
 \$54,151 - \$58,150
 \$58,151 - \$62,150
 \$62,151 - \$66,150
 more than \$66,150

*The CNEDD's Housing Study-Lite Community Housing Assessment is based on the state-wide Community Needs Assessment originally developed and used by the Center for Entrepreneurship and Rural Development (formally known as the Center for Rural Research and Development) at the University of Nebraska (1998).

Community Housing Survey for Employees

The **Village of Community** requests your help in conducting a housing study to address housing strategies within the **Village**. Please take a few moments to complete this survey and return to your manager/HR department by **date**. The data collected from this and other assessment tools will be presented to the public at a later date, all data will be aggregated and individual responses will remain anonymous.

Please fill in marks like this: ● NOT like this: ✗ ✎ ✎

1. Do you live in the community? Yes* No

2. How many miles do you live from your workplace?
Under 10 miles 10-19 miles 20 or more

3. If your desired housing was available, would you move to/move within the community? Yes No*

(If you live in the community and you are not willing to move within the community, stop here and turn in your survey. Thank-you!)

4. If you commute to work and you are NOT willing to move to **Community**, please state reason(s):
Moving doesn't work for I prefer to stay in my
other adult(s) in my household home and/or community
I choose to NOT live
Children in school where where I work
I currently live Too expensive to live here

*(If you commute to work and you are NOT willing to move to **Village**, stop here and turn in your survey. Thank-you!)*

5. How many minutes does it take you to drive to work, one way? 1st Adult 2nd Adult

6. If willing to move, would you prefer to live in:
Apartment Townhouse
Single family home No preference
Duplex Other:

7. What is the maximum you would be willing to pay monthly for housing that meets your needs? \$ per month

8. How many bedrooms do you need?
One Four
Two More than four
Three

9. How many bathrooms do you need? One Two Three

10. If willing to move within/to **Community**, would you prefer to buy or rent your home? Buy Rent*

**(If Rent, please skip to Question #12)*

11. If interested in buying, which of the following are barriers to ownership? (Please mark all that apply.)

- Lack of down payment
- Lack of available housing
- Lack of available lot and/or building site
- Other:

If lack of down payment is a barrier, would you be interested in down payment loan assistance?

12. Employer Assistance? Definitely Probably Probably not Definitely not

13. Government backed? Definitely Probably Probably not Definitely not

14. How important is a "move in ready" home versus a house needing minor repairs?

- Very Not very
- Somewhat Not at all

15. What is the age of your head-of-household?

- Under 19 35-44 65-74
- 19-24 45-54 75-84
- 25-34 55-64 85 or older

16. How many persons are there in your family*, including yourself?

- 1 2 3 4 5 6 7 8+

17. What is the combined annual income of all family members residing in your home? (This information is used to determine price of housing in demand)

- *Income is all monies received by adult members of the family, including gross wages and salaries, bonuses, tips, interest, dividends, social security, other retirement, supplemental security income, welfare, disability, VA payments, unemployment, alimony, etc. A family that is involved in a business where the finances are inter-related with the family budget such as a farmer should consider their income as net after expenses, as reported to the Internal Revenue Service.
- Less than \$38,550
- \$38,551 - \$44,050
- \$44,051 - \$49,550
- \$49,551 - \$55,050
- \$55,051 - \$59,500
- \$59,501 - \$63,900
- \$63,901 - \$68,300
- \$68,301 - \$72,700
- more than \$72,700

18. Do you have any comments you wish to share regarding housing in **Community**?

Community Housing Survey for Employers

Housing that meets the needs of a community for all citizens, including workforce, is vital to a community's ability to grow businesses and attract families to live and work. Employer surveys will help determine if housing is a factor in their ability to hire and make decisions about future expansion of their business, as follows: 1. Determine if local housing availability impacts their current ability to hire and if so, helps to determine wage ranges of jobs to fill (housing affordability). 2. Determine if the business seeks to expand/add workforce, and whether or not local housing availability will have an impact on a decision to expand, as well as the wage ranges of jobs to meet those expansion plans. 3. Provide information about employer-assisted housing programs, including any existing programs, as well as interest by employer to adopt an employer-assisted housing program.

Please fill in marks like this: ● NOT like this: ✗ ✎ ✎

1. How many full- or part-time individuals are employed by your company?

Full-time employees _____
 # Part-time employees _____

2. How many full- or part-time positions remain unfilled at your company?

Full-time vacant positions _____
 # Part-time vacant positions _____

3. How big of a problem is housing as you work to recruit employees or consider expansion of your business?

- Minor
- Moderate
- Serious
- Critical
- No problem

4. How many employees commute over 40 miles to work?

Entry Level _____
 # Mid-level Management _____
 # Upper Management _____

5. In order to determine the cost of housing that is affordable to employees, it is important to know local wage levels. What is the average annual salary for:

Entry Level _____
 # Mid-level Management _____
 # Upper Management _____

6. What type of company do you operate?

- | | |
|------------------------------------|-------------------------------------|
| Retail <input type="radio"/> | Manufacturing <input type="radio"/> |
| Service <input type="radio"/> | Educational <input type="radio"/> |
| Healthcare <input type="radio"/> | Government <input type="radio"/> |
| Professional <input type="radio"/> | Other <input type="radio"/> |

