



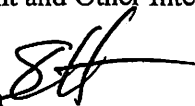
State of Mississippi

TATE REEVES
Governor

MISSISSIPPI DEVELOPMENT AUTHORITY

CSD POLICY STATEMENT #21-001

TO: All Local Units of Government and Other Interested Parties

FROM: Steven C. Hardin, Director
Community Services Division 

DATE: January 11, 2021

SUBJECT: Survey Process for 2021 CDBG-PF Applications

Purpose: To notify all interested parties of updates and changes to the Community Development Block Grant (CDBG) Program.

Discussion: The Community Development Block Grant (CDBG) program is administered by the Community Services Division (CSD) of the Mississippi Development Authority (MDA) and is designed for making grants to eligible counties or municipalities with an eligible project. Previously CSD has determined that existing household income surveys to be valid for a total of five years from the date of survey. In 2020 CSD began requiring surveys to be conducted by a new process in accordance with HUD's CPD Notice 19-02. For the 2021 CDBG Application award year, and going forward, it will be required that this surveying method below be used for each project. It should be noted that previous surveys are not valid, cannot be used, and the survey method described below should now be used for each and every new project and both the income portion and unserved portion are valid for one year from the date of the survey. A revised survey form as enclosed can be found on the MDA website at <https://mississippi.org>. This new surveying method will again be discussed in detail at the 2021 CDBG Application Workshop.

The surveying process below should now be followed for each new CDBG project:

STEP #1: Determine the total number of houses in the project area, or if it is town-wide, determine the total number of houses in the town. Once this has been determined, create a map with each and every house in the project area plotted and with all streets/roads labeled. Then, you must sequentially number each house in chronological order going up and down each street/road starting with #1 and numbering each until every house in the project area has been assigned a map ID number.

STEP #2: Once your numbered map is complete, go to the following Survey Monkey website:

<https://www.surveymonkey.com/mp/sample-size-calculator/>

This Survey Monkey website will allow you to calculate your sample size, or the number of houses that must be surveyed. The "Population Size" is the total number of households in the project area as plotted on your map. The "Confidence Level" should be set to "90". The

“Margin of Error” must be set to “10%”. Once the appropriate numbers have been inputted it will automatically create your sample size, or the total number of households that must be

surveyed. NOTE: At the completion of your surveying process you must have valid responses corresponding to the number of this survey monkey calculated sample size.

Example screen shot:

Calculate your sample size

Population Size (0) Confidence Level (%) (0) Margin of Error (%) (0)

Sample size

41

Send a 10-question survey for free in minutes and see the first 100 responses.

NOTE: You **MUST** print out your sample size page and include it in your application.

STEP #3: Once you have your households numbered, and have obtained your survey sample size, go to the following website:

<https://randomizer.org>

This website will allow you to randomize your sample size/number of required surveys. To generate your random list of house numbers, you must first input all required information as listed below:

“How many sets of numbers do you wish to generate?” – this will always be “1”.

“How many numbers per set?” – this will be the total number of households in your project area.

“Number Range” – this will be “1” *through* the total number of households in your project area.

“Do you wish each number to remain unique?” – this should always be “Yes”.

“Do you wish to sort the numbers that are being generated?” – this should always be “No”.

“How do you wish to view your random numbers?” – this should be “place markers within”.

This will generate your list of randomized house numbers.

*Once you have your list of randomized numbers (these random numbers will correspond to the house ID numbers on your map), you **MUST print out the page and include it in your CDBG application or your project surveys will be INVALID.**

STEP #4: You can now begin surveying by selecting the house ID numbers from the randomized list and surveying the corresponding households as listed on your map. Start with the first house ID number on the randomized list as your first household to survey. Continue surveying by following the ID numbers on the randomized list until you have valid responses/surveys totaling the number of households as determined by your survey monkey calculated sample size. If you come to a vacant house, or the household refuses to answer/sign the survey **you must document that on the survey form** and then continue surveying by following the randomized list until you have completed and valid surveys corresponding to your survey monkey calculated sample size.

Example of a project area with 100 households:

Below is the example of the generated list of randomized house numbers:

1 Set of 100 Unique Numbers

Range: From 1 to 100

Set #1

p1=70, p2=86, p3=85, p4=63, p5=69, p6=81, p7=49, p8=76, p9=5, p10=80,
p11=51, p12=75, p13=31, p14=6, p15=72, p16=53, p17=42, p18=92, p19=15,
p20=2, p21=39, p22=1, p23=58, p24=59, p25=74, p26=46, p27=78, p28=67,
p29=7, p30=40, p31=30, p32=60, p33=8, p34=36, p35=12, p36=84, p37=99,
p38=37, p39=35, p40=100, p41=93, p42=89, p43=66, p44=4, p45=26, p46=56,
p47=90, p48=32, p49=19, p50=11, p51=17, p52=20, p53=22, p54=96, p55=82,

The example above is of a project area with 100 households. If the survey monkey calculated sample size is 41 then you will start surveying with house ID # 70 (listed above as p1=70); then survey house ID # 86 (listed as p2=86); then survey house ID # 85 (listed as p3=85) through p41. Remember, you may need to continue through the list past p=41 if any of the p1 through p41 households are vacant or refuse to answer/sign the survey form. 41 is the total number of valid surveys that must be submitted in the example above because 41 was calculated as your sample size.

