



CONDUCTING A CDBG INCOME SURVEY

Today's Trainer



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KW Consultants, LLC

Purpose of a Survey

- Determine if a CDBG National Objective can be met by a proposed project activity
- Obtain demographic information from survey area residents



Regulatory Requirements and Guidance

- Housing and Community Development Act of 1974 as amended
- 24 CFR 570.483(b)(1)
- CPD Notice 19-02
- CPD Notice 14-013



Program Service Area

True or False? The service area...

- Is always the legal boundaries of the applicant?
- Needs to coincide with census tract boundaries?
- Is based on the area where the benefitting residents live?



Survey Methodology

Two methods of survey:

- Census (100% survey of service area)
- Sampling (random sample of service area)

Which method should you use?



Sampling Surveys

Selecting the Sample:

- Define survey population (service area)
- Determine how many households need to be interviewed
- Make allowances for un-reachables and non-respondents
- Actual sample selection



Defining the Population

- Need accurate method to identify all households in the service area
- Police and Fire department address maps and municipal utility rosters are helpful
- Not everyone has a land line anymore
- Tax rolls can be misleading
- 911 rolls not typically available



Six Steps

1. Select the Survey Type
2. Develop the Questionnaire
3. Select the Sample
4. Conduct the Survey
5. Determine the Results
6. Document and Save your Results



Step One: Select Survey Type

1. Mail Survey
2. Face to Face interviews (Door to Door)
3. Telephone interviews
4. Web-based



Mailed Surveys

- Basic method for collecting data
- Survey form should be mailed with self-addressed return envelope
- Usually has lowest response rate



Face to Face Interviews

- Interviewer visits house directly
- Survey form completed onsite
- Interviewers need training
- Follow up visits usually required
- Highest response rate



Telephone Interviews

- Questions asked via telephone
- Need to ensure proper respondent answers questions



Web-based Surveys

- Questions asked via internet
- Need to ensure proper respondent answers questions
- May be the same format as mail survey



Table A – Summary Comparison of the Three Survey Methods

Dimension of Comparison	Mailed Questionnaire	Face-to-Face Interviews	Telephone Interviews
Cost	Moderate	High	Low
Data Quality: Response rate Respondent motivation Interview bias	Low Low None	High High Moderate	Moderate to High High Low
Sample quality	Low	High	Moderate
Interview length	Short	Very Long	Long
Ability to probe and clarify	None	High	High
Speed	Low	Low	High
Interviewer supervision	None	Low	High
Anonymity	High	Low	Low
Ability to use computer assistance during process	None	Possible	High
Dependence on respondent's reading and writing abilities	High	None	None
Control of context and question order	High	High	High

Step Two: Develop Questionnaire

1. Develop survey form
 - must either use the provided form or include at a minimum all content from approved form.
2. All respondents must be asked the same questions
3. Exact responses must be recorded as presented
4. Must be able to match house to survey



Step Three: Select the Sample

1. Determine the population
2. Determine the sample size
3. Select the survey group
4. How to replace families that cannot be surveyed
 - a) Non-responsive
 - b) Unreachable
 - i. Mail or Door to Door – at least 2 attempts
 - ii. Telephone – at least 3 attempts



Determine Sample Size

- Do not try to survey everyone unless the small sample size dictates it
- <http://fluidsurveys.com/university/survey-sample-size-calculator/>
- <https://www.calculator.net/sample-size-calculator.html?type=1&cl=90&ci=7&pp=50&ps=2390&x=77&y=12>
- <https://www.qualtrics.com/blog/calculating-sample-size/>



Statistical Guidelines

- Confidence Interval – no less than 90%
- Margin of Error (MOE) – the lesser of 10% of the MOE of the HUD provided census data for the equivalent geography



https://www.hudexchange.info/onecpd/assets/File/ACS_2015_lowmod_localgov_all.xlsx

