



Department
Of
Economic and Community Development
59 Statehouse Station
Augusta, Maine 04333

POLICY STATEMENT #19

Subject: Income Survey Methodology Handbook

Effective Date: 08/01/05 (For use with 2006 and all future CDBG Program Applications)

1. Introduction

Enclosed is the State of Maine Community Development Block Grant (CDBG) Program **Income Survey Methodology Handbook** which contains the mandatory procedures for conducting an income survey to determine whether the majority of persons in an area meet the HUD established Low and Moderate Income (LMI) guidelines. All completed surveys must be sent to the Office of Community Development (OCD) for approval. **No alternative income survey methodologies may be used in place of those established under this Policy Statement.**

CDBG guidance standards for conducting surveys, which are located at 24CFR 570.483(b)(1)(i) for the State program require surveys that are “methodologically sound” to be used as the basis for low to moderate income (LMI) area benefit when Census data are not used. In order to meet the CDBG National Objective of benefiting low and moderate income persons on an area-wide basis, an applicant for funding must demonstrate that at least 51% of the persons in a defined service area are at or below 80% of the county median income adjusted by family size.

2. Mandatory Survey Process

The Income Survey Methodology Handbook contains six-step **mandatory** procedure to assist localities develop surveys with acceptable levels of accuracy for the purpose of determining that at least **51 percent** of residents in a service area of a Maine State CDBG-funded project are LMI. The area to be served by a CDBG-funded activity need not be coterminous with census tracts or other officially recognized boundaries; it is critical that the service area be the entire area served by the activity—24CFR 570.483(b)(1)(i). In addition, the handbook includes directions for completion and required submission forms.

3. Minimum LMI Percentage Standards for Potential CDBG Service Areas

As a matter of Maine state CDBG policy established under this Policy Statement, any potential service area (***including community-wide and target areas***) where the most recent applicable census figures show a LMI percentage of **less than 46%** and the municipality cannot demonstrate to the satisfaction of the OCD that there have been significant changes that would reasonably be expected to cause a higher percentage of LMI residents since the last census; any survey results will not be accepted.

Prior to conducting an income survey for any area with an established LMI percentage of less than 46%, a community must first submit a Survey Waiver Form and required documentation to OCD. OCD will then review the waiver and issue an official ruling within 14 days. Refer to pages 3 and 25 of the handbook for details regarding the survey waiver process and to obtain a copy of the Survey Waiver Form.

4. Requirements for CDBG Income Surveys Submitted to OCD for Approval

For a CDBG income survey to meet the threshold requirements for a compliance review by OCD the following documentation as outlined on Page 17 of the **Income Survey Methodology Handbook** must be submitted in its entirety to OCD:

1. Survey Information Form
2. A map detailing all residential units in the survey area and indicating those selected for interview;
3. A copy of the random sample generated from the electronic program or random numbers table;
4. A complete list of all service area households;
5. Copies of all survey forms returned, both complete and incomplete;
6. Low and Moderate Income Worksheet;
7. Comparison of Distribution of Family Size & Family Income;
8. Beneficiary Profile; and
9. CDBG Survey Certifications.

5. Completeness of Survey Submissions, Required Forms, Review and Signatures and Approval by Local Board of Selectmen or Town/City Council

Incomplete or improperly packaged surveys will not be considered for approval. Only forms contained in the handbook may be utilized for submissions to OCD and the Survey Certifications Form must be reviewed and signed by a CDBG Certified Administrator from a Regional Planning Commission, Statistician from the Maine State Planning Office or other OCD certified Technical Assistance Provider, and formally approved by the board of selectmen or town/city council from the community submitting the survey.

6. The Income Survey Methodology Handbook is available on the OCD website at:

www.meocd.org – to view or download, click on “Forms and Materials”, then “Materials for Grantees” and scroll all the way down to “Surveys” and click to open – you will see the handbook as both a PDF and MS Word document