

**INSTRUCTIONS for
Planning Activities**

A. ACTIVITY DESCRIPTION

Complete one set of forms for EACH proposed planning activity.

1. Please indicate which activity you are applying for.

Planning Activity (for Colonias ONLY).

Applicants must document and demonstrate that the proposed activity is CDBG-eligible and principally benefits the targeted income group. In addition, the planning activity must benefit an eligible designated Colonia.

The following expenditures are not allowable under the planning activity:

- 1) General Administration; 2) Activity Delivery for another activity

2. Provide a narrative description of the proposed CDBG-eligible activity with full scope of work and budget.

B. TARGETED INCOME GROUP (TIG) BENEFIT

1. Identify the percentage of households benefiting from the proposed activity who are TIG households.
2. Identify how the TIG percentage was determined. Check all that apply.

Note: You are not required to have done a survey to establish benefit under this activity, but if you did do a survey, attach a copy of the survey instrument and the survey results.

3. If you indicated that a survey was done, please complete the attached chart providing survey information.

Please refer to Appendix A for guidance on conducting surveys.

ACTIVITY DESCRIPTION
Planning Activity (for Colonias ONLY)

A. ACTIVITY DESCRIPTION

1. What activity are you proposing?

_____ Planning Activity (for Colonias ONLY) – Identify Colonia(s): - _____

2. Describe the eligible CDBG activity.

**TIG BENEFIT
Planning Activity (for Colonias ONLY)**

B. TARGETED INCOME GROUP (TIG) BENEFIT

1. Enter the percentage of households benefiting from this proposed activity who are TIG households. _____%

2. How was the TIG percentage determined?

____ Income Restriction

____ Income survey of EXISTING beneficiaries. (attach survey & results)

____ Income survey of POTENTIAL beneficiaries. (attach survey & results)

____ Census Data

____ Other: Explain: - _____

3. If you did a survey, you are required to submit a copy of the survey instrument and a summary of the results.

Indicate the page number where this documentation is provided: **PAGE:** _____

Survey Date:	
Total # of existing beneficiaries: (<u>Universe</u>)	
Households? OR Persons	
How many were surveyed?	
How many responses were required per survey methodology shown in Appendix A?	
Total number of responses RECEIVED:	
<i>Number of TIG responses:</i>	
<i>Number of Non-TIG responses:</i>	