



## Matching Priority Needs with Activities Tool

INSTRUCTIONS

DATA ENTRY

HIGH PRIORITY

LOW PRIORITY

To use the **Matching Priority Needs with Activities Tool**, start on the Data Entry screen and look down the list of potential priority needs listed in the "Needs Description" column. As you work your way down the list, select "low" or "high" from the dropdown list in the "Identify Need Priority Level" column depending on whether the need is a low or high priority. If the need is neither low nor high priority, select "N/A" from the drop down list.

As you select the appropriate priority level, activities that a grantee may undertake to address the need will appear across the top of the spreadsheet. A green check mark will appear below the potentially appropriate activities to address the need. Activities that would not address the need will be indicated with a red "X". If a grantee selects "N/A," nothing will appear.

Once you have selected the priority level for all of your needs, the tool will sort the high priority needs from the low priority needs when you click on the "High Priority" and "Low Priority" buttons at the top of the page. Grantees can use this information to complete their Consolidated Plan and to help them determine the types of activities that will address their community needs.

The **Deciding which Activities to Fund Tool** of the Maximizing Investments Toolkit is a counterpart tool to the Matching Priority Needs with Activities Tool. It is designed to help grantees evaluate the impact and feasibility of activities. Once grantees have identified appropriate activities through the Matching Priority Needs with Activities Tool, they can use the Deciding which Activities to Fund Tool to review the possible activities that would address each need – considering existing programs, partners, and programs, as well as the potential to add new activities into their Consolidated Plan.



# Matching Priority Needs with Activities Tool

Identify  
Needs Priority  
Level

INSTRUCTIONS	DATA ENTRY	HIGH PRIORITY	LOW PRIORITY
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## Housing Problems (IDIS Screen NA-10)

Lack of Complete Kitchen or Plumbing Facilities - Data Driven Toolkit indicates high incidence  
 Renter Cost Burden >30 or 50% - significant  
 Owner Cost Burden >30 or 50% - significant  
 Renter Overcrowding - significant  
 Owner Overcrowding significant  
 Renters doubled up or multiple households in one unit  
 Owners doubled up or multiple households in one unit

## Housing Costs (IDIS Screen MA-15)

Significant increases in rents / rents unaffordable to 80% or less AMI  
 Households nearing end of rapid re-housing assistance  
 Subsidized rental units coming to the end of their affordability period  
 Greater number of low income renters than affordable rentals  
 Median home prices unaffordable to 80% AMI, low inventory at 80% AMI  
 Low homeownership rates in certain income, household size/type, or age ranges

## Housing Conditions (IDIS Screen MA-20)

Significant number of vacant or abandoned buildings  
 High foreclosure rates, high number of REO properties, deterioration of neighborhoods because of vacant foreclosures  
 High incidences of units occupied by low/mod households with lead based paint  
 Significant percentage of housing units built over 40 years ago  
 Low vacancy rates and high waiting lists in existing rental housing  
 High percentage of small housing units in area with large households  
 Lack of housing near employment center or transit centers

## Disproportionately Greater Need (IDIS Screen NA 15 - 25)

Members of a racial or ethnic group at one income level have need at a greater rate (10% or more) than the income level as a whole

## Public Housing (IDIS Screen NA-35, MA-25)

Number and types of households on public housing waiting lists  
 Section 504 Needs Assessment - waiting list for accessible units  
 Need to restore or revitalize public housing units

## Homeless Needs (IDIS Screen NA-40, MA-30)

High number of unsheltered chronically homeless  
 High number of sheltered chronically homeless  
 High number of sheltered/unsheltered homeless families  
 High number of newly homeless families  
 High number of homeless with disabilities  
 High number of "hidden homeless" doubling up  
 High number of recurring homeless individuals or families  
 Gaps in homeless service delivery for individuals, families or special needs populations



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## Non-Homeless Special Needs (IDIS Screen NA-45, MA-35)

- Persons with HIV/AIDS with unmet housing needs
- Seniors with unmet housing needs
- Persons with disabilities - housing cost needs
- Persons with disabilities - access to housing units needs
- Persons with disabilities - lack of decent housing stock needs
- Persons with disabilities - need for housing with special services
- Victims of domestic violence - lack of shelter and services

## Jobs/Economic Development Needs NA-50, MA-45

- High unemployment rates
- Long travel times to work
- Low wages compared to surrounding areas
- Loss of Jobs or businesses in community or neighborhoods
- Surplus of workers in industry sectors, or shortages of works in sectors
- Low rates of higher education and training in certain areas or populations
- Lack of skilled workers to fill jobs
- Unable to attract retail businesses or service providers to community/neighborhood

## Facilities and Services Needs (IDIS Screens NA-45, NA-50, MA-35)

- Lack of Senior Center, overcrowding of senior programs, need to expand programs
- Lack of Day Centers for Persons with Disabilities or increased/unmet demand
- Lack of Youth Centers, lack of after school programs, or increased/unmet demand
- Lack of childcare centers, or increased/unmet demand
- Lack of Neighborhood or recreation/parks facilities in certain areas
- Fire danger/ unmet fire equipment or station needs
- New or increased need from homeless/AIDS patients
- New or changing need for mental health services
- Lack of or increased/unmet demand for health services
- Unserved children who have been abused or neglected
- Identification of gaps in transportation services for low income households

## Public Improvements Needs (IDIS Screens NA-50, MA-50)

- Need for street improvements
- Unsafe sidewalks or need for accessible sidewalks identified
- Unaccessible public facilities used by low/mod populations
- Flood drainage problems identified
- Need for safe, accessible parking facilities
- Safety concerns - need for lighting in neighborhoods or around public facilities
- Need for infrastructure in redevelopment areas or for new housing or facilities
- Need for green spaces, trees, park spaces



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Identify Needs  
Priority Level



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Identify Needs  
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