

National Housing Preservation Database

User Guide

Table of Contents

'Research' Tool.....	3
'Research' Tool Data Grid Filter Directions.....	3
<i>Customize 'Research' Tool Data Grid Directions</i>	4
<i>'Research' Tool Data Grid Download Directions</i>	4
<i>'Research' Tool Database Extract Download Directions</i>	4
Mapping Tool.....	5
Adding Local Data.....	6
Instructions.....	6
Identifying Properties That Are 'At Risk of Loss'.....	8

'Research' Tool

The 'Research' tool contains detailed information on each of the properties receiving federal assistance, and on every subsidy attached to each property. Upon entering the tool, all properties will be displayed (one per line) in the data grid below the 'Data Grid Subsidy Filters' box. You may filter the data by subsidy type. You may also customize the grid by filtering the data within any column of the grid according to your specifications or adding/hiding columns. Subsidy information for each property will be displayed in the grid below the specified property when you expand the property name. You may download your customized grid or download the entire database or database extract. Please refer to the [National Housing Preservation Database Data Dictionary](#) for specific information on the data fields contained in the *National Housing Preservation Database* or the [National Housing Preservation Database Data Integration and Cleaning Protocol](#) for information on how data are merged together and cleaned.

'Research' Tool Data Grid Filter Directions

The box at the top of the screen can be used to filter the types of subsidies that are displayed in the grid, the time period until subsidies expire, and or active/inactive subsidies. For example, you may choose to view only active properties with HUD PBRA subsidies expiring within two years. Location and other property information can be filtered directly on the grid below. If you wish to view all properties and subsidies, you do not need to enter any information into this section.

- 'Active or Inactive Subsidies' – To view properties with both active and inactive subsidies, click the radio button to the left of 'Active and Inactive' (the default). To view only properties with active subsidies, click the radio button, 'Active Only.' To view only properties with expired subsidies, click the radio button 'Inactive Only.'
- 'Subsidy Ending Before' – To view properties expiring within a specific time frame, check the box next to 'Subsidy Ending Before:' and select a date from the drop down calendar to the right. You may choose to view properties expiring up to any date you specify. Please note that some properties may be labeled 'Active' but have subsidy dates that have already expired if the *National Housing Preservation Database* has not been updated in the current month.
- 'Subsidy Type' – Check the box next to a specific subsidy type to view properties with that particular subsidy. You may check multiple boxes to view properties with multiple subsidy types. If you would like to view properties with all subsidy types, leave all boxes unchecked (the default) or check all boxes. If a property has the type of subsidy you have selected, its other subsidies will be displayed as well.

If you check 'HUD Project Based Rental Assistance,' you may also choose to view only those properties with Project-Based Section 8, RAP, Rent Supp, Section 202, or Section 811 subsidies by checking the box next to one or more of these subsidy types.

If you check 'HUD Insured,' you may choose to view only properties with Section 236, Section 221(d)3 BMIR, and/or Non-subsidized HUD Insured subsidies by checking the box next to one or all of these subsidy types.

After you have finished entering your search criteria, click the 'Filter' button. The 'Research' tool will return a table of properties meeting your search criteria in the grid below. Expand the 'plus' icon to the left of a property's name to view its detailed subsidy information in a new table below the property record. To begin a new search, change your filter criteria or remove search criteria entered into the boxes at the top of each column and click the 'Filter' button again.

Customize 'Research' Tool Data Grid Directions

You may customize the grid by entering information into the blank box below any column name. The grid will then be filtered according to the information entered. For example, entering a specific property name under 'property name' will filter the grid to include only properties with the name specified. Likewise, filtering by a specific state, county, zip code, or city will return the specified location. You may also sort the data in the grid by clicking on the column name of the data you wish to see sorted. You may hide any given column by right clicking on the column name and selecting 'hide column.' You may add a column by right clicking on any column name and selecting 'show/hide hidden field list.' A list of hidden fields will appear. Drag the hidden field you wish to view onto the top row of the grid in the position in which you would like it displayed. You may also reorder fields by dragging and dropping them in your desired location on the grid. Please refer to the [National Housing Preservation Database Data Dictionary](#) for specific information on the variables contained in the 'Research' tool data grid.