1	GEOTYP	STATE	COUNTY	COUSUE	PLACE	CONCIT	NAME	STUSAB	LC	LOWMC	LM	LOWMODUNI	LOWMOD_PC	UCLOWMOI	UCLOWMOD_I
2935	PLACE	06			54388		Oroville East CDP	CA	1,490	2,485	4,690	8,115	30.62%		
2936	PLACE	06			54652		Oxnard city	CA	76,490	122,775	163,595	201,995	60.78%		
2937	PLACE	06			54764		Pacheco CDP	CA	1,870	2,710	3,475	4,280	63.32%		
2938	PLACE	06			54806		Pacifica city	CA	8,965	14,880	24,525	38,455	38.69%	14880	38.69%
2939	PLACE	06			54848		Pacific Grove city	CA	1,970	3,645	6,225	15,235	23.93%		
2940	PLACE	06			55044		Pajaro CDP	CA	1,590	2,545	2,940	3,150	80.79%		
2941	PLACE	06			55048		Pajaro Dunes CDP	CA	75	160	170	320	50.00%		
2942	PLACE	06			55058		Pala CDP	CA	350	480	565	1,000	48.00%		
2943	PLACE	06			55086		Palermo CDP	CA	1,915	3,245	4,015	5,895	55.05%		
2944	PLACE	06			55156		Palmdale city	CA	64,745	99,255	127,265	156,465	63.44%		
2945	PLACE	06			55184		Palm Desert city	CA	9,775	19,835	28,785	50,330	39.41%		
2946	PLACE	06			55254		Palm Springs city	CA	14,625	23,325	30,405	45,855	50.87%		
2947	PLACE	06			55282		Palo Alto city	CA	10,930	15,885	23,950	65,950	24.09%	17605	26.69%
2948	PLACE	06			55296		Palo Cedro CDP	CA	65	225	470	1,530	14.71%		
2949	PLACE	06			55380		Palos Verdes Estates city	CA	1,100	2,080	3,190	13,590	15.31%		
2950	PLACE	06			55422		Palo Verde CDP	CA	40	45	45	55	81.82%		
2951	PLACE	06			55506		Panorama Heights CDP	CA	10	15	30	30	50.00%		
2952	PLACE	06			55520		Paradise town	CA	6,385	10,660	15,710	25,810	41.30%		
2953	PLACE	06			55528		Paradise CDP	CA	60	70	90	170	41.18%		
2954	PLACE	06			55604		Paradise Park CDP	CA	110	260	370	515	50.49%		
2955	PLACE	06			55618		Paramount city	CA	24,510	37,465	48,670	54,715	68.47%		
2956	PLACE	06			55728		Parklawn CDP	CA	340	910	1,220	1,405	64.77%		
2957	PLACE	06			55751		Parksdale CDP	CA	1,525	2,095	2,670	3,280	63.87%		
2958	PLACE	06			55800		Parkway CDP	CA	8,030	11,090	12,910	15,285	72.55%		
2959	PLACE	06			55842		Parkwood CDP	CA	1,105	1,975	2,680	2,995	65.94%		
2960	PLACE	06			55856		Parlier city	CA	7,165	10,625	13,315	14,870	71.45%		
2961	PLACE	06			56000		Pasadena city	CA	40,500	61,005	82,105	135,980	44.86%		
2962	PLACE	06			56028		Pasatiempo CDP	CA	40	50	505	1,210	4.13%		
2963	PLACE	06			56042		Paskenta CDP	CA	20	60	85	85	70.59%		



https://www.hudexchange.info/onecpd/assets/File/ACS_2011_2015_lowmod_MOE_place.xlsx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	geoname	Stus	Sta	Pla	low	lowm	lmm	lowmodu	lowmod_f	moe_lowmod_f	uclowm	uclowmod_f	moe_uclowmod_f								
2945	Palm Desert city, California	CA	06	55184	9,775	19,835	28,785	50,330	39.4%	+/-2.60	0	0.00%	+/-0.10								
2946	Palm Springs city, California	CA	06	55254	14,625	23,325	30,405	45,855	50.9%	+/-2.10	0	0.00%	+/-0.10								
2947	Palo Alto city, California	CA	06	55282	10,930	15,885	23,950	65,950	24.1%	+/-1.80	17,605	26.70%	+/-1.90								
2948	Palo Cedro CDP, California	CA	06	55296	65	225	470	1,530	14.7%	+/-8.00	0	0.00%	+/-2.10								
2949	Palos Verdes Estates city, California	CA	06	55380	1,100	2,080	3,190	13,590	15.3%	+/-3.60	0	0.00%	+/-0.20								
2950	Palo Verde CDP, California	CA	06	55422	40	45	45	55	81.8%	+/-27.30	0	0.00%	+/-40.00								
2951	Panorama Heights CDP, California	CA	06	55506	10	15	30	30	50.0%	+/-46.20	0	0.00%	+/-54.10								
2952	Paradise town, California	CA	06	55520	6,385	10,660	15,710	25,810	41.3%	+/-3.90	0	0.00%	+/-0.10								
2953	Paradise CDP, California	CA	06	55528	60	70	90	170	41.2%	+/-24.00	0	0.00%	+/-17.30								
2954	Paradise Park CDP, California	CA	06	55604	110	260	370	515	50.5%	+/-23.30	0	0.00%	+/-6.10								
2955	Paramount city, California	CA	06	55618	24,510	37,465	48,670	54,715	68.5%	+/-2.50	0	0.00%	+/-0.10								
2956	Parklawn CDP, California	CA	06	55728	340	910	1,220	1,405	64.8%	+/-20.00	0	0.00%	+/-2.30								
2957	Parksdale CDP, California	CA	06	55751	1,525	2,095	2,670	3,280	63.9%	+/-11.90	0	0.00%	+/-1.00								
2958	Parkway CDP, California	CA	06	55800	8,030	11,090	12,910	15,285	72.6%	+/-4.00	0	0.00%	+/-0.20								
2959	Parkwood CDP, California	CA	06	55842	1,105	1,975	2,680	2,995	65.9%	+/-20.10	0	0.00%	+/-1.10								
2960	Parlier city, California	CA	06	55856	7,165	10,625	13,315	14,870	71.5%	+/-5.30	0	0.00%	+/-0.20								
2961	Pasadena city, California	CA	06	56000	40,500	61,005	82,105	135,980	44.9%	+/-1.70	0	0.00%	+/-0.10								
2962	Pasatiempo CDP, California	CA	06	56028	40	50	505	1,210	4.1%	+/-5.10	0	0.00%	+/-2.60								
2963	Paskenta CDP, California	CA	06	56042	20	60	85	85	70.6%	+/-23.70	0	0.00%	+/-30.70								

