
Preserving Housing: A Best Practices Review

SURVEY OF CITIES THAT HAD ADOPTED THE STATE BUILDING CODE

The questionnaire asked about administration of the State Building Code, including questions on the number and timing of building permits issued, the availability of standardized operating procedures, the prevalence of granting modifications to the code, and the number and type of employees working on code activities. It also asked about the availability and use of property maintenance codes, programs to register rental dwellings, programs to inspect housing prior to sale, and methods of communicating housing information.

This questionnaire was mailed to 297 city administrators or building officials, 235 of whom responded (for a 79 percent response rate). A table listing the cities that received the questionnaire, and those that responded, is also available at: www.auditor.leg.state.mn.us/ped/2003/pe0305.htm.

***PRESERVING EXISTING HOUSING STOCK:
A BEST PRACTICES REVIEW***

OFFICE OF THE LEGISLATIVE AUDITOR

**QUESTIONNAIRE ON THE STATE BUILDING
CODE, LOCAL MAINTENANCE CODES, AND
OTHER HOUSING ACTIVITIES**



Please return your completed survey
in the enclosed postage-paid envelope to:

**Minnesota Office of the Legislative Auditor
Best Practices Reviews**

Room 140, Centennial Building
658 Cedar Street
St. Paul, MN 55155

651-296-4708
(Fax) 651-296-4712

«City_Served»
I.D. Number «ID»

Thank you for answering this questionnaire. Part I focuses on your jurisdiction's experience with the State Building Code. Part II asks about local property or housing maintenance codes and other housing activities. A second questionnaire asking about housing rehabilitation and improvement programs was sent to other local officials.

This questionnaire focuses on existing residential structures—both single-family and multi-family. We recognize that your jurisdiction may not routinely collect some of the data necessary to answer our questions. When this is the case, please provide us with your best estimate. Please respond for calendar year 2001.

For your information, *Minnesota Statutes* (2000) §3.978, subd. 2 gives our office authority to collect this information from public officials and requires them to respond. We will report results from the questionnaire only in the aggregate, not by individual respondent. Upon completion of this project in spring of 2003, however, all information, including questionnaire responses, will be public data (as defined by *Minnesota Statutes* (2000) §13.03, subd. 1) and available to the public upon request.

Feel free to copy this questionnaire if you need to forward all or part of it to others in your jurisdiction. Please return the completed questionnaire by **October 11, 2002**. If you have any questions, please contact Carrie Meyerhoff at 651/297-3499, or e-mail her at carrie.meyerhoff@state.mn.us.

City: «City_Served»

Your name (Please print): _____

Your title: _____

Phone number: _____

Part I: State Building Code

Part I is about your jurisdiction's State Building Code activity. Administration of local housing codes and housing inspection programs is covered in Part II of the questionnaire. The following questions pertain only to residential structures—both single-family and multi-family.

1. Based on your observations, how would you describe the general condition of existing housing units in your community? (Circle one response for each type of housing.)

	Generally Good Condition, Well Maintained		Mostly Good, With Some Having Maintenance Needs Visible		Many Have Maintenance Needs Visible		Generally Poor Condition		Don't Know	
	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.
a. Owner-occupied housing (single- or multi-family) (N=229)	89	38.9%	129	56.3%	11	4.8%	0	0.0%	0	0.0%
b. Rental housing units (N=228)	42	18.4	129	56.6	38	16.7	7	3.1	6	2.6

NOTE: Reflected in the N are six cities (2.6%) that indicated they did not have rental housing, so the question was not applicable.

