

**Evaluation of the
Demonstration
Planning Grant
Program**

**Task Order
C-CHI-01031/
GS-10F-0086K**

**OMB Paperwork
Reduction Act
Submission for
Survey of Section 202
Sponsors**

**Telephone Survey of
Section 202 DPG
Recipients**

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Telephone Survey of Section 202 DPG Recipients

Sponsor Survey – DPG Recipients

Sponsor Survey – DPG Recipients

My name is _____ and I work for Abt Associates, a research company based in Cambridge, MA. We are conducting a study for the US Department of Housing and Urban Development, Office of Policy Development and Research on the Section 202 Demonstration Planning Grant Program. We are interested in learning about all aspects of the DPG program including the application process and grant administration. We are also interested in learning about any issues that may affect Section 202 processing time from fund reservation to initial closing. We have asked to interview you because of your involvement with _____ property. The survey will primarily address your experience with this one specific property.

This survey will take about 45 minutes to complete. Participating in this survey is voluntary and you can refuse to answer any question. When we're finished with this study, we'll write a report on what we learn and provide a copy of the survey dataset to HUD. Neither your name nor your organization's name will be associated with any answers in either the report or the dataset. However, given the unique characteristics of some organizations and properties, it is possible that someone at HUD who has access to the dataset might be able to figure out who provided some answers on the survey. In the published report, the information we obtain from these surveys will be presented only as statistical summaries, so no individual respondents or organizations will be identified.

Your opinions are important to the study and we hope that you agree to participate. The information you provide will help HUD better understand sponsor organizations' perspectives and experiences with respect to the Section 202 and Demonstration Planning Grant programs.

READ IF CONSULTANT IS PARTICIPATING IN SURVEY

Since there is more than one respondent for this survey, we ask that you come to a consensus on the response for each question. If there are disagreements, we will defer to the sponsor representative for the final response.

Do you have any questions before we begin?

Contact Information - Sponsor

(Available data pre-loaded in Checkbox prior to survey administration)

Organization: _____

Respondent Name: _____

Title: _____

Address: _____

Phone: _____

Email: _____

Contact Information – Consultant (if applicable)

Organization: _____

Respondent Name: _____

Title: _____

Address: _____

Phone: _____

Email: _____

Property Information

Property Name: _____

Property Location: _____

Fiscal Year Awarded: _____ DPG Amount: _____

Processing Time: _____ HUD Field Office: _____

of Processing Waivers Granted _____ # of Fund Amount Waivers Granted _____

High Cost Area: Yes/No

Interviewer Name: _____

Date Interview Completed: _____

Knowledge of the DPG Program

First I would like to ask you questions about your experience as it relates to the Section 202 and Demonstration Planning Grant program.

READ IF CONSULTANT IS PARTICIPATING IN SURVEY:

These questions pertain to the experience of just the sponsor organization. The housing development experience of the consultant is asked about in a subsequent section of the survey.

1. What type of organization is _____? Is your organization local or are you part of a larger organization?

Local

National

DON'T KNOW / REFUSED

2. What is your title/position?

3. Describe your affordable housing development experience:

4. How many Section 202 applications has your organization submitted since fiscal year 2004?

5. Of those, how many Section 202 applications resulted in an award?

6. How many Section 202 applications have you personally worked on since fiscal year 2004?

7. Of those, how many Section 202 applications resulted in an award?

8. This survey primarily asks questions about the Demonstration Planning Grant program. With how many Section 202 Demonstration Planning Grant applications have you personally worked?

9. Of those, how many DPGs were awarded?

10. How would you rate your overall knowledge of the DPG program? Would you say you are NOT KNOWLEDGEABLE, SOMEWHAT KNOWLEDGEABLE, or VERY KNOWLEDGEABLE?

- Not Knowledgeable.....
- Somewhat Knowledgeable.....
- Very Knowledgeable.....
- DON'T KNOW / REFUSED.....

Property and Sponsor Characteristics of Recipients

For the next several sections of the survey, we will ask about your experience with one specific Section 202 property: _____ located in _____ and awarded in fiscal year _____.

