

Census/Survey Methodology 101



Intro to Activity Beneficiary Forms

- An ABF is used to track those persons benefiting from an LCDBG Project.
 - This verifies that at least 51%* of the persons benefiting fall into the low- to moderate-income group.
 - Sometimes multiple copies of this form are required for a project. If there are multiple Target Areas, there should be an ABF for each target area, as well as a Combined ABF.

*This number cannot be rounded up (50.99% does not qualify)

Louisiana Community Development Block Grant -- Activity Beneficiary Form

1 Name of Applicant _____	4 Target Area _____
2 Application Type/FY _____	5 Comments _____
3 _____	

6	Name of Activity	Persons	
7			
8	Total--All Income Levels		
9	LMI % (See Instructions)		
10	Extremely Low Income		
11	Low Income		
12	Moderate Income		
13	Above Income		
14	American Indian or Alaskan Native	Total	
		Hispanic	
15	Asian	Total	
		Hispanic	
16	Black or African American	Total	
		Hispanic	
17	Native Hawaiian or Pacific Islander	Total	
		Hispanic	
18	White	Total	
		Hispanic	
19	American Indian and White	Total	
		Hispanic	
20	Asian and White	Total	
		Hispanic	
21	Black and White	Total	
		Hispanic	
22	American Indian and Black	Total	
		Hispanic	
23	Other Multi-racial	Total	
		Hispanic	
24	Total--All Racial Groups	Total	
		Hispanic	
25	Female-Headed Households		
26	Total Occupied Households		

27	Rehabilitation Loans and Grants			
28	Persons		Households	
	Owner	Renter	Owner	Renter
29				
30				
31				
32				
33				
34	Persons		Owner	Renter
35				
36				
37				
38				
39				
40				
41				
42				
43				
44				
45				
46	Fem. Headed O/R HH			
47	Total HH			

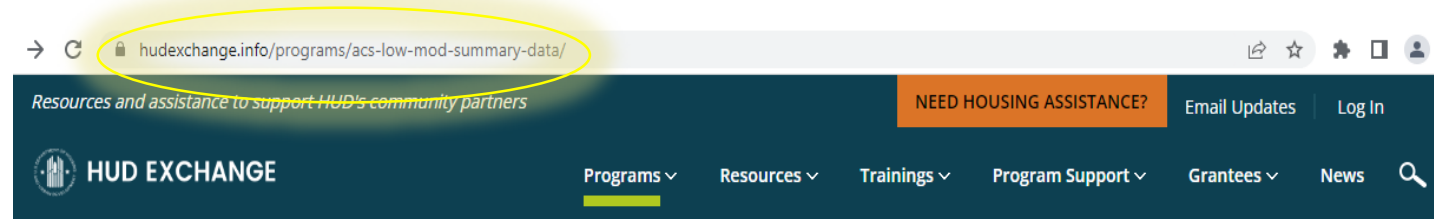
3 Ways to Fill Out This Form

1. The use of census data.
2. A 100% household survey where all occupied households in a target area are surveyed.
3. A random sample household survey where less than 100% of households are surveyed.



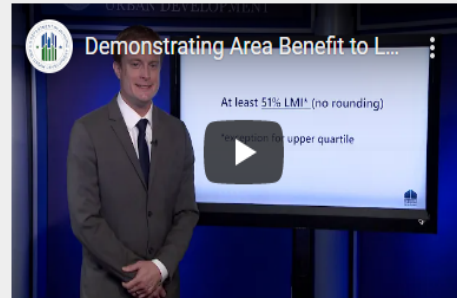
Census Data

- The applicant must utilize census data (if it is available and applicable).
 - Census data is used when at least 90% of the residents in a block group are benefiting from the street improvements.
 - If only a few streets in a block group need improvements, it's unlikely 90% of the residents will benefit.
- To use census data, the target area needs to coincide with census tracts or block groups per HUD Exchange.
 - <https://www.hudexchange.info/programs/acs-low-mod-summary-data/>
 - From this, you can use the Map Application setting to verify whether census data can be used.



Home > Programs > FY 2021 ACS 5-Year 2011-2015 Low- and Moderate-Income Summary Data

FY 2021 ACS 5-Year 2011-2015 Low- and Moderate-Income Summary Data



Demonstrating Area Benefit to Low and Moderate Income Persons

This video provides an overview of Low- and Moderate-Income Summary Data and the methodologies used by CDBG grantees to determine if a CDBG-funded activity qualifies as an LMA activity.

The Community Development Block Grant (CDBG) program requires that each CDBG funded activity must either principally benefit low- and moderate-income (LMI) persons, aid in the prevention or elimination of slums or blight, or meet a community development need having a particular urgency. Most activities funded by the CDBG program are designed to benefit low- and moderate-income (LMI) persons. That benefit may take the form of housing, jobs, and services. Additionally, activities may qualify for CDBG assistance if the activity will benefit all the residents of a primarily residential area where at least 51 percent of the residents are low- and moderate-income persons, i.e. area-benefit (LMA). [Certain [exception grantees](#) may qualify activities as area-benefit with fewer LMI persons than 51 percent.]

The Office of Community Planning and Development (CPD) provides estimates of the number of persons that can be considered Low-, Low- to Moderate-, and Low-, Moderate-, and Medium-income persons based on special tabulations of data from the 2011-2015 ACS 5-Year Estimates. The Low- and Moderate-Income Summary Data may be used by CDBG grantees to determine whether or not a CDBG-funded activity qualifies as an LMA activity. The LMI percentages are calculated at various principal geographies provided by the U.S. Census Bureau. CPD provides the following datasets:

Overview

[CDBG Low- and Moderate-Income Data Documentation Process](#)

Data Sets

[ACS 5-Year 2011-2015 Low and Moderate Income Summary Data Main](#)

[Map Application](#)

[All Block Groups](#)

[Block Groups by Entitlement Grantee](#)

[Local Government Summaries](#)

[Overall Low to Moderate Percentages by Grantee](#)

Related Information

[Data Dictionary](#)



Map Application Pt. 1

- Once you click Map Application, it will lead you to the top right screen, where you will then click view.
- Step 1: search your location.
- Step 2: Pick just one LMISD* Layer (often for streets it will be “LMISD by Block Group” as it is unlikely that every street in a Place is going to be worked on and follow the other regulations).
- Basemap Options: Scroll Down to “Streets”.

*LMISD: Low- and moderate-income summary data

The image shows two screenshots of the HUD Maps ArcGIS application interface. The top screenshot displays the main application page with a search bar and a 'View' button highlighted in a yellow oval. The bottom screenshot shows the application in a map view with a search bar and a dropdown menu listing search results for 'Pineville, Louisiana'. The interface includes a navigation menu (Home, Gallery, Map, Scene, Groups), a search bar, and a 'Sign In' button. The main content area features a title 'Low- and Moderate-Income Summary Data, based on 2011-2015 ACS' and a 'View' button. Below this is a thumbnail for a 'web app' and a description of the data. The bottom screenshot shows the application in a map view with a search bar and a dropdown menu listing search results for 'Pineville, Louisiana'. The interface includes a navigation menu (Home, Gallery, Map, Scene, Groups), a search bar, and a 'Sign In' button. The main content area features a title 'Low- and Moderate-Income Area Data, based on 2011-2015 ACS' and a 'View' button. Below this is a thumbnail for a 'web app' and a description of the data. The bottom screenshot shows the application in a map view with a search bar and a dropdown menu listing search results for 'Pineville, Louisiana'. The interface includes a navigation menu (Home, Gallery, Map, Scene, Groups), a search bar, and a 'Sign In' button. The main content area features a title 'Low- and Moderate-Income Area Data, based on 2011-2015 ACS' and a 'View' button. Below this is a thumbnail for a 'web app' and a description of the data.

HUD
web app

Low-Moderate Income Summary Data for CDBG, NSP, and CDBG-DR Area-Benefit Activities (based on the 2011-2015 ACS)

Web Mapping Application by Robert.C.Peterson@hud.gov_HUD

Created: Feb 15, 2019 Updated: Aug 26, 2020 View Count: 175,080

Description

TRAINING VIDEO: General Overview of CDBG Area Benefit the LMISD Data and Surveys

Low- and Moderate-Income Area Data, based on 2011-2015 ACS

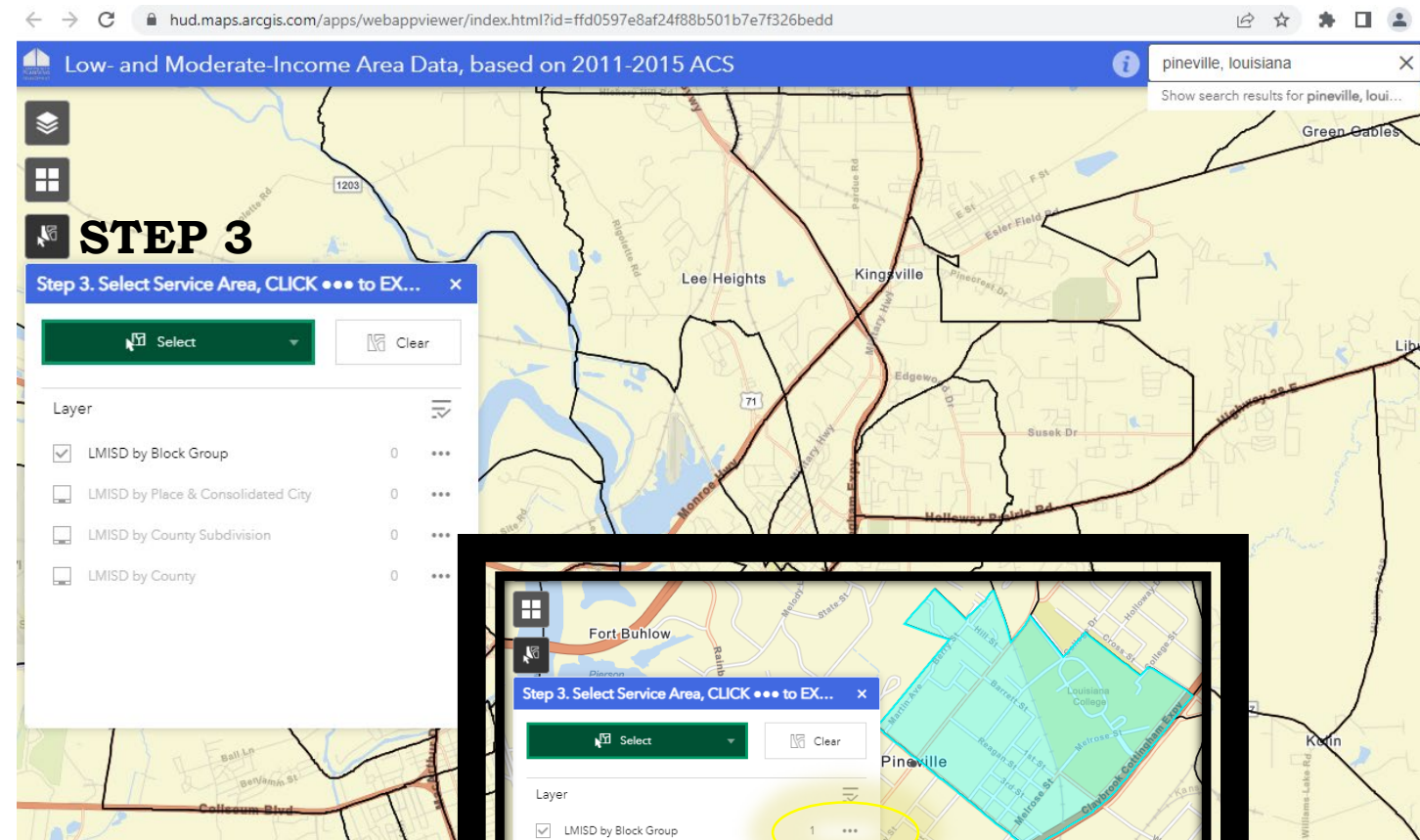
STEP 1 Pineville, Louisiana

Pineville, LA, USA
City of Pineville, LA, USA
Pineville Ward Nine, LA, USA
Pineville Rd, Wilson, LA, 70789, USA
N Pineville St, Winnfield, LA, 71483, USA
S Pineville St, Winnfield, LA, 71483, USA

