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HOW TO USE REGRID



WVU BAD BUILDINGS

This guide is for educational purposes only. WVU BAD Buildings is in no way affiliated with Regrid. This guide is solely intended for community members and stakeholders to familiarize themselves with using Regrid desktop and mobile app to assist with inventory creation in the BAD Buildings program.

Table of Contents

1. Introduction	1
1.1 BAD Buildings Program	1
1.2 What is Regrid?	1
1.3 Why Regrid?	1
2. Getting Acquainted with Regrid	2
2.1 Accessing Regrid and Creating an Account	2
2.2 Navigating the Regrid Database.....	3
3. Preparing to Survey in the Mobile App.....	4
3.1 Regrid Mobile App Basics.....	4
3.2 Preparing to Survey Properties	5
4. WVU BAD Buildings Surveys.....	6
4.1 Conducting a Survey.....	6
4.2 WVU BAD Buildings Survey.....	8
4.3 Editing Existing Surveys	11
5. Conclusion.....	14
Contact Information.....	15



1. Introduction

1.1 BAD Buildings Program

The WVU BAD (Brownfield, Abandoned, Dilapidated) Buildings Program is an initiative of the Northern West Virginia Brownfields Assistance Center (NBAC) to provide communities with a step-by-step process, technical assistance, and site analysis tools to develop or enhance local abandoned and dilapidated building revitalization efforts. The program helps communities address barriers to identifying, prioritizing, and redeveloping BAD Buildings.

1.2 What is Regrid?

Regrid is a site analysis and property data mapping tool that compiles local assessor and other publicly available data of parcels across the United States. In addition to ownership information, Regrid compiles U.S. Postal Service (USPS) vacancy indicator data, zoning and parcel information (if available), estimated structure counts on parcels, and flood data.

Regrid allows users to add survey sets to collect data on selected parcels. The WVU BAD Buildings Program uses a survey response set that collects information on the structure type and a checklist of structural conditions. Specific information on survey question content can be found in the section titled *WVU BAD Buildings Surveys*. Local government officials and stakeholders, referred to hereafter as BAD Buildings Teams, are given access to the WVU BAD Buildings Regrid account to collect data on inventory days in local communities and to manage and maintain the community's associated inventory data in the long-term. This allows BAD Buildings Teams to have access to survey projects and actively engage in the inventory process.

1.3 Why Regrid?

This purpose of this document is to assist BAD Buildings Teams with navigating and maintaining their inventory data sets through Regrid. As part of the BAD Buildings Program's efforts, staff assist communities with creating a living inventory, which is a dynamic set of data that can be amended as new properties fall into blight or as existing blighted properties are addressed. The inventory created through Regrid can be updated by BAD Buildings Team members at any time as conditions change; properties can be removed if blight indicators are addressed, or new properties can be added as conditions warrant.

Regrid is used as the accompanying data survey tool for the WVU BAD Buildings Program because of its user-friendly nature. Local stakeholders and community members can easily

be invited to access the account by WVU BAD Buildings staff, and multiple sources of property information and data can be easily accessed in one place.

2. Getting Acquainted with Regrid

2.1 Accessing Regrid and Creating an Account

Once WVU BAD Buildings staff establish contact with a community, we ask that they identify three to five people comprising a diverse array of stakeholders (i.e. local government officials, church organization members, civic organization members, active community volunteers, etc) to create what is known as the *core team*. The core team members are those who assist our staff with coordinating and planning in-person community visits, site inventory days, prioritization of properties, and the maintenance of the inventory data.

Core team members are given access to Regrid. During community inventory sessions, BAD Buildings Teams break into groups of 2-3 people to survey defined target zones that are priority areas for redevelopment or addressing blight. When surveying in the field, one person in each group will input survey data into Regrid ensuring that the team comes to a consensus on structural conditions before submitting. One survey should be submitted per site, where possible, but where necessary, more than one survey can be submitted on the same site/structure. Please ensure that this is only done if there is a mistake in the previous submission or if there is more than one structure on the site to survey.

Once the core team is established, these members will be granted access to the WVU BAD Buildings account. To access the account and create log in credentials the user *must* follow these steps: (Please ensure that you are creating an account and logging in from the desktop version of Regrid).

Creating a Regrid Account and Accessing a Project

- 1.) BAD Buildings staff will send an invitation to create an account to the email address that the team member has provided.
- 2.) Click the link in the invitation email and follow the prompts to create account log in credentials.
- 3.) Log in to Regrid account using the credentials created in Step 2.

