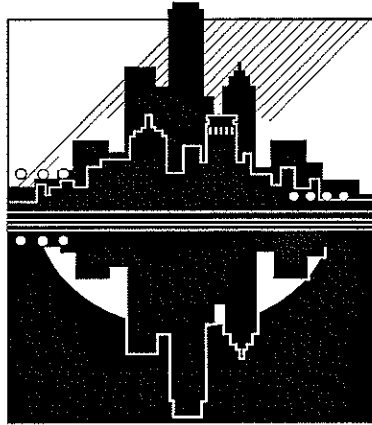


WEST VIRGINIA SMALL CITIES BLOCK GRANT PROGRAM



Technical Assistance Guide #12

Guidelines for Conducting Income Surveys

Program Year 2010

Effective Date: November 2, 2009

West Virginia Development Office
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Introduction/Purpose

The purpose of this document is to provide guidance to West Virginia counties and municipalities on acceptable methods of conducting income surveys for purposes of qualifying projects for funding from the West Virginia Small Cities Block Grant Program. **THESE GUIDELINES SUPERSEDE ALL PREVIOUS STATE GUIDELINES PERTAINING TO INCOME SURVEYS.**

Background

The West Virginia Small Cities Program allows the use of family income surveys as a means to demonstrate benefit of service area activities to low- and moderate-income persons.

The 1987 Amendments to the Housing and Community Act changed how HUD determines the low- and moderate-income level in non-metropolitan areas. The determination will now be based, in part, on the higher of either:

- ⇒ 80 percent of the median income of the county; or
- ⇒ 80 percent of the median income of the entire non-metropolitan area of the state.

The low- and moderate-income levels in Metropolitan Statistical Areas (MSAs) will continue to be determined on the basis of the entire MSA.

This definition applies both to current income data as well as 1990 Census data.

HUD issued revised low- and moderate-income limits in 2009 (see Attachment 1). These income limits are to be used in conjunction with surveys of Calendar Year 2009 family income. Applicants may submit previous income surveys, provided they used HUD income limits by family size (i.e., 1-person, 2-persons, 3-persons, 4-persons, 5-persons, etc.) and the current income limits have not decreased, the income survey is more current than 2000 Census data, the current sample size requirements are met, and the applicant can certify that conditions in the population of the area have not changed and the survey results may still be considered valid. Applicants are encouraged to use Census data whenever possible, as the change in the low- and moderate-income definition will enable many areas that could not previously qualify to qualify under the Census data. Revised Census data on low- and moderate-income persons is attached.

Survey Objective and Methodology

The objective of the survey is to determine whether 51 percent or more of the residents of the activity service area have incomes less than the current HUD low- and moderate-income limits applicable to their family size. The activity service area boundaries must be clearly defined in writing and mapping.

Several different methods may be used by the applicant to complete a survey, including:

- ⇒ door-to-door interviews
- ⇒ telephone interviews
- ⇒ mailed questionnaires

The first step in conducting the survey is to define the survey universe (i.e., the total number of families served by the activity and their geographic distribution within the activity service area). This can be established from Census data, maps, utility company listings, and/or a field count. Ideally, the applicant should develop a list of all families in the activity service area with addresses and/or telephone numbers.

The next step is to determine the sample size needed to obtain statistically reliable results (i.e., the number of families from which a valid survey response is needed). Attachment 2 is provided to assist applicants performing new income surveys in determining the appropriate sample size (S) for a given universe (U) - U again being the total number of families in the activity service area. If the activity service area to be surveyed does not exactly fit the size on the attached table, the applicant should use the nearest number (U) in the table.

The next step is to select the individual families to be included in the sample. This must be done in such a way that every family has an equal chance of being selected. Applicants may use either of the following methods to obtain the required sample:

1. **Random Sampling**

In random sampling, every family in the activity service area (i.e., the survey universe) is assigned a consecutive number from one to the total number of families in the activity service area. The sample of families to be included in the survey is then drawn from this list using random numbers. These numbers may be obtained from a statistical random numbers table or a calculator or computer software package that generates random numbers.

Where the location of families in the activity service area is identified on a map and the applicant wishes to conduct door-to-door interviews, the applicant would simply number each family consecutively on the map from one to the total number of families in the activity service area and then randomly select those families to be included in the sample in advance of conducting the interviews.

For random sampling where telephone interviews are to be used, one would simply number each residential listing in the activity service area from one to the total number of residential listings in the telephone directory for the activity service area. The families to be included in the sample will be randomly selected from this list in advance of the interview.