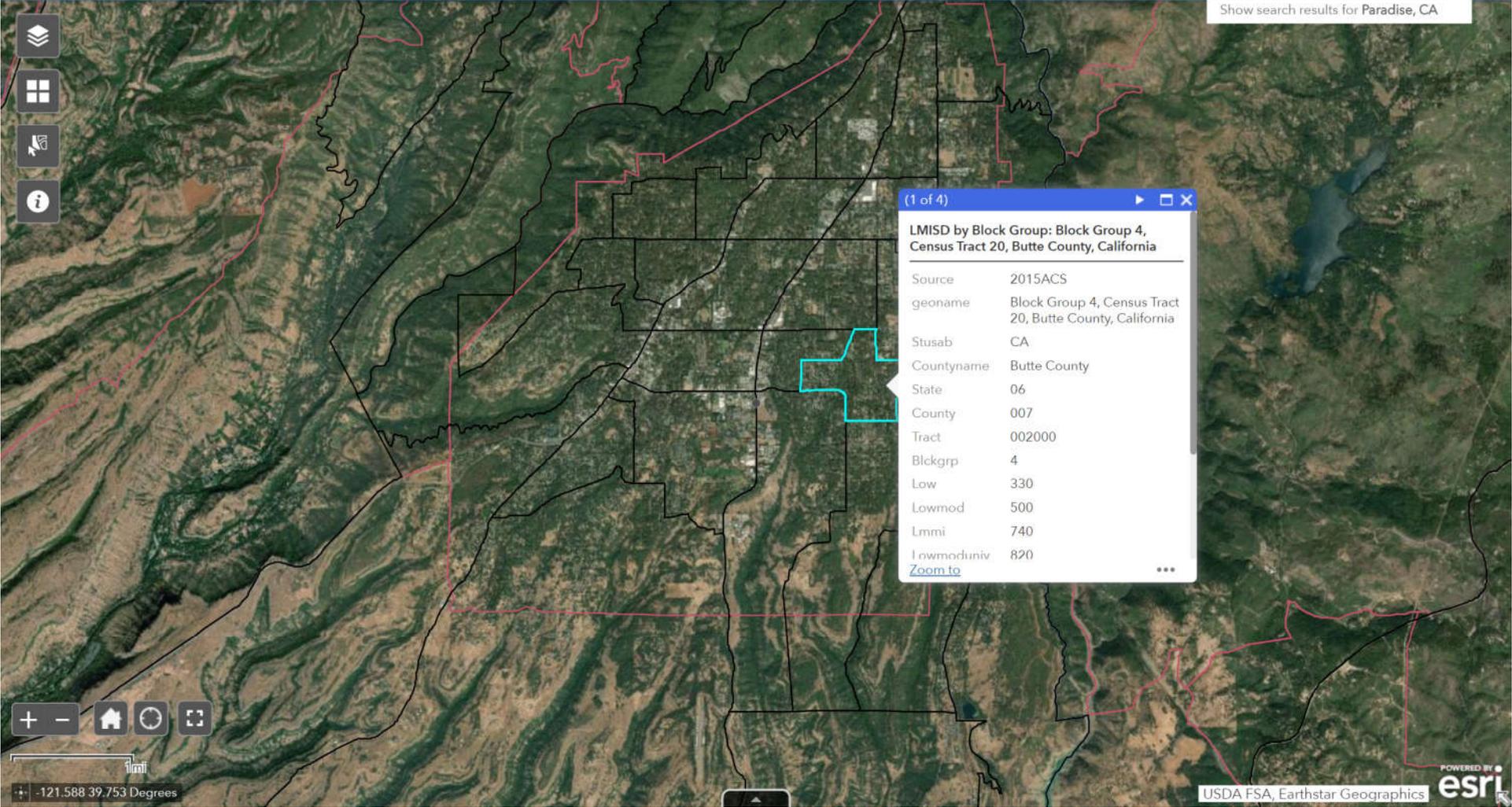


<https://hud.maps.arcgis.com/apps/webappviewer/index.html?id=ffd0597e8af24f88b501b7e7f326bedd>





Show search results for Paradise, CA



(1 of 4)

LMISD by Block Group: Block Group 4, Census Tract 20, Butte County, California

Source	2015ACS
geoname	Block Group 4, Census Tract 20, Butte County, California
Stusab	CA
Countyname	Butte County
State	06
County	007
Tract	002000
Blckgrp	4
Low	330
Lowmod	500
Lmmi	740
Lowmoduniv	820

[Zoom to](#) ...



-121.588 39.753 Degrees

Calculate your sample size:

Population Size:

Confidence Level: %

Margin of Error: %

[Calculate](#) [How the calculator works](#)



Your suggested sample size is:
-

*This Sample Size Calculator uses a normal distribution (50%) to calculate your optimum sample size.

KW

Calculate your sample size:

Population Size:

Confidence Level: %

Margin of Error: %

Calculate

How the calculator works



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KW



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[How the calculator works](#)



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How the calculator works



Your suggested sample size is:

-

*This Sample Size Calculator uses a normal distribution (50%) to calculate your optimum sample size.

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Small Cities - NEW | Office Supplies, Furniture, Techn... | FS Survey Sample Size Calculator - F x +

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Calculate your sample size:

Population Size:

Confidence Level: %

Margin of Error: %

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Your suggested sample size is:

123

You have your sample size, start collecting responses today!

[Get Started](#)

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Random Sample Generators

- All households in an area must have equal chance of selection
- Use random numbers table or on-line randomizer like www.randomizer.org or www.random.org