7. Do you have expansion plans which will require hiring additional employees within:

- Next 12 months
- 1-3 years
- More than 3 years
- No plans to expand (skip to #9)

8. Types of Employees/# to be hired for planned expansion:

Entry Level _____
 # Mid-level Management _____
 # Upper Management _____

9. Are you experiencing any of the following problems in your company? (Please rank each problem as follows:

Mi=minor, Mo=moderate, S=serious, C=critical, or dk=don't know/no opinion)

	Mi	Mo	S	C	dk
Employee recruitment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee Turnover	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
High training costs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Worker inefficiencies from long commutes to work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lack of skilled workforce	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

10. Do you provide assistance to your employees in the following areas?

	Yes	No
Assist employees with housing search	<input type="radio"/>	<input type="radio"/>
Subsidize employee rent	<input type="radio"/>	<input type="radio"/>
Rent company-owned units to employees	<input type="radio"/>	<input type="radio"/>
Down payment assistance for employees purchasing a home	<input type="radio"/>	<input type="radio"/>
Other, please identify below	<input type="radio"/>	<input type="radio"/>

11. In your opinion, the overall availability of workforce housing creates what type of problem in your community:

- No problem
- Minor
- Moderate
- Serious
- Critical

Thank you for your input. Please provide your company information and any additional comments, below.

Company Name _____
 Address _____
 City, State Zip _____
 Owner/CEO _____
 Human Resource Contact _____
 Phone (Landline) _____
 Phone (Mobile) _____

Additional Comments:



Community Housing Survey for Realtors

This survey is being collected as part of a housing study to address housing strategies within our community. Please take a few moments to complete this survey; the data collected from this and other assessment tools will be aggregated and individual responses will remain anonymous.

Please fill in marks like this: ● NOT like this: ✗ ✎ ✎

1. What types of dwellings are most in demand in your community?

Please rank, highest need (1) to lowest need (4)

- | | | |
|----|---------------------------|----------------------|
| 1. | Single Family to Own | <input type="text"/> |
| 2. | Townhouse to Own | <input type="text"/> |
| 3. | Rentals (house or duplex) | <input type="text"/> |
| 4. | Apartments | <input type="text"/> |

2. The majority of your sales this past year have been to individuals who are employed in: (Please select one)

- Manufacturing
- Retail
- Education
- Government
- Medical
- Service
- Other (explain)
-

3. What percentage of your clients in the past 12 months were relocating to the community?

- 1-10%
- 11-20%
- 21-30%
- Over 30%

4. What percentage of your listings in the past 12 months were due to home owners moving to assisted living units or an estate sale?

- 1-10%
- 11-20%
- 21-30%
- Over 30%

5. What barriers are potential buyers encountering in purchasing a home?

Please rank, highest (1) to lowest (6)

- | | | |
|----|--------------------------------------|----------------------|
| 1. | Affordability | <input type="text"/> |
| 2. | Lack of a Down Payment | <input type="text"/> |
| 3. | Desired housing features unavailable | <input type="text"/> |
| 4. | Price Range | <input type="text"/> |
| 5. | Unable to Obtain Loan | <input type="text"/> |
| 6. | Lack of Housing | <input type="text"/> |

6. What price range is the most desired by potential buyers? (Select one)

- | | |
|---|---|
| Less than \$100,000 <input type="radio"/> | \$175,001-\$200,000 <input type="radio"/> |
| \$100,000-\$150,000 <input type="radio"/> | \$200,001-\$250,000 <input type="radio"/> |
| \$150,001-\$175,000 <input type="radio"/> | More than \$250,000 <input type="radio"/> |

7. Does your current market provide adequate housing stock?

- Yes
- No

8. Please indicate the supply of the following price ranges:

	Short Supply	Adequate Supply	Abundant Supply
Less than \$100,000	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
\$100,000-\$150,000	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
\$150,001-\$175,000	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
\$175,001-\$200,000	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
\$200,001-\$250,000	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
More than \$250,000	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. From a buyer's perspective, what are the primary needs of homebuyers?

Please rank the top 5, highest need (1) to lowest need (5)

- | | | |
|-----|------------------------------|----------------------|
| 1. | Age of the House | <input type="text"/> |
| 2. | Community Amenities | <input type="text"/> |
| 3. | Green Space | <input type="text"/> |
| 4. | Location to Employment | <input type="text"/> |
| 5. | Location to Schools | <input type="text"/> |
| 6. | Neighborhood | <input type="text"/> |
| 7. | Number of Bedrooms/Bathrooms | <input type="text"/> |
| 8. | Proximity to Retail | <input type="text"/> |
| 9. | Square Footage | <input type="text"/> |
| 10. | Style of the House | <input type="text"/> |

