

INCOME SURVEY GUIDE

A Step-By-Step Survey Process For Determining Median Household Income (MHI) to meet USDA Rural Development (RD) Requirements

Introduction

This guide contains the instructions that are necessary for a 3rd party representative to develop, administer, and document a statistically valid income survey and to determine whether a project service area will meet RD Program eligibility requirements related to median household income.

Entities that are planning to apply for RD funding must have the survey instruments and methodology reviewed and approved by RD prior to conducting the survey.

Definitions

The following definitions explain terms that are used throughout this survey guidebook:

A. Area

The area is the total number of people/households within the entire service area that is to be served by the project or facility. A portion of the entire area with a heavy concentration of low income households cannot be singled out as a target area.

B. Sample Group

A sample group is a number of households that have been randomly selected from an area. Random selection of an adequate-sized sample group ensures that it is representative of the area from which it has been drawn. Estimates are made about the area from the sample group. By asking carefully framed questions and interpreting them correctly from an adequate-sized randomly drawn sample, surveyors can be assured that the overall estimates have a reasonable degree of accuracy. For instance, assume that the area is a community containing about 400 homes. By sampling a portion of the 400 households residing within that community, estimates may be made about the incomes or needs of all residents of the 400 households.

C. Total Household Income

Total Household Income is all taxable and nontaxable income earned by all members of the household for the latest tax year (example: survey in 2004 would be for tax year 2003). Income includes (but is not limited to) wages, business, retirement, supplemental security, public assistance, disability, unemployment and investment income, VA payments, alimony and so forth. Income received by

children under the age of 15 for work such as baby sitting, paper routes, or lawn mowing does not need to be included.

Step One: Appoint an Impartial Survey Entity or Organization

The first step of a survey process is to recognize that a survey will typically take planning, coordination, and effort over a period ranging from several days to several months depending on the goals of the survey process and the size of the population or target area to be surveyed. To ensure that the effort yields statistically valid results, it is important that a reliable impartial third party Survey Coordinator be appointed to lead the process through all steps, from beginning to end. For example, if the applicant was a city it could use an impartial organization such as the county, a technical assistant provider such as Rural Community Assistance Corporation (RCAC) or Evergreen Rural Water of WA (ERWOW), a volunteer (not affiliated with the city), a University, or consultant. What is important at this stage is: to obtain a commitment from the person selected to see the process through; to be clear about expectations of the job; and to establish effective communication channels with local elected officials.

Step Two: Define the Survey Area

This step of the survey process is designed to yield a definition of the survey area. Completion of this step is dependent on identifying: the geographic boundaries of the service area the facility will serve and the households that exist within the defined geographic area.

A. Identify geographic boundaries of the survey area.

The geographic boundaries that define the survey area will vary depending on the service area that will benefit from the facility. For example, if the priority need is water system improvements that will exclusively benefit a specific neighborhood, then the survey boundaries should include the entire geographic area of the neighborhood. If the priority need is a sewer system that will benefit the entire jurisdiction, then the geographic boundaries of the survey area should include the entire jurisdiction. In any case the survey area must conform to geographic boundaries of the service area.

B. Identify households within the survey area.

To complete the process of defining the survey area, all households in the service area, must be identified. A method for identifying the households in an area must be developed in order to draw a sample group. Ideally, a list of each person living in an area and their telephone number is available. If a list is available, devise a procedure to randomly select households to be interviewed. If a list is not available, the following resources may be useful for identifying all households in the survey area:

1. City indexes, if available and up-to-date, usually provide the best source of household information suitable for selecting samples.
2. Reverse directories are potential sources for obtaining sampling information. They help to eliminate households that are located outside a service area.
3. Telephone books are also a potential source for obtaining sampling information. However, people without telephones or those who have unlisted numbers would be excluded from a sample, unless additional tools are used.
4. Tax rolls are another potential source of addresses. The limitation of tax rolls is that they identify only property owners, not the residents. Since property owners and residents may not be the same, additional research will be necessary. Also, tax rolls identify only building addresses, not specific household addresses. For instance, apartment buildings will be listed by address while individual apartments within the building need to be identified for sampling purposes. Tax rolls identify locations for interviews, but cannot be used as the basis of a mail or telephone survey unless a reverse directory is used.
5. Consideration must be given to multiple unit residences, such as apartment buildings, which may have only one billing address but represent several households to be surveyed.

If the survey area is smaller than the entire jurisdiction, then the service area households will need to be extracted from the above sources based on addresses.

