Texas Community Development Block Grant Program

2026 TxCDBG Survey Methodology Manual

Texas Department of Agriculture Office of Rural Affairs

Effective: September 1, 2026

Introduction

Each proposed activity included in an application for Texas Community Development Block Grant (TxCDBG) Program funds must meet one of the three National Program Objectives (NPO). These NPOs are:

1. Principally benefit low- and moderate-income (LMI) persons
2. Aid in the prevention or elimination of slums and blight
3. Meet other community development needs of particular urgency which represent an immediate threat to the health and safety of residents of the community

The TxCDBG Program requires applicants to document and report the beneficiaries of each proposed application activity regardless of the NPO met by the activity. Therefore, applicants must document the beneficiaries for each activity included in an application for any TxCDBG fund category. For details on identifying the appropriate benefit area and documentation methodology, see the *TxCDBG Guide to Meeting a National Program Objective*.

This guide documents the requirements for using a door-to-door survey to document the beneficiaries for a TxCDBG project.

[Detailed beneficiary determination guidance removed from this document. See TxCDBG Guide to Meeting a National Objective.]

Requirements

The TxCDBG Program has set the following survey requirements:

1. All required survey documentation must be submitted to TxCDBG staff for verification. Survey Questionnaires completed by the applicant that do not meet the survey submission requirements may not be used to document the beneficiaries for an application, unless waived in writing, by the TxCDBG program.

2. The applicant must provide the following documentation, at a minimum, for each activity included in an application where TxCDBG surveys were completed to document beneficiaries:
    - Signed Survey Tabulation Form(s) (documents beneficiaries claimed for each activity or target area)
    - TxCDBG Address List (comprehensive list of addresses of the households[1] in the service area). Applicants must use the TxCDBG Address List template (available on the TDA Website) to document the addresses of households in the service area.
    - All Survey Questionnaires (including responses, non-responses, and vacancies for each activity). Use one of the TxCDBG Survey Questionnaires located on TDA's website unless an alternate method is approved, in writing, by the TxCDBG program.
    - Project Map identifying each household listed on the address list, the benefit area geography, and the project activity location(s). Each household should be labeled with the address or Survey Questionnaire number.

3. For a completed survey to be eligible, it must meet the following requirements:

[1] In this guidance, "household" and "family" are used interchangeably; however, if multiple "families" reside in the same household, a separate questionnaire must be completed for EACH family. See Appendix I for definitions of the terms used in this guide.

- Survey Size: For proposed projects benefitting less than 200 households, the applicant must survey 100% of households benefitting from proposed project. For surveys benefitting more than 200 households, a random survey may be conducted.
- 100% Effort: the applicant must demonstrate a 100% effort in contacting 100% of households in the survey.
    - If the resident does not respond to the first attempt, at minimum a second attempt is required no less than 6 hours after the first attempt.
    - All vacant housing units must be indicated on the Survey Questionnaire as vacant, including a comment indicating the source of information to confirm the vacancy.
- 80% Response: Applicants must obtain at least an 80% response rate from all households in the survey.
- Margin of Error (MoE):
    - 100% Surveys - Questionnaire data is collected for each household benefitting, resulting in a MoE of 0%.
    - Random-sample Surveys (RSS) of Place Geographies: MoE of the survey must be less than the MoE identified for the same Place Geography in the Low- to Moderate-Income Summary Data (LMISD). If the LMISD has a MoE of *less than 4%,* additional guidance from TxCDBG is required.
    - Random-sample Surveys (RSS) of non-Place LMISD geography: Before beginning a random-sample survey of a benefit area that is not appropriately represented by Place geography, additional guidance from TxCDBG is required to determine the required sample size and MoE.

Surveys that do not meet these requirements will be disqualified, which may also result in disqualification of the application.

4. Any Survey Questionnaire which does not include the following information may be considered a non-response or a non-LMI household, as appropriate:
    - The location where the survey was conducted (city or county)
    - The respondent's street address
    - The date(s) for contact attempt(s)
    - The HUD Section 8 Income Limits inserted for family sizes 1 through 12
    - Consistent (or more restrictive) information between the identified family size and the family size income limit (e.g., If a family with three persons reports the family's income in the income limit column for a four-person family, the questionnaire cannot be accepted.)

5. An applicant may use a previously completed and verified survey to document the beneficiaries for a proposed activity within an application if the following requirements are met:
    - The previously completed and verified survey was conducted in accordance with the methodology specified within this manual.
    - The Survey Questionnaires were completed no more than five (5) years prior to the application deadline (for programs with an actual application deadline) or the actual date of submittal of an application (for program without an application deadline).

Survey Methodology

See the end of this section for a flow-chart of the below methodology.

Step1: Identify the Benefitting Population/Households and Create TxCDBG Address List

The first step in the survey process is to define the service area of the proposed project and identify all of the households that would benefit. See *TxCDBG Guide to Meeting a National Program Objective*.

The TxCDBG Address List is a comprehensive list of the addresses of all the households/units that will benefit from the proposed project. This list should be based on an identification of all households in the service area. For a project having a city-wide benefit, the comprehensive list should be based on a list such as tax rolls, water meters, etc.[2] Applicants should be prepared to provide original data source upon TDA request.

Applicants must use the TxCDBG Address List template, located on TDA's website, to document addresses of households in the service area. Each address list should include the following:

- Name of Applicant
- Benefit Area Description: this brief description should match the benefit area name in the application and survey tabulation form.
- Information for each address:
    - Street number
    - Unit number (as applicable)
    - Street direction (as applicable)
    - Street name
    - Survey questionnaire number
    - The list must first be sorted by street name, and then each group with the same street name must then be sorted by numerical order by street number.

Step 2: Determine Which Type of Questionnaire to Use

There are two types of questionnaires on the TDA website (each available in Español), the Standard questionnaire and the 80% ONLY questionnaire.

1. The Standard questionnaire MUST be used when the proposed project has a direct benefit. This questionnaire captures the 30%, 50%, and 80% Annual Median Family Income (AMFI) data and race/ethnicity demographics are required for reporting.