- 4.) Logging into the account takes users to the account dashboard. Navigate to the top of the screen in the tool bar and click 'Go to the Map.'
- 5.) Once in the map view, navigate to the box on the left-hand side of the screen and click the folder titled 'Projects.'
- 6.) Hit 'Select a Project' and scroll to find the name of the community. Click the desired community and the survey area will populate in the map, along with any completed surveys.

It is important to note here that each time a team member logs in to their Regrid account, they will have to follow Steps 4-6 above. Since WVU BAD Buildings staff work with a number of communities, all projects are listed on the map dashboard- Please only access the project that is specific to your community inventory.

If at any time the community adds members to the core team who need access to Regrid, or if someone has an issue logging into their account, please contact someone at WVU BAD Buildings and we can assist with troubleshooting errors and with sending invites for new team members to create an account.

2.2 Navigating the Regrid Database

Once logged into Regrid, it is important learn how to navigate the database, select a property, and view its associated data. Figure 1 below shows an example of the map view on Regrid desktop. The yellow boxes that appear are property parcels, which have been synced with available county assessor data.

Navigating to and selecting a property highlights the selected parcel in red. On the lefthand side of the screen, the 'Parcel Data' tab contains data available from other sources. When navigating the 'Parcel Data' tab, parcel details, ownership information, mailing addresses, and more are viewable. Viewable data may differ from property to property, depending on what information is available on that specific property. One important note here is that the 'Property Sales & Value' header includes the most recent tax year that information for the selected parcel was populated from outside sources. Occasionally, some ownership information is outdated or incorrect, so it is important to double-check that any incorrect data or suspected errors are flagged.

Community inventories of properties will populate in the 'Datasets' tab. Users can also choose to 'Follow' properties, which bookmarks certain parcels without submitting a survey.