Step Three: Select Survey Sample From The Households Within The Area

Once the survey area has been defined, the next step is to select a survey sample of households within the survey area. To complete this step, it is necessary to: determine the appropriate sample size; establish a process to replace unreachable and other non-response households; and draw the survey sample.

A. Determine sample group size needed to generate the minimum number of required responses.

After all households have been identified, the next step is to determine the sample group size needed to generate the minimum number of responses required for a RD income survey. If the minimum number of responses is not obtained, the survey will not be considered valid.

To help determine sample group size, use Table A, "Required Sample Sizes For Areas of Various Sizes." Listed in Column A are the Area sizes. Listed in Column B are the sample group sizes or the minimum number of needed responses. A hypothetical 400 household neighborhood is used to illustrate the use of this table. Under "Number of Households in the Area," locate line 399 to 650 households. The number of complete responses required in the sample is 250. (See

Attachment 1, Discussion of Sample Size, for an explanation of how these samples were determined.)

TABLE A
Required Sample Group Sizes For Areas
of Various Sizes

Column A	Column B
Number of Households in the area	Sample Group Size Needed to Complete Responses Required
1-49	1-49 (100%)
50-55	50
56-63	55
64-70	60
71-77	65
78-87	70
88-99	80
100-115	90
116-133	100
134-153	110
154-180	125
181-238	150
239-308	175
309-398	200
399-650	250
651-1,200	300
1,201-2,700	350
2,701 or more	400

B. Establish a process to replace unreachable and other non-response households within the sample.

The sample group sizes listed in Table A indicates the number of interviews that must be completed, not necessarily the number of households that will need to be contacted. They are distinctly different and rarely are they the same number. No matter what is attempted, some households will not be home during the periods set aside for interviewing, some will refuse to be interviewed, some will terminate the interview before it is completed, and some will complete the interview but fail to provide an answer to the key question on income level. **To be considered a completed interview for RD purposes, the interview must include complete and accurate information on the respondent's income level.**

Table B indicates the usual rates of response that can be expected from a variety of survey instruments. For example, when conducting a door-to-door survey in a 400 household neighborhood, a sample of 278 to 333 households (250 divided by .90 or

.75) should be drawn to obtain 250 completed interviews. Over sampling is one way to deal with unreachable households and other non-response situations.

TABLE B
Expected Response Rates For
Different Types of Surveys

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

C. Draw Samples.

To acquire a good sample of the area, everyone in the area needs to have an equal chance of being included in the sample. To ensure an equal chance, a random sample may be drawn using a random numbers table. (See Attachment 2, Instructions For Using A Random Numbers Table and the Random Numbers Table. A random numbers table is a computer-generated list of random numbers that can be used in a variety of ways. When using a random numbers table, a sample is drawn from the universe using the numbers appearing on the table. If, for example, the first three random numbers from the table are 087, 384, and 102, the 87th, 384th, and 102nd households from the service area listing will be included in the sample to interview. Continue until the desired sample size is achieved.

As indicated above, it is advisable to over-sample. When unreachable households and other non-response situations are encountered, they may be replaced with households in the over-sample list in the order replacements were selected. For example, if a list of 300 households is drawn in an effort to obtain 250 interviews, the first household written off as “unreachable” should be replaced by the 251st household in the sample.

If a listing is unavailable of all the households in a service area, but the geographic boundaries can be defined, a starting location may be randomly selected and the selection process may proceed systematically from there. For example, in referring back to the hypothetical 400 household neighborhood needing a sample group of 250 households, every 1.6th household (400 divided by 250) should be interviewed to ensure that the entire neighborhood has been sampled. In whole numbers, this works out to about 2 of every 3 households. Therefore, the interviewer can start at one end of the neighborhood and proceed systematically through the entire neighborhood interviewing two households and then skip one. If an interview is not possible, the next household that would have been skipped should be interviewed. Therefore, when the sample group size calls for one of every six households to be sampled, a random number from one to six can be

drawn, with the interviewer starting at that household seeking interviews at every sixth household. Unreachables can be replaced with every third household in the six household groups.

Statistically valid results will be obtained if households are not too quickly written off as unreachable. Randomness is most certain if interviews are conducted from the households first selected. Thus, if a door-to-door survey is being conducted, two or more passes through the area (at different times) should be attempted.