For a mail questionnaire, the applicant would assign a consecutive number to each family on a comprehensive address list of families in the activity service area from one to the total number of families on the list and then randomly select from this list those families to be included in the sample in advance of mailing out the questionnaire.

Random sampling, when properly done, has a high degree of reliability. It is fairly complex, however, and is best suited to very large or populous activity service areas.

2. **Systematic Sampling**

Systematic sampling is similar to random sampling in that a specific subset of families is selected for the survey. The survey is carried out by picking a family at random as the starting point and then surveying every second, third, fourth, fifth, etc., family in the activity service area as may be necessary to obtain the required sample size. The required sampling interval may be obtained by dividing the universe (U) by the sample size required (S).

In systematic sampling, the sampling method must be applied uniformly to all families in the activity service area in order to provide a representative sample.

Applicants should be aware that they will not get a response from every family contacted and that they may need to adjust their sample size upward to account for this, depending on the type of survey method used. Direct interviews, for example (i.e., telephone and door-to-door), are known to have fairly high rates of response (see table below). Mail survey response rates are somewhat lower. The applicant will need to adjust its sample size accordingly. Using the example of a neighborhood containing 400 families, which requires a sample size of 196 families, and assuming the applicant does a mail questionnaire with letter followup, the applicant can expect to have to survey between 326 and 392 households (i.e., 196 divided by .60 and 196 divided by .50) to get the required sample of 196. It is very important that the applicant follow up with nonrespondents to minimize the amount of oversampling required.

Expected Response Rates for Different Types of Surveys

| <u>Survey Type</u> | <u>Expected Rate of Response</u> |
|-------------------------------|----------------------------------|
| Mail | 25-50% |
| Mail, with letter followup | 50-60% |
| Mail, with telephone followup | 50-80% |
| Telephone | 75-90% |
| Door-to-Door | 75-90% |

Source: U.S. Department of Housing and Urban Development

The importance of obtaining a representative, unbiased sample in surveys is reemphasized. Applicants must keep all survey responses and related documentation on file. Should it be determined that the survey was not truly representative and/or was somehow biased, the community may be required to repay the Small Cities grant to the state.

Surveys prepared for another funding agency may be acceptable provided they meet or exceed Small Cities Guidelines and each survey is transferred to the SCBG "Sample Area Income Survey Form." (Attachment 3) The results of any income survey must be certified by a local elected official, and the survey results and methodology must be included in the Small Cities application.

In all cases, the applicant should consult with the Community Development Division concerning the specific survey instrument and methodology to be used, prior to conducting the survey.

Survey Forms

A sample Small Cities survey form and low- and moderate-income worksheet (Attachments 3 and 4) are provided for your consideration and/or use. Applicants are responsible for ensuring that family income survey forms are filled out accurately and completely. Be sure to ask for the appropriate Calendar Year family income. Only survey forms that are completely and properly filled out may be used in the survey tabulations. Improperly completed survey forms can invalidate the survey.

Two pieces of information are especially important:

1. The Total Number of Persons in the Family - Question 1, sample survey form.
2. Whether the Family's Income Falls Below the HUD Lower Income Limit Established for That Family Size - Question 2, sample survey form.

The above information is essential to the determination of area income eligibility. Failure to provide this information on the survey forms can invalidate the survey.

Survey Tabulations/Estimating Low and Moderate Income Percentage.

The responses to questions 1 and 2 of the sample survey form are tabulated and entered into Part A of the low- and-moderate income worksheet. This information in turn is used in Part B to determine the total number (Item 14) and percent (Item 17) of low/mod income persons in the activity service area. These figures are then used to complete Section I, item 10 of the Small Cities application.

Survey Documentation. All Small Cities applicants must document that their survey meets the above guidelines. In this regard, the applicant must submit a description of the survey methodology used, a copy of the survey form, the low and moderate income worksheet, the date the survey was taken, and certify its accuracy (see Attachment 5).

If you have problems or questions, please contact your Small Cities representative.