10. Are prospective buyers pre-qualified before shopping for a home?

- Yes
- No

11. Potential buyer(s) with whom you work are unable to purchase due to: (Please mark all that apply)

1. Credit History
2. Employment History
3. Need to Sell Current Home
4. Lack of Housing in Community

12. In the past 12 months, have you had a high number of requests/inquiries about rentals?

- Yes
- No
- If no, skip to #14

13. If yes, approximately how many requests per

- less than 5
- 5-10
- 10-20
- 20+

14. What is the number of bedrooms renters are seeking?

- 1
- 2
- 3
- 4 or more

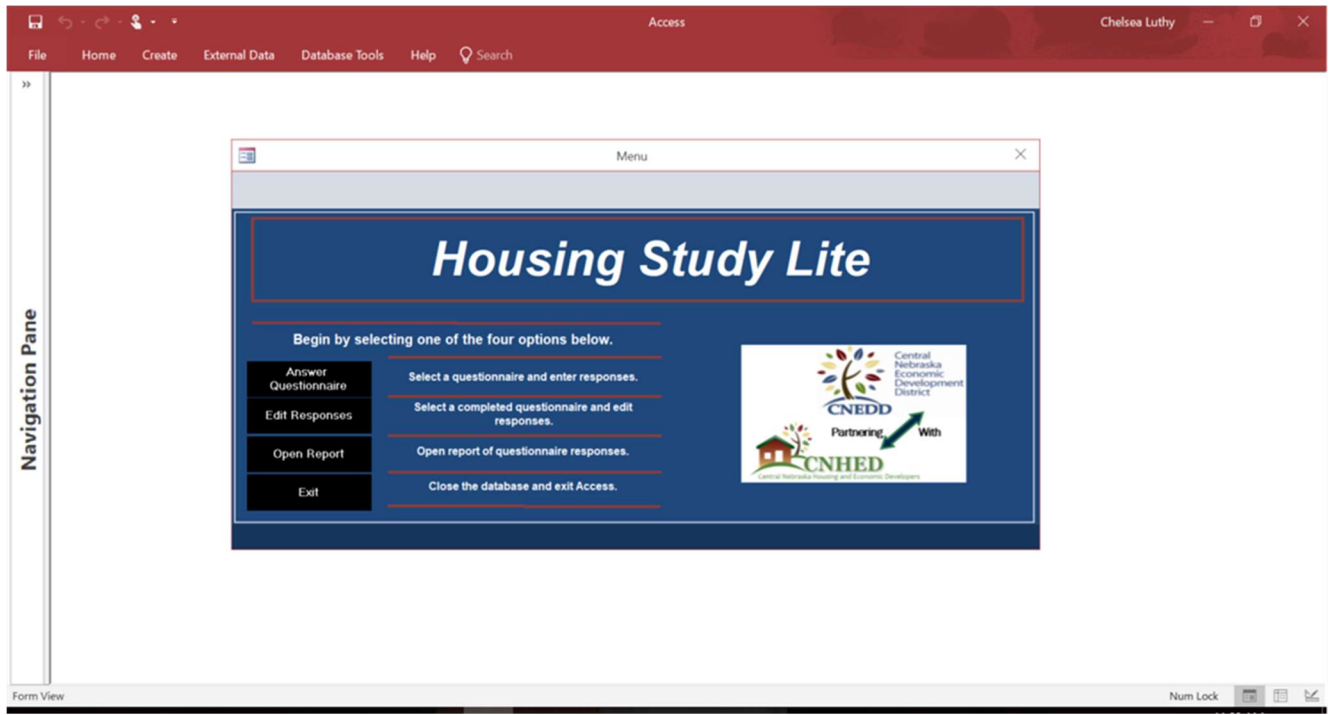
15. What is the price range renters are seeking?

- less than \$400
- \$400-\$499
- \$500-\$599
- \$600-\$699
- \$700-\$799
- \$800 or more

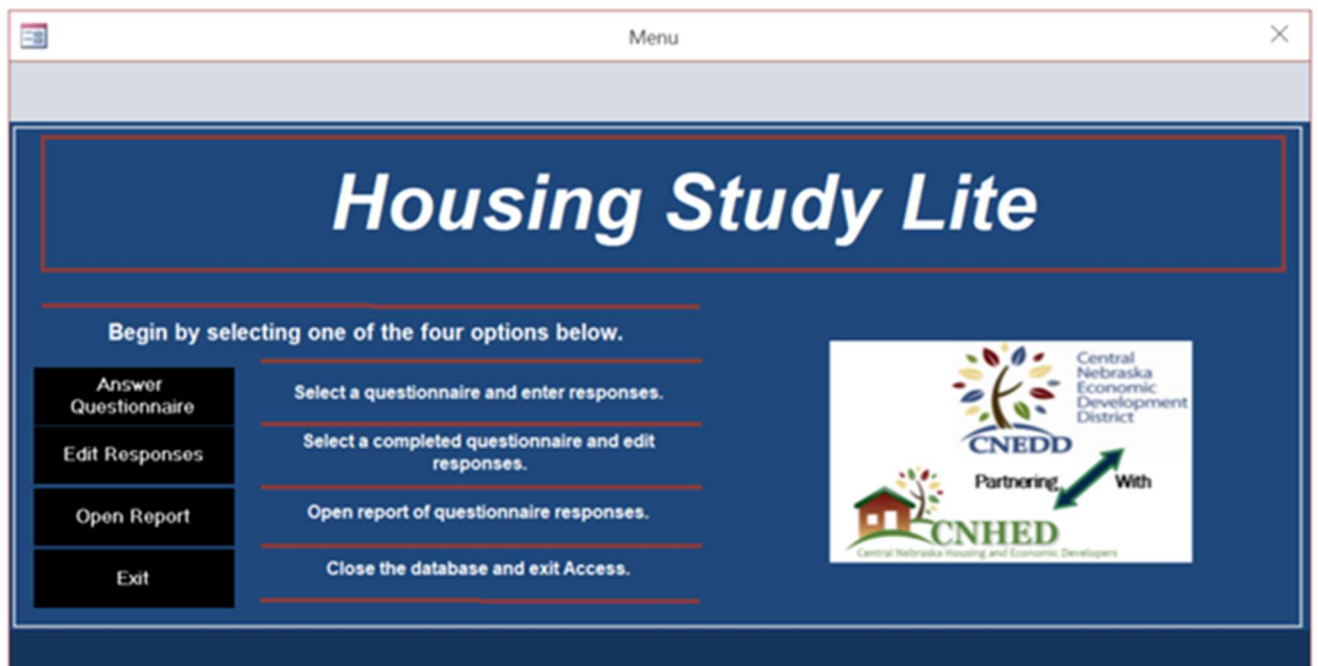
16. If tenants are not contacting local realtors for rental information, how are they obtaining that information?

