National Housing Preservation Database

User Guide

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About the *NHPD*

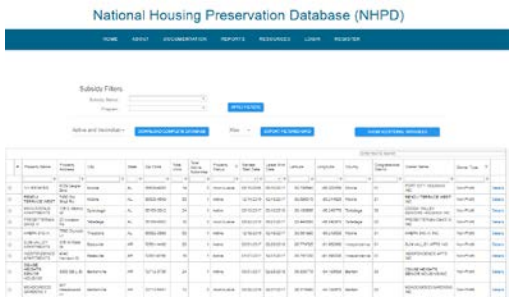
The *NHPD* was created in 2011 to provide communities with the information they need to effectively preserve their stock of public and affordable housing. The database provides over 5,000 users access to de-duplicated information on the federally assisted housing inventory across the US. The *NHPD* is available to non-profit organizations at no cost. There is no other free, de-duplicated, consistently updated inventory of federally subsidized properties that allows communities to track affordable housing properties and identify those at risk of loss.

Users have used the *NHPD* to:

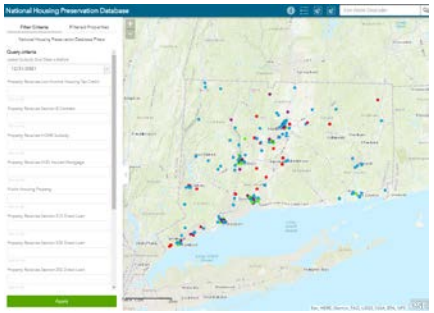
- Estimate amount of affordable housing in specific areas
- Determine the number of properties at risk of losing one or more subsidies
- Develop strategies on how to preserve affordable housing
- Advocate for the preservation of at-risk properties
- Identify affordable housing options for Housing Choice Voucher (HCV) recipients
- Select properties for acquisition and prospective development sites
- Identify which regulations apply to a property by studying the subsidies awarded to housing providers
- Research affordable housing that has been lost from the housing stock overtime

The *NHPD* is comprised of three tools to help you locate, research, and report on publicly supported rental housing in your community:

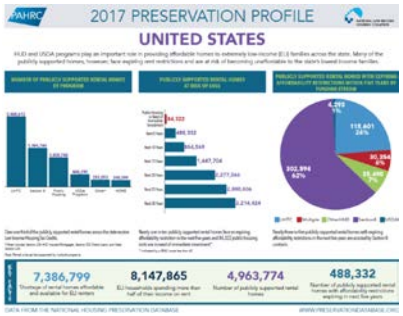
Research Tool – Login Required



Mapping Tool



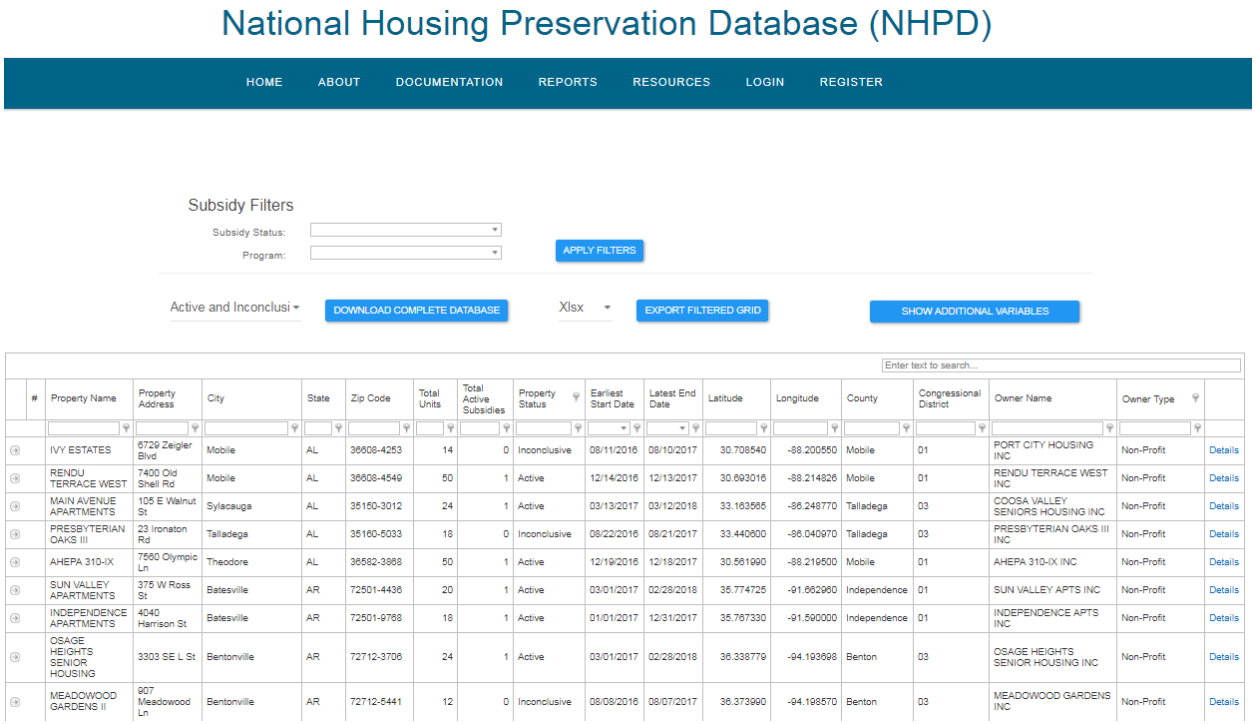
Preservation Profiles



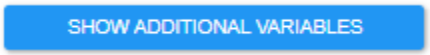
This guide describes how to navigate the interface of *NHPD's* Mapping and Research Tool and provides three use case descriptions for creating a local preservation database, identifying properties that are at risk of loss, and identifying inactive properties.

Using the Research Tool

About the Research Tool



The Research Tool contains detailed information on each of the properties receiving federal assistance and each of their subsidies. One property can receive multiple subsidies. Upon entering the tool, all properties will be displayed (one per line) in the data grid below the subsidy filters. You may filter the data by subsidy type or status at the top of the page. You may also filter the database by property level attributes, such as property status, address, or latest subsidy end date on the data grid. To add additional fields to the data grid, click



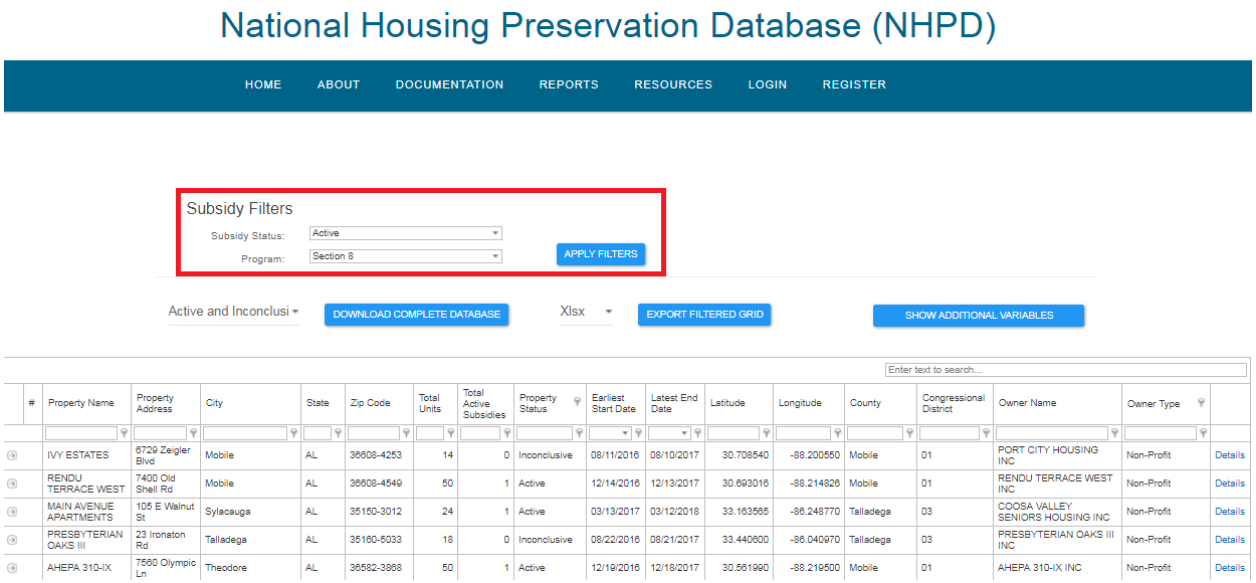
and drag and drop the any variables you would like to add. Subsidy information for each property will be

