

## Conducting a Low and Moderate Income (LMI) Survey

If a project proposes to primarily benefit LMI persons, that benefit must be documented. If the project is community wide, 2000 HUD census data can be used to determine benefit (in cities with many census tracts, census data may be used for projects not community wide). For most applications, an income survey must be done to determine LMI benefit for projects that do not have a community-wide benefit.

### Survey Methods

All households in a project area must be given an equal chance to respond to a survey. If the area includes less than 300 households (as will most areas for projects that are not community wide), all households should be contacted. If the applicant wishes to use a sample for areas larger than 300 households, the sample must be selected randomly and must include at least 300 households to be valid. Group quarters (e.g., dormitories, jails and care facilities) are not households.

*House-to-house Survey:* A house-to-house survey is the preferred survey method. The survey may be distributed by mail and retrieved at each household. A door-to-door survey may also be read to a responsible adult, with answers tabulated by the surveyor. Response rates for a house-to-house survey should be very high (80 percent response or better is required).

*Telephone Survey:* A telephone survey is also acceptable. A response rate of 80 percent or better is required. It may be necessary to make evening calls to reach people at home.

*Unacceptable Methods:* These methods generally are unacceptable: mail-out/in survey with a low response rate; third party estimates of household income; and income assumptions about classes of people (e.g., elderly, mobile home residents or households with unemployed workers).

The applicant should use a simple survey form that includes the following:

- Explanation of why the survey is being conducted and purpose of the information;
- Assurance that responses will remain anonymous;
- Name of local official or responsible party who can answer questions about survey;
- Question on household size;
- Question on whether the household income is more or less than the appropriate county LMI amount for the household size; and
- Other appropriate questions, if desired (e.g., support for proposed project).

A sample survey instrument and LMI income list follows. The survey instrument should indicate the income figures used.

Verification of actual LMI benefit may be required; therefore, the applicant must keep all surveys on file for verification of LMI benefit for funded projects. Keep all individual survey responses completely confidential.

## SURVEY TABULATION

Applicants must complete a survey tabulation results sheet. Be sure to indicate the month and year the survey was conducted. The survey method used must also be described:

***Example: A random sample of households was obtained using the city's utility billing list and selecting every third household to get a minimum sample of 300 households. These households were then contacted by phone.***

Complete the survey tabulation results sheet as indicated. All numbers should be shown to two decimal places. Be sure to maintain copies of the survey instrument used and the tabulation sheet for your files.

### SAMPLE SURVEY

The City of Yourtown is conducting this survey to obtain information necessary to apply for a Wastewater Treatment Financial Assistance Grant. It is extremely important to the success of this application that you complete the following survey. There is no need for you to put your name on the survey. All information collected will be kept strictly confidential. If you have questions concerning this survey, please contact the City Clerk's Office at (phone #).

The City intends to apply for funds for water system improvements to replace old, deteriorating mains to improve water quality.

Check below the number of persons in this household, and **on the same line**, check whether the **household** income is above or below the dollar figure shown on that line:

**Example: A household in Polk County has 4 persons and a household income of \$40,500**

<input type="checkbox"/>	1 person household income	<input type="checkbox"/>	above	<input type="checkbox"/>	below \$38,150
<input type="checkbox"/>	2 person household income	<input type="checkbox"/>	above	<input type="checkbox"/>	below \$43,600
<input type="checkbox"/>	3 person household income	<input type="checkbox"/>	above	<input type="checkbox"/>	below \$49,050
<input checked="" type="checkbox"/>	4 person household income	<input type="checkbox"/>	above	<input checked="" type="checkbox"/>	below \$54,500
<input type="checkbox"/>	5 person household income	<input type="checkbox"/>	above	<input type="checkbox"/>	below \$58,850
<input type="checkbox"/>	6 person household income	<input type="checkbox"/>	above	<input type="checkbox"/>	below \$63,200
<input type="checkbox"/>	7 person household income	<input type="checkbox"/>	above	<input type="checkbox"/>	below \$67,550
<input type="checkbox"/>	8 or more household income	<input type="checkbox"/>	above	<input type="checkbox"/>	below \$71,900

