



ANDREW M. CUOMO
GOVERNOR

DARRYL C. TOWNS
COMMISSIONER/CEO

NEW YORK STATE
DIVISION OF HOUSING
& COMMUNITY
RENEWAL

HOUSING
TRUST FUND
CORPORATION

STATE OF
NEW YORK MORTGAGE
AGENCY

NEW YORK STATE
HOUSING FINANCE
AGENCY

NEW YORK STATE
AFFORDABLE HOUSING
CORPORATION

STATE OF
NEW YORK MUNICIPAL
BOND BANK AGENCY

TOBACCO SETTLEMENT
FINANCING
CORPORATION

Needs Assessment/Strategic Plan Questionnaire

Please attach a copy of your current **Needs Assessment** and **Strategic Plan**.
(This can be a hard copy or an electronic copy).

Have the needs of your community materially changed over the past three years? Yes No
Please explain why you believe that they have or have not changed:

If your community's needs have materially changed, please complete the attached Needs Assessment Checklist.

Describe the progress made during the past three years in meeting the needs of your community:

Needs Assessment Checklist

Using data such as the census, Data Place, local reports, assessors' data, interviews, surveys, physical conditions reports, and organizational knowledge, please answer the questions below:

1. What is your geographic service area?

2. What income levels are located in your geographic service area?

3. List the age profiles, underserved race or ethnic populations, special needs populations, etc. within your geographic service area.

4. What are your agency's core competencies?

5. How has the population in your service area changed over the past 5 years?

6. What are the trends in household changes?

7. What are the trends in special needs populations?

8. What are the household economic trends?

9. What are the employment trends?

10. What are the housing trends (nc, rehab, etc.)?

11. What other not-for-profit service providers work in your service area and what is your relationship with them?

Current Housing in Service Area:

1. Approximately how many units currently exist in your service area?

2. What types of units currently exist in your service area? (i.e., ownership, rental, special needs, single-family, multi-family, etc.)

3. Of the units in your service area, what are the basic bedroom configurations (0, 1, 2, 3, 4 more than 4)?

4. How many units in the area are affordable to households earning <90% of area median income?

5. What is the vacancy rate for your service area?

6. Is there a demand for additional units? Yes No If so, what kind, and at what price point?

7. What are the underserved populations (if any) in affordable housing for your service area?

8. Is foreclosure an issue in your service area? Yes No

9. What is the quality of the existing housing in your service area?

10. What are the current housing prices in your service area? Compare the changes that have occurred over the past 5 years.

11. What do you see as the biggest challenge to affordable housing in your service area?

12. Is there housing for special needs populations in your service area? Yes No Please specify:

13. Are there supportive services for special needs populations in your service area? Yes No

14. What is the quality of the infrastructure to support housing and communities?

15. Are there adequate municipal, financial, and other technical support to meet the demands of the community development needs of the service area? Yes No Please specify:

Strategic Plan Checklist

Please answer the following questions based on your current Needs Assessment (if no changes) or on the Needs Assessment Checklist. You may need to utilize a board retreat, planning committee meetings, staff meetings, or a combination of all of these to complete this form.

1. Identify the key goals that your organization will strive to reach during the next three years (i.e., provide affordable home ownership opportunities for families, provide affordable rental housing for seniors, etc.). Use a separate checklist for each goal.

2. Identify the key strategies your organization will employ to deliver the outcomes (i.e., develop training for potential homebuyers, assess financial assistance available for home ownership at <90% area median income, meet with area developers to assess partnerships for development of senior projects, etc.).

3. Assess organizational capacity.