STEP 2
Basemap Options

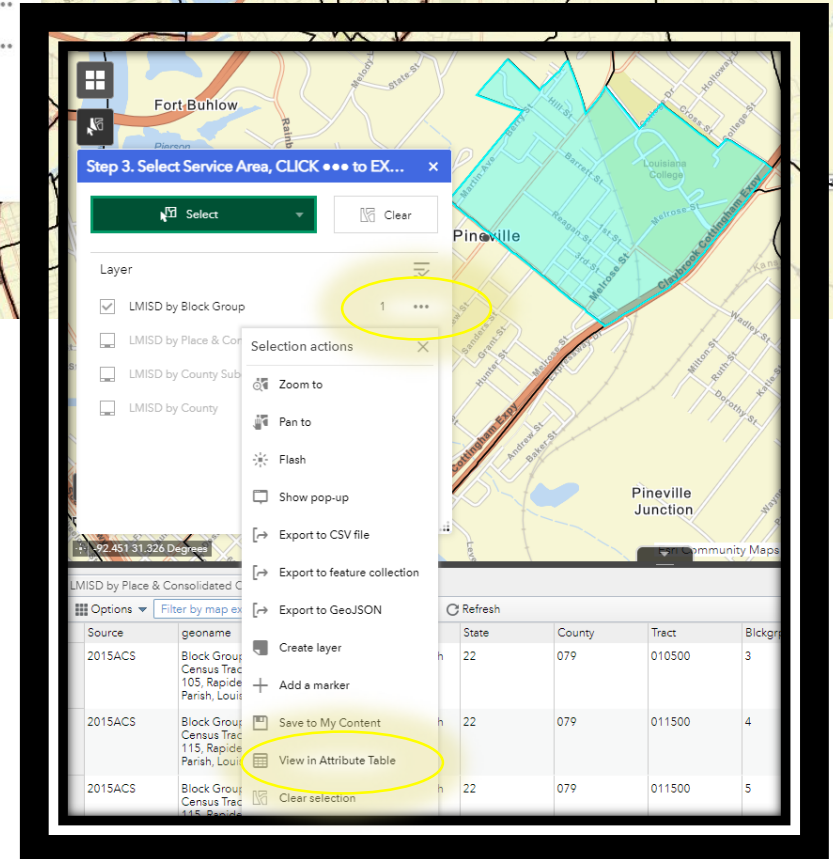
Map Application Pt. 2

- This is what it should look like up to this step. You can see that “LMISD by Block Group” is the option highlighted and the select tool is on currently.
- Step 3: touch and drag to select the block groups you want to include.
 - The block group will be highlighted in blue and the “LMISD by block group” will now have “1” available to review.
 - Click on the three dots and then “View in Attribute Table”.



STEP 5

STEP 6



Map Application Pt. 3

Louisiana Community Development Block Grant -- Activity Beneficiary Form

1	Name of Applicant	<u>Pinoville</u>	4	Target Area	<u>1</u>
2	Application Type/FY	<u>Streets</u>	5	Comments	<u>Block Group 1 Tract 117</u>
3					
6	Name of Activity				
7		Persons			
8	Total--All Income Levels	395			
9	LMI % (See Instructions)	73.42%			
10	Extremely Low Income				
11	Low Income				
12	Moderate Income	290			
13	Above Income	105			
14	American Indian or Alaskan Native	Total			
		Hispanic			
15	Asian	Total			
		Hispanic			

27	Rehabilitation Loans and Grants			
28	Persons		Households	
	Owner	Renter	Owner	Renter
29				
30				
31				
32				
33				
34	Persons		Owner	Renter
35				
36				

Source	geoname	Stusab	Countyname	State	County	Tract	Bkgrp	Low	Lowmod	Lmmi	Lowmoduniv	Lowmod_pct	ucLowmod	ucLowmod_p	MOE_Lowmod	MOE_ucLowm
2015ACS	Block Group 1, Census Tract 117, Rapides Parish, Louisiana	LA	Rapides Parish	22	079	011700	1	230	290	320	395	73.42		0.00	+/-.32,41	

- It will open a table at the bottom of the screen that will reflect the HUD Exchange data for that block group.
- This can be applied to multiple block groups, entities, and entire parishes.
- If you are able to use census data for one of your target areas, the only sections of the ABF that will need to be filled out are “Total—All income levels,” “LMI %,” and “Moderate Income.” The “Above Income” section will automatically fill in after entering your other totals. The rest of the information will be filled out by our office.
- If census data can be used and the Target Area has a low- to moderate-income percentage (Lowmod-pct) below 51%, but the Margin of Error (MOE_lowmod) puts the percentage over 51%, a survey may be conducted to determine eligibility.

Before Attempting Any Surveys:

- In addition to Household Survey Forms (soon to be discussed), the following applies to the survey process:
 - User Fee – Does not apply for street projects!
 - Household Income – The income category for households/persons must be determined based upon the number of persons in the household. The surveyor should determine the income range that corresponds to the household's annual income with consideration to the number of persons in the household by using current income limits data obtained from HUD's website.
 - The Income Limits Summary is located at: https://www.huduser.gov/portal/datasets/il/il2022/select_Geography.odn. Go to the applicant's parish to View HMFA Calculations.

FY 2022 INCOME LIMITS DOCUMENTATION SYSTEM

First select a state:

Georgia - GA
Guam - GU
Hawaii - HI
Idaho - ID
Illinois - IL
Indiana - IN
Iowa - IA
Kansas - KS
Kentucky - KY
Louisiana - LA

Then select a county:

Catahoula Parish, LA
Claiborne Parish, LA
Concordia Parish, LA
De Soto Parish, LA
East Baton Rouge Parish, LA
East Carroll Parish, LA
East Feliciana Parish, LA
Evangeline Parish, LA
Franklin Parish, LA
Grant Parish, LA

View County Calculations

Or view FY 2022 statewide Income Limits for Louisiana:

View State Calculations

Or select a FY 2022 HUD Metropolitan Fair Market Rent/Income Limits Area (HMFA):

View HMFA Calculations



Before Attempting Any Surveys continued...

- The income limits for Section 8 as shown in “FY 2022 Income Limit Category” are not classified the same as what we have listed on a CDBG ABF. This is because the terminology used on the charts are those applied in the HUD Section 8 Housing Choice Voucher Program. The differences in terminology are shown below:

Section 8 Limits

80% - Low
50% - Very Low
30% - Extremely Low

CDBG Limits

Moderate
Low
Extremely Low

Selecting any of the buttons labeled "Click for More Detail" will display detailed calculation steps for each of the various parameters.

FY 2022 Income Limit Area	Median Family Income Click for More Detail	FY 2022 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Baton Rouge, LA HUD Metro FMR Area	\$88,900	Very Low (50%) Income Limits (\$) Click for More Detail	31,050	35,500	39,950	44,350	47,900	51,450	55,000	58,550
		Extremely Low Income Limits (\$)* Click for More Detail	18,650	21,300	23,950	27,750	32,470	37,190	41,910	46,630
		Low (80%) Income Limits (\$) Click for More Detail	49,700	56,800	63,900	70,950	76,650	82,350	88,000	93,700

Number of Persons in Family and Percentage Adjustments

1	2	3	4	5	6	7	8
70%	80%	90%	Base	108%	116%	124%	132%

- This outlines the family size adjustments. For each person in excess of eight, the four-person income limit should be added by an additional eight percent. (For example, the nine-person limit equals 140% of the relevant four person income limit as these income limits are rounded to the nearest \$50.



Before Attempting Any Surveys continued...

- Notes:
 - Persons in correctional institutions cannot be counted as program beneficiaries.
 - Camps that are used for recreational purposes, weekend retreats, etc. will be counted as occupied households for projects seeking funds for public infrastructure.
 - If there is a group home located in the target area, contact Traci Watts at the Office of Community Development in order to determine if the residents of the home should be counted as beneficiaries.



100% Household Survey

- A 100% Survey may also be conducted if there's a small section of beneficiaries that fall outside of block group as shown below. The two dead-end streets that fall outside of this block group can be included by doing a 100% survey on the remaining residential structures in that area.
- **NOTE:** If you believe that doing a 100% survey would reflect the necessary 51% or above LMI, you can complete the 100% survey as needed.



*Survey forms will be explained in their own section

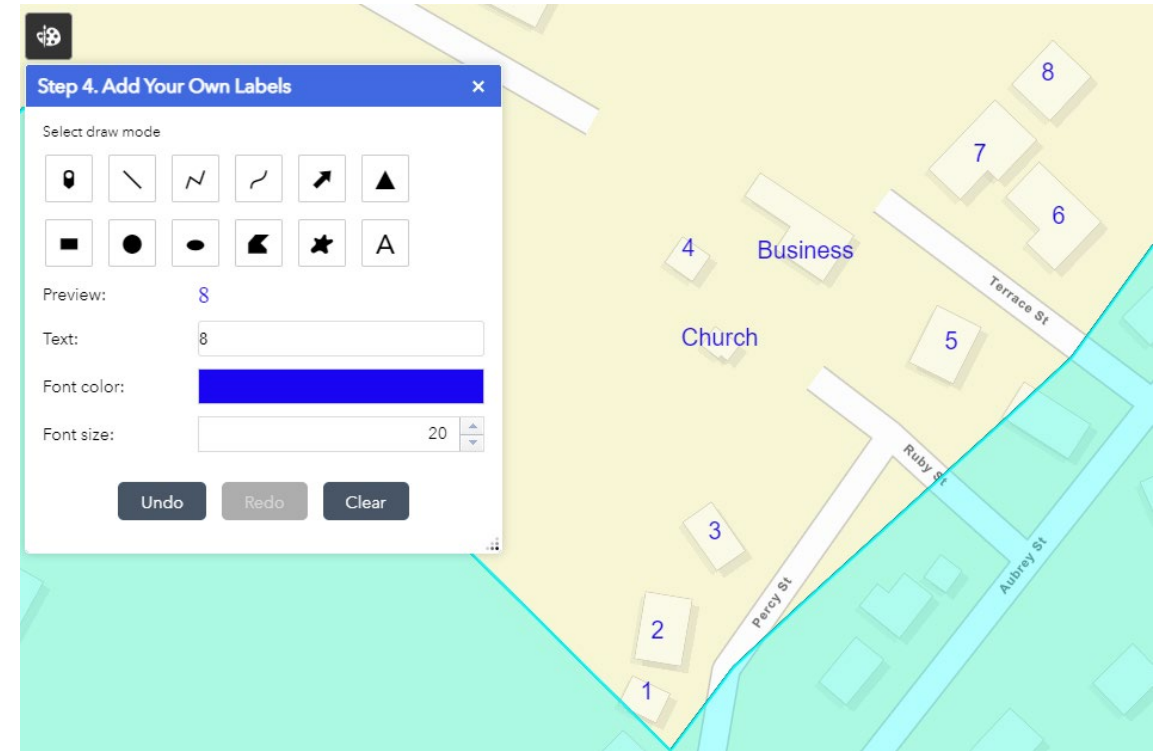
Universal Survey Notes:

- Residential structures include both occupied **AND** vacant units.
- Churches and governmental buildings are classified as exempt on survey forms.
- Businesses are not counted towards the sample size as they are non-residential structures.
- 75% of the structures in the target area sample size must be residential.
- No more than 50% of the structures in the target area can be an exempt unit.



