

## **Weld County CDBG Program Survey**

### **2024 Income Limits**

- 1-person household: \$64,150 maximum income
- 2-person household: \$73,300 maximum income
- 3-person household: \$82,450 maximum income
- 4-person household: \$91,600 maximum income
- 5-person household: \$98,950 maximum income
- 6-person household: \$106,300 maximum income
- 7-person household: \$113,600 maximum income
- 8-person household: \$120,950 maximum income

### **Question 1**

How many persons are there in your family living in this house including yourself?

\_\_\_\_\_

### **Question 2**

Is the current, combined income of all family members residing at this address (including any related, dependent persons over 65 or working dependent children over 18) above or below the figure shown on the chart (based on the number of persons in question one)?      \_\_\_\_ Above    \_\_\_\_ Below

## **Weld County CDBG Program Survey Methodology**

### **Definitions:**

Pursuant to 24 CFR 5.403, family includes but not limited to the following, regardless of actual or perceived sexual orientation, gender identity, or marital status:

- A single person, who may be an elderly person, displaced person, nearly-elderly person, or any other single person; or
- A group of persons residing together, and such group includes, but not limited to:
  - i. A family with or without children (the temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size).
  - ii. An elderly family—a family whose head (co-head), spouse, or sole member is a person who is at least 62 years of age. It may include two or more persons who are at least 62 years of age living with one or more live-in aides. (A live-in aide is a person who resides with one or more elderly persons or near elderly persons, or persons with disabilities).
  - iii. A near-elderly family—a family whose head (co-head), spouse, or sole member is a person who is at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides.
  - iv. Disabled family—a family whose head (including co-head), spouse, or sole member is a person with disabilities. It may include two or more persons with disabilities living together, or one or more persons with disabilities living with one or more live-in aides.
  - v. A displaced family—a family in which each member, or whose sole member, is a person displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.
  - vi. The remaining member of a tenant family.
  - vii. A single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family.

Pursuant to 24 CFR 570.3, household means all persons who occupy a housing unit. A household may consist of persons 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.

The definition of Income is - Adjusted gross income as defined for the purpose of reporting under Internal Revenue Service (IRS) Form 1040 or similar IRS form for individual Federal annual income tax purposes.

### **Determine Service Area Boundary**

The boundaries of the service area must be defined before deciding which data to use to determine the percentage of LMI persons and not vice versa. The principal responsibility for determining the area served by the activity rests with each CDBG subgrantee and the Weld County CDBG program.

**The activity may meet the LMI Area Benefit national objective if the boundaries of the service area are clearly defined and at least 51 percent of the residents are LMI persons.**

The Service Area Boundary determination may include the nature of the activity, location, and accessibility.

### **Determining LMI of Service Area**

Low-Moderate Income Summary Data is used to determine LMI.

If a survey is needed, it must be approved by the Weld CDBG staff:

Once the boundaries of the service area of the CDBG-funded activity have been defined, the next step is to determine the required percentage of residents that are LMI persons. For the Weld County CDBG program, 95% of the residents should be surveyed. The area to be surveyed must be approved by the Weld County CDBG program.

The subrecipient must use a door to door (face to face) survey process to determine LMI. The survey should be completed within an agreed upon time frame.

Save the completed questionnaires—preferably in a confidential manner. Use code numbers to conceal the identity of respondents

Save the list of respondents—preferably in a form that does not identify their responses

Save the description of the service area, the list of your sampling procedures (original sample, interview sheets or completed questionnaires, tabulations and a list or memo describing how other survey elements were handled, including replacements and replacement methods).

Save your data.

Turn in the surveys and list of addresses to Weld County CDBG program to verify calculations of LMI.

The Survey **must** be accessible to folks of disabilities and for those that English is not their primary language.

### **Determine a Sample Size for More Than 100 Households**

For Service Areas of more than 100 households, the subrecipient may use a sample size calculator. We suggest using <https://surveysystem.com/sscalc.htm> with a confidence level of 95% and a confidence interval of 4 to determine the needed sample to survey.

It is best to randomly select the sample to be used once sample size is determined. Note: the random selection method must be approved by the Weld CDBG Program before the survey is implemented.

### **Alternative or Additional Survey Questions**

Sometimes there may be more than one family living in a home. It may be prudent to ask as the first question:

**How many families currently reside at this Address?** (if more than one family, each family must complete a separate questionnaire)

### **Publicity**

To promote citizen participation, advance notice may be needed. A notice in a local newspaper or announcements at churches or civic organizations let people know that you will be conducting a survey to determine the income levels of the area. Citizens can also be informed through local government websites and/or email listserve used for sending announcements to residents. Also, neighborhood associations and civic organizations may have websites or email listserve that can be used for publicity. If people are notified in advance how, why, and when they will be contacted, they may be more likely to cooperate.

As with all aspects of the survey and questionnaire, any publicity must be worded so that it does not bias the results. For example, it is better to say that the community is applying for a CDBG grant and that, as part of the application, the community has to provide current estimates of the incomes of the residents of the service area. It is not appropriate to say that, in order for the community to receive the desired funding, a survey must be conducted to show that most of the residents of the service area have low and moderate incomes.