   Direct Benefit projects include, but are not limited to:
   i. Installation/replacement of On-Site Sewage Facilities
   ii. Installation/replacement of first-time sewer and/or water yard lines
   iii. Housing Rehabilitation
   iv. Any work on Private Property
   v. Job creation activities[3]

2. The 80% questionnaire MAY be used when the proposed project does not include direct benefit activities. This captures whether the benefitting household is LMI or non-LMI, but requires less detail.

Step 3: Determine the Survey Type

1. Projects benefitting 200 or fewer households must perform a survey with 100% effort for 100% of benefitting households with an 80% response rate (100% Survey). 100% Surveys can proceed to Step 4.

2. Projects benefitting 200 or more households MAY utilize the "random sample survey methodology" (RSS) as outlined in Steps 3a – 3b OR perform a 100% Survey.

[2] Proposed projects with a city-wide benefit should ensure that all households are identified. Failure to include all benefitting households on the comprehensive list may result in disqualification of the survey and the correlative application.

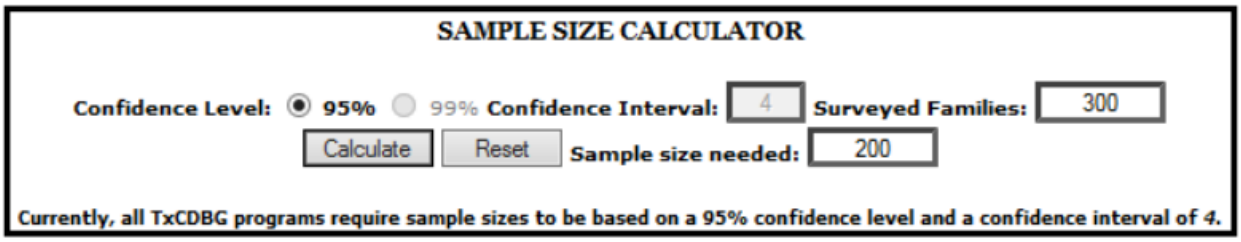
[3] Job Creation/Retention is a direct benefit activity. Contact TDA for the appropriate D7 Survey Questionnaire to qualify an eligible project. This form includes job creation/retention specific questions not found on the Standard or 80% ONLY questionnaires.

Step 3A (RSS ONLY): Calculate the Required Sample Size
For surveys consisting of 200 or more Survey Questionnaires, an applicant must first identify and generate a comprehensive list of all households benefitting; the list must first be grouped by street name, and then each group with the same street name must then be sorted by numerical order by street number. Once sorted, each address will be assigned a questionnaire number in ascending order. Note: If a housing unit is known to be vacant, the Grant Applicant may exclude the unit from the address count prior to calculating the required sample size. Complete a Survey Questionnaire for the unit to document the source of information confirming the vacancy.

Calculate the required sample size using the TxCDBG "Sample Size Calculator and Random Number Generator (SSC/RNG)" located on the TDA website.

Under the "SAMPLE SIZE CALCULATOR," enter the total number of households/families benefitting in the field labeled "Surveyed Families." Once entered, click on the "Calculate" button. The required size of the sample will appear in the box labeled "Sample size needed."

In the following example, the applicant entered in the number of households benefitting, which totaled 300. The "SAMPLE SIZE CALCULATOR" then calculated the required "Sample size needed," which totaled 200.

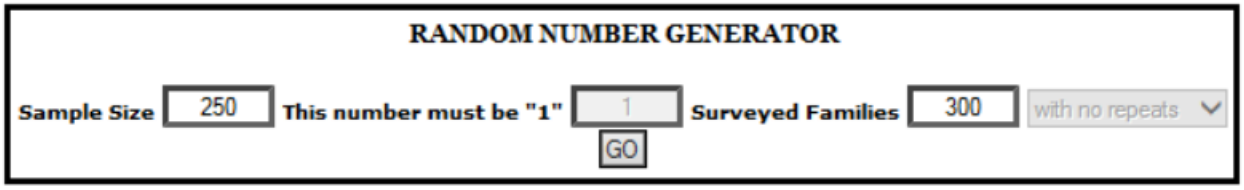


Step 3B (RSS ONLY): Selecting Samples Using the Sample Size Calculator / Random Number Generator
Once you have calculated the sample size needed using the "SAMPLE SIZE CALCULATOR," an applicant must then use the "RANDOM NUMBER GENERATOR" to randomly identify which addresses must be included in the sample pool that will be used to calculate the final survey tabulation.

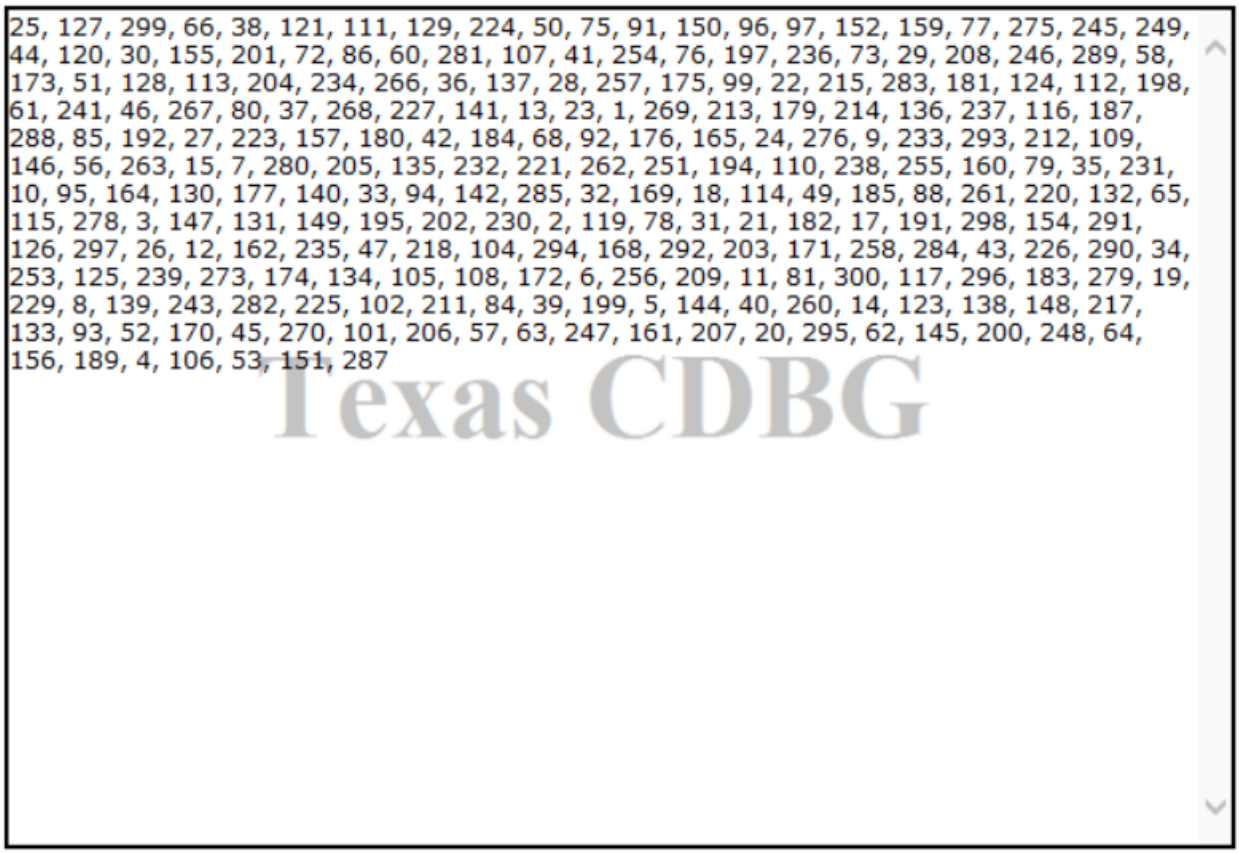
Under the "RANDOM NUMBER GENERATOR," enter the number (or higher, see note below) provided in the "Sample size needed" field (that was calculated above) into the field labeled "Sample Size." Then enter the total number of households/families that were surveyed in the field labeled "Surveyed Families."