displayed in the grid below the specified property when you click next to each property's name to expand the record. You may download your customized grid or download the entire database or database extract by clicking EXPORT FILTERED GRID .

Please refer to the *Data Dictionary* for specific information on the data fields contained in the *NHPD* or the *Data Notes* page for information on how data are merged together and cleaned.

Research Tool Data Grid Filter Directions

Filter by Subsidy Attributes

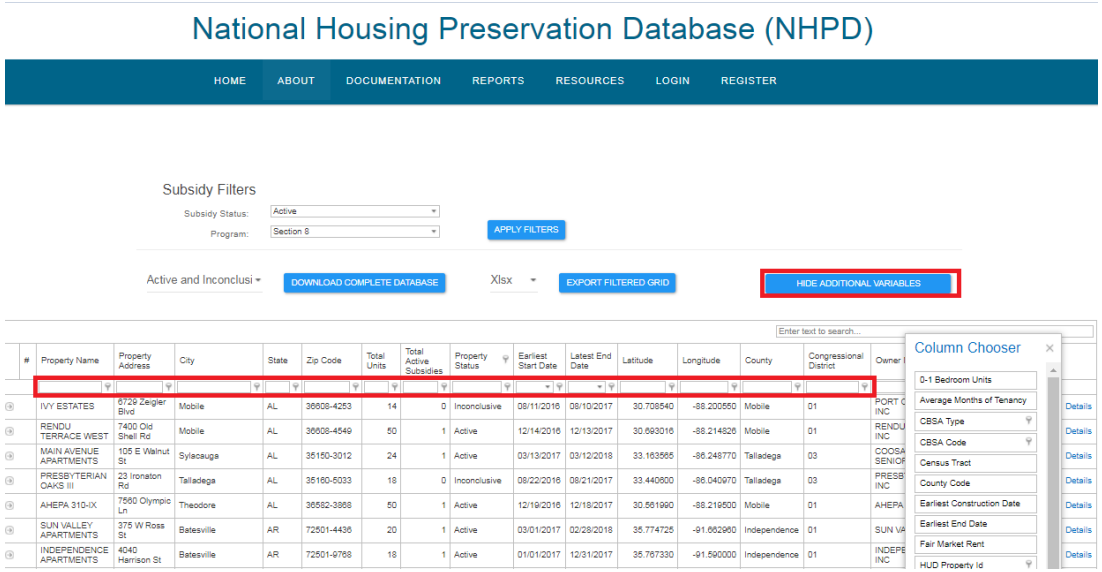


The box at the top of the screen can be used to filter the types of subsidies that are displayed in the grid and the status of subsidies. For example, you may choose to view only active properties with Section 8 subsidies. Location and other property information, such as subsidy expiration date, can 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.

