

STATE OF WISCONSIN



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM INCOME SURVEY GUIDE

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Division of Energy, Housing and Community Resources
Bureau of Community Development

<https://energyandhousing.wi.gov/Pages/CommunityResources.aspx>

CDBG COMMUNITY DEVELOPMENT PROGRAM

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PLEASE NOTE:

The CDBG Community Development Program Income Survey Guide may be downloaded from the Division of Energy, Housing and Community Resources (DEHCR) – Bureau of Community Development – Community Resources and Trainings website at:

[https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Resources.aspx)

[Resources.aspx](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Resources.aspx). Please **download the electronic document prior to conducting your survey** to ensure that you are referencing the most up-to-date version of the guide.

Table of Contents

Table of Contents.....	3
1.0 DEHCR Acceptance of Income Survey Data	5
1.1 For ALL CDBG Applicants Using Income Survey Data to Qualify a Project.....	6
1.2 For CDBG Public Facilities (CDBG-PF) Competitive Applications ONLY.....	6
2.0 The Income Survey Process.....	7
3.0 Service Area Determination	7
3.1 Community-Wide Benefit	8
3.2 Not Community-Wide Benefit	9
4.0 Determining If an Income Survey is Necessary.....	10
4.1 Inaccurate HUD LMISD.....	10
4.2 HUD LMISD Not Available for Entire Service Area	12
5.0 Survey Area Determination & Address List.....	13
5.1 Survey Area Determination.....	13
5.2 Definitions of Family and Households	13
5.3 Address List for Survey Area	14
6.0 Survey Types	16
6.1 Census Survey	16
6.2 Random Sample Survey	16
7.0 Margin of Error / Response Rate	17
7.1 Survey Monkey Calculators.....	17
7.2 Sample Size and Response Rate for Random Sample Surveys	21
7.3 Sample Size and Response Rate for Census Surveys	21
7.4 Additional MOE/Response Rate Considerations for Census Surveys	21
7.5 Additional MOE/Response Rate Considerations for Random Sample Surveys	22
8.0 Survey Content.....	24
8.1 Questions & Language Guidance	24
8.2 Income Levels/LMI Limits.....	25
8.21 CDBG Income Limits – Family Sizes 1-8.....	25
8.22 CDBG Income Limits – Family Sizes of 9 or More.....	27
8.23 Income Defined.....	28
9.0 Survey Publicity and Distribution.....	28
9.1 Publicity.....	28
9.2 Distribution	29
10.0 Surveying Limited Clientele (LMC) Residential Facilities.....	30
10.1 Limited Clientele Residential Facilities Defined	30
10.2 LMC Residential Facility Survey Documentation	30

11.0	Tabulating Survey Results	31
12.0	Income Survey Area Mapping.....	32
13.0	Income Survey Recordkeeping and Document Submissions.....	32
13.1	Submission to DEHCR for Pre-Approval and/or with CDBG Application	32
13.2	Additional Documents to Maintain in the Income Survey File	32
14.0	References.....	34
15.0	Appendices.....	36
15.1	Appendix A: Summary of Steps for Conducting a CDBG Income Survey	37
15.2	Appendix B: Income Survey Letters & Survey Forms – Templates & Examples	38
Income Survey Announcement Letter Template.....	38	
Income Survey Announcement Letter Example	39	
Income Survey Letter Template.....	40	
Income Survey Letter Example	41	
Income Survey Form Template (Paper Survey)	42	
Income Survey Form Example (Paper Survey).....	44	
Income Survey Form Template (Online Survey – Using Microsoft Forms).....	46	
15.3	Appendix C: HUD CDBG Income Limits Record Example	56
15.4	Appendix D: CDBG Income Survey Data Forms.....	57
Form 1A: Census Survey: Income Survey Results Income Tabulation Form – EXAMPLE.....	58	
Form 1B: Random Sample Survey: Income Survey Results Income Tabulation Form – EXAMPLE....	59	
Form 1C: Sample Size / Margin of Error Calculations Form – EXAMPLE.....	60	
Form 2/Form 3: Income Survey Income Level and Race/Ethnicity Responses – EXAMPLE.....	61	
Form 4/Form 5: Income Survey Distribution Contact List and Distribution Efforts Tracking – EXAMPLE	65	
Form 6: Random Sample Survey Methodology Forms – EXAMPLE	68	
Form 7: Limited Clientele Data Form – EXAMPLE.....	79	
Form 8: Multi-Jurisdictional LMI Calculation Form – EXAMPLES.....	80	
15.5	Appendix E: Service Area/Survey Area/Project Area Map Examples	81
Map Example #1: Project Area/Survey Area Map with Response Type Tracking.....	82	
Map Example #2: Survey Area Map – Aerial View	83	
Map Example #3: Project Area Map – Utility System	85	
Map Example #4: Project Area Map – Water & Sanitary Sewer Systems.....	86	
Map Example #5: Project Area Map – Water Distribution System.....	87	
Map Example #6: Project Area Map – Sanitary Sewer Distribution System.....	88	
15.6	Appendix F: CDBG Income Survey Packet	89

CDBG INCOME SURVEY GUIDE

When a unit of general local government (UGLG) seeks to apply for a Community Development Block Grant (CDBG) award for a project, it must demonstrate that the project will meet one of three National Objectives to be eligible for the CDBG funding. These include, 1) serving low- and moderate-income (LMI) residents, or 2) eliminating slum or blighted conditions, or 3) addressing an urgent local need. Please refer to [24 CFR 570.483](#) for the criteria for these three National Objectives. The LMI National Objective may be met in multiple ways, as summarized in [24 CFR 570.483](#). This guide pertains to meeting the LMI National Objective through demonstrating that at least 51.00% of the primary beneficiaries of (i.e., community residents directly benefitting from) a proposed project are LMI persons, as verified through an area income survey. The purpose of this guide is to provide the necessary information for conducting an income survey in the location where the primary beneficiaries of a potential project live (i.e., the service area) and for submitting the required survey documentation for an application for Wisconsin's State CDBG program to ensure the survey activity meets the program standards and requirements.

The U.S. Department of Housing and Urban Development (HUD) also provides an [Income Survey Toolkit website](https://www.hudexchange.info/programs/cdbg/cdbg-income-survey-toolkit/) [<https://www.hudexchange.info/programs/cdbg/cdbg-income-survey-toolkit/>] and the [HUD CDBG Guidebook for Conducting Local Income Surveys](https://files.hudexchange.info/resources/documents/CDBG-Guidebook-for-Conducting-Local-Income-Surveys.pdf) [<https://files.hudexchange.info/resources/documents/CDBG-Guidebook-for-Conducting-Local-Income-Surveys.pdf>]. The resources listed on HUD's Toolkit website include additional guidance and tools for estimating survey costs, survey document templates, online data collection, and data tracking and analysis. Wisconsin entities will need to modify certain HUD templates for use, given where HUD's guidance and Wisconsin's State CDBG Program guidance differ, the State guidance must be followed.

IMPORTANT NOTE:

Where guidance in materials posted on HUD's Income Survey Toolkit website and guidance in Wisconsin's State CDBG program Income Survey materials differ, the State guidance must be followed.

1.0 DEHCR Acceptance of Income Survey Data

The Division of Energy, Housing and Community Resources (DEHCR), which administers the State of Wisconsin's CDBG programs, will accept income survey data used for calculating the LMI percentage for a service area and demonstrating a proposed project will meet the LMI National Objective if the criteria within this section and throughout this guide are met.*

***DEHCR DATA ACCEPTANCE CONDITIONAL NOTE:**

DEHCR's current terms of acceptance of survey data are subject to change, contingent upon compliance with any policy updates released by HUD. Consulting with DEHCR to check for updates prior to conducting a survey and submitting survey documents for a CDBG application is strongly advised.

1.1 For ALL CDBG Applicants Using Income Survey Data to Qualify a Project

- The income survey must have been *initiated* (first distributed) no more than five (5) years prior to the intended application date.
- The income survey process must have been *completed* within a reasonable time span that is determined by DEHCR to be methodologically sound (generally within a 3-6 month period, and within the same HUD income limits year and calendar year when practical, depending on when the survey was first initiated – DEHCR will review alternative methods on a case-by-case basis).
- The HUD income limits in effect at the time the survey was *initiated* for the county in which the beneficiaries reside must be the income thresholds used/listed on the survey form.
- No significant demographic, economic, and/or socio-economic changes in the service area occurred since the survey was conducted.
- The survey data calculations must be deemed by DEHCR to be valid and methodologically sound, including but not limited to not exceeding margin of error (MOE) limits as specified by DEHCR and HUD; and following the guidance and requirements specified in the *CDBG Income Survey Guide*.
- All requirements deemed applicable by DEHCR for verifying the survey results are valid and methodologically sound, as set forth in the most current *CDBG Income Survey Guide* (at the time of CDBG application submission), must be met.
- All required survey data and documents must be submitted to DEHCR in the *CDBG Income Survey Packet* format specified in the most current *CDBG Income Survey Guide* (at the time of application – refer to *Appendix F: CDBG Income Survey Packet* in this guide and the editable version linked on the DEHCR – Community Resources – [CDBG Resources and Trainings website](#) [under the “General Resources” section]).
- Once income survey data are certified by DEHCR, the certification letter may be submitted with CDBG applications to qualify projects with a service area that is the same as the survey area, through the expiration date specified on the certification letter. Survey data do not need to be ‘re-certified’ for each application.

When conducting an income survey, important considerations with regard to the service area, survey area, survey types, margin of error/response rate requirements, survey publicity, survey content, LMI levels, and survey response data calculations and reporting must be made, as described in the sections that follow in this guide.

1.2 For CDBG Public Facilities (CDBG-PF) Competitive Applications ONLY

- The income survey data, results and related documentation must be pre-approved by DEHCR prior to application **and** a pre-approval/certification letter from DEHCR must be submitted with

the unit of general local government's (UGLG's)/applicant's CDBG-PF competitive application. **All** required income survey documentation as specified in the most current *CDBG Income Survey Guide* (refer to *Appendix F: CDBG Income Survey Packet*) must be submitted to DEHCR via email for review and pre-approval no later than **February 15th** of the year in which the applicant seeks to apply for the CDBG-PF competitive application funds.

- CDBG-PF applicants that do not submit **all** required income survey documentation to DEHCR by the February 15th deadline will not be eligible to use the income survey results to qualify a project for the CDBG-PF competitive application round in that year.
- If DEHCR determines the survey data, results and/or documentation are invalid, incomplete, or not in compliance with the income survey requirements of the intended application year, then the UGLG will not be eligible to use the survey results to qualify a project for the CDBG-PF competitive application in that year.
- DEHCR *strongly* advises UGLGs to submit income survey documentation **early** to potentially allow for time to make adjustments and revisions as necessary based on DEHCR's feedback from the review. UGLGs that submit survey documentation on February 15th may **not** be given an opportunity to make any changes to the submission – DEHCR will make a determination on compliance and acceptance based on the materials received and as presented. UGLGs that submit survey documentation prior to February 15th *may* be given an opportunity to make changes to the submission, *contingent upon* DEHCR's availability to review the materials and provide feedback to the UGLG prior to February 15th, which will be dependent upon staff availability and the number of submissions received for pre-approval at that time. **DEHCR will review income survey documentation on a first-come-first-served basis.**
- If your income survey was already certified in a previous year and is still valid when the UGLG is submitting a current CDBG-PF application, the UGLG does not need to have the survey data re-certified. The applicant may submit the certification letter on file with the CDBG-PF application.

2.0 The Income Survey Process

The process for a CDBG income survey begins with first determining a service area and whether an income survey is necessary, and if a survey is deemed necessary, then proceeding with planning for and conducting the survey activities. The survey activities involve determining the survey area, preparing the list of families to be included in the survey, preparing and distributing the survey materials, collecting and compiling the survey data, and submitting the survey documents for approval and certification from DEHCR. More detailed steps of the CDBG income survey process are summarized in *Appendix A: Summary of Steps for Conducting a CDBG Income Survey*. Additional guidance regarding the survey requirements and activities are provided throughout this guide.

3.0 Service Area Determination

An income survey may be conducted to determine if at least 51.00% of the total population of a community is LMI; or to determine if at least 51.00% of the beneficiaries of a particular project are LMI. If the service area determination is for a particular proposed CDBG project, then the project scope must be established so the residential primary beneficiaries of the proposed project (i.e., community residents directly benefitting from the proposed project) can be identified.

The service area is the location where all primary beneficiaries of a project or potential future projects live, which will include all families/residential homes directly impacted and benefitting from the project after the scope of work is completed. The service area may be community-wide or may be a partial area of a community. Each is discussed below.

Service area determinations for projects must be made on a case-by-case basis with several factors considered. Consultation with DEHCR staff is strongly advised prior to finalizing the service area determination.

3.1 Community-Wide Benefit

Common considerations for determining if the project will have community-wide benefit (and therefore the service area encompasses the entire community) include:

- Does the project have a community-wide focus (e.g., creating a Comprehensive Plan, Economic Development Plan or Downtown Revitalization Plan; completing historic downtown “Main Street” improvements, etc.)?
- Is the historic downtown “Main Street” businesses location of the municipality impacted by the improvements being made? If so, to what extent?
- Is a local government building, school, main hospital/medical facility, library, central community center, central park, or other similar facility generally utilized by all community residents as a whole either the focus of the proposed CDBG project or located in the area being improved as part of the proposed CDBG project? If so, to what extent will the facility users benefit from the improvements?
- Is the facility/are the facilities being built or improved as part of the proposed CDBG project of service/primary benefit to the entire community or only portions/sections of the community?
- Are LMI persons the primary beneficiaries of the project?

The extent of the impact and benefit to all residents in the community is considered when making a determination of whether the proposed CDBG project is deemed to have community-wide benefit.

Important notices regarding project area and service area eligibility for “public facility” improvements:

Primarily Residential Benefit Requirement:

CDBG projects for “public facility” improvements (through the [CDBG Public Facilities Program](#) (CDBG-PF)) must be “primarily residential” in nature, either by the project area being located within a primarily residential area and serving the families in residential living units within the area; or the service area (i.e., primary beneficiary area) being deemed to be the residential homes/families living within the community due to the nature of the improvements being made. Infrastructure improvements to wells; wastewater treatment facilities; main thoroughfares to enter/exit the community and/or to access community schools or hospitals; community centers; and other similar community facilities are generally deemed to be of primary benefit to the residents living within the community and therefore are typically eligible PF projects even if the facilities themselves are not located within a residential neighborhood.

Historic Downtown “Main Street” Exception Consideration:

Public facility improvements on a **historic downtown “Main Street”** are also generally deemed to have community-wide benefit to residents and therefore deemed ‘residential’ benefit as well. The historic downtown “Main Street” is considered to be a core central street of the community where the small businesses district is located, with the businesses generally being locally owned, not having affiliation with national or international chains, and providing goods and services for which it can be reasonably presumed that all or most community residents utilize or benefit from the goods and services provided, therefore triggering community-wide ‘residential’ benefit. However, DEHCR makes service area determinations for proposed projects in historic downtown business districts on an individual basis. If the project activities are not on the “Main Street” or it cannot be reasonably presumed that residents community-wide utilize or benefit from the “Main Street” business(es) that may benefit from the proposed CDBG project, then it may be determined that the project area is ineligible.

Other Business and Industrial Districts Ineligibility:

Per HUD guidance, other business districts (such as those with nationally or internationally affiliated retailers, large shopping malls, or similar) and industrial parks/districts are considered to be of primary benefit to the businesses and/or residents both within and well beyond the community and are therefore ineligible as PF projects. They may be eligible as a job creation or job retention project through the [CDBG Public Facilities for Economic Development Program \(CDBG-PFED\)](#) or [CDBG Economic Development \(CDBG-ED\) Program](#), for which income certifications are collected from employees working at the business(es) involved to meet the LMI percentage requirements, rather than conducting a community income survey.

3.2 Not Community-Wide Benefit

Common considerations for determining which residences/families will be primary beneficiaries of a project when the project is deemed to *not* have community-wide benefit (e.g., *neighborhood-specific* street, utility, sidewalk, park or other facility improvements that benefit only residents in the immediate area in which the work will be performed/improvements will be made [i.e., the project area]) include:

- Who are the users or customers of the facilities (e.g., utility customers, residences located in a fire district, residences in the immediate area of the neighborhood-specific facility, etc.)?
- How will the improvements impact the residences in the project area?
- Which residences and/or driveways are located on the street(s) being improved?
- Which families/residences use the street(s) being improved as a primary route to/from their homes, and to what extent?
- Which residences are connected to the utility services or other infrastructure being improved?
- Will the street and/or utility service and/or other infrastructure improvements have a benefit to any residence that is not located on the section(s) of the street(s) being improved and/or is not directly connected to the utility service(s) or other infrastructure being improved? If so, to what extent?

- Will the proposed project have *more than* community-wide benefit, with the primary beneficiaries including all residents within the local government’s boundaries as well as additional residents living in other jurisdictions? Projects that include residents outside the UGLG’s boundaries (e.g., a fire station that is the *primary* fire protection service provider for residents living within multiple jurisdictions) will require determining LMI eligibility based on more than just one UGLG’s LMI data.

The extent of the impact and benefit to the residents living in or near the project area is considered when making a determination of whether the proposed CDBG project is deemed to have primary or secondary (or “incidental”) benefit to those area residents.

4.0 Determining If an Income Survey is Necessary

Once the service area is identified, you may determine if an income survey is necessary. An income survey is applicable only to applicants seeking to qualify a project for CDBG funding through meeting the LMI National Objective *and* one of these two circumstances exists:

- 1) The U.S. Department of Housing and Urban Development (HUD) Low- and Moderate-Income Summary Data (LMISD) indicate the service area is below 51.00% LMI but these data appear to be inaccurate; *or*
- 2) HUD LMISD are not available for the entire service area for the project.

4.1 Inaccurate HUD LMISD

A service area for a CDBG project must be comprised of at least 51.00% low- and moderate-income (LMI) residents for the project to qualify for CDBG funding based on LMI data. The U.S. Department of Housing and Urban Development (HUD) publishes low- and moderate-income summary data (LMISD), which are the low- and moderate-income (LMI) percentages for local governments and census tract block groups. The HUD LMISD are *partially* based on U.S. Census American Community Survey (ACS) 5-Year Estimates data. If the HUD LMISD indicate the population is below but near 51.00% LMI, the margin of error (MOE) of the HUD LMISD is very high, and/or local social and/or economic factors have changed significantly in recent years, then it may be worthwhile to conduct an income survey to determine if the service area LMI percentage is higher than indicated by the HUD LMISD.

Downloadable Microsoft Excel spreadsheets with the HUD LMISD for local governments and census block groups/tracts may be accessed on the [HUD LMISD home page](https://www.hudexchange.info/programs/acs-low-mod-summary-data/) at <https://www.hudexchange.info/programs/acs-low-mod-summary-data/>. Refer to the “**Data Sets**” section of this webpage to find links to the individual pages for local government and census block group/tract data, as well as [HUD’s Map Application](#) for viewing LMISD for local governments and census block groups/tracts on a web-based interactive map. The direct links to the LMISD pages are also provided within this section of this guide.

HUD LMISD for Local Governments

The direct link to the [HUD LMISD for local governments](https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-local-government/) is:

<https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-local-government/>.

Use the **ACS [5-year date span] Low-Mod All Local Governments** spreadsheet to view HUD LMISD for local governments. The ACS 5-year date span is updated when HUD issues an updated version of the LMISD. Filter the spreadsheet by State to view only Wisconsin local governments. Governments are listed by “**GEOTYPE**”, listed by “**PLACE**” first (i.e., the LMI percentages for the full local government boundary); then second by “**COUSUB/MCD**” county subdivision (i.e., the LMI percentages for each part of the local government boundary residing in each county), and then third by “**COUNTY**” (the LMI percentages for each county). Refer to the “**GEOTYPE**” column to view the entities listed by “**PLACE**,” “**COUSUB/MCD**,” and “**COUNTY**.” Refer to the “**LOWMOD_PCT**” column for the local government entity LMI percentages. Relevant columns are highlighted in green on the HUD LMISD spreadsheet example in Figure 1 below. *[Note: These columns are not highlighted in green on the spreadsheet published by HUD. The green highlighting has been added here for emphasis.]*

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
GEOTYP	STATE	COUNT	COUSUB	PLACE	CONCIT	NAME	STUSAB	LO	LOWMC	LMI	LOWMODUNI	LOWMOD_PCT	UCLOWMO	UCLOWMOD
PLACE	55			00100		Abbotsford city	WI	540	1,175	1,470	2,075	56.63%		
PLACE	55			00150		Abrams CDP	WI	15	95	210	400	23.75%		
PLACE	55			00275		Adams city	WI	735	1,075	1,295	1,650	65.15%		
PLACE	55			00450		Adell village	WI	60	175	245	460	38.04%		
PLACE	55			00750		Albany village	WI	330	740	950	1,270	58.27%		

Figure 1: HUD LMISD ACS Low-Mod All Local Governments Spreadsheet Example

<https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-local-government/>

A second HUD LMISD spreadsheet is linked on this site for local governments, labeled as **ACS [5-year date span] Low-Mod Margin of Error for Places**. Use this spreadsheet only to view the margin of error (MOE) of the HUD LMISD. Refer to the “**moe_lowmod_pct**” column for the MOE of the HUD LMISD. Relevant columns are highlighted in green on the HUD LMISD MOE spreadsheet example in Figure 2 below. *[Note: These columns are not highlighted in green on the spreadsheet published by HUD. The green highlighting has been added here for emphasis.]*

A	B	C	D	E	F	G	H	I	J	K	L	M
geoname	Stusa	Sta	Plai	low	lowmc	lmmi	lowmodun	lowmod_p	moe_lowmod_p	uclowmc	uclowmod_p	moe_uclowmod_pi
Abbotsford city, Wisconsin	WI	55	00100	540	1,175	1,470	2,075	56.6%	+/-7.20	0	0.00%	+/-0.80
Abrams CDP, Wisconsin	WI	55	00150	15	95	210	400	23.8%	+/-9.30	0	0.00%	+/-4.30
Adams city, Wisconsin	WI	55	00275	735	1,075	1,295	1,650	65.2%	+/-9.20	0	0.00%	+/-1.10
Adell village, Wisconsin	WI	55	00450	60	175	245	460	38.0%	+/-9.70	0	0.00%	+/-3.70
Albany village, Wisconsin	WI	55	00750	330	740	950	1,270	58.3%	+/-8.30	0	0.00%	+/-1.40

Figure 2: HUD LMISD ACS Low-Mod Margin of Error for Places Spreadsheet Example

<https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-local-government/>

Note that this spreadsheet also has LMI percentages for local governments (“Places” only) in the “lowmod_pct” column, but the percentages are presented to only one decimal place and then rounded up, which HUD has specified is not allowed. Therefore, the LMI percentage listed in the **ACS [5-year date span] Low-Mod All Local Governments** spreadsheet must be used for the local government community-wide LMI percentage.

HUD LMISD for Census Tracts and Block Groups

The direct link to the [HUD LMISD for census tracts and block groups](https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-block-groups-places/) is:

<https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-block-groups-places/>.

Use the current ACS [5-year date span) **Low-Mod All Block Groups** spreadsheet to view HUD LMISD for census tracts and block groups (the ACS 5-year span is updated when HUD issues an updated version of the LMISD). Filter the spreadsheet by State to view only Wisconsin census tracts and block groups. Refer to the “**geoname**” column to view the census tract/block group listings. Refer to the “**Lowmod_pct**” column for the census tract LMI percentages and refer to the “**MOE_LowmodPct**” column for the MOE of the LMISD. Relevant columns are highlighted in green on the HUD LMISD spreadsheet example in Figure 3 below.

B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
geoname	Stusab	Countyname	Sta	County	Tract	Blockgr	Low	Lowmc	Lmml	Lowmc	Lowmod_pct	u	ucLi	MOE_L	MOE_u
Block Group 1, Census Tract 9501, Adams County, Wisconsin WI		Adams County	55	001	950100	1	225	420	630	1130	37.17%		0.00%	+/-13.27	
Block Group 2, Census Tract 9501, Adams County, Wisconsin WI		Adams County	55	001	950100	2	70	355	565	760	46.71%		0.00%	+/-18.29	
Block Group 3, Census Tract 9501, Adams County, Wisconsin WI		Adams County	55	001	950100	3	165	270	630	1105	24.43%		0.00%	+/-9.95	
Block Group 1, Census Tract 9502.01, Adams County, Wiscc WI		Adams County	55	001	950201	1	240	510	910	1290	39.53%		0.00%	+/-8.84	
Block Group 1, Census Tract 9502.02, Adams County, Wiscc WI		Adams County	55	001	950202	1	295	470	610	825	56.97%		0.00%	+/-10.06	

Figure 3: HUD LMISD ACS Low-Mod All Block Groups Spreadsheet Example

<https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-local-government/>

4.2 HUD LMISD Not Available for Entire Service Area

HUD LMISD are not available or usable for the service area if:

- The service area is not coterminous with a local government’s boundaries; or
- The service area includes only a portion of residents living within a local government’s boundaries; or
- The service area does not include the majority of and only the residents living within census tract(s)/block group(s) boundaries.