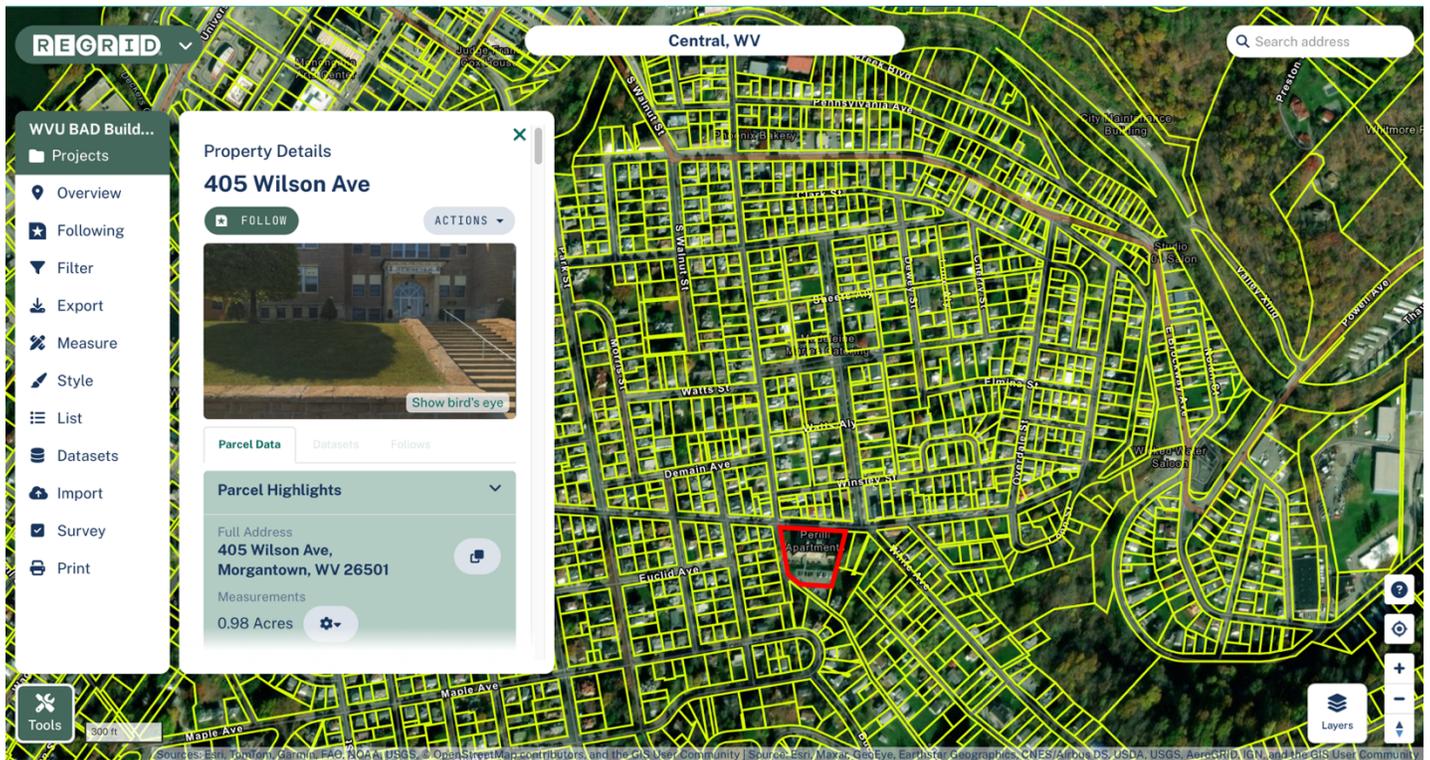


Figure 1: Screen capture of parcel view on Regrid desktop.

3. Preparing to Survey in the Mobile App

3.1 Regrid Mobile App Basics

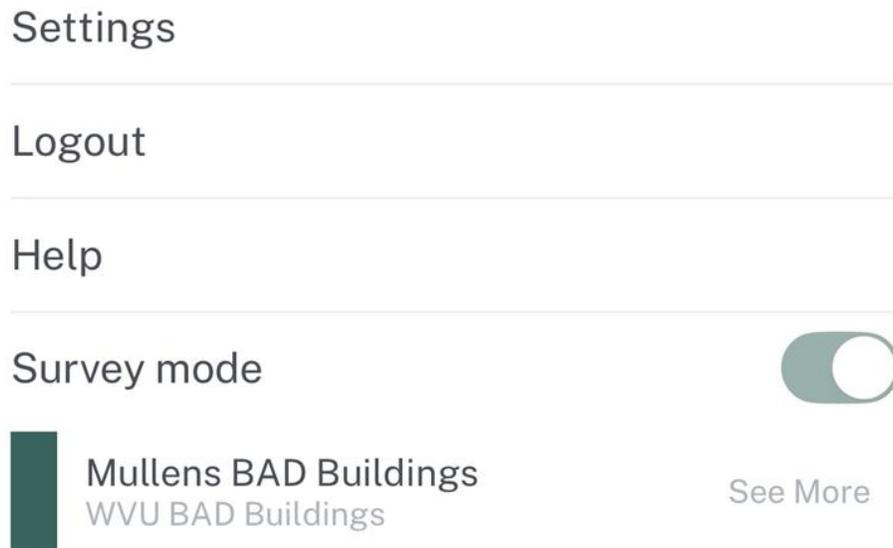
The Regrid Mobile App is used to conduct community surveys in the field. The application is available on both the Apple and Google Play App Stores. To access, simply download the application and log in using the credentials created when activating the account via email invitation. If there is trouble accessing an account when attempting to use the mobile app, please contact the WVU BAD Buildings team and someone on staff will help with troubleshooting the issue and ensuring that the email invitation was sent and processed for account creation.

After logging into the mobile app, community surveyors should ensure that *Survey Mode* is enabled. To do this, navigate to the horizontal three lines, or ‘hamburger icon’ at the top left of the screen on the app. Click the icon and a dialog box will appear. Locate the button that says, ‘*Survey mode*’ and toggle the button to turn it on. Once this is turned on, a box will appear below with the community’s name of the project you currently have opened. If the name is correct, no further changes are needed, and the survey project should refresh and

populate as normal in the map. If the name is incorrect, hit the ‘See More’ button, navigate to the project with your community’s name and select. The correct project should then populate into the map. See Figure 2 below for more details of what this looks like in the mobile application.

3.2 Preparing to Survey Properties

Pending reliable cell service, the app keeps track of the user’s location using a blue dot that



V 1.72.0

Figure 2: Accessing the 'Survey Mode' option in Regrid Mobile App

will appear on the screen. BAD Buildings Teams are asked in advance to identify priority areas for the inventory. These priority areas are referred to as *target zones*. During a community inventory day, the BAD Buildings Team will be split into smaller groups of 2-3 people and assigned to a specific target zone to complete surveys. The boundaries of these target zones are drawn directly in the Regrid community project map by BAD Buildings staff and are easily identifiable by their white-colored outline. As your phone keeps track of your location, it will note in the top center of the screen which zone you are surveying within. This helps volunteers stay familiar with their surroundings while in the field and assists with ensuring that each team stays within its assigned boundary to avoid potentially duplicating surveys in another target zone. See Figure 3 below for more detail.

Community members are asked not to draw new target zone boundaries in the community project. If a community needs assistance creating new zones for additional inventories,



Figure 3: Example of Regrid Target Zone in the Mobile App.

notify WVU BAD Buildings staff and we can assist with ensuring that the proper boundaries are identified and added to the map.