Frequently respondents will be busy, but will say that they can do the interview later. An appointment should be made to return and complete the interview. Only after at least two tries or an outright refusal should a sampled household be replaced. With a telephone survey, attempt three calls before replacing a household.

Step Four: Select Survey Method

The Survey Coordinator should decide which survey method or combination of survey methods is best for the community, considering the number of people available to assist, the size of the sample needed, and the means available for identifying households to interview. Any survey method selected should provide a means for households with limited English proficiency (LEP) to respond to the survey. Specifics on this requirement can be referenced at the Dept. of Justice website www.usdoj.gov/crt/cor/13166.htm or from 65 CFR 50123.

- A. A telephone survey** is relatively easy to conduct. However, the steps that must be taken before making telephone calls may prove difficult. In a telephone survey, the telephone numbers of all the households in the service area must be obtained, and a method for contacting households without telephones or those with unlisted numbers must be devised. A reverse directory, listing telephone numbers by addresses, is helpful especially if a sample of the total population is used or survey boundaries are defined.

- B. A door-to-door survey** takes more time to conduct because of the “leg work” needed to obtain interviews. First, the interviewer should introduce himself, then make contact with someone who is qualified to speak for the household (i.e., head of household, spouse of the head of household, or someone in the household who is mature and knowledgeable about household income.) Next, the interviewer identifies the purpose of the survey, solicits participation from the respondent, and accurately records the answers.

Small communities often use a door-to-door survey because the service area is easily defined

- C. A mail survey** may be the easiest to conduct, but often yields a low rate of response, which means a low degree of accuracy. To conduct a mail survey, the community needs a list of all the addresses in the service area; a questionnaire; stamped, self-addressed return envelope; and postage. Consideration must be

given to multiple unit residences, such as apartment buildings, which may have only one billing address but represent several households to be surveyed. With mail surveys, at least one follow-up letter or telephone call may be needed to produce the required number of responses.

- D. A combination survey** may be advisable in some situations. For example, when no one is home to answer a door-to-door survey, a note may be left requesting that the occupants telephone the interviewer. Similarly, the interviewer may telephone a household to schedule an interview time. A letter may be mailed to residents of the target area informing them of the date a survey will occur and a time an interviewer(s) will be in the area.

Step Five: Develop Survey Questionnaire

Consistent and accurate responses are more likely to be obtained when questionnaires include a standard introduction explaining the purpose of the survey and ensuring that the respondents' answers will be kept confidential. A procedure to maintain this confidentiality needs to be established. If the respondent's name, address, and telephone number appear only on a cover sheet, it can be thrown away or separated from the questionnaire after the survey is completed. If both the cover sheets and the questionnaires are numbered, they can be matched up when necessary. What is important is that people will not be able to pick up a questionnaire and see what the Jones family income is.

The same set of questions must be asked in each interview. Questionnaires that contain clearly written questions are more likely to elicit consistent and accurate responses. An additional factor to consider when designing a questionnaire is they cannot be biased or structured to favor one response over another. For example, the questions must not imply that the neighborhood will benefit or receive federal funding if respondents say they have low incomes. However, it is permissible to disclose that the survey is being conducted to gather essential information to support an application for funding from the Federal agency USDA RD.

A. Income Question - Since questions about income are personal, people are often reluctant to answer them. This is especially true if the reason for the question is not understood. One way to handle this problem is to structure the interview process to first explain why income information is needed, and then to ask the two essential income questions: 1) How many people live in your home? and 2) What is the total income of all members of your household?

Step Six: Publicize Survey Process

Citizen participation may be promoted by arranging advanced notice. Respondents who know how, when, and why they will be contacted are more likely to complete a questionnaire or an interview. Local newspaper notices, announcements at churches or civic organizations, flyers and radio are means to get information to the public.

As with all aspects of the survey and questionnaire, publicity may say that the community is applying for federal funding from USDA RD and that, as part of the application, the community has to provide current estimates of the income of the residents of the service area. It is not appropriate to say that, in order for the community to receive the desired funding, a survey must be conducted to show that most of the residents of the service area have low incomes.

Step Seven: Recruit And Train Survey Staff

A. Recruit staff

It is not necessary to go to great expense to hire professional interviewers. Persons from local community groups may volunteer, or colleges that offer courses on civics, statistics, public policy, or survey research may be willing to assist as a means of providing their students with practical experience and credit. However, youth groups such as boy/girl scouts should not be used as interviewers. Collection should not be done by any person/s that would stand to gain from the survey such as the jurisdiction applying for funding or private citizens who would be served by the proposed project.