In these circumstances, a survey is required to collect income data from all or a portion of the beneficiaries living in the service area to calculate the percentage of LMI persons in the entire service area.

If the service area includes an area for which HUD LMISD are available/usable, but also includes an area for which HUD LMISD are not available/usable, then the area for which no LMISD are available/usable must be surveyed. The HUD LMISD and income survey data must be compiled in aggregate to calculate the LMI percentage for the entire service area. Refer to *Appendix D: CDBG Income Survey Data Forms* and *Form 8* in the *CDBG Income Survey Data Forms* Microsoft Excel document referenced in this guide for the required form and examples for tabulating the LMI percentage when combining survey data and/or HUD LMISD for multiple jurisdictions that comprise the service area.

5.0 Survey Area Determination & Address List

5.1 Survey Area Determination

The survey area is the location where all primary beneficiaries of a project or potential future projects live who must be surveyed to determine their LMI status. The survey area is often the same as the service area, although may be only a portion of the service area if there are HUD LMISD that may be used for a portion of the service area when calculating the LMI percentage. Refer to guidance regarding multi-jurisdictional service areas later in this guide. Form 8 of the *CDBG Income Survey Data Forms* document is used for combining HUD LMISD with income survey data or combining HUD LMISD for multiple jurisdictions to calculate the LMI percentage for a service area.

5.2 Definitions of Family and Households

- The simple definition of family for income surveys (per HUD guidance) is, “people related by blood, marriage, or adoption.” A more detailed definition of “family” is provided in [24 CFR 5.403](#). The CFR specifies “family” may include but is not limited to the following, regardless of actual or perceived sexual orientation, gender identity, or marital status:
 - 1) A single person who may be defined, in [24 CFR 5.403](#), as an elderly person, displaced person, disabled person, near-elderly person, or any other single person; or
 - 2) A group of persons residing together, and such group includes but is not limited to:
 - (i) A family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family); or
 - (ii) Person(s) living in a household for which the relationship is defined, in [24 CFR 5.403](#), as an elderly family; a near-elderly family; a disabled family; a displaced family; and, the remaining member of a tenant family.
- “Household” means all persons who occupy a housing unit. A household may consist of persons living together or any other group of related or unrelated persons who share living arrangements, regardless of actual or perceived sexual orientation, gender identity, or marital status (pursuant [24 CFR 570.3](#)).
- A “housing unit” is an individual family residential living space or living unit, such as an individual house, one-half of a duplex housing structure, one condominium unit of a multi-family condominium structure, one apartment in an apartment building, one resident room in a nursing home, etc.
- Multiple families may reside within a household (e.g., two persons without a familial relationship living in the same house or apartment, two persons without a familial relationship living in the same room at a nursing home, etc.). ***Persons occupying the same household without a familial relationship are to be counted as separate families.***
- The HUD measure requires surveying families that will receive primary/direct benefit from the proposed activity.
- The number of LMI individuals is extracted from the family data gathered through the survey. The number of LMI individuals in the families that respond to the survey is used to determine

the LMI percentage in the service area. The LMI percentage must be at least 51.00% or greater to meet the LMI National Objective.

5.3 Address List for Survey Area

After the survey area is defined, a list of the families and their addresses in the survey area need to be generated and finalized, which will be used for creating service area and survey area maps and for determining where the income surveys will be distributed. An initial address list must be prepared, including all properties and addresses in the survey area. The address list then must be 'cleaned' by only having residential living units listed; having commercial or other non-residential properties and any vacant properties labeled accordingly (and these properties will *not* be included the income survey distribution); having all tenant families (versus the property owners) listed if known, and having living unit number assignments added for any residential buildings/facilities that have multiple living units within them, if known at the time of initiating the survey – otherwise they may be added as more information is gathered through the survey process.

The number of families living in the survey area must be determined or estimated to estimate the number of surveys that must be distributed or conducted. If the exact number of families in the survey area is not known, methods must be incorporated to obtain or estimate the number of families. Estimating the total population (the number of persons living in the service area) may also be necessary when tabulating the survey results. The method of determining the number of families and the total population in the service area will depend upon the data available.

- **Estimating Number of Families:** An initial estimate of the number of families living in the survey area may be based on the number of residential properties or households in the survey area. Resources for determining or estimating the number of residential properties or households in the area include the following:
 - Existing property maps showing the number of properties and residences in the area;
 - U.S. Census data (use the most recent U.S. Census American Community Survey 5-Year Estimates data) for the number of occupied households in the area;
 - Utility service customer lists;
 - Income tax rolls;
 - Rental property and multi-family housing records for the area;
 - Telephone directories; and/or
 - Initial door-to-door and/or walk-through visits in the area.

Each of these methods for determining or estimating the number of families in an area has some limitations associated with it. Area maps do not show how many families are living in each residence, and may not distinguish between occupied versus vacant and residential versus non-residential properties. Census data only allow for estimations and are limited to a past point in time. Utility records may only identify property owners, but not current tenant residents/families. Rental property information may not be current. Telephone directories exclude people without phones or may not include those who exclusively use a cell phone. Door-to-door and/or walk-through visits are time consuming and may not be practical for large survey areas.

The characteristics of the survey area need to be considered when choosing a source of information. Using multiple sources for estimating the number of families in the survey area is typically necessary. The survey data collected are to be used when finalizing the number of families in the survey area for the LMI calculation.

- **Distribution to Families:** While a list of *households* may be used to compile an estimate of the number of families in the survey area for the purpose of estimating the overall survey numbers and sample size, the survey itself needs to be addressed to *families*. Each family in each household is to be provided a survey to complete.
- **Vacant and/or Non-Residential Properties:** Vacant residential living units and properties that are vacant land or non-residential in nature, such as those with only business/commercial structures and/or governmental operations/services buildings and/or storage buildings/garages, are not counted as families in the survey area and are not included in the income survey. Their vacant or non-residential status should be recorded on the Survey Area Map and on Form 4 of the *CDBG Income Survey Data Forms* document (when practical – it is not always practical for large survey areas to record all vacant and non-residential/commercial properties). They are not to be assigned a survey number. If their status was not known when starting the survey and they were assigned a survey number initially, then when finalizing the survey results, record their survey number and status on the *CDBG Income Survey Data Forms* document.

Vacant Residence Additional Note:

HUD released survey guidance templates in 2022 that specify a “resident” is one that has resided or will reside at the residence for at least two (2) months. If a residence has not been occupied and is not intended to be occupied for at least two (2) months out of the year, then it may be considered “vacant” for the purposes of the income survey. DEHCR accepts this guidance as policy.

- **Commercial/Residential Mixed Properties:** If a property is both residential and commercial, such as a home-based business, the property remains counted as a family in the service area and must be surveyed.

Part-time/Seasonal Residents: As noted above, per HUD guidance, residences that have not been occupied for at least two (2) months out of the year and are not intended to be occupied for at least two (2) months out of the year may be considered “vacant” for the purposes of the income survey. For other residences that are occupied on a part-time/seasonal basis for two (2) or more months out of the year, whether they need to be included in the income survey depends on the project. These part-time and seasonal residents do not need to be ‘counted’ as beneficiaries and be included in the income survey *if* the proposed project is deemed by DEHCR to have “incidental” benefit to the part-time/seasonal residents. If they are deemed to receive more than incidental benefit, such as infrastructure improvements that directly impact their residence, then they must be included in the income survey. Refer to HUD CPD Notice 14-013 for additional guidance at: <https://www.hudexchange.info/resources/documents/Notice-CPD-14-013-Guidelines-for-Conducting-Income-Surveys-LMI-CDBG-Activity.pdf>.

If the part-time/seasonal residents are included in the survey, the survey should be distributed to both their local part-time/seasonal residence and their permanent residence to help ensure the survey is received. Applicants are strongly advised to seek approval from DEHCR regarding determinations for part-time and seasonal residents prior to proceeding with a survey.

- **Documenting Family Population Methodology:** The applicant must demonstrate in the survey methodology a concerted effort to establish an accurate number of families in the survey area.

While a full list of all families/addresses located within the survey area must be generated, which residences/families will be provided with a survey to complete will be dependent upon the type of survey that will be conducted. The survey types are summarized in the next section of this guide.

6.0 Survey Types

6.1 Census Survey

A Census Survey includes the entire population in the survey area.

- The survey must be distributed to **all** families in the survey area deemed to be the primary beneficiaries of the proposed project (i.e., **all** beneficiary families in the survey area must be given the opportunity to respond to the survey – none can be excluded).
- To calculate the LMI percentage of the survey area using Census Survey results data, the number of persons in all LMI families *among respondents* is divided by the estimated total number of persons in the entire survey area (i.e., *all persons in the responding families plus the estimated number of persons in all non-responding families*); then multiplied by 100. Non-responding families must be presumed to be non-LMI persons. If the response rate is less than 100%, then the total population of the survey area must be estimated. The methodology specified on the *Form 1A: Census Survey: Income Survey Results Income Tabulation Form* (in Appendix D and the *CDBG Income Survey Data Forms* document referenced in this guide) for calculating the LMI percentage and estimating the total population must be used.

All records must be maintained for the survey distribution and the results of follow-up survey solicitation attempts, including recording which families were contacted and their responses (whether they responded, did not respond, etc.). Refer to *Form 1A* through *Form 8* in the *CDBG Income Survey Data Forms* document for guidance on the data tracking and recordkeeping required.

6.2 Random Sample Survey

A Random Sample Survey uses a subset of the population in the survey area chosen on a random basis to make assumptions about the entire population in the survey area.

- The families to include in the survey sample (the ‘original sample’ and ‘oversample’) must be randomly selected for a Random Sample Survey using the randomization tool on the [Randomizer.org](https://www.randomizer.org) or [Random.org](https://www.random.org) websites. Refer to the guidance later in this section of this guide and the *Form 6 – Part 1-2 Example* tab and *Form 6 – Part 3 Example* tab in the *CDBG Income Survey Data Forms* document referenced in this guide.

To calculate the LMI percentage for the survey area using Random Sample Survey results data, the number of persons in all LMI families *among respondents* is divided by the total number of persons in *all responding families*; then multiplied by 100 to get the LMI percentage of the survey sample. The LMI percentage of the survey sample is then applied to the entire survey area population. The total population of the survey area must be estimated. The methodology specified on the *Form 1B: Random Sample Survey: Income Survey Results Income Tabulation*

Form (in Appendix D and the *CDBG Income Survey Data Forms* document referenced in this guide) for calculating the LMI percentage and estimating the total population must be used.

- All records must be maintained for the survey distribution and the results of follow-up survey solicitation attempts, including recording which families were contacted and their responses (whether they responded, did not respond, etc.). Refer to *Form 1B* through *Form 8* in the *CDBG Income Survey Data Forms* document for guidance on the data tracking and recordkeeping required.

7.0 Margin of Error / Response Rate

The minimum margin of error/response rate standard for income surveys is based on the margin of error (MOE), i.e., the confidence interval. For the survey response rate and data to be accepted, the MOE of the survey results must be no greater than +/-10.00 or no greater than the MOE of the HUD LMISD for the survey area, if HUD LMISD are available for the survey area, whichever is *lower*.

A minimum confidence level standard of 90% must be applied when calculating the MOE/confidence interval. Determining the minimum response rate allowed using a 95% confidence level standard is an option, as well, which is sometimes preferred for Random Sample Surveys to allow for collecting more responses.

Refer to Section 4.0 of this guide for guidance on accessing the HUD LMISD and the MOE information for local governments and census tracts/block groups.

7.1 Survey Monkey Calculators

The **Sample Size Calculator** and **Margin of Error Calculator** provided by Survey Monkey may be accessed on the following websites:

Sample Size Calculator: *(May be used for initial estimates and must be used for final MOE calculation)*
<https://www.surveymonkey.com/mp/sample-size-calculator/>

Margin of Error Calculator: *(Optional to use for initial estimates and analysis only)*
<https://www.surveymonkey.com/mp/margin-of-error-calculator/>

The SurveyMonkey.com calculators are to be used for estimating and calculating the MOE for an income survey. The **Sample Size Calculator** is to be used to make an initial estimate of the original sample size/response rate needed for the survey responses when initiating a survey. Both the **Sample Size Calculator** and **Margin of Error Calculator** may be used for estimating the MOE of responses to date while conducting the survey, but only the **Sample Size Calculator** is to be used to determine the *final* MOE upon verifying the total number of families in the survey area and finalizing the survey results. This is because the **Margin of Error Calculator** only allows for calculating the MOE to a whole number percentage, while the MOE must be calculated to at least one decimal place to be consistent with how the HUD LMISD MOE calculations are presented.

The calculations for the sample size/response rate required and the MOE of the final results of the income survey must be copied into *Form 1C: Sample Size / Margin of Error Calculations* (copying the screenshots) within the *CDBG Income Survey Data Forms* document.

Refer to Examples #1-#4 within this section of this guide, as well as in the “Form 1C Ex” tab within the *CDBG Income Survey Data Forms* document for screenshot image examples that are to be copied into *Form 1C: Sample Size / Margin of Error Calculations*. Examples #1-#4 [Figures 4-7] illustrate entries to be made in the [Sample Size Calculator](#) and [Margin of Error Calculator](#) to estimate and calculate the original sample size/minimum response rate required and MOE of the results for an income survey.

Example #1: No HUD LMISD Available. Example #1 depicts using the [Sample Size Calculator](#) to determine the sample size required (i.e., number of families in the original sample to be surveyed/from which to receive responses when conducting a Random Sample Survey) or minimum number of responses needed (i.e., minimum number of families that must respond when conducting a Census Survey) for a survey area of 100 families when no HUD LMISD exist for the same survey area. The user enters the “Population Size” (estimated number of families in the survey area), and “Confidence Level (%)” (minimum 90% or may opt to enter 95%) and the “Margin of Error (%)” of 10.0 (i.e., the maximum MOE allowed for income surveys in a survey area for which no LMISD exist). The sample size (for a Random Sample Survey), or the number of responses required (for a Census Survey) is automatically calculated and appears under “Sample size.” Example #1 reflects 41 families must be in the survey sample/must respond to the survey for a population of 100 families to not exceed a +/-10.0 MOE.

Example #1 (Figure 4.) – Survey Monkey Sample Size Calculator used to determine the sample size for a Random Sample Survey or response rate required for a Census Survey, using the most precise margin of error (to at least one decimal place) required per HUD LMISD standards when no HUD LMISD exist for the survey area [and therefore the MOE of the income survey must be no greater than 10.0%]:

Calculate your sample size

Population Size Confidence Level (%) Margin of Error (%)

Sample size
41

Enter total # of families in the survey area for the “Population Size” and 90% (minimum) or 95% for the “Confidence Level.”

Enter required MOE of +/-10.0 (when HUD LMISD do not exist for the survey area) in the “Margin of Error (%)” box. The minimum sample size/response rate # required will then appear under “Sample size.”

Figure 4: Example #1 – Survey Monkey Sample Size Calculator

<https://www.surveymonkey.com/mp/sample-size-calculator/>

Copy these results from the Sample Size Calculator into Form 1C: Sample Size / Margin of Error Calculations (copy/paste screenshot) in the CDBG Income Survey Data Forms document.

Example #2: HUD LMISD Available with MOE Less Than +/-10.0. Example #2 depicts using the [Sample Size Calculator](#) to determine the sample size or minimum number of responses needed for a survey of 100 families in a survey area for which HUD LMISD do exist and the MOE for the applicable HUD LMISD is +/-7.4. The MOE for the income survey results must not exceed the MOE of the HUD LMISD for the survey area. The user enters the “Population Size” (estimated number of families in the survey area), and “Confidence Level (%)” (minimum 90% or may opt to enter 95%) and the “Margin of Error (%)” of 7.4 (i.e., the MOE of the HUD LMISD for the survey area). The sample size (for a Random Sample Survey) or minimum number of responses required (for a

Census Survey) is automatically calculated and appears under “Sample size.” Example #2 reflects 56 families are to be in the original survey sample (for a Random Sample Survey) or 56 responses must be received (for a Census Survey) for a population of 100 families to meet a +/-7.4 MOE.

Example #2 (Figure 5) – Survey Monkey Sample Size Calculator used to determine the sample size/response rate required using a more precise MOE (at least one decimal place) required per HUD LMISD standards when HUD LMISD exist for the survey area and the MOE of the HUD LMISD is 7.4%:

Figure 5: Example #2 – Survey Monkey Sample Size Calculator
<https://www.surveymonkey.com/mp/sample-size-calculator/>

Copy these results from the Sample Size Calculator into Form 1C: Sample Size / Margin of Error Calculations (copy/paste screenshot) in the CDBG Income Survey Data Forms document.

Example #3: Using Margin of Error Calculator for *Estimating MOE Only*: Example #3 depicts using the [Margin of Error Calculator](#) to *estimate* the MOE to the nearest whole number percentage for the number of surveys received (to date) for a survey of 100 families in a survey area. **This MOE calculation using the Margin of Error Calculator is not precise enough** in that it does not provide the MOE to at least one decimal place as required (to be consistent with HUD LMISD MOE calculations). The [Sample Size Calculator](#) must be used to verify that the survey results meet the HUD MOE standards. The user enters the “Population Size” (estimated number of families in the survey area), and “Confidence Level (%)” (minimum 90% or may opt to enter 95%) and the “Sample size” (number of responding families), and the MOE percentage is automatically calculated and appears under “Margin of error.” Example #3 reflects responses from 22 families out of 100 families total in the survey area would result in a +/-16 MOE, which **does not meet the HUD standards**.

*Calculations for Example #3 (Figure 6) – May be used only to estimate the MOE (rounded to the nearest whole number percentage) as an initial estimate and while tracking responses during survey collection. It is not to be used for calculating the MOE for the final results, which must be calculated to at least one decimal place using the Sample Size Calculator as shown in Example #4. [Note: The number of responses required will be based on either the HUD LMISD MOE percentage or +/-10.0, whichever is lower, if HUD LMISD exist for the survey area; or +/-10.0 if no HUD LMISD exist for the survey area. The MOE of the final survey results must be factored to **at least one decimal place** as shown in Examples #1, #2 and #4.]*

(Figure Appears on Next Page)

Calculate your margin of error

Population Size ⓘ

Confidence Level (%) ⓘ

Sample size ⓘ

Margin of error
16%

Enter total # of families in the survey area for the "Population Size" and 90% (minimum) or 95% for the "Confidence Level."

Enter the # of surveys received to date. The MOE % (rounded to the nearest whole number) of the survey results to date will appear. [Note: Once all surveys are received, the Sample Size Calculator must be used to obtain a more precise MOE of the results, as shown in Example #4.]

Figure 6: Example #3 – Survey Monkey Margin of Error Calculator

<https://www.surveymonkey.com/mp/margin-of-error-calculator/>

DO NOT use the Margin of Error Calculator for the MOE calculation for the final survey results and do not copy the Margin of Error Calculator results into Form 1C in the CDBG Income Survey Data Forms document. The calculation/screenshot using the Sample Size Calculator shown in Example #4 is to be copied into Form 1C for the MOE of the final survey results (required for Census Surveys only).

Example #4: Using Sample Size Calculator for Final MOE Determination: Example #4 depicts using the [Sample Size Calculator](#) to calculate the MOE to one decimal place for 80 surveys received for a Census Survey of 100 families in a survey area. The user enters the "Population Size" (estimated number of families in the survey area), and "Confidence Level" (minimum 90% or may opt to enter 95%), and then must adjust the "Margin of Error (%)" entry (increasing or decreasing the decimal place number) until the "Sample size" number that appears matches the number of survey responses received. **Use the lowest "Margin of Error (%)" number possible that results in the "Sample size" equaling the number of survey responses received.** Example #4 reflects responses from 80 families out of a total of 100 families in the survey area would result in a +/- 4.2 MOE.

Calculations for Example #4 (Figure 7) – Used to determine the precise margin of error (at least one decimal place) of all responses received for an income survey:

Calculate your sample size

Population Size ⓘ

Confidence Level (%) ⓘ

Margin of Error (%) ⓘ

Sample size
80

Enter total # of families in the survey area for the "Population Size" and 90% (minimum) or 95% for the "Confidence Level."

Adjust the "Margin of Error (%)" # to one decimal place until the "Sample size" # equals the # of responses received. Use the lowest MOE # possible that results in the "Sample size" # being equal to the # of responses received.

Figure 7: Example #4 – Survey Monkey Sample Size Calculator

<https://www.surveymonkey.com/mp/sample-size-calculator/>

For Census Survey ONLY: Copy these results from Survey Monkey into Form 1C: Sample Size / Margin of Error Calculations (copy/paste screenshot) in the CDBG Income Survey Data Forms document.

When initiating the survey, the number of families in the service area is *estimated* based on the number of residential living units or addresses in the service area. **As survey responses are received, the population number may change** due to discovering some units are vacant or non-residential and/or discovering more than one family lives in a residential living unit. The “Population Size” in the Survey Monkey Sample Size Calculator and Margin of Error Calculator **must be adjusted accordingly** to determine the sample size/number of responses needed and the estimated MOE.

7.2 Sample Size and Response Rate for Random Sample Surveys

For Random Sample Surveys, the sample size is equivalent to the number of responses that must be received. The total number of responses received (which must be obtained from surveying *only* the original sample group and oversample group in accordance with the Random Sample Survey requirements specified in this guide) must be equal to the sample size required (and MOE), as generated using the [Sample Size Calculator](#). If it is not, then the Random Sample Survey results are invalid.

7.3 Sample Size and Response Rate for Census Surveys

For Census Surveys, the number of responses received (obtained from surveying *all* families in the survey area) must be equal to or greater than the minimum number of responses required according to the [Sample Size Calculator](#). If it is not, then the Census Survey results are invalid. Because the MOE of survey results for a Census Survey may be lower than the maximum MOE allowed for the Census Survey, a copy of the screenshot of the MOE calculation for the final survey results using the [Sample Size Calculator](#) must be copied into *Form 1C: Sample Size / Margin of Error* in the *CDBG Income Survey Data Forms* document.

7.4 Additional MOE/Response Rate Considerations for Census Surveys

- Additional responses above the minimum number required to meet the MOE standard are often needed for Census Surveys because per HUD standards and as reflected in the *Form 1A: Census Survey: Income Survey Results Income Tabulation Form* (example shown in Appendix D and the *CDBG Income Survey Data Forms* document referenced in this guide), **for Census Surveys all non-respondents are presumed to be non-LMI**; and the LMI percentage for the survey area is based on the ratio of LMI persons among respondents in comparison with the total population of respondents and non-respondents.
- In addition, for Census Surveys, DEHCR must also review and approve the results as having acceptable representation from throughout the survey area among the responses received, in addition to ensuring the MOE standard is met.

CENSUS SURVEY RESPONSE RATE CAUTIONARY NOTE:

Additional responses beyond the minimum sample size number generated with the Sample Size Calculator and Margin of Error Calculator are often necessary for Census Surveys, particularly for large populations, to meet the requirements for broad survey area representation among survey respondents and to reach the 51.00% LMI threshold (due to non-respondents for Census Surveys being presumed to be and counted as non-LMI) when calculating the LMI percentage (using Form 1A in the *CDBG Income Survey Data Forms* document).

