

2024 CDBG Target Area Survey Guidance and Information

Owner Questionnaire

Any survey that is completed by a renter for a Water Line Extension or Sewer Line Extension application must be accompanied by an Owner Questionnaire completed by the owner of the property. This ensures the property owners is aware of the potential improvement and in agreement with the decision of the tenant.

Determining the Correct Survey

Each Target Area Survey workbook contains 3 tabs: Income Survey, Income Limits, and Data. To populate the income ranges the Income Survey, the appropriate county must be selected on the Income Limits tab. For applications that propose to serve area(s) in multiple counties, this must be completed to generate an Income Survey for each county.

Survey Form Guidance

These surveys have been designed to only contain the information required for each project type. The following must be met for a survey to be considered complete and valid.

1. Each question on the applicable survey must be answered by the respondent.
 - If the answer to a question is zero (0), the number must be placed in the corresponding space.
 - Each target area survey must match a corresponding unit on the map survey form and the target area map.
 - If the housing unit is occupied by a renter, the owner must also complete an accompanying survey.
 - The sum of all races in the household (#8 on the form) must equal the total number of persons in the household (#7 on the form).
 - The number of Hispanic persons shall not be included in the total persons. Hispanic is an ethnicity and is recorded separately from race. For instance, a person may identify as black AND Hispanic.
 - For water line and sewer line extension surveys, if the tap fee is being waived for ALL new connections to be served by the grant, place a zero (0) in the space provided for question #15.
2. Once all questions have been answered, the survey must be signed at the bottom and a phone number provided as certification the information provided is correct. This can be done one of two ways:
 - If the survey is completed in person (door-to-door, mail-in, etc.), the respondent must sign the form at the bottom and provide his or her phone number.
 - If the survey is completed via phone, the person conducting the survey must sign the form at the bottom and provide his or her phone number.
3. The application preparer will review the survey for completeness and correctness, and he or she will complete the box in the top, right-hand corner on the form that the household qualifies as 30, 50, or 80 LMI or the household in Non-LMI. This determination will be based on the income range checked by the respondent for question #13 and the income limits of the county where the respondent resides.

NOTE: Vacant housing units in the target must be documented. The first four (4) questions must be completed as normal, with the exception of printing "Vacant" for question #2.

NOTE: A detailed list of instructions for completing the surveys is provided at the end of this document.

Scoring Impact

For direct beneficiary applications (water line extension, sewer line extension, and housing rehab), applications will only be scored on the initial information submitted. Corrections will still be requested, and the household will still be required to be served if funded.

Example: A water line extension application is submitted to serve 40 households, but 10 surveys are invalid due to incompleteness or incorrectness. Project impact scoring will be reflective of the cost per person and cost per LMI person of only the 30 valid surveys. Corrections will still be requested for the 10 invalid surveys and the household will still be expected to be served, as the requested funding amount will not be impacted.

Survey Frequency and Other Items

Direct Beneficiary – This includes water line extension, sewer line extension, and housing rehab applications. These applications must be surveyed with each application round. Surveys submitted on anything other than 2023 Target Area Survey forms will be considered invalid.

Indirect Beneficiary – This includes water system, sewer system, and community livability applications. Surveys for these applications are valid for up to three (3) years*. For the 2023 application round, surveys conducted by March 2020 or later will be considered as valid.

Be sure to use the survey calculator located in the application Jurisdiction workbook to determine the minimum number of household that must be surveyed in order to have a qualified survey. The calculator in the previous Jurisdiction workbooks can be used, as this will not change for the 2023 application round.

Additional information can be found on the CDBG application website under the “Resources” tab.
<https://www.tn.gov/e cd /community-development-block-grant/cdbg/cdbg-applications.html>

Ask questions early and often. If you need clarity or direction, please email or call Kent Archer at kent.archer@tn.gov or (615) 354-3591.

* *Jurisdictions with populations changes of less the 10% according to the 2016 5 Year ACS and the 2020 decennial Census may use the surveys dated March 2019 and later. A list of qualifying jurisdictions is provided by TNECD.*

Detailed Instructions for 2024 CDBG Target Area Survey Completion

NOTE: All numbered questions on the survey must be filled out or scoring will be impacted.

Non-Line Extension Applications

1. Print the name of the city/county applicant and the title of the project here. This should be the same on every survey for a single application. This should be completed by the application preparer or surveyor prior to conducting the survey.
2. Print the full legal name of the resident(s) here. If married, list both spouse's names.
3. Print the 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 number in space provided.
5. Check the appropriate box indicating whether the housing unit is inside or outside the city limits.
6. The housing unit at this address must be occupied. 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.
7. Print the total number of persons living in the household. The persons do not have to be related.
8. Print the number of people of each corresponding race living in the household. This includes both adults and children. The sum of all races should equal the number in question 7.
9. Print the number of persons identifying as having Hispanic ethnicity living in the household. This number is not included in the sum of all races. Persons identifying as Hispanic should also identify as one of the races in question 8.
10. Print the total number of persons with a disability. If no persons with a disability live in the household, mark the N/A checkbox.
11. Print the total number of persons living in the house who are 62 years of age or older. If no persons living in the household are 62 years of age or older, mark the N/A checkbox.
12. Check the appropriate box indicating whether the head of household is female.
13. Check the appropriate box indicating the income range the household falls within. Household income should include income contributed by any and all persons in the household, not just the head of household.
14. Once all questions have been answered, the survey must be signed at the bottom and a phone number provided as certification the information provided is correct. This can be done one of two ways:
 - If the survey is completed in person (door-to-door, mail-in, etc.), the respondent must sign the form at the bottom and provide his or her phone number.
 - If the survey is completed via phone, the person conducting the survey must sign the form at the bottom and provide his or her phone number.

Application Preparer Only

Once the survey are collected and returned, each survey should first be checked for completeness and correctness. Incomplete or incorrect surveys should be completed or corrected prior to application submission.

After the determining that all surveys are complete and correct, the application preparer will review each survey checking the indicated income range against the HUD income limits for the county where the project is being proposed. Depending on where the top limit of the income range falls for the size of the household, the preparer will complete the box at the bottom of the form, indicating the household is 30% LMI, 50% LMI, 80%, or Non-LMI.

The application preparer should also include the appropriate map number of the target area survey and the corresponding owner information if the survey was completed by a renter.

If this box is marked incorrectly or is not completed, the survey will be considered invalid.