

**Before you contact OHFA, please read through the entirety of the document. Frequently Asked Questions about the data and the process are included at the bottom of this document, as are data and methodology notes.** If you have questions regarding the map after reading each of these, please contact Katie Fallon ([kfallon@ohiohome.org](mailto:kfallon@ohiohome.org)).

## INSTRUCTIONS FOR SINGLE FAMILY DEVELOPMENT

These instructions include details for using the Single Family Development Housing interactive map. This map includes data layers that correspond to the following competitive criteria:

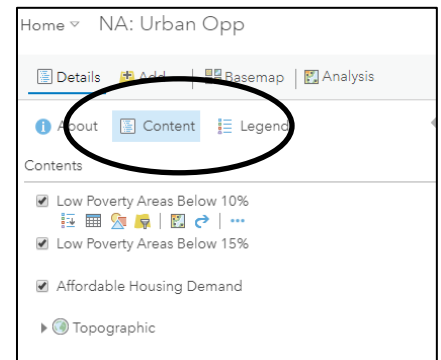
- Entry Level Job Access
- Community Change Index
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- Proximity to amenities\*
  - o Full service supermarket
  - o Restaurant or café
  - o Pharmacy or medical clinic
  - o Public park
  - o Public library
  - o Church or religious building
  - o Public school

\*Public recreation center and cultural facility datasets are not included.

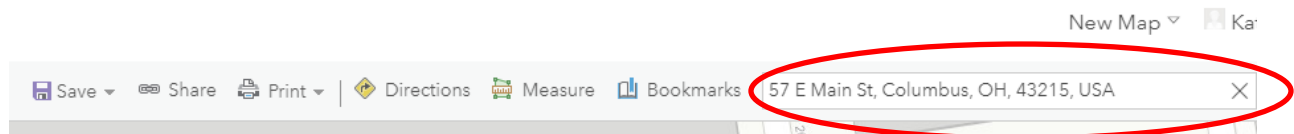
**Step 1:** Navigate to the map page using [this hyperlink](#). The map will appear blank when you enter.

**Step 2:** Click on the “Content” tab on the left side of the screen, between “About” and “Legend”. This will show a list of the relevant geographic layers that are needed for your application.

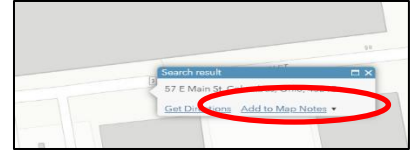
If you would like to see how each of these layers are distributed throughout the state, you can click on the small box on the left-hand side of the name to turn that layer on. For best results, turn each layer on one at a time.



**Step 3:** In the “Find Address or Place” Tool on the upper right hand side of the website, enter the address of your proposed property. The map will zoom to your property. Check that the property address is correct.



**Step 4:** Click “Add to Map Notes”. This will place a blue marker symbol on your screen – indicating the location of your proposed property.



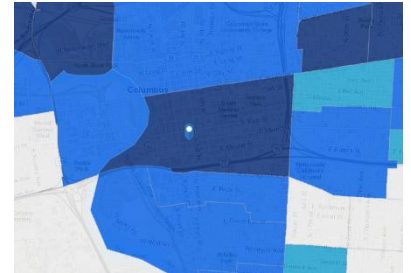
**Step 5:** Using the Zoom + and Zoom – buttons on the upper left side of the screen, zoom out from your proposed location 4 times. This will provide a broader view of your location and the surrounding region. This view is approximately 3.9 miles north/south by 6.7 miles east/west. This will provide a sufficiently large view to incorporate the 1-mile buffers required for this pool.

**Step 6:** Return to the left side of the screen – where the “Content” section is highlighted. This shows the layers that are necessary for your application.

**6.1 Layer instructions:** For the following layers you will only need to select one layer: “Entry Level Job Access” and “Community Change Index”.

Example using “Community Change Index” metric

- **6.1.a.** Select the specific layer by clicking on the small box next to “Community Change Index” The data related to affordable housing demand level will appear on the map, surrounding your marked location.



