

HOW-TO

Complete the existing housing needs narrative in a comprehensive plan.

In your housing element, you will need to identify your existing and projected housing needs. This document will go over how to complete an existing needs summary. To meet minimum requirement (2), a narrative and/or summary of the existing needs in your city or township must be present in the housing element. This existing needs narrative will be used to complete your Housing Implementation Plan. There are two main portions of an existing needs summary;

- The city or township generated local existing housing needs (2).
- The required regional existing housing needs (2.1, 2.2, 2.3).



LOCAL EXISTING HOUSING NEEDS

Using the data and analysis that was completed in the Existing Housing Assessment (1), you should be able to identify the existing housing needs for your city or township. The Existing Housing Assessment includes data at various bands of affordability; therefore, the needs should be identified within bands of affordability when applicable. While you are not limited to the minimum required data in the Existing Housing Assessment to generate your local existing needs, it is important to ensure that the minimum required data points are being accounted for in the development of existing needs.

For example, your city or township has a large amount of renters that have incomes at or below 50% of the area median income (AMI) that are housing cost burdened (spend more than 30% of their income on housing costs) and also there are very few housing options currently exist in your community affordable at 50% AMI or less, this should be identified as a need in the existing needs summary like shown:

Rental units affordable at 50% AMI and below are a city housing need because of the gap in housing stock at this affordability band.

For assistance in identifying potential local needs from data in your Existing Housing Assessment, please use the Local Housing Data tool.

Met Council recognizes that quantitative housing assessment is not always a replacement for local knowledge and priorities. We do not expect every data point in the Existing Housing Assessment to result in a local existing housing need. However, in review of the existing housing needs section of the housing element, we will be looking for a clear connection between the existing housing data and the final existing needs summary. We also encourage local governments to think beyond the minimum required data analysis to identify needs.

USE THE LOCAL HOUSING DATA TOOL TO COMPLETE YOUR ASSESSMENT

Visit the Local Housing Data Tool to see data tailored to your community. For each Local Housing Data tool there are narrative explanations on how to interpret the data as well as potential existing housing needs that may be relevant for your community.

For example, if local governments have identified larger rental units in a future transit area to support more families as a local existing housing need the following could be what they choose to include:

Rental units for large families, especially near future transit station(s).

REGIONAL EXISTING HOUSING NEEDS

In addition to the existing housing needs local governments identify for their city or township, your summary of existing needs must address three existing regional housing issues.

- Providing affordable housing opportunities that are accessible to households of varying abilities (2.1).
- Maintenance and preservation of unsubsidized affordable housing (2.2).
- Households at risk of losing housing/ experiencing housing instability (2.3).

These regional needs should be interpreted through the knowledge, priorities, other data, or expertise of your city or township. They need to be addressed for the narrative summary of existing housing needs to be complete. The following is an example of how regional needs could be identified:

- *Rental units that go beyond minimum accessibility standards.*
- *Preservation of naturally-occurring affordable housing within all bands of affordability, especially near the city center.*
- *Reduce the percent of 30% AMI cost-burdened households as the greatest risk of housing instability.*

EXAMPLE NARRATIVE OF EXISTING HOUSING NEEDS

Based on the existing data and conditions in Little Valley, we have identified the following existing housing needs as priorities for our community through 2050. In the housing implementation section of this plan, you will find a discussion of the tools and strategies we will employ to address those needs.

1. *Rental units affordable at 50% AMI and below are a city housing need because of the gap in housing stock at this affordability level.*
2. *Maintenance assistance for low-income homeowners at or below 60% AMI.*
3. *Rental units for large families, especially near future transit station(s).*
4. *Senior housing affordable at 30-50% AMI.*
5. *Rental units that go beyond minimum accessibility standards.*
6. *Preservation of naturally-occurring affordable housing within all bands of affordability, especially in the city center*
7. *Reduce the percent of 30% AMI cost-burdened households as the greatest risk of housing instability.*

SEE THE LOCAL HOUSING DATA TOOL FOR CONTEXTUAL DATA

The Local Housing Data tool has data related to the three regional needs that you can use to help you contextualize your needs relating to the three regional issues.

USING IDENTIFIED HOUSING NEEDS IN YOUR IMPLEMENTATION PLAN

Refer to the Housing Implementation Plan instructions to read more about how this narrative will be used in the creation of your housing implementation section.

FOR MORE INFORMATION

Refer to the Housing Implementation Plan instructions to read more about how this narrative will be used in the creation of your housing implementation section.

Visit the [Local Planning Handbook](#) to learn more about comprehensive plan requirements.

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