2. Please answer the following questions for calendar year 2001. Please answer by type of housing as indicated.

	<u>One- or Two-Unit Dwellings</u>		<u>Multi-Family Housing (More Than Two Units)</u>	
	<u>Total</u>	<u>Median</u>	<u>Total</u>	<u>Median</u>
a. How many building permits did your jurisdiction issue in 2001?	121,838 permits (N=226)	156	5,190 permits (N=226)	0
b. Of building permits issued (your answer in "a"), approximately what percentage were for work on existing housing?		81.0% (N=226)		0% (N=226)
c. For projects that were permitted in 2001 that required plan reviews, please estimate the average number of days between when an application was filed and when <i>plans were reviewed</i> . (If no plans were reviewed, answer "n/a.")		4 days (N=216)		7 days (N=112)
d. For projects that were permitted in 2001 that did not require plan reviews, please estimate the average number of days between when an application was filed and when <i>a building permit was issued</i> . (If permits were issued within one day, please enter "<1.")		1 day (N=224)		1 day (N=100)
e. Considering projects that received building permits in 2001, approximately what percentage required formal enforcement action (such as stop work orders)?		0.5 % (N=225)		0% (N=112)

3. Do you have the following written documents available?

	<u>Yes</u>		<u>No</u>		<u>Don't Know</u>	
	<u>No.</u>	<u>Pct.</u>	<u>No.</u>	<u>Pct.</u>	<u>No.</u>	<u>Pct.</u>
a. Operating policies and procedures for plan reviews and permitting (N=227)	153	67.4%	67	29.5%	7	3.1%
b. Standardized review forms for plan reviews (N=230)	131	57.0	89	38.7	10	4.3
c. Standardized checklists for inspections (N=230)	161	70.0	62	27.0	7	3.0
d. Handouts to help contractors and homeowners (such as pamphlets addressing common code mistakes or typical code provisions for remodeling) (N=230)	206	89.6	22	9.6	2	0.9

4. Please indicate how consistently your jurisdiction does the following:

	<u>Never Does</u>		<u>Rarely Does</u>		<u>Sometimes Does</u>		<u>Frequently Does</u>		<u>Always Does</u>		<u>Not Applicable</u>		<u>Don't Know</u>	
	<u>No.</u>	<u>Pct.</u>	<u>No.</u>	<u>Pct.</u>	<u>No.</u>	<u>Pct.</u>	<u>No.</u>	<u>Pct.</u>	<u>No.</u>	<u>Pct.</u>	<u>No.</u>	<u>Pct.</u>	<u>No.</u>	<u>Pct.</u>
a. Grants modifications for individual cases when there are practical difficulties involved in carrying out the provisions of the code and the modification is in compliance with the intent and purpose of the code (N=230)	14	6.1%	57	24.8%	97	42.2%	36	15.7%	9	3.9%	4	1.7%	13	5.7%
b. Approves alternate materials, designs, and methods of construction if they comply with the intent of the code and are at least the equivalent of what is prescribed in quality, strength, etc. (N=229)	7	3.1	41	17.9	100	43.7	39	17.0	27	11.8	0	0.0	15	6.6
c. Provides or funds staff training on compliance alternatives to the requirements of the State Building Code (N=230)	45	19.6	28	12.2	33	14.3	37	16.1	36	15.7	42	18.3	9	3.9
d. Conducts periodic inspections of staff work to determine consistent application of the State Building Code (N=228)	34	14.9	18	7.9	55	24.1	47	20.6	24	10.5	42	18.4	8	3.5

5. Does your jurisdiction offer pre-plan or pre-application reviews of potential rehabilitation projects? (For example, informal reviews in advance of permit application to help the contractor identify possible building code issues and complications.) (Check one.) (N=229)

<u>Number</u>	<u>Percent</u>	
12	5.2%	a. Yes, they are required for all projects
46	20.1	b. Yes, they are required for certain types of projects
151	65.9	c. Yes, upon request
20	8.7	d. No

6. Has your jurisdiction been rated by the Building Code Effectiveness Grading Schedule (BCEGS) program? (N=229)

<u>Number</u>	<u>Percent</u>	
102	44.5%	Yes
39	17.0	No
88	38.4	Don't know

6a. If yes, what was your rating? (N=72)
Median = 5

The next several questions pertain to personnel and financial resources. Please answer Questions 7 through 10 for all State Building Code activity—for both residential and commercial structures.

7. For State Building Code activities—such as general administration of the Code, plan reviews, and site inspections of building-code-permitted projects—did your jurisdiction use its own employees or contract workers in 2001?