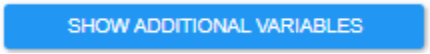
- 'Program' – Check the box next to a specific subsidy type to view properties with that particular subsidy. You may check multiple boxes to view properties with multiple subsidy types. If you would like to view properties with all subsidy types, leave all boxes unchecked (the default) or check all boxes. If a property has the type of subsidy you have selected, its other subsidies will be displayed as well.
- 'Subsidy Status' – All properties are shown by default. To view properties with active subsidies, click the checkbox to the left of 'Active.' To view properties with active and inconclusive subsidies, click the check box to the left of 'Active' and 'Inconclusive.' Likewise, to view properties with at least one inactive subsidy, click the checkbox to the left of 'Inactive.' A property can have a combination of active, inactive, and inconclusive subsidies. Please note that a property with an inactive subsidy can still be active if there is another active subsidy attached to the property. A property is considered active if it has at least one active subsidy, inconclusive if it has no active subsidies and at least one inconclusive subsidy, and inactive if it only has inactive subsidies.

After you have finished entering your search criteria, click the APPLY FILTERS button. The Research Tool will return a table of properties meeting your search criteria in the grid below. Expand the ⊕ 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 APPLY FILTERS button again.

Filter by Property Attributes



You may further customize the grid by entering information into the blank box below any column name. You can control how the grid filters data by clicking the icon at the bottom right side of each column header. Filter types for text fields, such as city, include begins with, contains, doesn't contain, ends with, equals, and doesn't equal. Filter types for numeric fields, such as total units, include equals, doesn't equal, is less than, is less than or equal to, is greater than, and is greater than or equal to. Date fields, such as latest subsidy end date, can be filtered by any specified date range. Users can apply filters to multiple fields within the database. 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 add additional columns by clicking



. 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 hide fields by dragging the column header to the Field Chooser box that appears. Please refer to the *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

button the middle of the screen above the data grid. 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. You have the option to download property records, subsidy records, or all records, which includes property records with subsidy records listed below. Users downloading property records with subsidy records listed below are limited to downloading up to 1,000 records.

Research Tool Database Extract Download Directions

The entire *NHPD* is available for download in .xlsx format. Extracts of the database are also available for download by state and property status type. Click on the

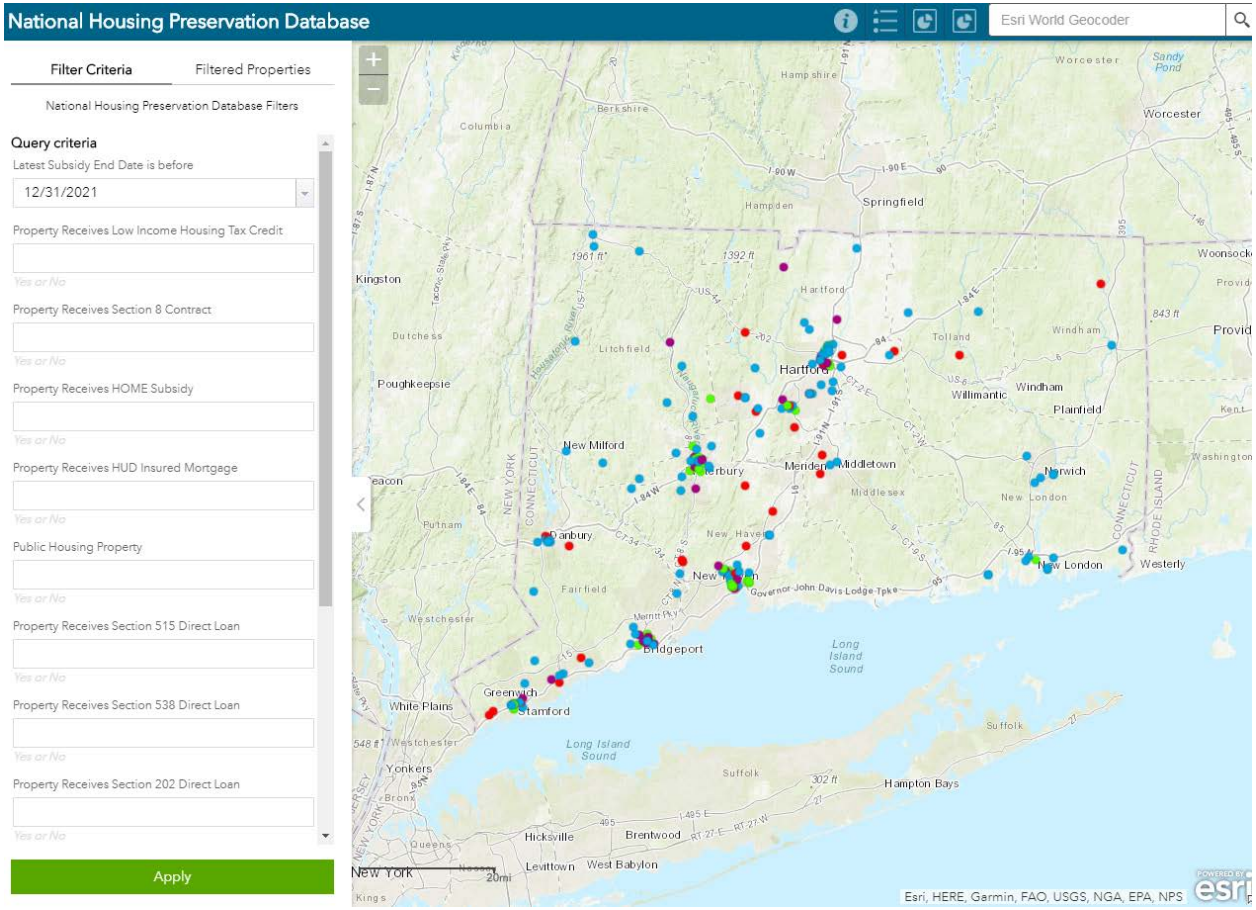
button in the upper left corner to view the extracts that are available and select a format for download.

