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Tab	Description
Overview and Instructions	Provides background on the new housing element requirements adopted in 2021 with House Bill 1220, explains the steps to use the tool, and describes the data sources.
County Projections - START HERE	The first step for using the Housing for All Planning Tool (HAPT). Users will select a county, year, and future county population. These inputs will generate the future housing needs projection for the chosen county, including emergency housing and permanent supportive housing. This projection is the basis for Allocation Methods A and B in the next two tabs.
Allocation_Method_A	This worksheet allocates total countywide net new housing need based on user inputs for percentage share of growth to each jurisdiction. In this method all jurisdictions get the same share of new growth at each income level. NOTE: User only inputs jurisdiction shares of growth on this tab. Allocation_Method_B uses the same percentage shares as this tab.
Allocation_Method_B	This worksheet also allocates total countywide net new housing need based on user inputs for percentage share of growth to each jurisdiction. However, Method B allocates growth so that each jurisdiction will have the same percentage share of their total housing supply at each income level by the end of the planning period. This can result in some negative allocations where jurisdictions already have more than their share of projected countywide needs.
Comparison	Provides a visual comparison of Allocation Methods A and B for each income level, by jurisdiction.
County Projection Input Data	Presents input data used to calculate housing needs projections for the selected county. See the Housing Needs Projection Methodology report found on the Commerce website for details.

Housing for All Planning Tool (HAPT)

Washington State Department of Commerce, Growth Management Services

March 1, 2023

Summary

This spreadsheet tool should be used to calculate housing needs projections for a selected county, projection year, and target population. This tool also provides two methods for allocating projected countywide housing needs to individual jurisdictions, including cities, towns, and unincorporated areas. Each method allocates projected housing needs based on user-defined percentages of net new housing growth by jurisdiction.

This tool includes countywide housing needs projections based on Washington Office of Financial Management (OFM) Growth Management Act (GMA) population projections released in December 2022. Projected housing needs, including permanent supportive housing (PSH) and emergency housing, are based on user-defined countywide population targets. Established OFM projection series (Low, Medium, and High) are provided for reference for all counties, and PSRC VISION 2050 population targets are provided for applicable counties.

Background

In 2021, the housing element requirements in RCW 36.70A.070(2) were updated with House Bill 1220 (HB 1220) to instruct local governments to "plan for and accommodate housing affordable to all economic segments of the population of the state." This includes an inventory and analysis of existing and projected housing needs, including "units for moderate, low, very low, and extremely low-income households," as well as "emergency housing, emergency shelters, and permanent supportive housing." This tool projects permanent housing needs in from of housing units; emergency housing and emergency shelter needs are projected in the form of beds, as they are considered temporary housing. Housing needs by income level are presented relative to AMI or Area Median Income. This is a statistic also known as HUD Median Family Income, and it varies by county or metropolitan region. To find HUD Median Family Income for your county as well as income limits adjusted for household size go to <https://www.huduser.gov/portal/datasets/il.html> and click the button under **Access Individual Income Limits Areas**.

Commerce is preparing guidance for implementing the 2021 housing element updates in RCW 36.70A.070(2). The final guidance will be integrated into Commerce's Housing Element Guidebook as well as the updated Washington Administrative Code. When identifying projected housing needs for periodic updates with the HAPT tool, jurisdictions must follow the Minimum Standards for Allocation as stated in the Allocation Guidance.

[Download DRAFT Guidance for Allocating Projected Countywide Housing Needs to Local Jurisdictions](#)

Part 1: Select Countywide Housing Needs Projections

Begin on the "County Projections - START HERE" tab. There are three selection menus on this tab:

- Step 1: Select a County
- Step 2: Select a Projection Year
- Step 3: Select a Population Target

After selecting a county and projection year, OFM population projections will appear in Table 1. For PSRC counties, an additional projection associated with Vision 2050 will appear in this same table. In Step 3, you must enter a countywide population target within the OFM range for the projection year.