(N=231)

Number Percent

- | | | |
|----|-------|--|
| 71 | 30.7% | a. Own employees only |
| 61 | 26.4 | b. Combination of contract workers and own employees |
| 99 | 42.9 | c. Contract workers only (<i>Skip to Question 10.</i>) |

8. Please indicate the total number of employees your jurisdiction employed as of December 31, 2001 who worked on State Building Code activities (such as general administration of the Code, plan reviews, and site inspections of building-code-permitted projects). Include professional, technical, and administrative support staff for residential and commercial structures. (For example, if your jurisdiction employed four staff people—two of whom worked full-time on State Building Code activities, one of whom worked half time on the State Building Code and half time on zoning issues and local housing code inspections, and one of whom worked exclusively on planning activities unrelated to the State Building Code—you would indicate three employees below.) If you used any contract employees, do not include them in this number. (N=131)

	<u>Total</u>	<u>Median</u>
_____ employees	615.25	2.5

8a. Of these employees, please estimate the number of full-time equivalent (FTE) employees who worked on State Building Code activities, counting only time spent on the State Building Code. (Using the same example above, you would indicate 2.5 FTE employees.) (N=131)

	<u>Total</u>	<u>Median</u>
_____ FTE employees	496.6	2.0

9. Considering only the staff time spent on State Building Code activities, please *estimate* the percentages of staff time that were spent in the categories below in 2001. (N=126)

Median

- | | |
|-----|---|
| 20% | a. commercial structures—new construction and work on existing structures |
| 30% | b. residential structures (single- and multi-family)— <i>related to new construction only</i> |
| 35% | c. residential structures (single- and multi-family)— <i>related to work on existing structures only</i> |
| 10% | d. other (e.g., general administration of the State Building Code, State Building Code development activities, training and personal development) |

10. Please indicate your jurisdiction's total 2001 expenditures for contract workers referred to in Question 7.

(If your jurisdiction did not use any contract workers, please enter "n/a.") (N=152)

<u>Total</u>	<u>Median</u>		<u>Number</u>	<u>Percent</u>
\$ 4,338,415	\$ 19,400	Don't know	25	16.4%

Part II: Local Codes and Other Housing Activities

The first section of Part II focuses on local housing or property maintenance codes your jurisdiction may have adopted. Questions specific to rental housing programs and time-of-sale transactions come later.

If Parts I and II of this questionnaire are being completed by different people, please indicate who is completing Part II:

Name (Please print): _____

Title: _____

Phone number: _____

11. Has your jurisdiction adopted any local codes (not including the State Building Code) for the purpose of helping to preserve the existing housing stock? (N=231)

Number	Percent	
71*	30.7%	Yes
155	67.1	No (Skip to Question 20.)
5	2.2	Don't know (Skip to Question 20.)

*This includes 8 cities that indicated they had local codes that applied to rental housing only. Those 8 cities are not included in questions 12 through 19.

12. Which codes has your jurisdiction adopted for the purpose of helping to preserve the existing housing stock? (Check all that apply.) (N=63)

Number	Percent	
9	14.3%	a. Model property maintenance code (which one? _____)
9	14.3	b. Model housing code (which one? _____)
6	9.5	c. Model code for abatement of hazardous or unsafe buildings (which one? _____)
45	71.4	d. Locally developed property maintenance or housing code
6	9.5	e. Other (Specify: _____)

13. Which of the following issues are covered by the codes you indicated above? (Please check all that apply.) (N=63)

Number	Percent	
54	85.7%	a. Condition of exterior surfaces (e.g., wood, paint, masonry)
54	85.7	b. Roofs
51	81.0	c. Water-tightness of structure
38	60.3	d. Adequacy of drainage
50	79.4	e. Foundation walls
54	85.7	f. Maintenance and capacity of structural members
49	77.8	g. Condition of interior surfaces (e.g., peeling paint, loose plaster, holes)
50	79.4	h. Plumbing
53	84.1	i. Heating or ventilation systems
50	79.4	j. Electrical system
1	1.6	k. None of the above (Skip to Question 20.)