Attachment 1

**LOW- AND MODERATE-INCOME GUIDELINES FOR USE WITH INCOME
SURVEYS FOR CALENDAR YEAR 2009 FAMILY INCOMES**

STATE:WEST VIRGINIA

-----I N C O M E L I M I T S-----

| PROGRAM | 1 PERSON | 2 PERSON | 3 PERSON | 4 PERSON | 5 PERSON | 6 PERSON | 7 PERSON | 8 PERSON |
|--|----------|----------|----------|----------|----------|----------|----------|----------|
| Charleston, WV MSA | | | | | | | | |
| Boone County, WV HMFA FY 2009 MFI: 42500 | 9050 | 10350 | 11650 | 12950 | 14000 | 15000 | 16050 | 17100 |
| VERY LOW INCOME | 15100 | 17250 | 19400 | 21550 | 23250 | 25000 | 26700 | 28450 |
| LOW-INCOME | 24150 | 27600 | 31050 | 34500 | 37250 | 40000 | 42800 | 45550 |
| Charleston, WV HMEFA FY 2009 MFI: 53000 | 11300 | 12950 | 14550 | 16150 | 17450 | 18750 | 20050 | 21350 |
| VERY LOW INCOME | 18850 | 21550 | 24250 | 26950 | 29100 | 31250 | 33400 | 35550 |
| LOW-INCOME | 30200 | 34500 | 38800 | 43100 | 46550 | 50000 | 53450 | 56900 |
| Cumberland, MD-WV MSA FY 2009 MFI: 51700 | 14550 | 16600 | 18700 | 20750 | 22400 | 24050 | 25750 | 27400 |
| VERY LOW INCOME | 24200 | 27700 | 31150 | 34600 | 37350 | 40150 | 42900 | 45650 |
| LOW-INCOME | 38750 | 44300 | 49800 | 55350 | 59800 | 64200 | 68650 | 73050 |
| Hagerstown-Martinsburg, MD-WV MSA | | | | | | | | |
| Martinsburg, WV HMFA FY 2009 MFI: 61300 | 14550 | 16600 | 18700 | 20750 | 22400 | 24050 | 25750 | 27400 |
| VERY LOW INCOME | 24200 | 27700 | 31150 | 34600 | 37350 | 40150 | 42900 | 45650 |
| LOW-INCOME | 38750 | 44300 | 49800 | 55350 | 59800 | 64200 | 68650 | 73050 |
| Huntington-Ashland, WV-KY-OH MSA FY 2009 MFI: 48000 | 10100 | 11500 | 12950 | 14400 | 15550 | 16700 | 17850 | 19000 |
| VERY LOW INCOME | 16800 | 19200 | 21600 | 24000 | 25900 | 27850 | 29750 | 31700 |
| LOW-INCOME | 26900 | 30700 | 34550 | 38400 | 41450 | 44550 | 47600 | 50700 |
| Morgantown, WV MSA FY 2009 MFI: 52700 | 11400 | 13000 | 14650 | 16250 | 17550 | 18850 | 20150 | 21450 |
| VERY LOW INCOME | 18950 | 21700 | 24400 | 27100 | 29250 | 31450 | 33600 | 35750 |
| LOW-INCOME | 30350 | 34700 | 39000 | 43350 | 46850 | 50300 | 53750 | 57250 |
| Parkersburg-Marietta-Vienna, WV-OH MSA FY 2009 MFI: 50900 | 10700 | 12200 | 13750 | 15250 | 16450 | 17700 | 18900 | 20150 |
| VERY LOW INCOME | 17800 | 20350 | 22900 | 25450 | 27500 | 29500 | 31550 | 33600 |
| LOW-INCOME | 28500 | 32550 | 36650 | 40700 | 43950 | 47200 | 50450 | 53700 |
| Washington-Arlington-Alexandria, DC-VA-MD-WV MSA | | | | | | | | |
| Jefferson County, WV HMFA FY 2009 MFI: 73500 | 15450 | 17650 | 19850 | 22050 | 23800 | 25600 | 27350 | 29100 |
| VERY LOW INCOME | 25750 | 29400 | 33100 | 36750 | 39700 | 42650 | 45550 | 48500 |
| LOW-INCOME | 41150 | 47050 | 52900 | 58800 | 63500 | 68200 | 72900 | 77600 |
| Wearnton-Staubenville, WV-OH MSA FY 2009 MFI: 50000 | 11300 | 12900 | 14550 | 16150 | 17450 | 18750 | 20050 | 21300 |
| VERY LOW INCOME | 18850 | 21500 | 24200 | 26900 | 29050 | 31200 | 33350 | 35500 |
| LOW-INCOME | 30150 | 34450 | 38750 | 43050 | 46500 | 49950 | 53400 | 56850 |