Housing Study-Lite Reporting

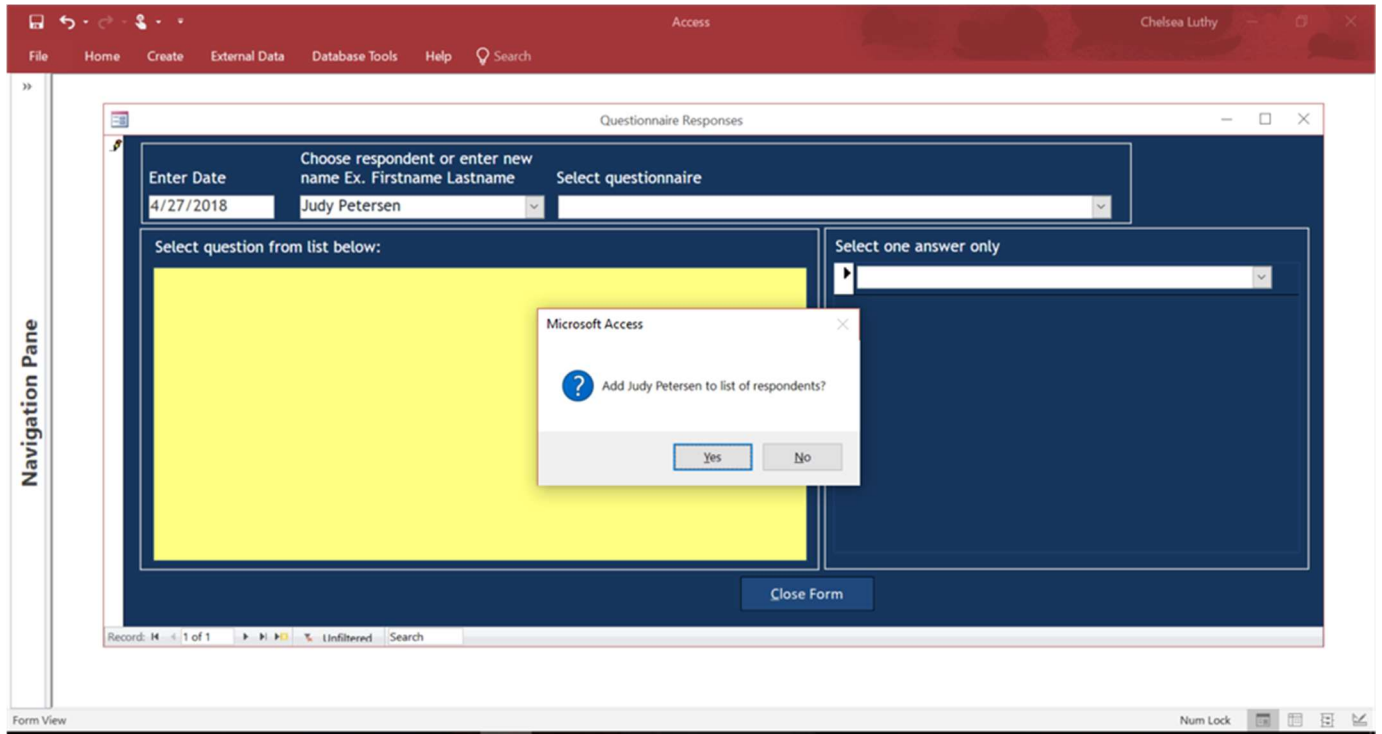
Access Database Homepage



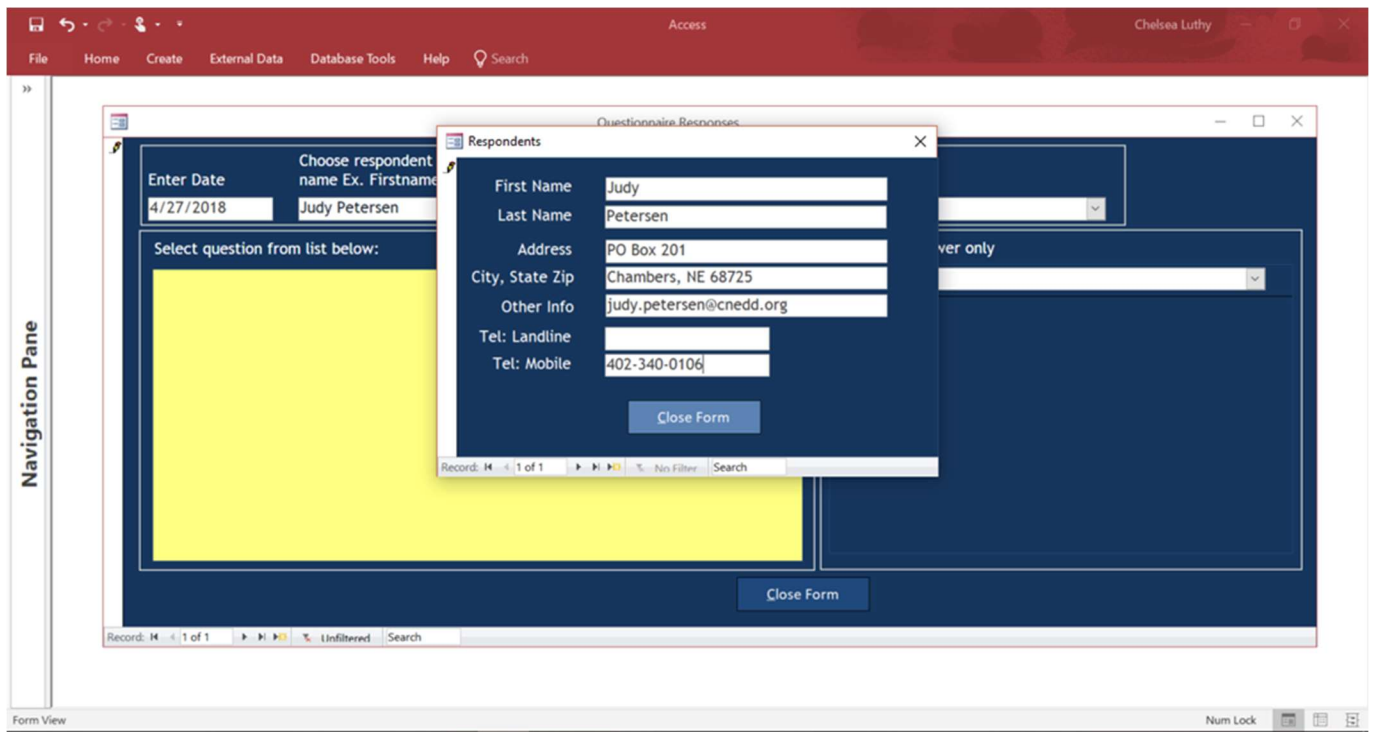
Welcome prompt – Each black button opens a separate form.