> **IMPORTANT NOTE**: When entering the number into the "Sample size" field, it is strongly recommended to enter a number that is at least 10% larger than the "Sample size needed" number that was provided in the "SAMPLE SIZE CALCULATOR." This will allow an applicant to have "extra" Survey Questionnaires to substitute if any of the Survey Questionnaires included in the sample pool are a vacancy or a non-response (conducting substitutions is addressed in Step 6).

In the example below, the applicant entered in the "Sample Size" field a number (250) that was larger than the number calculated using the "SAMPLE SIZE CALCULATOR," which was 200. Then the applicant entered in the total number of households/families that was surveyed, which was 300.



When you click “GO” under the “RANDOM NUMBER GENERATOR,” the field below the generator will populate with random numbers that correlate with a particular Survey Questionnaire’s number. The questionnaires must be placed in the order generated. For example, according to the numbers generated below, the Survey Questionnaires would be placed in order beginning with 25, then proceed to 127, then 299, and so forth. While this is a list of 250 numbers, the applicant will use the first 200 Survey Questionnaires that were actual responses (after substitutions)- as 200 was the required sample size calculated above.



NOTE: Do not forget to enter the applicant’s name into the field provided and to also print the page once generated, as it is required to be submitted with the survey. These are randomly generated and if it is not printed and lost, a new version will have to be calculated and used in its place. Additionally, the “Texas CDBG” watermark must also appear on the printed hardcopy. If the watermark does not appear on the printed hardcopy, go to your browser’s “Page Setup” and click on “Print Background Colors and Images” to resolve the issue.

Step 4: Conduct the Survey and Complete the Survey Questionnaires
With all the benefitting households identified, physically go door-to-door to each housing unit to attempt to complete a Survey Questionnaire for each household. Be mindful that individuals may be hesitant to disclose their income, so providing a thorough explanation as to why you are requesting their information is crucial.

It may be advantageous to publish an article in the local newspaper or distribute notices about the locality's efforts to obtain TxCDBG funding that also includes information about when Survey Questionnaire interviewers may be in the various neighborhoods and why their information is important.

See Appendix III for guidance and further instructions on conducting alternate survey methods.

Instructions for Completing a Survey Questionnaire
All entries should be complete and legible.

Interviewer's Name: Enter the name of the individual that is interviewing the household with the Survey Questionnaire.

Place: Enter the name of the locality or area (hint: it is easier to enter this information prior to making copies).

County Name: From the drop-down box in the digital copy of the Survey Questionnaire (and before printing), select the appropriate county in which the survey will be completed.

Region: This field is auto-filled when the appropriate county is selected in which the Survey Questionnaire will be completed.

Respondent's Information: Enter the following for each household that is surveyed:
- The street name and house/unit number (a post office box, or drawer, is not acceptable).
- The zip code in which the household is located.
- The respondent's telephone number (if there is no telephone in the household, or if the respondent will not divulge, leave the field blank).

Contact Attempts: Include the date(s) and time(s) of the contact attempt(s) and circle AM or PM for the time of day. If the resident does not respond to the first attempt, at minimum a second attempt is required no less than 6 hours after the first attempt to satisfy the one hundred percent (100%) effort requirement. Indicate (by circling) whether each survey questionnaire is a:
- Response;
- Non-Response; or
- Vacancy – include note as to the source of information to confirm each vacancy.

Question 1 – Is this unit your usual residence? Answer by circling "Yes" or "No". "Usual Residence" is defined as the location where the respondent lives and sleeps at least 50% of the calendar year.

If the answer for Question 1 is "No", the questionnaire must be counted as a vacancy.

Question 2 - Including yourself, how many people usually live in this unit? Enter the number of persons, including the respondent, that usually lives in the household.

Question 3 – Including yourself, how many people in your family usually live in this unit?: Enter the number of family members living here, including babies, persons who usually live here but are temporarily away, relatives, lodgers/boarders, and all other persons. Do not include persons away in the Armed Forces, persons with a home elsewhere but who stay here most of the week while working, or any person staying or visiting who has a usual home elsewhere.

Question 4 – Do any other families live in this unit?: Answer by circling “Yes” or “No.” If your answer for Question 2 is greater than your answer for Question 3, then more than one family lives in this unit and the answer to Question 4 should be “Yes.” If so, a separate Survey Questionnaire for each family that lives in a household should be completed.