STATE:WEST VIRGINIA

-----I N C O M E L I M I T S-----

| PROGRAM | 1 PERSON | 2 PERSON | 3 PERSON | 4 PERSON | 5 PERSON | 6 PERSON | 7 PERSON | 8 PERSON |
|---|----------|----------|----------|----------|----------|----------|----------|----------|
| Wheeling, WV-OH MSA FY 2009 MFI: 48000 | 10100 | 11550 | 13000 | 14450 | 15600 | 16750 | 17900 | 19050 |
| VERY LOW INCOME | 16850 | 19300 | 21700 | 24100 | 26050 | 27950 | 29900 | 31800 |
| LOW-INCOME | 27000 | 30850 | 34700 | 38550 | 41650 | 44700 | 47800 | 50900 |
| Winchester, VA-WV MSA FY 2009 MFI: 64200 | 13500 | 15400 | 17350 | 19250 | 20800 | 22350 | 23850 | 25400 |
| VERY LOW INCOME | 22450 | 25700 | 28900 | 32100 | 34650 | 37250 | 39800 | 42350 |
| LOW-INCOME | 35950 | 41100 | 46200 | 51350 | 55450 | 59550 | 63650 | 67800 |
| Barbour County, WV FY 2009 MFI: 39400 | 9050 | 10350 | 11650 | 12950 | 14000 | 15000 | 16050 | 17100 |
| VERY LOW INCOME | 15100 | 17250 | 19400 | 21550 | 23250 | 25000 | 26700 | 28450 |
| LOW-INCOME | 24150 | 27600 | 31050 | 34500 | 37250 | 40000 | 42800 | 45550 |
| Braxton County, WV FY 2009 MFI: 38700 | 9050 | 10350 | 11650 | 12950 | 14000 | 15000 | 16050 | 17100 |
| VERY LOW INCOME | 15100 | 17250 | 19400 | 21550 | 23250 | 25000 | 26700 | 28450 |
| LOW-INCOME | 24150 | 27600 | 31050 | 34500 | 37250 | 40000 | 42800 | 45550 |
| Calhoun County, WV FY 2009 MFI: 35400 | 9050 | 10350 | 11650 | 12950 | 14000 | 15000 | 16050 | 17100 |
| VERY LOW INCOME | 15100 | 17250 | 19400 | 21550 | 23250 | 25000 | 26700 | 28450 |
| LOW-INCOME | 24150 | 27600 | 31050 | 34500 | 37250 | 40000 | 42800 | 45550 |
| Doddridge County, WV FY 2009 MFI: 40500 | 9050 | 10350 | 11650 | 12950 | 14000 | 15000 | 16050 | 17100 |
| VERY LOW INCOME | 15100 | 17250 | 19400 | 21550 | 23250 | 25000 | 26700 | 28450 |
| LOW-INCOME | 24150 | 27600 | 31050 | 34500 | 37250 | 40000 | 42800 | 45550 |
| Fayette County, WV FY 2009 MFI: 40200 | 9050 | 10350 | 11650 | 12950 | 14000 | 15000 | 16050 | 17100 |
| VERY LOW INCOME | 15100 | 17250 | 19400 | 21550 | 23250 | 25000 | 26700 | 28450 |
| LOW-INCOME | 24150 | 27600 | 31050 | 34500 | 37250 | 40000 | 42800 | 45550 |
| Galmer County, WV FY 2009 MFI: 38100 | 9050 | 10350 | 11650 | 12950 | 14000 | 15000 | 16050 | 17100 |
| VERY LOW INCOME | 15100 | 17250 | 19400 | 21550 | 23250 | 25000 | 26700 | 28450 |
| LOW-INCOME | 24150 | 27600 | 31050 | 34500 | 37250 | 40000 | 42800 | 45550 |
| Grant County, WV FY 2009 MFI: 44900 | 9450 | 10800 | 12150 | 13500 | 14600 | 15650 | 16750 | 17800 |
| VERY LOW INCOME | 15750 | 18000 | 20250 | 22500 | 24300 | 26100 | 27900 | 29700 |
| LOW-INCOME | 25200 | 28800 | 32400 | 36000 | 38900 | 41750 | 44650 | 47500 |
| Greenbrier County, WV FY 2009 MFI: 44200 | 9300 | 10600 | 11950 | 13250 | 14300 | 15350 | 16450 | 17500 |
| VERY LOW INCOME | 15450 | 17700 | 19900 | 22100 | 23850 | 25650 | 27400 | 29150 |
| LOW-INCOME | 24750 | 28300 | 31800 | 35350 | 38200 | 41000 | 43850 | 46650 |
| Hardy County, WV FY 2009 MFI: 49100 | 10350 | 11800 | 13300 | 14750 | 15950 | 17100 | 18300 | 19450 |
| VERY LOW INCOME | 17200 | 19650 | 22100 | 24550 | 26500 | 28500 | 30450 | 32400 |
| LOW-INCOME | 27500 | 31450 | 35350 | 39300 | 42450 | 45600 | 48750 | 51900 |

