

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
FINANCIAL ASSISTANCE DIVISION**

1800 Third Street, Suite 330  
P. O. Box 952054  
Sacramento, CA 95811  
(916) 552-9398  
FAX (916) 323-6016

**CDBG****Community Development Block Grant Program****MANAGEMENT MEMORANDUM****Memorandum Number 09-02****Date: February 11, 2009****TO: All CDBG Jurisdictions and Interested Parties****SUBJECT: Revised Instructions for the Income Survey**

The purpose of this memorandum from the Department of Housing and Community Development (Department) is to notify Community Development Block Grant (CDBG) grantees, sub-grantees and interested parties about revisions to the instructions for the CDBG Income Survey. Income Surveys are generally used to document the Targeted-Income-Group (TIG) benefit for General and PTA applications, and can be either jurisdiction-wide or for specific target areas. Jurisdictions that plan to apply for any CDBG funds must follow the updated instructions outlined in this memorandum.

The changes to the instructions consist of the following:

1. The expansion of all sections with an emphasis on the requirement for detailed descriptions on how the survey achieved random sampling.
2. A summary of the three main types of surveys.
3. Revisions to the format for the Sample Survey Form.
4. A definition of income.
5. A section on documenting the survey results.

If a third party conducts the survey, it is the jurisdiction's responsibility to review the survey methodology to ensure it follows the CDBG instructions.

In many cases, a jurisdiction's application depends on the validity of its income survey and the resulting TIG benefit. As a result, jurisdictions are strongly encouraged to submit to the Department for review, and prior to submitting an application, their Income Survey.

If you have questions on the design or validity of income surveys, please contact the CDBG Program Representative assigned to your jurisdiction at (916) 552-9398.