

Item 12. Appendix B

CDBG Program Income Survey

Please provide justification for the survey area. (For example: A water line is to be installed that will serve only the residents of 4th and 5th Streets between Walnut Street and Oak Street)

Please follow the interview procedures below:

1. Interviewer must obtain the following information:
 - a. House number and street address of resident (apartment number if applicable).
 - b. Total number of persons living in the household. If more than one family lives in a household, count each family separately.
 - c. The range within which the total family income falls. Total family income is income from all sources for all persons 18 years of age or older. This includes income as reported on the latest federal tax return plus any form of tax exempt income such as social security, retirement, unemployment, etc.
 - d. Before completing the survey, refer to Page 10 of these instructions for a definition of family and some examples to guide the income determination.
2. The interviewer must survey all families in the survey area. At least 51% of all persons in the service area must be low to moderate income for the project to qualify.
3. If local officials wish to survey an entire municipality, please contact the Community Development Program office for detailed instructions and approval.
4. The interviewer must sign and date each survey form.
5. The interviewer should use the attached interview script, or one that is comparable, when interviewing residents.

CDBG PROGRAM FAMILY INCOME SURVEY

Name of Respondent: _____ Date: _____

Address: _____

For the purpose of determining eligibility for proposed Community Development projects to be funded by the Federal Community Development Block Grant Program, the following information is necessary: Race (Please indicate number of people in each category)

White	Asian & White	
Black/African American	Black/African American & White	
Asian	American Indian/Alaskan Native & Black/African Amer.	
American India/Alaskan Native	Asian Pacific Islander	
Native Hawaiian/Other Pacific Islander	Other Multi-Racial	
American Indian/Alaskan Native & White		

Ethnicity (Please indicate the number of people in each category):

Hispanic _____ Non-Hispanic _____

Indicate the number of persons living in the family and whether total family income exceeds or falls below the listed figure for the appropriate family size.

- _____ 1 Person - Total Income is ___ above or ___ below \$32,400
- _____ 2 Persons - Total Income is ___ above or ___ below \$37,050
- _____ 3 Persons - Total Income is ___ above or ___ below \$41,650
- _____ 4 Persons - Total Income is ___ above or ___ below \$46,300
- _____ 5 Persons - Total Income is ___ above or ___ below \$50,000
- _____ 6 Persons - Total Income is ___ above or ___ below \$53,700
- _____ 7 Persons - Total Income is ___ above or ___ below \$57,400
- _____ 8 Persons - Total Income is ___ above or ___ below \$61,100

Signed: _____
Respondent (Not applicable if telephone survey)

"Any false statements made knowingly and willfully may subject the signer penalties under Section 1010 of Title 18 of the United States Code".

TELEPHONE SURVEY ONLY			
Name of Interviewer: _____			
Date of Call	Time	Result *	Comments

*C=Completed Survey *B=Busy *R=Refused to Answer Survey
*NA=No Answer

CDBG PROGRAM INCOME SURVEY

DEFINITION AND EXAMPLES

Definitions

"Family" - all persons living in the same household who are related by birth, marriage or adoption.

"Low and Moderate Income Person" - a member of a family having an income equal to or less than the Section 8 Income Limits, as established by HUD. Unrelated individuals shall be considered as one person families for this purpose.

Examples

Within a residential structure it is possible to have one or more families. Thus, each person's status as low and moderate income or non-low and non-moderate income must be based upon that person's family income.

The following examples are provided to guide your completion of the survey:

Example No. 1

Particular house (single unit structures) within a surveyed area where three single males reside, not related by birth, marriage or adoption. In this case there are three one person families and each person's income determines whether they are a low and moderate income person, based upon the Section 8 income limits for a one person family.

Example No. 2

Particular house (single unit structure) within surveyed area where a man resides with a woman and her two children. The man and woman are not legally married; however, the man has access to the entire house and financially contributes to the support of the woman and her two children. In this case, the four people would be a family and the income of both the man and woman would be considered in determining whether they were low and moderate income persons, based on the Section 8 income limits for a four person family.

Example No. 3

Particular house (single unit structure) within surveyed area where a family of four rents a room to a man unrelated to the family who does not have access to the other rooms in the house other than a bathroom. In this case, there is one family of four and a one person family, each of which is determined separately as to whether they are low and moderate income.

CDBG PROGRAM INCOME SURVEY

INTERVIEW SCRIPT

Hello, my name is _____. May I speak with _____? I am assisting _____ in the completion of a survey to gather information essential to support applications for funding under the Community Development Block Grant (CDBG) Program.

Are you familiar with the CDBG Program?

If No: Each year the County receives CDBG funds from HUD to undertake housing and community development projects (i.e., street improvements, water and sewer projects, recreation improvements, etc.) that have benefited low/moderate income families.

In order to insure that these CDBG funds are used to benefit low/moderate income families, _____ is conducting an income survey.

At this time, with your permission, I would like to ask you three brief questions. The answers to all of the questions that I ask will be kept confidential. Do I have your permission to proceed with the questions?

1. May I have your name please?
2. How many family members or others are residing in your home (Family is anyone related to you by birth, marriage or adoption)?
3. Would you tell me whether, during the past twelve months, the total income of all members of your family was above or below \$ _____.

That completes my questioning. Thank you for your participation.

CDBG PROGRAM INCOME SURVEY

SUMMARY SHEET

How were the surveys conducted?

Number of FAMILIES surveyed in person: _____

Number of FAMILIES surveyed by telephone: _____

LOW AND MODERATE INCOME WORKSHEET

1. Enter the ESTIMATED number of FAMILIES in the target area. If more than one family resides in the household, conduct separate surveys for each family. 1. _____
2. Enter the total number of FAMILIES interviewed. 2. _____
3. Enter the total number of persons in the FAMILIES interviewed. 3. _____
4. Enter the total number of persons in the FAMILIES interviewed who are low and moderate income persons. 4. _____
5. Divide Line 4 by Line 3. 5. _____
6. Multiply Line 5 x 100. This is the percentage of low and moderate persons in the service area. 6. _____