7.5 Additional MOE/Response Rate Considerations for Random Sample Surveys

- A limit of **oversampling** (i.e., surveying more families than the original sample number, which is the “sample size” number generated using the Sample Size Calculator) **is restricted to no greater than 20%** above the original sample. Using Example #1 shown previously in this guide, 41 families are selected as the original sample, only an additional 8 families may be included in the survey [calculation: $41 \times .20 = 8.2$, rounding down to not exceed 20%], and those 8 oversample families’ responses may only be used in calculating the survey results if there are non-respondents among the original survey sample group. Scientific methodology must be used in replacing non-responding families in the original sample with responding families in the oversample (i.e., the lowest numbered non-responding family in the original sample is replaced with the response of the lowest numbered responding family in the oversample; the second lowest numbered non-responding family in the original sample is replaced with the response of the second lowest numbered responding family in the oversample; etc.). Refer to the example in Appendix D and in the *CDBG Income Survey Data Forms* document referenced in this guide.
- The sample of families to survey must be **randomly selected** for a Random Sample Survey. To randomly select the sample, numbers must be assigned to all families/housing units in the survey area. Use the random number assignment generator by Research Randomizer at <https://www.randomizer.org/> or Random.org at <https://www.random.org/lists/> to randomly select the families for the original sample and oversample groups. *Form 6 – Part 1-2 and Form 6 – Part 3: Random Sample Methodology* in the *CDBG Income Survey Data Forms* document must be completed and submitted to DEHCR for all Random Sample Surveys. Refer to the examples in Appendix D and in the *CDBG Income Survey Data Forms* document referenced in this guide.

[Note: The examples provided in this guide and the *CDBG Income Survey Data Forms* document for using [Randomizer.org](https://www.randomizer.org/) and [Random.org](https://www.random.org/) are for generating random numbers for *all* families/living units in the survey area. Then the user only surveys the families with assigned numbers up to the sample size required per the Sample Size Calculator. As an example, if the sample size required is 50, then only the families with (randomly) assigned numbers 1-50 are included in the original sample group, and the families assigned 51-60 are selected for the oversample group. Another option is to generate random numbers for the original sample and oversample separately. However, additional random number generator operations may be required when using that option if it is discovered later during the surveying process that any address in the original sample or oversample is vacant or non-residential in nature and an additional address needs to be added to either sample. The examples provided by DEHCR allow for one operation of randomizing numbers and expanding the samples without needing additional operations.]

- Distributing the survey to the oversample families/housing units only after the initial distribution to and receipt of responses from the original sample is standard practice if time allows. However, distributing the survey to both the original sample and oversample at the same time is acceptable for time efficiency as long as the responses/data from the oversample are only used upon the determination that oversample responses are needed to replace the original sample non-responding families. The methodology summarized in this guide for using the data from oversample respondents in place of original sample non-respondents must be followed.
- No additional surveying beyond the original sample and oversample may be conducted *except* when during the surveying process an address in the original sample or oversample is verified as

vacant or non-residential in nature, or the estimated number of families in the survey area increases to a level that requires increasing the sample size.

- If an address is verified as *vacant or non-residential in nature*, then an additional address (i.e., family/housing unit) may be added from the randomized number list to the overall survey sample, given a vacant or non-residential property is not counted as a family in the population or survey sample numbers. Using Example #1 shown previously, if the housing unit assigned #1 was verified as vacant, then the family/housing unit assigned #42 from the oversample replaces housing unit #1 in the original sample; and then another family/housing unit may be added to the oversample (i.e., family/housing unit assigned #50, the first number assigned beyond the oversample, would be moved to the oversample group). Adjustment to the total estimated number of families living in the survey area would also then need to be made.

[Note: Unlike vacant housing units, *occupied* housing units of non-responding families are still counted as families in the population and survey sample numbers. Occupied housing unit non-responses from the original sample may be *replaced* by occupied housing unit oversample responses for the data results tabulation, but this replacement *does not* constitute adding another family to the oversample.]

- If one or more housing units among the original sample (or among the oversample, if oversample data are to be used) is/are verified as having multiple families living in the unit(s), adjustment to the total estimated number of families living in the survey area needs to be made. An increase in the estimated number of families in the survey area (i.e., the “Population Size” in the Sample Size Calculator) may potentially increase the sample size and oversample numbers. Contact DEHCR for guidance on making adjustments to the sample size (if deemed necessary) and data results tabulation when multiple families are living in a household from the original sample and/or oversample groups.
- Establishing a larger survey sample size than the minimum required is an option when initially generating the sample size using the [Survey Monkey Sample Size Calculator](#) by entering 95% for the “Confidence Level (%)” instead of the minimum 90% required. The selection of the families to include in the original sample and oversample must still be generated using the [Randomizer.org](#) or [Random.org](#) tools to ensure the random selection is methodologically sound.
- Efforts to distribute the survey to all families/households in the original sample (and oversample, if used/needed as replacement for any families in the original sample) and the methods used (e.g., door-to-door interviews, telephone calls, survey mailing, web-based distribution, etc.) must be documented. Refer to *Form 1B* through *Form 8* in the *CDBG Income Survey Data Forms* document in Appendix D of this guide for guidance on the data tracking and recordkeeping required. Data tracking tools linked on the [HUD Income Survey Toolkit website](#) may be used as well, but the survey data must be transferred into the *CDBG Income Survey Data Forms* document when compiling the data and submitting the results to DEHCR for certification/approval.

8.0 Survey Content

The survey content required for Wisconsin CDBG Community Development project grants is presented in the survey form templates and examples in Appendix B in this guide. Additional examples of survey form templates are linked on the [HUD Income Survey Toolkit website](#), but note that they must be modified for use for Wisconsin's State CDBG programs to comply with the requirements specified in this guide.

8.1 Questions & Language Guidance

General standards for the survey form content are provided below. Refer to Appendix B in this guide to view income survey form templates and examples.

- At a minimum, the survey must include the questions about the number of families in the household, family size, total family income, and race/ethnicity.
- Avoid language that refers to the CDBG program, or “low-income” or “low- and moderate-income” based requirements in the survey instrument, cover sheet, cover letter, and publicity about the survey.
- A listing of survey respondents and non-respondents must be maintained with survey records. Utilize a survey numbering/coding system to allow for tracking the respondents while maintaining confidentiality, but not being easily decoded by someone viewing the completed surveys. With this consideration, the street address number of the residence should not be the survey number.
- *Do not* include or request the family's name or address on any survey form. Using a survey numbering/coding system instead allows for greater confidentiality.
- Each survey form must be assigned a survey number. The survey form must have the survey number on it to trace the survey back to an address in the survey area. If distributing the survey electronically, a QR code or email address tracking mechanism may be used as an alternative, as long as the survey response is traceable to an assigned survey number – for a specific address/family residence in the survey area. If an online response from the use of a web link or QR code is not traceable to a specific address, then the online survey form must include a field for the respondent to enter an assigned survey number.*

***ONLINE SURVEY CAUTIONARY NOTE:**

If the online survey is not otherwise traceable other than the respondent entering their survey number in the form, and the respondent does not enter a valid survey number, resulting in the UGLG being unable to trace the survey response back to the respondent's address, then the survey response must be recorded as invalid. It cannot be used as a response for meeting the minimum response rate required, and the data on the form cannot be used in the LMI calculation.

- Note that survey responses must be maintained as confidential information but survey responses **cannot** be “anonymous.” No language in the income survey form or correspondence should suggest anonymity. The raw survey data for individual families and addresses, as well as phone numbers and email addresses if used for survey distribution/administration, are reported to DEHCR (as reflected in the required *CDBG Income Survey Data Forms* document referenced in this guide). Suggested language regarding the confidentiality of responses is provided in the survey form and letter templates and examples in Appendix B.

8.2 Income Levels/LMI Limits

To collect income data from survey respondents to determine their LMI status, the HUD [CDBG Income Limits](https://www.hudexchange.info/resource/5334/cdbg-income-limits/) [at: <https://www.hudexchange.info/resource/5334/cdbg-income-limits/>], which serve as the thresholds for a family’s LMI status, must be used for the “Income Levels” table on the survey form. The [CDBG Income Limits](https://www.hudexchange.info/resource/5334/cdbg-income-limits/) change each year and are specific to each county.* Those in effect on the date the survey is first distributed/administered must be used. Persons in responding families with a total family income that is *at (equal to) or below* the applicable income limit for their family size are deemed to be LMI. Persons in responding families with a total family income that is *above* the applicable income limit for their family size are deemed non-LMI. Refer to the survey form template and examples in Appendix B of this guide to view the “Income Level” table within the survey form.

***HUD INCOME LIMITS CAUTIONARY NOTE:**

HUD releases different annual income limits for CDBG, Uniform Relocation Assistance and Real Property Acquisition Policies Act (i.e., URA) compliance, the Section 8 housing program, and other non-CDBG HUD programs. These are located on other websites and their ‘effective’ date may be different than the CDBG Income Limits ‘effective’ date.

The [CDBG Income Limits](https://www.hudexchange.info/resource/5334/cdbg-income-limits/) at:

<https://www.hudexchange.info/resource/5334/cdbg-income-limits/>
must be used for income surveys.

Using different HUD income limits may invalidate your survey results.

8.21 [CDBG Income Limits – Family Sizes 1-8](#)

Access the income limits for family sizes 1-8 for Wisconsin counties on the HUD [CDBG Income Limits](https://www.hudexchange.info/resource/5334/cdbg-income-limits/) website, following these steps:

1. Go to <https://www.hudexchange.info/resource/5334/cdbg-income-limits/>
2. Select the fiscal year (FY) that has a current “effective” date (at the start of distributing the survey), clicking on the file name to download the CDBG Income Limits spreadsheet for that fiscal year.
3. Filter the list in the spreadsheet by state name to view income limit information for Wisconsin counties only; or scroll down to the Wisconsin section of the spreadsheet. *The spreadsheet published by HUD includes the income limits for all states and counties, listed in alphabetical order by state and then by county.*

- Locate the county in which the residents in the survey area live in the “areaname” column. Some counties are in a metropolitan area, for which only the metropolitan area name is listed instead of the county name. The list of Wisconsin counties and the affiliated county or metro area listed in the “areaname” column on HUD’s CDBG Income Limits spreadsheet are in Table 1 below.

If the service area includes multiple counties, then the income limits for each county must be obtained and copied into separate survey forms. Residents in the survey area must receive a survey form that has the income limits for their county of residence (the residence located in the project area).

Table 1: Wisconsin Counties and Affiliated Metro Areas in the “areaname” Column within HUD’s CDBG Income Limits spreadsheet:

County:	areaname:
Adams County, WI	Adams County, WI
Ashland County, WI	Ashland County, WI
Barron County, WI	Barron County, WI
Bayfield County, WI	Bayfield County, WI
Brown County, WI	Green Bay, WI HUD Metro FMR Area
Buffalo County, WI	Buffalo County, WI
Burnett County, WI	Burnett County, WI
Calumet County, WI	Appleton, WI MSA
Chippewa County, WI	Eau Claire, WI MSA
Clark County, WI	Clark County, WI
Columbia County, WI	Columbia County, WI HUD Metro FMR Area
Crawford County, WI	Crawford County, WI
Dane County, WI	Madison, WI HUD Metro FMR Area
Dodge County, WI	Dodge County, WI
Door County, WI	Door County, WI
Douglas County, WI	Duluth, MN-WI HUD Metro FMR Area
Dunn County, WI	Dunn County, WI
Eau Claire County, WI	Eau Claire, WI MSA
Florence County, WI	Florence County, WI
Fond du Lac County, WI	Fond du Lac, WI MSA
Forest County, WI	Forest County, WI
Grant County, WI	Grant County, WI
Green County, WI	Green County, WI HUD Metro FMR Area
Green Lake County, WI	Green Lake County, WI
Iowa County, WI	Iowa County, WI HUD Metro FMR Area
Iron County, WI	Iron County, WI
Jackson County, WI	Jackson County, WI
Jefferson County, WI	Jefferson County, WI
Juneau County, WI	Juneau County, WI
Kenosha County, WI	Kenosha County, WI HUD Metro FMR Area
Kewaunee County, WI	Green Bay, WI HUD Metro FMR Area
La Crosse County, WI	La Crosse-Onalaska, WI-MN MSA
Lafayette County, WI	Lafayette County, WI
Langlade County, WI	Langlade County, WI
Lincoln County, WI	Lincoln County, WI HUD Metro FMR Area
Manitowoc County, WI	Manitowoc County, WI
Marathon County, WI	Wausau, WI HUD Metro FMR Area
Marinette County, WI	Marinette County, WI
Marquette County, WI	Marquette County, WI
Menominee County, WI	Menominee County, WI
Milwaukee County, WI	Milwaukee-Waukesha-West Allis, WI MSA
Monroe County, WI	Monroe County, WI
Oconto County, WI	Oconto County, WI HUD Metro FMR Area
Oneida County, WI	Oneida County, WI
Outagamie County, WI	Appleton, WI MSA
Ozaukee County, WI	Milwaukee-Waukesha-West Allis, WI MSA
Pepin County, WI	Pepin County, WI
Pierce County, WI	Minneapolis-St. Paul-Bloomington, MN-WI HUD Metro FMR Area
Polk County, WI	Polk County, WI
Portage County, WI	Portage County, WI
Price County, WI	Price County, WI
Racine County, WI	Racine, WI MSA
Richland County, WI	Richland County, WI
Rock County, WI	Janesville-Beloit, WI MSA
Rusk County, WI	Rusk County, WI

St. Croix County, WI	Minneapolis-St. Paul-Bloomington, MN-WI HUD Metro FMR Area
Sauk County, WI	Sauk County, WI
Sawyer County, WI	Sawyer County, WI
Shawano County, WI	Shawano County, WI
Sheboygan County, WI	Sheboygan, WI MSA
Taylor County, WI	Taylor County, WI
Trempealeau County, WI	Trempealeau County, WI
Vernon County, WI	Vernon County, WI
Vilas County, WI	Vilas County, WI
Walworth County, WI	Walworth County, WI
Washburn County, WI	Washburn County, WI
Washington County, WI	Milwaukee-Waukesha-West Allis, WI MSA
Waukesha County, WI	Milwaukee-Waukesha-West Allis, WI MSA
Waupaca County, WI	Waupaca County, WI
Waushara County, WI	Waushara County, WI
Winnebago County, WI	Oshkosh-Neenah, WI MSA
Wood County, WI	Wood County, WI

- Go the columns labeled “Lim80_[year]p1” through “Lim80_[year]p8”, with the “[year]” here denoting the fiscal year in which the data were released. For example, the applicable columns to reference in the CDBG Income Limits spreadsheet released in FY2023, effective 6/15/2023, are shown in Figure 8 below:

HUD CDBG Income Limits Example (values to be entered in the “Income Level” table on the survey form for family sizes of 1-8 living in Dunn County, and also to be copied into Part 4 of the Income Survey Packet (Appendix F)):

	B	E	AE	AF	AG	AH	AI	AJ	AK	AL
1	statername	areaname	Lim80_23p1	Lim80_23p2	Lim80_23p3	Lim80_23p4	Lim80_23p5	Lim80_23p6	Lim80_23p7	Lim80_23p8
4603	WISCONSIN	Dunn County, WI	48650	55600	62550	69500	75100	80650	86200	91750

Figure 8: Example – HUD CDBG Income Limits Spreadsheet Values for FY2023 for Dunn County
<https://www.hudexchange.info/resource/5334/cdbg-income-limits/>
[The yellow highlighting does not appear in the HUD spreadsheet. It is added here for emphasis.]

- Copy the income limits listed under the “Lim80_[year]p1” through “Lim80_[year]p8” columns for the applicable county for the survey area into the *Income Survey Form*. The “Lim80” refers to the 80% low-to-moderate income limit, which is to be used for CDBG income surveys. The number that appears before the “p” refers to the fiscal year of the income limits release. The “p1”, “p2”, “p3”, etc. refer to the family size, so “p1” is for a family size of 1 person, “p2” is for a family size of 2 persons, “p3” is for a family size of 3 persons, etc. For example, “Lim80_23p1” is the column for the CDBG low-to-moderate (LMI) income limit for a family size of 1 person for FY2023, effective 6/15/2023.

8.22 CDBG Income Limits – Family Sizes of 9 or More

For family sizes of 9 or more, the applicable income limits must be calculated by adding 8% of the 4-person CDBG income limit for each additional family member to the 8-person income limit amount. Only the income limits for family sizes up to 12 need to be included on the income survey form. Refer to the guidance that follows for the methodology to use for family sizes of 9-12 and 13 or more:

- Family of 9** income limit calculation: (Family of 4 CDBG Income Limit x .08) + (Family of 8 CDBG Income Limit)
- Family of 10** income limit calculation: ((Family of 4 CDBG Income Limit x .08) x 2) + (Family of 8 CDBG Income Limit)

- **Family of 11** income limit calculation: $((\text{Family of 4 CDBG Income Limit} \times .08) \times 3) + (\text{Family of 8 CDBG Income Limit})$
- **Family of 12** income limit calculation: $((\text{Family of 4 CDBG Income Limit} \times .08) \times 4) + (\text{Family of 8 CDBG Income Limit})$
- **Family of 13 or more** income limit calculation: Respondents are to be given the option of providing their exact family income in the survey form, and if they provide it, then make the calculation using the methodology shown above to determine the family's LMI status [Example for Family of 13: $((\text{Family of 4 CDBG Income Limit} \times .08) \times 5) + (\text{Family of 8 CDBG Income Limit})$]; or have the respondent refer to the "Family of 12 or More" income limit when responding to the question of whether their income is "at or below" or "above" the income limit shown in the "Income Level" table for their family size.

Refer to the "HUD CDBG Income Limits Insertion" example in Appendix C in this guide for calculations using the Dunn County income limit values shown in Figure 8. Refer to the survey form templates and examples in Appendix B in this guide for examples of the income question and "Income Level" table.

8.23 Income Defined

Income earned by all adult family members (age 18 and older) residing at the address must be counted in the annual "family income" total, which is reported on the income survey form by responding families. "Family income" is the total of all family members' income. A family member's "income" is their Adjusted Gross Income (AGI) listed on their tax return for the most recent tax year if they filed a tax return for the year; or all money received by the family member from all earnings (wages, salary, tips, bonuses, commissions), interest, dividends, child support, alimony, welfare, social security, disability, unemployment, retirement payments, net income from businesses activities, farms, rents, royalties, trusts, estates, and any other income received regularly. This definition is provided in the survey form templates and examples that appear in Appendix B in this guide. The income may be self-reported by the family and the collection of income documentation is not required.

9.0 Survey Publicity and Distribution

9.1 Publicity

Publicizing when the survey will be conducted, how it will be conducted, and why it will be conducted can significantly increase the response rate. Providing information regarding the reason for conducting the survey also can make people less hesitant about answering questions regarding personal income information. Survey letter templates and examples are provided in Appendix B in this guide. Additional examples of survey letter templates are linked on the [HUD Income Survey Toolkit website](#), but note that they must be modified for use for Wisconsin's State CDBG programs to comply with the requirements specified in this guide.

Be aware of the following guidelines and restrictions for publicizing the survey initiative:

- Stating the survey is being conducted to apply for CDBG funds specifically or to find out how many low-to-moderate income (LMI) persons are in the area is prohibited.
- Providing some general information is acceptable, such as indicating that a current estimate of incomes in the service area is necessary in order to apply for grant funds.

- Avoid creating any bias in the survey results by including information that could lead respondents to answer the survey questions in a particular way.
- An example of an introductory letter that may be sent prior to conducting a survey is provided in Appendix B in this guide. It may be adapted to fit the needs of the survey plan (for mailing, online, telephone calls, door-to-door interviews, etc.). It also may be adapted to be sent in the same mailing with the survey.

9.2 Distribution

The survey may be conducted through mail, telephone, in-person door-to-door interviews, and/or web-based methods. Each type of survey distribution has limitations. If there are non-respondents after the first survey distribution attempt used, then more than one method of distribution must be used to demonstrate “best efforts” in attempting to receive responses from all families in the survey area (e.g., distribute the survey using web-based tools and/or mail service providers; then follow up with telephone and/or door-to-door interviews). Note the following important requirements:

- All surveys distributed must be traceable to an address/family residence within the survey area (i.e., the responses **cannot** be “anonymous”). Any completed surveys that are received but not traceable to an address/family residence are considered invalid responses. Refer to the Survey Content section in this guide for additional considerations for electronic/online surveys.
- All families in the original sample for a Random Sample Survey and all families in the survey area for a Census Survey must be surveyed. None may be excluded – the survey must be distributed to all of those families.
- When conducting follow-up efforts to obtain responses to the survey from families that have not yet responded, the efforts must generally be equivalent for all non-responding families. As examples, if an additional mailing of the survey is sent, the second mailing must be sent to all non-respondents; and if door-to-door visits are made to non-respondents, then door-to-door visits should be made to all non-respondents or at least an alternative secondary effort must be made for the other non-respondents. This requirement is to ensure that surveyors are not selecting to only follow up with families that are anticipated to be LMI families. The surveyor cannot selectively pick and choose families for which additional efforts for obtaining a survey response are made.

An exception may be if phone numbers or email addresses are only available for a select number of non-responding families. In these cases, the phone numbers and/or email addresses available may be used for outreach to attempt to obtain responses from those non-responding families. However, additional alternative outreach efforts, such as additional mailings and/or additional door-to-door visits, should be made when reasonably feasible as a substitute for the non-responding families for which the phone numbers and/or email addresses are not available.

- Refer to *Form 2* through *Form 8* in the *Income Survey Data Forms* document for guidance on the required data tracking and recordkeeping for survey distribution efforts.

10.0 Surveying Limited Clientele (LMC) Residential Facilities

10.1 Limited Clientele Residential Facilities Defined

Limited clientele residential facilities are multi-living unit housing buildings and complexes *exclusively* for persons in one or more low- and moderate-income clientele (LMC) groups, which are groups presumed to be at least 51.00% LMI according to HUD guidelines. The qualifying LMC groups are listed below:

- Abused children
- Elderly persons (age 62 and older)
- Battered spouses
- Homeless persons
- Severely disabled adults
- Illiterate adults
- Persons living with AIDS
- Migrant farm workers
- LMI individuals/families

10.2 LMC Residential Facility Survey Documentation

If a residential facility *exclusively* serves Limited Clientele, then the residents may be surveyed individually; **or** a letter or email may be obtained from an authorized representative of the facility with supporting documentation that verifies the facility exclusively serves one or more LMC groups and provides the required resident information.

- The resident/family and housing unit information to be obtained from the residential facility to be accepted in lieu of individual resident/family surveys includes the following:
 1. A letter on facility letterhead and signed by, or an email directly from the email address of an authorized representative from the facility with a description of the nature of the facility and the clientele housed, to verify that the facility exclusively houses persons in one or more LMC groups;
 2. The occupancy data of the facility through completion of *Form 7: Limited Clientele Residential Living Facility Family Data* in the *CDBG Income Survey Data Forms* document (refer to the example in Appendix D and the *CDBG Income Survey Data Forms* document referenced in this guide); and
 3. The basis for the income limits used for housing subsidy qualification (to verify consistency with the HUD CDBG LMI income limits) ***only if*** the LMC group(s) housed/served include(s) LMI persons/families who are receiving housing at the facility contingent upon low-income-based qualification.

NOTE: The data reported in *Form 7* must also be incorporated/reported in *Forms 2-5* (and *Form 6 – Parts 1-2* and *Form 6 – Part 3* for Random Sample Surveys) in the *CDBG Income Survey Data Forms* document, with each individual family at the LMC facility listed as a separate family in *Forms 2-5* (and *Form 6 – Parts 1-2* and *Form 6 – Part 3* for Random Sample Surveys). *Form 7* is used to report the LMC facility data while *Forms 2-6* are designed to report family data for ALL families in the survey area (or all families in the survey sample for Random Sample Surveys), including those in LMC residential facilities and all other families surveyed.

- Each family, including one-person families, living in the residential facility is counted as one family in the survey area population calculation and listed individually on the income survey distribution and response tracking records.
- *Generally*, families living in residential facilities exclusively housing/serving persons in LMC groups are presumed to be and recorded as LMI families, as it is generally reasonable to presume they are among the presumed 51.00% LMI persons in their associated LMC group.*

Acceptance of a letter/email and supporting documentation from the residential facility in lieu of individual income surveys of the families/living units is contingent upon the required documentation and information being provided; and a determination that it is reasonable to presume, based on the nature of the facility and typical status of residents, that the residents of the facility are among the presumed 51.00% LMI persons in their associated LMC group(s).*

***LMC CONDITIONAL NOTE:**

Typically, facilities exclusively housing members of LMC groups are nursing homes (serving seniors [age 62 and older] and severely disabled adults), HUD Section 8 housing (serving LMI families), and transitional housing for homeless (i.e., unhoused) persons. Residents in these types of facilities generally are presumed to be LMI persons. However, if the residential facility is of a different nature that caters to high-income clientele and requires a high personal income to afford the housing (e.g., luxury senior housing), then it cannot be reasonably presumed that the residents living in the facility are among the 51.00% LMI persons in their associated LMC group, and therefore an income survey of the residents would be required to verify income status.