14. Based on your professional opinion, estimate the percentage of your jurisdiction's housing units that would fall into each of the following categories of compliance with your local property or housing maintenance codes, as of December 31, 2001. *In estimating the percentages, please focus on the condition of the housing units, not nuisance violations (e.g., length of grass or vehicle parking).* The total of the categories for each type of housing should equal 100 percent.

	(N=60) Percentage of Owner-Occupied Housing Units	(N=59) Percentage of Rental Housing Units
	<u>Median</u>	<u>Median</u>
a. Fully compliant with local property or housing maintenance codes	80.90%	75.00%
b. Minor noncompliance	10.00	10.00
c. Moderate noncompliance	4.00	5.00
d. Significant noncompliance, but unit is still salvageable	1.25	2.00
e. Beyond preservation	<u>.00</u>	<u>.00</u>
TOTAL	100.00%	100.00%

15. Does your jurisdiction publicize the requirements of local property or housing maintenance codes through any of the following methods? *(Please check all that apply.)* (N=62)

Number	Percent	
15	24.2%	a. Presentations to civic groups
28	45.2	b. Presentations to landlords or building managers
26	41.9	c. Posting code requirements on the Internet
38	61.3	d. Written pamphlets, brochures, or newsletters on code requirements
9	14.5	e. Other (<i>Specify:</i> _____)
14	22.6	f. We do not publicize requirements

16. Please estimate the following with respect to the enforcement of your local property or housing maintenance codes for the year 2001. *Do not include inspection requirements that are part of a rental licensing or registration program or that are required when housing units change ownership or occupancy. Rental inspections and time-of-sale inspections are covered in later sections of this questionnaire.*

	<u>Total</u>	<u>Median</u>
a. How many housing units are in your jurisdiction? (N=54)	721,012 units	8,195
b. How many of the housing units did your jurisdiction inspect for local code compliance in 2001? (N=55)	96,507 units	60
c. As of January 1, 2001, how many housing units had open violations from previous years? (N=47)	11,107 units	6
d. How many housing units were cited with violations in 2001? (N=51)	22,807 units	24
e. Of housing units with violations (both those cited in 2001 and those outstanding from previous years), for approximately what percentage were violations resolved by December 31, 2001? (N=49)	_____ %	90
f. Of housing units with violations resolved (your answer in "e" above), please estimate the percentage for which owners or tenants voluntarily resolved the violation after they were made aware of it (i.e. before fines were levied or more aggressive enforcement action was taken). (N=48)	_____ %	90
g. Please estimate the average number of days that passed between the receipt of a housing complaint and an inspection of the unit. (N=54)	_____ days	3
h. Please estimate the average number of days that passed between when a violation was cited and when it was resolved. (<i>Exclude those cases in which weather was the primary delaying factor.</i>) (N=49)	_____ days	30

17. Has your department developed policies and procedures for administering local property or housing maintenance codes in the areas indicated below? (Please circle one response for each row.)

	We Have Written Policies and Procedures		We Have Policies and Procedures, But They Are Not Written		We Have Not Developed Policies or Procedures	
	No.	Pct.	No.	Pct.	No.	Pct.
a. What should be inspected when an inspection is conducted (N=58)	37	63.8%	16	27.6%	5	8.6%
b. The standard which the inspected property must meet (N=59)	45	76.3	9	15.3	5	8.5
c. What type of enforcement action should be initiated for various levels of noncompliance (N=59)	30	50.8	24	40.7	5	8.5
d. How much time to allow for resolution of violations (N=58)	26	44.8	28	48.3	4	6.9
e. Circumstances under which to grant extensions for resolution of violations (N=58)	17	29.3	31	53.4	10	17.2
f. When the jurisdiction should resolve violations that owners have not resolved (N=59)	18	30.5	28	47.5	13	22.0
g. When to escalate enforcement action (N=59)	17	28.8	31	52.5	11	18.6
h. Targeted number of days between complaint and inspection (N=58)	23	39.7	26	44.8	9	15.5
i. Targeted number of days between inspection and notice of violation, if violation found (N=59)	17	28.8	30	50.8	12	20.3
j. Targeted number of days between notice of violation and reinspection (N=59)	24	40.7	26	44.1	9	15.3
k. Targeted number of days between notice of violation and resolution (N=59)	19	32.2	30	50.8	10	16.9