<input type="checkbox"/>	1 person household income	<input type="checkbox"/>	above	<input type="checkbox"/>	below \$(county 1 person LMI)
<input type="checkbox"/>	2 person household income	<input type="checkbox"/>	above	<input type="checkbox"/>	below \$(county 2 person LMI)
<input type="checkbox"/>	3 person household income	<input type="checkbox"/>	above	<input type="checkbox"/>	below \$(county 3 person LMI)
<input type="checkbox"/>	4 person household income	<input type="checkbox"/>	above	<input type="checkbox"/>	below \$(county 4 person LMI)
<input type="checkbox"/>	5 person household income	<input type="checkbox"/>	above	<input type="checkbox"/>	below \$(county 5 person LMI)
<input type="checkbox"/>	6 person household income	<input type="checkbox"/>	above	<input type="checkbox"/>	below \$(county 6 person LMI)
<input type="checkbox"/>	7 person household income	<input type="checkbox"/>	above	<input type="checkbox"/>	below \$(county 7 person LMI)
<input type="checkbox"/>	8+ person household income	<input type="checkbox"/>	above	<input type="checkbox"/>	below \$(county 8+ person LMI)

Month and year the survey was conducted: \_\_\_\_\_

Thank you for completing this survey. The information will assist us in applying for a Wastewater Treatment Financial Assistance Grant.

