

**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 Non-
Recipients**

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Table of Contents

Telephone Survey of Section 202 Non-Recipients 1

Telephone Survey of Section 202 Non-Recipients

Sponsor Survey – DPG Non-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 why some sponsors do not apply for the grant. We are also interested in learning about any issues that may affect general 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.

Your organization was selected to participate in this study because HUD records as of January 2010 indicated that your organization has never applied for or received a DPG. Is this accurate?

IF NO, STOP SURVEY AND THANK THEM FOR THEIR TIME.

This survey will take about 30 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, it is possible that someone at HUD might be able to figure out who provided some answers on the survey. In the 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

(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: _____ Section 202 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: _____

First I would like to ask you questions about your development 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 is it part of a larger organization?

- National organization
- Local organization.....
- 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?

Property and Sponsor Characteristics of Non-Recipients

For the next several sections of the survey, we will ask about your experience with your most recently awarded Section 202 property: _____ located in _____.
 _____ (Property Name)
 _____ (Property Location)

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 program; 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 _____.

8. Did the Section 202 capital advance cover the property's entire development cost?
- Yes.....
- No
- DON'T KNOW / REFUSED

8a. IF **NO**, approximately what percent of total development cost was funded by the Section 202 program?

8b. If NO, what other sources of funding were used for the development of property _____? I will read a list of types of sources of funding and please answer YES or NO. Also, for each type of funding that was used to develop the property, state which types were also used to pay for pre-development costs, that is, all the costs of the property prior to initial closing.

SOURCE OF FUNDING	USED FOR TARGETED PROPERTY		AVAILABLE FOR PREDEVELOPMENT ACTIVITIES	
	YES	NO	YES	NO
8b1. HOME	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8b2. CDBG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8b3. Federal Home Loan Bank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8b4. Sponsor/Owner funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8b5. Donation of land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SOURCE OF FUNDING	USED FOR TARGETED PROPERTY		AVAILABLE FOR PREDEVELOPMENT ACTIVITIES	
	YES	NO	YES	NO
8b6. Low income housing tax credits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8b7. Other State funding (Specify:_____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8b8. City or County funding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8b9. Other (Specify:_____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8b10. Other (Specify:_____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Did your organization have any issues with accessing predevelopment funds?

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

9a. IF **YES**, please explain.

(PROBE WHETHER ACCESS TO PREDEVELOPMENT FUNDS HAVE ANY EFFECT ON PROCESSING TIME)

10. For 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 / REFUSED

10a. Are there any other development tasks for which your organization hired an outside contractor?

Other – Specify: _____

Other – Specify: _____

10b. IF **CONSULTANT SERVICES**, why did your organization hire a consultant to assist with this property?

11. What activities did the consultant complete for this property? I will read a list and select all that apply.

TASK	YES	NO	DK/REF
Overall project management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determined the need for supportive elderly housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determined development costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identified and/or secured other sources of property funding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wrote the Section 202 application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitored budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helped procure developer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helped procure other contractors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitored design process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11a. Were there any other tasks that the consultant completed?

Other – Specify: _____

Other – Specify: _____

11b. Describe the housing development/Section 202 experience of the consultant.

DPG Knowledge and Application Process

The major focus of this survey is to learn about the Demonstration Planning Grant program. While we understand that your organization has neither applied for nor received a DPG, we are still interested in learning about your knowledge of the program. Now we will ask questions about the DPG application process and why your organization decided not to apply for the DPG.

12. On a scale from 1 to 5, where 1 is NOT KNOWLEDGEABLE and 5 is VERY KNOWLEDGEABLE, how would you rate your knowledge of the DPG program?

Not Knowledgeable		Somewhat		Very Knowledgeable
1	2	3	4	5
DON'T KNOW / REFUSED <input type="checkbox"/>				

13. For property _____, were you aware of the DPG program?

Yes

No

DON'T KNOW / REFUSED

- 13a. IF **YES**, 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 each activity.

TASK	YES	NO	DK/REF
13a1. During the Section 202 application process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13a2. With the Section 202 fund reservation award letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13a3. At the Section 202 award briefing meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13a4. When the DPG NOFA was released by HUD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13a5. Some other time (Specify: _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 13b. IF 13a1–13a5 ARE ALL **NO**, how did you initially hear about the DPG program?

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

- From previous Section 202 properties
- From other sponsor staff
- From consultants
- From other contractors
- HUD publications
- General news

14. How would you rate the field office's knowledge of the DPG program on a scale from 1 to 5 in which 1 is NOT KNOWLEDGEABLE and 5 is VERY KNOWLEDGEABLE.

	Not Knowledgeable				Very Knowledgeable
	1	2	3	4	5
DON'T KNOW / REFUSED <input type="checkbox"/>					

15. Why did your organization not apply for the DPG for property _____? I will read a list of reasons and please state YES or NO for each one.

	YES	NO	DK/REF
15a. Had other sources of predevelopment funding before initial closing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15b. Ineligible property type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15c. The Section 202 capital advance fully covered cost of construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15d. The Section 202 capital advance was already at maximum amount permitted by HUD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15e. Lack of knowledge about the DPG program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15f. Had previous negative experience with DPG application process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15g. Had previous negative experience with DPG administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15h. The timing of the release of the DPG NOFA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15i. Award of DPG requires property to reach initial closing within 18 months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15j. The DPG application is burdensome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15k. The cost of completing application is too high	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

16. 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 ..
- 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 application is too high
- DON'T KNOW / REFUSED

17. Would your organization consider applying for a DPG for future properties?

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

17a. IF **YES**, under what circumstances would your organization apply for a DPG for a future property?

INTERVIEWERS WILL RECORD RESPONSES VERBATIM. POSSIBLE RESPONSES INCLUDE:

- No other sources of predevelopment funding before initial closing
- To speed up time between fund reservation to initial closing
- Insufficient cash flow
- Need additional funding for building in high cost areas
- Greater ability to retain qualified predevelopment contractors (developers, architects, etc)
- Greater ability to retain qualified development consultants
- Greater ability to include small businesses in the development process

17b. IF **NO**, why would your organization not apply for a DPG for a future property?

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.

18. 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.

FACTOR	NA	IMPACT			
		No Impact	Minor Impact	Moderate Impact	Significant Impact
18a. Property is new construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18b. Property involves rehabilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18c. Property involves relocation of residents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18d. Property site zoning approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18e. Permits (i.e., obtaining and/or cost of permits)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18f. State and local historic preservation approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18g. Site contamination mitigation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18h. Securing secondary financing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18i. Legal challenges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18j. General local opposition to project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18k. Need for amendment waiver for processing time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18l. Need for amendment waiver for fund amount	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18m. Lack of predevelopment funding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

- 19a. You noted that _____ is a factor that negatively affected processing time for the target property. Can you describe how _____ negatively affected processing time?

19b. You noted that _____ is a factor that negatively affected processing time for the target property. Can you describe how _____ negatively affected processing time?

19c. You noted that _____ is a factor that negatively affected processing time for the target property. Can you describe how _____ negatively affected processing time?

19d. You noted that _____ is a factor that negatively affected processing time for the target property. Can you describe how _____ negatively affected processing time?

19e. You noted that _____ is a factor that negatively affected processing time for the target property. Can you describe how _____ negatively affected processing time?

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

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

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

23. 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.