- Use the RAND formula in Excel Spreadsheet



GENERATE NUMBERS

How many sets of numbers do you want to generate?

▶ Help

How many numbers per set?

▶ Help

Number range (e.g., 1-50)

▶ Help

Do you wish each number in a set to remain unique?

RewardsCertificate.pdf

Show all ×





Number range (e.g., 1-50)

▶ Help

Do you wish each number in a set to remain unique?

▶ Help

Do you wish to sort the numbers that are generated?

▶ Help

How do you wish to view your random numbers?

▶ Help

RANDOMIZE NOW!



Small Cities - NEW x Research Randomizer x +

randomizer.org/#randomize

Apps QuickBooks Login Vendors Rachael Expenses Credit Card Offers New Tab QuickBooks Reports Web Soil Survey Low- and Moderate CPS HR Consulting

RESEARCH RANDOMIZER

RANDOMIZE TUTORIAL LINKS ABOUT

RESULTS

PRINT DOWNLOAD CLOSE

1 Set of 223 Unique Numbers
Range: From 1 to 1,151

Set #1

641, 533, 817, 1024, 127, 536, 103, 336, 420, 283, 796, 748, 459, 203, 464, 13, 877, 145, 146, 1040, 358, 431, 271, 865, 1071, 674, 560, 1091, 1094, 274, 184, 246, 589, 54, 524, 671, 937, 466, 746, 950, 1070, 9, 964, 1011, 579, 71, 841, 846, 729, 455, 820, 112, 414, 614, 476, 872, 900, 599, 132, 446, 609, 257, 754, 1150, 1021, 113, 107, 1102, 1062, 998, 99, 251, 424, 633, 190, 623, 241, 492, 970, 843, 569, 149, 1067, 1020, 542, 505, 489, 973, 1149, 1104, 206, 689, 346, 827, 427, 164, 478, 259, 487, 871, 345, 949, 4, 465, 50, 130, 1096, 627, 64, 267, 719, 723, 502, 364, 118, 232, 945, 1039, 417, 158, 65, 84, 819, 967, 792, 807, 390, 867, 340, 434, 893, 249, 1049, 363, 665, 596, 269, 728, 922, 515, 191, 1036, 645, 51, 697, 337, 583, 483, 422, 1, 90, 713, 296, 884, 994, 384, 123, 171, 704, 1143, 477, 595, 201, 180, 693, 380, 696, 845, 724, 669, 156, 97, 119, 749, 365, 1015, 1056, 1095, 1053, 348, 1025, 59, 438, 155, 73, 360, 400, 873, 802, 690, 655, 131, 37, 907, 679, 74, 343, 1109, 212, 772, 359, 217, 813, 562, 397,

