

## APPENDIX B: MARKET STUDY NEEDS ASSESSMENT REPORT GUIDELINES

\*All relevant tables should be placed with corresponding text.

As required by the HOME Final Rule, information must be provided on the **current market demand** in the neighborhood in which the proposed HOME project is to be located.

Please provide the information in the order and format as outlined below.

### **Market Needs Assessment Report Requirements:**

**A. Project Description** - Give the following information for the proposed subject as provided by the Applicant:

1. Development Location
2. Construction Type
3. Occupancy Type: Family, Elderly, etc.
4. Target Income Group: 30%, 50%, 60%, or 80% AMI; and possibly Market Rate
5. Special Needs Population (if applicable)
6. Number of units by bedroom/bathroom
7. Number of buildings and stories and if there will be an elevator
8. Unit Size(s)
9. Structure Type/Design: Townhouse, Garden Apartment, etc.
10. Proposed Rents and Utility Allowances including energy source (gas, oil, electric), if utility is Tenant or Owner's responsibility, and if using Energy Star
11. Status of Project Based Rental Assistance: None, Existing, Proposed
12. Proposed Development Amenities
13. Proposed Unit Amenities
14. A map showing the proposed site(s).

**B. Proposed Rents** – Considering all information available, give a summary regarding the achievability of the proposed restricted rents for the market area based on market conditions. Such a summary could include absorption and capture rates, as well as plans for on-site management personnel. Analysts should take into consideration that the City has the ability to adjust proposed rents slightly up or down during underwriting.

### **C. Market Area**

1. Census tracts that encompass the Primary Market Area (PMA).
2. Provide the most recent statistics on race available for the specific census tract in which the project is located.

**D. Local Economy** - Employment by industry - numbers and percentages (i.e. Manufacturing: 150,000 (20%)).

### **E. Community Demographic Data**

1. Population Trends
  - a. Total Population

- b. Population by age groups
  - c. If a special population is proposed for the development (i.e. migrant workers, homeless), provide additional information on population growth patterns specifically related to this population.
2. Household Trends
- a. Total number of households, average household size, and group quarter.
  - b. Households by tenure (If appropriate, breakout by elderly and non-elderly).
  - c. Households by income. (Elderly proposals should reflect the income distribution of those households only).
  - d. Renter households by number of persons in the household.

**F. Project-Specific Demand Analysis**

1. **Income Restrictions:** Take the income restrictions designated in the application into account when estimating demand. The maximum income for the proposed units will be based on 1.5- persons per bedroom (rounded up to the nearest whole person for those that end in 0.5). For elderly developments, the maximum incomes will be capped at the 2-person limits.
2. **Affordability:** Analysts must assume that no family or elderly households are able to pay more than 50% of gross income towards gross rent.
3. **Demand:** The demand analysis should clearly indicate the minimum and maximum income range for each targeted group. Demand should be derived from the following sources using data established from a reputable source:
  - a. **Demand from New Renter Households:** New rental units required in the market area due to projected renter household growth. Determinations must be made using the current base year of 2022 and projecting forward to the anticipated completion date of 2024. The household projections must be limited to the age and income cohort and the demand for each income group targeted (i.e. 50% of median income) must be shown separately.
    - 1) In instances where a significant number (more than 20%) of proposed rental units are comprised of three-bedroom units, analysts must refine the analysis for those units by factoring in the number of large households (generally 3+ persons). A demand analysis which does not take this into account may overestimate demand.
  - b. **Demand from Existing Households:** The second source of demand should be determined using 2020 census data or **the most current American Community Survey (ACS)** data and projected from:
    - 1) **Rent over-burdened households**, if any, within the age group, income cohort and tenure targeted for the proposed development. In order to achieve consistency in methodology, all analysts should assume that the rent-overburdened analysis includes households paying greater than 50% of their gross income toward gross rent rather than some greater percentage. If an analyst feels strongly that the rent-overburdened analysis should focus on a greater percentage, they must give an in-depth explanation why this assumption should be included. Any such additional indicators should be calculated separately and be easily added or subtracted from the required demand analysis.
    - 2) **Households living in substandard rental housing.** Households in substandard housing should

be adjusted for age, income bands and tenure that apply. The analyst should use their own knowledge of the market area and project to determine if households from substandard housing would be a realistic source of demand.

- The Market Analyst is encouraged to be conservative in his/her estimate of demand from both households that are rent-overburdened and/or living in substandard housing.

4. **Method:** The two overall demand components added together (3a and 3b above) represent demand for the project.

**Example of Method:**

	Households at 30% Median Income (min. income to max. income)	Households at 50% Median Income (min. income to max. income)	Households at 60% of Median Income (min. income to max. income)	Households at 80% of Median Income (min. income to max. income)	Project Total (min. income to max. income)
Demand from New Households (age and income appropriate)					
+		+	+		
Demand from Existing Households Rent-Overburdened					
+		+	+		
Demand from Existing Households Renters in Substandard Housing					
+		+	+		
Demand from Existing Households Elderly Homeowner Turnover					
=		=	=		
Total Demand					
-		-	-		
Supply					
=		=	=		
Net Demand					
Proposed Subject Units					
Proposed Subject Units Divided by Net Demand					
Overall Capture Rate by Income Level					

**G. Signed Statement Requirements**

The signed statement must include the following language:

I certify that there is demand for affordable housing units in the market area described in this market needs assessment.

This report was written according to the City’s market needs assessment report requirements. The information included is accurate and can be relied upon by the City.

\_\_\_\_\_  
Authorized Signature and Title

\_\_\_\_\_  
Date