18. Please indicate how regularly your jurisdiction does the following:

	Never Does		Rarely Does		Sometimes Does		Frequently Does		Always Does		Don't Know	
	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.	No.	Pct.
a. Refers code violators to sources of funding or other resources that can help them address violations (N=60)	3	5.0%	12	20.0%	20	33.3%	24	40.0%	0	0.0%	1	1.7%
b. Offers technical assistance to individuals cited for violations of property or housing maintenance codes (N=59)	5	8.5	5	8.5	17	28.8	23	39.0	7	11.9	2	3.4
c. Resolves housing or property maintenance violations if owner does not (N=59)	10	16.9	21	35.6	17	28.8	6	10.2	4	6.8	1	1.7
d. Focuses inspection and enforcement activities in targeted areas based on condition of the housing stock (N=58)	16	27.6	15	25.9	13	22.4	11	19.0	2	3.4	1	1.7
e. Targets inspections and resources to owners or landlords who are chronic violators (N=58)	15	25.9	19	32.8	14	24.1	8	13.8	1	1.7	1	1.7

19. Please indicate whether your jurisdiction uses the following enforcement strategies to encourage compliance with local housing or property maintenance codes. In the additional lines provided, please list other strategies your jurisdiction uses.

	<u>Yes</u>		<u>No</u>		<u>Don't Know</u>	
	<u>No.</u>	<u>Pct.</u>	<u>No.</u>	<u>Pct.</u>	<u>No.</u>	<u>Pct.</u>
a. Issues notices of violation and orders for correction indicating deadlines for completion of work (N=61)	60	98.4%	1	1.6%	0	0.0%
b. Grants time extension for people to complete work (N=61)	60	98.4	1	1.6	0	0.0
c. Assesses administrative fines (N=61)	30	49.2	30	49.2	1	1.6
d. Issues legal citations (N=61)	51	83.6	8	13.1	2	3.3
e. Prosecutes violators in court (N=60)	55	91.7	4	6.7	1	1.7
f. (N=9)						
g. (N=2)						

The next questions focus on rental inspection, licensing, certification, and registration programs. Questions specific to time-of-sale transactions come later.

20. Does your jurisdiction require any of the following?

	<u>Yes— All Rental Properties</u>		<u>Yes— Multi- Family Properties Only (Over Two Units)</u>		<u>Yes— One- or Two-Unit Properties Only</u>		<u>Other</u>		<u>No</u>		<u>Don't Know</u>	
	<u>No.</u>	<u>Pct.</u>	<u>No.</u>	<u>Pct.</u>	<u>No.</u>	<u>Pct.</u>	<u>No.</u>	<u>Pct.</u>	<u>No.</u>	<u>Pct.</u>	<u>No.</u>	<u>Pct.</u>
a. Rental property registration* (N=219)	33	15.1%	7	3.2%	0	0.0%	1	.5%	166	75.8%	6	2.7%
b. Rental property licensing or certification* (N=226)	41	18.1	8	3.5	0	0.0	2	.9	162	71.7	7	3.1

(If you answered “no” to both of the above, please skip to Question 24.)

*The N includes 6 (2.7%) cities indicating they do not have rental housing, so the question is not applicable.

21. Please indicate the situations under which your jurisdiction conducts inspections as part of its rental program, by housing type as indicated.