The Research Tool data extract is in a different format than the Research Tool data grid. In the Research Tool data extract, all subsidy information appears alongside property level information in a set of new subsidy-specific columns, instead of subsidy information expanding below each property record. In other words, subsidy and property information are horizontal files instead of vertical files in the data extract and each row represents one property record. While most properties contain only one or two of the same type of subsidy (ex. two HUD project-

based rental assistance (PBRA) contracts or two tax credit (LIHTC) allocations), some properties contain a number of the same type of subsidy (for example, ten tax credit allocations or five project-based contracts). Because of space constraints, the *NHPD* only provides subsidy information on the first two most recent subsidies of a given subsidy type. However, the total number of any specific subsidy is provided in the first field preceding that subsidy's information. These pre-packed files list property and subsidy level information for each property on one row.

Once you have downloaded the data, please refer to the *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 tri-annually and when the data is refreshed and the data grid download more frequently 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 about the data cleaning process, please see the *Data Notes* page.

Using the Mapping Tool



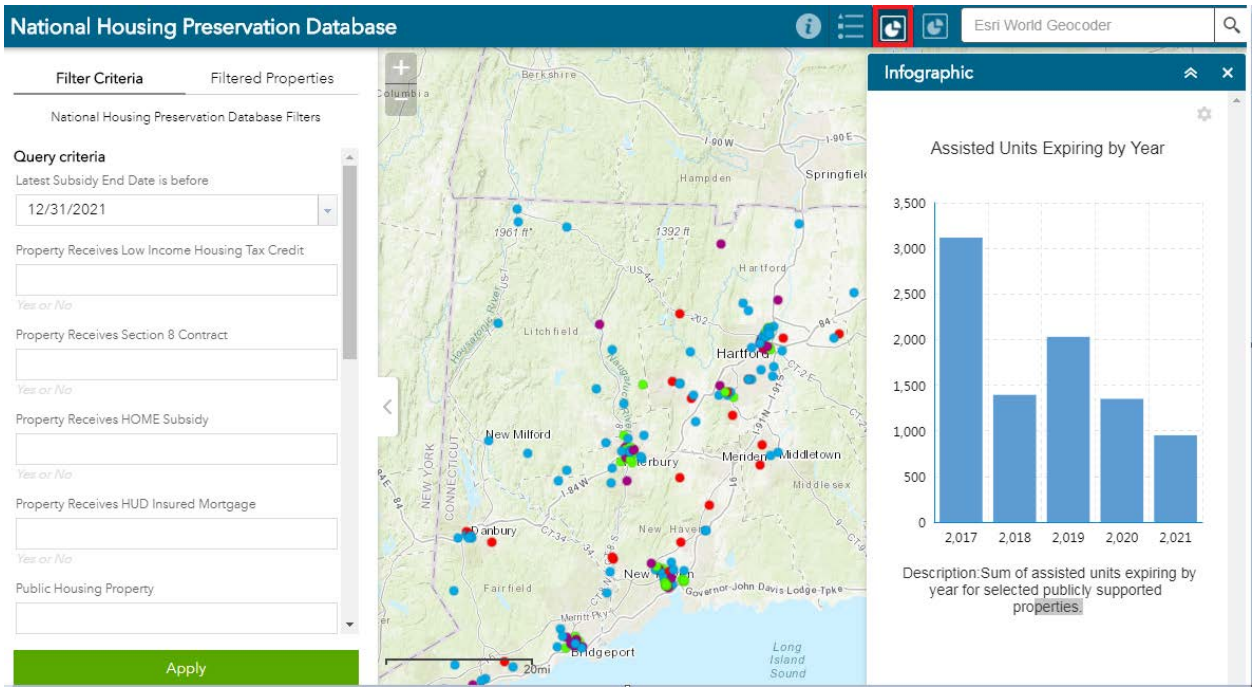
You may view a map of all the properties found in the *NHPD* by clicking *Locate* on the *NHPD* homepage. The Mapping Tool presents a filterable map of all active or likely active publicly supported rental properties in the *NHPD*.

Click on the map to zoom-in to your geographic area of interest. Once the map is situated, select your filter criteria on the left sidebar to search publicly supported properties and then click 'Apply'. Fields can be left blank if you do not wish to search by them.

