

Instructions for Completing the CDBG Target Area Survey

NOTE: Every question on the survey must be filled out or the survey cannot be counted

1. Indicate the name of the city/county applicant and the title of the project here. This should be on every survey.
2. Print the full legal name of the resident(s) here. If married, put both husband and wife's first names.
3. Enter the actual date that the survey was conducted.
4. Print the mailing address of the residence here. List the appropriate map number that corresponds with the residence's map # in space provided.
5. There must be an occupied dwelling at this address. If the project is a line extension project and the occupant is a renter, fill in the owner's name and **attach another Target Area Survey for the owner.**
6. Indicate the total number of people living in the house.
7. Indicate the number of people of each race living in the house. This includes both adults and children. The total number should equal the number in question 6.
8. Indicate the total number of persons with a disability.
9. Indicate the total number of people living in the house who are 62 or older.
10. Indicate if the head of household is a female.
11. Check income range the household falls within **OR** write the exact income.
12. Enter the dollar amount of the minimum monthly bill and the amount of the meter deposit, if any. Quote these amounts to the residents and ask them if they are willing to hookup. **Required** only for water and sewer line extension projects.
13. Enter the amount of the tap fee and ask the residents if they would be willing to pay to hook up. **Required** only for water and sewer line extension projects.
14. Indicate the current source of the residence's water. **Required** only for water line extension projects.
15. If the residents are without water during the year, ask them how many days that occurs. **Required** only for water line extension projects.
16. Ensure that someone from the household signs the survey and gives a phone number where they can be reached in case there are additional questions. If the survey is conducted over the phone, that should be indicated on this line and the person conducting the survey needs to sign it and provide the phone number.

NOTE: Review each survey for completeness. Any survey with answers missing cannot be used for calculations. If an invalid survey is used, it will be thrown out by ECD and recalculation will be necessary. Please pay attention to the water line and sewer line questions. Those have to be completed or the survey will be thrown out.