STATE WEST VIRGINIA

| | | -----I N C O M E L I M I T S----- | | | | | | | |
|---|--|-----------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| | PROGRAM | 1 PERSON | 2 PERSON | 3 PERSON | 4 PERSON | 5 PERSON | 6 PERSON | 7 PERSON | 8 PERSON |
| Harrison County, WV FY 2009 MFI: 49000 | 30% OF MEDIAN VERY LOW INCOME LOW-INCOME | 10300 17150 27450 | 11750 19600 31350 | 13250 22050 35300 | 14700 24500 39200 | 15900 26450 42350 | 17050 28400 45450 | 18250 30400 48600 | 19400 32350 51750 |
| Jackson County, WV FY 2009 MFI: 49100 | 30% OF MEDIAN VERY LOW INCOME LOW-INCOME | 10350 17200 27500 | 11800 19650 31450 | 13300 22100 35350 | 14750 24550 39300 | 15950 26500 42450 | 17100 28500 45600 | 18300 30450 48750 | 19450 32400 51900 |
| Lewis County, WV FY 2009 MFI: 43100 | 30% OF MEDIAN VERY LOW INCOME LOW-INCOME | 9050 15100 24150 | 10350 17250 27600 | 11650 19400 31050 | 12950 21550 34500 | 14000 23250 37250 | 15000 25000 40000 | 16050 26700 42800 | 17100 28450 45550 |
| Logan County, WV FY 2009 MFI: 38600 | 30% OF MEDIAN VERY LOW INCOME LOW-INCOME | 9050 15100 24150 | 10350 17250 27600 | 11650 19400 31050 | 12950 21550 34500 | 14000 23250 37250 | 15000 25000 40000 | 16050 26700 42800 | 17100 28450 45550 |
| Marion County, WV FY 2009 MFI: 48400 | 30% OF MEDIAN VERY LOW INCOME LOW-INCOME | 10150 16950 27100 | 11600 19350 30950 | 13050 21800 34850 | 14500 24200 38700 | 15650 26150 41800 | 16800 28050 44900 | 18000 30000 48000 | 19150 31950 51100 |
| Mason County, WV FY 2009 MFI: 43700 | 30% OF MEDIAN VERY LOW INCOME LOW-INCOME | 9150 15300 24450 | 10500 17500 27950 | 11800 19650 31450 | 13100 21850 34950 | 14150 23600 37750 | 15200 25350 40550 | 16250 27100 43350 | 17300 28850 46150 |
| McDowell County, WV FY 2009 MFI: 27200 | 30% OF MEDIAN VERY LOW INCOME LOW-INCOME | 9050 15100 24150 | 10350 17250 27600 | 11650 19400 31050 | 12950 21550 34500 | 14000 23250 37250 | 15000 25000 40000 | 16050 26700 42800 | 17100 28450 45550 |
| Mercer County, WV FY 2009 MFI: 43900 | 30% OF MEDIAN VERY LOW INCOME LOW-INCOME | 9200 15350 24550 | 10500 17550 28100 | 11850 19750 31600 | 13150 21950 35100 | 14200 23700 37900 | 15250 25450 40700 | 16300 27200 43500 | 17350 28950 46350 |
| Mingo County, WV FY 2009 MFI: 35300 | 30% OF MEDIAN VERY LOW INCOME LOW-INCOME | 9050 15100 24150 | 10350 17250 27600 | 11650 19400 31050 | 12950 21550 34500 | 14000 23250 37250 | 15000 25000 40000 | 16050 26700 42800 | 17100 28450 45550 |
| Monroe County, WV FY 2009 MFI: 46800 | 30% OF MEDIAN VERY LOW INCOME LOW-INCOME | 9850 16400 26200 | 11250 18700 29950 | 12650 21050 33700 | 14050 23400 37450 | 15150 25250 40450 | 16300 27150 43450 | 17400 29000 46450 | 18550 30900 49450 |
| Nicholas County, WV FY 2009 MFI: 43100 | 30% OF MEDIAN VERY LOW INCOME LOW-INCOME | 9050 15100 24150 | 10350 17250 27600 | 11650 19400 31050 | 12950 21550 34500 | 14000 23250 37250 | 15000 25000 40000 | 16050 26700 42800 | 17100 28450 45550 |