READ IF CONSULTANT IS PARTICIPATING IN SURVEY:

We understand that some consultants have worked with other sponsor organizations or properties within the Section 202 and Demonstration Planning Grant programs; however, this survey only targets one specific property. Therefore, when responding to the survey questions, please keep your responses related to just the experience with property _____.

11. For property _____, did the Section 202 capital advance and DPG cover the property's entire development cost?
- Yes.....
- No
- DON'T KNOW / REFUSED

- 11a. IF **NO**, approximately what percent of total development cost was funded by the Section 202 and DPG programs?

- 11b. IF **NO**, what other sources of funding were used for the development of property _____?

INTERVIEWER WILL RECORD RESPONSES IN TABLE.

SOURCE OF FUNDING	YES	NO
11b1. HOME	<input type="checkbox"/>	<input type="checkbox"/>
11b2. CDBG	<input type="checkbox"/>	<input type="checkbox"/>
11b3. Federal Home Loan Bank	<input type="checkbox"/>	<input type="checkbox"/>
11b4. Sponsor/Owner funds	<input type="checkbox"/>	<input type="checkbox"/>
11b5. Donation of land	<input type="checkbox"/>	<input type="checkbox"/>
11b6. Low income housing tax credits	<input type="checkbox"/>	<input type="checkbox"/>
11b7. Other State funding (Specify: _____)	<input type="checkbox"/>	<input type="checkbox"/>
11b8. City or County funding	<input type="checkbox"/>	<input type="checkbox"/>

SOURCE OF FUNDING	YES	NO
11b9. Other (Specify: _____)	<input type="checkbox"/>	<input type="checkbox"/>
11b10. Other (Specify: _____)	<input type="checkbox"/>	<input type="checkbox"/>

12. For property _____, what development tasks did your organization procure outside contractors? I will read a list and select all that apply.

- Developer
- Appraisals.....
- Architect Services
- Engineering Services
- Environmental Site Assessment
- Consultant Services
- Cost Analysis.....
- Legal
- Market Study
- Relocation
- None
- DON'T KNOW/REFUSE

12a. Are there any other tasks for which your organization hired an outside contractor?

Other – Specify: _____

Other – Specify: _____

12b. **IF CONSULTANT SERVICES**, why did your organization hire a consultant to assist with this property?

12c. **IF CONSULTANT SERVICES**, what activities did the consultant complete for this property? I will read a list and select all that apply.

- Overall project management.....
- Determined the need for supportive elderly housing.....
- Determined development costs
- Identified and/or secured other sources of property funding
- Wrote the Section 202 application
- Wrote the DPG application
- Monitored the development budget.....
- Helped procure developer
- Helped procure other contractors.....
- Monitored design process.....

12d. Were there any other tasks that the consultant completed?

Other – Specify: _____

Other – Specify: _____

12e. Describe the housing development/Section 202 experience of the consultant.

13. Did the receipt of a Demonstration Planning Grant have any effect on your organization's decision to hire contractors for this property?

Yes

No

DON'T KNOW / REFUSED

13a. IF **YES**, explain:

Marketing of the DPG Program

The following questions ask about your organization's interaction with the HUD field office about the Demonstration Planning Grant program prior to and during the DPG application process.

14. For property _____, when did HUD field office staff provide information to your organization about the DPG program? I will read a list of responses and please answer YES or NO to whether the field office provided information about the DPG at each milestone.

	YES	NO	DK/REF
14a. During the Section 202 application process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14b. With the Section 202 fund reservation award letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14c. At the Section 202 award briefing meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14d. When the DPG NOFA was released by HUD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14e. Some other time (Specify: _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

15. How would you rate the field office's staff's knowledge of the DPG program at the time that you applied for the DPG grant? Please rate each area as either NOT KNOWLEDGEABLE, SOMEWHAT KNOWLEDGEABLE, or VERY KNOWLEDGEABLE.