Question 5 – Family Size: Enter the number of persons of the family living in the unit for whom the Survey Questionnaire is being completed. This number should be the same as the answer to Question 3 (note: if the Family Size is greater than twelve persons, then enter the actual number of persons in the family and base the family’s answer on the income limit listed for a family size of twelve persons).

Median Income: The income limit fields are auto-filled based on the county selected. Circle the applicable income category that best represents the family’s yearly income and corresponds with the Family Size field above.

The income categories are based on annual earnings; this can either be based on the previous year’s total earnings or the family’s current monthly/weekly income calculated on an annual basis, and must include all income from all sources.

Race and Ethnicity (required for Standard Questionnaire Only): An applicant for TxCDBG funds must provide race/ethnicity information of project activity beneficiaries within its application and this section of the Survey Questionnaire can assist applicants in compiling that information.

> *Race (and Ethnicity) Definitions*: For each, individual family, enter the following information based on the following definitions:
>
> *# of Hispanic*: Enter the number of person(s) of each race that identify as Hispanic. This can include persons of Cuban, Mexican, Puerto Rican, South/Central American, or other Spanish culture or origin, regardless of race.
>
> *# of Non-Hispanic*: Enter the number of person(s) in each race that identify as Non-Hispanic. This includes person that are not of Cuban, Mexican, Puerto Rican, South/Central American, or other Spanish culture or origin, regardless of race.
>
> *White*: Enter the number of person(s) in the family that identify as White.
>
> *Black/African American*: Enter the number of person(s) in the family that identify as Black or African American. Black/African American and White: Enter the number of person(s) in the family that identify as Black/African American and White.
>
> *Asian*: Enter the number of person(s) in the family that identify as Asian.
> *Asian and White*: Enter the number of person(s) in the family/household that identify as Asian and White.
>
> *Native Hawaiian/Other Pacific Islander*: Enter the number of person(s) in the family that identify as a Native Hawaiian or a Pacific Islander.
>
> *American Indian/Alaskan Native*: Enter the number of person(s) in the family that identify as an American Indian or an Alaskan Native.
>
> *American Indian/Alaskan Native and Black/African American*: Enter the number of person(s) in the family that identify as an American Indian/Alaskan Native and Black/African American.

American Indian/Alaskan Native and White: Enter the number of person(s) in the family that identify as an American Indian/Alaskan Native and White.

Other Multi-Racial: Enter the number of person(s) in the family that identify as a race that is not included in any of the above.

Questionnaire Number: Enter the Survey Questionnaire's identification number in this space. The highest number assigned must not exceed the total number of housing units in the benefit area .

- For an RSS, each Survey Questionnaire must have its own, unique identification number.
- For a 100% Survey, a unique identification number is strongly encouraged.

Step 4a (RRS ONLY): Conducting Substitutions

Once an applicant has begun surveying addresses in the sample pool as identified by the random number generator, an applicant may encounter addresses that are vacancies or non-responses. All vacancies MUST be replaced with the next available address identified in the pool created by the number generator (hence the increase in randomly generated numbers over the required sample size). Non-responses may also be replaced with the next available address from the pool.

In our example, 300 households are being surveyed, and the required sample size was 200, yet the applicant generated 250 numbers. This will provide the applicant with 50 extra addresses that could be utilized as a substitution. The first possible replacement Survey Questionnaire is 183, the 201st generated number. If, for example, the first Survey Questionnaire 25 was a non-response, it would be replaced with 183. If 183 happens to be a non-response or vacancy, as well, then the applicant would continue onto the next Survey Questionnaire until a response is available. Substitutions may only be made for vacancies and non-responses.

NOTE: In the event that a substitution is not available, then the non-response must be left in the pool and will be counted as a non-LMI beneficiary when the final numbers are entered in the Survey Tabulation Form.

Any addresses in excess of the required sample pool that are actually surveyed and are not used as substitutions will be included in the final calculation as any other surveyed unit.

Document the substitution on the Questionnaires:

Substituted In For: Enter the Survey Questionnaire identification number that this questionnaire is replacing in the random sample

Substituted Out For: Enter the Survey Questionnaire identification number that this questionnaire is being replaced by in the random sample.

Step 5: Update the TxCDBG Address List

Update the address list created in Step 1.

Report the date range of the surveys - enter the dates the first and last survey questionnaires were completed in the respective field.

Update the reported information for each address from the Survey Questionnaire:

- Number of of persons in family: enter a number from 1 to 12 depending on the family size (contact TDA for family size greater than 12).
- Income category data: each column corresponds with an income category or response type.

    - For responses:
        - Enter the family size number in the appropriate income category column (“30”, “50” or “80”) to record a Low/Mod response.
        - Enter family size number in the “H” column to record a Non-Low/Mod response.
    - For non-responses: enter a “1” in the “NR” column to a non-responsive household.
    - For vacancies: enter a “1” in the “V” column to record a vacancy.
- Notes: use the "Notes" column to document:
    - any comments/clarifications (as needed)
    - identify and describe substitutions (as applicable)
    - Record the respondent's phone number (if using an alternate survey method)
- Random Order (as applicable): this column is only for use with Random Sample (RSS) surveys.

Step 6: Instructions for the Survey Tabulation Form

- Applicant: Type the name of the applicant into the space provided.
- County: Select the appropriate county from the drop-down menu. This will automatically populate the “Region” field.
- Survey Area Description: a brief description of the area surveyed (e.g., Main Street, Northwest area of town).
- Survey Start and End Dates: Enter the dates the first and last survey questionnaires were completed in the respective field.
- P1 Census Population: For CITYWIDE or CDP surveys only. Enter the Table B01003 population as identified on the most recent American Community Survey 5-Year Estimate.
- Questionnaire Year(s): Enter the year(s) of the survey questionnaires used to compile the survey (e.g., a survey is conducted using the 2026 survey questionnaire). However, after the 2027 questionnaire is released, if the project scale is increased and new households are added to the target area, the Questionnaire Year(s) would be “2026 and 2027”.
- Numbered Fields:

1. Number of Households Benefitting: Enter the total number of households/families that were identified to receive benefit from a project activity (as determined in Step 1), **excluding all vacancies**.
2. Required Sample Size:
    a. 100% Survey: enter the number from the Number of Households Receiving Project Benefits field.
    b. RSS: enter the required “sample size needed” as calculated using the “SAMPLE SIZE CALCULATOR.”
3. Number of Households Contacted:
    a. 100% Survey: enter the number from the Number of Households Receiving Project Benefits field.
    b. RSS: enter the number of households actually contacted, which must meet the minimum required “sample size needed” as calculated using the “SAMPLE SIZE CALCULATOR.”
4. Number of Households Responding to the Survey: Enter the number of households/families where a response to the survey was received. This number cannot exceed the number entered in the Number of Households Contacted field.
5. Survey Response Rate: The form automatically calculates the response rate from the numbers entered above. The response rate must be equal to or greater than 80% for the survey to be eligible.
6. Family Size: The family sizes are provided up to twelve. This field may not be modified.
7. Number of Responses (Households): This field represents the number of responses received for each family size. It is auto-filled based on responses to columns 8 and 9.
8. Number of Low/Mod Responses: Enter in the total number of LMI Survey Questionnaire responses for each family size.
9. Number of Non Low/Mod Responses: Enter the total number of non-LMI Survey Questionnaire responses for each family size.

10. Number of Low/Mod Persons: This field is auto-filled and provides the number of LMI persons for each family size by multiplying the family size (column 6) by the number of LMI Survey Questionnaire responses (column 8).
11. Number of Non-Low/Mod Persons: This field is auto-filled and provides the number of non-LMI persons for each family size by multiplying the family size (column 6) by the number of non-LMI Survey Questionnaire responses (column 9).

Totals for columns 7 through 11 are auto-filled along the "Total" row located at the bottom of each column.

The form automatically calculates fields 12 through 18 based on previous responses in the tabulation form.

12. Total Persons Surveyed
13. Average Family Size
14. Households Not Surveyed
15. Total Non-Low/Mod (Including Non-Responses from Sample)
16. Total Beneficiaries
17. Total Low/Mod Beneficiaries

17b. LMI Households (Based on Sample)

18. Low/Mod Percentage (Based on Sample)
19. Total Vacancies: This number must be provided manually. Enter the total number of Survey Questionnaire(s) indicating that a household was vacant.

The chief local ~~elected~~ official for the applicant must review and sign the form. The person signing the Survey Tabulation Form may be contacted by TxCDBG staff concerning the results of our survey verification Enter the name and title of the official and the date that the Survey Tabulation Form was signed.

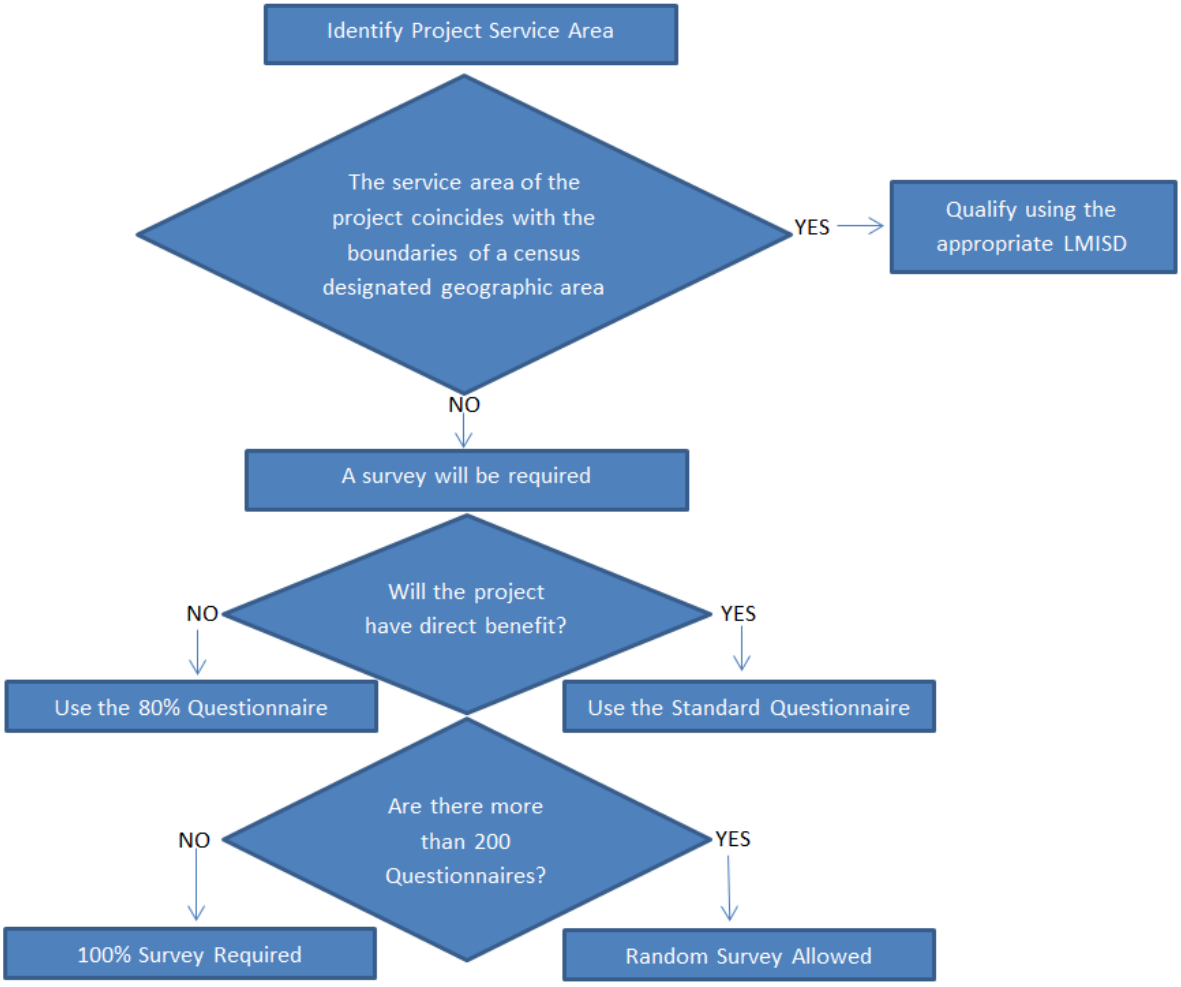
Step 8: Sorting Instructions for Completion and Submittal of the Survey
100% surveys: the documents should be submitted in the following order:

1. Survey Tabulation Form;
2. TxCDBG Address List;
3. Project map / map of households surveyed
4. Survey Questionnaires (must be submitted in the same order as indicated in the address list);

RSS the documents should be submitted in the following order:

1. Survey Tabulation Form;
2. TxCDBG Address List;
3. Project map / map of households surveyed
4. Sample Size Calculator/Random Number Generator;
5. Sample Pool Survey Questionnaires: these Survey Questionnaires must be submitted in the same order as indicated in the number generator and should only include those questionnaires counted in the sample pool.
6. Replaced Survey Questionnaires (if applicable): These are the vacancy and non-response questionnaires that were replaced by a responding household's survey;
7. Survey Questionnaires of Vacant Households/Units

Step 9: Submit Completed Survey prior to or with Application for Funding.
NOTE: Survey "approval" prior to application submittal only "approves" the eligibility of the survey, not the proposed project nor the appropriateness of the beneficiaries for the proposed project.


Identify Project Service Area
The service area of the project coincides with the boundaries of a census designated geographic area
YES
Qualify using the appropriate LMISD
NO
A survey will be required
Will the project have direct benefit?
NO
YES
Use the 80% Questionnaire
Use the Standard Questionnaire
Are there more than 200 Questionnaires?
NO
YES
100% Survey Required
Random Survey Allowed

Appendix I – Definition of Terminologies

CDBG Regulatory Definitions of *Family, Household,* and *Income*

1. Pursuant to 24 CFR 5.403, family includes but not limited to the following, regardless of actual or perceived sexual orientation, gender identity, or marital status:
    - A single person, who may be an elderly person, displaced person, nearly-elderly person, or any other single person; or
    - A group of persons residing together, and such group includes, but not limited to:
        - A family with or without children (the temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size).
        - An elderly family—a family whose head (co-head), spouse, or sole member is a person who is at least 62 years of age. It may include two or more persons who are at least 62 years of age living with one or more live-in aides. (A live-in aide is a person who resides with one or more elderly persons or near elderly persons, or persons with disabilities).
        - A near-elderly family—a family whose head (co-head), spouse, or sole member is a person who is at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides.
        - Disabled family—a family whose head (including co-head), spouse, or sole member is a person with disabilities. It may include two or more persons with disabilities living together, or one or more persons with disabilities living with one or more live-in aides.
        - A displaced family—a family in which each member, or whose sole member, is a person displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.
        - The remaining member of a tenant family.
        - A single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family.
2. Pursuant to 24 CFR 570.3, household means all persons who occupy a housing unit. A household may consist of persons living together or any other group of related or unrelated persons who share living arrangements, regardless of actual or perceived sexual orientation, gender identity, or marital status.
3. Pursuant to 24 CFR Part 5 and 24 CFR 570.3, low-income person refers to member of a family that has an income equal to or less than the Section 8 very low-income limit established by HUD. Unrelated individuals shall be considered as one-person families for this purpose. (The Section 8 very low-income limit is income that does not exceed 50 percent of the median income for the area, as adjusted by HUD.) Unrelated individuals shall be considered as one-person families for this purpose.
4. Moderate-income person means a member of a family that has an income equal to or less than the Section 8 low-income limit and greater than the Section 8 very low-income limit, established by HUD. Unrelated individuals shall be considered as one-person families for this purpose.

Terms Used in Survey Research

1. Respondent refers to the person who is responding to the questionnaire or interview.
2. Rate of response is expressed as a percent; it is the number of households participating in a survey (number of responses) divided by the number of households in the sample.
3. Population refers to the group whose characteristics you seek to estimate.
4. Sample refers to a portion of the population under study. Samples are used to draw inferences about the population.
5. Sampling is the process of selecting a group of respondents from the population.

6. Simple random sampling is a type of probability selection process in which the units composing a population are assigned numbers and a set of random numbers is then generated, and the units having those numbers are selected to make up the sample.
7. Representativeness refers to the quality of a sample having the same distribution of characteristics as the population from which it is selected.

Appendix II – Forms

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Survey Tabulation Form

TxCDBG Survey Tabulation Form

Applicant: County: Region:

Survey Description: Survey Start Date: Survey End Date:

P1 Census Population (citywide only): Questionnaire Year(s):

1. # of Households Benefitting: 0 2. Required Sample Size: 0 3. # of Households Contacted: 0

4. # of Households Responding: 0 5. Survey Response Rate: 0.00%

6.	7.	8.	9.	10.	11.
Family Size	Number of Responses (Households)	Number of Low/Mod Responses	Number of Non Low/Mod Responses	Number of Low/Mod Persons	Number of Non-Low/Mod Persons
1	0	0	0	0	0
2	0	0	0	0	0
3	0	0	0	0	0
4	0	0	0	0	0
5	0	0	0	0	0
6	0	0	0	0	0
7	0	0	0	0	0
8	0	0	0	0	0
9	0	0	0	0	0
10	0	0	0	0	0
11	0	0	0	0	0
12	0	0	0	0	0
Total:	0	0	0	0	0

12. Total Persons Surveyed: 0 13. Average. Family Size: 0.00 14. Households Not Surveyed: 0

15. Total Non-Low/Mod: 0 16. Total Beneficiaries: 0 17. Total Low/Mod Beneficiaries: 0

17b. LMI Households: 0 18. Low/Mod Percentage: 0.00% 19. Total Vacancies:

HH - 80% County MFI HH - 50% County MFI HH - 30% County MFI

Persons - 80% County MFI Persons - 50% County MFI Persons - 30% County MFI

CERTIFICATION: I, THE CHIEF ELECTED OFFICIAL FOR THIS JURISDICTION, CERTIFIES THAT THE INFORMATION IN THIS REPORT AND THE SURVEY LOCATIONS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE AND WAS REPORTED IN ACCORDANCE WITH THE ACCOMPANYING INSTRUCTIONS.