STATE: WEST VIRGINIA

-----I N C O M E L I M I T S-----

| PROGRAM | 1 PERSON | 2 PERSON | 3 PERSON | 4 PERSON | 5 PERSON | 6 PERSON | 7 PERSON | 8 PERSON |
|---|----------|----------|----------|----------|----------|----------|----------|----------|
| Pendleton County, WV FY 2009 MFI: 46300 | 9750 | 11100 | 12500 | 13900 | 15000 | 16100 | 17250 | 18350 |
| 30% OF MEDIAN | 16200 | 18500 | 20850 | 23150 | 25000 | 26850 | 28700 | 30550 |
| VERY LOW INCOME | 25950 | 29650 | 33350 | 37050 | 40000 | 43000 | 45950 | 48900 |
| LOW-INCOME | | | | | | | | |
| Pocahontas County, WV FY 2009 MFI: 43100 | 9050 | 10350 | 11650 | 12950 | 14000 | 15000 | 16050 | 17100 |
| 30% OF MEDIAN | 15100 | 17250 | 19400 | 21550 | 23250 | 25000 | 26700 | 28450 |
| VERY LOW INCOME | 24150 | 27600 | 31050 | 34500 | 37250 | 40000 | 42800 | 45550 |
| LOW-INCOME | | | | | | | | |
| Raleigh County, WV FY 2009 MFI: 48200 | 10100 | 11550 | 13000 | 14450 | 15600 | 16750 | 17900 | 19050 |
| 30% OF MEDIAN | 16850 | 19300 | 21700 | 24100 | 26050 | 27950 | 29900 | 31800 |
| VERY LOW INCOME | 27000 | 30850 | 34700 | 38550 | 41650 | 44700 | 47800 | 50900 |
| LOW-INCOME | | | | | | | | |
| Randolph County, WV FY 2009 MFI: 43900 | 9200 | 10500 | 11850 | 13150 | 14200 | 15250 | 16300 | 17350 |
| 30% OF MEDIAN | 15350 | 17550 | 19750 | 21950 | 23700 | 25450 | 27200 | 28950 |
| VERY LOW INCOME | 24550 | 28100 | 31600 | 35100 | 37900 | 40700 | 43500 | 46350 |
| LOW-INCOME | | | | | | | | |
| Ritchie County, WV FY 2009 MFI: 46200 | 9700 | 11100 | 12450 | 13850 | 14950 | 16050 | 17150 | 18300 |
| 30% OF MEDIAN | 16150 | 18500 | 20800 | 23100 | 24950 | 26800 | 28650 | 30500 |
| VERY LOW INCOME | 25850 | 29550 | 33250 | 36950 | 39900 | 42850 | 45800 | 48750 |
| LOW-INCOME | | | | | | | | |
| Roane County, WV FY 2009 MFI: 38900 | 9050 | 10350 | 11650 | 12950 | 14000 | 15000 | 16050 | 17100 |
| 30% OF MEDIAN | 15100 | 17250 | 19400 | 21550 | 23250 | 25000 | 26700 | 28450 |
| VERY LOW INCOME | 24150 | 27600 | 31050 | 34500 | 37250 | 40000 | 42800 | 45550 |
| LOW-INCOME | | | | | | | | |
| Summers County, WV FY 2009 MFI: 36200 | 9050 | 10350 | 11650 | 12950 | 14000 | 15000 | 16050 | 17100 |
| 30% OF MEDIAN | 15100 | 17250 | 19400 | 21550 | 23250 | 25000 | 26700 | 28450 |
| VERY LOW INCOME | 24150 | 27600 | 31050 | 34500 | 37250 | 40000 | 42800 | 45550 |
| LOW-INCOME | | | | | | | | |
| Taylor County, WV FY 2009 MFI: 42700 | 9050 | 10350 | 11650 | 12950 | 14000 | 15000 | 16050 | 17100 |
| 30% OF MEDIAN | 15100 | 17250 | 19400 | 21550 | 23250 | 25000 | 26700 | 28450 |
| VERY LOW INCOME | 24150 | 27600 | 31050 | 34500 | 37250 | 40000 | 42800 | 45550 |
| LOW-INCOME | | | | | | | | |
| Tucker County, WV FY 2009 MFI: 43200 | 9050 | 10350 | 11650 | 12950 | 14000 | 15000 | 16050 | 17100 |
| 30% OF MEDIAN | 15100 | 17300 | 19450 | 21600 | 23350 | 25050 | 26800 | 28500 |
| VERY LOW INCOME | 24200 | 27650 | 31100 | 34550 | 37300 | 40100 | 42850 | 45600 |
| LOW-INCOME | | | | | | | | |
| Tyler County, WV FY 2009 MFI: 46900 | 9850 | 11250 | 12650 | 14050 | 15150 | 16300 | 17400 | 18550 |
| 30% OF MEDIAN | 16400 | 18750 | 21100 | 23450 | 25350 | 27200 | 29100 | 30950 |
| VERY LOW INCOME | 26250 | 30000 | 33750 | 37500 | 40500 | 43500 | 46500 | 49500 |
| LOW-INCOME | | | | | | | | |
| Upshur County, WV FY 2009 MFI: 43000 | 9050 | 10350 | 11650 | 12950 | 14000 | 15000 | 16050 | 17100 |
| 30% OF MEDIAN | 15100 | 17250 | 19400 | 21550 | 23250 | 25000 | 26700 | 28450 |
| VERY LOW INCOME | 24150 | 27600 | 31050 | 34500 | 37250 | 40000 | 42800 | 45550 |
| LOW-INCOME | | | | | | | | |