	Not Knowledgeable	Somewhat Knowledgeable	Very Knowledgeable	DK/REF
15a. The DPG application process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15b. The DPG award process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15c. The DPG administration period after grant award	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15d. DPG activities during the initial closing for the Section 202 property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15e. DPG grant closeout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DPG Application Process

Now we will ask questions about the DPG application process and why your organization decided to apply for the DPG.

16. Why did your organization decide to apply for the DPG for property _____? I will read a list of reasons and please answer YES or NO for each one.

	YES	NO	DK/REF
16a. There were no other sources of predevelopment funding before initial closing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16b. DPG was needed to speed up time between fund reservation and initial closing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16c. The property needed additional funding because it was in a high cost area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16d. DPG provided greater ability to retain qualified predevelopment contractors (developers, architects, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16e. DPG provided greater ability to retain qualified development consultants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16f. Other (Specify: _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

17. The first Demonstration Planning Grants were awarded in fiscal year 2004, on April 7, 2005. Since then, have there been any other Section 202 properties that your organization developed that did not apply for the DPG?

- No other Section 202 grants awarded to sponsor (SKIP to 18)
- Other 202 grants, but did not apply for DPG (ASK 17a AND b.).....
- Other 202 grants, applied for DPG (ASK 17c).
- DON'T KNOW / REFUSED

- 17a. Why did your organization not apply for the DPG for other properties? I will read a list of reasons and please answer YES or No for each one.

	YES	NO	DK/REF
17a1. Had other sources of predevelopment funding before initial closing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17a2. Ineligible property type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17a3. The Section 202 capital advance fully covered the cost of development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17a4. The Section 202 capital advance was already at maximum amount permitted by HUD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17a5. Had lack of knowledge about the DPG program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO	DK/REF
17a6. Had previous negative experience with DPG application process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17a7. Had previous negative experience with DPG administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17a8. The timing of the release of the DPG NOFA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17a9. Award of DPG requires property to reach initial closing within 18 months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17a10. The DPG application is burdensome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17a11. The cost of completing the application is too high	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17a12. Other (Specify: _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

17b. Of the reasons provided, which had the greatest impact on your organization's decision not to apply for the DPG?

- Had other sources of predevelopment funding before initial closing
- Ineligible property type
- The Section 202 capital advance fully covered cost of construction.....
- The Section 202 capital advance was already at maximum amount permitted by HUD.....
- Had lack of knowledge about the DPG program
- Had previous negative experience with DPG application process
- Had previous negative experience with DPG administration.....
- The timing of the release of the DPG NOFA
- Award of DPG requires property to reach initial closing within 18 months.....
- The DPG application is burdensome
- The cost of completing the application is too high
- Other (Specify: _____)
- DON'T KNOW / REFUSED

17c. Why did your organization apply for the DPG for other properties? I will read a list of reasons why your organization may have applied for the DPG for other properties. Please answer YES or No for each one.

	YES	NO	DK/REF
17c1. There were no other sources of predevelopment funding before initial closing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17c2. DPG was needed to speed up time between fund reservation and initial closing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17c3. The property needed additional funding because it was in a high cost area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17c4. DPG provided greater ability to retain qualified predevelopment contractors (developers, architects, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17c5. DPG provided greater ability to retain qualified development consultants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17c6. Other (Specify: _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

18. We would like to know the extent of sponsor resources needed to fulfill the DPG application requirements. What was the cost to the sponsor in dollars to apply for the DPG for property _____?

19. About how many staff or consultant hours were needed to prepare the DPG application for property _____?

20. We would like to know how difficult your organization found the application process to be. For each of the following components of the application process, please state whether each component was EASY, SOMEWHAT DIFFICULT, or DIFFICULT.

	EASY	SOMEWHAT DIFFICULT	DIFFICULT	DK/REF
20a. Describing the organization's financial need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20b. Determining the proposed predevelopment activities and budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20c. Determining a development schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20d. Complying with the HUD grant application schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20e. Navigating Grants.gov submission system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

21. Were there any other aspects of the application process you found to be difficult or burdensome?

- Yes
- No
- DON'T KNOW / REFUSED

21a. IF **YES**, please describe what aspects of the application process you found to be difficult or burdensome:

22. During the DPG application phase, did you ask the HUD field office for any assistance with your application?

- Yes
- No
- DON'T KNOW / REFUSED

22a. IF **YES**, what kind of assistance did you ask for?