Publicly supported properties that meet your criteria and are located in the map's view extent will then appear on the map and will be listed under the filtered properties tab. To enhance loading speeds, only properties located within the view extent of the map will be displayed. If you are interested in locating publicly supported properties across the United States, you may zoom out.

Properties are color coded based on their funding stream. To view a map legend that provides a key for all displayed properties, click .

Once filters are applied, you may click the button to view infographics on the number of publicly supported units expiring by year and the funding streams for the selected properties of interest. These infographics refresh as the filter criteria is updated.



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).

NHPD Use Cases

Creating a Local Preservation Database

While the *NHPD* 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 *NHPD*, follow the steps below. If you need assistance or would like the NHPD team to import property or state level subsidy data to the NHPD for you, 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 *NHPD*, 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'

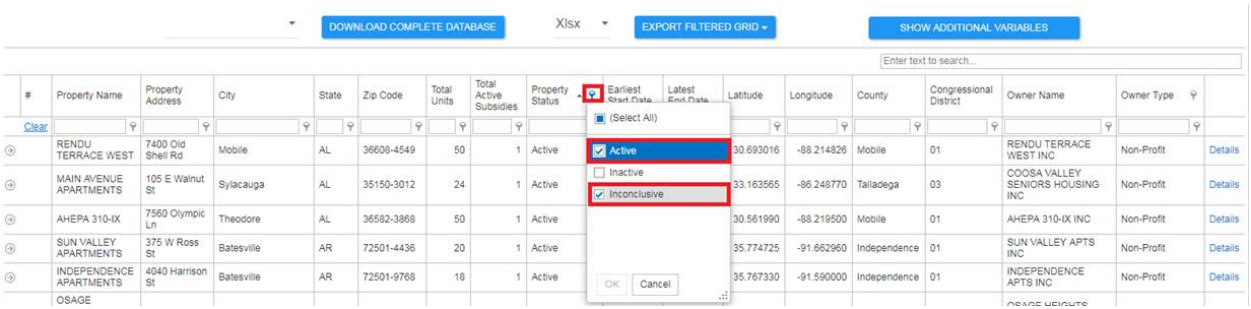
- Remove Duplicates – Sort your spreadsheet by 'Property Name.' If you see any duplicate properties with both data from the *NHPD* and local data, paste the local data into the local subsidy fields for the *NHPD* property and delete the line of data for the local property. Repeat this process again after 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 *NHPD* 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 *NHPD* with local subsidies the next time you update your database