Once assigned to a target zone, survey teams will head into the field and prepare to begin surveying properties. Before starting, there are a few important things to keep in mind. First, be sure to keep track of the target zone identified at the top of the screen in the mobile app and ensure it aligns with the zone the team was assigned at the start of the inventory. Second, BAD Buildings Team members are reminded that these are *windshield surveys*, meaning that surveyors do **not** cross property lines to obtain pictures or get a better view of a property. As objectively as possible, the point is to collect data on the conditions of the structure from behind the property line.

4. WVU BAD Buildings Surveys

4.1 Conducting a Survey

When the BAD Buildings Team is ready to begin conducting surveys on properties, groups will head to their assigned target zone and identify the first property to survey. The BAD Buildings Team will break into smaller groups of 2-3 people with each assigned a target zone. Only one person in each of these smaller groups will have access to Regrid. However, the person operating Regrid is asked to discuss the structural conditions with the whole group, ensuring that a broad consensus is reached before selecting a response in the survey. This helps to ensure that properties are classified as objectively and as fairly as possible.

Once the group identifies a structure to survey, click the associated parcel in the Regrid app. The selected parcel will highlight in red. Before starting the survey, ensure that the *correct*

parcel is selected and that the physical address that appears on the screen coincides with the physical address that is visible on the structure. If there is no visible physical address on the structure, or if you are surveying a vacant lot, use your best judgement of the surroundings to identify the parcel. The birds-eye map view on the Regrid app can assist with identifying surroundings in the community, as well. Upon selecting a parcel, a box will appear at the bottom of the screen with basic ownership information and associated parcel data. See Figure 4 below for more details.

