

CDBG Survey Policies & Procedures

If the project does not serve all of the residents in a low-income census tract, block group or municipality, then a household survey must be conducted of all the people living in the area that will benefit from the project. The project beneficiaries and survey scope are determined by the Community and Department of Economic Development Officials. A typical project is one that is limited to a specific street or streets. If the last survey of the households in the project area was done more than five (5) years ago, then a new survey must be done. Any project applications submitted without required surveys will not be funded.

HUD low/moderate income guidelines listed in the following chart are utilized in determining whether more than 51% of the residents are of low or moderate income. For HUD purposes, all projects qualified by Household Survey must also list the Census Tract and Block Group where the project is located. This information can be obtained from the census map that is required to be submitted with the project description.

1	Above/Below	\$40,150.00
2	Above/Below	\$45,900.00
3	Above/Below	\$51,650.00
4	Above/Below	\$57,530.00
5	Above/Below	\$61,950.00
6	Above/Below	\$66,550.00
7	Above/Below	\$71,750.00
8 or more	Above/Below	\$75,750.00

FY 2020 Income Guidelines

The service area is the entire area to be served by the CDBG funded activity.

Principal responsibility for determining the area surveyed by the project/activity rests with each sub-grantee.

The sub-grantee will provide an Aerial map of the service area, narrative that defines the primary beneficiaries, and will have discussions with the project engineer.

The records needed to demonstrate compliance under LMA National Objective include the boundaries of the service area and the basis in determining those boundaries and the percentage of Low to Moderate income persons in the service area and the data used for determining that percentage (LMI worksheet.)

When conducting an income survey we are measuring a “Total Family Income” so it is important to understand the difference between a “Family” and a “Household”.

A **Family** includes, but not limited to, regardless of actual or perceived sexual orientation, gender identity, or marital status, the following:

- 1) A single person, who may be an elderly person, displaced person, disabled person, near elderly or any other single person.
- 2) A group of persons, residing together, and such group includes but is not limited to:
 - a. 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);
 - b. An elderly family;
 - c. A near elderly family;
 - d. A disabled family
 - e. A displaced family; and ,
 - f. The remaining member of a tenant family.

HUD recognizes three (3) types of Households.

A **Household** is defined as all persons who occupy a housing unit. A household may consist of person 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;

- 1) Elderly household, must be 60 and over and meet one of the following:
 - a. Living alone, or head of household or spouse of head of household.
 - b. Two or more elderly people living together.
 - c. An elderly person with a live in aid.
- 2) Disabled household must be:
 - a. A disabled person living alone and is head of household or is spouse of head of household.
 - b. Two or more disabled people living together
 - c. One or more disabled people have live in aides.
- 3) Family household does not have elderly or disabled people as head of household or spouse of head of household.

Before a survey commences a letter is distributed to the service area residents, the Local Municipal Building and another local gathering place where the residents can be informed that Lackawanna County will be conducting an income survey and what the income survey is used for.

We have three (3) general survey types at our disposal. A **mail** survey, a **phone** survey, and a **door-to-door** survey. Determining the size of the service area will help decide which survey to use for that particular project. On larger service areas we use a combination of all survey types starting with the **Mail** survey, followed by the **phone** and **door-to-door** survey. On a smaller service area we generally choose the **door-to-door** survey as that yields the highest rate of return on responses.

*All Survey information is obtained by a Lackawanna County Economic Development official. In special circumstances we can request the Borough/Township to assist the Economic Development official in obtaining the required survey information.