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Price Match

Acer Nitro 5 15.6" Gaming



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Clipboard Font Alignment Number Styles Cells Editing Ideas Sensitivity

F1158

	A	B	E	F	G	H	U	V	W	X	Y
1	Survey Num	RAND	Owner	Property_Street	Property_City_ST_ZIP						
2	1		Current Resident	706 LAFAYETTE DR, #1	Paradise, CA 95967						
3	2		Current Resident	706 LAFAYETTE DR, #2	Paradise, CA 95967						
4	3		Current Resident	706 LAFAYETTE DR, #3	Paradise, CA 95967						
5	4		Current Resident	706 LAFAYETTE DR, #4	Paradise, CA 95967						
6	5		Current Resident	706 LAFAYETTE DR, #5	Paradise, CA 95967						
7	6		Current Resident	706 LAFAYETTE DR, #6	Paradise, CA 95967						
8	7		Current Resident	706 LAFAYETTE DR, #7	Paradise, CA 95967						
9	8		Current Resident	706 LAFAYETTE DR, #8	Paradise, CA 95967						
10	9		Current Resident	400 NORTH ST, #1	Paradise, CA 95967						
11	10		Current Resident	400 NORTH ST, #2	Paradise, CA 95967						
12	11		Current Resident	401 NORTH ST, #3	Paradise, CA 95967						
13	12		Current Resident	401 NORTH ST, #4	Paradise, CA 95967						
14	13		Current Resident	401 NORTH ST, #5	Paradise, CA 95967						
15	14		Current Resident	401 NORTH ST, #6	Paradise, CA 95967						
16	15		Current Resident	402 NORTH ST, #10	Paradise, CA 95967						
17	16		Current Resident	402 NORTH ST, #7	Paradise, CA 95967						
18	17		Current Resident	402 NORTH ST, #8	Paradise, CA 95967						
19	18		Current Resident	402 NORTH ST, #9	Paradise, CA 95967						
20	19		Current Resident	403 NORTH ST, #11	Paradise, CA 95967						
21	20		Current Resident	403 NORTH ST, #12	Paradise, CA 95967						
22	21		Current Resident	403 NORTH ST, #13	Paradise, CA 95967						
23	22		Current Resident	403 NORTH ST, #14	Paradise, CA 95967						
24	23		Current Resident	404 NORTH ST, #15	Paradise, CA 95967						
25	24		Current Resident	404 NORTH ST, #16	Paradise, CA 95967						
26	25		Current Resident	404 NORTH ST, #17	Paradise, CA 95967						
27	26		Current Resident	404 NORTH ST, #18	Paradise, CA 95967						
28	27		Current Resident	405 NORTH ST, #19	Paradise, CA 95967						
29	28		Current Resident	405 NORTH ST, #20	Paradise, CA 95967						
30	29		Current Resident	405 NORTH ST, #21	Paradise, CA 95967						

Logansport_parcel Sheet1

12:45 PM 11/19/2019

KW

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File Home Insert Draw Page Layout **Formulas** Data Review View Help Foxit PDF

fx Insert Function Recently Used Financial Date & Time

Lookup & Reference Math & Trig Name Manager Define Name Use in Formula Create from Selection Defined Names

Trace Precedents Trace Dependents Remove Arrows Show Formulas Error Checking Evaluate Formula Watch Window Formula Auditing Calculation