After making valid selections for all three parameters, a summary table will appear that displays the countywide projected housing needs, based on the user selections.

Part 2: Review and Adjust Allocations

This tool provides two different methods for allocating housing needs for the selected county. These methods are available on the **Allocation_Method_A** and **Allocation_Method_B** tabs. Method A assumes all housing needs are accommodated through new housing production. Method B assumes all jurisdictions accommodate equivalent shares of

total countywide housing need at each income level, proportional to their size, in the projection year. In other words, it assumes jurisdictions should be planning to provide the same percentage share of their total housing supply at each income level as needed countywide. So, Method B can result in negative allocations which indicate that the jurisdiction is already providing greater than its projected future share of housing at a given income level. See the Guidance for a more detailed discussion.

In the **Allocation_Method_A** tab, the user can enter the percentage shares of new housing growth that are planned to occur within each jurisdiction. These shares of growth should reflect the adopted shares of population or housing growth as coordinated by the county with its constituent jurisdictions. In the left-most column the user can input these percentages for each individual jurisdiction into the blue cells. These percentages **must add up to 100%**, and user inputs are **limited to two decimal points**. If they do not, the tool provides feedback for how many percentage points need to be added or subtracted to reach a sum of 100%. Once the percentages add up to 100%, the cell turns green and the message “Met Target” appears. These same percentages are mirrored on the **Allocation_Method_B** tab and are inputs to the allocation for both methods.

The allocation numbers for >120% of AMI are shown with gray shading to remind the user that there are no requirements to allocate units for those above-moderate income housing needs. The tool shows these numbers to ensure that the sum of all income levels (including PSH) add up to the Total Permanent Housing Needs by Income Level. Emergency housing needs are allocated separately because they are temporary housing needs and are not included in the total permanent housing needs.

Part 3: Copy Allocations for Further Refinement (Optional)

If the user wishes to make additional refinements to the allocations provided by Method A or Method B, they can copy the allocations in this tool and paste them into a new spreadsheet **as values**. Then they can make manual adjustments as needed. Please note that if you do not **paste as values**, some errors may appear since many cells are calculated fields. Pasting as values will also remove the functions that automatically allocate and summarize. It is the responsibility of counties working in collaboration with cities to ensure the final allocations sum to countywide housing need and are consistent with the Minimum Standards for Allocation as stated in the Allocation Guidance.

Notes on Data Sources

Until Spring 2023, see Commerce's Draft Projected Housing Needs Methodology (Oct 2022) for a detailed discussion of projection methodology and data sources. This material will be finalized and integrated into Commerce's Housing Element Guidebook in Spring 2023.

PSH baseline bed counts: The data for baseline PSH comes from the Housing Inventory Count (HIC), an annual report prepared for the U.S. Department of Housing and Urban Development (HUD), which is measured in the number of beds available. Many of these beds may be for individuals living alone, where one bed is equivalent to one housing unit.

available. Many of these beds may be for individuals living alone, where one bed is equivalent to one housing unit. However, PSH may also be offered in shared housing arrangements or as family units. In these cases, multiple beds may be within one unit of housing. The current project reports data for needed PSH in units rather than beds. Some of these units will include multiple beds, based on the family and living arrangements for those in need in the community. For cities that are split across multiple counties, PSH baseline beds are allocated to each section of the city based on that section's share of the city's total baseline housing supply.

Emergency Housing baseline bed counts and persons experiencing homelessness: Data for baseline emergency housing bed counts and the number of persons experiencing homelessness are drawn from the HIC, the Homeless Management Information System (HMIS) operated by the Washington State Department of Commerce, and the Snapshot of Homelessness report, created by the Department of Social and Health Services (DSHS) Research and Data Analysis (RDA) unit.

