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

*Do not include this first “Template” instructional page in your Income Survey Packet when submitting it to DEHCR for approval/certification. Only include the pages that follow. Be sure to keep the “header” content in your Income Survey Packet by changing the “Page Setup” to uncheck the “Different First Page” option prior to deleting this first page from your Packet:*

**

Uncheck this box prior to deleting this page from your Packet.

**PART 1: PROJECT DESCRIPTION / SERVICE AREA DESCRIPTION**

***INSTRUCTIONS:***

***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.

 **PART 1: PROJECT DESCRIPTION / SERVICE AREA DESCRIPTION**

[Enter Description Here]

**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).****]*

**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](https://www.hudexchange.info/resource/5334/cdbg-income-limits/)) into this *Packet*. Refer to Section 10.0 of the *CDBG Income Survey Guide* for guidance on Limited Clientele (LMC) facilities.

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

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

 **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.]*