It is best to choose interviewers who can make respondents feel comfortable. When interviewers are of the same race and social class as the respondent, the survey generates a better response rate and more accurate results. Most important, however, is to select interviewers who will hold the attention of the respondent, ask the questions as they are written, follow respondent selection procedures, and accurately record the responses.

Step Eight: Conduct Interviews

Interviewers should attempt to contact respondents at a time when they are most likely to get a high rate of response. Telephone interviews are conducted early in the evening when most people are home. Door-to-door interviews also may be conducted early in the evening or on weekends. Attempts should be made at different times to reach anyone in the original sample who is missed by the initial round of interviews.

The interviewer should avoid selecting a time or method that will yield biased results. For example, interviewing only during the day from Monday to Friday probably will miss families where both the husband and wife work. Since these families could have higher incomes than families with only one employed member, poor timing may lead to the biased result of finding an excessively high proportion of low-income households.

Remember, interviewers also should follow the set procedures for replacing unreachable and non-respondents as discussed above in Step 3.

Step Nine: Edit Questionnaires

The coordinator should ensure that each survey is complete and that each question is answered clearly. Incomplete or ambiguous responses can be clarified by re-contacting the respondent.

Step Ten: Analyze Survey Results

A. Determining Median Household Income

Organize the survey data and record the total household income for each household surveyed. Analysis should not be done by the jurisdiction applying for funding.

The median household income represents the middle value (if n is odd) or the average of the two middle values (if n is even) in the ordered list of data values. The median divides the total list of values into two equal parts: one-half of the cases fall below the median and one-half of the cases exceed the median. For example:

1001 Records	
<u>Odd # of households surveyed</u>	
R498	\$33,350
R499	\$33,350
R500	\$33,239
<u>R500</u>	<u>\$33,100</u>
<u>R501</u>	<u>\$32,667</u> ← Record 501 Median
R502	\$30,500 (500 records above
R503	\$28,400 and 500 below)
R504	\$27,600
R505	\$26,350

Median Household Income for 1001 Households = #32,667

1002 Records	
<u>Even # of households surveyed</u>	
R497	\$38,000
R498	\$33,350
R499	\$33,239
<u>R500</u>	<u>\$33,100</u>
<u>R501</u>	<u>\$32,667</u> ← Records 501 & 502 Median
<u>R502</u>	<u>\$30,500</u> (500 records above
R503	\$28,400 and 500 below)
R504	\$27,600
R505	\$26,350
R506	\$23,000

Median Household Income for 1002 Households = \$31,583

The statistical validity of the survey is increased by locating patterns of the unreachables and non-respondents, or by detecting major gaps in the sample coverage. Analyze the unreachables and non-respondents to verify that they are reasonably random by tabulating the rate of response by street or block in the service area to determine if there are notable gaps in the survey coverage. Next, examine the racial or ethnic population of respondents and compare it with the distribution ratios of the universe or service area. If the ratios are close, the surveyors are assured that the random sample was a good representation of the racial and ethnic population of the service area.

Step Eleven: Retain Documentation Of Survey Process And Results

A summary survey report consisting of a map, sampling procedures used, survey process, and results should be submitted to the RD Community Programs office. The applicant should retain the following for their records:

- A. Retain completed surveys.** To maintain confidentiality, save the cover sheets separately from the survey questions. If necessary, they can be matched later for verification.
- B. Retain a list of households of the original sample and a list of households actually interviewed.** The process used to replace unreachable or other non-respondent households should also be noted.
- C. Retain sampling procedures.** Written documentation should describe the method used to select sample households.
- D. Retain data.** Data may be retained on a floppy disk, a spreadsheet or a table.
- E. Retain map.** The map should show the houses for which valid surveys were collected. Houses may be identified by a code number or street address.

Instructions For Using A Random Numbers Table

This attachment contains a two-page table of random numbers. It is just that--each number there is random. It can be used going up, down, sideways, or diagonally, and any column or combination of columns can be used in drawing random numbers. The following are some examples of how the table can be used.

Example 1: Drawing a Sample of 5 of 10

Assume there is a universe listing of 10 households and an interviewer wants to draw a random sample of 5 households. Look on the Random Numbers Table, Attachment 2, pages 94 and 95. Find the number "53" in the upper left hand corner. Let's start with the "5" and work down the column: the numbers we find are "5, 6, 9, 1, and 3." So from the list of 10 households, our sample would include the 5th, 6th, 9th, 1st, and 3rd households on the list.