11.0 Tabulating Survey Results

Form 1A: Census Survey: Income Survey Results Income Tabulation Form and *Form 1B: Random Sample Survey: Income Survey Results Income Tabulation Form* are provided in the *CDBG Income Survey Data Forms* document referenced in this guide. Examples are provided in Appendix D in this guide and the *CDBG Income Survey Data Forms* document. Select the appropriate form based on the type of survey conducted.

Determine the percentage of LMI *individuals/persons* in the survey area through calculations using the family survey data and the appropriate tabulation form.

If the survey did not include 100% of the survey area and have a 100% response rate, then the total survey area population (i.e., number of all persons living in the survey area) must be estimated. The population may be determined or estimated using one of the methods listed on the survey results tabulation forms in Appendix D and *CDBG Income Survey Data Forms* document referenced in this guide, contingent upon being deemed methodologically sound by DEHCR. Refer to the survey results tabulation forms to determine which method may be most appropriate for the survey tabulation.

If combining income survey data with HUD LMISD to determine the LMI percentage of a multi-jurisdictional service area, then the number of LMI persons and total population for each jurisdiction

must be compiled in aggregate to calculate the LMI percentage. Refer to the *Form 8: Multi-Jurisdictional LMI Calculation Form* and examples in the *CDBG Income Survey Data Forms* document and the examples in Appendix D in this guide for guidance on tabulating the LMI percentage for a multi-jurisdictional service area using a combination of survey data and HUD LMISD. *Form 8* and the jurisdiction maps referenced in the *CDBG Income Survey Packet* (Appendix F) and in the *CDBG Income Survey Data Forms* document must be submitted to DEHCR.

12.0 Income Survey Area Mapping

Maps of the project area and the income survey area (and entire service area, if different than the survey area) must be submitted to DEHCR. More than one map may be required to illustrate the boundaries of the project area, location of the project activities, boundaries of the survey area and service area, location of the residential addresses included in the income survey, and identification of responding and non-responding family residences, vacant residences, and commercial and other non-residential properties.*

**Survey responses should be recorded on the Survey Area Map(s) when practical. For surveys involving a large number of residences, tracking responses on the Survey Area Map(s) may not be practical. At minimum, the Survey Area Map(s) must show the boundaries of the survey area and location(s) in relation to the project area. Refer to the Service Area/Survey Area/Project Map guidance and examples in Appendix E in this guide.*

13.0 Income Survey Recordkeeping and Document Submissions

13.1 Submission to DEHCR for Pre-Approval and/or with CDBG Application

The income survey documents specified in *CDBG Income Survey Packet* (Appendix F) in this guide must be submitted to DEHCR for any pre-approval/certification and with the CDBG application if the documents were not pre-approved prior to CDBG application submission.

- Applicable documents associated with Part 1 and Part 2 in the *CDBG Income Survey Packet* are required for ALL CDBG applications, regardless of pre-approval/certification. They are to be included within the CDBG application where specified in the CDBG application form.
- The DEHCR income survey certification letter is submitted in lieu of documents listed in Part 3 through Part 5 in the *CDBG Income Survey Packet* if the UGLG received pre-application certification of the survey documents.
- The survey documents must be submitted to DEHCR in the *CDBG Income Survey Packet* format with the cover sheets provided. Review additional important notices regarding submission within Section 1.0 and this section, the *CDBG Income Survey Packet* (Appendix F), and *CDBG Income Survey Data Forms* document referenced in this guide.

13.2 Additional Documents to Maintain in the Income Survey File

The following income survey documents must be maintained in the income survey file, available for review during the project or monitoring activities upon the CDBG applicant receiving a CDBG award:

- Copies of all completed income surveys returned by responding families

- Copies of all income surveys and related correspondence returned as “undeliverable” due to residential vacancy or a move
- Copies of all correspondence with DEHCR regarding the review of the income survey documentation and methodology prior to submittal of the CDBG Application

IMPORTANT NOTICES REGARDING SUBMISSIONS TO DEHCR:

- **All** income survey documentation must be submitted to DEHCR and printable on/in 8 ½” x 11” sized pages/format, regardless of whether the submission is for a pre-approval or is with the CDBG application.
- If the complete packet of income survey documentation was submitted and approved by DEHCR prior to application, only the DEHCR income survey certification letter needs to be submitted with a CDBG application to verify the survey documentation has been confirmed as valid. While the complete *CDBG Income Survey Packet* would not need to be submitted, the project description, Project Area Map(s), Service Area Map(s), and Utility Map(s) (if utility improvements are part of the CDBG project) are typically required to be inserted within a CDBG application.
- As summarized in Section 1.0 of this guide, applicants for the CDBG-PF annual competitive awards must have income surveys pre-approved/certified prior to application, due to DEHCR no later than February 15th of the application year. Approval/certification prior to application submission is strongly advised for all other CDBG program applicants.
- The *CDBG Income Survey Packet* must be submitted in PDF format and the *CDBG Income Survey Data Forms* document must be submitted in Microsoft Excel format via email to DOACDBG@wisconsin.gov.

14.0 References

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24 CFR 570.483(b)(1)(i) [RE: Survey requirements and determining service area]
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- U.S. Census Data (accessed 2023, May 10).
<https://data.census.gov/cedsci/>

15.0 Appendices

The documents referenced in this section include templates and examples of documents that must be used for CDBG income surveys or may be applicable and modified as needed. The templates provided by DEHCR may only be modified as specified in this guide and the template instructions.

15.1 Appendix A: Summary of Steps for Conducting a CDBG Income Survey

STEPS FOR CONDUCTING A CDBG INCOME SURVEY	
1.	Determine the proposed CDBG project scope if the service area determination is for a specific project.
2.	Determine the service area (i.e., all families/residential living units within the location where you seek to determine the low- and moderate-income (LMI) percentage or where all of the primary beneficiaries of the proposed project live, if for a specific project).
3.	Determine if an income survey is necessary due to either the HUD Low- and Moderate Income Summary Data (LMISD) for the service area possibly being inaccurate or not existing for the entire service area.
4.	If an income survey is required, then determine the survey area.
5.	Prepare the list of addresses in the survey area (comprised of all residential addresses and living units; and 'cleaning' the list by removing non-residential and vacant properties and adding families and living units for rental housing tenants and multi-housing unit structures).
6.	Submit the service area and survey area information and map(s) to DEHCR for review and pre-approval (recommended).
7.	If conducting a random sample survey, determine the 'original sample' and 'oversample' using a randomization tool such as Randomizer.org or Random.org.
8.	If conducting a random sample survey, submit the 'original sample' and 'oversample' information and methodology to DEHCR for review and pre-approval (recommended).
9.	Prepare advertising/promotional materials to promote the income survey and encourage community residents' participation (recommended).
10.	Submit the advertising/promotional materials to DEHCR for review and pre-approval (recommended).
11.	Distribute and/or post and/or publish the advertising/promotional materials for the survey (recommended).
12.	Prepare the income survey letter (recommended).
13.	Obtain the applicable "CDBG Income Limits" from the HUD CDBG Income Limits website for the survey form.
14.	Prepare the income survey form.
15.	Submit the income survey letter and form to DEHCR for review and pre-approval (recommended).
16.	Distribute the income survey to all primary beneficiaries if conducting a census survey, or distribute the survey to the 'original sample' and 'oversample' families if conducting a random sample survey.
17.	Conduct follow-up efforts to attempt to get responses from all non-responding families after the initial distribution.
18.	Compile the income survey data on DEHCR's <i>CDBG Income Survey Data Forms</i> template (Microsoft Excel document).
19.	Determine the LMI percentage of the service area (using Form 1A for a census survey or Form 1B for a random sample survey in the <i>CDBG Income Survey Data Forms</i> template).
20.	If the LMI percentage is 51.00% or greater, then prepare the <i>CDBG Income Survey Packet</i> .
21.	Submit the <i>CDBG Income Survey Packet</i> and <i>CDBG Income Survey Data Forms</i> documents to DEHCR in accordance with the specifications in the current <i>CDBG Income Survey Guide</i> for DEHCR's approval and certification.

15.2 Appendix B: Income Survey Letters & Survey Forms – Templates & Examples

Access Additional Income Survey Letter and Survey Form Templates on the HUD INCOME SURVEY TOOLKIT website at:
<https://www.hudexchange.info/programs/cdbg/cdbg-income-survey-toolkit/>

Where HUD guidance materials and Wisconsin’s State CDBG guidance materials for income surveys differ, the State guidance must be followed.

Income Survey Announcement Letter Template

[Guidance Note: This letter is optional. An announcement letter is recommended but not required.]

[Municipality Letterhead]

<Date> *[Guidance Note: This is recommended to send 2-4 weeks prior to starting the survey distribution.]*

<Resident Full Name>
<Resident Full Address>

RE: Community Income Survey for Grant Application - <Optional: Add Project Focus, e.g., “Water and Sanitary Sewer Main Upgrades and Street Reconstruction on Wisconsin Street”>
Residents of: <Project Area Street(s) Names, Neighborhood Name, or Municipality Name if Community-Wide>

Dear Resident:

The <Municipality Name, e.g., Village of Yourville > plans to apply for a grant to help fund <Project Focus, e.g., “water and sanitary sewer main upgrades and street reconstruction on Wisconsin Street”; or General Purpose, e.g., “future community improvements.”> A grant can help reduce the burden of the costs at the local level for the project. To determine whether we are eligible to apply for the grant, we need to conduct a survey of Village residents to obtain family income and demographic information.

Each family living in the area where we will be making the improvements is asked to complete a survey. Your participation is voluntary and **very important**. We are required to get responses from a high percentage of families for the survey results to be valid and qualify us for grant eligibility.

You will soon receive the survey <Insert method, e.g., “in the mail”>. Please complete and return your survey by <Date> following the instructions that will be provided with the survey form. If you have more than one family in your household, you may contact <Contact Name>, <Contact Title>, at <Contact Information (Mailing Address, Phone, and/or Email Address)>, to request additional copies of the survey.

The responses to individual surveys will be kept **confidential**. If you have any questions, please contact <Contact Name>, <Contact Title>, at <Contact Information (Mailing Address, Phone, and/or Email Address)>.

Thank you for your assistance with this important survey.

Sincerely,

[Have Chief Elected Official (CEO) or Municipal Administrator Sign here.]

<CEO or Municipal Administrator Full Name>, <CEO or Municipal Administrator Title>
<Municipality Name>

Income Survey Announcement Letter Example



VILLAGE OF YOURVILLE

100 Main Street
P.O. Box 100
Yourville, WI 11111
Ph: (920) 111-2222
clerk@yourville.wi.us.gov

September 11, 2023

Sam White or Current Resident
100 First Avenue
Yourville, WI 53500

RE: Community Income Survey for Grant Application – Water and Sanitary Sewer Main Upgrades and Street Reconstruction
Residents of: Wisconsin Street, First Avenue, Brown Street, and Green Street

Dear Community Resident:

The Village of Yourville plans to apply for a grant to help fund water and sanitary sewer main upgrades and street reconstruction on Wisconsin Street, First Avenue, Brown Street, and Green Street. A grant can help reduce the burden of the costs at the local level for the project. A grant can help reduce the burden of the costs at the local level for the project. To determine whether we are eligible to apply for the grant, we need to conduct a survey of Village residents to obtain family income and demographic information.

Each family living in the area where we will be making the improvements is asked to complete a survey. Your participation is voluntary and **very important**. We are required to get responses from a high percentage of families for the survey results to be valid and qualify us for grant eligibility.

You will soon receive the survey in the mail. Please complete and return your survey by **Friday, October 20, 2023** following the instructions that will be provided with the survey form. If you have more than one family in your household, you may contact John Doe, Community Development Specialist at XYZ Consulting, Inc., at (608) 555-1234 or jsmith@XYZConsulting.com, to request additional copies of the survey.

The responses to individual surveys will be kept **confidential**. If you have any questions, please contact John Doe at the contact information above or Chris Miller, Village Clerk, at (920) 111-2222 or clerk@yourville.wi.us.gov.

Thank you for your assistance with this important survey.

Sincerely,

Jane Doe

Jane Doe, Village President
Village of Yourville

Income Survey Letter Template

[Municipality Letterhead]

<Date>

<Addressee Name and/or Family Name and/or "Current Resident">

<Street Address1>

<Street Address2 or P.O. Box Address>

<City, State Zip Address>

Dear <Addressee/Family Name and/or "Current Resident" or "Community Resident">:

The <Municipality Name, e.g., Village of Yourville> is surveying our residents to see if we are eligible to apply for grant funding that requires providing income and demographic information for families in our community. This is to help fund <Add brief description of project, if the survey is for a specific project (e.g., "to make water and sanitary sewer infrastructure improvements on Madison Street" or "to build a new library", etc.), or add a general statement (e.g., "for community improvements in the future") if the survey is not project-specific. The project area must be identified if the property address is not listed above so the property owner knows which property to which this correspondence pertains if they own multiple properties.>. Your participation in this survey is voluntary and **very important** because we need a high number of responses to the survey for the results to be valid and qualify us to apply for the grant.

Please fill out and return the survey enclosed <If an online survey option is available, add instructions for this, such as: "or complete the survey online by clicking the link or scanning the QR code on the survey form enclosed.">. Each family living in the household is to complete a *separate* survey. If more than one family lives in your household, <Add instructions – example shown here and in the "Example" letter on the next page: "then contact <Contact Name, Title, Department/Firm> at <Contact Phone Number and/or Email Address>"> to request additional copies of the survey. Please return this survey by <Due Date> by <Add instructions for returning survey [e.g., scanning the QR code or using an internet link to complete and submit the survey online (emphasize a separate survey number is needed for each survey/each family; or returning the survey using the postage paid envelope provided; and/or listing any other method/option, such as dropping it off at the municipal building]>. Survey data will be collected and compiled by <Contracted Firm/Organization Name> or "the <Municipal Employee Title, e.g., Village Clerk> of <Municipality Name>". Survey results will be tabulated in summary form for <Municipality Type> officials. Individual responses will be kept confidential.

Thank you for your consideration. We hope you will complete and return the survey to help us qualify for grant funding for the <Add short project title, if the survey is for a specific project (e.g., "Madison Street improvements," or "community library," or "utility and street improvements in your neighborhood," etc., or add a general statement (e.g., "for future community improvements")>.

Sincerely,

[Have Chief Elected Official (CEO) or Municipal Administrator Sign here.]

<CEO or Municipal Administrator Full Name>, <CEO or Municipal Administrator Title>
<Municipality Name>

Enclosure: Community Survey Form

VILLAGE OF YOURVILLE



100 Main Street
P.O. Box 100
Yourville, WI 11111
Ph: (920) 111-2222
clerk@yourville.wi.us.gov

October 2, 2023

Jane Smith and Family or Current Resident
12345 Main Street, Apartment #1
PO Box 500
Yourville, WI 11112

Dear Jane Smith and Family or Current Resident:

The Village of Yourville is surveying our community residents to see if we are eligible to apply for grant funding that requires providing income and demographic information for families in our community. This is to help fund water and sanitary sewer main upgrades and roadway improvements on Wisconsin Street, First Avenue, Brown Street, and Green Street. Your participation in this survey is voluntary and **very important** because we need a high number of responses to the survey for the results to be valid and qualify us to apply for the grant.

Please fill out and return the survey form enclosed, or click the website link or scan the QR code provided at the top of the survey form to fill out the survey online. Each family living in the household is to complete a *separate* survey. If more than one family lives in your household, follow the instructions on the survey form for obtaining additional survey forms or for entering individual survey numbers on the online survey form. Please return the survey no later than **Friday, October 20, 2023**, completing it online, mailing the completed survey form back using the postage paid envelope provided, or dropping it off at the Village Hall at 100 Main Street, Yourville, Wisconsin, between 9:00 a.m. – 4:00 p.m., Monday through Friday. Survey responses will be collected and compiled by XYZ Consulting, Inc. Survey results will be tabulated in summary form for Village officials. Individual responses will be kept confidential.

Thank you for your consideration. We hope you will complete and return the survey to help us qualify for grant funding for utility and street improvements in your neighborhood.

Sincerely,

Jane Doe

Jane Doe, Village President
Village of Yourville

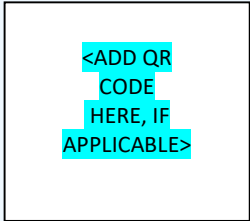
Enclosure: Community Survey Form

Income Survey Form Template (Paper Survey)

[Survey must have a unique survey number assigned. Responses are to be kept confidential but cannot be anonymous.]

<Municipality Name> Income Survey Survey #<Add Survey #>

INSTRUCTIONS: Please complete this survey form and return it by <Add instructions for options for returning the survey, such as: by mailing it back in the postage paid envelope provided; or dropping it off at (Add drop-off location and office hours, if applicable); or going to (Add website address for survey form, if applicable) or scanning the QR code provided (on the right) to complete the survey online (if applicable)>. <Include only if applicable: If completing the survey online, the survey number (#) that appears above must be entered for your response to be valid.>



If more than one family lives in your household, please have each family fill out a separate survey. Please contact <Add contact information, e.g., name, position title, organization name, phone number, and/or email address> to request additional copies of the survey form. Each must have a unique survey number. <Include only if applicable: If completing the survey online, have each family in the household enter the survey number (#) above, and then add an individual family number of "F1" for family #1 in the household, "F2" for family #2 in the household, "F3" for family #3 in the household, etc. For example, these would be the survey numbers to use for Survey #100 with 3 families living in the household: 100-F1, 100-F2, and 100-F3.>

Q1. How many people live in your household at this address?
*Please include yourself and all adults and children who live in or intend to live in the household more than 2 months during the year.
 Do not include people living in separate housing units on the property.*

Q2. How many of the people in your household are members of your family?
This is your "Family Size." The definition of family for this survey is: "people related by blood, marriage, or adoption."

Q3. How many of your family members are in each race/ethnicity category below?

Race Category:	Enter Number (#) in Family who are in the Race Category shown on the left:	Enter Number (#) in Family who are in the Race Category on the left <i>and</i> also Hispanic:
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
Asian & White		
Black/African American & White		
American Indian/ Alaskan Native & Black/African American		
Other Multi-Racial		
Prefer Not to Answer		

(Survey continued on reverse side) →

Q4. What is the total annual income of all of your family members combined?

\$

If you prefer not to give your specific income, then go to Q5.

Please only include the total income added together for yourself and your adult family members (age 18 and older) living in the household. Do not include the income of people in other families in the household.

Each family member's income is either their Adjusted Gross Income (AGI) on their tax return for [enter most recent calendar year, e.g., 2022] (if they filed taxes) or their total income before taxes (if they did not file a tax return for [enter most recent calendar year, e.g., 2022]).

Income before taxes is money received from all earnings (wages, salary, tips, bonuses, commissions), interest, dividends, child support, alimony, welfare, social security, disability, unemployment, retirement payments, net income from businesses activities, farms, rents, royalties, trusts, estates, and any other income received regularly.

Q5. Respond here only if you did not provide your family's total income in Q4. above. Is your family income "At or Below" or "Above" the Income Level listed for your Family Size in the table below?:

*Please find your family size (the number you entered in Q2.) in column A. **Family Size**. Then in the same row as your Family Size, in column C. **Family Income**, check "At or Below" if your family income (for adult family members age 18 and older living in your household) is the same as or less than the amount shown in column B. **Income Level** for your family size, or check "Above" if your family income is greater than the income level shown for your family size.*

A. FAMILY SIZE:	B. INCOME LEVEL:	C. FAMILY INCOME (CHECK ONE): Is your family income "At or Below" or "Above" the amount shown in column B. Income Level for your family size?:
Family of 1	\$<Add CDBG Income Level>	<input type="checkbox"/> At or Below or <input type="checkbox"/> Above
Family of 2	\$<Add CDBG Income Level>	<input type="checkbox"/> At or Below or <input type="checkbox"/> Above
Family of 3	\$<Add CDBG Income Level>	<input type="checkbox"/> At or Below or <input type="checkbox"/> Above
Family of 4	\$<Add CDBG Income Level>	<input type="checkbox"/> At or Below or <input type="checkbox"/> Above
Family of 5	\$<Add CDBG Income Level>	<input type="checkbox"/> At or Below or <input type="checkbox"/> Above
Family of 6	\$<Add CDBG Income Level>	<input type="checkbox"/> At or Below or <input type="checkbox"/> Above
Family of 7	\$<Add CDBG Income Level>	<input type="checkbox"/> At or Below or <input type="checkbox"/> Above
Family of 8	\$<Add CDBG Income Level>	<input type="checkbox"/> At or Below or <input type="checkbox"/> Above
Family of 9	\$<Add CDBG Income Level>	<input type="checkbox"/> At or Below or <input type="checkbox"/> Above
Family of 10	\$<Add CDBG Income Level>	<input type="checkbox"/> At or Below or <input type="checkbox"/> Above
Family of 11	\$<Add CDBG Income Level>	<input type="checkbox"/> At or Below or <input type="checkbox"/> Above
Family of 12 or More	\$<Add CDBG Income Level>	<input type="checkbox"/> At or Below or <input type="checkbox"/> Above

If you have more than 12 family members living in your household, please either fill in your family income in Q5 or respond to the Family of 12 or More option in the table above.

Q6. Please share your phone number below if we may contact you with questions about your survey responses if needed. We will not use your number for any other purpose.

Phone # (with Area Code): ()

<Add Brief Instructions for Survey Return (Repeated) and Due Date

Income Survey Form Example (Paper Survey)

Village of Yourville Income Survey **Survey #123**

INSTRUCTIONS: Please complete this survey form and return it no later than Friday, October 20, 2023 by mailing it back in the postage paid envelope provided; or dropping it off at the Village Hall at 100 Main Street, Yourville, WI during office hours (Monday – Friday, 9:00 a.m. – 4:00 p.m.); or going to www.villageofyourville.gov/community/survey or scanning the QR code provided on this form (on the right) to complete the survey online. If completing the survey online, the Survey # that appears above must be entered for your response to be valid.



If more than one family lives in your household, please have each family fill out a separate survey. Please contact John Smith of ABCD Consulting, Inc. at jsmith@ABCDConsulting.com or (608) 555-1234 to request additional copies of the survey form. Each must have a unique survey number. If completing the survey online, have each family in the household enter the survey number (#) above, and then add an individual family number of “F1” for family #1 in the household, “F2” for family #2 in the household, “F3” for family #3 in the household, etc.. For example, these would be the survey numbers to use for Survey #100 with 3 families living in the household: 100-F1, 100-F2, and 100-F3.

Q1. How many people live in your household at this address?
*Please include yourself and all adults and children who live in or intend to live in the household more than 2 months during the year.
 Do not include people living in separate housing units on the property.*

Q2. How many of the people in your household are members of your family?
*This is your “Family Size.” The definition of family for this survey is:
 “people related by blood, marriage, or adoption.”*

Q3. How many of your family members are in each race/ethnicity category below?

Race Category:	Enter Number (#) in Family who are in the Race Category shown on the left:	Enter Number (#) in Family who are in the Race Category on the left <i>and</i> also Hispanic:
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
Asian & White		
Black/African American & White		
American Indian/ Alaskan Native & Black/African American		
Other Multi-Racial		
Prefer Not to Answer		

(Survey continued on reverse side) →

Q4. What is the total annual income of all of your family members combined?

\$

If you prefer not to give your specific income, then go to Q5.

Please only include the total income added together for yourself and your adult family members (age 18 and older) living in the household. Do not include the income of people in other families in the household. Each family member's income is either their Adjusted Gross Income (AGI) on their tax return for 2022 (if they filed taxes) or their total income before taxes (if they did not file a tax return for 2022). Income before taxes is money received from all earnings (wages, salary, tips, bonuses, commissions), interest, dividends, child support, alimony, welfare, social security, disability, unemployment, retirement payments, net income from businesses activities, farms, rents, royalties, trusts, estates, and any other income received regularly.