STATE: WEST VIRGINIA

-----I N C O M E L I M I T S-----

| PROGRAM | 1 PERSON | 2 PERSON | 3 PERSON | 4 PERSON | 5 PERSON | 6 PERSON | 7 PERSON | 8 PERSON |
|---|----------|----------|----------|----------|----------|----------|----------|----------|
| Webster County, WV FY 2009 MFI: 33200 | 9050 | 10350 | 11650 | 12950 | 14000 | 15000 | 16050 | 17100 |
| 30% OF MEDIAN | 15100 | 17250 | 19400 | 21550 | 23250 | 25000 | 26700 | 28450 |
| VERY LOW INCOME | 24150 | 27600 | 31050 | 34500 | 37250 | 40000 | 42800 | 45550 |
| LOW-INCOME | | | | | | | | |
| Wetzel County, WV FY 2009 MFI: 48800 | 10250 | 11700 | 13200 | 14650 | 15800 | 17000 | 18150 | 19350 |
| 30% OF MEDIAN | 17100 | 19500 | 21950 | 24400 | 26350 | 28300 | 30250 | 32200 |
| VERY LOW INCOME | 27350 | 31250 | 35150 | 39050 | 42150 | 45300 | 48400 | 51550 |
| LOW-INCOME | | | | | | | | |
| Wycaming County, WV FY 2009 MFI: 39400 | 9050 | 10350 | 11650 | 12950 | 14000 | 15000 | 16050 | 17100 |
| 30% OF MEDIAN | 15100 | 17250 | 19400 | 21550 | 23250 | 25000 | 26700 | 28450 |
| VERY LOW INCOME | 24150 | 27600 | 31050 | 34500 | 37250 | 40000 | 42800 | 45550 |
| LOW-INCOME | | | | | | | | |

Attachment 2

ESTIMATING SAMPLE SIZE

Table for Determining Sample Size from a Given Universe

| U | S | U | S | U | S |
|-----|-----|------|-----|---------|-----|
| 10 | 10 | 220 | 140 | 1200 | 291 |
| 15 | 14 | 230 | 144 | 1300 | 297 |
| 20 | 19 | 240 | 148 | 1400 | 302 |
| 25 | 24 | 250 | 152 | 1500 | 306 |
| 30 | 28 | 260 | 155 | 1600 | 310 |
| 35 | 32 | 270 | 159 | 1700 | 313 |
| 40 | 36 | 280 | 162 | 1800 | 317 |
| 45 | 40 | 290 | 165 | 1900 | 320 |
| 50 | 44 | 300 | 169 | 2000 | 322 |
| 55 | 48 | 320 | 175 | 2200 | 327 |
| 60 | 52 | 340 | 181 | 2400 | 331 |
| 65 | 56 | 360 | 186 | 2600 | 335 |
| 70 | 59 | 380 | 191 | 2800 | 338 |
| 75 | 63 | 400 | 196 | 3000 | 341 |
| 80 | 66 | 420 | 201 | 3500 | 346 |
| 85 | 70 | 440 | 205 | 4000 | 351 |
| 90 | 73 | 460 | 210 | 4500 | 354 |
| 95 | 76 | 480 | 214 | 5000 | 357 |
| 100 | 80 | 500 | 217 | 6000 | 361 |
| 110 | 86 | 550 | 226 | 7000 | 364 |
| 120 | 92 | 600 | 234 | 8000 | 367 |
| 130 | 97 | 650 | 242 | 9000 | 368 |
| 140 | 103 | 700 | 248 | 10000 | 370 |
| 150 | 108 | 750 | 254 | 15000 | 375 |
| 160 | 113 | 800 | 260 | 20000 | 377 |
| 170 | 118 | 850 | 265 | 30000 | 379 |
| 180 | 123 | 900 | 269 | 40000 | 380 |
| 190 | 127 | 950 | 274 | 50000 | 381 |
| 200 | 132 | 1000 | 278 | 75000 | 382 |
| 210 | 136 | 1100 | 285 | 1000000 | 384 |

Source: "Determining Sample Size for Research Activities," Krejcie, Robert V. and Morgan, Daryle W., pp. 607-610, Educational and Psychological Measurement, 1970.