- **6.1.b.** To see the scoring breakdown, click the left most icon under the layer title that has 4 dots and an arrow pointing down. This will bring the legend into view



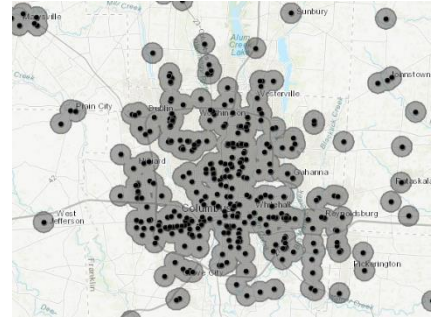
- **6.1.c.** Take a screen shot of your property marker and the layer related to “Change Index”.
- **6.1.d.** De-Select the last layer by unclicking the square next to the layer. The map should return to a blank map with only your location marker visible.
- **6.1.e.** Repeat steps **6.1.a – 6.1.d** for all layers relevant for your application.



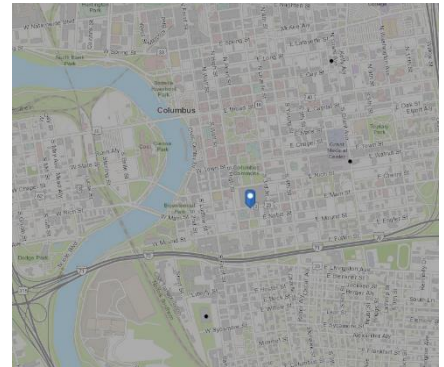
**6.2 Amenity Instructions:** For the following layers, you will need to select BOTH the point data and the associated buffer layer: Full-service supermarket, restaurant or cafe, pharmacy or medical clinic, public park, public library, church or religious building, and public school.

- **6.2.a.** Select one specific layer by clicking on the small box next to the point layer (i.e. “Full-service supermarkets”) – a set of points will appear on the map. If you do not see a specific amenity point, please refer to FAQ 2 on page 3 of this document.

- **6.2.b.** ALSO select the related buffer layer (i.e. “Full-service supermarkets 1 mile buffers”) by clicking the small box next to the corresponding 1 mile buffer layer. A set of circles will appear on the screen. This provides a one-mile radius for each amenity and shows your proposed location in relation to these amenities.



- **6.2.c.** Take a screen shot of your property marker and the layers of point data and their buffers. This will show if your proposed property is within the buffer shown here.
- **6.2.d.** De-select the last layers by unclicking the squares next to the layer. The map should return to a blank map with only your location marker visible.
- **6.2.e.** Repeat steps **6.2a – 6.2d** for the remaining amenities that you would like to include in your application.



## Frequently Asked Questions

### 1. Where does the data come from?

We use a number of nationally-recognized data sources for each analysis. For more information on the data we use, see the Data Methodology Section on page 4 below.

### 2. What if a business near my site isn't listed on the map?

No data set is perfect. This is the most comprehensive data set that we could put together, however if you find that a point is missing, take the following steps. First, check the “buffer” layer for the relevant type of amenity. It is very likely that even if a specific business is missing, your site will still be located within the 1-mile buffer layer that is provided. For example, one full-service supermarket may be missing from the dataset, but there is a sufficient density of supermarkets near your location to include you within the buffer even if that one point is missing.

Second, check the [definition](#) of the specific amenity to make sure that the amenity you are looking for adequately falls under the definition used. It is possible that what you consider a supermarket or a recreation facility does not meet the requirements outlined in the definitions page.

Third, if you are *not* within the buffer zone but the business you are looking for *is* within the definition, then you will need to submit documentation with your application that demonstrates the business is both within the required buffer and meets the definition of the amenity you are seeking points for. OHFA will make the final determination as to whether the amenity qualifies for points or not.

### 3. Why doesn't the map I see look the same as a similar map in the OHFA Housing Needs Assessment?

While we use the same data sources for both the HNA and the QAP, the threshold points on this map are specifically tailored for the QAP. While we may use quintiles or natural breaks to determine gradation and color change on the HNA maps, we make sure the thresholds on the QAP map align with the scoring criteria in the 2020-2021 QAP.