Q5. Respond here only if you did not provide your family's total income in Q4. above:

*Please find your family size (the number you entered in Q2.) in column A. **Family Size**. Then in the same row as your Family Size, in column C. **Family Income**, check "At or Below" if your family income (for adult family members age 18 and older living in your household) is the same as or less than the amount shown in column B. **Income Level** for your family size, or check "Above" if your family income is greater than the income level shown for your family size.*

A. FAMILY SIZE:	B. INCOME LEVEL:	C. FAMILY INCOME (CHECK ONE): Is your family income "At or Below" or "Above" the amount shown in column B. Income Level for your family size?:
Family of 1	\$48,650	<input type="checkbox"/> At or Below or <input type="checkbox"/> Above
Family of 2	\$55,600	<input type="checkbox"/> At or Below or <input type="checkbox"/> Above
Family of 3	\$62,550	<input type="checkbox"/> At or Below or <input type="checkbox"/> Above
Family of 4	\$69,500	<input type="checkbox"/> At or Below or <input type="checkbox"/> Above
Family of 5	\$75,100	<input type="checkbox"/> At or Below or <input type="checkbox"/> Above
Family of 6	\$80,650	<input type="checkbox"/> At or Below or <input type="checkbox"/> Above
Family of 7	\$86,200	<input type="checkbox"/> At or Below or <input type="checkbox"/> Above
Family of 8	\$91,750	<input type="checkbox"/> At or Below or <input type="checkbox"/> Above
Family of 9	\$97,310	<input type="checkbox"/> At or Below or <input type="checkbox"/> Above
Family of 10	\$102,870	<input type="checkbox"/> At or Below or <input type="checkbox"/> Above
Family of 11	\$108,430	<input type="checkbox"/> At or Below or <input type="checkbox"/> Above
Family of 12 or More	\$113,990	<input type="checkbox"/> At or Below or <input type="checkbox"/> Above

*If you have **more than 12 family members** living in your household, please either fill in your family income in **Q4**. or respond to the Family of 12 or More option in the table above.*

Q6. Please share your phone number below if we may contact you with questions about your survey responses if needed. We will not use your number for any other purpose.

Phone # (with Area Code):

Please return your completed survey form in the postage paid envelope provided, drop it off at the Village Hall, or complete the survey online no later than Friday, 10/20/2023.

Income Survey Form Template (Online Survey – Using Microsoft Forms)

[Guidance Note: The online survey must have a tracking mechanism to trace it back to the assigned survey number and residential address to verify the respondent is in the survey area and the response is not a duplicate.

Survey responses are to be kept confidential but cannot be anonymous.

If using the survey number to trace the online responses and a respondent enters an incorrect survey number in the online survey form, then the survey response may be deemed invalid (if the response cannot be traced to the correct survey number address).

Contact DEHCR at DOACDBG@Wisconsin.gov to request additional guidance on creating an online survey form and duplicating this Microsoft Forms template that follows.]

English (United States) ▼

[Local government name, e.g., Village of Yourville] Survey

[NOTE TO USER OF THIS FORM: MODIFY IT TO BE CUSTOMIZED FOR YOUR SURVEY. SUGGESTED TEXT IS PROVIDED IN THIS TEMPLATE THAT FOLLOWS.]

[Local government name] is considering applying for grant funds to [Add purpose and proposed project location (i.e., "project area"), e.g., to make street and sanitary sewer main improvements on Main Street, 1st Avenue and 2nd Avenue. You will need to identify the project area so the property owner knows which property to which this survey pertains if they own multiple properties.]. The information requested in the following survey is needed for [local government name] to determine if we are eligible for certain grant funds that require us to provide this information. This survey is voluntary and your individual responses will be kept confidential.

Please answer the questions pertaining to the property located in the proposed project area in the [Local government name, e.g., Village of Yourville.] [or revise this to indicate it is for the property where the survey was mailed or delivered (unless the property owner/resident has a different mailing address, in which case it is the property located in the project area identified above, or the address as listed on the letter that came with the survey form that was sent/delivered to them)].

* Required

SURVEY NUMBER

1. What is your survey number (Survey #)? *

The Survey # appears on the survey form [Add method of delivery: mailed to your household address, emailed to you, and/or dropped off at your household address, etc.]. The Survey # must be entered for your survey response to be valid.

If more than one family lives at the address, please have each family fill out a separate survey and add the family number after the Survey # for each family as follows: "F1" for family #1, "F2" for family #2, "F3" for family #3, etc. For example, if the Survey # is "600" and there are 2 families living in the household, enter the Survey # as "600-F1" for family #1 on the first survey form completed and enter Survey # "600-F2" for family #2 on the second survey form completed.

Another survey may be completed using the [add words, "link" and/or "link or QR code", depending on how this online survey was made accessible to families] provided to you, or you will have the option of clicking "Submit another response" on the screen that appears after clicking the "Submit" button for this survey.

Next

Page 1 of 8

* Required

RESIDENCE STATUS

2. Is this your current residence? *

"Current residence" means that you and/or your family intend to stay or have/has stayed at this residence for at least 2 months during the year, including as a full-time residence or as a seasonal/vacation home.

If this is not your current residence but there is another person/family using it as their current residence, then check "No. This is another family's current residence." below and click "Submit." Then please have the current resident complete the survey, as well.

- Yes.
- No. This is another family's current residence.
- No. The property is vacant.

Back

Next

Page 2 of 8

Branching/Logic Set-Up for Next Screen:

RESIDENCE STATUS

2. Is this your current residence? *

"Current residence" means that you and/or your family intend to stay or have/has stayed at this residence for at least 2 months during the year, including as a full-time residence or as a seasonal/vacation home.

If this is not your current residence but there is another person/family using it as their current residence, then check "No. This is another family's current residence." below and click "Submit." Then please have the current resident complete the survey, as well.

Yes.

No. This is another family's current residence. [Go to End of the form](#)

No. The property is vacant. [Go to End of the form](#)

Go to ▾

- If the "Yes" response is selected, then the "All Families Living in the Household" question will appear next.
- If either "No" option is selected, then the final survey "Thank You" screen at the end of the survey will appear next.

* Required

ALL FAMILIES LIVING IN THE HOUSEHOLD

3. How many different families are current residents living in your household? *

Family is defined as: "people related by blood, marriage, or adoption."

Include your own family and any other family whose actual or intended length of stay at this residence is at least 2 months during the year.

Do not include families in different living units at the address.

- 1
- 2
- 3
- 4
- More Than 4

Back

Next

Page 3 of 8

Branching/Logic Set-Up For Next Question:

ALL FAMILIES LIVING IN THE HOUSEHOLD

3. How many different families are current residents living in your household? *

Family is defined as: "people related by blood, marriage, or adoption."

Include your own family and any other family whose actual or intended length of stay at this residence is at least 2 months during the year.

Do not include families in different living units at the address.

- 1 Go to 5. YOUR FAMILY INCOME
- 2 Go to 4. ALL PEOPLE LIVING IN THE HOUSHO...
- 3 Go to 4. ALL PEOPLE LIVING IN THE HOUSHO...
- 4 Go to 4. ALL PEOPLE LIVING IN THE HOUSHO...
- More Than 4 Go to 4. ALL PEOPLE LIVING IN THE HOUSHO...

Go to

Next

- If only 1 family lives in the household, then "Your Family Income" question will appear next.
- If 2 or more families live in the household, then the "All People Living in the Household" (# of all persons in the household) question will appear next.

[Local government name, e.g., Village of Yourville] Survey

* Required

ALL PEOPLE LIVING IN THE HOUSHOLD

4. How many people (in ALL families) live in your household? *

Include yourself and ALL people that live in your household at the residence whose actual or intended length of stay is at least 2 months during the year.

The value must be a number

Back

Next

Page 4 of 8 

[Local government name, e.g., Village of Yourville] Survey

* Required

YOUR FAMILY INCOME

5. What is the total combined annual income for your family living in the household?

IF YOU PREFER NOT TO PROVIDE YOUR FAMILY'S SPECIFIC INCOME, SKIP TO THE NEXT QUESTION.

Please only include the total income added together for yourself and your adult family members (age 18 and older) living in the household. Do not include the income of people in other families living in the household.

Each family member's income is either their Adjusted Gross Income (AGI) on their tax return for [enter most recent calendar year, e.g., 2022] (if they filed taxes) or their total income before taxes (if they did not file a tax return for [enter most recent calendar year, e.g., 2022]).

Income before taxes is money received from all earnings (wages, salary, tips, bonuses, commissions), interest, dividends, child support, alimony, welfare, social security, disability, unemployment, retirement payments, net income from businesses activities, farms, rents, royalties, trusts, estates, and any other income received regularly.

The value must be a number

6. Please check one of the two options below regarding your family income: *

 I confirm the family income I provided above is accurate.

 I choose not to provide my family's specific income.

Back

Next

Page 5 of 8 

Branching/Logic Set-Up for the Next Question:

6. Please check one of the two options below regarding your family income: *

I confirm the family income I provided above is accurate. Go to 7. YOUR FAMILY'S RACE/ETHNICITY DE...

I choose not to provide my family's specific income.

Go to ▼

- If the first option is selected here (indicating the specific family income was provided), then the Race/Ethnicity question will appear next.
- If the second option is selected here (indicating the specific family income was not provided), then the questions associated with their family size and income level will appear next.

English (United States) ▼

[Local government name, e.g., Village of Yourville] Survey

* Required

YOUR FAMILY SIZE AND GENERAL INCOME LEVEL

7. How many people are in your family (as defined in Question #3)? *

Include Yourself.

1

2

3

4

5

6

7

8

9

10

11

12 or More

Page 6 of 8 ▬

Branching/Logic Set-Up For Next Question:

7. How many people are in your family (as defined in Question #3)? *

Include Yourself.

<input type="radio"/> 1	Go to 8. FAMILY OF 1: Is your family's annual...
<input type="radio"/> 2	Go to 9. FAMILY OF 2: Is your family's annual...
<input type="radio"/> 3	Go to 10. FAMILY OF 3: Is your family's annu...
<input type="radio"/> 4	Go to 11. FAMILY OF 4: Is your family's annu...
<input type="radio"/> 5	Go to 12. FAMILY OF 5: Is your family's annu...
<input type="radio"/> 6	Go to 13. FAMILY OF 6: Is your family's annu...
<input type="radio"/> 7	Go to 14. FAMILY OF 7: Is your family's annu...
<input type="radio"/> 8	Go to 15. FAMILY OF 8: Is your family's annu...
<input type="radio"/> 9	Go to 16. FAMILY OF 9: Is your family's annu...
<input type="radio"/> 10	Go to 17. FAMILY OF 10: Is your family's ann...
<input type="radio"/> 11	Go to 18. FAMILY OF 11: Is your family's ann...
<input type="radio"/> 12 or More	Go to 19. FAMILY OF 12 OR MORE: Is your fa...

8. FAMILY OF 1: Is your family's annual income "AT or BELOW" or "ABOVE" \$[Add HUD CDBG Income Limit Amount for Family of 1]?

<input type="radio"/> AT or BELOW	Go to 7. YOUR FAMILY'S RACE/ETHNICITY DE...
<input type="radio"/> ABOVE	Go to 7. YOUR FAMILY'S RACE/ETHNICITY DE...

9. FAMILY OF 2: Is your family's annual income "AT OR BELOW" or "ABOVE" \$[Add HUD CDBG Income Limit Amount for Family of 2]?

<input type="radio"/> AT or BELOW	Go to 7. YOUR FAMILY'S RACE/ETHNICITY DE...
<input type="radio"/> ABOVE	Go to 7. YOUR FAMILY'S RACE/ETHNICITY DE...

10. FAMILY OF 3: Is your family's annual income "AT or BELOW" or "ABOVE" \$[Add HUD CDBG Income Limit Amount for Family of 3]?

<input type="radio"/> AT or BELOW	Go to 7. YOUR FAMILY'S RACE/ETHNICITY DE...
<input type="radio"/> ABOVE	Go to 7. YOUR FAMILY'S RACE/ETHNICITY DE...

11. FAMILY OF 4: Is your family's annual income "AT or BELOW" or "ABOVE" \$[Add HUD CDBG Income Limit Amount for Family of 4]?

AT or BELOW

Go to 7. YOUR FAMILY'S RACE/ETHNICITY DE...

ABOVE

Go to 7. YOUR FAMILY'S RACE/ETHNICITY DE...

12. FAMILY OF 5: Is your family's annual income "AT or BELOW" or "ABOVE" \$[Add HUD CDBG Income Limit Amount for Family of 5]?

AT or BELOW

Go to 7. YOUR FAMILY'S RACE/ETHNICITY DE...

ABOVE

Go to 7. YOUR FAMILY'S RACE/ETHNICITY DE...

13. FAMILY OF 6: Is your family's annual income "AT or BELOW" or "ABOVE" \$[Add HUD CDBG Income Limit Amount for Family of 6]?

AT or BELOW

Go to 7. YOUR FAMILY'S RACE/ETHNICITY DE...

ABOVE

Go to 7. YOUR FAMILY'S RACE/ETHNICITY DE...

14. FAMILY OF 7: Is your family's annual income "AT or BELOW" or "ABOVE" \$[Add HUD CDBG Income Limit Amount for Family of 7]?

AT or BELOW

Go to 7. YOUR FAMILY'S RACE/ETHNICITY DE...

ABOVE

Go to 7. YOUR FAMILY'S RACE/ETHNICITY DE...

15. FAMILY OF 8: Is your family's annual income "AT or BELOW" or "ABOVE" \$[Add HUD CDBG Income Limit Amount for Family of 8]?

AT or BELOW

Go to 7. YOUR FAMILY'S RACE/ETHNICITY DE...

ABOVE

Go to 7. YOUR FAMILY'S RACE/ETHNICITY DE...

16. FAMILY OF 9: Is your family's annual income "AT or BELOW" or "ABOVE" \$[Add HUD CDBG Income Limit Amount for Family of 9]?

AT or BELOW

Go to 7. YOUR FAMILY'S RACE/ETHNICITY DE...

ABOVE

Go to 7. YOUR FAMILY'S RACE/ETHNICITY DE...

17. FAMILY OF 10: Is your family's annual income "AT or BELOW" or "ABOVE" \${Add HUD CDBG Income Limit Amount for Family of 10}?

AT or BELOW Go to 7. YOUR FAMILY'S RACE/ETHNICITY DE...

ABOVE Go to 7. YOUR FAMILY'S RACE/ETHNICITY DE...

18. FAMILY OF 11: Is your family's annual income "AT or BELOW" or "ABOVE" \${Add HUD CDBG Income Limit Amount for Family of 11}?

AT or BELOW Go to 7. YOUR FAMILY'S RACE/ETHNICITY DE...

ABOVE Go to 7. YOUR FAMILY'S RACE/ETHNICITY DE...

19. FAMILY OF 12 OR MORE: Is your family's annual income "AT or BELOW" or "ABOVE" \${Add HUD CDBG Income Limit Amount for Family of 12}?

AT or BELOW Go to 7. YOUR FAMILY'S RACE/ETHNICITY DE...

ABOVE Go to 7. YOUR FAMILY'S RACE/ETHNICITY DE...

Go to ▼

➤ The question on Income Level associated with the family size selected will appear next. (Example for Family Size of 4 is shown here.)

YOUR FAMILY SIZE AND GENERAL INCOME LEVEL

7. How many people are in your family (as defined in Question #3)? *
Include Yourself.

1

2

3

4

5

6

7

8

9

10

11

12 or More

8. FAMILY OF 4: Is your family's annual income "AT or BELOW" or "ABOVE" \${Add HUD CDBG Income Limit Amount for Family of 4}?

AT or BELOW

ABOVE

Page 6 of 8

- After the income information is entered, the Race/Ethnicity section will appear.

[Local government name, e.g., Village of Yourville] Survey English (United States) ▾

YOUR FAMILY'S RACE/ETHNICITY DEMOGRAPHIC INFORMATION

The race/ethnicity categories to choose from are listed in the items below. Please enter the number of family members in each category. If you prefer not to answer, skip to the "PREFER NOT TO ANSWER" option and enter your total family size in that field.

9. WHITE (Enter # of family members who are in this category.)
The value must be a number

10. WHITE & HISPANIC (Enter # of family members who are in this category.)
The value must be a number

11. BLACK/AFRICAN AMERICAN (Enter # of family members who are in this category.)
The value must be a number

12. BLACK/AFRICAN AMERICAN & HISPANIC (Enter # of family members who are in this category.)
The value must be a number

13. ASIAN (Enter # of family members who are in this category.)
The value must be a number

14. ASIAN & HISPANIC (Enter # of family members who are in this category.)
The value must be a number

15. AMERICAN INDIAN/ALASKAN NATIVE (Enter # of family members who are in this category.)
The value must be a number

16. AMERICAN INDIAN/ALASKAN NATIVE & HISPANIC (Enter # of family members who are in this category.)
The value must be a number

17. NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER (Enter # of family members who are in this category.)
The value must be a number

18. NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER & HISPANIC (Enter # of family members who are in this category.)
The value must be a number

19. ASIAN & WHITE (Enter # of family members who are in this category.)
The value must be a number

20. ASIAN & WHITE & HISPANIC (Enter # of family members who are in this category.)
The value must be a number

21. BLACK/AFRICAN AMERICAN & WHITE (Enter # of family members who are in this category.)

The value must be a number

22. BLACK/AFRICAN AMERICAN & WHITE & HISPANIC (Enter # of family members who are in this category.)

The value must be a number

23. AMERICAN INDIAN/ALASKAN NATIVE & BLACK/AFRICAN AMERICAN (Enter # of family members who are in this category.)

The value must be a number

24. AMERICAN INDIAN/ALASKAN NATIVE & BLACK/AFRICAN AMERICAN & HISPANIC (Enter # of family members who are in this category.)

The value must be a number

25. OTHER MULTI-RACIAL (Enter # of family members who are in this category.)

The value must be a number

26. PREFER NOT TO ANSWER (Enter total # of all family members below.)

The value must be a number

Back Next Page 7 of 8

- After the Race/Ethnicity response is entered, the contact information question will appear next.

English (United States)

[Local government name, e.g., Village of Yourville] Survey

YOUR CONTACT INFORMATION

27. What is your email address and/or phone number? (OPTIONAL)

We request this so we may contact you if we have any questions about your survey responses. We will not use it for any other purpose.

Enter your answer

Back Submit Page 8 of 8

- After the “Submit” button is selected, the final survey screen will appear next.

English (United States)

[Local government name, e.g., Village of Yourville] Survey

✔ Thanks!

Thank you for completing the survey. Your response has been received.

Submit another response

15.3 Appendix C: HUD CDBG Income Limits Record Example

[Guidance Note: Insertion of the table or image from the HUD CDBG Income Limits spreadsheet is to include only the relevant spreadsheet rows and columns with the county(ies) name(s) (where primary beneficiaries live), the applicable income limits (Lim80_ columns), and column header labels (Lim80_ for Family Sizes 1-8). Irrelevant columns and rows of the spreadsheet are to be deleted or hidden. The calculations for the Income Limits for Family Sizes 9-12, and the Family Sizes of 13 or more if applicable, must also be included, following the guidance in the example below.]

CDBG INCOME SURVEY PACKET

PART 4: HUD CDBG INCOME LIMITS INSERTION

INSTRUCTIONS:

Completion of this section is required for all Income Survey Packet submissions.

Enter/insert the information requested below:

HUD CDBG Income Limits Source:

<https://www.hudexchange.info/resource/5334/cdbg-income-limits/>

Enter Fiscal Year (FY) of CDBG Income Limits Used, and “Effective” Date: **FY2023, Effective 6/15/2023**

County: **Dunn County**

Date Accessed: **9/27/2023**

HUD CDBG INCOME LIMITS FOR FAMILY SIZES 1-8:

	B	E	AE	AF	AG	AH	AI	AJ	AK	AL
1	statername	areaname	Lim80_23p1	Lim80_23p2	Lim80_23p3	Lim80_23p4	Lim80_23p5	Lim80_23p6	Lim80_23p7	Lim80_23p8
4603	WISCONSIN	Dunn County, WI	48650	55600	62550	69500	75100	80650	86200	91750

INCOME LIMITS CALCULATIONS FOR FAMILY SIZES 9 AND ABOVE:

- Family of 9: (Family of 4 limit x .08) + (Family of 8 limit): $\$69,500 \times .08 = \$5,560 + \$91,750 = \underline{\$97,310}$
- Family of 10: ((Family of 4 limit x .08) x 2) + (Family of 8 limit): $((\$69,500 \times .08) \times 2) = \$11,120 + \$91,750 = \underline{\$102,870}$
- Family of 11: ((Family of 4 limit x .08) x 3) + (Family of 8 limit): $((\$69,500 \times .08) \times 3) = \$16,680 + \$91,750 = \underline{\$108,430}$
- Family of 12: ((Family of 4 limit x .08) x 4) + (Family of 8 limit): $((\$69,500 \times .08) \times 4) = \$22,240 + \$91,750 = \underline{\$113,990}$

[Guidance Note: Add additional calculations for Family of 13, 14, 15, etc., if they were needed (only if a family responded to the question requesting the exact family income amount for a family of 13, 14, 15, etc.). For families of 13 or more, if the exact family income was entered, then make the calculation using the methodology shown above to determine the family’s LMI status. Otherwise, the family’s LMI status for family sizes 13 and above is determined based on their response for the Family of 12 or More line of the “Income Level” table (where the response of “At or Below” or “Above” is selected.)

15.4 Appendix D: CDBG Income Survey Data Forms

Forms 1-8 of the *CDBG Income Survey Data Forms* and the *CDBG Income Survey Packet* (Appendix F) referenced in this guide are on the pages that follow. The data forms are found in the current *CDBG Income Survey Data Forms* document. An editable Microsoft Excel version of the *Income Survey Data Forms* document and editable Microsoft Word version of the *Income Survey Packet* are provided on the DEHCR – Community Resources – [Resources and Trainings](#) website [under “General Resources”] at:

<https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Resources.aspx>.

**Access Additional Income Survey Data Tracking and Collection Tools on the
HUD INCOME SURVEY TOOLKIT website at:
<https://www.hudexchange.info/programs/cdbg/cdbg-income-survey-toolkit/>**

Where HUD guidance materials and Wisconsin’s State CDBG guidance materials for income surveys differ, **the State guidance must be followed.**

While tools recommended by HUD to collect and track survey data may be used during the survey process, the survey data must be transferred to and presented in the *CDBG Income Survey Data Forms* Microsoft Excel document specified in this guide when submitting the survey data to DEHCR for approval/certification.

Form 1A: Census Survey: Income Survey Results Income Tabulation Form – EXAMPLE

If the UGLG administered a Census Survey, the UGLG must complete *Form 1A* in the *CDBG Income Survey Data Forms* (Microsoft Excel) document on the [Resources and Trainings](#) website [under “General Resources”]. Submit *Form 1A* within the Excel document provided (send in Excel format) via email to DEHCR with the other required income survey documentation listed in the *CDBG Income Survey Packet* (Appendix F in this guide).

The example of the contents of *Form 1A* is shown below; and in *Form 1A Census Example* tab in the *CDBG Income Survey Data Forms* (Microsoft Excel) document.

Form 1A		Page 1 of 1
EXAMPLE		
(FORM 1A) Census Survey: Income Survey Results Income Tabulation Form		
Municipality:	Village of Yourville	
Survey Area:	Main St./1st Ave./2nd Ave.	
	Survey Start Date (date first survey was conducted/distributed):	10/2/2023
	Survey Completion Date (date last survey was conducted/collected):	1/13/2024
Entry #:		
1	Number of families in the project Service Area/Survey Area	20
2	Minimum number of families needed to respond to meet HUD Margin of Error (MOE) standard	16
3	Number of families that completed a survey (i.e., survey respondents)	19
4	Maximum Margin of Error (MOE) for Survey Allowed	+/- 10.0
5	Actual Margin of Error (MOE) of Survey	+/- 4.4
6	Number of LMI families among survey respondents	13
7	Number of LMI persons among survey respondents	55
8	Average size of LMI families in sample/among respondents	4.23
9	Number of Non-LMI families among survey respondents	5
10	Number of Non-LMI persons among survey respondents	29
11	Average size of Non-LMI families in sample/among respondents	5.80
12	Number of all persons in all families among survey respondents	84
13	Average family size among all survey respondents	4.42
14	Number of non-responding families (families that did not return survey or returned invalid survey)	1
15	Estimated number of persons in non-responding families	4
16	Number of persons living in the Service Area (i.e., Service Area population): <i>Select one option</i>	
16(a)	Option 1 - Exact/Known: Exact population based on 100% survey responses	
16(b)	Option 2 - Estimate: STANDARD Calculated estimate by adding the estimated number of persons in non-responding families to the number of persons in responding families. <i>Formula: =ROUND(SUM(C24,C27),0)</i>	88
16(c)	Option 3 - Estimate: Calculated estimate by multiplying the average family size of survey respondents by the number of all families in the service area. <i>Formula: =ROUND(PRODUCT(C13,C25),0)</i>	
16(d)	Option 4 - Estimate: Total population based on the most recent U.S. Census American Community Survey 5-Year Estimates data. <i>(Requires pre-approval from DEHCR.)</i>	
16(e)	Option 5 - Estimate: OTHER - Contact DEHCR to propose a different option than any of those listed above to adjust for statistical outliers or data anomalies. <i>(Requires pre-approval from DEHCR.)</i>	
17	LMI Percentage for Service Area/Survey Area	62.50%

Form 1B: Random Sample Survey: Income Survey Results Income Tabulation Form – EXAMPLE

If the UGLG administered a Random Sample Survey, the UGLG must complete *Form 1B* in the *CDBG Income Survey Data Forms* (Microsoft Excel) document on the [Resources and Trainings](#) website [under “General Resources”]. Submit *Form 1B* within the Excel document provided (send in Excel format) via email to DEHCR with the other required income survey documentation listed in the *CDBG Income Survey Packet* (Appendix F in this guide).