'Research' Tool Data Grid Download Directions

You may also download the list of properties returned in the 'Research' tool data grid by selecting a format for download and clicking the 'Export Filtered Grid Data As' link in the upper right corner above the data grid. Your customized data grid can be downloaded as a .csv, .xls, .xlsx, or .pdf file. The data grid will be downloaded as it is displayed on your screen. If you would like to download only a list of properties, minimize any subsidy displays currently open.

'Research' Tool Database Extract Download Directions

The entire *National Housing Preservation Database* is available for download in .xls, .xlsx, and .csv format. Extracts are also available for download by state, subsidy type, or congressional district. Click on the 'View Datasets' button in the upper right corner to view the extracts that are available, and select a format for download. Once you have downloaded the data, please refer to the [National Housing Preservation Database Data Dictionary](#) for specific information on the data file itself and the data fields contained in the extract. Please note that data format

in the data extract is different from the format found in the data grid. In addition, the data in the detailed information downloads is updated on March 31, July 31, and November 30, while the data in the data grid download is updated as it undergoes continual data cleaning. As such, the data downloaded from the data grid may vary from the information in the data extract. To access more information on the differences in these data files see the [National Housing Preservation Database Data Dictionary](#) and the [National Housing Preservation Database Data Integration and Cleaning Protocol](#).

Mapping Tool

You may view a map of all the properties found in the *National Housing Preservation Database* by clicking 'Mapping' tool on the *National Housing Preservation Database* homepage. You will be prompted to download Microsoft Silverlight if your computer does not currently contain the program. If you do not have administrative privileges on your computer, you may need to have your Information Technology (IT) support team assist you.

The map will open over the Chicago, Illinois area. You can move the map to a different location by using the navigation bar in the upper left corner or by using your mouse to click and drag the map to your desired location. You may also zoom in or zoom out on the map using the scroll bar on your mouse or the navigation bar in the upper left corner of the screen. You may find a specific address by clicking 'Find an Address' on the menu and typing in your desired address.

The dots on the map represent single properties in the *National Housing Preservation Database*. To view specific information about a property, click 'Identify Property Features' on the menu. Next, click on the dot that represents the property about which you would like to view more information. The information that appears can be found in the *National Housing Preservation Database* on the 'Property Table.' Refer to the [National Housing Preservation Database Data Dictionary](#) for specific information on the variables contained in the 'Property Table.'

The properties are color coded to represent each of the nine different subsidy types found in the *National Housing Preservation Database*. The Legend - indicating the color that represents each subsidy - is located in the lower right corner of the screen. You may click and drag the Legend with your mouse to various places on the screen for easier viewing. When a property contains more than one subsidy, the subsidies will be displayed in the order that they appear on the Legend.

To select only certain types of subsidies to be displayed on the map, click 'View Map Sub-layers' on the menu and check the boxes next to the subsidy types that you no longer want displayed on the map. You may close this box when you are finished selecting subsidy types or you may click and drag the box with your mouse to a different location on the screen.

You may print your map by selecting 'Print' in your Internet browser's menu. You may also obtain a .pdf copy of your map by selecting 'Print' in your Internet browser's menu and selecting 'Adobe PDF' as the printer name (if you have the required software).

Adding Local Data

While the *National Housing Preservation Database* contains only federally assisted housing properties, it is designed to allow users to add their own state and local subsidy information. To create your own localized version of the *National Housing Preservation Database*, follow the steps below. If you need assistance, please [contact us](#).

Instructions

- Filter and Download the Data Grid – Filter the data by your desired subsidy preference. Then type your city and state (or area of interest) into the boxes below the column headers on the data grid to refine your selection of properties. Download the data grid by clicking on the button 'Export Filtered Data Grid As' and selecting 'xlsx.' Use this new spreadsheet to begin your local database.

