

## 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. 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	\$33,150.00
2	Above/Below	\$37,850.00
3	Above/Below	\$42,600.00
4	Above/Below	\$47,300.00
5	Above/Below	\$51,100.00
6	Above/Below	\$54,900.00
7	Above/Below	\$58,700.00
8 or more	Above/Below	\$62,450.00

\*Effective 3.6.2015

Principal responsibility for determining the area surveyed by the project/activity rests with each sub-grantee. (Aerial map of the service area, narrative that defines the primary beneficiaries, discussions with 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** is defined as all persons living in the same household who are related by birth, marriage, or adoption.

A **household** is defined as all persons who occupy a housing unit.

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 you 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.



**LACKAWANNA COUNTY  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
SURVEY FORM**

This survey is necessary in order to obtain current estimates of the incomes of the residents to determine if an improvement project will qualify for Community Development Block Grant Program funding. Your cooperation in filling out this form will help the Lackawanna County Department of Economic Development determine the beneficiaries of the project. All information supplied on this form is strictly confidential. Results will be compiled by the Lackawanna County Department of Economic Development (570.963.6830).

**FAMILY INCOME**

Please circle the number of persons in your family and whether your family income is above or below the amount listed for your family size.

1	Above / Below	\$33,150
2	Above / Below	\$37,850
3	Above / Below	\$42,600
4	Above / Below	\$47,300
5	Above / Below	\$51,100
6	Above / Below	\$54,900
7	Above / Below	\$58,700
8 or more	Above / Below	\$62,450

Please indicate if the head of your Family falls into one or more of the following categories:

- Female                       62 Years of Age or Older                       Handicapped

Please indicate the ethnic category of the head of your family (select *only* one):

- Hispanic or Latino                       Not Hispanic or Latino

Please indicate the racial category(ies) of your family (select on or more):

- White                       Black or African American                       Asian  
 American Indian or Alaska Native                       Native Hawaiian or Other Pacific Islander

**CERTIFICATION**

The undersigned hereby certifies that all information supplied on this survey is true and correct. Any false statements made knowingly and willfully may subject the undersigned to penalties under section 1001 and 1010 of Title 18 of the United States Code.

Address \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Interviewer (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident (Signature)

\_\_\_\_\_  
Date

***Please return the completed survey form to:  
The Lackawanna County Department of Economic Development  
135 Jefferson Avenue, 2<sup>nd</sup> Floor  
Scranton, PA 18503***

For Office Use Only:		
<input type="checkbox"/> DTD	<input type="checkbox"/> Phone	<input type="checkbox"/> Mail