The example of the contents of *Form 1B* is shown below; and in *Form 1B Random Example* tab in the *CDBG Income Survey Data Forms* (Microsoft Excel) document.

Entry #:		
1	Number of families in the Service Area.	500
2	Sample Size. (i.e., number of families needed to respond to meet HUD Margin of Error (MOE) standard).	85
3	Number of families in randomized sample (i.e., number of families to which the survey was distributed).	102
4	Margin of Error (MOE) required.	+/- 8.2
5	Number of families that responded	85
6	Number of LMI families among survey respondents.	40
7	Number of LMI persons among survey respondents.	118
8	Average size of LMI families in sample/among survey respondents.	2.95
9	Number of Non-LMI families among survey respondents.	45
10	Number of Non-LMI persons among survey respondents.	98
11	Average size of Non-LMI families in sample/among respondents.	2.18
12	Number of all persons in all families among survey respondents.	216
13	Average family size among all survey respondents.	2.54
14	LMI ratio of sample/respondents.	0.5463
15	Non-LMI ratio of sample/respondents.	0.4537
16	Estimated LMI Percentage for Service Area/Survey Area (percentage of LMI persons in the project service area).	54.63%
17	Number of persons living in the Service Area (i.e., Service Area population). <i>Select one option below.</i>	
17(a)	Option 1 - Estimate: STANDARD : Calculated estimate using Survey Data - Method 1: Multiply the average family size of survey respondents by # of all families in the service area. <i>Formula: =C14*C26</i>	1,271
17(b)	Option 2 - Estimate: Calculated estimate using Survey Data - Method 2: May be used to reduce the statistical impact of outliers. <i>Formula =(C14*C27*C21)+(C14*C28*C24)</i>	
17(d)	Option 4 - Estimate: OTHER - Contact DEHCR to propose a different option than any of those listed above to adjust for statistical outliers or data anomalies. <i>(Requires pre-approval from DEHCR.)</i>	
17(d)	Option 4 - Estimate: OTHER - Contact DEHCR to propose a different option than any of those listed above to adjust for statistical outliers or data anomalies. <i>(Requires pre-approval from DEHCR.)</i>	
18	Estimated total number of LMI persons in the project service area.	694

Form 1C: Sample Size / Margin of Error Calculations Form – EXAMPLE

Form 1C is required and appears within the *CDBG Income Survey Data Forms* (Microsoft Excel) document on the [Resources and Trainings](#) website [under “General Resources”]. Submit Form 1C within the Excel document provided (send in Excel format) via email to DEHCR with the other required income survey documentation listed in the *CDBG Income Survey Packet* (Appendix F in this guide).

The example of the contents of Form 1C is shown below; and in the “Form 1C Ex” tab in the *CDBG Income Survey Data Forms* (Microsoft Excel) document.

Form 1C Page 1 of 1

EXAMPLE
(FORM 1C) SAMPLE SIZE / MARGIN OF ERROR (MOE) CALCULATIONS

Municipality: **Village of Yourville**

Survey Area: **Main St./1st Ave./2nd Ave.**

Calculated sample size required (Random Sample Survey) or minimum number of responses required (for Census Survey) from Survey Monkey Sample Size Calculator:

Example: Sample size or minimum # responses required for population of 500 families (with a 90% Confidence Level) = 85 Responses

Calculate your sample size

Population Size ⓘ	Confidence Level (%) ⓘ	Margin of Error (%) ⓘ
<input type="text" value="500"/>	<input type="text" value="90"/>	<input type="text" value="8.2"/>
Sample size		
85		

Calculated Margin of Error for Final Survey Results from Survey Monkey Sample Size Calculator - REQUIRED FOR CENSUS SURVEYS ONLY:

Example: MOE of results for a Census Survey with 400 responses among population of 500 families (with a 90% Confidence Level) = +/- 1.85

Calculate your sample size

Population Size ⓘ	Confidence Level (%) ⓘ	Margin of Error (%) ⓘ
<input type="text" value="500"/>	<input type="text" value="90"/>	<input type="text" value="1.85"/>
Sample size		
400		

Form 2/Form 3: Income Survey Income Level and Race/Ethnicity Responses – EXAMPLE

The examples of the contents of Form 2/Form 3 are shown below and on the following pages; and in “Forms 2-3 Ex” tab in the CDBG Income Survey Data Forms (Microsoft Excel) document.

Form 2 Form 3 Page 1 of 4

EXAMPLE

(FORM 2) INCOME SURVEY INCOME LEVEL RESPONSES

Municipality: **Village of Yourville**

Survey Area: **Main St./1st Ave./2nd Ave.**

Survey Start Date: **10/2/2023**

Village of Yourville

Survey #	Non-Residential/Commercial (enter "1" if applicable)	Vacant (enter "1" if applicable)	Non-Residential/Commercial (enter "1" if applicable)	Family Size												Family Income Level	
				(Enter # of persons in family in column associated with their income level.)												BELOW LMI Threshold (enter Family Size #)	ABOVE LMI Threshold (enter Family Size #)
				1	2	3	4	5	6	7	8	9	10	11	12 or More		
1							7										7
2		1															
3				1												1	
4						6											6
5																	
N/A-1																	
N/A-2																	
6	1																
7												12				12	
8				2											2		
9					5											5	
10													13			13	
11				1													1
12					4										4		
13																	
14			1							9					9		
15					4										4		
16				2											2		
17											10						10
18					4										4		
19				1													
20								7									7
21																1	

EXAMPLE

(FORM 2) INCOME SURVEY INCOME LEVEL RESPONSES

Municipality: **Village of Yourville**

Survey Area: **Main St./1st Ave./2nd Ave.**

Survey Start Date: **10/2/2023**

Village of Yourville

Survey #	Non-Respondent (enter "1" if applicable)	Vacant (enter "1" if applicable)	Non-Residential / Commercial (enter "1" if applicable)	Family Size												Family Income Level				
				(Enter # of persons in family in column associated with their income level.)												BELOW LMI Threshold (enter Family Size #)	ABOVE LMI Threshold (enter Family Size #)			
				1	2	3	4	5	6	7	8	9	10	11	12 or More					
22				1													1			
23				1													1			
24				1													1			
				TOTALS:																
				# FAMILIES RESPONDING FAMILIES:	6	2	0	3	1	1	2	0	1	1	1	1	0	19	13	6
				# PERSONS IN RESPONDING FAMILIES:	6	4	0	12	5	6	14	0	9	10	12	13	0	91	55	36
TOTAL # NO RESPONSE / VACANT / NON-RES.	1	2	4																	

Form 4/Form 5: Income Survey Distribution Contact List and Distribution Efforts Tracking – EXAMPLE

The examples of the contents of *Form 4/Form 5* are shown below and on the following pages; and in “Forms 4-5 Ex” tab in the *CDBG Income Survey Data Forms* (Microsoft Excel) document.

Enter all contract information that was used to distribute the income survey and contact families in *Form 4*. The property street address (i.e., exact geographic location of property) must be listed. The mailing address must be listed if it is different than the street location address.

Form 4 Form 5
Page 1 of 3

EXAMPLE

(FORM 4) INCOME SURVEY DISTRIBUTION CONTACT INFORMATION

Municipality: **Village of Yourville**

Survey Area: **Main St./1st Ave./2nd Ave.**

Survey Start Date: **10/2/2023**

Village of Yourville

Survey #	Non-Residential / Commercial (enter "1" if applicable)	Vacant (enter "1" if applicable)	Non-Residential / Commercial (enter "1" if applicable)	Property Street Address (Property Location in Service Area):	(Property Location) City:	(Property Location) Zip:	Mailing Address (if Different than Property Location Address):	(Mailing) City:	(Mailing) State:	(Mailing) Zip:
1				123 Main St.	Yourville	59999				
2		1		124 Main St.	Yourville	59999	123 Washington Ave.	Fort Myers	FL	99999
3				125 Main St.	Yourville	59999				
4				127 Main St.	Yourville	59999				
5			1	128 Main St.	Yourville	59999				
N/A-1			1	129 Main St.	Yourville	59999				
N/A-2			1	130 Main St.	Yourville	59999				
6	1			100 1st Ave.	Yourville	59999	456 Miller Lane	Phoenix	AZ	88888
7				101 1st Ave.	Yourville	59999				
8				102 1st Ave.	Yourville	59999				
9				103 1st Ave.	Yourville	59999				
10				104 1st Ave. - Apt. 1	Yourville	59999				
11				104 1st Ave. - Apt. 2	Yourville	59999				
12				107 1st Ave.	Yourville	59999				
13			1	109 1st Ave.	Yourville	59999				
14				100 2nd Ave.	Yourville	59999				
15				101 2nd Ave.	Yourville	59999				
16				102 2nd Ave.	Yourville	59999				
17				103 2nd Ave. - Unit 1	Yourville	59999				
18				103 2nd Ave. - Unit 2	Yourville	59999				
19			1	105 2nd Ave.	Yourville	59999				
20				106 2nd Ave.	Yourville	59999				
21				108 2nd Ave. - Room 101	Yourville	59999				
22				108 2nd Ave. - Room 102	Yourville	59999				
23				108 2nd Ave. - Room 103	Yourville	59999				
24				108 2nd Ave. - Room 104	Yourville	59999				
TOTAL # NO RESPONSE / VACANT / NON-RES.										
	1	2	4							

The phone number, email, and any other methods of contact must be listed in *Form 4* only if they were used to attempt to contact the family and distribute the survey. Add brief notes in *Form 4* regarding the status of the property (e.g., vacancy or non-residential status supplemental information or other characteristics/considerations such as identifying addresses associated with a residential Limited Clientele facility (data collected from the facility must be entered in Form 7 and copied into Forms 2-5, and Form 6 if applicable). Refer to the example below and on the next page (also shown within the *Form 4 & Form 5 Example* tab in the *CDBG Income Survey Data Forms* document) for sample entries.

Form 4 Form 5 Page 2 of 3

EXAMPLE
(FORM 4 - Continued) INCOME SURVEY DISTRIBUTION CONTACT INFORMATION

Municipality: Village of Yourville

Survey Area: Main St./1st Ave./2nd Ave.

Survey Start Date: 10/2/2023

Village of Yourville

Survey #	Non-Residential / Commercial (enter "1" if applicable)	Vacant (enter "1" if applicable)	Telephone #:	Email Address:	Notes:
1					
2		1			Property owner called Clerk 10/11/23 - vacant rental property. No current tenant.
3					
4					
5					Property owner responded on survey 10/11/23 - non-residential property. Business: Joann's Ceramics.
N/A-1					Survey # not assigned - Non-Residential: First National Bank
N/A-2					Survey # not assigned - Non-Residential: Super Gas & Convenience Store
6		1	708-123-5555	smith@tds.com	Seasonal residence - deemed primary beneficiary.
7					
8					
9					
10					
11					
12					
13					Property owner responded on survey 10/10/23 - non-residential property. Only storage building on property.
14					
15					
16			608-987-6666		
17			608-987-2222		
18			608-987-4444		
19		1			Mailing #1 returned undeliverable. Vacant home confirmed through in-person visit (blighted property; no furniture).
20					
21			608-987-5555	director@happyhome.com	Happy Home Assisted Living (Limited Clientele Facility)
22			608-987-5555	director@happyhome.com	Happy Home Assisted Living (Limited Clientele Facility)
23			608-987-5555	director@happyhome.com	Happy Home Assisted Living (Limited Clientele Facility)
24			608-987-5555	director@happyhome.com	Happy Home Assisted Living (Limited Clientele Facility)
TOTAL # NO RESPONSE / VACANT / NON-RES.	1	2	4		

This example is representative of survey distribution made through a combination of mailings, door-to-door/in-person, telephone and email. If the survey distribution method is another form, the contact information used for the alternative method must be on record. **Delete** any columns for distribution methods **not used** from *Form 5* when submitting the data to DEHCR.

Form 4 Form 5 Page 3 of 3

EXAMPLE
(FORM 5) INCOME SURVEY DISTRIBUTION EFFORTS TRACKING

Municipality: Village of Yourville

Survey Area: Main St./1st Ave./2nd Ave.

Survey Start Date: 10/2/2023

Village of Yourville

Survey #	Non-Residential / Commercial (enter "1" if applicable)	Vacant (enter "1" if applicable)	Date Confirmed Vacant OR Non-Residential/ Commercial:	Survey Response Date (if responded):	Survey Mailing #1 Date:	Survey Mailing #2 Date:	Email #1 Date:	Email #2 Date:	In-Person Contact/ Attempt #1 Date:	In-Person Contact/ Attempt #2 Date:	Phone Contact/ Attempt #1 Date:	Phone Contact/ Attempt #2 Date:
1				10/12/2023	10/2/2023							
2		1	10/11/2023	Vacant	10/2/2023							
3				10/10/2023	10/2/2023							
4				11/7/2023	10/2/2023	10/27/2023						
5			1	10/11/2023	Non-Residential	10/2/2023						
N/A-1			1	9/18/2023	N/A							
N/A-2			1	9/18/2023	N/A							
6	1			No Response	10/2/2023	10/27/2023	10/9/2023	10/16/2023	11/15/2023	11/20/2023	12/6/2023	12/14/2023
7				11/7/2023	10/2/2023	10/27/2023						
8				11/20/2023	10/2/2023	10/27/2023			11/15/2023	11/20/2023		
9				10/11/2023	10/2/2023							
10				10/16/2023	10/2/2023							
11				11/13/2023	10/2/2023	10/27/2023						
12				11/13/2023	10/2/2023	10/27/2023						
13			1	10/10/2023	Non-Residential	10/2/2023						
14				11/10/2023	10/2/2023	10/27/2023						
15				11/10/2023	10/2/2023	10/27/2023						
16				12/14/2023	10/2/2023	10/27/2023			11/15/2023	11/20/2023	12/6/2023	12/14/2023
17				12/6/2023	10/2/2023	10/27/2023			11/15/2023	11/20/2023	12/6/2023	
18				12/6/2023	10/2/2023	10/27/2023			11/15/2023		12/6/2023	
19		1	11/15/2023	Vacant	10/2/2023				11/15/2023			
20				10/9/2023	10/2/2023							
21				10/13/2023			10/2/2023				10/2/2023	
22				10/13/2023			10/2/2023				10/2/2023	
23				10/13/2023			10/2/2023				10/2/2023	
24				10/13/2023			10/2/2023				10/2/2023	
TOTAL # NO RESPONSE / VACANT / NON- RES.	1	2	4									

Form 6: Random Sample Survey Methodology Forms – EXAMPLE

If the UGLG administered a Random Sample Survey, the UGLG must complete and submit *Form 6 (Part 1-2)* and *Form 6 (Part 3)* in the *CDBG Income Survey Data Forms* (Microsoft Excel) document.

The example of the contents of *Form 6 – Part 1-2* and *Form 6 – Part 3* are shown below and on the following pages; and in “*Form 6 – Part 1-2 Ex*” and “*Form 6 – Part 3 Ex*” tabs in the *CDBG Income Survey Data Forms* (Microsoft Excel) document.

Form 6 – Part 1-2 Example:

Form 6 - Part 1-2 Page 1 of 1

(FORM 6 - PART 1-2) Random Sample Survey Methodology Survey Start Date:

(DO NOT ALTER FORM 6 - PART 1-2 FORMATTING BELOW)

Municipality:

Survey Area:

PART 1 - Summary of Randomization Process:

PART 2 - Random Number Generator Criteria Entered and Results Screenshots:

ADD SCREEN SHOTS BELOW OF NUMBER GENERATOR CRITERIA USED AND RESULTS AS SHOWN IN FORM 6 - PART 1-2 EXAMPLES. IF RANDOM NUMBER ASSIGNMENTS ARE TOO MANY TO FIT INTO SCREENSHOTS, COPY AND PASTE THE DATA AS GENERATED FROM THE RANDOMIZER SOURCE (SEE FORM 6 - PART 1-2 EXAMPLES).

EXAMPLES

(FORM 6 - PART 1-2) Random Sample Survey Methodology

Survey Start Date: **9/1/2023**

Municipality: **Town of Yourville**

Survey Area: **Community-Wide**

EXAMPLE #1 - RANDOMIZER.ORG

PART 1 - Summary of Randomization Process:

Used Randomizer.org. Randomized 100 families. Selected families for Original Sample and Oversample through corresponding Family #s to p1-p49 in Randomizer.org Results. Results are below. Selected an additional 2 families for the Oversample group (p50-p51) after determining 2 addresses in the Original Sample were vacant.

PART 2 - Randomizer.org Random Number Generator Criteria Entered and Results Screenshots:

EXAMPLE #2 - RANDOM.ORG

PART 1 - Summary of Randomization Process:

Used Random.org. Randomized 100 families. Initially selected families for Original Sample and Oversample through corresponding Family #s to 1-49 in Random.org List Randomizer. List insertion and list results are shown below. Selected an additional 2 families for the Oversample group (50-51) after determining 2 addresses in the Original Sample were vacant.

PART 2 - Random.org Random Number Generator Criteria Entered and Results Screenshots:

<https://www.random.org/lists/>

RANDOM.ORG Search: RANDOM.ORG Search
True Random Number Service

Advisory: We only operate services from the RANDOM.ORG domain. Other sites that claim to be operated by us are impostors. If in doubt, contact us.

List Randomizer

This form allows you to arrange the items of a list in random order. The randomness comes from atmospheric noise, which for many purposes is better than the pseudo-random number algorithms typically used in computer programs.

Part 1: Enter List Items

Enter your items in the field below, each on a separate line. Items can be numbers, names, email addresses, etc. A maximum of 10,000 items are allowed. Please don't enter anything you would consider confidential (here's why).

107 2nd St.
1001 CTH A
1001 Sunshine Ln.
1002 CTH A
1002 Sunshine Ln.
1003 CTH A
1003 Sunshine Ln.
1004 CTH A
1004 Sunshine Ln.
1005 CTH A

(you're viewing this form securely)

Part 2: Go!

Be patient! It may take a little while to randomize your list...

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[Terms and Conditions](#)

LIST RANDOM.ORG RESULTS FOR # ASSIGNMENTS AS SHOWN BELOW OR COPY SCREENSHOTS OF RESULTS AS SHOWN FURTHER BELOW:

List Randomizer

There were 100 items in your list. Here they are in random order:

1. 108 3rd St.
2. 1006 Sunshine Ln.
3. 12352 Country Rd.
4. 1010 Sunshine Ln.
5. 101 Lake St.
6. 112 1st St.
7. 103 1st St.
8. 101 Brighton St. - Unit 1
9. 1004 Sunshine Ln.
10. 104 2nd St.
11. 1008 Sunshine Ln.
12. 110 1st St.
13. 12349 Country Rd.
14. 104 1st St.
15. 104 Riverdale Lane, Seniors R Us Convalescent Care - Rm. 1
16. 1012 Sunshine Ln.
17. 1003 CTH A
18. 106 Lake St.
19. 1002 CTH A
20. 12351 Country Rd.
21. 1009 Sunshine Ln.
22. 105 2nd St.
23. 1009 CTH A
24. 108 1st St., Unit 1
25. 106 1st St.
26. 104 Riverdale Lane, Seniors R Us Convalescent Care - Rm. 3
27. 101 1st St.
28. 106 2nd St.

- 29. 109 2nd St.
- 30. 108 Green St.
- 31. 1005 CTH A
- 32. 1011 Sunshine Ln.
- 33. 107 Green St.
- 34. 110 Green St.
- 35. 12347 Country Rd.
- 36. 104 Riverdale Lane, Seniors R Us Convalescent Care - Rm. 2
- 37. 101 3rd St.
- 38. 103 Brown St.
- 39. 110 2nd St.
- 40. 101 Wisconsin St.
- 41. 102 Wisconsin St.
- 42. 103 3rd St.
- 43. 105 Brown St.
- 44. 1011 CTH A
- 45. 1001 Sunshine Ln.
- 46. 102 3rd St.
- 47. 1002 Sunshine Ln.
- 48. 1003 Sunshine Ln.
- 49. 12346 Country Rd.
- 50. 106 3rd St.
- 51. 103 Green St.
- 52. 104 Brighton St. - Unit 4
- 53. 103 Wisconsin St.
- 54. 107 2nd St.
- 55. 102 1st St.
- 56. 104 Riverdale Lane, Seniors R Us Convalescent Care - Rm. 5
- 57. 108 1st St., Unit 2
- 58. 103 2nd St.
- 59. 1006 CTH A
- 60. 105 3rd St.
- 61. 1012 CTH A
- 62. 109 Green St.
- 63. 102 Brown St.

64. 103 Lake St.
65. 104 Lake St.
66. 1010 CTH A
67. 103 Brighton St. - Unit 3
68. 108 2nd St.
69. 111 2nd St.
70. 1005 Sunshine Ln.
71. 12345 Country Rd.
72. 12350 Country Rd.
73. 104 Brown St.
74. 107 1st St.
75. 111 1st St.
76. 1008 CTH A
77. 101 Brown St.
78. 1001 CTH A
79. 105 1st St.
80. 1007 Sunshine Ln.
81. 12348 Country Rd.
82. 1007 CTH A
83. 102 Green St.
84. 101 Green St.
85. 106 Green St.
86. 107 3rd St.
87. 102 Lake St.
88. 104 Green St.
89. 101 2nd St.
90. 1004 CTH A
91. 104 Riverdale Lane, Seniors R Us Convalescent Care - Rm. 6
92. 112 2nd St.
93. 104 Riverdale Lane, Seniors R Us Convalescent Care - Rm. 4
94. 105 Green St.
95. 106 Brown St.
96. 101 Brighton St. - Unit 2
97. 105 Lake St.
98. 102 2nd St.

99. 109 1st St.
100. 104 3rd St.

IP: 165.189.255.60
Timestamp: 2023-08-15 20:23:03 UTC

RANDOM.ORG SCREENSHOTS OF RESULTS ARE SHOWN BELOW (submit in lieu of listing above):

Home Games Numbers Lists & More Drawings Web Tools Statistics Tooltips Learn More Login

RANDOM.ORG

True Random Number Service

Search:

Advisory: We only operate services from the RANDOM.ORG domain. Other sites that claim to be operated by us are impostors. If in doubt, contact us.

List Randomizer

There were 100 items in your list. Here they are in random order!

- 102 Green St.
- 103 Lake St.
- 1004 CTH A
- 106 2nd St.
- 1006 Sunshin Ln.
- 1290 Country Rd.
- 109 2nd St.
- 1005 CTH A
- 108 1st St., Unit 1
- 112 2nd St.
- 1018 Sunshin Ln.
- 1003 CTH A
- 103 2nd St.
- 1009 Sunshin Ln.
- 111 1st St.
- 104 Riverside Lane, Seniors R Us Convalescent Care - Rm. 5
- 107 1st St.
- 1005 Sunshin Ln.
- 108 Green St.
- 1010 CTH A
- 107 2nd St.
- 1004 Sunshin Ln.
- 104 Riverside Lane, Seniors R Us Convalescent Care - Rm. 2
- 105 2nd St.
- 101 Lake St.
- 1012 Sunshin Ln.
- 1280 Country Rd.
- 1008 CTH A
- 106 1st St.
- 102 Brown St.
- 102 Lake St.
- 1010 Sunshin Ln.
- 103 2nd St.
- 102 2nd St.
- 103 Green St.
- 1007 Sunshin Ln.
- 1003 CTH A
- 102 Wisconsin St.
- 101 Green St.
- 104 1st St.
- 1290 Country Rd.
- 109 1st St.
- 101 Brighton St. - Unit 1
- 102 1st St.
- 101 Brighton St. - Unit 1
- 1282 Country Rd.
- 105 Green St.
- 110 2nd St.