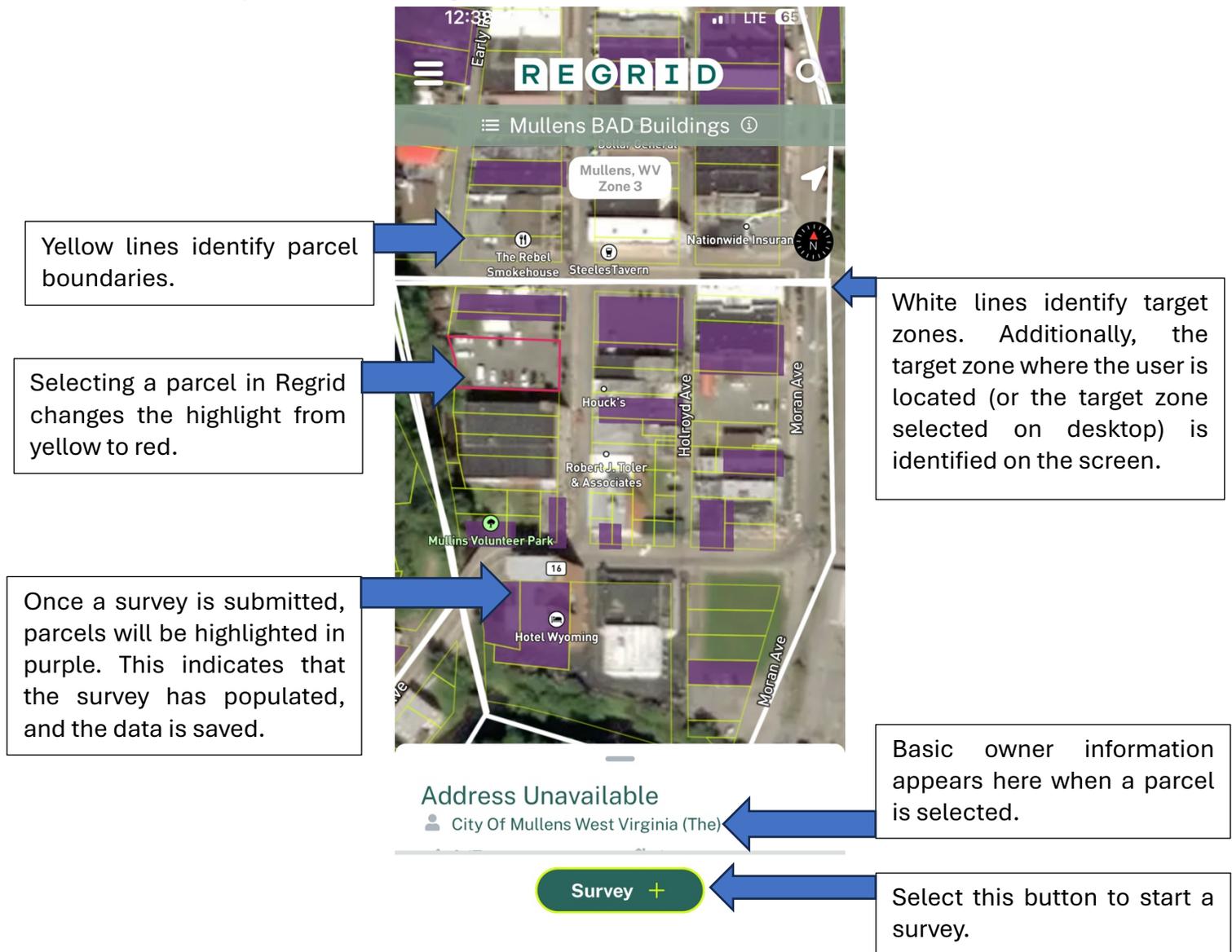


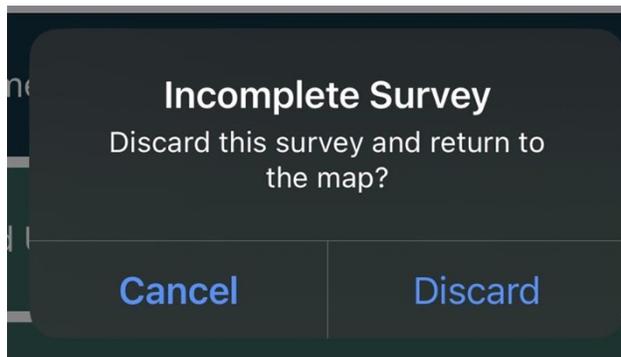
Figure 4: Regrid Mobile App with surveys

Once the surveying team has determined that the correct parcel has been identified for the structure, hit the 'Survey +' button. This button prompts you to begin answering the structured survey questions that the WVU BAD Buildings program uses; more information on this survey and a copy of the questions can be found below. If at any time you make an error

and need to go back to a previous question, click 'back' in the top left corner of the survey screen. If you need to cancel the survey for any reason, hit the back button until it returns you to the first survey question. Hit 'back' one additional time and a dialog box, shown in Figure 5, will appear. Hit 'Discard' if you want to stop the survey.

After a survey is started, the app will prompt you to answer the questions, which include details about the type of the structure and a structural condition checklist. At the end of the

Figure 5: Incomplete Survey dialog box in Regrid Mobile App



structural condition checklist, please add any notes that may be needed on the site into the dialog box that appears. The more notes on the site, the better, as this helps WVU BAD Buildings staff analyze the data after surveys are submitted. Lastly, the user will be prompted to add photographs of the structure. Try to include several of these from different angles if conditions permit and you can do so without crossing property lines. Once finished, hit 'Submit.'

When you hit submit, the parcel you have surveyed will briefly be shaded yellow, which indicates that the data you have entered is populating. Once it has populated successfully, the parcel will turn purple. If the parcel does not turn purple after approximately 30 seconds, check your cell service to ensure good connection. If the issue persists, flag the address and notify WVU BAD Buildings staff for troubleshooting.

If the survey has populated and you have realized that you forgot to include something or realize that there are multiple structures on the parcel, you can submit multiple surveys per parcel, though it is encouraged to keep this to a minimum and to only do this where necessary as it makes analysis of data more difficult with duplicative property entries. *If for any reason you must submit a second survey on the same site, indicate the reason why in the text box titled 'Notes' at the end of the survey.*

4.2 WVU BAD Buildings Survey

The WVU BAD Buildings Program uses a standardized set of survey questions to collect consistent community-wide data on properties and structures. The purpose of the survey is to observe key conditions as objectively as possible and to determine whether each category on the checklist has no problems, minor problems, or major problems. The survey is composed of two sections. The first section is property type classification, which identifies the type of structure that is being surveyed. The remainder of the questions are formatted as

multiple choice and are the structural condition checklist. These questions collect data on key structural elements (also referred to as blight indicators) and the overall condition and stability of the structure itself, or the property conditions in the case of a vacant lot. An overview of the survey questions is listed below:

WVU BAD Buildings Survey Questions

Survey questions are uploaded into the community's project on Regrid prior to beginning inventory and data collection. Communities are asked to refrain from attempting to edit or remove questions from the survey dataset. If you need help or think that the community could benefit from adding additional parameters to the survey, please contact a member of the WVU BAD Buildings Program staff for assistance.