Survey Map

- Whether you complete a 100% survey or a random household survey, a survey map is required.
- Before you complete any of the survey forms, a map will need to be made marking all of the structures in the target area.
 - These can be hand drawn, edited from a google maps print out, or customized on your own preferred mapping tool.
 - Structures thought to be residential, whether vacant or occupied, are numbered (these will be the map key numbers listed on the survey form discussed later).
 - Businesses and exempts are not numbered but are instead described with a written label.
 - Vacant lots are neither numbered or labeled.
 - The numbering must start at one location and proceed in a logical manner (the numbering must not reflect an attempt to pair certain numbers with more dilapidated houses, which could potentially influence a random household survey).

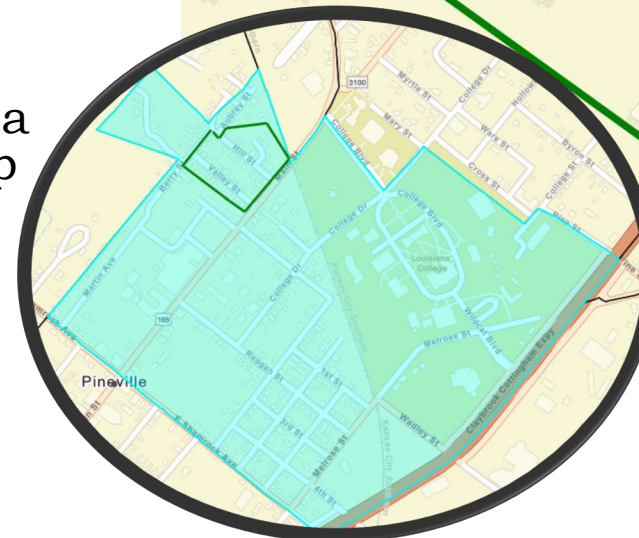


- Using the paint function on the HUD Exchange mapping tool, I was able to make this example.
- Driving the streets is the easiest way to verify what type of structures are present and will need to be done to complete the Street Summary Table anyway.



Survey Map Example

- Example: Valley Street, Hill Street and Russell Court are the only streets in this block group that require updates.
 - Since there are less than 50 residential structures after labeling, a 100% survey is required.
 - The numbering is in a reasonable flow and easy to follow and all non-residential and exempt structures are clearly labeled.
- This target area would not qualify for census data, since 90% of residents in the block group would not benefit from the improvements
 - The circled pictures shows the target area in reference to the rest of the block group that it resides in.



3. A Random Sample Household Survey

← → ↻ doa.la.gov/doa/ocd-lga/lcdbg-programs/forms-and-information/

LOUISIANA
DIVISION OF ADMINISTRATION

DIVISION OFFICES ▾ STATE EMPLOYEES ▾ VENDORS ▾ RESOURCES ▾ 🔍

FORMS AND INFORMATION

Home / Division Offices / Office of Community Development - Local Government Assistance / LCDBG Programs / Forms and Information

OCD-LGA News
LCDBG Programs
LCDBG Plans and Reports
2015-2019
2020-2024
Grant Management
2021 Grantee Handbook Exhibits
Forms and Information
Grant Awards
LGAP and CWF Programs
American Rescue Plan Act
Staff Directory
FAQs
RFPs and RFQs

Forms and Information

- [LMA Procurement Workshop - 10/21/2021](#)
- [Procurement and Citizen Participation Slideshow 1/28/2021](#)
- [LCDBG Procurement Procedures](#)
- [Subrecipient Agreement for Administrative Activities](#)
- [LCDBG Administrative Consultant Contract](#)
- [Engineering Cost Reasonableness](#)
- [Administrative Cost Reasonableness](#)
- [Household Survey Forms and Household Survey Forms Instructions](#)

- Survey Workbook Forms:
 - Household Survey Form
 - Projected Occupied Household form (**NOTE:** This form is not necessary during 100% survey.)
 - Survey Tabulation Form
 - Survey Tabulation Form to ABF (**NOTE:** This form not necessary during 100% survey.)
 - ABF



Household Survey Forms

- Also known as the Survey Workbook, each target area must complete all the applicable forms in a Survey Workbook before merging the data into a final Combined ABF.
- All five potential forms are attached in the Household Survey Form spreadsheet.
 - Therefore, when you start entering data, much of the necessary data will roll over to the appropriate forms as needed.
 - Many formulas are already computed on these excel spreadsheets to make this process easier for you.
- The first form you see is the Survey Worksheet, where you will enter the Community/Parish Name, Target Area Name, Surveyor's Name, Date Survey was Conducted and Total Households in Population (occupied and vacant).

household-survey-form-template (4) [Compatibility Mode] - Excel

File Home Insert Page Layout Formulas Data Review View ACROBAT Tell me what you want to do... Layla Argrave Share

Clipboard Font Alignment Number Styles Cells Editing

Y15

1	Community:			ALL APPLICATIONS MUST PROVIDE THE INFORMATION BELOW																			APPLICATIONS FOR NEW SEWER OR WATER SYSTEMS MUST COMPLETE THIS COLUMN	
	2	Target Area Name (if applicable):		Map Key	Occupied House	Surveyed House	HEAD OF HOUSEHOLD			HOUSEHOLD INCOME RANGE			RACIAL IDENTITY								ETHNIC IDENTITY			
3	Surveyor:		Female-Headed Household				Owner	Renter	High	Moderate	Low	Extremely Low	American Indian / Alaskan Native	Asian	Black / African American	Native Hawaiian / Other Pacific Islander	White	American Indian / Alaskan Native & White	Asian & White	Black / African American & White		American Indian / Alaskan Native & Black / African American	Other Multi-Racial	Hispanic
4	Date:																							
5	Total Population Size (households occupied & vacant):																							
6	Comments:		Street Address:	Street Name:																				
7																								
8																								
9																								
10																								
11																								
12																								
13																								
14																								
15																								
16																								
17																								
18																								
19																								
20																								
21																								
22																								
23																								
24																								

Survey Projected Occupied HH Survey Tabulation Form Survey Tab Form to ABF Activity Beneficiary Form (ABF)

Survey Worksheet Pt. 1

- Begin filling out the bottom portion of the survey worksheet
 - If a 100% survey is being conducted, the Map Key numbers must be in numerical order and show attempts at survey all numbered structures in the target area.
 - If a random survey is being conducted, the Map Key numbers will go in the order of the sample size generator (this will be broken down later in the presentation).
 - For the Occupied House, Surveyed House, Head of Household, and Household Income Range categories, it will either be left blank, labeled as 1 or labeled as 0 (blank and 0 mean the same).
 - If the structure is occupied and surveyed, 1 will be put in each of those categories. The Head of Household and Household Income Range category will be filled with a 1 in accordance with the results of the survey.
 - If the structure is occupied but not surveyed, 1 will be put in the Occupied section, leave the Surveyed section as blank and provide an explanation given for why it was not surveyed.
 - If the resident was not home, two more attempts on different days and times must be attempted to get the necessary survey. If after three attempts, the resident is still not available, put "Not At Home" in the comment section and leave surveyed blank.
 - If the resident refused to complete the survey, you do not have to keep attempting to survey and can simply put "Refused" in the Comment Section, putting occupied as 1 and leaving surveyed blank.
 - If the structure turns out to be a business or exempt and was mistaken for a residential structure, put "Business," "Church," etc., in the comment section and leave the occupied and surveyed sections blank.
 - The Head of Household category will have either "Owner" or "Renter" marked with a 1 and may have "Female-Headed Household" marked with a 1 if applicable.
 - The Household Income Range Category will only have one section marked with a 1.

Community:		Pineville		ALL APPLICATIONS MUST									
Target Area Name (if applicable):		1		100% Survey Example			HEAD OF HOUSEHOLD		HOUSEHOLD INCOME RANGE				
Surveyor:		LA		Map Key	Occupied House	Surveyed House	Female-Headed Household	Owner	Renter	High	Moderate	Low	Extremely Low
Date:		1/1/2023, 1/2/2023, 1/5/2023											
Total Population Size (households occupied & vacant):		38											
Comments:		Street Address: Street Name:											
	100	Valley Street		1	1	1	1	1			1		
	101	Valley Street		2	1	1		1				1	
VACANT	102	Valley Street		3									
	103	Valley Street		4	1	1	1		1				1
REFUSED	104	Valley Street		5	1								
	105	Valley Street		6	1	1		1					1
BUSINESS	106	Valley Street		7									
	107	Valley Street		8	1	1		1					1
	108	Valley Street		9	1	1		1					1
VACANT	109	Valley Street		10									
	110	Valley Street		11	1	1		1				1	
	111	Valley Street		12	1	1			1				1
	112	Valley Street		13	1	1			1				1
	113	Valley Street		14	1	1	1	1				1	
	114	Valley Street		15	1	1		1					1
	115	Valley Street		16	1	1		1					1



Survey Worksheet Pt. 2

- Racial Identity Information
 - This is the only section where a number other than 1 will be used.
 - The number of persons living in the residence will be marked and can have multiple racial categories filled at one time.
 - Example: 100 Valley Street has three people living in the house (1 Black/African American, 1 White, and 1 Black/African American & White).
 - The Ethnic Identity column should also be marked if the residents are of Hispanic ethnicity.
- The workbook will track all these amounts to give your totals at the bottom of the sheet.