OR

Download a Database Extract– Select the data extract for your state and download the data. You may further refine the extract by sorting the data by city after download and cutting and pasting the records from your city into another spreadsheet. Use the new spreadsheet to begin your local database.

- Create a Unique Database Identifier – Sort the data by the 'Property Name' field. Create a new column titled 'Local Database ID,' to serve as a unique identifier for all properties in your local database. Add a unique code for each property in your database in this column (this field can be automatically generated).
- Prepare the Spreadsheet – Add additional columns at the end of the spreadsheet which correspond to the types of local subsidies that are available in your state and/or city. For example, if your state provides loans to developers for affordable housing projects (e.g. 'State Program AAA') add the following columns to the end of the spreadsheet:

State_AAA_1_ID
State_AAA_1_status
State_AAA_1_program name
State_AAA_1_renewal status
State_AAA_1_assisted units

State_AAA_1_start date
State_AAA_1_end date
State_AAA_1_principal balance
State_AAA_2_ID
State_AAA_2_status
State_AAA_2_program name
State_AAA_2_renewal status
State_AAA_2_assisted units
State_AAA_2_start date
State_AAA_2_end date
State_AAA_2_principal balance

Add similar columns for each state and local subsidy you wish to catalog in your local database.

- Add Local Property Data – If you can identify properties with state and local subsidies that are currently in the *National Housing Preservation Database*, add the local subsidy information to the columns you created at the end of the spreadsheet. Add new (non-federally subsidized) properties with state or local subsidies in the geographic area you selected to the bottom of the spreadsheet. Fill in the property information columns and the new local subsidy columns. Leave the ‘NHPD ID’ field blank for newly added properties, but be sure to add a new unique code in the field ‘Local Database ID.’
- Remove Duplicates – Sort your spreadsheet by ‘Property Name.’ If you see any duplicate properties with both data from the *National Housing Preservation Database* and local data, paste the local data into the local subsidy fields for the *National Housing Preservation Database* property and delete the line of data for the local property. Repeat this process again after sorting by property address (in case the property name has changed).
- Note Duplicates for Future Reference – Create a new column titled ‘Local Duplicate.’ If you have found a property in the *National Housing Preservation Database* that also has a local subsidy as noted in the example above, place a “1” or “Y” in the ‘Local Duplicate’ column in the row corresponding to the duplicate property. This will let you quickly identify federal properties in the *National Housing Preservation Database* with local subsidies the next time you update your database.

Identifying Properties That Are 'At Risk of Loss'

Once you have created a local version of the *National Housing Preservation Database*, you may begin to identify properties in your area considered 'at risk of loss' from your local affordable housing stock. Properties potentially 'at risk of loss' include those falling into disrepair and those with subsidies nearing their expiration date.

To note these properties, create a column in your local database titled, 'at risk of loss.' Next, sort the data by the column, 'Earliest Inactive Date.' If the nearest expiration date for a property occurs within the next 24 months, enter the number "1" or place an 'X' in the 'at risk of loss' column. Next, sort the data by the columns containing the REAC scores for each property. If any of a property's REAC inspections resulted in a score less than 60, place a "1" or an 'X' in the 'at risk of loss' column. You may also identify additional markers of risk in your communities which denote properties potentially 'at risk of loss' from your local affordable housing stock. You should also place a "1" or 'X' in the 'at risk of loss' column for properties meeting these criteria.

Sort the data by the 'at risk of loss' column in order to verify your list of 'at risk of loss' properties. Examine all REAC scores and additional subsidy expiration dates for the properties marked as potentially 'at risk of loss.' Using your own criteria, you may decide to remove the "1" or 'X' from the 'at risk of loss' column if a property has performed significantly better in its later REAC inspections, or it has additional subsidies that will expire at significantly later dates.

Please be aware in your analysis that a subsidy nearing its expiration date may be renewed at its end date. In the 'Research' tool refer to 'S8_1_RenewalStatus column' to find the most up to date information on the renewal status of a Section 8 contract. Also note that subsidy start dates can refer to the date the subsidy contract was renewed rather than the date the building was placed into service.