1.) Property Type

- **Single-Family**
- **Duplex**
- **Multi-Family Units**
- **Commercial Only**
- **Mixed-Use**
- **Vacant Lot**
- **Other (intended use is not immediately clear to the surveying team).**

2.) Building Frame and Structure

- **No problems**
- **Minor problems**
- **Major problems**

3.) Roof, chimney, and gutters

- **No problems**
- **Minor problems**
- **Major problems**

4.) Windows and doors

- **No problems**
- **Minor problems**
- **Major problems**

5.) Siding and paint

- **No problems**
- **Minor problems**
- **Major problems**

6.) Porch entrance and overhang

- **No problems**
- **Minor problems**
- **Major problems**

7.) Notes (Free-text format. Add *any* additional details).

8.) Photos (be sure to try to get different angles documenting conditions).

As the BAD Buildings Team completes community surveys in Regrid, it is important to evaluate each property as fairly and objectively as possible. The team member operating Regrid should confirm that each response has a group consensus before moving on to the next question in the survey. Additionally, groups should avoid using ownership data or any synced parcel information to make decisions when conducting surveys. *The data collection portion of the inventory process is concerned only with documenting the conditions of the site, as viewed from behind the property line.*

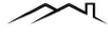
Additionally, surveyors are reminded to heed the classifications of major versus minor problem indicators in survey responses. Ensuring that each response corresponds most closely with the criteria provided prevents incorrect data from being incorporated into the surveys. Based on responses in surveys, properties are ranked as *Good, Fair, Poor, or Should be Demolished.*

Identifying blight indicators incorrectly in the surveys will directly skew the data and impact the classification of properties. See Figures 6 and 7 for a more detailed look at blight indicator criteria and definitions of structure conditions.

Figure 6: Blight Indicators used in the WVU BAD Buildings survey



BAD Buildings Blight Indicators Guide

<div style="margin-bottom: 10px;">  <h3 style="margin: 0;">Building Frame & Structure</h3> <p>Minor: Building is not leaning, but foundation may need minor repairs. Wall structure (such as wooden studs) may be exposed but not damaged.</p> <p>Major: The building may be leaning or tilting. The foundation needs major repair or is missing a significant amount of material. Wall structure (such as studs) may be exposed and heavily damaged.</p> </div> <div style="margin-bottom: 10px;">  <h3 style="margin: 0;">Roof, Chimney & Gutters</h3> <p>Minor: Minor deterioration; Improper roof repairs, missing shingles. Mortar missing from chimney; gutters absent or in need of repair.</p> <p>Major: A lot of deterioration. Missing material, holes in roof, roof sagging. Significant amounts of mortar or bricks missing from chimney; Chimney leaning.</p> </div> <div>  <h3 style="margin: 0;">Windows & Doors</h3> <p>Minor: Window frames or sills need some restoration work or paint is beginning to peel on frames.</p> <p>Major: Windows or panels missing; Rotted frames. Doors missing or rotted. Paint on window frames in poor condition and peeling heavily.</p> </div>	<div style="margin-bottom: 10px;">  <h3 style="margin: 0;">Siding/Veneer/Paint</h3> <p>Minor: Some peeling or cracking exterior paint. Brick and mortar needs work but still intact.</p> <p>Major: Building has a significant amount of mortar missing. Missing or unsecured bricks. Significant amount of siding or paint deteriorated and falling off of the structure .</p> </div> <div>  <h3 style="margin: 0;">Porch/Entrance Overhang</h3> <p>Minor: Minor separation of porch/ overhang from building. Porch/ overhang sagging and paint needed.</p> <p>Major: Significant deterioration; steps missing. Supports for roof/ overhang rotted or falling. Partial collapse.</p> </div>
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Classifying Inventoried Properties

Once surveys are complete, WVU BAD Buildings staff analyze the results and use recorded blight indicators to classify properties as Good, Fair, Poor, or Should be Demolished



Good: Building is structurally sound and well maintained. It needs **no more than two minor repairs**. It is not leaning or tilted, and the foundation is in good shape. Building may need some general maintenance, such as painting.



Fair: Building is structurally sound, and may need **three or more minor repairs, but no more than one major repair**. The building could be rehabilitated inexpensively to improve its rating.



Poor: The building may not be structurally sound and **needs two or more major repairs**. The building may have broken or missing windows, or the porch may look like it is collapsing. Major repairs needed for this structure to be safe.



Should be Demolished: This building is **not structurally sound and should not be lived in**. The structure may be collapsed, partially collapsed, has a sagging roofline, or fire damage. Structure may be leaning or foundation looks compromised.

Figure 7: Criteria used for classifying properties based on survey responses.