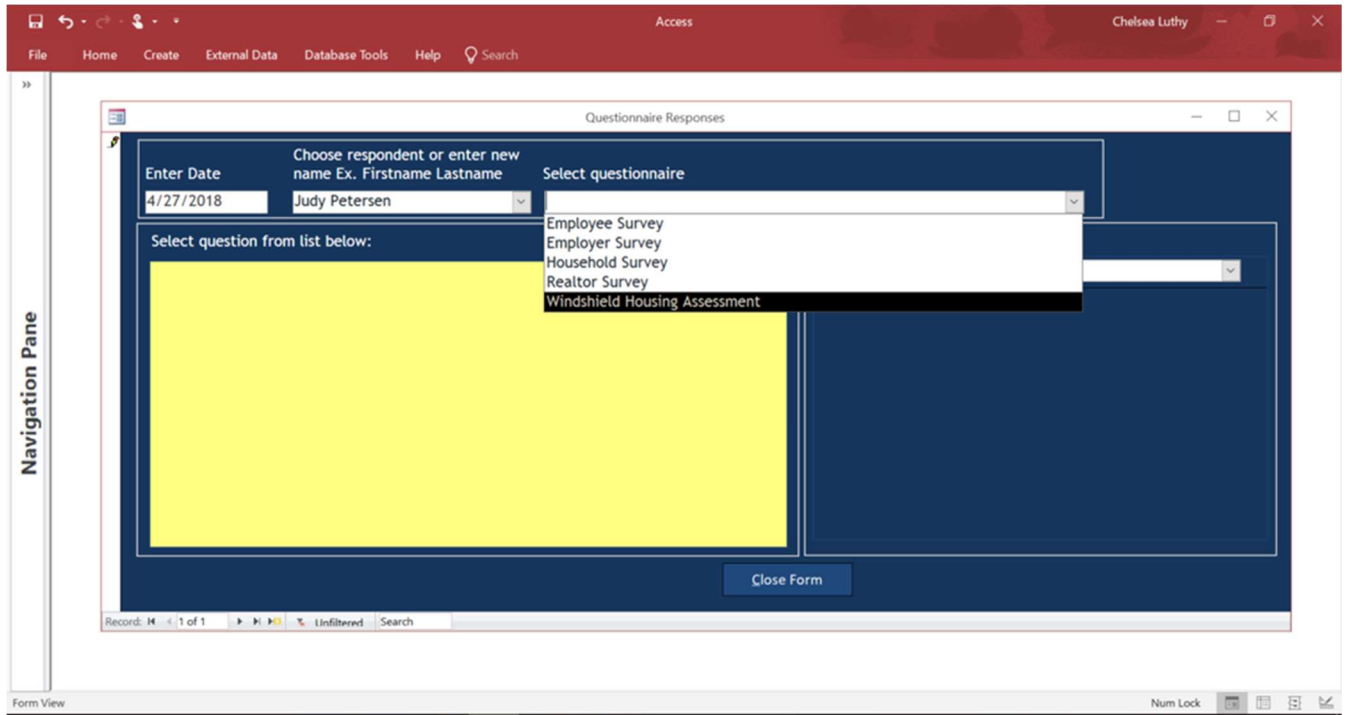
Enter the date and name of the person who took the survey or who assessed the property, in the case of the Windshield Assessment.