Signature: Title:

Name: Date:

Below is for TDA use ONLY

Survey Questionnaire – Standard

2019 TxCDBG Survey Questionnaire

Interviewers Name:

Place:	County Name:	Region:
	Karnes	AACOG 18

Respondent's Information:

Street Address: _____ Zip Code: _____ Phone: _____

Contact Attempts: *(Circle)*

First Attempt: Date: _____ Time: _____ A.M. P.M.

Second Attempt: Date: _____ Time: _____ A.M. P.M.

(Circle ONE): Response / Non-Response / Vacancy

1. Including yourself, how many people usually live in this unit? _____

2. Including yourself, how many people in your family usually live in this unit? _____

3. Do any other families live in this unit? *(Circle)* Yes No

If yes, please complete an additional questionnaire for each family that lives in this unit. (Note: Do not include yourself as a member of another family or families.) Compare your family's 2018 annual adjusted gross income, or your family's 2019 monthly / weekly income calculated on an annual basis, to the income eligibility figures listed below for your County.

4. Family Size: _____ Males: _____ Females: _____

Extremely Low: at or below 30% AMFI

Family Size	1	2	3	4	5	6	7	8	9	10	11	12
Income	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
BETWEEN:	$13,050	$16,910	$21,330	$25,750	$30,170	$34,590	$0	$0	$0	$0	$0	$0

Very Low Income: 31% - 50% AMFI

Family Size	1	2	3	4	5	6	7	8	9	10	11	12
Income	$13,051	$16,911	$21,331	$25,751	$30,171	$34,591	$0	$0	$0	$0	$0	$0
BETWEEN:	$21,700	$24,800	$27,900	$31,000	$33,500	$36,000	$38,450	$40,950	$43,400	$45,880	$48,360	$50,840

Low Income: 51% - 80% AMFI

Family Size	1	2	3	4	5	6	7	8	9	10	11	12
Income	$21,701	$24,801	$27,901	$31,001	$33,501	$36,001	$38,451	$40,951	$43,401	$45,881	$48,361	$50,841
BETWEEN:	$34,750	$39,700	$44,650	$49,600	$53,600	$57,550	$61,550	$65,500	$69,440	$73,408	$77,376	$81,344

Non-Low-and-Moderate Income: Greater than 80% AMFI

Family Size	1	2	3	4	5	6	7	8	9	10	11	12
Income	>	>	>	>	>	>	>	>	>	>	>	>
MORE than:	$34,751	$39,701	$44,651	$49,601	$53,601	$57,551	$61,551	$65,501	$69,441	$73,409	$77,377	$81,345

Race	**Hispanic**	**Non-Hispanic**
White		
Black African American		
Black African American and White		
Asian		
Asian and White		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native		
American Indian/Alaskan Native and Black African American		
American Indian/Alaskan Native and White		
Other Multi-Racial		

TO BE COMPLETED BY ADMINISTRATIVE STAFF

Questionnaire Number: _____ Substituted In For: _____ Substituted Out For: _____

NOTE: Due to a change in the definition of “very low” income, some county data for the “very low” income brackets may show “$0 to $0.” If this is the case, please select the appropriate income level under the “low” income brackets for the appropriate family size. Sample Size Calculator and Random Number Generator

Survey Questionnaire – 80% Only

2019 TxCDBG Survey Questionnaire Interviewers Name: _____

80% Only

Place:	County Name:	Region:
	Cooke	TEXOMA

Respondent's Information:

Street Address: _____ Zip Code: _____ Phone: _____

Contact Attempts: _____ *(Circle)*

First Attempt: Date: _____ Time: _____ A.M. P.M. *(Circle ONE)*

Second Attempt: Date: _____ Time: _____ A.M. P.M. Response Non-Response Vacancy

1. Including yourself, how many people usually live in this unit? _____

2. Including yourself, how many people in your family usually live in this unit? _____

3. Do any other families live in this unit? *(Circle)* Yes No

If yes, please complete an additional questionnaire for each family that lives in this unit. (Note: Do not include yourself as a member of another family or families.) Compare your family's 2018 annual adjusted gross income, or your family's 2019 monthly / weekly income calculated on an annual basis, to the income eligibility figures listed below for your County.

4. Family Size: _____ Males: _____ Females: _____

Extremely Low- to Low-Income: <80% AMFI

Family Size	1	2	3	4	5	6	7	8	9	10	11	12
Income	<	<	<	<	<	<	<	<	<	<	<	<
LESS than:	$39,950	$45,650	$51,350	$57,050	$61,650	$66,200	$70,750	$75,350	$79,870	$84,434	$88,998	$93,562

Non-Low- and-Moderate Income: Greater than 80% AMFI

Family Size	1	2	3	4	5	6	7	8	9	10	11	12
Income	>	>	>	>	>	>	>	>	>	>	>	>
MORE than:	$39,950	$45,650	$51,350	$57,050	$61,650	$66,200	$70,750	$75,350	$79,870	$84,434	$88,998	$93,562