U = Universe (total number of families in project area)

S = Sample size or number of families from which a valid survey response is needed

Attachment 3

SAMPLE AREA INCOME SURVEY FORM

SMALL CITIES PROGRAM

(Date) _____

We propose to submit an application for Small Cities Block Grant funding for _____ activity. In order to determine if this activity qualifies, we need your assistance in filling in the following questionnaire:

1. What is the total number of persons living in this family? _____
2. Indicate below whether your total family income for Calendar Year insert appropriate year (2009) was above or below the income figure given for your family size:

FY2009

Check Family Size

Check if Above or Below Amount Shown

- ___ 1 Persons--->Total Income is ___ Above ___ Below \$ HUD 1-Person Low Income Limit
- ___ 2 Persons--->Total Income is ___ Above ___ Below \$ HUD 2-Person Low Income Limit
- ___ 3 Persons--->Total Income is ___ Above ___ Below \$ HUD 3-Person Low Income Limit
- ___ 4 Persons--->Total Income is ___ Above ___ Below \$ HUD 4-Person Low Income Limit
- ___ 5 Persons--->Total Income is ___ Above ___ Below \$ HUD 5-Person Low Income Limit
- ___ 6 Persons--->Total Income is ___ Above ___ Below \$ HUD 6-Person Low Income Limit
- ___ 7 Persons--->Total Income is ___ Above ___ Below \$ HUD 7-Person Low Income Limit
- ___ 8 Persons--->Total Income is ___ Above ___ Below \$ HUD 8-Person Low Income Limit

Attachment 4

LOW- AND MODERATE-INCOME WORKSHEET

SMALL CITIES INCOME SURVEYS

PART A. INFORMATION CONTAINED IN YOUR SURVEY RESPONSES

1. Enter the total number of families in the activity service area. 1. _____
2. Enter the total number of families in the service area that were contacted.
(include not reachable, refused to answer, incomplete interview/questionnaire) 2. _____
3. Enter total number of completed interviews. 3. _____
4. Enter the percent of families responding (3/2) 4. _____ %
5. Enter the total number of low- and moderate-income families. 5. _____
6. Enter the total number of persons living in the low- and moderate-income families. 6. _____
7. Enter total number of families in which the income was above the low- and moderate-income level. 7. _____
8. Enter the total number of persons living in the families in which the income was above the low- and moderate-income level. 8. _____

PART B. CALCULATIONS BASED ON DATA CONTAINED IN YOUR SURVEY RESPONSES

9. Divide Line 5 by Line 4. (This is the average size of the low-mod families.) 9. _____
10. Divide Line 7 by Line 6. (This is the average size of the non-low-mod families.) 10. _____
11. Divide Line 4 by Line 2. (This is the proportion of families that have low- and moderate-incomes.) 11. _____ %
12. Divide Line 6 by Line 2. (This is the proportion of families that do not have low- moderate-incomes.) 12. _____ %
13. Multiply Line 1 by Line 10. (This is the estimate of the total number of low-mod families in your activity service area.) 13. _____
14. Multiply Line 1 by Line 11. (This is the estimate of the total number of non-low-mod families in your activity service area.) 14. _____

LOW- AND MODERATE-INCOME WORKSHEET

PART B. CONTINUED

15. Multiply Line 8 by Line 12. (This is the estimate the total number of low-mod persons in your activity service area.) 15. _____
16. Multiply Line 9 by Line 13. (This is the estimate of the total number of non-low-mod persons in your activity service area.) 16. _____
17. Add Line 14 and Line 15. (This is the estimate of the total number of persons in your activity service area.) 17. _____
18. Divide Line 14 by Line 16, and multiply the resulting decimal by 100. (This is the estimated percentage of persons in your activity service area who have low- and moderate-incomes.) 18. _____%

Indicate the date(s) the survey was performed: _____

(Please show calculations as 2 places after decimal 2.56% or 2.48)

Attachment 5

CERTIFICATION OF AREA INCOME ELIGIBILITY

(To be used by applicants submitting an income survey
as the basis for demonstrating low/mod benefit)

I certify that a family income survey was performed for the activity service area on date(s) of survey to determine the percentage of low- and moderate-income residents, based on the date HUD income limits. A description of the survey methodology (sample size and methodology, survey collection method, etc.), a copy of the survey form used, and the low- and moderate-income worksheet are attached.

The survey was carried out in conformance with the fiscal year 20 state income survey guidelines and to the best of my knowledge, the results of the income survey are true and correct, and are an accurate reflection of current economic conditions in the activity service area.

Signature of Authorized Official - Date