Kansas
Department of Commerce

HAT GUIDANCE

A Housing Assessment Tool (HAT) can be completed in many different ways. A community can start with a public meeting or a small group of people interested in looking at the housing stock in their community. Some communities create a survey for distribution to gather information. Several options are acceptable but at the end of the process, you want to involve as many citizens of the community as possible. You need a group of key stakeholder to complete the HAT.

You do not want to just fill in the blanks without doing your homework or talking to a large cross section of your community. Also, one person or a small group completing the HAT does not satisfy the purpose or reach the goals of a useful HAT.

PART I: STAKEHOLDERS/ORGANIZATIONS

A. Check the box of all people involved in the development/completion of the HAT and provides the name of the individual.

B. Think regionally. Explain your City, your County and the Region. Most communities cannot survive alone so explain how this affects your housing.

C. Your local business and employers affect housing needs. Talk to at least the top five businesses or employers? What are the future plans for that business? Do they have any plans to expand? How will that effect housing? How far and how many employees do not live in your community and why? Do employers feel there is a need for housing? If so, what type of housing? If there is a deficiency, are they willing to participate in the solution? Have any of the businesses expanded recently? Do any employers have unfilled positions because of a lack of housing and do employers have employees inadequately housed?

PART 2: DEMOGRAPHICS CAN BE FOUND AT FACT FINDER

PART 3: PAST ACTIONS, CURRENT INFRASTRUCTURE, AND BASIC SERVICES

A. What has the Community done in the past in regards to housing? Only last five years, please!

B. Based on the research and conversations what do you think are the housing needs?

C. Consider the status of the current infrastructure. If your water/sewer plant is at capacity you will need to consider that before you build more homes.

D. Do you have City Codes? Are you enforcing the codes you have in place? Do you have unkempt neighborhoods or untagged vehicles?

E. Is homelessness a community issue?

F. Consider environmental issues in your community.

G. Describe basic services in your community.

H. What is special about your community? What is something that you learned that does not fit anywhere else in this assessment? Provide stories or examples of people inadequately housed.

PART 4: CONDUCT A FINAL ANALYSIS OF ALL THE DATA

HOUSING ASSESSMENT TOOL (HAT)

HOUSING ASSESSMENT TOOL (HAT) OVERVIEW

PURPOSE
The purpose of conducting a "housing assessment" is to help local communities identify strengths, weaknesses, opportunities, and priorities before allocating resources to implement strategies or tasks that will address those priorities. This assessment should be able to be completed locally. Depending upon local capacity, some communities might decide to hire a facilitator to assist, but locals should drive the process, not the facilitator. It is anticipated that communities conducting a housing assessment will use what is learned to determine goals to resolve housing issues. The community should keep in mind that this assessment is an evolving process that is subject to change depending on community issues and perspectives. Timeliness, while important, should not be the primary factor for the community in doing the assessment.

DEFINITIONS
"Strengths" refer to an area or aspect of a community that is advantageous. "Weaknesses" refer to an area or aspect of a community that may or may not need improvement based on community perspectives and/or limited resources. "Opportunities" refer to a favorable combination of circumstances that possibly will lead to an improvement after a specific action is taken. "Priorities" refer to what areas or issues a community is seeking to address first, given community preferences and/or limited local resources. "Strategy/Task" refers to the action steps taken to address a community priority to take advantage of an opportunity.

PART 1: STAKEHOLDERS / ORGANIZATIONS
A. Select Stakeholders: Please check the boxes of the individuals/groups that participated in partnerships to manage the assessment process. Check all that participated in the process and identify the person involved. Every effort should be made to make the housing assessment process as participatory as possible. A substantial citizen involvement is critical to this process and the final product.

Public Agencies

☐ City	☐ County	☐ School District
☐ Public Housing Authority	☐ Rural District	☐ Regional Planning Commission
☐ Area Agency on Aging	☐ Local Job Services	☐ County Extension
☐ Other_____	☐ Other_____	☐ Other_____

Public or Private Organizations

☐ Main Street Board	☐ Economic Development	☐ PRIDE Program
☐ Community Dev. Corp.	☐ Downtown Merchants Assoc.	☐ Chamber of Commerce
☐ Bank	☐ Utility Company	☐ Civil Club
☐ Other_____	☐ Other_____	☐ Other_____

Other Stakeholders

☐ Local Authorities   ☐ Minorities   ☐ Workers

☐ Senior Citizens   ☐ Youth   ☐ Unemployed Persons

☐ Disabled Persons   ☐ Other_____   ☐ Other_____

B. Select a regional area - You are encouraged to take a regional approach. Identify the region as it affects your housing needs. Provide a small narrative to describe your region in relationship to your City, County and entire region. Explain how the region affects the housing needs of your community.

