



Suggested Methodology for Conducting Low- and Moderate-Income (LMI) Surveys for Area Benefits



Agenda

Introduction

Identify the Service Area

Why Conduct a Survey?

Select Type of Survey

Determine Sample Size

Steps in Conducting Surveys

Conclusion

Case Studies (See Training Manual)



Introduction

Statutory Requirements for the LMI Area Benefit National Objective are located at Section 104(b)(3) of the HCDA of 1974. CDBG Regulation at 24 CFR 570.483(b)(1) sets forth the requirements for activities that meet the LMI area benefit criteria



Identify the Service Area

- Service area is the entire area served by the CDBG-funded activity
- Identify the service area before deciding what data to use to determine the percent of LMI persons in the service area



Service Area Cont'd

Service area does not always coincide with the official boundaries of the census tract or block group—the service area may be smaller than the census tract or block group, or may overlap between census tracts or block groups. Whatever the case, the entire service area must be considered



Why Conduct a Survey?

CDBG regulations located at 24 CFR 570.483(b)(1)(i) permit states to use either HUD's LMI Summary Data (LMISD) or surveys to show that at least 51 percent of the residents of the service area LMI persons. Reasons to use surveys include:

1. The LMISD does not reflect current income levels in the service area due to:
 - (a) Economic changes such as plant openings or closings, or massive layoffs
 - (b) Non-economic changes such as natural disasters or terrorist attacks
 - (c) Change in population (due to migration patterns)
2. Boundaries of the service area are not coterminous with boundaries of the census tract or block group



Select Type of Survey

There are three common types of surveys

- Mail survey (or self-administered questionnaire)
- Face-to-face (or door-to-door) interviews, and
- Telephone interviews.



Determine Sample Size

- The goal is to have enough sample size whose characteristics reflect those of the population under study
- Use the Sample Size Calculator in “CPD Notice 05-06” to estimate the sample size



Steps in Conducting Surveys

- Select survey type
- Develop the questionnaire
- Determine the sample size
- Conduct the survey
- Analyze the results
- Document and save the results



A Methodologically Sound Survey Requires the Following

- An appropriate survey instrument—state the type of survey method being used
- A random selection of participants and their replacements
- An appropriate sample size (more does not necessarily mean better)



When to Conduct a Census (i.e., 100% Survey)

For a sparsely populated service area, a census (i.e., 100% survey) of the entire population may be undertaken—the percent of LMI persons is calculated based on the entire population and not on the number of respondents. The problem with conducting a census is that non-responses are often counted as non low/moderate income



Conclusion

- Define the service area and determine the sample size
- Conduct a methodologically sound survey
- Analyze results from survey
- Document and save findings from survey