**2008 HUD COUNTY INCOME LIMITS (80% OF MEDIAN FAMILY INCOME)**

<b>COUNTY</b>	<b>1 person 80% MFI</b>	<b>2 person 80% MFI</b>	<b>3 person 80% MFI</b>	<b>4 person 80% MFI</b>	<b>5 person 80% MFI</b>	<b>6 person 80% MFI</b>	<b>7 person 80% MFI</b>	<b>8 person 80% MFI</b>
<b>Benton</b>	\$34,100	\$38,950	\$43,850	\$48,700	\$52,600	\$56,500	\$60,400	\$64,300
<b>Black Hawk</b>	\$32,250	\$36,900	\$41,500	\$46,100	\$49,800	\$53,500	\$57,150	\$60,850
<b>Boone</b>	\$33,950	\$38,800	\$43,650	\$48,500	\$52,400	\$56,250	\$60,150	\$64,000
<b>Bremer</b>	\$34,450	\$39,350	\$44,300	\$49,200	\$53,150	\$57,050	\$61,000	\$64,950
<b>Buchanan</b>	\$30,750	\$35,100	\$39,500	\$43,900	\$47,400	\$50,900	\$54,450	\$57,950
<b>Carroll</b>	\$32,150	\$36,700	\$41,300	\$45,900	\$49,550	\$53,250	\$56,900	\$60,600
<b>Cedar</b>	\$33,400	\$38,150	\$42,950	\$47,700	\$51,500	\$55,350	\$59,150	\$62,950
<b>Cerro Gordo</b>	\$31,550	\$36,050	\$40,550	\$45,050	\$48,650	\$52,250	\$55,850	\$59,450
<b>Clinton</b>	\$31,450	\$35,900	\$40,400	\$44,900	\$48,500	\$52,100	\$55,700	\$59,250
<b>Dallas</b>	\$38,150	\$43,600	\$49,050	\$54,500	\$58,850	\$63,200	\$67,600	\$71,950
<b>Des Moines</b>	\$30,500	\$34,900	\$39,250	\$43,600	\$47,100	\$50,600	\$54,050	\$57,550
<b>Dickinson</b>	\$32,400	\$37,000	\$41,650	\$46,250	\$49,950	\$53,650	\$57,350	\$61,050
<b>Dubuque</b>	\$33,300	\$38,100	\$42,850	\$47,600	\$51,400	\$55,200	\$59,000	\$62,850
<b>Franklin</b>	\$30,800	\$35,200	\$39,600	\$44,000	\$47,500	\$51,050	\$54,550	\$58,100
<b>Fremont</b>	\$31,550	\$36,100	\$40,600	\$45,100	\$48,700	\$52,300	\$55,900	\$59,550
<b>Grundy</b>	\$32,250	\$36,900	\$41,500	\$46,100	\$49,800	\$53,500	\$57,150	\$60,850
<b>Guthrie</b>	\$38,150	\$43,600	\$49,050	\$54,500	\$58,850	\$63,200	\$67,600	\$71,950
<b>Hamilton</b>	\$31,000	\$35,400	\$39,850	\$44,250	\$47,800	\$51,350	\$54,850	\$58,400
<b>Hancock</b>	\$30,300	\$34,650	\$38,950	\$43,300	\$46,750	\$50,250	\$53,700	\$57,150
<b>Harrison</b>	\$37,600	\$42,950	\$48,350	\$53,700	\$58,000	\$62,300	\$66,600	\$70,900
<b>Henry</b>	\$32,150	\$36,750	\$41,350	\$45,900	\$49,600	\$53,250	\$56,950	\$60,600
<b>Humboldt</b>	\$31,450	\$35,950	\$40,450	\$44,950	\$48,550	\$52,150	\$55,750	\$59,350
<b>Iowa</b>	\$37,700	\$43,100	\$48,450	\$53,850	\$58,150	\$62,450	\$66,750	\$71,100
<b>Jasper</b>	\$34,100	\$38,950	\$43,850	\$48,700	\$52,600	\$56,500	\$60,400	\$64,300
<b>Jefferson</b>	\$31,300	\$35,800	\$40,250	\$44,700	\$48,300	\$51,900	\$55,450	\$59,050
<b>Johnson</b>	\$40,650	\$46,500	\$52,300	\$58,100	\$62,750	\$67,400	\$72,050	\$76,700
<b>Jones</b>	\$30,250	\$34,550	\$38,900	\$43,200	\$46,650	\$50,100	\$53,550	\$57,000
<b>Linn</b>	\$37,800	\$43,200	\$48,600	\$54,000	\$58,300	\$62,650	\$66,950	\$71,300
<b>Lyon</b>	\$31,000	\$35,450	\$39,850	\$44,300	\$47,850	\$51,400	\$54,950	\$58,500
<b>Madison</b>	\$38,150	\$43,600	\$49,050	\$54,500	\$58,850	\$63,200	\$67,600	\$71,950
<b>Marion</b>	\$33,700	\$38,500	\$43,350	\$48,150	\$52,000	\$55,850	\$59,700	\$63,550
<b>Marshall</b>	\$31,550	\$36,100	\$40,600	\$45,100	\$48,700	\$52,300	\$55,900	\$59,550
<b>Mills</b>	\$37,600	\$42,950	\$48,350	\$53,700	\$58,000	\$62,300	\$66,600	\$70,900
<b>Muscatine</b>	\$32,850	\$37,550	\$42,250	\$46,950	\$50,700	\$54,450	\$58,200	\$61,950
<b>Plymouth</b>	\$34,500	\$39,450	\$44,350	\$49,300	\$53,250	\$57,200	\$61,150	\$65,100
<b>Polk</b>	\$38,150	\$43,600	\$49,050	\$54,500	\$58,850	\$63,200	\$67,600	\$71,950
<b>Pottawattamie</b>	\$37,600	\$42,950	\$48,350	\$53,700	\$58,000	\$62,300	\$66,600	\$70,900
<b>Poweshiek</b>	\$32,100	\$36,700	\$41,250	\$45,850	\$49,500	\$53,200	\$56,850	\$60,500
<b>Scott</b>	\$33,650	\$38,500	\$43,300	\$48,100	\$51,950	\$55,800	\$59,650	\$63,500
<b>Shelby</b>	\$30,850	\$35,300	\$39,700	\$44,100	\$47,650	\$51,150	\$54,700	\$58,200
<b>Sioux</b>	\$31,550	\$36,050	\$40,550	\$45,050	\$48,650	\$52,250	\$55,850	\$59,450
<b>Story</b>	\$39,050	\$44,600	\$50,200	\$55,750	\$60,200	\$64,650	\$69,150	\$73,600
<b>Warren</b>	\$38,150	\$43,600	\$49,050	\$54,500	\$58,850	\$63,200	\$67,600	\$71,950
<b>Washington</b>	\$31,000	\$35,450	\$39,850	\$44,300	\$47,850	\$51,400	\$54,950	\$58,500
<b>Winnebago</b>	\$32,550	\$37,200	\$41,850	\$46,500	\$50,200	\$53,950	\$57,650	\$61,400
<b>Winneshiek</b>	\$31,350	\$35,850	\$40,300	\$44,800	\$48,400	\$51,950	\$55,550	\$59,150
<b>Woodbury</b>	\$31,200	\$35,650	\$40,100	\$44,550	\$48,100	\$51,700	\$55,250	\$58,800
<b>All Other Counties</b>	\$30,050	\$34,300	\$38,600	\$42,900	\$46,350	\$49,750	\$53,200	\$56,650