Housing Choice Voucher Mobility Demonstration

Background and Instructions for Regional Need Score Spreadsheet and Opportunity Map Tool

Please note this document may be updated as we work to ensure the instructions are as clear as possible for PHAs.

HUD will be conducting a webinar on these tools on August 5 at 2 pm EDT. You can join the webinar here at that time. If you are unable to join live, a recording of the webinar will be made available on the mobility demonstration website.

Background

In Section IX. Rating Factors, HUD describes the methodology for scoring PHAs for Rating Factor 3: Regional Need. HUD has provided this calculation on the mobility demonstration website and provides instructions for using the spreadsheet in this document. This calculation is for informational purposes only. PHAs do not need to submit their calculation to HUD.

In Section VIII. Application Format, Part G, Soundness of Approach, Subpart 5, of PHA’s Funding Application Form HUD-52515, joint and single PHA applicants must submit their proposed opportunity map and methodology. HUD has created a GIS Opportunity Map tool for PHAs to use to generate a map of their proposed opportunity areas.

Rating Factor 3: Regional Need

For the demonstration to be successful, PHAs must have adequate number of voucher holders with children living in neighborhoods with high concentrations of poverty. To help ensure this, HUD ranked PHAs in two separate voucher holder concentration categories. Based on the definitions provided in the Notice, HUD has generated a regional need score for Rating Factor 3 for all PHAs that serve over 100 families with children. The voucher concentration categories are:

- **Number** of voucher holders with children in the PHA’s jurisdiction living in Census tracts that have greater than 25 percent poverty or are qualified Census tracts (QCTs) as defined under the LIHTC program, and
- **Percentage** of voucher holders with children living in Census tracts that have greater than 25 percent poverty or are qualified Census tracts (QCT) in the PHA’s jurisdiction, as defined under the LIHTC program.

Within these two categories, HUD then ranked PHAs from one to five based on the degree of concentration with five being the highest concentration. HUD uses the highest ranking earned by the PHA in either category. For single agency applicants (Category D) a rank of five earns 30 points; a rank of four earns 20 points; and a rank of three earns 10 points. All others get zero points. For joint PHA applicants, if one or more PHA has a rank of five, the application gets 30 points. If no PHA has a rank of five, but one or more has a rank of four, the application gets 20 points. If no PHA has a rank of four or five, but one or more PHA has a rank of three, the application gets 10 points. All others get zero points.

As shown in the sample below, PHAs can see their total points for this rating factor in the column titled, “Regional Need Score.” PHAs can also see the underlying data elements HUD used to calculate their score.
Opportunity Map Tool

In Section VIII. Application Format, Part G, Soundness of Approach, Subpart 5, of PHA’s Funding Application Form HUD-52515, joint and single PHA applicants must submit their proposed opportunity map and methodology. HUD has created a GIS Opportunity Map tool for PHAs to use to generate a map of their proposed opportunity areas. The opportunity map methodology must incorporate HUD’s minimum criteria and should include the criteria proposed by the PHA(s). For purposes of this demonstration, HUD’s minimum criteria for an opportunity area is a Census tract in which the family poverty rate is less than 20 percent. In no case will such areas have a family poverty rate equal to or greater than 20 percent. Examples of additional criteria that might be proposed by PHAs might include school performance, access to transportation, availability of educational and employment opportunities, and access to essential businesses.

Step-by-Step Instructions

Further instructions on how to navigate the GIS data tool are included in the following pages.
Step 1: Go to the [Opportunity Map](#) tool.
Step 2: Locate the Filter button in the upper-right corner of the map.
Step 3: Click on the dropdown menu and type in the PHA code(s) of the PHA(s) applying. Check the box next to the name of the PHA(s) that will be applying. Once selected, click on the top of the dropdown to close the field. The map will automatically zoom to the location of the applicant housing authority.
Step 4: Familiarize yourself with the opportunity map tool for your PHA(s) service area. Areas in green are census tracts where the family poverty rate is 20 percent or less and are eligible to be part of the PHA(s) opportunity areas. Areas in yellow are census tracts where the family poverty rate is over 20 percent and cannot be part of the PHA(s) opportunity area.

Zoom the map in or out using the “+” and “-” keys.
To see the characteristics of individual census tracts, click on the census tract. A pop up will appear that shows details on the tract, including the family poverty rate percentage.
Step 5a: Locate the Select Tool button in the right corner of the map. Click on the select button.
Step 5b: Notice the select menu that appears on the right. After clicking the select button, the select menu will appear. You do not need to do anything with the select menu.
Step 5c: Begin selection of Census tracts. While holding down the SHIFT key, use the mouse to click on the green census tracts the PHA is selecting as their opportunity areas. Tip! If you accidentally add a tract you can hold down the CRTL key to remove the census tract.
Step 6: Complete selection of opportunity area census tracts. Reminder! PHAs do not have to select all of the green census tracts in their jurisdiction. PHAs will submit their opportunity map methodology as part of their application.
Step 7: Begin generating a CSV file. Once the opportunity areas have been selected, click on the button with three dots on the right hand of the screen.
Step 8: Generate a CSV file. Scroll down to select “Export to CSV file.” Once selected, the CSV file will generate and download.
**Step 9: View and save the CSV file.** Open the CSV file and view the information. Confirm it contains all of the selected opportunity areas. Save the CSV file. In the screen shot below, you see a sample CSV file output. The column headers are described in the table following the screen shot of the CSV file.

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Column Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOID</td>
<td>Geographic identifier of the feature</td>
</tr>
<tr>
<td>STATE</td>
<td>State FIPS</td>
</tr>
<tr>
<td>COUNTY</td>
<td>County FIPS</td>
</tr>
<tr>
<td>TRACT</td>
<td>Tract FIPS</td>
</tr>
<tr>
<td>NAME</td>
<td>Name of Census Tract</td>
</tr>
<tr>
<td>STUSAB</td>
<td>State abbreviation</td>
</tr>
<tr>
<td>Total_Families</td>
<td>Total number of families in the census tract</td>
</tr>
<tr>
<td>Families_In_Poverty</td>
<td>Total families in the census tract with income in the past 12 months below poverty level</td>
</tr>
<tr>
<td>Famil_Poverty_Rate</td>
<td>Ratio of families with income in the past 12 months below poverty level relative to the total number of families in the census tract</td>
</tr>
</tbody>
</table>
Step 10: Save/Print the map as JPG. Click on the printer icon and then the print button to begin saving the map as a JPG.
Step 11: Notice the loading bar and wait for a jpg to be created. The map will be created based on your current map view.
Step 12: Open the JPG file by clicking on the icon labeled “opportunity map area”
Step 13: Save the JPG file. After you click on the icon, a new window will appear with the opportunity area map. The PHA(s) should save this file, it will be submitted with the PHA(s) application.