



**STATE OF MISSISSIPPI
MISSISSIPPI DEVELOPMENT AUTHORITY**

CSD POLICY #20-001

TO: All Local Units of Government and Interested Parties

FROM: Steven C. Hardin, Director 
Community Services Division

DATE: February 4, 2020

SUBJECT: New Survey Process for 2020 CDBG Projects

Purpose: To notify all interested parties of updates and changes to the Community Development Block Grant (CDBG) Program.

Discussion: The Community Development Block Grant (CDBG) program is administered by the Community Services Division (CSD) of the Mississippi Development Authority (MDA) and is designed for making grants to eligible counties or municipalities with an eligible project. Previously CSD has required that all CDBG applicants that were surveying a specific project area, or completing a town-wide survey, to survey and get responses from a minimum of 80% of the households within the targeted area. To be in accordance with HUD's CPD Notice 19-02, CSD has created a new survey process for the upcoming 2020 applications. This new process was discussed in detail at the 2020 CDBG Application workshop. The process below should be followed:

Step #1: Determine the total number of houses in the project area, or if it is town-wide, determine the total number of houses in the town. Once this has been determined create a map with said houses plotted on the map. You must then number the houses in chronological order, meaning the numbering of houses must be sequential.

Step #2: Go to the following website:

<https://www.surveymonkey.com/mp/sample-size-calculator/>

This website will allow you to calculate your sample size. The "Population Size" will be the total number of households within the project area. There will be a "Confidence Level" of 90 and a "Margin of Error" of 10%. Please note that you must change the "Confidence Level" to 90 – the website has it set at 95. Also please note that you must type in the Margin of Error at 10% - the website sets it at 5%. Once the numbers have been input it will automatically create your sample size. (For Example, Number of Households is 500- "Population Size" would be set at 500, Confidence Level will be changed to 90 and the Margin of error would be set at 10%. This calculates to a total of 61 households to be surveyed from the 500 households.) This will be the number of surveys you must conduct and gain responses from in a random order. See Step #3 to get the random order.

Step #3: Go to the following website: <https://randomizer.org>

This website will allow you to randomize your sample size number of surveys. To generate your randomized list, you must first input all the information. You will see a list of questions and here are the appropriate responses, "How many sets of numbers do you want to generate?" This should always be 1. "How many numbers per set?" This should be the number of households in your project area. "Number Range" This should be starting at 1 all the way to the total number of households in your project area (i.e. from our example this would be 1 to 500). "Do you wish each number in a set to remain unique?" This answer should be left at Yes. "Do you wish to sort the numbers that are generated?" This should be left as No. "How do you wish to view your random numbers?" You should leave this at place markers off. Once you randomize your numbers a small white box with your random list will pop up. This list will be the house numbers that were plotted on your map in Step #1 in a random order to be surveyed. NOTE: You must randomize your surveys. You must print this white box with the list of numbers or your surveys may become invalid.

Refer to your sample size in step #2. In the example, there were 500 households within the project area, with a confidence level of 90 and a margin of error at 10%, only 61 surveys had to be conducted. Therefore, once the randomized list of numbers has been created you will have a list of numbers, this list of numbers will be associated to the numbering of houses on your map from Step #1. Per our example used, the first 61 numbers on your randomized list will be the house numbers you will survey. If you come to a number that refers to a vacant house or building on your map, you may document that and move to the very next number in your randomized set.

Step #4: Begin taking your surveys. Once you reach the designated number in your sample size you may then calculate your LMI of your project area.

For more information on this process, please visit the HUD Exchange website for an informative video regarding the survey process. This link will take you directly to the video: <https://www.hudexchange.info/programs/cdbg/cdbg-low-moderate-income-data/>.

Contact: For all general questions you may contact our office at (601) 359-3179. The Hearing Impaired may contact us at 601-359-3119 (TTY).

Equal Housing Opportunity Statement: We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the Nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin. The Mississippi Development Authority (MDA) does not discriminate on the basis of disability in the admissions or access to or treatment or employment in its programs or activities.