4.3 Editing Existing Surveys

Edits can be made to existing inventory datasets at any time. Edits cannot be made in the Regrid Mobile App, so community members tasked with managing inventory edits will need to log in to their account on Regrid desktop in order to edit survey data. *Any time that existing survey data is edited, or properties are added or removed from the inventory, the community should contact WVU BAD Buildings staff to notify them of the changes.* WVU BAD Buildings staff manage the master spreadsheet of the inventory data, so changes will need to manually be added to this spreadsheet.

To edit an existing survey on a site, follow these steps:

- 1.) Log in to Regrid desktop and navigate to your community's project in the map view.
- 2.) Find and select the parcel where data needs to be edited. If it is difficult to locate, use the search bar in the top right of the screen. Type either the address or the parcel number to search for the property.

3.) The selected property will be highlighted in red and a dialog box with parcel data will appear. Select the 'Datasets' tab in the top center and locate the survey data that you need to edit. See Figure 8 below for help locating this feature.

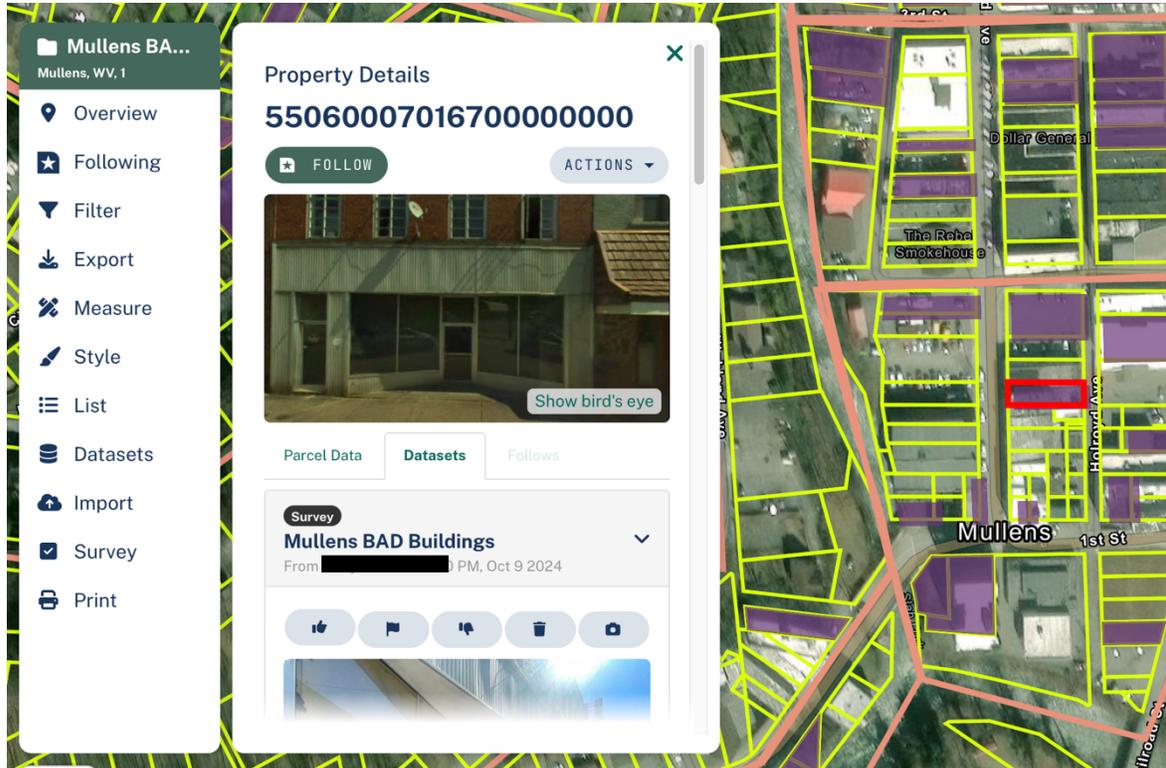


Figure 8: Navigating to the 'Datasets' tab in Regrid Desktop.

4.) Scroll to the associated data where edits are needed. A dotted line appears underneath the survey responses. Click the dotted line and a dialog box opens. Select the correct response and hit the check mark button. See Figure 9 below.



Figure 9: Editing survey data in Regrid desktop.