B2

1	Survey Num	RAND	Owner	City	ST	ZIP
2	1		Current Resident	Paradise, CA		95967
3	2		Current Resident	Paradise, CA		95967
4	3		Current Resident	Paradise, CA		95967
5	4		Current Resident	Paradise, CA		95967
6	5		Current Resident	Paradise, CA		95967
7	6		Current Resident	Paradise, CA		95967
8	7		Current Resident	Paradise, CA		95967
9	8		Current Resident	Paradise, CA		95967
10	9		Current Resident	Paradise, CA		95967
11	10		Current Resident	Paradise, CA		95967
12	11		Current Resident	Paradise, CA		95967
13	12		Current Resident	Paradise, CA		95967
14	13		Current Resident	Paradise, CA		95967
15	14		Current Resident	Paradise, CA		95967
16	15		Current Resident	Paradise, CA		95967
17	16		Current Resident	Paradise, CA		95967
18	17		Current Resident	Paradise, CA		95967
19	18		Current Resident	Paradise, CA		95967
20	19		Current Resident	Paradise, CA		95967
21	20		Current Resident	Paradise, CA		95967
22	21		Current Resident	Paradise, CA		95967
23	22		Current Resident	Paradise, CA		95967
24	23		Current Resident	Paradise, CA		95967
25	24		Current Resident	404 NORTH ST, #16		Paradise, CA 95967
26	25		Current Resident	404 NORTH ST, #17		Paradise, CA 95967
27	26		Current Resident	404 NORTH ST, #18		Paradise, CA 95967
28	27		Current Resident	405 NORTH ST, #19		Paradise, CA 95967
29	28		Current Resident	405 NORTH ST, #20		Paradise, CA 95967
30	29		Current Resident	405 NORTH ST, #21		Paradise, CA 95967

Logansport_parcel Sheet1



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File Home Insert Draw Page Layout **Formulas** Data Review View Help Foxit PDF

Insert Function: AutoSum, Logical, Lookup & Reference, Recently Used, Text, Math & Trig, Financial, Date & Time, More Functions

Defined Names: Name Manager, Define Name, Use in Formula, Create from Selection

Formula Auditing: Trace Precedents, Trace Dependents, Remove Arrows, Show Formulas, Error Checking, Evaluate Formula

Calculation: Watch Window, Calculation Options

B1153

	A	B	E	F	G	H	U	V	W	X	Y
1	Survey Num	RAND	Owner	Property_Street	Property_City_ST_ZIP						
2	1	0.837529748	Current Resident	706 LAFAYETTE DR, #1	Paradise, CA 95967						
3	2	0.349922302	Current Resident	706 LAFAYETTE DR, #2	Paradise, CA 95967						
4	3	0.44136287	Current Resident	706 LAFAYETTE DR, #3	Paradise, CA 95967						
5	4	0.294695971	Current Resident	706 LAFAYETTE DR, #4	Paradise, CA 95967						
6	5	0.596700374	Current Resident	706 LAFAYETTE DR, #5	Paradise, CA 95967						
7	6	0.132360532	Current Resident	706 LAFAYETTE DR, #6	Paradise, CA 95967						
8	7	0.846894009	Current Resident	706 LAFAYETTE DR, #7	Paradise, CA 95967						
9	8	0.397660995	Current Resident	706 LAFAYETTE DR, #8	Paradise, CA 95967						
10	9	0.513300332	Current Resident	400 NORTH ST, #1	Paradise, CA 95967						
11	10	0.193771363	Current Resident	400 NORTH ST, #2	Paradise, CA 95967						
12	11	0.499289597	Current Resident	401 NORTH ST, #3	Paradise, CA 95967						
13	12	0.275472488	Current Resident	401 NORTH ST, #4	Paradise, CA 95967						
14	13	0.710914664	Current Resident	401 NORTH ST, #5	Paradise, CA 95967						
15	14	0.979676326	Current Resident	401 NORTH ST, #6	Paradise, CA 95967						
16	15	0.254559775	Current Resident	402 NORTH ST, #30	Paradise, CA 95967						
17	16	0.070147157	Current Resident	402 NORTH ST, #7	Paradise, CA 95967						
18	17	0.347463514	Current Resident	402 NORTH ST, #8	Paradise, CA 95967						
19	18	0.148623094	Current Resident	402 NORTH ST, #9	Paradise, CA 95967						
20	19	0.067451574	Current Resident	403 NORTH ST, #11	Paradise, CA 95967						
21	20	0.539627837	Current Resident	403 NORTH ST, #12	Paradise, CA 95967						
22	21	0.359498326	Current Resident	403 NORTH ST, #13	Paradise, CA 95967						
23	22	0.82484886	Current Resident	403 NORTH ST, #14	Paradise, CA 95967						
24	23	0.170413791	Current Resident	404 NORTH ST, #15	Paradise, CA 95967						
25	24	0.356952505	Current Resident	404 NORTH ST, #16	Paradise, CA 95967						
26	25	0.737602159	Current Resident	404 NORTH ST, #17	Paradise, CA 95967						
27	26	0.075286274	Current Resident	404 NORTH ST, #18	Paradise, CA 95967						
28	27	0.712021366	Current Resident	405 NORTH ST, #19	Paradise, CA 95967						
29	28	0.72619261	Current Resident	405 NORTH ST, #20	Paradise, CA 95967						
30	29	0.873024677	Current Resident	405 NORTH ST, #21	Paradise, CA 95967						