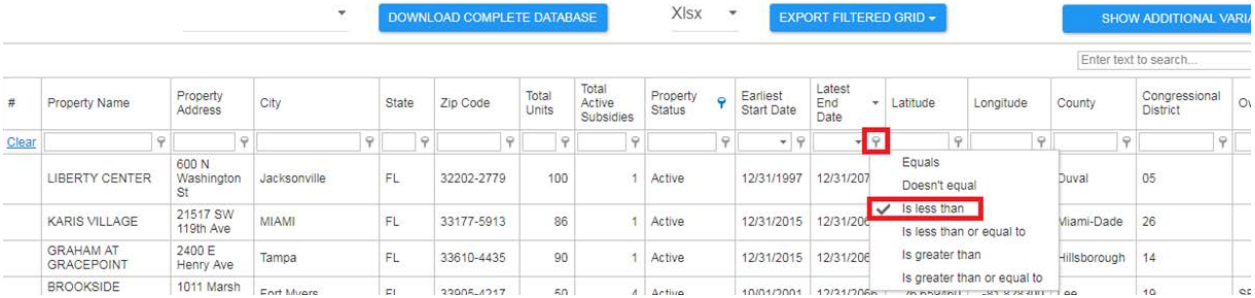
Identifying Properties that are at Risk of Loss

Once you have created a local version of the *NHPD*, 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 generate a list of these properties, apply the following steps:

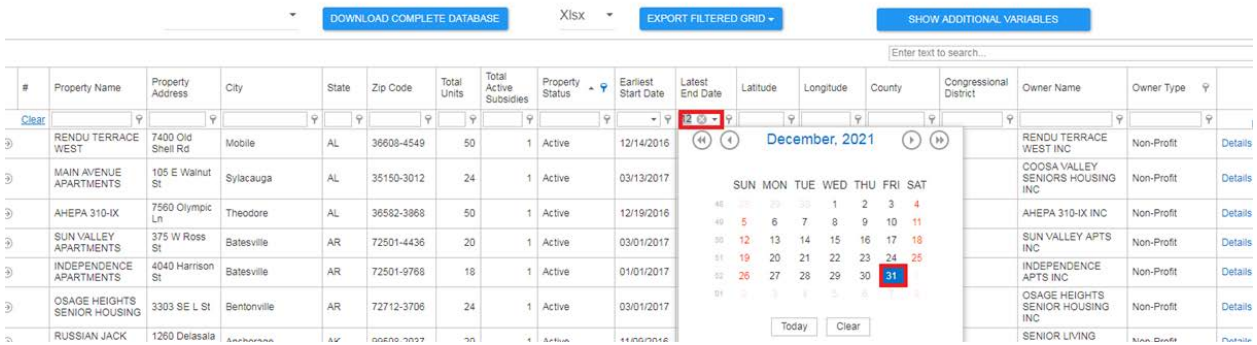
1. Filter *NHPD* properties with a **Property Status** equal to active and inconclusive and click 'Ok'. A list of property statuses can be displayed by clicking



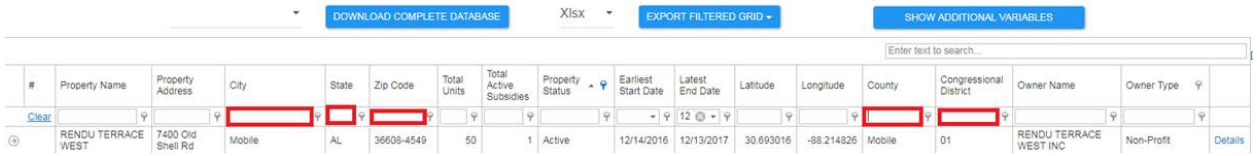
2. Select the button under the **Latest End Date** field and check 'is less than.'