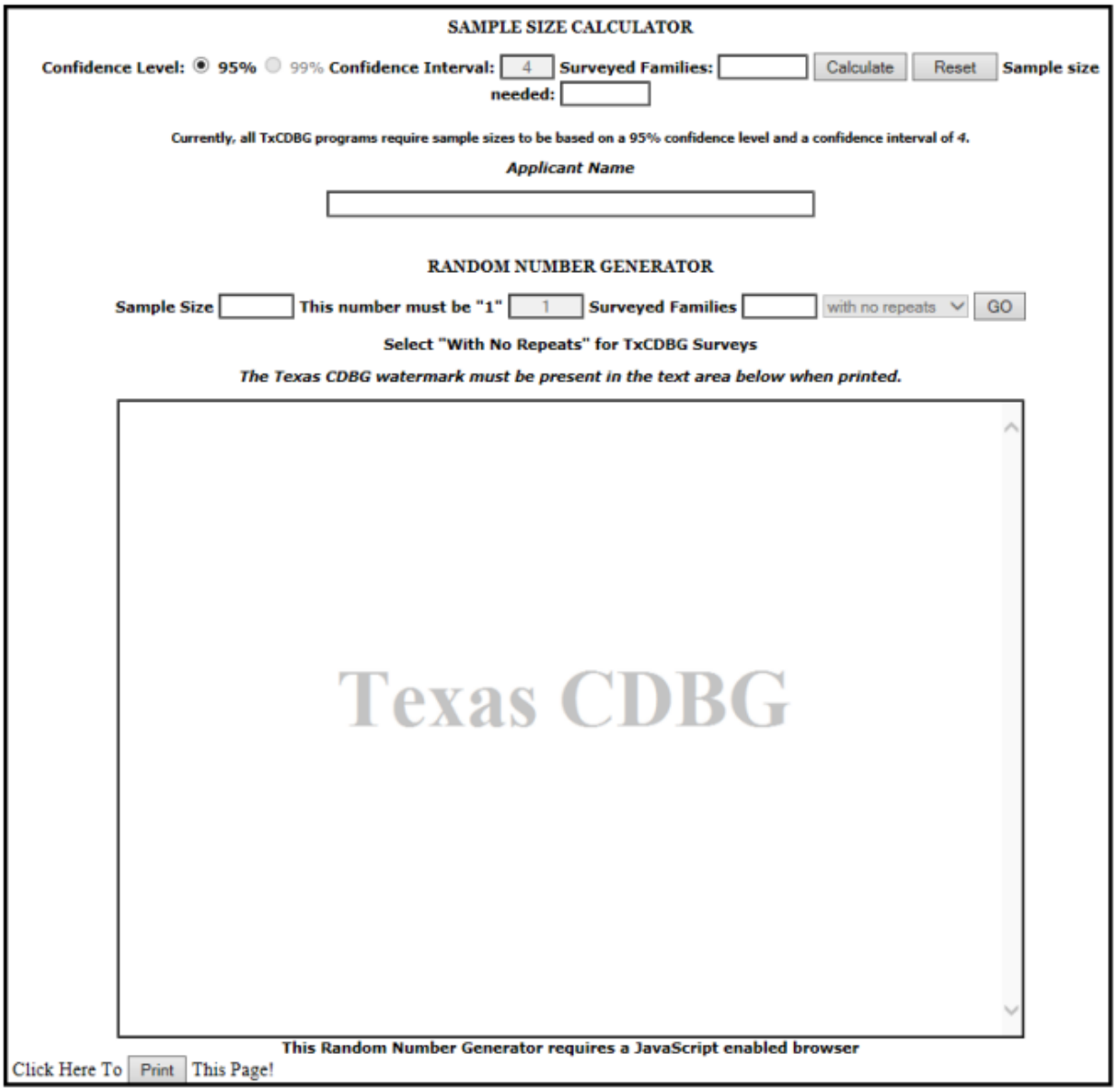
Race	**Hispanic**	**Non-Hispanic**
White		
Black African American		
Black African American and White		
Asian		
Asian and White		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native		
American Indian/Alaskan Native and Black African American		
American Indian/Alaskan Native and White		
Other Multi-Racial		

TO BE COMPLETED BY ADMINISTRATIVE STAFF

Questionnaire Number:	Substituted In For:	Substituted Out For

NOTE: Failure to correctly complete this survey (e.g. selection of an incorrect income level for family size identified) may result in its disqualification from the survey or be considered a "Non-Response". See TxCDBG Survey Methodology for specific information.

Sample Size Calculator and Random Number Generator


SAMPLE SIZE CALCULATOR
Confidence Level: 95% 99% Confidence Interval: 4 Surveyed Families: Calculate Reset Sample size needed:
Currently, all TxCDBG programs require sample sizes to be based on a 95% confidence level and a confidence interval of 4.
Applicant Name
RANDOM NUMBER GENERATOR
Sample Size This number must be "1" 1 Surveyed Families with no repeats GO
Select "With No Repeats" for TxCDBG Surveys
The Texas CDBG watermark must be present in the text area below when printed.
Texas CDBG
This Random Number Generator requires a JavaScript enabled browser
Click Here To Print This Page!

Appendix III –Alternate Strategies for Conducting Surveys

Background

Applicants using surveys to document the beneficiaries must complete a door-to-door survey unless an alternate method is approved, in writing, by the TxCDBG program.

In communities where social distancing measures or other circumstances limit the feasibility of in-person contact, a phone survey may be conducted to collect appropriate household data. In lieu of attempting door-to-door contact with each benefitting household, a TxCDBG Survey Questionnaire may be completed via telephone interview.

Requirements

Surveys completed using the alternate method must comply with all requirements outlined in pages 3 & 4 of the 2026 Survey Methodology Guidance.

Methodology

Steps 1 through 11 should be followed as outlined in the 2026 Survey Methodology Guidance with exception to the following phone survey-specific instructions:

Step 4: Conduct the Survey and Complete the Survey Questionnaires
With all the benefitting households identified, determine if current and accurate contact information is available for each household. Once contact information has been collected, telephone interviewers should contact each benefitting household to attempt to complete a Survey Questionnaire for each household. The telephone interviewer **must confirm** that the person responding to the survey actually resides at the address identified in the survey.

If accurate and complete contact information is not available for a specific household, the applicant community may provide written material to the household, including the direct phone number of the telephone interviewer, requesting that the Respondent initiate the call. If this method is used, the household must be contacted a minimum of four separate times, no less than 6 hours apart, before a substitution is used to replace the non-response household in the survey.

Step 5: Updating the TxCDBG Address List
Instructions for Step 5 should be followed as outlined in the 2026 Survey Methodology with the following item to be included in the TxCDBG Address list:

- Respondent's telephone number

Best Practices

It may be beneficial to publish an article in the local newspaper or create social media campaigns to provide details about the locality's efforts to obtain TxCDBG funding. Applicant communities might consider recruiting local officials and community leaders as telephone interviewers.

Communities may lack complete or current contact information for each benefitting household. Therefore, door hangers, utility bill stuffers, and mailers can be utilized to provide households with background information, describe why their response is important, and provide contact information to call telephone interviewer(s) and respond to the Survey Questionnaire. Email communication may also be used, however, please consult your local legal counsel regarding privacy practices and the allowable uses for which such electronic information was collected.

Contact attempts should be started early to allow adequate time to reach the minimum 80% response rate. Mailers and door hangers may need to be distributed multiple times to provide households ample opportunity to respond. In some instances, it may be necessary for an interviewer to physically go door-to-door to households that have not responded via phone interview.