	<u>Mandatory Inspections Only (e.g., every 3 years)</u>		<u>Inspections in Response to Complaints Only</u>		<u>Mandatory Inspections and in Response to Complaints</u>		<u>No Inspections</u>		<u>Other</u>		<u>Don't Know</u>	
	<u>No.</u>	<u>Pct.</u>	<u>No.</u>	<u>Pct.</u>	<u>No.</u>	<u>Pct.</u>	<u>No.</u>	<u>Pct.</u>	<u>No.</u>	<u>Pct.</u>	<u>No.</u>	<u>Pct.</u>
a. One- and two-family dwellings (N=56)	17	30.4%	9	16.1%	26	46.4%	4	7.1%	0	0.0%	0	0.0%
b. Multi-family properties (over two units) (N=59)	19	32.2	4	6.8	33	55.9	3	5.1	0	0.0	0	0.0
c. Other (N=5) (Specify: _____)	0	0.0	1	20.0	3	60.0	1	20.0	0	0.0	0	0.0

(If your jurisdiction does not conduct inspections as part of its rental program, skip to Question 24.)

22. Please indicate the following regarding rental properties and inspections in 2001:

	<u>Total</u>	<u>Median</u>
a. How many rental units in your jurisdiction are subject to rental registration, certification, or licensing? (N=53)	245,582	1,620 units
b. What percentage of your rental housing units (your answer to "a" above) did your jurisdiction inspect (either as a result of mandatory inspections or complaints) as part of its rental program in 2001? (N=53)		30%
c. Of units inspected in 2001, for approximately what percentage were correction orders issued? (N=53)		60%
d. Of rental units with correction orders (your answer to "c" above), for approximately what percentage did the responsible parties voluntarily comply with the order (i.e., before more aggressive enforcement action was taken)? (N=50)		98%

23. Please indicate whether your jurisdiction uses the following enforcement strategies to encourage compliance with your rental program. In the additional lines provided, please list other strategies your jurisdiction uses.

	<u>Yes</u>		<u>No</u>		<u>Not Applicable</u>		<u>Don't Know</u>	
	<u>No.</u>	<u>Pct.</u>	<u>No.</u>	<u>Pct.</u>	<u>No.</u>	<u>Pct.</u>	<u>No.</u>	<u>Pct.</u>
a. Increases time between mandatory inspections for owners who maintain a compliant building (N=53)	8	15.1%	36	67.9%	6	11.3%	3	5.7%
b. Charges increased licensing, certification, or registration fees for chronic violators (N=54)	8	14.8	38	70.4	7	13.0	1	1.9
c. Suspends the license, certificate, or registration of chronic violators (N=55)	37	67.3	10	18.2	5	9.1	3	5.5
d. (N=8)								
e. (N=4)								

The following questions apply to requirements that housing be inspected before it can be sold. Such programs go by various names, such as "time-of-sale," "point-of-sale," "truth-in-housing," and others.

24. Does your jurisdiction require inspections of 1- or 2-family housing units before they can be sold? (N=229)

<u>Number</u>	<u>Percent</u>	
11	4.8%	Yes
214	93.4	No (Skip to Question 27.)
4	1.7	Don't know (Skip to Question 27.)

25. Please indicate the following regarding your time-of-sale program for 2001:

	<u>Total</u>	<u>Median</u>
a. Number of housing units inspected through the time-of-sale program (N=9)	15,695	814 units
b. Number of units with code violations or problems identified (N=9)	8,940	684 units

26. If violations or problems are found, please indicate to what degree they must be resolved before the house can be sold. (N=10)

<u>Number</u>	<u>Percent</u>	
6	60.0%	a. All problems must be resolved
3	30.0	b. Selected problems must be resolved (e.g., violations that pose imminent hazards)
1	10.0	c. No problems must be resolved

Personnel and Financial Resources

27. Please indicate which type(s) of employees your jurisdiction used in 2001 to administer the three local programs listed. (For example, if your jurisdiction employed one staff person who administered the rental inspection program but the inspections were conducted by private contractors whom the *building owners* paid, you would mark columns I and III for the rental program.)

<u>Local Programs</u>	I		II		III		IV	
	<u>Public Employees</u>		<u>Contractors Paid By the Jurisdiction</u>		<u>Private Contractors Paid by Building Owner</u>		<u>Other</u>	
	<u>No.</u>	<u>Pct.</u>	<u>No.</u>	<u>Pct.</u>	<u>No.</u>	<u>Pct.</u>	<u>No.</u>	<u>Pct.</u>
a. Local housing or property maintenance codes (N=58)	52	89.7%	7	12.1%	1	1.7%	1	1.7%
b. Rental inspection, certification, licensing, and registration programs (N=56)	48	85.7	12	21.4	0	0.0	0	0.0
c. Time-of-sale programs (N=9)	8	88.9	0	0.0	5	55.6	0	0.0

(If you used no public employees for the three programs listed, skip to Question 29.)