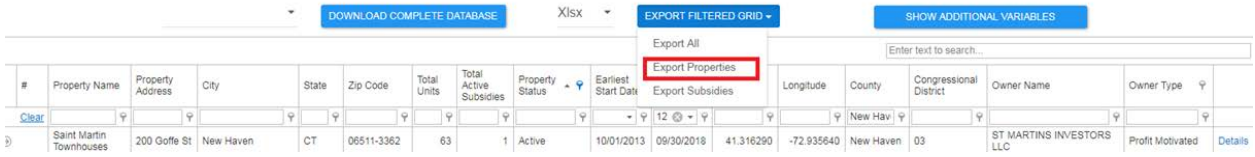
3. Filter *NHPD* properties with a **Latest End Date** before December 31, 2021.



4. Apply any geographic filters of interest, including **City**, **State**, **Zip Code**, **County**, and/or **Congressional District**. Type the area of interest in the text box below the field name. If you are searching by **Congressional District** you will need to filter by the **State** field first.



5. *Optional*: Apply any additional filters to narrow the list of properties expiring in the next five years down to only those that meet a set of preservation criteria defined by your organization. These criteria could be properties funded by select subsidies, properties owned by for-profit companies, or properties that have been built in the last 30 years.
6. Download the list of properties by clicking **Export Filtered Grid** and selecting Export Properties.



Identifying Inactive Properties

Properties can be classified as active, inconclusive, or inactive depending on whether the owner of the property receives any rental subsidies and is required to charge low-income households rent below the market-rate. Since a property can receive multiple subsidies with varying lengths and depth of assistance, properties are classified as active, inactive, or inconclusive depending on the collective status of each subsidy attached to the property. The three property statuses are described below:

Property Status	Description	Classification
Active	Property is required to offer rent below the market rate for low-income households.	Any property with at least one active subsidy.
Inconclusive	Property may be required to offer rent below the market rate for low-income households. The property is missing subsidy status information or cannot be definitively confirmed as either active or inactive.	Any property with at least one inconclusive subsidy, but no active subsidies.
Inactive	Property is no longer required to offer rent below the market rate for low-income households.	Any property with no active or inconclusive subsidies.

Subsidies can be classified as inconclusive or inactive for the following reasons:

Subsidy Status	Reasons
Active	Subsidy end date is in the future Subsidy is listed as active
Inconclusive	Subsidy end date passed, but the owner may have extended affordability restrictions not captured in the data Subsidy end date is missing Subsidy is listed as non-programmatic (the subsidy is no longer tracked by HUD, but it can still be active)
Inactive	Subsidy end date passed Subsidy is missing from subsequent data updates Subsidy is listed as terminated

Subsidy status is determined differently for each subsidy program depending on the type and quality of the data provided by the US Department of Housing and Urban Development (HUD) and the US Department of Agriculture. Please refer to the *Data Dictionary* for specific information on how subsidy status is determined for each subsidy program.

Users performing overtime analyses using the *NHPD* are advised to read the *Data Notes* page to understand how the accuracy, format, completion, and frequency of update for each data source vary by program and have changed overtime.

Users performing analysis on active and inactive properties are encouraged to reach out to their local housing finance agency to collect additional information about subsidies classified as inconclusive or use their best judgement to make assumptions on whether inconclusive properties should be included in their active property count. The *NHPD* team classifies inconclusive subsidies as 'likely active' when creating the *Preservation Profiles* if the inconclusive subsidies meet the following criteria:

Subsidy Status Description	Subsidy Type
End Date Missing	LIHTC
End Date Missing	Section 515
End Date Missing	Section 202
End Date Missing	Section 8
End Date Passed	Section 8
Non-programmatic	LIHTC

If you have any corrections to the status of any properties listed in the database, please contact datafeedback@preservationdatabase.org.