

I. Economic and Demographic Framework		Suggested Data Source	Comments
1	Geographical description of study area		Preferably the study area is a complete functioning economic region that includes all communities, large & small, connected by commuting patterns and workforce needs.
2	Number of renter & owner households at specific income levels	American Community Survey (ACS) table B25118	Income Levels as a percentage of HUD Area Median Income for a 4-person family, as published by CHFA. Include: E46
3	Tenure	ACS housing profile or table B25003 & 2000 Census	Compare change from 2000 to present.
4	Household composition by tenure	ACS tables B25115 & B25116 or CO State Demographer	Colorado State Demographer updates annually at regional level.
5	Length of residency by tenure	ACS tables B25038	Length in the current residence.
6	5-year trend in population & forecast	CO State Demographer	Include age & components of change (migration & natural).
7	Employment levels – historic, current, and projected	CO Dept of Labor & Employment (CDLE), CO State Demographer & The Center for Business and Economic Forecasting (CBEF)	Use CDLE for historic & current data. For forecasts, use Colorado State Demographer & CBEF's county level data, but also discuss any recent changes that might affect the forecast
8	5-year trend in employment by industry	CDLE's Quarterly Census of Employment & Wages (QCEW)	
9	5-year trend in wages	CDLE's Quarterly Census of Employment & Wages (QCEW)	also compare to statewide averages.
10	Commuting patterns	Worker flow tabulation from the 2000 Census	Also available on the State Demographer's website. Include discussion of changes since 2000.
11	5-year trend in unemployment rates	CDLE	also compare to statewide & national rates.
II. Housing Inventory		Suggested Data Source	Comments
1	Number of units in the study area	ACS or CO State Demographer	
2	Units by type of structure	ACS table B25032	
3	Age of units by tenure	ACS table B25036	
4	5-year trend in building permits by type of structure	Census Bureau, HUD's State of the Cities Data System, or local governments	Also discuss an estimate of how many units are for-sale or for-rent.
5	Potential number of units at build-out	Local governments	By type of structure, if available
6	Number of units subject to rent, sale price &/or income restrictions, by AMI & by tenure	CHFA, CDOH, RD, HUD & local governments or developers	Income Levels as a percentage of HUD Area Median Income for a 4-person family, as published by CHFA. Include: 0-30% AMI, 31-40%, 41-50%, 51-60%, 61-80%, and over 80%.
7	5-year trend in the production of affordable units	CHFA, CDOH, RD, HUD & local governments or developers	Income Levels as a percentage of HUD Area Median Income for a 4-person family, as published by CHFA. Include: 0-30% AMI, 31-40%, 41-50%, 51-60%, 61-80%, and over 80%.
8	Number of Section 8 vouchers available	HUD website, CDOH, SHHP, CHFA & local Section 8 providers	The CO Office of Supportive Housing & Homeless Programs (SHHP) provides vouchers for people with special needs. CHFA oversees project-based Section 8 properties.
III. Housing Market Conditions		Suggested Data Source	Comments
<b>Home Ownership</b>			
1	Number of units currently for sale, by structure type	Local Board of Realtors/Multiple Listing Services (MLS), County Clerks, County Assessors, etc.	By single-family detached, townhouse, condominium, modular/mobile home, etc. Include units under contract. This may not be available in all communities.
2	Mean &/or median sales prices of units currently for sale, by structure type	Local Board of Realtors/Multiple Listing Services (MLS), County Clerks, County Assessors, etc.	By single-family detached, townhouse, condominium, modular/mobile home, etc. Include units under contract. This may not be available in all communities.
3	Listing price distribution of units currently for sale, by structure type	Local Board of Realtors/Multiple Listing Services (MLS), County Clerks, County Assessors, etc.	By single-family detached, townhouse, condominium, modular/mobile home, etc. Include units under contract. This may not be available in all communities.
4	5-year trend in listings, by structure type	Local Board of Realtors/Multiple Listing Services (MLS), County Clerks, County Assessors, etc.	By single-family detached, townhouse, condominium, modular/mobile home, etc. May not be available in all communities.
5	5-year trend in mean & median sales prices of units sold, by structure type	Local Board of Realtors/Multiple Listing Services (MLS), County Clerks, County Assessors, etc.	By single-family detached, townhouse, condominium, modular/mobile home, etc. May not be available in all communities.
6	5-year trend in number of units sold, by structure type	Local Board of Realtors/Multiple Listing Services (MLS), County Clerks, County Assessors, etc.	By single-family detached, townhouse, condominium, modular/mobile home, etc. May not be available in all communities.
7	5-year trend in distribution of sales prices of units sold, by structure type	Local Board of Realtors/Multiple Listing Services (MLS), County Clerks, County Assessors, etc.	By single-family detached, townhouse, condominium, modular/mobile home, etc. May not be available in all communities.
8	Price differential between new and existing homes sold	Local Board of Realtors/Multiple Listing Services (MLS), County Clerks, County Assessors, local Real Estate Brokers, Builders, Planners, etc.	By single-family detached, townhouse, condominium, modular/mobile home, etc. Data may not be available in all communities, but discuss an estimate.
<b>Rental</b>			
1	Current & 5-year trend in rent levels by unit type (# bedrooms & bathrooms).	CDOH Vacancy Survey (where available), or primary research	Current rent levels for single-family and multi-family residential rental property, including zero (0) through four (4) bedroom
2	Current & 5-year trend in rent per square foot	CDOH Vacancy Survey (where available), or primary research	Current rent per square foot for single-family and multi-family residential rental property, including zero (0) through four (4) bedroom units.
3	Current & 5-year trend in vacancy rates	CDOH Vacancy Survey (where available), or primary research	Current vacancy rates for single-family and multi-family residential rental property, including zero (0) through four (4) bedroom units.