Community: Pineville			ALL APPLICATIONS MUST PROVIDE THE INFORMATION BELOW																				
Target Area Name (if applicable):		1	Map Key	Occupied House	Surveyed House	HEAD OF HOUSEHOLD			HOUSEHOLD INCOME RANGE				RACIAL IDENTITY								ETHNIC IDENTITY		
Surveyor:		LA				Female-Headed Household	Owner	Renter	High	Moderate	LOW	Extremely Low	American Indian / Alaskan Native	Asian	Black / African American	Native Hawaiian / Other Pacific Islander	White	American Indian / Alaskan Native & White	Asian & White	Black / African American & White		American Indian / Alaskan Native & Black / African American	Other Multi-Racial
Date:		1/1/2023, 1/2/2023, 1/5/2023	Total Population Size (households occupied & vacant):		38		Comments:		Street Address:		Street Name:												
	100	Valley Street	1	1	1	1	1		1					1				1					
	101	Valley Street	2	1	1		1			1				3									
VACANT	102	Valley Street	3																				
	103	Valley Street	4	1	1	1		1						2									
REFUSED	104	Valley Street	5	1																			
	105	Valley Street	6	1	1		1								4							4	



Survey Tabulation Form

Survey Totals		35	34	6	31	3	1	7	16	10	3	10	24	2	34	1	3	3	0	0	6
Total Persons	80																				
Total Hispanic Ethnicity	6																				
Total Female-Headed Households	6																				
Total Low/Moderate Income	77																				
Total Above Income	3																				

Louisiana Community Development Block Grant -- SURVEY TABULATION FORM

Target Area # _____

1 Total Number In Universe (Occupied & Vacant)	38
2 Total Occupied Houses in Target Area	35
3 Total Occupied Houses Surveyed in Target Area	34
4 Total Persons Surveyed	80

5 Survey Methodology: 100% Door-to-Door Survey

6 Name of Activity	Streets	27	Rehabilitation Loans and Grants (Hook-Ups)	
7			Persons Households	
8		Persons	Owner	Renter
9 Total--All Income Levels		80		
10 LMI % (See Instructions)		96.25%		
11 Extremely Low Income		26		
12 Low Income		39		
13 Moderate Income		12		
14 Above income		3		
15 American Indian or Alaskan Native	Total	3		
16 Asian	Hispanic			
17 Black or African American	Total	10		
18 Native Hawaiian or Pacific Islander	Hispanic			
19 White	Total	24		
20 American Indian and White	Hispanic	1		
21 Asian and White	Total	2		
22 Black and White	Hispanic			
23 American Indian and Black	Total	3		
24 Other Multi-racial	Hispanic			
25 Total--All Racial Groups	Total	34		
26 Female-Headed Households	Hispanic	5		
	Total	1		
	Hispanic			
	Total	3		
	Hispanic			
	Total	3		
	Hispanic			
	Total	80		
	Hispanic	6		
	Total HH			
	Female-Headed Owner/Renter HH			
	Total HH			

- Above is the data that was calculated from the survey worksheet.
- The circled portions are the only sections that need to be manually input on this sheet.
 - Total Number in Universe: total structures initially thought to be residential both occupied and vacant (38 even though one turned out to be a business).
 - Total Occupied Houses in Target Area: total structures occupied whether or not they were surveyed.
 - Total Occupied Houses Surveyed in Target Area: remove the residences that were vacant or refused.
 - Total Persons Surveyed: can be taken from the totals calculated by the workbook.
 - Survey Methodology: Unless otherwise given permission, should always be door-to-door survey.
 - Name of Activity: Type of activity included in the application.
 - LMI%: Add up the extremely low, low, and moderate income amounts and divide that by the total persons.
- **NOTE:** Since this was 100% survey, the Projected Occupied Household and Survey Tab Form to ABF forms are not necessary.

Activity Beneficiary Form

- All of this data can then be added into your ABF.
- This process may need to be repeated for multiple target areas.
 - If there are multiple surveys needed in surrounding areas of a block group that is using census data, special permission may be granted for those surrounding smaller target areas to be put into the same universe.
- If multiple ABFs are necessary, one ABF that is labeled as “Combined ABF” that has the amounts of all the Target Area ABFs added together must be included.

Louisiana Community Development Block Grant -- Activity Beneficiary Form			
1	Name of Applicant	<u>Pineville</u>	
2	Application Type/FY	<u>Streets/23</u>	
3			
4	Target Area	<u>1</u>	
5	Comments	<u>100% Survey Example</u>	
6	Name of Activity		
7		Persons	
8	Total--All Income Levels	80	
9	LMI % (See Instructions)	96.25%	
10	Extremely Low Income	26	
11	Low Income	39	
12	Moderate Income	12	
13	Above Income	3	
14	American Indian or Alaskan Native	Total	3
		Hispanic	
15	Asian	Total	10
		Hispanic	
16	Black or African American	Total	24
		Hispanic	1
17	Native Hawaiian or Pacific Islander	Total	2
		Hispanic	
18	White	Total	34
		Hispanic	5
19	American Indian and White	Total	1
		Hispanic	
20	Asian and White	Total	3
		Hispanic	
21	Black and White	Total	3
		Hispanic	
22	American Indian and Black	Total	
		Hispanic	
23	Other Multi-racial	Total	
		Hispanic	
24	Total--All Racial Groups	Total	80
		Hispanic	6
25	Female-Headed Households	6	
26	Total Occupied Households	35	
27	Rehabilitation Loans and Grants		
28	Persons		Households
29	Owner	Renter	Owner Renter
30			
31			
32			
33			
34	Persons	Owner	Renter
35			
36			
37			
38			
39			
40			
41			
42			
43			
44			
45			
46	Fem. Headed O/R HH		
47	Total HH		



Random Sample Household Survey

- A Random Sample Household Survey is conducted when:
 - Less than 90% of the residents in a block group are benefiting from the improvements, which eliminates the use of census data.
 - If the LMI% is below 51% for the target area by use of census data, but the margin of error puts the LMI% above or at 51%, a survey can be conducted.



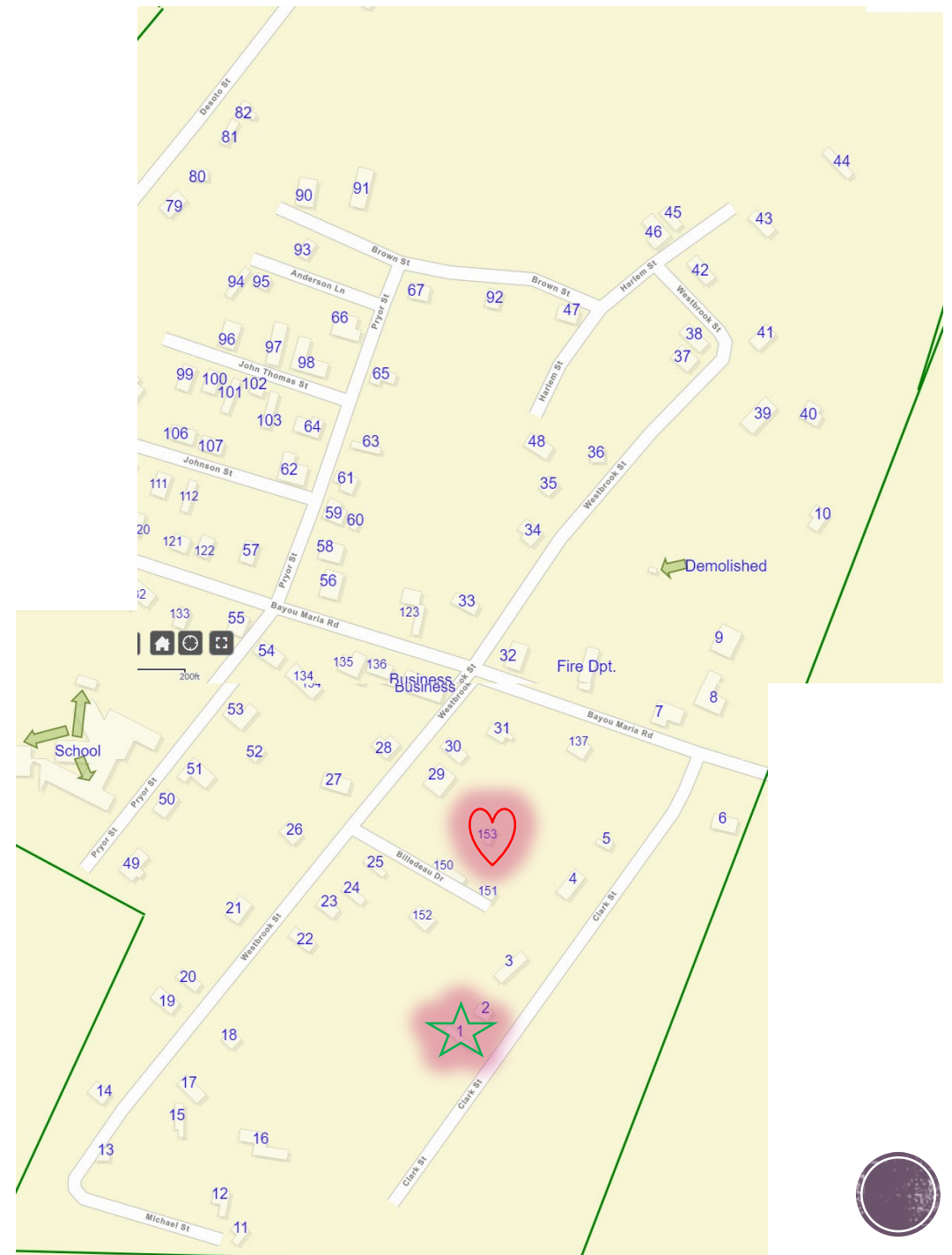
Random Sample Survey Map Pt. 1

- Often with random sample survey maps, the target area will be very large but not large enough of a percentage in a block group to use census data.
 - This means that sometimes multiple survey maps need to be used and even connected so the areas are clearly labeled and easy to follow.
 - Again, whatever system is easiest for your use to consistently label and identify structures should suffice as long as it follows the previously stated regulations.
- In this example, there are eleven streets that need to be improved, including the portion of Bayou Maria Road.
 - Note: if only a portion of the street needs to be redone, that's completely fine.



Random Sample Survey Map Pt. 2

- Multiple maps were necessary for this to be cut and show the numbers and comments clearly on the map.
 - If I were to turn this in for an application, I would likely have five or six maps to show all the keys and labeling in the target area needed.
 - To label such a large target area, I started labeling all the streets that went (for the most part) South to North and then moving to the residences on streets going from west to east.
 - See the green star for number one and the ending heart for number 153.



Survey Sample Size

Sample Size Calculator

This Sample Size Calculator is presented as a public service of Creative Research Systems [survey software](#). You can use it to determine how many people you need to interview in order to get results that reflect the target population as precisely as needed. You can also find the level of precision you have in an existing sample.

Before using the sample size calculator, there are two terms that you need to know. These are: **confidence interval** and **confidence level**. If you are not familiar with these terms, [click here](#). To learn more about the factors that affect the size of confidence intervals, [click here](#).

Enter your choices in a calculator below to find the sample size you need or the confidence interval you have. Leave the Population box blank, if the population is very large or unknown.

Determine Sample Size

Confidence Level: 95% 99%

Confidence Interval:

Population:

Sample size needed:

purpose is better than the pseudo random number algorithms typically used in computer programs.

Part 1: Sequence Boundaries

Smallest value (limit -1,000,000,000)

Largest value (limit +1,000,000,000)

Format in column(s)

The length of the sequence (the largest minus the smallest value plus 1) can be no greater than 10,000.

Part 2: Go!