22b. Did you receive the support you asked for/needed?

- Yes
- No
- DON'T KNOW / REFUSED

22c. IF **NO**, what kind of assistance did you ask for that you did not receive?

23. How did your organization estimate predevelopment costs for the DPG application?

DON'T KNOW / REFUSED

**INTERVIEWERS WILL RECORD RESPONSES VERBATIM AND LATER CODE.
POSSIBLE RESPONSES INCLUDE:**

- Estimate costs internally based on previous Section 202 properties
- Estimate costs internally based on other housing development properties (non-Section 202)
- Ask subcontractors to provide estimates
- Estimated costs based on industry standards

24. Was your total predevelopment cost estimate in the DPG application accurate at initial closing?

Yes
No
DON'T KNOW / REFUSED

24a. IF **NO**, were your predevelopment cost estimates in the application too low or too high?

Predevelopment cost estimate too low
Predevelopment cost estimate too high
DON'T KNOW / REFUSED

24b. Please estimate the difference between your predevelopment cost estimate in the application and the actual predevelopment costs at initial closing.

25. Please identify any suggestions you have to improve the DPG application process.

DPG Administration

The following questions relate to DPG administration, that is, to the activities that took place after the sponsor received a DPG award. These questions also only pertain to property _____.

26. HUD administers the DPG funding allocation through its web-based Line of Credit Control System (LOCCS). For property _____, did your organization have any issues receiving LOCCS Access Authorization within a reasonable amount of time?

- Yes.....
- No
- DON'T KNOW / REFUSED

26a. IF YES, what were the issues?

(PROBES: ISSUES CAUSED BY SPONSOR, HUD OR OUTSIDE FACTORS? HOW LONG DID IT TAKE FOR THE SPONSOR TO RECEIVE LOCCS ACCESS AFTER THEY SUBMITTED THE HUD FORM 27054?)

27. For property _____, did you have any issues submitting payment voucher requests and getting them approved within a reasonable amount of time?

- Yes.....
- No
- DON'T KNOW / REFUSED

27a. IF YES, what were the issues?

(PROBES: ISSUES CAUSED BY SPONSOR, HUD OR OUTSIDE FACTORS? HOW LONG DID IT TAKE FOR THE SPONSOR TO RECEIVE PAYMENTS ONCE THE VOUCHER REQUEST WAS SUBMITTED?)

28. For property _____, did your organization request to move DPG funds between budget line items?

- Yes
- No
- DON'T KNOW / REFUSED

28a. IF **YES**, did HUD approve the transfer of funds?

- Yes
- No
- DON'T KNOW / REFUSED

28b. IF **YES**, how long did it take for HUD to approve the transfer request?

28c. What was the total amount of funding moved?

28d. Did you have any issues in moving the DPG funding between line items?

- Yes
- No
- DON'T KNOW / REFUSED

28e. IF **YES**, what were the issues?

(PROBES: ISSUES CAUSED BY SPONSOR, HUD OR OUTSIDE FACTORS? HOW LONG DID IT TAKE FOR THE SPONSOR TO FUNDS TO BE MOVED?)

29. Were there any other issues with the DPG grant during the grant period that the field office helped you with?

Yes.....

No

DON'T KNOW / REFUSED

29a. IF **YES**, what were the issues?

(PROBES: ISSUES CAUSED BY SPONSOR, HUD OR OUTSIDE FACTORS? HOW DID HUD RESOLVE THE ISSUE? HOW LONG DID IT TAKE?)

DPG Outcomes

The goal of the Demonstration Planning Grant is to help sponsors reach initial closing more quickly. We would like to know if this was true in your experience with property _____.

30. If your organization had not received a DPG for property _____, do you think the time between fund reservation and initial closing would have been different? Would you say that the DPG:

- Significantly decreased processing time
- Somewhat decreased processing time
- Made no difference in processing time
- Somewhat increased processing time
- Significantly increased processing time
- DON'T KNOW / REFUSED

30a. IF **SOMEWHAT** or **SIGNIFICANTLY INCREASED PROCESSING TIME**, what aspect(s) of DPG administration increased processing time?