- 104 Lake St.
- 101 Brown St.
- 103 1st St.
- 106 2nd St.
- 104 2nd St.
- 106 Green St.
- 1011 CTH A
- 106 2nd St.
- 1005 CTH A
- 101 Wisconsin St.
- 104 Riverside Lane, Seniors R Us Convalescent Care - Rm. 1
- 1012 CTH A
- 1006 Sunshin Ln.
- 109 Green St.
- 107 2nd St.
- 112 1st St.
- 106 Lake St.
- 1001 Sunshin Ln.
- 107 Green St.
- 104 Riverside Lane, Seniors R Us Convalescent Care - Rm. 4
- 111 2nd St.
- 104 Brighton St. - Unit 4
- 103 Wisconsin St.
- 1290 Country Rd.
- 1007 CTH A
- 104 Green St.
- 103 1st St.
- 106 Brown St.
- 108 1st St., Unit 2
- 1003 Sunshin Ln.
- 106 Brown St.
- 105 2nd St.
- 103 Brown St.
- 1287 Country Rd.
- 102 2nd St.
- 101 Brighton St. - Unit 2
- 1280 Country Rd.
- 1002 Sunshin Ln.
- 104 Brown St.
- 110 Green St.
- 104 Riverside Lane, Seniors R Us Convalescent Care - Rm. 3
- 1006 CTH A
- 1003 CTH A
- 104 Riverside Lane, Seniors R Us Convalescent Care - Rm. 6
- 101 1st St.
- 106 Lake St.
- 110 1st St.
- 105 1st St.
- 103 1st St.
- 1291 Country Rd.

IP: 165.189.255.60
Timestamp: 2023-04-10 23:11:06 UTC

Don't use this service for giveaways! Use Multi-Round Giveaways instead. [More info](#)

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Form 6 – Part 3 Example:

Form 6 - Part 3

Page 1 of 4

EXAMPLE

(FORM 6 - PART 3) Random Sample Survey Methodology

Example is based on using Randomizer.Org.

Survey Start Date: **9/1/2023**

Municipality: **Town of Yourville**

Survey Area: **Community-Wide**

PART 3 - Random Number Assignments, Original Sample & Oversample

Family # Assigned for Randomization:	Street/Residential Unit Address:	Original Sample Assigned (41 families):	Oversample Assigned (additional 8 families + 2 replacing Vacants in Original Sample):	Original Sample # Non-Respondent replaced by Oversample Respondent:	NOT SELECTED for Either Sample Group:
29	107 2nd St.	p01			
7	104 Riverdale Lane, Seniors R Us Convalescent Care - Rm. 4	p02			
59	105 Green St.	p03 (vacant)			
17	108 1st St., Unit 1	p04			
76	1012 CTH A	p05 (non-respondent)			
1	101 Wisconsin St.	p06			
78	1002 Sunshine Ln.	p07			
92	104 Brighton St. - Unit 4	p08 (non-respondent)			
69	1005 CTH A	p09			
80	1004 Sunshine Ln.	p10			
64	110 Green St.	p11			
53	105 Lake St.	p12			
97	12349 Country Rd.	p13			
57	103 Green St.	p14			
65	1001 CTH A	p15			
32	110 2nd St.	p16			
42	108 3rd St.	p17			
82	1006 Sunshine Ln.	p18 (non-respondent)			
55	101 Green St.	p19			
41	107 3rd St.	p20			
11	102 1st St.	p21 (non-respondent)			
74	1010 CTH A	p22			
75	1011 CTH A	p23			
2	102 Wisconsin St.	p24			
40	106 3rd St.	p25			
81	1005 Sunshine Ln.	p26			
70	1006 CTH A	p27			

EXAMPLE

(FORM 6 - PART 3) Random Sample Survey Methodology

Example is based on using Randomizer.Org.

Survey Start Date: **9/1/2023**

Municipality: **Town of Yourville**

Survey Area: **Community-Wide**

PART 3 - Random Number Assignments, Original Sample & Oversample

Family # Assigned for Randomization:	Street/Residential Unit Address:	Original Sample Assigned (41 families):	Oversample Assigned (additional 8 families + 2 replacing Vacants in Original Sample):	Original Sample # Non-Respondent replaced by Oversample Respondent:	NOT SELECTED for Either Sample Group:
15	106 1st St.	p28 (non-respondent)			
79	1003 Sunshine Ln.	p29 (non-respondent)			
18	108 1st St., Unit 2	p30			
20	110 1st St.	p31			
67	1003 CTH A	p32			
73	1009 CTH A	p33 (non-respondent)			
94	12346 Country Rd.	p34			
84	1008 Sunshine Ln.	p35 (vacant)			
21	111 1st St.	p36			
34	112 2nd St.	p37			
35	101 3rd St.	p38 (non-respondent)			
39	105 3rd St.	p39			
68	1004 CTH A	p40 (non-respondent)			
77	1001 Sunshine Ln.	p41			
72	1008 CTH A		p42	p03 vacant	
89	101 Brighton St. - Unit 1		p43	p35 vacant	
85	1009 Sunshine Ln.		p44	p05	
4	104 Riverdale Lane, Seniors R Us Convalescent Care - Rm. 1		p45	p08	
90	101 Brighton St. - Unit 2		p46	p18	
71	1007 CTH A		p47	p21	
36	102 3rd St.		p48	p28	
58	104 Green St.		p49	p29	
47	105 Brown St.		p50	p33	
10	101 1st St.		p51	p38	
3	103 Wisconsin St.				p96
5	104 Riverdale Lane, Seniors R Us Convalescent Care - Rm. 2				p63

EXAMPLE

(FORM 6 - PART 3) Random Sample Survey Methodology

Example is based on using Randomizer.Org.

Survey Start Date: **9/1/2023**

Municipality: **Town of Yourville**

Survey Area: **Community-Wide**

PART 3 - Random Number Assignments, Original Sample & Oversample

Family # Assigned for Randomization:	Street/Residential Unit Address:	Original Sample Assigned (41 families):	Oversample Assigned (additional 8 families + 2 replacing Vacants in Original Sample):	Original Sample # Non-Respondent replaced by Oversample Respondent:	NOT SELECTED for Either Sample Group:
6	104 Riverdale Lane, Seniors R Us Convalescent Care - Rm. 3				p70
8	Convalescent Care - Rm. 5				p69
9	104 Riverdale Lane, Seniors R Us Convalescent Care - Rm. 6				p65
12	103 1st St.				p73
13	104 1st St.				p88
14	105 1st St.				p92
16	107 1st St.				p62
19	109 1st St.				p100
22	112 1st St.				p81
23	101 2nd St.				p55
24	102 2nd St.				p82
25	103 2nd St.				p56
26	104 2nd St.				p61
27	105 2nd St.				p58
28	106 2nd St.				p91
30	108 2nd St.				p99
31	109 2nd St.				p67
33	111 2nd St.				p87
37	103 3rd St.				p66
38	104 3rd St.				p89
43	101 Brown St.				p64
44	102 Brown St.				p60
45	103 Brown St.				p54
46	104 Brown St.				p86
48	106 Brown St.				p59
49	101 Lake St.				p98
50	102 Lake St.				p75

EXAMPLE

(FORM 6 - PART 3) Random Sample Survey Methodology

Example is based on using Randomizer.Org.

Survey Start Date: **9/1/2023**

Municipality: **Town of Yourville**

Survey Area: **Community-Wide**

PART 3 - Random Number Assignments, Original Sample & Oversample

Family # Assigned for Randomization:	Street/Residential Unit Address:	Original Sample Assigned (41 families):	Oversample Assigned (additional 8 families + 2 replacing Vacants in Original Sample):	Original Sample # Non-Respondent replaced by Oversample Respondent:	NOT SELECTED for Either Sample Group:
51	103 Lake St.				p80
52	104 Lake St.				p97
54	106 Lake St.				p57
56	102 Green St.				p56
60	106 Green St.				p68
61	107 Green St.				p79
62	108 Green St.				p85
63	109 Green St.				p95
66	1002 CTH A				p53
83	1007 Sunshine Ln.				p94
86	1010 Sunshine Ln.				p72
87	1011 Sunshine Ln.				p71
88	1012 Sunshine Ln.				p74
91	103 Brighton St. - Unit 3				p83
93	12345 Country Rd.				p84
95	12347 Country Rd.				p78
96	12348 Country Rd.				p76
98	12350 Country Rd.				p93
99	12351 Country Rd.				p90
100	12352 Country Rd.				p77

Form 8: Multi-Jurisdictional LMI Calculation Form – EXAMPLES

*For Calculating LMI Percentage for Service Area using a Combination of Income Survey Data and HUD LMISD (Multiple Survey Areas or Jurisdictions **ONLY**)*

The content and examples for *Form 8* are shown below and in “*Form 8 Ex*” tab in the *CDBG Income Survey Data Forms* (Microsoft Excel) document.

Form 8
Page 1 of 1

EXAMPLES

(FORM 8) Multi-Jurisdictional Service Area LMI Calculation

Municipality: Village of Yourville

Survey Area: Example. 1: Yourtown Fire District --- Example. 2: Census Tract 1 100.20-Blk. 1/ Tract 100.20 - Blk. 2/ Tract 100.30 - Blk. 1

Survey Start Date: 9/1/2023

Maps of the entire Service Area as well as each individual Survey Area and/or Census Tract (as applicable) must be submitted with the Income Survey Packet in the Service Area/Survey Area Maps section.

EXAMPLE #1

LMI calculation for a project benefitting/serving multiple jurisdictions, for which HUD LMISD Census Tract data are used for two jurisdictions (portions of 2 UGLGs); HUD LMISD Community-Wide for 1 jurisdiction (LMISD for 1 entire UGLG); and income survey data for 2 jurisdictions (census survey of 1 entire UGLG and census survey for a portion of 1 UGLG):

Jurisdictions/ Beneficiaries in Service Area	Data Source	# LMI Persons	# Persons Total Population
Town of Adamsville (Partial)	HUD LMISD Census Tract 100.20 - Block 1	340	1000
Town of Hillside (Partial)	HUD LMISD Census Tract 100.20 - Block 2	1740	3000
Town of Yourville	HUD LMISD Community-Wide	260	500
Village of Cantonville	Census Survey	280	400
Village of Madisontown (Partial)	Census Survey	100	150
TOTALS		2720	5050
SERVICE AREA (ALL) LMI %			53.86%

EXAMPLE #2

LMI calculation for a project benefitting/serving multiple Census Tracts, for which HUD LMISD are used for 2 Census Tracts and Random Sample Survey data are used for 1 Census Tract:

Jurisdictions/ Beneficiaries in Service Area	Data Source	# LMI Persons	# Persons Total Population
HUD LMISD Census Tract 100.20 - Block Group 1	HUD LMISD Census Tract 100.20 - Block 1	380	1000
HUD LMISD Census Tract 100.20 - Block Group 2	HUD LMISD Census Tract 100.20 - Block 2	1200	2000
HUD LMISD Census Tract 100.30 - Block Group 1	Random Sample Survey	1000	2000
TOTALS		2580	5000
SERVICE AREA (ALL) LMI %			51.60%

15.5 Appendix E: Service Area/Survey Area/Project Area Map Examples

Maps of the project area (i.e., the area in which the project activities/construction will occur) and service area (i.e., the area in which all primary beneficiaries reside; also known as the survey area) must be submitted with the CDBG application. More than one map may be required to illustrate the project area, location and types of the project activities, location of the residential addresses included as primary beneficiaries (i.e., families included in the income survey), and identification of income survey respondents, non-respondents, and vacant and business/non-residential properties.

Examples #1-#6 on the following pages illustrate the types of information to include on the Project Area Map(s) and Service Area/Survey Area Map(s).

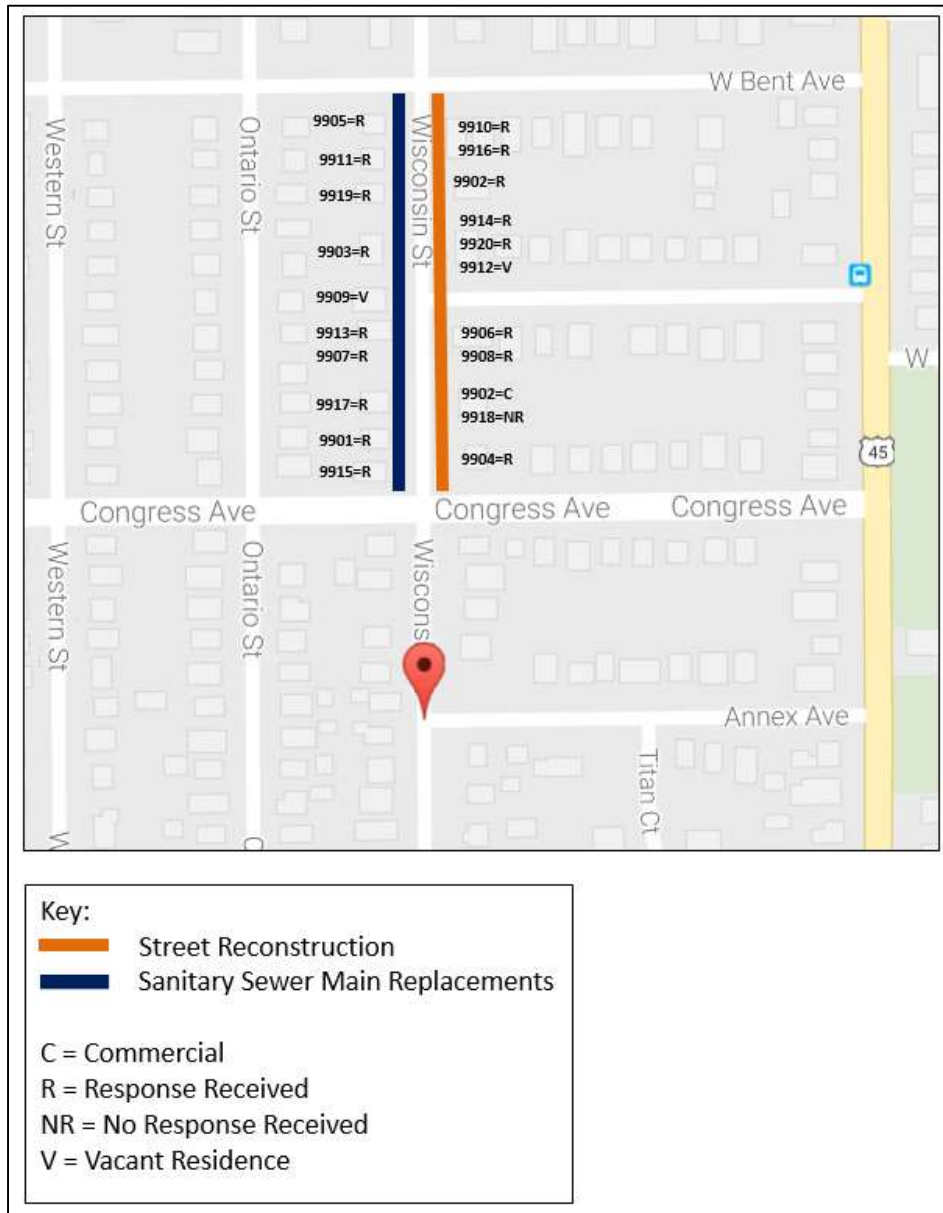
Maps of water and sanitary sewer mains/systems in the project area and service area are **required** for water/sanitary sewer projects to allow DEHCR to confirm the primary beneficiaries of the project.

Note: *Income survey responses are recorded in the CDBG Income Survey Data Forms provided by DEHCR, and when practical, recorded on the Survey Area Map(s). For surveys involving a large number of residences, tracking responses on the Survey Area Map(s) may not be practical. However, DEHCR must be able to associate family residences and non-residential properties listed on the CDBG Income Survey Data Forms with the locations on the Survey Area Map(s). At minimum, the service area/income survey area boundaries must be clearly marked on the Service Area/Survey Area Map(s). Refer to Appendix D in this guide for CDBG Income Survey Data Forms guidance.*

Map Example #1: Project Area/Survey Area Map with Response Type Tracking

Combination Map: Project Area Map with Project Activity Locations and Survey Area Map with Residential Address Locations and Response Type Tracking.

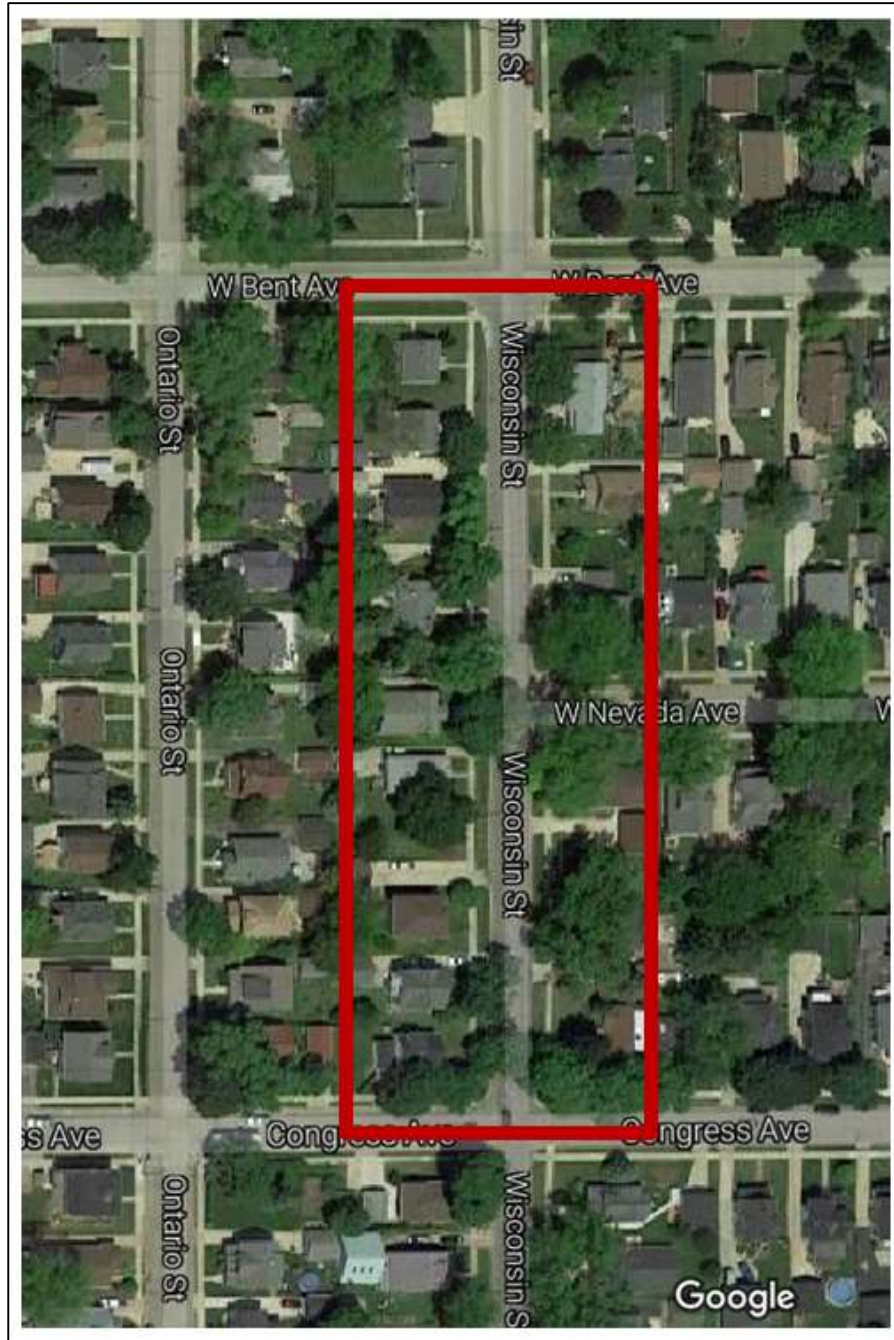
Mark respondents, non-respondents, and confirmed vacant and business/non-residential properties on the Survey Area Map. Track the data from the responses (i.e., income and race/ethnicity data) on a separate tracking sheet. Refer to Appendix D in this guide for the required CDBG Income Survey Data Forms that must be completed and submitted. Mark the types of work being completed in the service area on the Project Area Map(s) and/or the Survey Area Map.]



Map Example #2: Survey Area Map – Aerial View

Survey Area Map with Survey Area Boundaries Identified in Satellite View

This Survey Area Map illustrates the boundaries around the service area/survey area. The CDBG Income Survey Data Forms referenced in Appendix D must also be submitted with this map.



Map Examples: Project Area Maps – Utility Systems

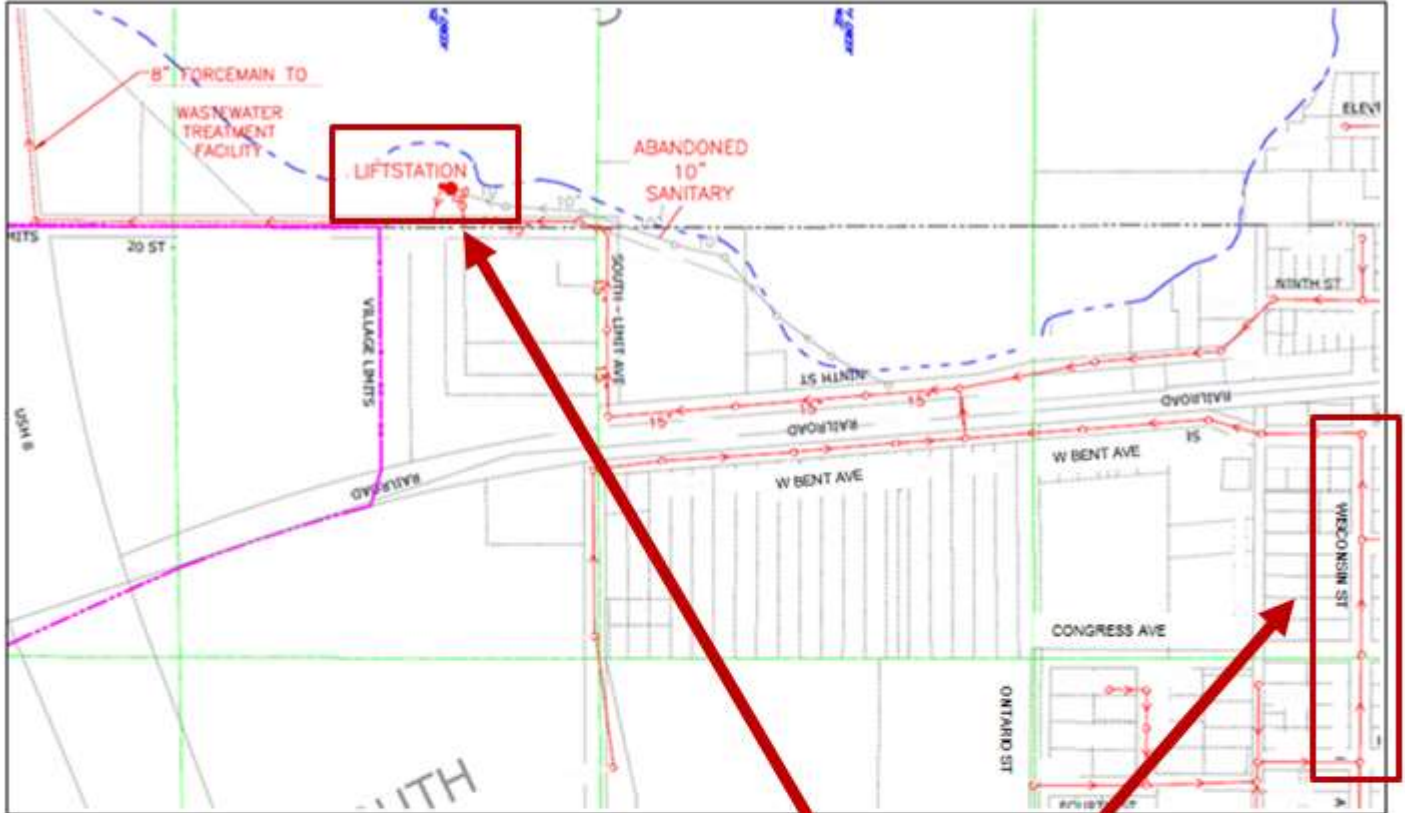
Utility system maps must be submitted with the Project Area Map(s) and Service Area/Survey Area Map(s) for projects involving wastewater treatment facility, lift station, well, water main and/or sanitary sewer main upgrades to illustrate the system components, facility locations, water/sewer main sizes, main connections, etc., which are reviewed to verify the scope of work and the primary beneficiary households (i.e., families to be surveyed).