Be patient! It may take a little while to generate your sequence...

Note: A randomized sequence does not contain duplicates (the numbers are like raffle tickets drawn from a **Generator** which generates the numbers independently of each other (like rolls of a die) and where each num

- After completing the survey map, giving you the size of your survey universe, the survey sample size can be calculated.
 - Go to <http://www.surveysystem.com/sscalc.htm>.
 - Enter a confidence interval of 5, make sure the confidence level is set at 95%, and enter in the number of initial residential structures in the survey universe (the sample size needed for this example is 110).
 - Print a copy of this page and include it in the application.
- After finding the sample size, a random number sequence will need to be made to identify the households within the population that are required to be surveyed.
 - Go to <https://www.random.org/sequences/>.
 - In the area identified as Sequence Boundaries, enter the Smallest Value as 1 and the Largest Value as the total number of the Population (153 in this case).
 - Choose your preferred number of columns and click the Get Sequence.
 - Print a copy of this page and include it in the application.
 - Count down the sequence list equal to the number of required surveys identified in the previous step (110 in this case).
 - If any of those households cannot be surveyed for any reason then the next number on the sequence list would be used to replace the original required number.



Survey Sample Size

- **NOTES:** A Random Sample Household Survey can be conducted to the smallest sample size interval available.
 - When searching under the required parameters on <https://www.surveysystem.com/sscalc.htm>, the smallest sample size for a random survey is 15 structures (where 14 responses are then required)
 - If, after surveying, vacancies, exempts or non-residential structures are discovered, bringing the responses below 14, a 100% survey will be required.
 - In some instances, this means that doing a 100% survey may be easier.
- Ex: If there are 15 structures in a universe (structures initially thought to be residential whether vacant or occupied), 14 is the sample size needed
 - There are 3 vacancies and 1 business discovered in the process of the survey, which puts the surveyed responses at 11. This means that a 11 responses are required.
 - **RULE:** Refusals and Not-At-Home responses count against the sample size needed. Vacancies, businesses and exempts do not count against the sample size needed. It may bring the sample size down below the random survey amounts, forcing a 100% survey.
- Remember: A 100% household survey only counts if all **occupied** households in a target area are surveyed.



Random Sample Survey Worksheet

Here is your sequence:

150	53	27	98	51
72	46	113	54	25
24	122	79	9	76
10	87	55	26	86
151	16	152	75	50
104	89	2	31	105
30	137	21	7	124
80	97	11	100	47
42	99	57	139	91
13	134	110	78	6
111	73	45	15	23
116	82	90	95	63
37	65	128	153	28
123	58	93	135	22
142	34	94	77	149
48	74	59	109	38
103	44	33	18	145
52	69	118	92	41
106	39	132	3	101
147	140	121	62	131
8	115	68	108	17
85	96	14	19	49
20	141	112	32	60
36	83	144	130	136
29	61	64	5	120
125	56	70	102	127
148	43	117	12	4
71	88	81	146	40
66	114	133	126	107
119	138	129	1	143
67	35	84		

- The numbers entered in on your Map Key for the survey worksheet should go in the EXACT order as what is listed on your random number sequence.
 - If there are any exempts, refusals, vacancies, or non-residential structures discovered during the survey, extras will be necessary.
 - In this example, there was 1 business, 1 church, 1 vacancies, 1 not available, and 1 refusal, so 5 extra surveys were necessary.
 - The blue marks where the original 110 amount was counted and the red marks where the extra 5 had to be added in.
- Except for the order of the map key, the survey worksheet is filled out the same way as for a 100% survey.

(households occupied & vacant):		153																						
Comments:	Street Address:	Street Name:	Map Key	Occupied House	Surveyed House	Female-Headed Ho	Owner	Renter	High	Moderate	Low	Extremely Low	American Indian /	Asie	Black / Africai	Native Hawaiian / Islan	Whi	American Indian / Whi	Asian &	Black / Africai An	American Indian / Black / Africai	Other Multi	Hispanic	
			150	1	1		1			1					1									
			72	1	1		1				1				2									
BUSINESS NOT AT HOME			24																					
			10	1																				
CHURCH			151	1				1				1			3									
			104																					
			30	1	1	1		1				1						2						
			80	1	1		1				1							1						
			42	1	1	1	1			1								4						
REFUSED			13	1																				
			111	1	1		1		1									1						
			116	1	1			1			1							5						
VACANT			37																					
			123	1	1	1		1				1		1										
			142	1	1			1				1			4									
			48	1	1	1	1			1								3						

timestamp: 2022-07-01 16:20:13 UTC

Again! Go Back



Survey Worksheet Pt. 2

Community:		Pineville		ALL APPLICATIONS MUST PROVIDE THE INFORMATION BELOW																				
Target Area Name (if applicable):		2		Map Key	Occupied House	Surveyed House	HEAD OF HOUSEHOLD			HOUSEHOLD INCOME RANGE			RACIAL IDENTITY											ETHNIC IDENTITY
Surveyor:		LA					Female-Headed Household	Owner	Renter	High	Moderate	Low	Extremely Low	American Indian / Alaskan Native	Asian	Black / African American	Native Hawaiian / Other Pacific Islander	White	American Indian / Alaskan Native & White	Asian & White	Black / African American & White	American Indian / Alaskan Native & Black / African American	Other Multi-Racial	Hispanic
Date:		1/1/2023, 1/2/2023, 1/3/2023																						
Total Population Size (households occupied & vacant):		153																						
Comments:		Street Address: Street Name:																						
Survey Totals					112	110	4	82	28	1	3	69	37	0	1	91	0	165	0	0	0	0	8	
Total Persons				257																				
Total Hispanic Ethnicity				8																				
Total Female-Headed Households				4																				
Total Low/Moderate Income				256																				
Total Above Income				1																				

- This is what the bottom of the random household example looks like currently.
 - Notice that the Survey totals for occupied households is 112 because there was one refusal and one not at home.
 - The surveyed household total is 110, which is the sample survey size needed.
 - The head of household data and household income range data also adds up to 110.



Projected Occupied Households Form

- When a random survey is conducted, a project occupied household form has to be completed to help fill in portions of the ABF.
- Enter data ONLY in the yellow sections. The green will automatically fill in as you go with preset equations.
- For this example, the project occupied households come out to be 149.

* When a survey is less than 100%, most data from a survey is directly transferred to the Survey Tabulation Form. However, the number of projected occupied households must be calculated (not transferred). Projected Occupied Households, as calculated, must be entered on the Survey Tabulation Form. Enter the calculation on Row 2, "Total Occupied Houses in Target Area".

Projected Occupied Households

When to Use: Anytime a random sample household survey is utilized.

Directions: Enter data into the yellow cells. The green cells, having formulas, will auto-calculate.

1	Applicant	Pineville
2	Target Area	2
3	153	Enter Population of structures initially thought to be residential both occupied and vacant
4	115	Total of all survey attempts as listed below in rows 5-10:
5	110	(Surveyed) Residentially occupied and surveyed
6	1	(Not home) Residentially occupied and unreachable--not at home
7	1	(Refused) Residentially occupied and unreachable--refused to cooperate
8	1	(Vacant) Not residentially occupied due to being vacant
9	1	(Business) Not residentially occupied due to being a business
10	1	(Exempt) Not residentially occupied due to being an exempt church
11	3	Total of all survey attempts that were not residentially occupied as above in rows 8 -10.
12	112	Attempts (Row 4) less units not residentially occupied (Row 11) equals known residentially occupied households.
13	0.973913	Occupied Household Percentage unrounded: Divide the known occupied households (Row 12) by attempts (Row 4)
14	97.39%	Occupied Household Percentage rounded two digits beyond the decimal
15	149.0067	Projected Occupied Households unrounded: Multiply the rounded household percentage (row 14) times the
16	149	Projected Occupied Households rounded. Round to the nearest whole number. Enter this number on the Survey Tabulation Form as the answer to 2. *Total Occupied Houses in Target Area.



Survey Tabulation Form

Survey Totals		112	110	4	82	28	1	3	69	37	0	1	91	0	165	0	0	0	0	0	8
Total Persons	257																				
Total Hispanic Ethnicity	8																				
Total Female-Headed Households	4																				
Total Low/Moderate Income	256																				
Total Above Income	1																				

Louisiana Community Development Block Grant -- SURVEY TABULATION FORM
Target Area # 2

1 Total Number in Universe (Occupied & Vacant) 153
2 Total Occupied Houses in Target Area 149
3 Total Occupied Houses Surveyed in Target Area 110
4 Total Persons Surveyed 257

5 Survey Methodology: Random Sample Door-to-Door Survey

Name of Activity	Streets	Persons	Rehabilitation Loans and Grants (Hook-Ups)			
			Persons		Households	
			Owner	Renter	Owner	Renter
Total--All Income Levels		257				
LMI % (See Instructions)		99.61%				
Extremely Low Income		151				
Low Income		97				
Moderate Income		8				
Above Income		1				
American Indian or Alaskan Native	Total					
	Hispanic					
Asian	Total	1				
	Hispanic					
Black or African American	Total	91				
	Hispanic	2				
Native Hawaiian or Pacific Islander	Total					
	Hispanic					
White	Total	165				
	Hispanic	6				
American Indian and White	Total					
	Hispanic					
Asian and White	Total					
	Hispanic					
Black and White	Total					
	Hispanic					
American Indian and Black	Total					
	Hispanic					
Other Multi-racial	Total					
	Hispanic					
Total--All Racial Groups	Total	257				
	Hispanic	8				
Female-Headed Households		4				
Total Occupied Households		112				
			Female-Headed Owner/Renter HH			
			Total HH			

- Above is the data that was calculated from the survey worksheet.
- The circled portions are the only sections that need to be manually input on this sheet.
 - Total Number in Universe: Total structures initially thought to be residential both occupied and vacant (153 even though there was a business and an exempt).
 - Total Occupied Houses in Target Area: This number is taken from the projected occupied households number.
 - Total Occupied Houses Surveyed in Target Area: Remove the residences that were vacant or refused.
 - Total Persons Surveyed: Can be taken from the totals calculated by the workbook.
 - Survey Methodology: Unless otherwise given permission, should always be door-to-door survey.
 - Name of Activity: Type of activity included in the application.
 - LMI%: Add up the extremely low, low, and moderate income amounts and divide that by the total persons .