**INTERVIEWERS WILL RECORD RESPONSES VERBATIM AND LATER CODE.
POSSIBLE RESPONSES INCLUDE:**

- The time period between when the Section 202 awards are made and the release of the DPG NOFA
- Time to obligate funds in LOCCS
- Time period to release DPG payments to sponsors
- Time period to approve fund amendment waivers

30b. IF **SOMEWHAT** or **SIGNIFICANTLY DECREASED PROCESSING TIME**, what aspect(s) of DPG administration decreased processing time?

31. Would you say that the DPG had any effect on your organization's ability to access other development funds besides the Section 202 capital advance?

Yes.....

No

DON'T KNOW / REFUSED

31a. IF **YES**, what effect did it have?

(PROBE WHAT OTHER SOURCES OF FUNDING WERE RECEIVED BECAUSE OF THE DPG)

Factors Affecting Time from Fund Reservation to Initial Closing

For the following questions, we are interested in identifying factors that may contribute to untimely processing of Section 202 grants from fund reservation to initial closing.

32. Based on your experience with property _____, for each of the following factors we would like you to tell us how much of a negative impact it had on your organization’s ability to get to closing within 18 months. We will first ask whether the factor applies to property _____. Then we would like to know how great a negative impact the factor had on your organization’s ability to get to closing within 18 months. Finally, we will ask whether you think the DPG had a POSITIVE EFFECT, NEGATIVE EFFECT, or NO EFFECT on how the factor influenced your ability to get to initial closing for this property.

FACTOR	NA	IMPACT					EFFECT OF DPG			
		No Impact	Minor Impact	Moderate Impact	Significant Impact	DK/ REF	Positive Effect	Negative Effect	No Effect	DK/ REF
32a. Property is new construction	<input type="checkbox"/>									
32b. Property involves rehabilitation	<input type="checkbox"/>									
32c. Property involves relocation of residents	<input type="checkbox"/>									
32d. Property site zoning approval	<input type="checkbox"/>									
32e. Permits (i.e., obtaining and/or cost of permits)	<input type="checkbox"/>									
32f. State and local historic preservation approval	<input type="checkbox"/>									
32g. Site contamination mitigation	<input type="checkbox"/>									
32h. Securing other sources of funding	<input type="checkbox"/>									
32i. Legal challenges	<input type="checkbox"/>									
32j. General local opposition to property	<input type="checkbox"/>									
32k. Need for amendment waiver for processing time	<input type="checkbox"/>									
32l. Need for amendment waiver for fund amount	<input type="checkbox"/>									
32m. Transferred DPG funds between line items	<input type="checkbox"/>									
32n. Lack of predevelopment funding	<input type="checkbox"/>									

INTERVIEWERS WILL SELECT FACTORS THAT HAD A MODERATE OR SIGNIFICANT IMPACT ON PROCESSING TIME TO ASK FOLLOW-UP QUESTIONS.

33a. You noted that _____ is a factor that negatively affected processing time for the target property. Can you describe how _____ negatively affected processing time?

33b. You noted that _____ is a factor that negatively affected processing time for the target property. Can you describe how _____ negatively affected processing time?

33c. You noted that _____ is a factor that negatively affected processing time for the target property. Can you describe how _____ negatively affected processing time?

33d. You noted that _____ is a factor that negatively affected processing time for the target property. Can you describe how _____ negatively affected processing time?

33e. You noted that _____ is a factor that negatively affected processing time for the target property. Can you describe how _____ negatively affected processing time?

34. Please identify any factors, other than those listed above, that may affect processing time between fund reservation and initial closing.

35. Do you have any suggestions for HUD to aid the timely processing of Section 202 properties from fund reservation to initial closing?

36. Do you have any suggestions or comments to HUD about the DPG program?

37. Do you have any other suggestions or comments to HUD about the Section 202 program in general?

This is the end of the survey. Thank you for your time.