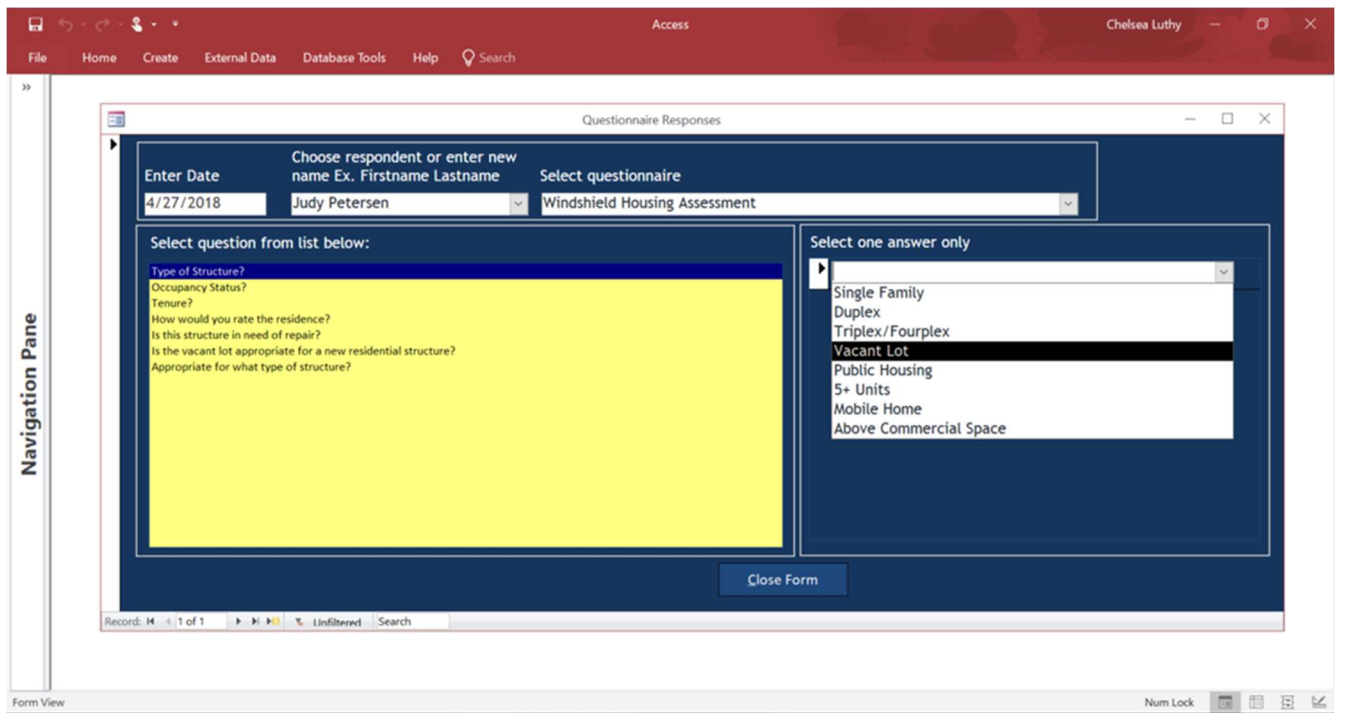
Respondent information – Every response has a place to enter respondent information.