Projection Sheet: Survey Tab Form to ABF

Projection Sheet: From the Survey Tab Form to the Activity Beneficiary Form

Applicant		Pineville		Application Number		7	
Target Area		2		Done by LA		Date 1/6/23	
Step 1: In the yellow cells of this left panel enter the raw data, rows 1-26, from the Survey Tabulation Form.				Step 2: In yellow cells of this right panel use judgment to enter racial data. Adjust the largest racial category, if necessary, to insure persons by race equals total persons.			
1	Total Number In Univ (Occ & V	153	Persons Per HH, Not Rounded	2.3364			
2	Tot Occupied Houses in Target A	149	Persons Per HH, Rounded	2.34			
3	Tot Occ Houses Surveyed in T A	110	Proj Tot Persons, not rounded	348.66			
4	Total Persons Surveyed	257	Proj Tot Persons, rounded	349			
5 N/A							
6	Name of Activity	Streets	Percent found in survey	Projected Persons Unadjusted	Proj & Rounded	Adjusted ABF Numbers	
7		Persons					
8	Total--All Income Levels	257				349	Tot Pers
9	LMI % (See Instructions)	99.61%	Not on ABF			348	LMI Pers
10	Extremely Low Income	151	58.75%	205.04	205	205	E low
11	Low Income	97	37.74%	131.71	132	132	Low
12	Moderate Income	8	3.11%	10.85	11	11	Mod
13	Above Income	1	0.39%	1.36	1	1	Above
14	American Indian or Alaskan Native	Total					Amer I
15	Asian	Total	0.39%	1.36	1		Asian
16	Black or African American	Total	35.41%	123.58	124		Black
17	Native Hawaiian or Pacific Islander	Total	0.78%	2.72	3		Hawaii
18	White	Total	64.20%	224.06	224		White
19	American Indian and White	Total	2.33%	8.13	8		Am I & W
20	Asian and White	Total					Asia & W
21	Black and White	Total					B & W
22	American Indian and Black	Total					AI & B
23	Other Multi-racial	Total					Multi
24	Total--All Racial Groups	Total				349	
25	Female-Headed Households	4	3.64%	5.4236		5	Fem Head
26	Total Occupied Households	149				149	Occ HH

Projection Sheet: From the Survey Tab Form to the Activity Beneficiary Form

Applicant		Pineville		Application Number		7	
Target Area		2		Done by LA		Date 1/6/23	
Step 1: In the yellow cells of this left panel enter the raw data, rows 1-26, from the Survey Tabulation Form.				Step 2: In yellow cells of this right panel use judgment to enter racial data. Adjust the largest racial category, if necessary, to insure persons by race equals total persons.			
1	Total Number In Univ (Occ & V	153	Persons Per HH, Not Rounded	2.3364			
2	Tot Occupied Houses in Target A	149	Persons Per HH, Rounded	2.34			
3	Tot Occ Houses Surveyed in T A	110	Proj Tot Persons, not rounded	348.66			
4	Total Persons Surveyed	257	Proj Tot Persons, rounded	349			
5 N/A							
6	Name of Activity	Streets	Percent found in survey	Projected Persons Unadjusted	Proj & Rounded	Adjusted ABF Numbers	
7		Persons					
8	Total--All Income Levels	257				349	Tot Pers
9	LMI % (See Instructions)	99.61%	Not on ABF			348	LMI Pers
10	Extremely Low Income	151	58.75%	205.04	205	205	E low
11	Low Income	97	37.74%	131.71	132	132	Low
12	Moderate Income	8	3.11%	10.85	11	11	Mod
13	Above Income	1	0.39%	1.36	1	1	Above
14	American Indian or Alaskan Native	Total					Amer I
15	Asian	Total	0.39%	1.36	1		Asian
16	Black or African American	Total	35.41%	123.58	124		Black
17	Native Hawaiian or Pacific Islander	Total	0.78%	2.72	3		Hawaii
18	White	Total	64.20%	224.06	224		White
19	American Indian and White	Total	2.33%	8.13	8		Am I & W
20	Asian and White	Total					Asia & W
21	Black and White	Total					B & W
22	American Indian and Black	Total					AI & B
23	Other Multi-racial	Total					Multi
24	Total--All Racial Groups	Total				349	
25	Female-Headed Households	4	3.64%	5.4236		5	Fem Head
26	Total Occupied Households	149				149	Occ HH

- Information is entered into this form from the Survey Tabulation Form. It is used to project the actual beneficiary racial data from the survey data.
- The spreadsheet automatically calculates all the answers appearing in the non-yellow cells by using Excel formulas.
 - First fill in the yellow boxes on the leftmost side.
 - After the initial survey amounts are entered from the survey tab form, the preset formulas will calculate the project amounts and gradually round them (see "Proj & Rounded" column).
 - From there, you can input those amounts into the rightmost yellow boxes in "Adjusted ABF Numbers".
 - These are the amounts that will be totaled onto the target area ABF.



Final ABFs

- This is the ABF with the projections for the random survey data. →
- If the 100% survey from earlier was considered Target Area 1 and this was considered Target Area 2 for the Pineville Application cycle, a Combined/Final ABF would also need to be submitted for the application.
 - You would calculate this by adding in the amounts from every row (except LMI%).

Louisiana Community Development Block Grant -- Activity Beneficiary Form			
1	Name of Applicant	Pineville	4 Target Area 2
2	Application Type/FY	Streets/23	5 Comments Random Survey example
3			
6	Name of Activity		
7		Persons	
8	Total--All Income Levels	349	
9	LMI % (See Instructions)	99.61%	
10	Extremely Low Income	205	
11	Low Income	132	
12	Moderate Income	11	
13	Above Income	1	
14	American Indian or Alaskan Native	Total	
		Hispanic	
15	Asian	Total	1
		Hispanic	
16	Black or African American	Total	124
		Hispanic	3
17	Native Hawaiian or Pacific Islander	Total	
		Hispanic	
18	White	Total	224
		Hispanic	8
19	American Indian and White	Total	
		Hispanic	
20	Asian and White	Total	
		Hispanic	
21	Black and White	Total	
		Hispanic	
22	American Indian and Black	Total	
		Hispanic	
23	Other Multi-racial	Total	
		Hispanic	
24	Total--All Racial Groups	Total	349
		Hispanic	11
25	Female-Headed Households	5	
26	Total Occupied Households	149	
27	Rehabilitation Loans and Grants		
28	Persons		Households
29	Owner	Renter	Owner Renter
30			
31			
32			
33			
34	Persons	Owner	Renter
35			
36			
37			
38			
39			
40			
41			
42			
43			
44			
45			
46	Fem. Headed O/R HH		
47	Total HH		

Louisiana Community Development Block Grant -- Activity Beneficiary Form			
1	Name of Applicant	Pineville	4 Target Area 1
2	Application Type/FY	Streets/23	5 Comments 100% Survey Example
3			
6	Name of Activity		
7		Persons	
8	Total--All Income Levels	80	
9	LMI % (See Instructions)	96.25%	
10	Extremely Low Income	26	
11	Low Income	39	
12	Moderate Income	12	
13	Above Income	3	
14	American Indian or Alaskan Native	Total	3
		Hispanic	
15	Asian	Total	10
		Hispanic	
16	Black or African American	Total	24
		Hispanic	1
17	Native Hawaiian or Pacific Islander	Total	2
		Hispanic	
18	White	Total	34
		Hispanic	5
19	American Indian and White	Total	1
		Hispanic	
20	Asian and White	Total	3
		Hispanic	
21	Black and White	Total	3
		Hispanic	
22	American Indian and Black	Total	
		Hispanic	
23	Other Multi-racial	Total	
		Hispanic	
24	Total--All Racial Groups	Total	80
		Hispanic	6
25	Female-Headed Households	6	
26	Total Occupied Households	35	
27	Rehabilitation Loans and Grants		
28	Persons		Households
29	Owner	Renter	Owner Renter
30			
31			
32			
33			
34	Persons	Owner	Renter
35			
36			
37			
38			
39			
40			
41			
42			
43			
44			
45			
46	Fem. Headed O/R HH		
47	Total HH		



Final ABFs Pt. 2

- After adding the totals of each section, this is what the Final ABF came out to be.
 - All of these forms need to be added into the application.

Important Final Notes:

- Make sure every box that requires an answer on your survey forms is entered.
- Double check your totals at the bottom of the worksheets to make sure they correspond with each other.
- Each target area needs its own survey workbook (3-5 forms each depending on the type of survey).
- If you have multiple target areas, there needs to be a final/combined ABF.

Louisiana Community Development Block Grant -- Activity Beneficiary Form							
1	Name of Applicant	Pineville		4	Target Area	1 & 2	
2	Application Type/FY	Streets/23		5	Comments	COMBINED	
3							
6	Name of Activity						
7				Persons			
8	Total--All Income Levels			429			
9	LMI % (See Instructions)			99.10%			
10	Extremely Low Income			231			
11	Low Income			171			
12	Moderate Income			23			
13	Above Income			4			
14	American Indian or Alaskan Native	Total	3				
		Hispanic					
15	Asian	Total	11				
		Hispanic					
16	Black or African American	Total	148				
		Hispanic	4				
17	Native Hawaiian or Pacific Islander	Total	2				
		Hispanic					
18	White	Total	258				
		Hispanic	13				
19	American Indian and White	Total	1				
		Hispanic					
20	Asian and White	Total	3				
		Hispanic					
21	Black and White	Total	3				
		Hispanic					
22	American Indian and Black	Total					
		Hispanic					
23	Other Multi-racial	Total					
		Hispanic					
24	Total--All Racial Groups	Total	429				
		Hispanic	17				
25	Female-Headed Households			11			
26	Total Occupied Households			184			
27	Rehabilitation Loans and Grants						
28	Persons		Households				
	Owner	Renter	Owner	Renter			
29							
30							
31							
32							
33							
34	Persons		Owner	Renter			
35							
36							
37							
38							
39							
40							
41							
42							
43							
44							
45							
46	Fem. Headed O/R HH						
47	Total HH						



Analysis of Household Survey Data Form

- Due to the potential variance that can occur in data obtained during the Household Survey process, the applicant is required to complete this form if the percentage of low/moderate income persons for a target area is at least 51% but less than 56%.
 - To be eligible, a target area must be at least 51% low/moderate income persons. Each target area must pass this test independently.
 - Example: If Target Area 1 has a low/moderate percentage of 53.2%, Target Area 2 has 54.9%, and Target Area 3 has 58.4%, then the application must include analyses for Target Areas 1 and 2.

Analysis of Household Survey Data Form

Applicant: _____

Target Area #: _____

	Above Income	Moderate/Low/Extremely Low
1. Total number of persons in households:	_____	_____
2. Total number of households:	_____	_____
3. Average persons per household:	_____	_____

Target Area #: _____

	Above Income	Moderate/Low/Extremely Low
1. Total number of persons in households:	_____	_____
2. Total number of households:	_____	_____
3. Average persons per household:	_____	_____

Target Area #: _____

	Above Income	Moderate/Low/Extremely Low
1. Total number of persons in households:	_____	_____
2. Total number of households:	_____	_____
3. Average persons per household:	_____	_____



Jurisdictional Maps



What to do:

- This map is going to indicate the location of concentrations of minorities and concentrations of low- and moderate- income persons, showing number and percent for both groups by jurisdiction.
 - If the applicant is a Parish, the jurisdictional map should show the entire Parish. The same can be said for entire cities or towns. Even if the project is only two streets, the entire entity is what is reflected on the map.
- All proposed target areas must be indicated on the map as well.
- If minorities and/or low- and moderate-income persons are evenly disbursed throughout the jurisdiction, then the applicant must include such a statement on the map.



Where to Low- and Moderate-income data:

- If there is a system set up through the applicant to track their own minority and low- and moderate income data, that can be used on this map.
 - Local government officials/parish officials are often able to identify this data on the map.
- The numerical values can also be found through HUD Exchange for Low- and Moderate-income data.
 - Go to <https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-local-government/> for local government data and <https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-block-groups-places/> for parish data.
 - Example: the numbers for East Baton Rouge Parish Low- and Moderate income values would be 202,570 persons and 46.6%.