Wastewater treatment facility, lift station, and well projects are often deemed to have community-wide benefit unless multiple treatment facilities/lift stations/wells are serving the community residences. Various factors are considered such as main sizes, flow direction, looping and other system components when determining the primary beneficiaries of a water/sanitary sewer main improvements project.

One or more Project Area Maps illustrating utility components, similar to Examples #3-#6 on the following pages in this guide, are to be submitted with the CDBG Income Survey Packet and the applicant's CDBG Application Attachments.

Map Example #3: Project Area Map – Utility System

Project Area Map: Illustration of Utility System Showing System Components, Wastewater Treatment Facility and Lift Station Locations, and Sanitary Sewer Mains



LEGEND

- MANHOLE
- SANITARY SEWER
- FORCE MAIN
- LIFTSTATION

NOTE: ALL SANITARY SEWER PIPE IS 8" UNLESS OTHERWISE NOTED.

PROJECT AREA:
 20TH STREET LIFT STATION UPGRADES (QUALIFYING AS LMI USING COMMUNITY-WIDE HUD LMISD) & WISCONSIN ST. SANITARY SEWER MAIN AND STREET REPLACEMENT (QUALIFYING AS LMI USING NEIGHBORHOOD AREA INCOME SURVEY)

Map Example #4: Project Area Map – Water & Sanitary Sewer Systems

Project Area Map: Illustration of Water and Sanitary Sewer Mains/Services in Project Area

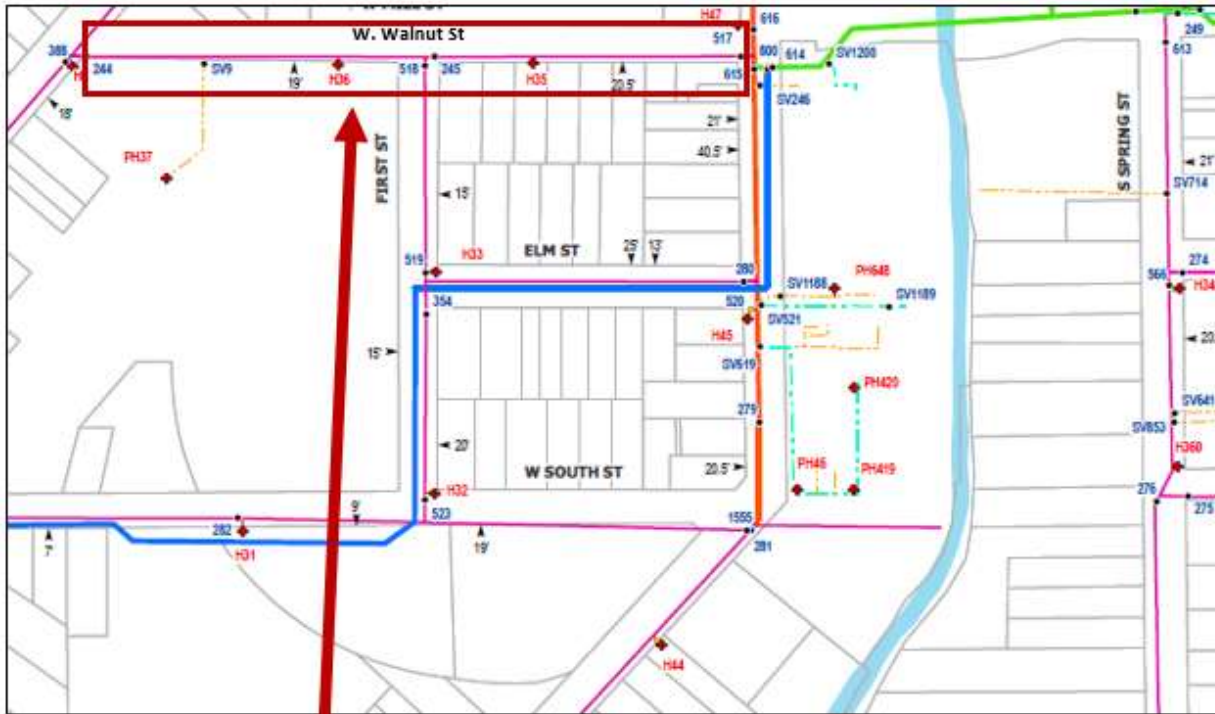


**PROJECT AREA: MADISON ST.
WATER, MAIN, SANITARY SEWER
MAIN, & STREET IMPROVEMENTS**

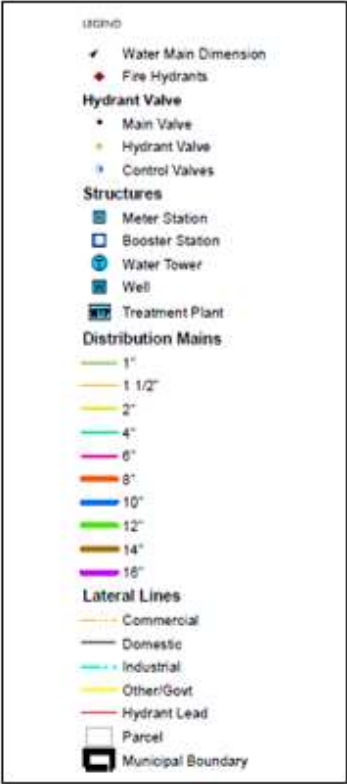
- Sanitary Gravity Main
- Sanitary Manhole
- Sanitary Lateral
- Water Manhole
- Hydrant
- Curb Stop
- Water Valve
- Water Lateral
- Water Main

Map Example #5: Project Area Map – Water Distribution System

Project Area Map: Illustration of Water Distribution System in Project Area

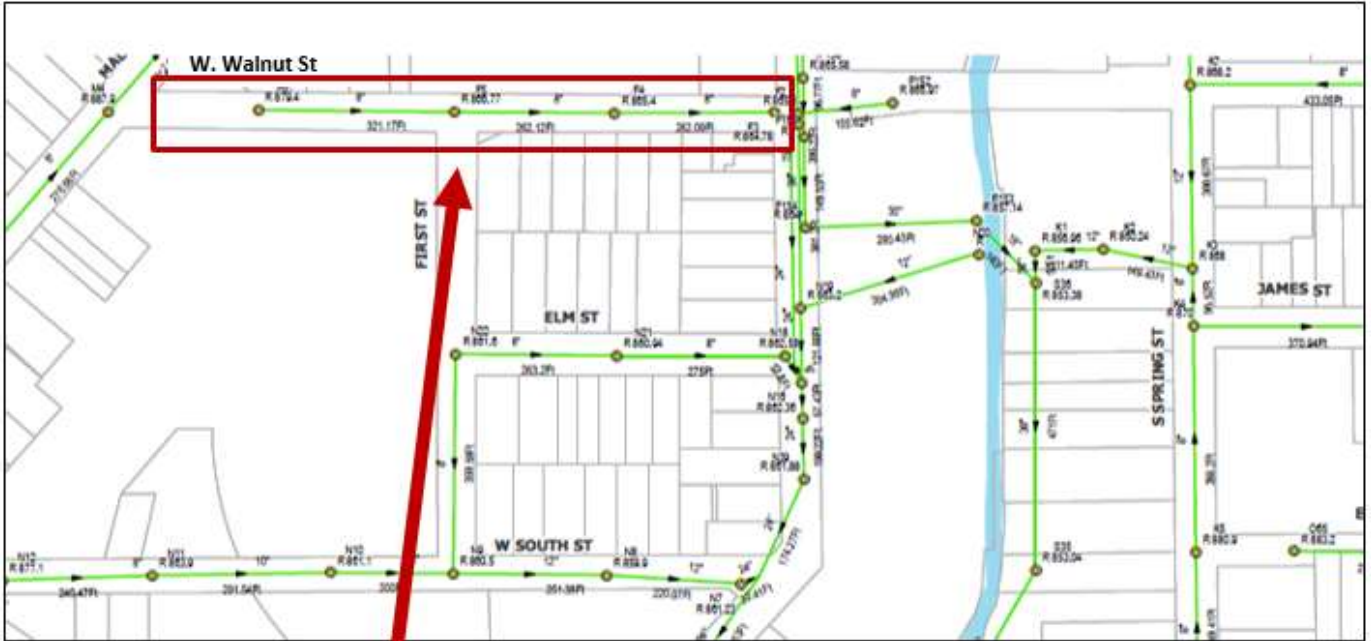


**PROJECT AREA: W. WALNUT ST.
WATER, SANITARY SEWER, STREET, &
STORM SEWER REPLACEMENTS/
IMPROVEMENTS**



Map Example #6: Project Area Map – Sanitary Sewer Distribution System

Project Area Map: Illustration of Sanitary Sewer Distribution System in Project Area



PROJECT AREA: W. WALNUT ST. WATER, SANITARY SEWER, STREET, & STORM SEWER REPLACEMENTS/IMPROVEMENTS

LEGEND

- Manhole
- Gravity Mains**
 - <all other values>
 - ABS Plastic
 - High Density Polyethylene
 - Polyvinyl Chloride
 - Reinforced Concrete
 - Reinforced Plastic (Truss)
 - Transite
 - Vitrified Clay
 - Unknown
 - Abandoned Main
 - Force Main
 - Service Lateral
- ☐ Comminutor
- ☑ Lift Station
- ☑ Treatment Plant
- ☐ Parcel
- ☐ Municipal Boundary

15.6 Appendix F: CDBG Income Survey Packet

A Microsoft Word version of the current *CDBG Income Survey Packet* template is linked on the [Resources and Trainings website](#) [under “General Resources”], to be customized for use and submission to DEHCR.

CDBG INCOME SURVEY PACKET TEMPLATE

INSTRUCTIONS:

Refer to the *CDBG Income Survey Guide* linked on the State of Wisconsin Department of Administration – Division of Energy, Housing and Community Resources (DEHCR) – [Resources and Trainings website](#) for the income survey requirements and *CDBG Income Survey Packet* document examples for Wisconsin’s State Community Development Block Grant (CDBG) programs.

The income survey documentation that is to be submitted to DEHCR for review and approval (either as pre-approval/certification or with a CDBG application – if an income survey is necessary to qualify the proposed project) is to include all applicable items listed on the *Income Survey Packet* cover pages that follow. **Submit all items in the format specified with the cover pages provided in this Packet template.** The *CDBG Income Survey Packet* must be emailed in PDF format and the *CDBG Income Survey Data Forms* document must be emailed in Microsoft Excel format to DEHCR (printable on 8 ½” x 11” paper) to DOACDBG@wisconsin.gov.

CDBG INCOME SURVEY PACKET

UGLG Name: _____

Survey Distribution Start Date: _____

Survey Distribution End Date: _____

PART 1: PROJECT DESCRIPTION / SERVICE AREA DESCRIPTION

Completion of this section is required for all Income Survey Packet submissions. [Note: The description of the project area and service area must also be submitted within a CDBG application, inserted where specified within the application form.]

- If the survey documentation is for a specific project (such as with a CDBG application submission), then check the Project Description box below and enter the description of the project on the next page.
- If no specific project is identified and the survey documentation is being submitted for a specific service area only, then check the Service Area Description box below and enter the description of the service area on the next page.
- If the survey documentation is for both a proposed project and for a service area for general use (e.g., a community-wide income survey to qualify a specific project and will be used in the future to qualify other projects having community-wide benefit), then check both options below and enter the description of the project and service area on the next page.
- An income survey approval/certification letter from DEHCR will be accepted with a CDBG application as verification that the LMI National Objective is being met *only if* the service area for the proposed project as described in the CDBG application is deemed to be **the same as** the service area/survey area on which DEHCR's income survey approval/certification was based. The determination will be made based on the project descriptions (in the CDBG application and *CDBG Income Survey Packet*), Project Map(s), and Service Area/Survey Area Map(s).

Click on the boxes below to check the applicable option(s), indicating which Description is inserted on the next page:

- Project Description with the scope of work and identification of the primary beneficiaries for the proposed project, including:
 - Type(s) of activity(ies) that will be completed for the proposed project;
 - Geographic location(s) of each activity that will be completed for the proposed project; and
 - Factors considered in determining the service area/survey area (i.e., the residents considered to be *primary* beneficiaries of the proposed project).

OR

- Service Area Description with the location and boundary details.

CDBG INCOME SURVEY PACKET

UGLG Name: _____

Survey Distribution Start Date: _____

Survey Distribution End Date: _____

PROJECT DESCRIPTION / SERVICE AREA DESCRIPTION:

[Enter Description Here]

CDBG INCOME SURVEY PACKET

UGLG Name: _____

Survey Distribution Start Date: _____

Survey Distribution End Date: _____

PART 2: SERVICE AREA/SURVEY AREA MAP(S)

INSTRUCTIONS:

Completion of this section is required for all Income Survey Packet submissions. [Note: The applicable maps must also be submitted with a CDBG application, inserted as attachments where specified within the application form.]

Click on the boxes below to check items included within this section of the CDBG Income Survey Packet and insert the applicable documents on the pages that follow this cover page:

- Map(s) of Project Area, with project location, type of work being completed on each street (if applicable), and service area/survey area boundaries marked (Project Area Map examples are provided in Appendix E of the *CDBG Income Survey Guide*) [Required if the income survey documentation submission is for a specific project or CDBG application.]

- Map(s) of Service Area/Survey Area, with service area/survey area boundaries marked. If practical, mark the residences surveyed; and responding, non-responding and vacant residences and business/non-residential properties. At minimum, the survey area boundaries and location in relation to the project area must be marked on the Service Area/Survey Area Map(s), and the survey response information for each residential address must be provided in the required *CDBG Income Survey Data Forms* shown in Appendix D in the *CDBG Income Survey Guide*. Service Area/Survey Area Map examples are provided in Appendix E in the *CDBG Income Survey Guide* [Required for ALL income survey documentation submissions.]

- Map(s) of Utility System/Components in the project area, required only if the survey data are being submitted for a specific project that will include water and/or sanitary sewer utility infrastructure improvements. [Required only if the survey documentation is submitted for a specific project that will include making water and/or sanitary sewer utility infrastructure improvements. If only water system improvements will be made, then only the water utility map(s) for the system and project service area must be included. If only sanitary sewer system improvements will be made, then only the sanitary sewer utility map(s) for the system and project service area must be included. If both water and sanitary sewer utility infrastructure improvements will be made, then both the water utility map(s) and sanitary sewer utility map(s) must be included. **The map(s) must show key components and connections, including relevant information such as main sizes, looping, dead ends, hydrant locations, directional flows within the systems, and/or other features that established the basis for the project need and for determining the boundaries of the service area/survey area (e.g., homes of primary beneficiary families).**
Note: If the project will only include wastewater treatment facility, well/well house, and/or lift station improvements, then only the location(s) of the facility(ies)/structure(s) being improved, and the location(s) of any facilities of the same nature that are located within and serving other parts of the community, are required to be shown on the utility map(s) (individual water/sewer main locations do not need to be shown on the map).]

CDBG INCOME SURVEY PACKET

UGLG Name: _____

Survey Distribution Start Date: _____

Survey Distribution End Date: _____

PART 3: INCOME SURVEY FORM & LETTERS/CORRESPONDENCE

INSTRUCTIONS:

Completion of this section is required for all Income Survey Packet submissions.

Click on the boxes below to check items included within this section of the CDBG Income Survey Packet and insert the applicable documents on the pages that follow this cover page:

- Income Survey Form (paper form) used to conduct the survey *[Applicable ONLY IF a paper form was used for the income survey initiative]*
- Income Survey Form (online/web-based form) used to conduct the survey (print the survey pages to PDF and include them in this section of the *Packet* – a web link to the survey form is not sufficient) *[Applicable ONLY IF an online/web-based form was used for the income survey initiative]*
- Income Survey Letter and/or other related correspondence sent to or made available to residents regarding the survey distribution and/or collection process (if applicable) *[Applicable ONLY IF letters, notices and/or announcements were used to advertise the income survey initiative]*
- Limited Clientele (LMC) Facility Letter(s)/Email(s) (if applicable) *[Applicable ONLY IF Limited Clientele data were obtained from an authorized LMC facility representative in lieu of individually surveying the residents of the LMC facility – Refer to Section 10.0 of the CDBG Income Survey Guide.]*
- Limited Clientele (LMC) Facility Income Qualification Information, i.e., the income limits or basis for income qualification used for housing subsidy qualification, to verify consistency with the HUD CDBG LMI income limits (if applicable) *[Applicable ONLY IF Limited Clientele data were obtained from an authorized LMC facility representative in lieu of individually surveying the residents of the facility AND the LMC group(s) housed/served include(s) LMI persons/families who are receiving housing at the facility contingent upon low-income-based qualification – Refer to Section 10.0 of the CDBG Income Survey Guide.]*

Note: Refer to Appendix B of the *CDBG Income Survey Guide* for survey form and letter templates and examples. The letter templates are optional tools and may be modified to fit the needs of the community, contingent upon the correspondence not including any language specified in the *CDBG Income Survey Guide* as restricted. Refer to Appendix C of the *CDBG Income Survey Guide* for an example of copying information from the CDBG Income Limits spreadsheet (linked on the [HUD CDBG Income Limits website](#)) into this *Packet*. Refer to Section 10.0 of the *CDBG Income Survey Guide* for guidance on Limited Clientele (LMC) facilities.

CDBG INCOME SURVEY PACKET

UGLG Name: _____

Survey Distribution Start Date: _____

Survey Distribution End Date: _____

PART 4: HUD CDBG INCOME LIMITS INSERTION

INSTRUCTIONS:

Completion of this section is required for all Income Survey Packet submissions.

Enter/insert the information requested below:

HUD CDBG Income Limits Source:

<https://www.hudexchange.info/resource/5334/cdbg-income-limits/>

Enter Fiscal Year (FY) of CDBG Income Limits Used and "Effective" Date: **<Enter Fiscal Year and the "Effective" Date as listed on the CDBG Income Limits website, e.g., FY2023, Effective 6/15/2023>**

County: **<Enter County Name>**

Date Accessed: **<Enter Access Date>**

HUD CDBG INCOME LIMITS FOR FAMILY SIZES 1-8:

[Insert a copy of HUD's CDBG Income Limits table or a screenshot of the table here, ***deleting and replacing this text***. Only include the column headings and relevant content from the HUD CDBG Income Limits Microsoft Excel spreadsheet, including the County name(s) and 80% Income Limits for Family Sizes 1-8 for the County(ies) in which the primary beneficiaries live. Refer to Appendix C in the *CDBG Income Survey Guide* for guidance and an example.]

INCOME LIMITS CALCULATIONS FOR FAMILY SIZES 9 AND ABOVE:

[Insert the values below for the income limit calculations for Family Sizes of 9-12; and add the calculations for Family Sizes 13 and above if applicable ***and delete the red text here***. Refer to Appendix C in the *CDBG Income Survey Guide* for guidance and an example.]

- Family of 9: (Family of 4 limit x .08) + (Family of 8 limit): $\$0 \times .08 = \$0 + \$0 = \0
- Family of 10: ((Family of 4 limit x .08) x 2) + (Family of 8 limit): $((\$0 \times .08) \times 2) = \$0 + \$0 = \0
- Family of 11: ((Family of 4 limit x .08) x 3) + (Family of 8 limit): $((\$0 \times .08) \times 3) = \$0 + \$0 = \0
- Family of 12: ((Family of 4 limit x .08) x 4) + (Family of 8 limit): $((\$0 \times .08) \times 4) = \$0 + \$0 = \0

CDBG INCOME SURVEY PACKET

UGLG Name: _____

Survey Distribution Start Date: _____

Survey Distribution End Date: _____

PART 5: CDBG INCOME SURVEY DATA FORMS

INSTRUCTIONS:

Completion of this section is required for all Income Survey Packet submissions.

CDBG Income Survey Data Forms submissions prior to CDBG application for DEHCR approval/certification:

- Submit all applicable data forms contained within the *CDBG Income Survey Data Forms* document (in Microsoft Excel) provided on the DEHCR – Community Resources – [Resources and Trainings](#) website [under the “General Resources” section].

These forms are also listed on the checklist on the next page. Submission for pre-approvals must include emailing the complete *CDBG Income Survey Packet* in PDF format (presented in the specified order and including all cover pages and specified content in this *CDBG Income Survey Packet* template) in PDF format and the *CDBG Income Survey Data Forms* document in Microsoft Excel format to DOACDBG@wisconsin.gov.

- If the *CDBG Income Survey Packet* is approved, the UGLG will receive an approval/certification letter from DEHCR. The DEHCR certification letter must be submitted with the CDBG Application in lieu of the complete *CDBG Income Survey Packet*. The UGLG should not resubmit documents in the *Packet* – Part 3 through Part 5 if the UGLG received DEHCR’s approval/certification letter for the survey. The project description from the *Packet* - Part 1 and the maps from the *Packet* - Part 2 should be included in the CDBG Application where specified in the application form.

Pre-application approval is **required** for all **CDBG Public Facilities (CDBG-PF) annual competitive applications** for which an income survey is used to verify meeting the LMI National Objective. The pre-application submission is due no later than **February 15th** of the application year. Later submissions will not be considered for the application year. Early submissions will be reviewed on a first-come-first-served basis.

For all other CDBG programs, pre-application approval is **optional/recommended**. Submissions will be reviewed on a first-come-first-served basis and pre-approvals are contingent upon staff availability and the number of submissions made at the same time. If the UGLG submits the *CDBG Income Survey Packet* for DEHCR’s approval prior to their CDBG application submission but DEHCR has not yet issued a decision or certification for the *Packet* when the UGLG is ready to submit their CDBG application, then the UGLG must submit a record of the pre-application submission of the *CDBG Income Survey Packet* (e.g., a copy of the email submission and DEHCR’s confirmed receipt email) with their CDBG application. DEHCR will review the income survey documentation as part of the full CDBG application review.

CDBG Income Survey Data Forms submissions with the CDBG Application (without DEHCR pre-approval/certification):

This option is *not* available to CDBG-PF annual competitive applications (for which pre-approval/certification is required). It is an option for all other CDBG programs.

- Submit the *CDBG Income Survey Packet* in PDF format and the *CDBG Income Survey Data Forms* document (the forms that are checked by the submitter on the next page) in Microsoft Excel format with a CDBG Application via email to DOACDBG@wisconsin.gov.

CDBG INCOME SURVEY PACKET

UGLG Name: _____

Survey Distribution Start Date: _____

Survey Distribution End Date: _____

PART 5: CDBG INCOME SURVEY DATA FORMS

INSTRUCTIONS:

Click on the boxes below to check the forms that are completed within the CDBG Income Survey Data Forms document, which must be submitted in Microsoft Excel format in conjunction with the PDF copy of this Income Survey Packet (DO NOT** insert PDF copies of the Income Survey Data Forms within this Packet):**

- Form 1A: Census Survey Income Survey Income Results Tabulation Form *[Required for Census Surveys only]*
- Form 1B: Random Sample Survey Income Results Tabulation Form *[Required for Random Sample Surveys only]*
- Form 1C: Sample Size / Margin of Error Calculations *[Required for ALL Surveys]*
- Form 2 & Form 3: Income Level Responses Form & Race/Ethnicity Responses Form *[Required for ALL surveys]*
- Form 4 & Form 5: Income Survey Distribution Contact List Form & Distribution Efforts Tracking Form *[Required for ALL surveys]*
- Form 6 Part 1-2: Random Sample Survey Methodology – Methodology Summary and Randomizer.org Screenshots *[Required for Random Sample Surveys only]*
- Form 6 Part 3: Random Sample Survey Methodology – Original Sample/Oversample Records *[Required for Random Sample Surveys only]*
- Form 7: Limited Clientele Residential Unit/Family Data Form *[Required only for surveys that included obtaining Limited Clientele data from the authorized facility representative in lieu of surveying the residents of the facility. Refer to Section 2.10 Surveying Residential Facilities Exclusively Housing Limited Clientele in this guide for the specifications.]*
- Form 8: Multi-Jurisdictional Service Area LMI Calculation Form *[Required only for UGLGs combining income survey data for some jurisdictions with HUD LMI Summary Data for other jurisdictions to calculate the LMI percentage for a multi-jurisdictional service area. Note: The jurisdiction map(s) must be provided as part of the Service Area/Survey Area Map(s) section.]*