28. Please indicate the total number of employees (public employees only) your jurisdiction employed as of December 31, 2001 who worked on local codes, rental programs, and time-of-sale programs. Include professional, technical, and administrative support staff. (For example, if your jurisdiction employed two staff people—one who worked half time on State Building Code activities and half time on housing maintenance inspections and the second who worked half time on rental inspections and half time on time-of-sale inspections—you would indicate two employees below.) *If you used any contract employees, do not include them in this number.* (N=70)

<u>Total</u>	<u>Median</u>	
320.8	2.0	_____ employees

28a. Of these employees, please estimate the number of full-time equivalent (FTE) employees who worked on local housing codes, rental programs, and time-of-sale programs, counting only time spent on those programs. (Using the same example above, you would indicate 1.5 FTE employees.) (N=69)

<u>Total</u>	<u>Median</u>	
209.1	1.0	_____ FTE employees

29. Please indicate your jurisdiction's total 2001 expenditures for contract workers referred to in Question 27. *(If your jurisdiction did not contract directly with contract workers, please enter "n/a.")* (N=15)

<u>Total</u>	<u>Median</u>		<u>Number</u>	<u>Percent</u>
\$128,848	\$5,000	Don't know	4	26.7%

Information on Housing Maintenance and Preservation

30. Please indicate whether your jurisdiction offered or financially supported housing maintenance and preservation information through any of the following means in 2001. *(Please check all that apply, even if your specific department was not directly involved.)* (N=215)

Number	Percent	
37	17.2%	a. Housing improvement or remodeling fair
6	2.8	b. General housing maintenance courses for homeowners
9	4.2	c. General housing maintenance courses for landlords
14	6.5	d. Workshops on specific projects (e.g., caulking windows) or building systems (e.g., plumbing or electrical)
23	10.7	e. Presentations to civic groups
14	6.5	f. Housing maintenance manuals
9	4.2	g. Manuals indicating acceptable rehabilitation options for homes with historic designation or in historic districts
17	7.9	h. Plan books suggesting remodeling alternatives for different types of homes
46	21.4	i. Published information on sources of rehabilitation financing or other types of home-repair assistance
21	9.8	j. Other <i>(Specify:_____)</i>
127	59.1	k. None of the above <i>(Skip to Question 32.)</i>
13	6.0	l. Don't know <i>(Skip to Question 32.)</i>

31. In what ways, if any, did your jurisdiction attempt to determine the effectiveness of housing information or educational opportunities it offered or supported financially? *(Check all that apply.)* (N=73)

Number	Percent	
11	15.1%	a. Formal surveys of participants or recipients
5	6.8	b. Informal follow-up phone calls to participants or recipients
18	24.7	c. Anecdotal information from participants or recipients
2	2.7	d. Other <i>(Specify:_____)</i>
34	46.6	e. None
11	15.1	f. Don't know

32. To the best of your knowledge, through what avenues is housing maintenance and preservation information available in your jurisdiction? *(Please check all that apply.)* (N=209)

Number	Percent	
78	37.3%	a. Nonprofit organizations
36	17.2	b. Educational institutions
78	37.3	c. Hardware or home improvement stores
34	16.3	d. Landlord or apartment associations
41	19.6	e. Other <i>(Specify:_____)</i>
69	33.0	f. I am unaware of other sources of information.

33. What methods has your jurisdiction found to be particularly effective in applying the State Building Code, local maintenance codes, rental inspection programs, or time-of-sale programs, or providing housing maintenance information?

34. If you would like to make any comments about the subjects covered, please use the rest of this page or attach additional pages.

Thank you for completing this questionnaire!

Please send the completed questionnaire in the pre-addressed envelope
or fax it to 651-296-4712 by **October 11, 2002.**