Example 2: Drawing a Sample of 5 of 100

Start this time with the "31" in the lower left hand corner of the table. Let's work across the bottom row from here, and take the numbers "31, 6, 46, 39, and 27." From the list of 100 households, our sample would include the 31st, 6th, 46th, 39th, and 27th households on the list.

Example 3: Drawing a Sample of 5 of 30

Start this time back in the upper left hand corner and start with the "53" and work across. The numbers in order are "53, 95, 67, 80, 79, 94, 28, 69, and 25." Notice that all of these numbers, except for the 25 and 28, are greater than 30. Just skip them until a number is found in the correct range. Here, sample the 28th and 25th household on your list and continue until three more (which would be the 13th, the 24th, and the 21st) are found.

Example 4: Drawing a Sample of 5 of 300

Start again with the "53" in the upper left hand corner. Well, actually let's move over one column and start with the "3 95." Since we need a three-digit number to cover the size of our universe list, we can use these three (or any three columns--each number is random.) Reading down from the "3 95," we see "3 95, 2 12, 0 16, and 0 59." From the list of 300 households, then, take the 212th, the 16th, and the 59th households (as well as how many more you needed - the next two would be the 217th and the 60th.)

Random Numbers Table

Attachment 1

1	53	95	67	80	79	94	28	69	25	78	13	24	100	62	62	21	1	44	59	90	74	63	4	97
2	62	12	27	41	5	4	19	34	84	78	71	45	73	79	33	57	2	20	79	78	68	31	25	30
3	90	16	47	72	70	2	67	21	65	7	39	58	81	6	4	79	44	47	7	74	34	55	28	90
4	10	59	4	76	80	86	82	20	60	92	33	61	76	83	73	12	8	71	82	28	21	61	31	92
5	32	17	36	64	8	30	80	95	61	33	65	5	39	88	36	44	4	86	61	13	63	15	47	92
6	54	71	27	69	41	53	60	10	2	91	76	95	98	91	64	65	2	0	90	52	26	90	49	31
7	10	60	18	77	34	59	28	99	15	11	70	34	27	78	67	19	9	60	0	22	11	12	54	50
8	42	20	24	36	78	58	82	81	45	91	35	53	30	92	57	19	9	13	39	42	25	3	97	64
9	73	55	87	48	49	97	60	92	27	78	2	55	29	76	99	21	45	24	16	33	50	84	12	65
10	21	56	41	23	58	57	49	49	70	33	6	79	95	3	70	38	26	89	49	0	68	57	53	91
11	9	60	37	99	6	41	69	97	18	44	100	18	46	3	90	57	22	35	73	97	74	9	35	82
12	63	26	41	8	21	38	15	63	38	100	68	89	24	39	19	29	95	91	70	41	95	83	33	25
13	98	72	9	45	69	50	7	86	5	80	0	8	28	96	45	0	0	26	92	51	11	11	37	91
14	87	88	65	22	98	55	86	9	65	43	64	55	80	30	15	99	26	87	22	39	97	26	50	12
15	5	91	68	44	67	2	71	96	13	73	78	3	12	87	53	9	11	32	57	72	16	35	27	51
16	75	93	62	49	95	82	30	81	24	4	11	30	71	96	49	47	65	8	91	58	40	35	32	7
17	76	15	55	38	29	0	8	20	71	42	81	51	44	76	93	42	87	51	88	65	93	80	66	91
18	26	76	93	84	8	40	96	69	84	52	89	5	16	43	34	37	64	77	85	100	52	99	36	81
19	8	35	6	83	76	8	67	81	13	33	14	86	38	25	33	22	56	36	97	89	20	59	52	9
20	59	73	37	6	26	44	0	24	89	24	78	80	20	6	9	31	32	32	32	23	57	74	49	17
21	87	94	75	45	72	15	39	100	46	99	59	12	22	98	76	16	27	41	31	99	27	24	89	16
22	5	74	8	91	37	5	13	55	13	7	19	24	76	4	25	93	75	80	98	71	37	53	57	75
23	49	60	82	39	40	51	15	71	53	65	86	60	93	31	22	64	77	46	25	2	17	69	68	56
24	2	25	92	97	41	39	98	100	99	87	44	0	99	93	31	69	26	25	71	42	26	22	96	76
25	59	41	49	100	13	0	15	33	62	61	25	59	53	8	17	76	24	25	3	2	76	57	10	18
26	40	13	20	51	81	15	12	45	16	57	47	54	92	60	70	86	98	27	95	66	23	91	73	86
27	80	29	91	36	93	59	19	9	47	61	86	89	96	18	11	56	99	67	21	24	80	60	44	42
28	48	33	7	70	61	95	51	32	89	87	72	6	40	88	52	44	19	62	12	100	62	5	17	62
29	89	5	7	93	48	60	69	97	61	21	87	68	20	4	61	63	75	92	37	35	40	70	25	86
30	97	64	36	30	99	98	23	16	66	28	58	45	34	16	64	71	48	57	15	14	24	25	55	29
31	59	73	71	62	66	34	17	41	32	65	50	73	82	7	20	55	1	86	23	19	40	61	48	95
32	68	75	43	66	66	38	50	31	25	36	26	91	36	100	88	42	74	40	33	92	18	9	34	51
33	34	16	43	38	50	28	34	14	41	2	6	97	56	73	75	17	66	83	32	25	33	32	26	75
34	14	61	81	2	6	973	3	89	79	64	67	80	75	5	66	77	97	82	52	87	25	63	11	67
35	15	39	5	99	29	36	25	40	45	28	34	63	75	18	21	23	13	14	66	70	92	44	23	73
36	68	49	1	55	11	6	63	23	50	33	60	34	82	20	66	48	27	75	74	69	9	23	66	62
37	1	72	18	84	84	66	61	41	22	61	45	36	37	16	20	26	96	39	67	100	71	8	19	29
38	58	73	55	11	9	96	81	84	21	34	50	92	65	91	69	33	23	93	3	37	95	14	84	27
39	91	63	65	63	70	90	57	20	9	13	25	77	72	0	12	30	45	89	94	6	58	72	73	16
40	39	45	31	74	91	85	29	45	98	15	11	60	26	16	36	76	1	85	15	50	27	55	0	86