5.) *All edits must be saved in the project.* Once you have finished making an edit on a property, locate the project dashboard on the left-hand side of the screen. Click the community's name at the top of this box to open the box titled 'Settings.' Locate the 'Save' button and click. **See Figure 10 below for help locating this.**

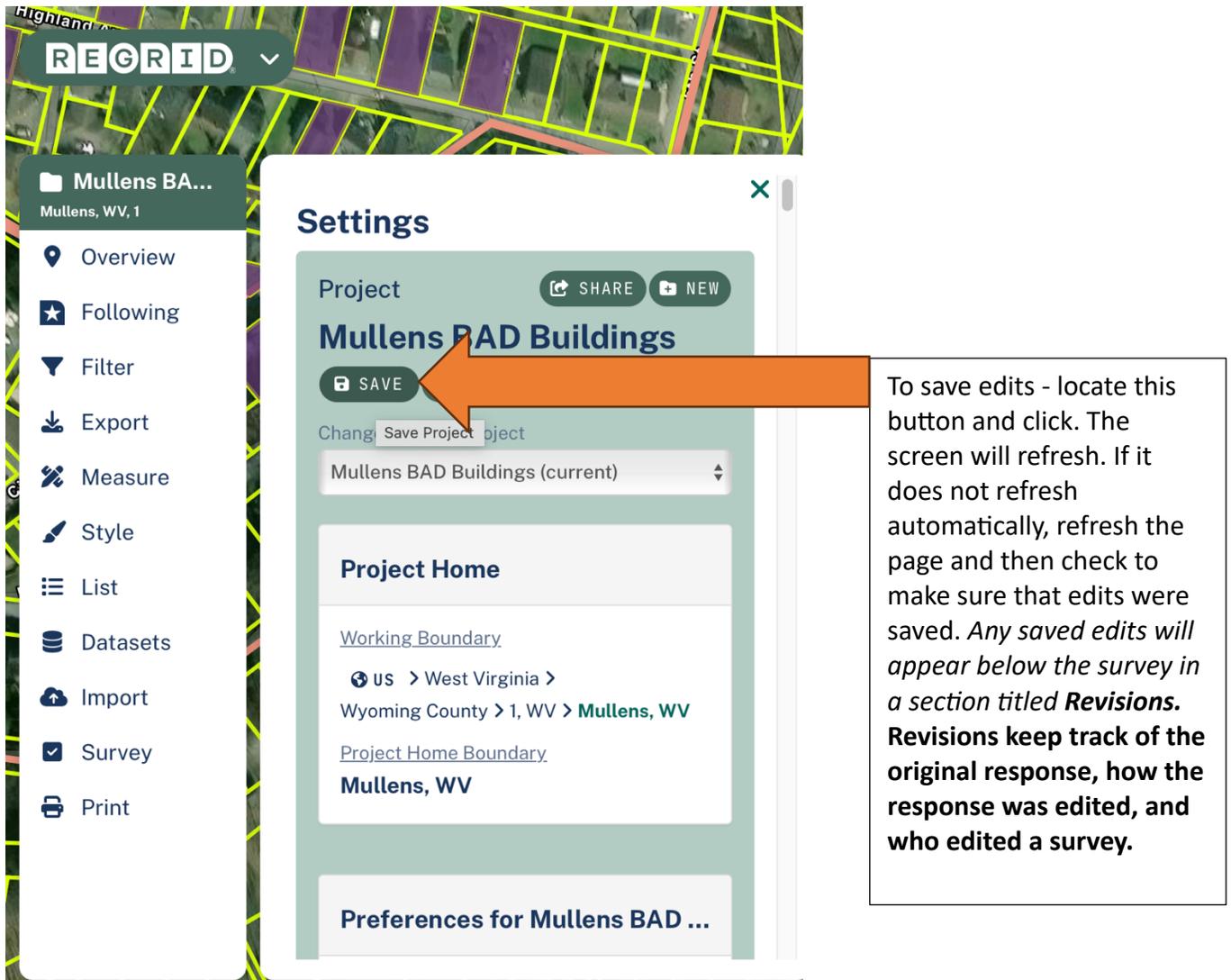


Figure 10: Saving project edits in Regrid desktop.

In addition to editing survey data, existing survey can be deleted from the dataset. This step should only be completed as conditions are addressed and blight indicators are no longer present on the property that was surveyed. *If this is the case and survey data needs removed, please coordinate with WVU BAD Buildings staff to ensure that the property is removed both from Regrid and any associated spreadsheets that house the community's inventory data.* It is recommended that BAD Buildings Teams identify a way to keep these properties in a format that allows you to continue to track them and to measure your success in addressing blight in the community.

5. Conclusion

Congratulations! Your community members are now set to navigate Regrid and conduct surveys in the field! Regrid is used as the accompanying mapping tool for the WVU BAD

Buildings Program because of its relative user-friendliness compared to other platforms. However, if at any time the community is having trouble accessing or operating Regrid, please contact WVU BAD Buildings staff. The services and technical assistance we provide to communities are *always* at no cost, and we're happy to help!

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