	GEOTY	STATE	COUNT	COUSL	PLACE	CONCI	NAME	STUSA	LC	LOWMI	LM	LOWMODUN	LOWMOD_P	UCLO
78	COUNTY	22	031				De Soto Parish	LA	8,740	12,804	16,715	26,725	47.91%	
79	COUNTY	22	033				East Baton Rouge Parish	LA	134,240	202,570	275,955	434,675	46.60%	
80	COUNTY	22	035				East Carroll Parish	LA	2,980	4,025	4,860	6,055	66.47%	



Where to find Minority Data

- If there is a system set up through the applicant to track their own minority and low- and moderate income data, that can be used on this map.
 - Local government officials/parish officials are often able to identify this data on the map.
- Go to <https://data.census.gov/cedsci/advanced>
 - Select Geography → County (if you are searching for a City, Town or Village, click Place) → Louisiana → East Baton Rouge Parish.
 - The first option under Tables is “P1 Race”.
 - Click 2020: DEC Redistricting Data.

United States Census Bureau

Advanced Search

Table ID (e.g., DP05)

1 Filter

East Baton Rouge Parish, Louisiana

Clear all filters

Find a Filter

Search

Codes

Geography

Surveys

Topics

Years

County / Louisiana / Select County

Hide Geographic Components Show Geographic Components

Within other geographies

Search County

Caddo Parish, Louisiana

Calcasieu Parish, Louisiana

Caldwell Parish, Louisiana

Cameron Parish, Louisiana

Catahoula Parish, Louisiana

Claiborne Parish, Louisiana

Concordia Parish, Louisiana

De Soto Parish, Louisiana

East Baton Rouge Parish, Louisiana

Total Population in East Baton Rouge Parish, Louisiana is **456,781**

2020 Decennial Census

View This Result

3,214 Tables, 3,214 Maps, 93,361 Pages

Tables

Decennial Census

P1 | RACE

View All 3 Products

2020: DEC Redistricting Data (P...)

2010: DEC Summary File 1

2019: PEP Population Estimates

PEPANNRES | ANNUAL ESTIMATES OF THE POPULATION: APRIL 1, 2010 TO JULY 1, 2019 - FOR FULL ESTIMATES DETAIL, VISIT <https://www.census.gov/programs-surveys/pepest.html>

2019: PEP Population Estimates

American Community Survey

DPO5 | ACS DEMOGRAPHIC AND HOUSING ESTIMATES

View All 21 Products

East Baton Rouge Parish, Louisiana Profile

East Baton Rouge Parish, Louisiana has 455.3 square miles of land area and is the 48th largest county in Louisiana by total area.

View Profile

Minority Data continued...

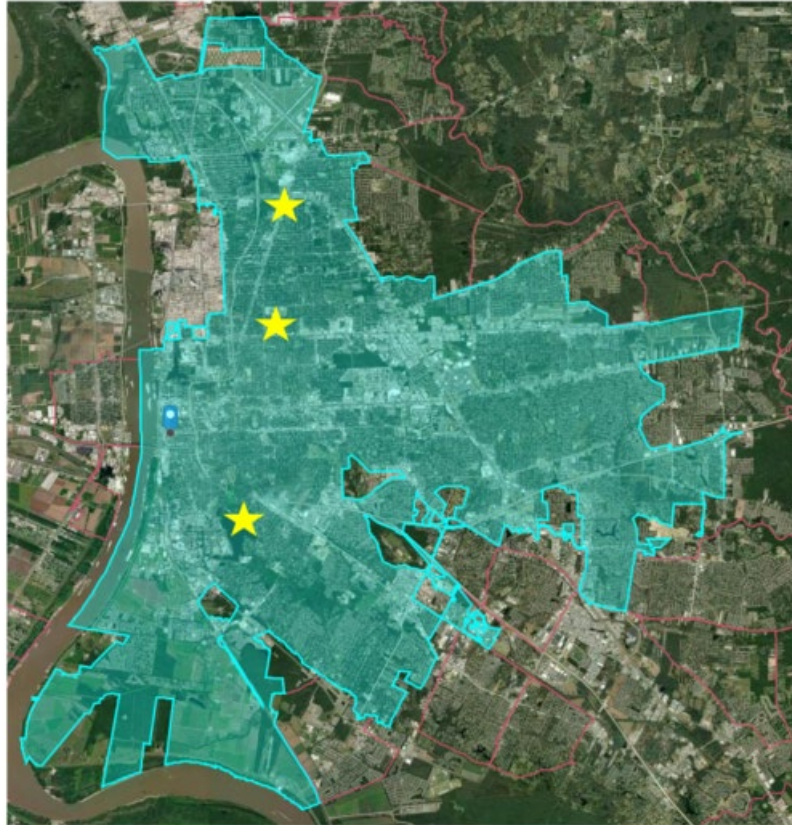
- Under the category “Population of one race,” there is a section called “White alone.”
 - Take that amount (in this case 196,069) and subtract it from the total (456,481).
 - This makes the minority population in East Baton Rouge Parish 260,412.
 - Divide the data provided to calculate the percentage ($260,412/456,481 = .5705$ or 57.1%).

Label	East Baton Rouge Parish...
▼ Total:	456,781
▼ Population of one race:	434,158
White alone	196,069
Black or African American alone	206,681
American Indian and Alaska Native alone	1,285
Asian alone	14,499
Native Hawaiian and Other Pacific Islander alone	121
Some Other Race alone	15,503



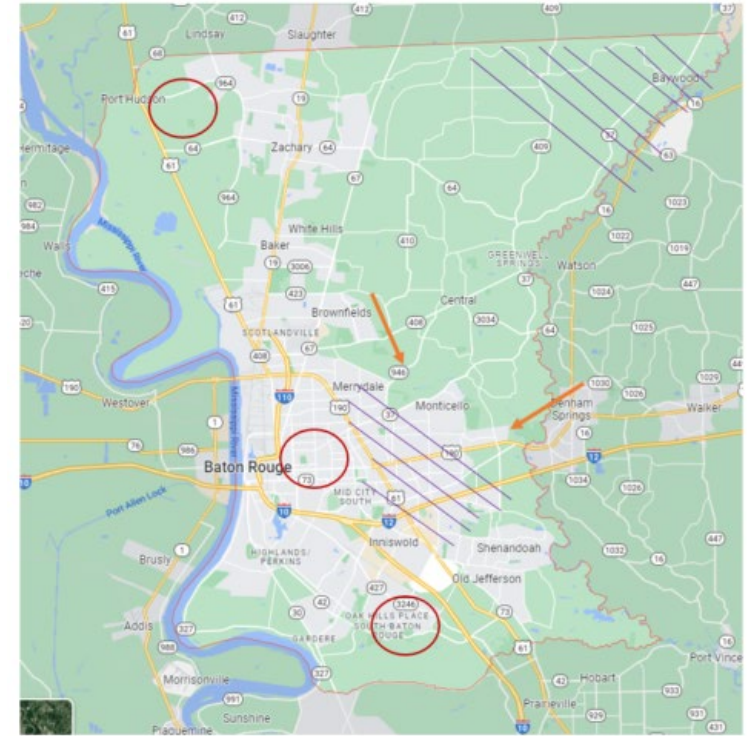
Putting It All Together

- You can use the census mapping tool, google maps, local maps, etc. Anything that outlines the jurisdiction of the applicant. From there you will need to include the amounts and percentages in a text box or written on the map.



The Jurisdiction of Baton Rouge is highlighted in light blue |
Minority Population: 147,479
Minority Percentage: 64.83%
Low/Mod Population: 124,020
Low/Mod Percentage: 56.24%

The concentrations of minority and low/mod populations are evenly distributed throughout the City
The Target Areas are marked with Gold Stars



East Baton Rouge Parish Jurisdiction Outline in Red
Minority Population: 260,412
Minority Percentage: 57.1%
Low/Mod Population: 202,570
Low/Mod Percentage: 46.60%

The STRAIGHT PURPLE LINES indicate the concentrations of Low/Mod persons in the Parish
The RED CIRCLES indicate the concentrations of minority persons in the Parish
**Full Disclaimer: This is not an accurate portrayal of East Baton Rouge Parish and should not be considered as such.
The Target Areas are marked with Orange Arrows|

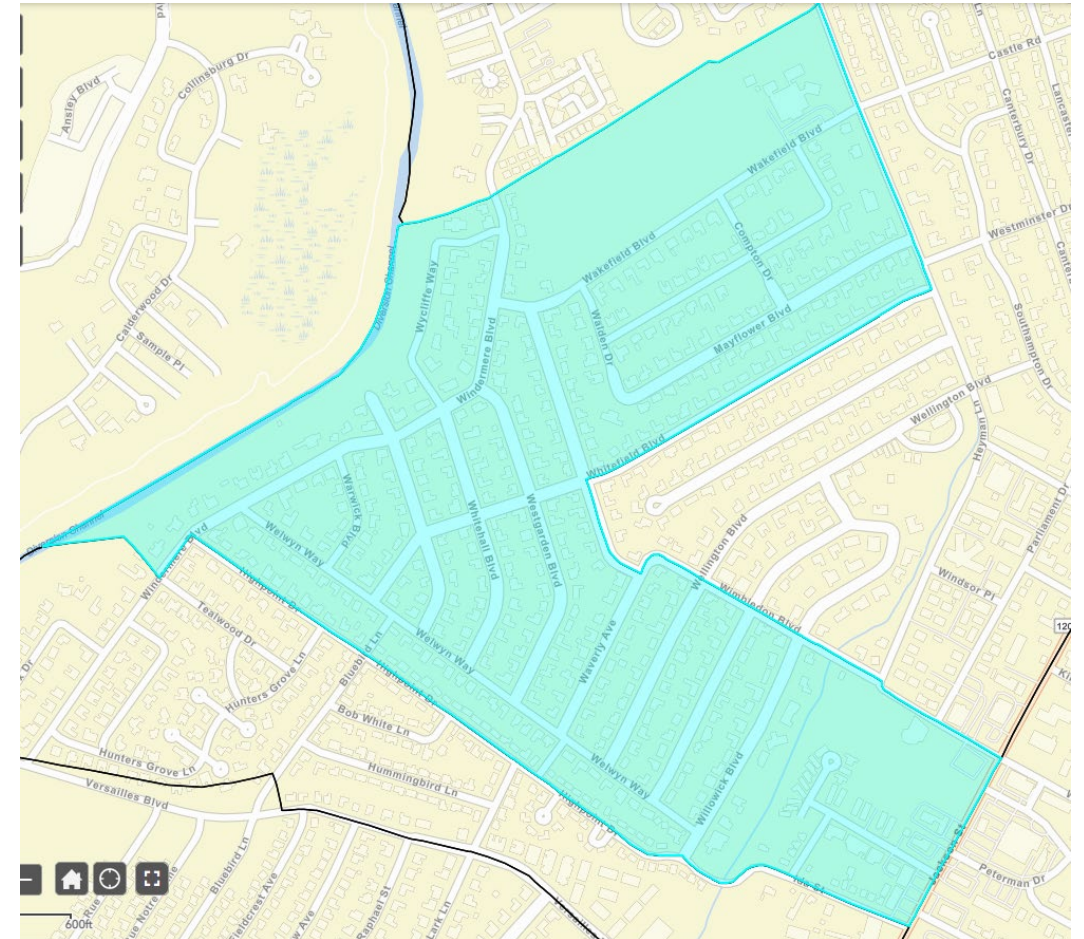


Census/Survey Exercise



The Basic Info

- This is a map of Block Group 3, Census Tract 123.02 in Rapides Parish, Louisiana.
- The LMI in this Block Group is 48% with a Margin of Error of $\pm 5\%$.
- Out of the 3 options available for gathering data for an ABF, which option is immediately out?