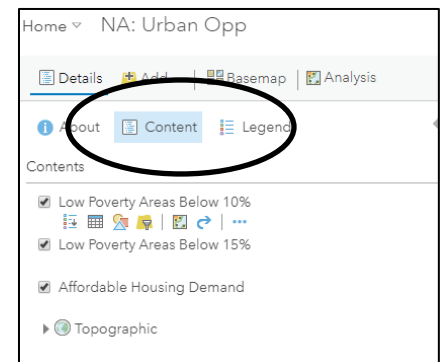
### 4. Who do I contact if my map is not working?

If your map is not working, first try to switch browsers. Mozilla, Chrome, and Internet Explorer have all been tested with this interface. Second, make sure that you have followed **Step 2** properly – the map will appear blank when you first open it. You must click on the “Content” tab and then select layers in order to see data. If you experience problems after trying those solutions, contact Katie Fallon ([kfallon@ohiohome.org](mailto:kfallon@ohiohome.org)) at OHFA.

### 5. Why does my map appear blank?

The maps were intentionally designed to appear blank when you arrive on the website. In order to access the content, follow **Step 2** in the instructions above. **Step 2:** Click on the “Content” tab on the left side of the screen, between “About” and “Legend”. This will show a list of the relevant geographic layers that are needed for your application.

If you would like to see how each of these layers are distributed throughout the state, you can click on the small box on the left-hand side of the name to turn that layer on. For best results, turn each layer on one at a time.



### 6. What are the buffers?

The buffers are created for each sub-pool, to provide you easy visual information about the distance that your proposed site is from the specified amenities in the QAP. When you click on each buffer layer, you will see the geographic distance from the amenities that corresponds to the distance required by the QAP.

## Data and Methodology

**Community Change Index.** This is an indicator created by the Kirwan Institute in conjunction with OHFA. The Community Change Index uses two components of the Neighborhood Change Index: Housing Market Change and Demographic/Social Change. There are four Housing Market Change indicators and three Demographic / Social Change indicators contained in this index. Selected indicators are grounded in professional and academic literature related to neighborhood change and community development. The data has been updated from the previous Change Index and the percent non-white population indicator was dropped due to redundancy. For more information, visit <https://ohiohome.org/ppd/opportunitymap.aspx>.

**Proximity to Amenities.** Proximity data is aggregated from a number of sources to achieve the most reliable and up-to-date reflection of each amenity. For definitions of each amenity, please see the [definitions page](#).

- **Full service supermarket with fresh produce:** Data on supermarkets is taken from a NAICS database that records businesses on an annual basis, and includes establishments listed as groceries, fresh fruit markets, meat markets, specialty food stores, fish and seafood markets. This

data is aggregated with super-center data, entailing stores such as Sam's Club and Walmart. Removed from this dataset include Food products – retail, bulk water companies, beverages-non-alcoholic-retail, spices, herbs, and “salt.

- **Restaurant or café:** Data is taken from a NAICS database that records businesses on an annual basis.
- **Pharmacy or medical clinic.** Pharmacy data is taken from a NAICS database that records businesses on an annual basis. Clinic data is aggregated from Health Resources [HRSA data](#) and [clinic location](#) information.
- **Public Park:** Park data is taken from an [ESRI](#) layer package of all USA parks. This includes information on national parks and forests, state parks or forests, county parks, regional parks, and local parks.
- **Public library:** Library location data is taken from the [Ohio Public Library Systems Directory](#) and data from the [National Libraries Survey](#). This includes information for all main libraries and their branches throughout Ohio, but excludes libraries that are private or university or college affiliated.
- **Church or religious building:** Data is taken from a NAICS database that records businesses on an annual basis.
- **Public school:** Public school data is taken from the [Department of Education's Building Report Card](#) and from the [Homeland Infrastructure Foundation-Level data](#). It includes all public elementary and secondary education facilities in Ohio as defined by the Common Core of Data, National Center for Education Statistics, US Department of Education for the 2015 – 2016 school year.