Logansport_parcel Sheet1



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A2

	A	B	E	F	G	U	V	W	X	Y
1	Survey Numb	RAND	Owner	Property_Street	Property_City_ST_ZIP					
1148	1147	0.555683708	Current Resident	107 LUX ST	Paradise, CA 95967					
1149	1148	0.323055152	Current R							
1150	1149	0.414424572	Current R							
1151	1150	0.457285703	Current R							
1152	1151	0.059027256	Current R							
1153										
1154										
1155										
1156										
1157										
1158										
1159										
1160										
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1173										
1174										
1175										
1176										

Sort

+ Add Level - Delete Level Copy Options... My data has headers

Column

Sort by: RAND Cell Values Order: Smallest to Largest

OK Cancel

Logansport_parcel Sheet1



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U9

	A	B	E	F	G	H	U	V	W	X	Y
1	Survey Numb	RAND	Owner	Property_Street	Property_City_ST_ZIP						
2	890	0.17371257	Current Resident	601 PINE CT, #404	Paradise, CA 95967						
3	1134	0.70190288	Current Resident	105 PRINCETON LANE	Paradise, CA 95967						
4	1073			SET DR	Paradise, CA 95967						
5	632	0.2		MAPLEWOOD, #14	Paradise, CA 95967						
6	50	0.510291411	Current Resident	1001 NORTH ST	Paradise, CA 95967						
7	48	0.030733288	Current Resident	900 NORTH ST, #8	Paradise, CA 95967						
8	705	0.080221918	Current Resident	3437 LINDSAY DR	Paradise, CA 95967						
9	742	0.690393074	Current Resident	2626 GEORGE ST, #212	Paradise, CA 95967						
10	623	0.330569589	Current Resident	3131 GEORGE ST, #403	Paradise, CA 95967						
11	358	0.878586601	Current Resident	1749 COMMERCE DR, #1735	Paradise, CA 95967						
12	229	0.542512786	Current Resident	907 NORTH ST, #1	Paradise, CA 95967						
13	306	0.819879943	Current Resident	101 MALL RD, #403D	Paradise, CA 95967						
14	395	0.805150537	Current Resident	1320 SMITH STREET, #416	Paradise, CA 95967						
15	203	0.76337828	Current Resident	731 NORTH ST, #4	Paradise, CA 95967						
16	817	0.03945932	Current Resident	2626 GEORGE ST, #1404	Paradise, CA 95967						
17	976	0.364595084	Current Resident	100 W MIAMI AVE	Paradise, CA 95967						
18	328	0.983348832	Current Resident	101 MALL RD, #602	Paradise, CA 95967						
19	571	0.743398176	Current Resident	300 CASS PLAZA RD, #327	Paradise, CA 95967						
20	46	0.852500894	Current Resident	900 NORTH ST, #6	Paradise, CA 95967						
21	874	0.048340122	Current Resident	601 PINE CT, #204	Paradise, CA 95967						
22	811	0.745615662	Current Resident	2626 GEORGE ST, #1208	Paradise, CA 95967						
23	54	0.367195056	Current Resident	1011 NORTH ST, #2	Paradise, CA 95967						
24	1070	0.228146741	Current Resident	1015 RIVERSIDE DR	Paradise, CA 95967						
25	634	0.857159733	Current Resident	3303 MAPLEWOOD, #16	Paradise, CA 95967						
26	797	0.157793404	Current Resident	2626 GEORGE ST, #912	Paradise, CA 95967						
27	662	0.681817187	Current Resident	3303 MAPLEWOOD, #52	Paradise, CA 95967						
28	518	0.935513539	Current Resident	300 CASS PLAZA RD, #105	Paradise, CA 95967						
29	576	0.153764566	Current Resident	300 CASS PLAZA RD, #408	Paradise, CA 95967						
30	598	0.656074585	Current Resident	3131 GEORGE ST, #105	Paradise, CA 95967						

Logansport_parcel Sheet1



Step Four: Conduct the Survey

- Advance notice of survey is critical
- DO NOT bias the results
- Interviewer must follow process
- Survey etiquette must be followed
- Turn surveys over to the tabulator
- Each survey needs to be reviewed and edited for completeness and accuracy