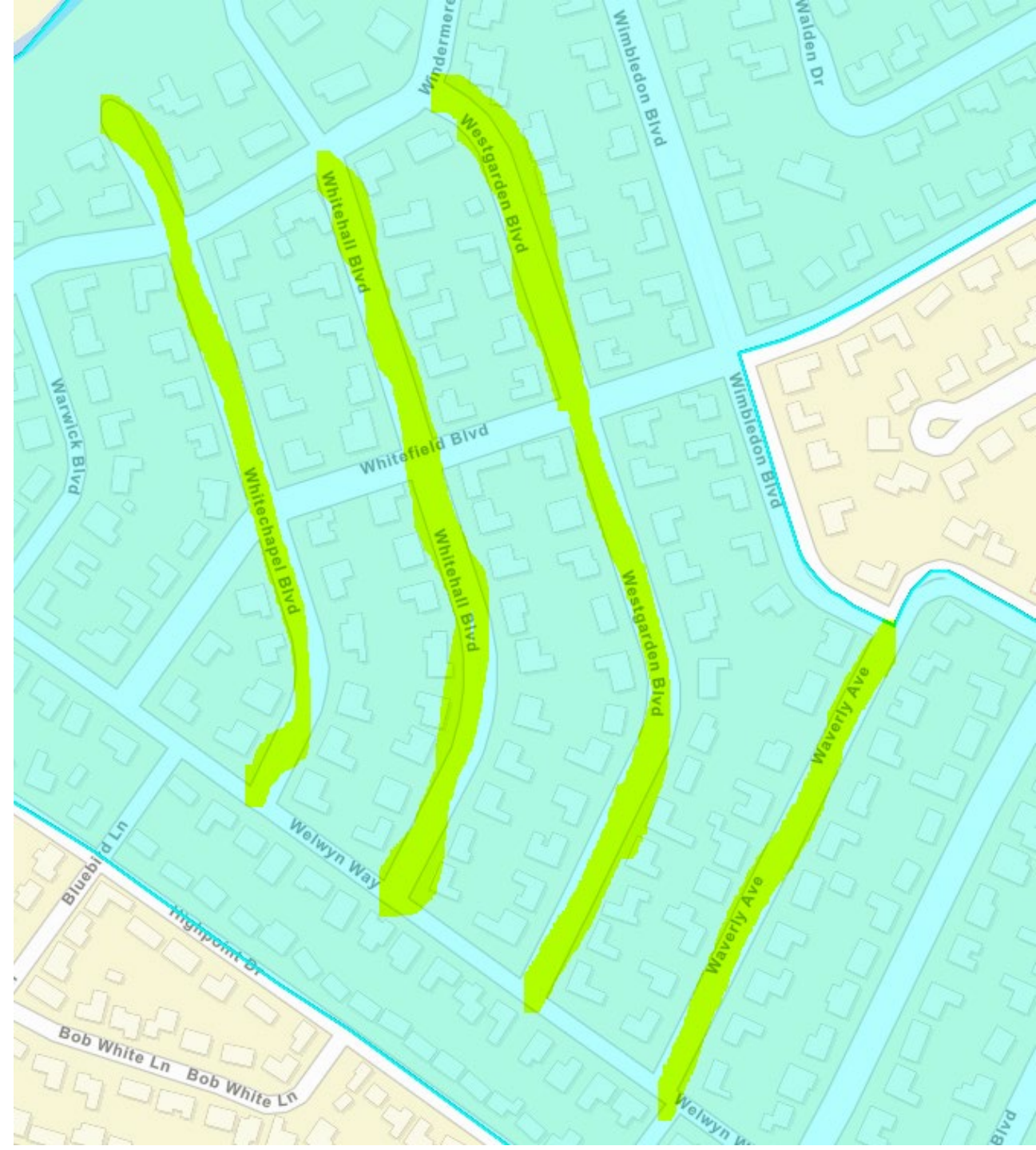


Besides the location of the block group, all of this data is fabricated



The Basic Info

- ANSWER: Census Data – since the LMI% is below 51%, we cannot use census data for this ABF. The Margin of Error being $\pm 5\%$ means we can still conduct a survey.
- Here is the map revised with the streets that need reconstruction in this block group.
 - About 30% of the residents of this block group live on Whitechapel Boulevard, Whitehall Boulevard, Westgarden Boulevard and Waverly Avenue.
 - There are 102 structures on these four streets.
- Which option seems most likely for this universe size?



Getting Started

- ANSWER: A Random Sample Household Survey. Since there are so many structures and it seems likely that the sample size will be met, a random survey may be easier in this case.
 - Note: If a 100% survey feels easier or if a 100% survey may reflect the necessary LMI%, one can still be conducted.
- Time to Map: Number these in an orderly, contiguous manner to create a survey map.
 - Remember that if this were actually part of an application, someone would go ride these streets for the Streets Table and to verify whether all of these structures were actually residences to the best of their ability.
 - To assist, I've marked the location of any churches, businesses, or addresses that are not included on these streets.



○ address is on Welwyn Way
+ church
■ business
||| address is on Wimbeldon



Survey Mapping



- This is what I came up with when I mapped it.
 - After removing the non-residential structures and exempts, 99 residential structures were left.
 - Next is creating the sample size calculation.
 - 79 is the sample size needed for this survey.
 - Now to create the Random Number Sequence.
 - Remember to do the entire population number as largest value, not just the number needed to survey.
 - Print the Sequence page and attach that to the application.

Leave the Population box blank, if the population is very large or unknown.

Determine Sample Size

Confidence Level: 95% 99%

Confidence Interval:

Population:

Sample size needed:

Here is your sequence:

53	65	57	81	98
17	29	4	56	83
21	73	77	12	72
60	44	71	32	96
90	5	28	41	58
19	42	26	47	31
84	87	97	66	22
43	70	3	2	75
24	93	74	51	1
9	8	82	35	39
27	16	13	50	52
76	78	92	67	89
61	40	20	94	55
99	63	14	45	62
49	54	95	25	33
64	37	6	11	91
46	34	30	69	23
38	80	88	48	59
36	68	79	15	85
10	86	7	18	



Next Up: Survey Workbook

Here is your sequence:

53	65	57	81	98
17	29	4	56	83
21	73	77	12	<u>72</u>
60	44	71	32	96
90	5	28	41	58
19	42	26	47	31
84	87	97	66	22
43	70	3	2	75
24	93	74	51	1
9	8	82	35	39
27	16	13	50	52
76	78	92	67	89
61	40	20	94	55
99	63	14	45	62
49	54	95	25	33
64	37	6	11	91
46	34	30	69	23
38	80	88	48	59
36	68	79	<u>15</u>	85
10	86	7	18	

- After three attempts, the survey found that there was one vacant structure, one not-at-home resident, one refusal, and one business that was mistakenly believed to be a residence.
 - Notice how the surveyed houses add up to the sample size generated, and the amounts for Head of Household and Household Income Range add up to that amount.

Community:		ALL APPLICATIONS MUST PROVIDE THE INFORMATION BELOW																						
Target Area Name (if applicable):		Map Key	Occupied House	Surveyed House	HEAD OF HOUSEHOLD			HOUSEHOLD INCOME RANGE					RACIAL IDENTITY								ETHNIC IDENTITY			
Surveyor:					Female-Headed Household	Owner	Renter	High	Moderate	LOW	Extremely Low	American Indian / Alaskan Native	Asian	Black / African American	Native Hawaiian / Other Pacific Islander	White	American Indian / Alaskan Native & White	Asian & White	Black / African American & White	American Indian / Alaskan Native & Black / African American		Other Multi-Racial	Hispanic	
Date:																								
Total Population Size (households occupied & vacant):																								
Somplace																								
1																								
LA																								
2/1/2023, 2/4/2023, 2/7/2023																								
99																								
Street Address: Street Name:																								
Survey Totals			81	79	12	60	19	12	24	16	27	2	20	75	6	62	12	4	9	0	0	0		
Total Persons		190																						
Total Hispanic Ethnicity		0																						
Total Female-Headed Households		12																						
Total Low/Moderate Income		160																						
Total Above Income		30																						



Fill Out Survey Workbook

Community: Somplace			ALL APPLICATIONS MUST PROVIDE THE INFORMATION BELOW																						
Target Area Name (if applicable): 1		Map Key	Occupied House	Surveyed House	HEAD OF HOUSEHOLD			HOUSEHOLD INCOME RANGE				RACIAL IDENTITY										ETHNIC IDENTITY			
Surveyor: LA	Date: 2/1/2023, 2/4/2023, 2/7/2023				Female-Headed Household	Owner	Renter	High	Moderate	Low	Extremely Low	American Indian / Alaskan Native	Asian	Black / African American	Native Hawaiian / Other Pacific Islander	White	American Indian / Alaskan Native & White	Asian & White	Black / African American & White	American Indian / Alaskan Native & Black / African American	Other Multi-Racial	Hispanic			
Total Population Size (households occupied & vacant): 99		Comments:	Street Address:	Street Name:																					
	16	Westgarden	53	1	1	1	1			1															
	11	Whitechapel	17	1	1		1			1															
	102	Whitechapel	21	1	1		1			1															
	254	Westgarden	60	1	1		1			1															
	645	Waverly	90	1	1		1			1														4	
	154	Whitechapel	19	1	1		1			1														2	
VACANT	12635	Waverly	84																						
	14453	Whitehall	43	1	1	1	1				1													4	
	16543	Whitehall	24	1	1		1				1													2	
NOT AT HOME	46423	Whitechapel	9	1																					
REFUSED	43125	Whitehall	27	1																					
	42155	Westgarden	76	1	1		1				1													4	
BUSINESS	7546935	Westgarden	61																						
	421642	Waverly	99	1	1																			2	
	452163	Westgarden	49	1	1		1						1	2											
	4521652	Westgarden	64	1	1	1	1						1											4	
Survey Totals				81	79	12	60	19	12	24	16	27	2	20	75	6	62	12	4	9	0	0	0		
Total Persons			190																						
Total Hispanic Ethnicity			0																						
Total Female-Headed Households			12																						
Total Low/Moderate Income			160																						
Total Above Income			30																						



Contact info

Layla Argrave

Email: Layla.Argrave@la.gov

Phone: 225-219-7301

- Follow us on Facebook
 - <https://www.facebook.com/LaOCD>
- Catch us on YouTube – Search OCD-LGA
- <https://www.doa.la.gov/doa/ocd-lga/>