City or Cities: _____   County: _____   Region: _____

C. Businesses/Employers - List "at least" the top five businesses/employers in the region and number of employees. Do they live in your region? Do they have adequate housing? If no, what are the needs of the employees? Are they planning any expansion or reduction in work force? How will future action affect housing needs or conditions? Is housing an issue when hiring? What are the issues? What can they contribute to solve the housing needs for their current or future employees?

Number of new jobs created in the last year: _____

Number of new jobs expected to be created in the next year: _____

Existing jobs that are unfilled because there is a lack of adequate housing: _____

Employees not living in the community where they work because there is a lack of adequate housing but who would like to live in the community: _____

Employees living in the community but who have inadequate housing and are seeking better living conditions: _____

2: DEMOGRAPHICS

Please fill in the boxes with the data requested. Numbers must add up when requested.

POPULATION CHARACTERISTICS	2010	MOST CURRENT	PERCENTAGE CHANGE	DATA SOURCE
Total Population (total of next 4 lines)				
Number of under age 18				
Number of age 18 - 25				
Number of age 26 - 65				
Number of age 66 and older				
Median Household Income				
Per Capita Income				
LMI Percentage				
Unemployment Rate				
Average Household Size				
Number of Homeless Persons				

Note: Most data can be found in the Kansas Statistical Abstract or American Fact Finder. "Percentage change" can be found by subtracting 2000 data (for example: 25,000) from 2010 data (for example: 20,000), then dividing that number (5,000) by the 2000 data (25,000) to get the percentage change from 2000 to 2010 (20%).

HOUSING CHARACTERISTICS	2000	2010	PERCENTAGE CHANGE	DATA SOURCE
Median Housing Value - Owner				
Median Gross Rent - Renter				
Number of Occupied Housing Units - Total				
Number of Owner-Occupied Units				
Number of Renter-Owned Units				
Number of Vacant Housing Units - Total				
Number of Vacant Owner Units				
Number of Vacant Rental Units (for rent)				
Number of Deteriorated Housing Units - Total				
Number of Deteriorated Owner Units				
Number of Deterirorated Renter Units				
Number of Dilapidated Housing Units - Total				
Number of Dilapidated Owner Units				
Number of Dilapidated Rental Units				
Number of Single Family Building Permits Issued During Past Calendar Year				
Number of Residential Units Demolished During Past Calendar Year				
Number of Homes for Sale (identify price)				

Note: Data for number of deteriorated or dilapidated housing units can be developed by having the community conduct a windshield survey. A housing unit is "deteriorated" if there are at least two major structural problems, but the unit can still be repaired for a reasonable amount of money. A housing unit is "dilapidated" if there are three or more major structural problems, but the unit cannot be repaired for a reasonable amount and is, therefore, proposed for demolition.

PART 3: PAST ACTIONS, CURRENT INFRASTRUCTURE, AND BASIC SERVICES

A. Identify any housing activity that has taken place in the last five years (include any grants/programs or pending applications). Explain what parties initiated the change. What has it done to improve or worsen the housing issues in your community?

B. What would you describe as your housing needs? How did you arrive at this conclusion?

C. Describe the infrastructure system (water, streets, sewer, storm drainage, natural gas distribution and electrical distribution) as it relates to housing needs.

D. Describe the visual appearance of the area, indicating the age/condition of residential, commercial and industrial buildings, the accumulation of debris/junk, presence of noxious weeds, etc.

E. What are the community's homelessness prevention efforts? What homelessness assistance does the community provide or need?

F. What are the environmental issues that could affect housing decisions? For example: flood zone, railroad tracks and major roadways.

G. Describe basic services in your community. For example: Do you have a Grocery Store, School, Bank, Medical Clinic, Gas Station, etc.

H. Other factors not addressed above that are important factors for your community.

PART 4: ANALYZE THE DATA

Explain what was learned about the community and regions housing. Are there specific needs and goals identified? Are there areas of housing that