Baseline housing units by affordability level: This spreadsheet also includes data about the 2020 housing supply by affordability level relative to AMI. The primary source used to develop these estimates is HUD's Comprehensive Housing Affordability Strategy (CHAS) data, which are based on U.S. Census American Community Survey 5-year estimates for 2014-2018. This was supplemented by analysis of U.S. Census Public Use Microdata Sample (PUMS) data for the same timeframe. The affordability of rental units and owner-occupied units was evaluated differently, as follows.

- Rental Units: CHAS data classifies rental units by affordability level. However, it groups all rental units affordable above 80% of AMI. So supplemental analysis of PUMS data was conducted to estimate the percent of these units affordable to households in these categories: >80-100% AMI; >100-120% AMI; >120% AMI.
- Owner-Occupied Units: CHAS data includes a field called VHUD which estimates the affordability level of the home to a new buyer based on present home value and assumptions about income needed to afford a standard mortgage. We use this field to classify owner-occupied homes into affordability levels based on the assumption that over the course of the 20-year planning period most if not all units will be sold to new owners. CHAS data groups all owner-occupied homes affordable below 50% AMI. This analysis assumes all these homes fall in >30-50% AMI. Additionally, CHAS groups all owner-occupied homes affordable above 100% of AMI. Therefore, additional PUMS analysis is used to estimate the percent of these units that are affordable >100-120% AMI and >120% AMI.
- Finally, we use this analysis to determine the percentage of the entire housing stock as of 2018 by affordability level. We then apply these percentages to the estimated housing supply in 2020.

Housing Needs Projections for Selected County, Projection Year, and Population Target

Complete Steps 1, 2, and 3 to access countywide projections

→ **Step 1**
 Select a County
 Kitsap ✓

→ **Step 2**
 Select a Projection Year
 2044 ✓

→ **Step 3**
 Enter Population Target in Range
 346,358 ✓

Table 1: OFM GMA Population Projections, 2044

Kitsap County Projected Population, 2044

	Low	Medium	High	VISION 2050
Projected Population (2044)	281,339	324,969	412,109	344,137

Table 2: Projected Countywide Housing Needs Based on User Inputs

Kitsap County

Population Target = 346,358

	Affordability Level (% of Area Median Income)								Emergency Housing/Shelter Beds
	Total	0-30%		30-50%	50-80%	80-100%	100-120%	120%+	
		Non-PSH	PSH						
Total Future Housing Needed (2044)	143,864	10,414	2,873	17,137	38,443	21,675	14,379	38,943	1,871
Estimated Housing Supply (2020)*	110,914	4,123	114	11,737	33,907	19,338	12,078	29,617	481
Net New Housing Needed (2020-2044)	32,950	6,291	2,759	5,400	4,536	2,337	2,301	9,326	1,390

* Note: Supply of PSH in 2020 is beds. However, projections of Net New Housing Needed (2020-2044) are in housing units. See Overview tab for details.

Instructions:

- **Step 1:** Select a county; **Step 2:** select projection year
- Next, Table 1 will present OFM GMA population projections for your county and year inputs. For PSRC counties, selecting projection year 2044 will also present VISION 2050 population projections.
- **Step 3:** Enter your county's population target. This is the total population projected for the selected year. The value must be within the range shown in Table 1.
- After completing Step 3, Table 2 will present projected countywide housing needs based on the user inputs.

Kitsap County

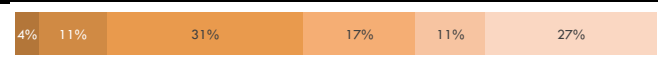
User Input - % Share of County Population Growth. Values must sum to 100%

44.00 %	Unincorporated Kitsap County
6.00 %	Bainbridge Island city
29.00 %	Bremerton city
15.00 %	Port Orchard city
6.00 %	Poulsbo city