Random Numbers Table (continued)

Attachment 1

41	94	12	62	59	14	42	32	75	41	41	0	55	5	76	89	46	35	70	20	98	36	93	67	35
42	3	33	41	22	45	37	65	3	96	27	62	77	16	97	81	75	26	89	77	82	54	1	63	24
43	58	2	83	10	50	98	32	65	31	67	84	45	0	90	42	17	21	92	92	47	5	29	6	52
44	29	73	79	48	66	72	32	1	100	3	2	61	35	0	88	100	45	16	48	67	36	37	57	12
45	55	9	63	66	31	5	8	72	4	85	5	44	4	98	2	79	40	75	91	59	66	15	41	19
46	52	13	44	91	39	85	22	33	4	29	52	6	82	77	25	0	4	61	35	45	93	11	9	52
47	31	52	65	63	88	78	21	35	28	22	91	84	4	30	14	0	97	87	46	73	55	62	18	76
48	44	38	76	99	38	67	60	95	67	68	17	18	46	76	83	5	8	87	2	42	65	27	16	22
49	84	47	44	4	67	22	89	78	44	64	66	15	56	0	90	21	25	100	32	66	3	50	92	46
50	71	50	78	48	65	74	21	24	2	23	65	94	51	82	67	16	35	35	61	31	75	8	91	58
51	42	47	81	10	99	40	15	63	77	69	10	32	92	86	32	9	69	50	78	61	78	15	16	79
52	3	70	75	49	90	92	62	0	47	90	78	63	44	60	13	55	28	63	92	17	100	2	40	93
53	31	6	46	39	27	93	81	79	100	94	43	39	79	2	18	82	40	31	81	84	62	41	59	4

INCOME SURVEY GUIDE

This survey for the _____ is being conducted to determine current median household income. Information obtained will be used as part of an eligibility determination for federal assistance in a public works project. Therefore, it is important that all answers be as accurate as possible.

1. How many people live in your household? _____

 2. What was the total income of all members of your household in 200_.*
 - a) gross wages, interest, dividends \$ _____
 - b) net business income \$ _____
 - c) social security or retirement \$ _____
 - e) supplemental security (SSI), aid to families with dependent children (AFDC) or other public assistance. \$ _____
 - f) unemployment, veterans, tribal per capita payments, alimony, child support \$ _____
 - g) other ** \$ _____
- Total Household Income \$ _____

Date: _____

Please return this survey directly to the following address:

* Income must be for latest full tax year.

** You may exclude lump-sum payments such as money from the sale of a home.