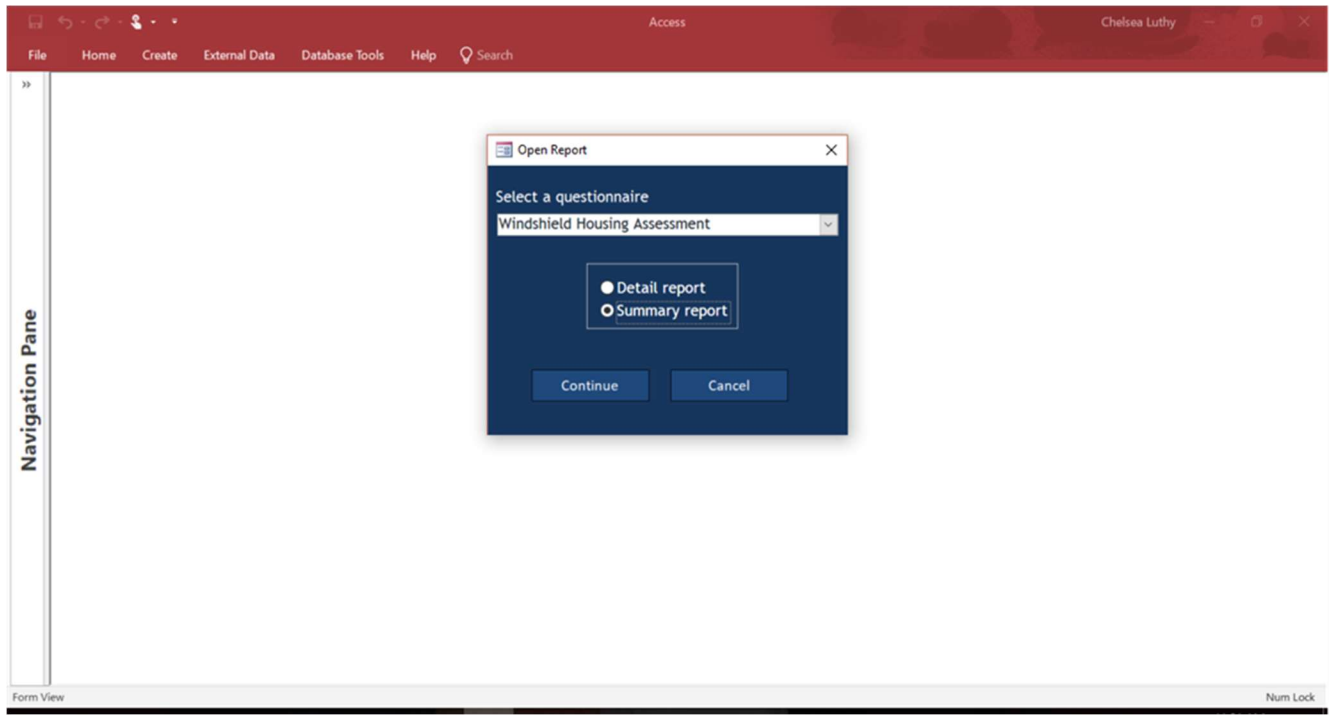
The five questionnaires referenced in this Toolkit are pre-entered into the database. Select the questionnaire.



The survey module reflects the questions from the paper survey. Highlight the question and select the corresponding prefilled drop down answer. Multiple answers can be chosen depending on the question.



Once the surveys have been entered into the database, report templates for each section of the survey can be generated from the survey results menu. This module also has options for exporting reports to PDF, Word, and Excel.

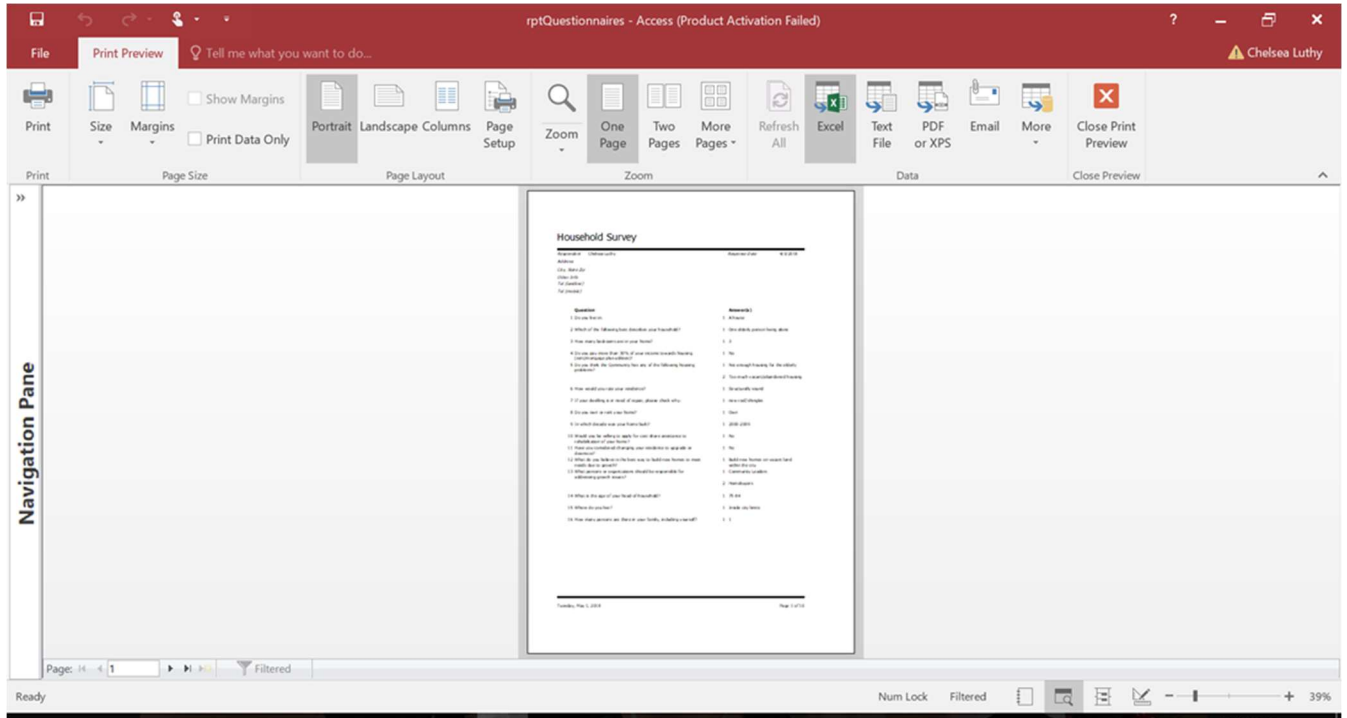


Open Report – Displays the results of the selected questionnaire in print preview format. This report can be printed directly from this prompt or exported.