Confidentiality

- Emphasize that results are confidential
- Questionnaire should not have respondents name, address or phone number
- Unique identifier should be used



Survey											Above	Below
#	Number	Rand	Name		Service Address	REC'D	Mail	Door #1	Door #2	LMI	LMI	
1	5000001	0.7844321	Kaminski, Kristen	or Current Resident	542 E. Michigan St.							
2	1000002	0.1889704	Rowe, Brian	or Current Resident	534 E. Michigan St.							
3	1500003	0.6940988	Irish Rentals LLC	or Current Resident	530 E. Michigan St.							
4	2000004	0.7053146	Miller, Rhonda	or Current Resident	526 E. Michigan St.							
5	2500005	0.4018636	Davis, Charles	or Current Resident	522 E. Michigan St.							
6	3000006	0.9478585	Brun, Bernadine	or Current Resident	518 E. Michigan St.							
7	3500007	0.7022159	Shilts, Michael	or Current Resident	510 E. Michigan St.							
8	4000008	0.8895326	Shilts, Michael	or Current Resident	506 E. Michigan St.							
9	4500009	0.3729427	Stone, Douglas	or Current Resident	502 E. Michigan St.							
10	5000010	0.7474656	Bird, Joseph	or Current Resident	496 E. Michigan St.							
11	5500011	0.8480655	Whitmer, Diana	or Current Resident	494 E. Michigan St. Lot 5							
12	6000012	0.3190109		Current Resident	494 E. Michigan St. Lot 7							
13	6500013	0.3588473		Current Resident	494 E. Michigan St. Lot 11							
14	7000014	0.9543435		Current Resident	494 E. Michigan St. Lot 14							
15	7500015	0.3339979	Gaertner, Jackie	or Current Resident	494 E. Michigan St. Lot 15							
16	8000016	0.6180021	Gaertner, Jennifer	or Current Resident	494 E. Michigan St. Lot 16							
17	8500017	0.1039535		Current Resident	494 E. Michigan St. Lot 17							
18	9000018	0.444706		Current Resident	494 E. Michigan St. Lot 18							
19	9500019	0.824859	Stambaugh, Larrie	or Current Resident	494 E. Michigan St. Lot 21							
20	10000020	0.9724196		Current Resident	494 E. Michigan St. Lot 22							
21	10500021	0.2599235		Current Resident	494 E. Michigan St. Lot 23							
22	11000022	0.4710285		Current Resident	494 E. Michigan St. Lot 24							
23	11500023	0.2254771		Current Resident	494 E. Michigan St. Lot 25							
24	12000024	0.6684336	Fuchs, Richard	or Current Resident	494 E. Michigan St. Lot 26							
25	12500025	0.3695389		Current Resident	494 E. Michigan St. Lot 27							
26	13000026	0.105714		Current Resident	494 E. Michigan St. Lot 28							
27	13500027	0.9674993		Current Resident	494 E. Michigan St. Lot 29							
28	14000028	0.0205416	Marlin, Patty	or Current Resident	494 E. Michigan St. Lot 30							



Step Five: Analyze the Results

- Analysis
- Consistency Checks
 - Compare to LMISD data
 - Random sample check
 - Geographical representation



Step Five: Analyze the Results

Low- and Moderate-Income Worksheet

1. Enter the Estimated total number of families in the service area 1. _____
2. Enter the total number of families interviewed 2. _____
3. Enter the total number of persons in the families interviewed 3. _____
4. Enter the total number of persons in the families interviewed who are low- and moderate-income persons 4. _____
5. Divide Line 4 by Line 3 5. _____
6. Multiply Line 5 by 100. This is the percentage of LMI persons in the service area 6. _____



What if its less than 51%

Applicant may not apply for projects using the National Objective of Benefit to Low and Moderate Income Persons – Area Wide



Step Six: Document Results

- Description of Service Area
- Population list used to select sample and how it was determined
- Description of process used to determine sample (i.e., random number generator)
- How and why members of selected sample were replaced
- Completed surveys
- Sample listing with unique identifiers for verification
- All documents must be available for HCD review



Lifespan of an Income Survey

- How long is the income survey good?
- What if there are significant changes?
- Surveys may be used more than once for the exact same service area



Challenges

1. Transient rental populations
2. Residents don't have land lines
3. Local utility records
4. People don't read newspaper
5. Property tax rolls



Techniques

- Pre-mailing
- Media
- GIS
- Utilities



Q & A