IV. Housing Problems		Suggested Data Source	Comments
1	Condition of housing inventory	Local agencies, ACS (table B25123) &/or primary research	Provide narrative of current conditions, by tenure if possible.
2	Need for rehabilitation	Local agencies, ACS (table B25123) &/or primary research	Provide narrative of current conditions, by tenure if possible.
3	Neighborhood/sub-area issues	Local agencies, ACS (table B25123) &/or primary research	Provide narrative of current conditions, by tenure if possible.
4	Overcrowding	Local agencies, ACS (table B25014) &/or primary research	Provide narrative of current conditions, by tenure if possible.
5	Community perceptions regarding housing	Local agencies &/or primary research	Provide narrative of current conditions, by tenure if possible.
6	5-year trend in evictions and foreclosures	County Public Trustee Office	Provide narrative of current conditions and actual number of foreclosure and evictions over the previous 12 months.
V. Special Needs		Suggested Data Source	Comments
1	5-year trend in elderly population & forecast	CO State Demographer	Current number of elderly in study area, by age group - 62 to 74 and 75 & over. If there are any local factors which might cause local growth in elderly to deviate from the Demographer's forecast, discuss them.
2	Disabled	ACS & local agencies	Current number of disabled in study area.
3	Homeless – "Point-in-time" survey numbers	CDOH (Interagency Council on Homelessness) & local agencies	Current number of homeless in study area.
4	Very low income households	CDOH/CBEF income data &/or ACS	Current number of very low income in study area. CDOH/CBEF Data is available by region.
5	Migrant workers, if applicable	Local agencies	Current number of migrant workers in study area, if applicable & if available.
VI. Housing Gaps and Estimated Need			
1	Analysts should use their own methodology to estimate the need for housing by income/affordability level, tenure & unit type (# bedrooms, type of structure, etc.), taking into account local communities' unique circumstances & priorities. For the sake of comparability, also complete the following 2 analysis:		
2	Renters - An estimate of households by age (under 62, 62 & over) & by income level, compared to vacancy rates by rent ranges (in unrestricted & restricted units, if possible). To the extent possible, relate income & rent ranges to HUD's 0-30% AMI, 31-40%, 41-50%, 51-60%, 61-80%, and over 80% AMI.		
3	Owners - An estimate & 5-year trend in affordability & funding gaps for low & moderate income households. Use the methodology employed by Foster & Duda in their paper for NeighborWorks America - <a href="http://www.nw.org/network/pubs/applied/documents/affordabilityreport.pdf">www.nw.org/network/pubs/applied/documents/affordabilityreport.pdf</a> . This methodology compares median home sale prices to what 60% & 80% AMI households can afford		
VII. Assumptions and Conclusions			
	Narrative describing the assumptions and conclusions regarding Housing Gaps & Estimated Need in the study area.		
VIII. Community Resources & Financial Tools		Suggested Data Source	Comments
1	Availability of mortgage capital	Local lenders	Provide a description of the current mortgage capital options available in the study area.
2	Local programs to meet community housing needs	Local housing providers	Provide a description of community-based organizations that are currently working to meet local housing needs. Including very brief descriptions of the funding sources they use & sources they might be able to use.
3	Down payment assistance programs	Local housing service providers	Provide a description of down payment assistance programs available in the study area.
4	Pre and post counseling programs	Local housing service providers	Provide a description of pre- and post- home ownership counseling available in the study area.
5	Homeowner rehabilitation programs	Local housing service providers	Provide a description of rehabilitation programs for owner-occupied homes available in the study area.
IX. Analyst's Recommendations for an Action Plan			
1	Suggested solutions		
2	Funding needs & opportunities		
3	Responsibilities of local agencies, local gov't's, etc.		
4	Changes in existing systems/programs		
5	Creation of new systems/programs		
6	Regional/State resources - How can CDOH help?		

Note: American Community Survey (ACS) is available for communities of 60,000 or more. For 2007, ACS will include communities of 20,000 or more