Windshield Housing Assessment				
Question	Total Answers	Answer	Number Answered	Percentage of Total
Type of Structure?	6	Duplex	1	16.67%
		Mobile Home	1	16.67%
		Single Family	1	16.67%
		Vacant Lot	2	33.33%
		5+ Units	1	16.67%
Occupancy Status?	6	Abandoned	1	16.67%
		Occupied	4	66.67%
		Vacant, Availability Unknown	1	16.67%
		Unknown	1	16.67%
Tenure?	6	Tenant occupied	3	50.00%
		Owner occupied	2	33.33%
		Unknown	1	16.67%
How would you rate the condition?	5	Dismal	1	20.00%
		Excellent	2	40.00%
		Satisfactory	2	40.00%
Is this structure in need of repair?	2	New Roof/Shingles	1	50.00%
		Window Replacement/Repair	1	50.00%
Is the report not appropriate for a non residential structure?	2	No	1	50.00%
		Yes	1	50.00%
Appropriate for what type of structure?	1	Single Family	1	100.00%

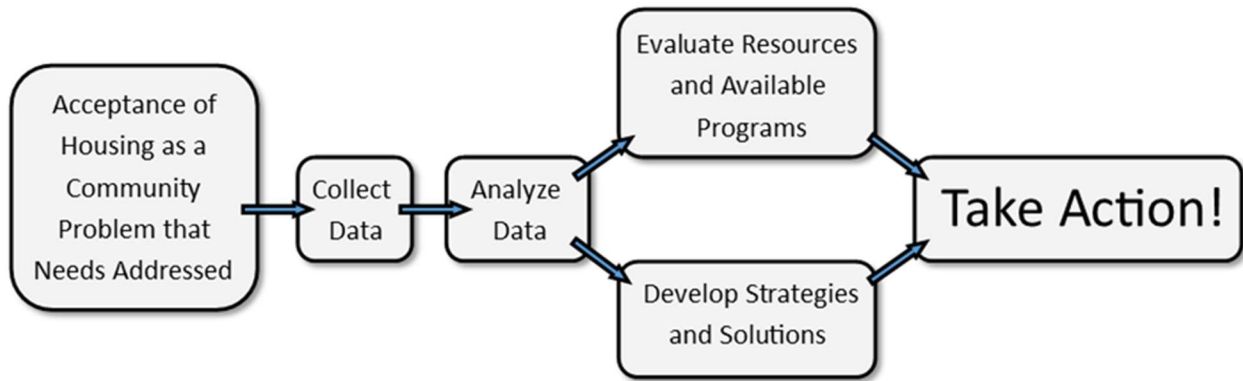
Tuesday, May 1, 2018 Page 1 of 1

The 'Export to PDF' option automatically saves and opens the report in Adobe Acrobat. Editing tools can be used within Acrobat to add text or notes to the report. The 'Export Results to Excel' option likewise opens the report into an excel format.



Final Step – Take Action!

There are options available for communities to choose to conduct one or more paper surveys on their own or get assistance from CNEDD. Communities can also choose to enter all, part, or none of the survey information into the Access database and have CNEDD perform data entry. This module will generate reports only and doesn't display graphs. However, CNEDD can create graphs to analyze data. In addition, CNEDD has the ability to gather information integrated with ArcGIS for mapping options to better serve communities in analyzing data, evaluating resources and available programs, and help develop strategies and solutions to community housing needs.



**Central Nebraska Economic Development
District**
P.O. Box 201
Chambers, NE 68725
<http://cnedd.org/>

We are social!
Find us on these social media sites:



Judy Petersen
Executive Director
402-340-0106
judy.petersen@cnedd.org

Chelsea Luthy
Community Development Specialist
402-394-1026
chelsea.luthy@cnedd.org

Tish Tielke
Finance Manager
402-336-6541
tish.tielke@cnedd.org

Rachel Flannery
Community Development Assistant
402-394-1898
rachel.flannery@cnedd.org

Acknowledgments

We'd like to thank the following for their contribution to the creation of the Housing Study-Lite Toolkit:

JHEDI (Joint Housing Economic Development Initiative) Housing Study-Lite Committee Members:

Sharon Hueftle, South Central Economic Development District, Holdrege, NE

Frances Hernandez, South Central Economic Development District, Holdrege, NE

Lara Huskey, Midwest Housing Development Fund, Omaha, NE

Judy Petersen, Central Nebraska Economic Development District, Chambers, NE

Tom Higginbotham, Northeast Nebraska Economic Development District, Norfolk, NE

Tina Engelbart, Northeast Nebraska Economic Development District, Norfolk, NE

Mike Knutson, Dakota Resources, Renner, SD

Leslie Coleman, Nebraska Department of Economic Development, Lincoln, NE

Don Gross, Metropolitan Area Planning Agency, Omaha, NE

Sara Tichota, Nebraska Housing Developers Association, Lincoln, NE

David Taladay, Lincoln, NE

Chuck Karpf, Metropolitan Area Planning Agency, Omaha, NE

The Center for Entrepreneurship and Rural Development (formally known as the Center for Rural Research and Development) at the University of Nebraska