**Projection Year: 2044
Population Target = 346,358**

	Permanent Housing Needs by Income Level (% of Area Median Income)							Emergency Housing Needs (Temporary)	
	Total	0-30%		>30-50%	>50-80%	>80-100%	>100-120%		>120%
Countywide Estimated Housing Supply (2020)	110,914	4,123	114	11,737	33,907	19,338	12,078	29,617	481
Countywide Additional Units Needed (2020-2044)	32,950	6,291	2,759	5,400	4,536	2,337	2,301	9,326	1,390
Sum of Allocation to Jurisdictions (from User Inputs)	32,951	6,291	2,759	5,400	4,536	2,337	2,301	9,326	1,390

Distribution of Estimated Units by Affordability Level (2020) - Countywide

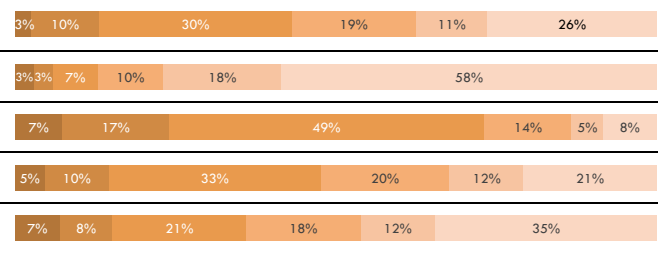


100.00% Met Target <-- Sum of user inputs for jurisdiction shares of county future net housing need. If below 100%, increase shares. If above 100%, decrease shares.

	Permanent Housing Needs by Income Level (% of Area Median Income)							Emergency Housing Needs (Temporary)	
	Total	0-30%		>30-50%	>50-80%	>80-100%	>100-120%		>120%
Unincorporated Kitsap County	69,987	1,802	8	7,335	21,046	13,531	7,815	18,450	153
Unincorporated Kitsap County	14,498	2,768	1,214	2,376	1,996	1,028	1,012	4,103	612
Bainbridge Island city	11,251	331	0	331	788	1,150	2,073	6,578	0
Bainbridge Island city	1,977	377	166	324	272	140	138	560	83
Bremerton city	18,351	1,346	106	3,030	8,960	2,496	879	1,534	316
Bremerton city	9,556	1,824	800	1,566	1,316	678	667	2,705	403
Port Orchard city	6,209	288	0	619	2,051	1,246	717	1,288	11
Port Orchard city	4,943	944	414	810	680	351	345	1,399	209
Poulsbo city	5,116	356	0	422	1,062	915	594	1,767	1
Poulsbo city	1,977	377	166	324	272	140	138	560	83

Income Level (% of AMI)

Distribution of Estimated Units by Affordability Level (2020) - JURISDICTIONS



Distribution of Units Needed in 2044, Countywide



Area Median Income)

80-100% 100-120% >120%

Change in the Share by Affordability Level (2020-2044, percentage points)

	Distribution of Units in 2044, Based on Allocation of Need						Change in the Share by Affordability Level (2020-2044, percentage points)					
	0-30%	>30-50%	>50-80%	>80-100%	>100-120%	>120%	0-30%	>30-50%	>50-80%	>80-100%	>100-120%	>120%
Unincorporated Kitsap County	7%	11%	27%	17%	10%	27%	+4.3	+1	-2.8	-2.1	-0.7	+0.3
Bainbridge Island city	7%	5%	8%	10%	17%	54%	+3.7	+2	+1	-0.5	-1.7	-4.5
Bremerton city	15%	16%	37%	11%	6%	15%	+7.3	0.0	-12.0	-2.2	+0.8	+6.8
Port Orchard city	15%	13%	24%	14%	10%	24%	+10.1	+2.8	-8.5	-5.8	-2.0	+3.4
Poulsbo city	13%	11%	19%	15%	10%	33%	+5.7	+2.3	-1.9	-3.0	-1.3	-1.7