STEP#5: Calculate the LMI percentage of your project area by dividing your number of *LMI persons* (as per your completed surveys) by the *total number of persons* (as per your completed surveys) and then multiply by 100 to get your LMI percentage. 51% is the minimum LMI percentage required to qualify for CDBG funding - Do not round your answer (50.9% does not round to 51%.)

For more information on this process, please visit the HUD Exchange website for an informative video regarding the survey process at:

<https://www.hudexchange.info/programs/cdbg/cdbg-low-moderate-income-data/>

Contact: For all general question you may contact our office at (601) 359-3179. The Hearing Impaired may contact us at (601) 359-3119 (TTY).

We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin. The Mississippi Development Authority does not discriminate on the basis of disability in the admissions, or access to, or treatment, or employment in its programs or activities.

SCH:lm



INSTRUCTIONS FOR COMPLETING SURVEY FORM

1. RE: "Number of Persons in the Household."
This number will include all residents, even those temporarily away from the surveyed household (e.g. college students, persons on extended vacation, etc.)
2. RE: "Household Income"
This includes the total amount of income for every person living in the surveyed residency including persons temporarily away from the household. **Note: Income is not limited to salaries, wages, and tips. All other forms of income as specified by the Internal Revenue Service should be included (e.g. payments received from social security, pensions, annuities, dividends, taxable interest income, tax exempt interest income, IRA distributions, etc.)**
3. RE: "Above or Below"
This is the test for determining whether or not a residency may be considered a low- and moderate-income household. These income limits are set by the Department of Housing and Urban Development (HUD). Simply identify the box which appropriately determines the number of persons in the household. If the dollar amount in this box is above the total household income amount, check the "Above ()" category. If the dollar amount in the box is below the total household income amount, check the "Below ()" category. **Note: To determine the appropriate dollar amounts to be identified in each block, reference the current "Section 8 Income Limits" section found in the current CDBG Application Manual. * All information provided will be kept confidential.**
4. RE: "Data Reporting Information"
Ethnic and Household Information is needed for data reporting purposes (e.g. If two American Indian persons live in the household, then place the number "2" in the blank next to American Indian.)
5. RE: "Signature of Person Completing the Form"
This is the signature of the surveyor.
6. RE: "To Be Completed by Resident Providing Information"
The surveyor should ask the resident to complete this section of the survey form. This information is needed to allow for the validation of the survey information. The resident must sign and date the form and provide a telephone number. They will also need to check the applicable understanding. If this project does not hook any one up to a new service, this section does not need to be filled out. If this project does hook-up new services, they must check one of the three boxes. **Note: The telephone number provided will not be utilized unless a discrepancy in the survey is found - this will be confidential.**
7. Check the the bottom left corner of the survey form if the answer to Question 3 is determined to be "Below." If so, this residency is to be considered a "low- to moderate-income household."
8. RE: "Map House ID Number"
One this line indicate the ID number of the house as identified on the corresponding survey map. This survey map should distinctly indicate low- and moderate-income households, non-residential structures, as well as, the area in which the improvements are proposed. This information is needed to validate the survey. **Note: Survey information will not be accepted unless it is tied to a corresponding map.**

GRANT SURVEY FORM

(Read Instructions on the Reverse Side Before Completing)

Resident Providing Information: _____
(Please Print)

Street Address: _____
(Address) (City / State / ZIP)

Do You Own or Rent This House? _____ OWN _____ RENT

The following information is needed to document beneficiaries for the purpose of a CDBG Grant:

1. Determine the correct number of person(s) in the household and circle that number in the appropriate box below.
2. Look at the amount of money listed in the block that is circled. Is the total household income above or below that amount of money?
3. Place a check after either "Above" or "Below" to match the appropriate answer in Question 2.

1	2	3	4	5	6	7	8
Person	Persons	Persons	Persons	Persons	Persons	Persons	Persons
\$	\$	\$	\$	\$	\$	\$	\$
Above ()	Above ()	Above ()	Above ()	Above ()	Above ()	Above ()	Above ()
Below ()	Below ()	Below ()	Below ()	Below ()	Below ()	Below ()	Below ()

The income limits listed in the boxes above are from the county of: _____

DATA REPORTING INFORMATION:					
Complete the following table regarding the number of persons who will directly benefit from this project.					
IDIS Numbers	Total	Hispanic	IDIS Numbers	Total	Hispanic
11. White			19. American Indian/Alaskan Native and Black/African American		
12. Black/African American			20. Other Multi-Racial		
13. Asian			21. Female Heads of Household		
14. American Indian/Alaskan Native			22. Number of Minorities		
15. Native Hawaiian/Other Pacific Islander			23. Number of Elderly (+62)		
16. American Indian/Alaskan Native and White			24. Number of Handicapped		
17. Asian and White			25. Number of Children 18 or Younger		
18. Black/African American and White			20. Other Multi-Racial		
Check a Box Below Only if the Proposed Project Will Have Unserved Utility Hook-Ups					
<input type="checkbox"/> I understand that I qualify for the free utility hook-up and I will allow the applicant to provide hook-up to my home should the grant funds be approved. * <input type="checkbox"/> I understand that I do not qualify for the free utility hook-up, and I will pay for the hookup myself. <input type="checkbox"/> I <u>do not</u> want the utility hook-up provided to my home.					
*subject to state eligibility determination					

Signature of Person Completing this Form: _____

Signature of Resident Providing Information: _____

Home Telephone Number: _____

DATE THIS FORM COMPLETED: _____

_____ Check here if answer to Question 3 is "Below"

Map House ID Number _____