**Kitsap
County**

Projection Year: 2044
Population Target = 346,358

	Permanent Housing Needs by Income Level (% of Area Median Income)							
	Total	0-30%		>30-50%	>50-80%	>80-100%	>100-120%	>120%
		Non-PSH	PSH					
Countywide Estimated Housing Supply (2020)	110,914	4,123	114	11,737	33,907	19,338	12,078	29,617
Countywide Total Housing Needs(2044)	143,864	10,414	2,873	17,137	38,443	21,675	14,379	38,943
Countywide Additional Units Needed (2020-2044)	32,950	6,291	2,759	5,400	4,536	2,337	2,301	9,326
Sum of Allocation to Jurisdictions (from User Inputs)	32,950	6,291	2,759	5,400	4,536	2,337	2,301	9,326

Emergency Housing Needs (Temporary)
481
1,871
1,390
1,390

**User Input - %
Share of County
Population
Growth**

<-- Note: these shares are tied to user inputs from Allocation Method A sheet

100.00% <-- Sum of user inputs for jurisdiction shares of county future net housing need. If below 100%, Met Target increase shares. If above 100%, decrease shares.

		Income Level (% of Area Median Income)								
		Total	0-30%		>30-50%	>50-80%	>80-100%	>100-120%	>120%	
			Non-PSH	PSH						
44.00 %	Unincorporated Kitsap County	Estimated Housing Supply (2020)	69,987	1,802	8	7,334	21,047	13,531	7,814	18,450
		Allocation Method B (2020-2044)	14,498	4,313	1,679	2,730	1,529	-803	630	4,419
6.00 %	Bainbridge Island city	Estimated Housing Supply (2020)	11,251	331	0	331	788	1,150	2,073	6,578
		Allocation Method B (2020-2044)	1,977	626	264	1,245	2,747	843	-751	-2,997
29.00 %	Bremerton city	Estimated Housing Supply (2020)	18,351	1,346	106	3,030	8,960	2,496	879	1,534
		Allocation Method B (2020-2044)	9,556	674	451	294	-1,503	1,708	1,910	6,020
15.00 %	Port Orchard city	Estimated Housing Supply (2020)	6,209	288	0	619	2,051	1,246	717	1,288
		Allocation Method B (2020-2044)	4,943	520	223	709	929	434	397	1,730
6.00 %	Poulsbo city	Estimated Housing Supply (2020)	5,116	356	0	422	1,062	915	594	1,767
		Allocation Method B (2020-2044)	1,977	157	142	423	834	154	115	153

Emergency Housing Needs (Temporary)
153
946
0
172
316
47
11
134
1
91

Kitsap County

This sheet provides a simple comparison of the output of the two allocation methods.

Higher
Lower

indicates that the allocation method allocates a larger number of net new units to that particular affordability level than the other allocation method
indicates that the allocation method allocates a smaller number of net new units to that particular affordability level than the other allocation method

Projection Year: 2044 | Population Target = 346,358

		0-30%		>30-50%	>50-80%	>80-100%	>100-120%	>120%	Emergency Housing
		Non-PSH	PSH						
Unincorporated Kitsap County	Allocation Method A	Lower	Lower	Lower	Higher	Higher	Higher	Lower	Lower
	Allocation Method B	Higher	Higher	Higher	Lower	Lower	Lower	Higher	Higher
Bainbridge Island city	Allocation Method A	Lower	Lower	Lower	Lower	Lower	Higher	Higher	Lower
	Allocation Method B	Higher	Higher	Higher	Higher	Higher	Lower	Lower	Higher
Bremerton city	Allocation Method A	Higher	Higher	Higher	Higher	Lower	Lower	Lower	Higher
	Allocation Method B	Lower	Lower	Lower	Lower	Higher	Higher	Higher	Lower
Port Orchard city	Allocation Method A	Higher	Higher	Higher	Lower	Lower	Lower	Lower	Higher
	Allocation Method B	Lower	Lower	Lower	Higher	Higher	Higher	Higher	Lower
Poulsbo city	Allocation Method A	Higher	Higher	Lower	Lower	Lower	Higher	Higher	Lower
	Allocation Method B	Lower	Lower	Higher	Higher	Higher	Lower	Lower	Higher
