

# Survey Guidelines for EDAP Connection Assistance



Texas Water Development Board  
PO Box 13231  
Austin, TX 78711

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**Survey Guidelines for EDAP Connection Assistance**

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**Introduction**

Recent legislation and TWDB rule changes now allow the Economically Distressed Areas Program (EDAP) to assist low income households by funding construction costs for first-time household connections to water or wastewater projects funded by EDAP (TAC §363.513). Please note that per TWDB policy, the EDAP Connection Assistance may only be used as a last resort for funding. Some funding sources include the Texas Department of Agriculture's (TDA) CEDAP program and the U.S. Department of Agriculture – Rural Development.

**Determining Eligibility**

To be eligible for connection assistance, a household's income must not exceed the U.S. Department of Housing and Urban Development (HUD) definition of a "Low Income Family" for the prospective project's county. HUD defines a "Low Income Family" as a household meeting at most 80% of the median family income for a given area, dependent upon the number of persons within the family, and other local factors. A list of the most current HUD Income Limits can be found here: <http://www.huduser.org/portal/datasets/il.html> or you may contact TWDB staff for the current income limits.

For the purposes of EDAP connection assistance, a survey of households requesting assistance including the family's total annual income and number of related family members residing together must be performed. Family income is defined as the sum of monetary income received in the prior calendar year by all household members 15 years old and over, related by birth, marriage, or adoption, and are residing together; including related subfamily members. Included in the total are amounts reported separately for wage or salary income; net self-employment income; interest, dividends, or net rental or royalty income or income from estates and trusts; Social Security or Railroad Retirement income; Supplemental Security Income (SSI); public assistance or welfare payments; retirement, survivor, or disability pensions; and all other income.

**Request to Use Survey Data**

Before a survey is performed, a written request must be submitted to the TWDB and must include:

1. The name and address of the entity;
2. The authorized representative contact information;
3. The consultant(s) representative contact information;
4. Statements adhering to the following:
  - a. I [independent surveyor] do not live within the current or proposed service area of the entity for which the survey is to be completed;
  - b. I [independent surveyor] have no interest, financial or otherwise, in the planning, design, or construction of the proposed project;
  - c. The form used to conduct the survey will be based upon the TWDB's form WRD-273 for socioeconomic data or TWDB-0402 for family income data; and
5. Provide the following information:
  - a. Where information used to determine the total number of households in the service area of the proposed project will be obtained; and
  - b. Who will perform compiling the final results and documentation of the survey.

A survey that was conducted prior to TWDB approval may be considered on a case-by-case basis.

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**TWDB Review**

The TWDB will notify the entity in writing whether or not to proceed with the survey once staff has received and verified the documentation the entity has provided.

**Survey Guidance**

**Independent Surveyor(s)**

The survey must be conducted by an independent surveyor(s). An independent surveyor is a surveyor that has no interest, financial or otherwise, in the planning, design, and construction of the project for which disadvantaged communities funding is being sought. A formal request as described above must be approved by the TWDB before the survey can commence.

It is important to select a surveyor(s) who will hold the attention of respondents, ask the questions as they are written, and accurately record responses.

**Survey Requirements**

In order to receive EDAP connection assistance, a household must be surveyed following these guidelines. A map of the proposed project area that indicates which households were surveyed must also be submitted to the TWDB.

If a contact list of households is not readily available, the following resources may be useful in identifying households in the survey area: city indexes, reverse directories, telephone books, tax rolls.

**Survey Form**

A survey form/instrument similar to TWDB-0402 must be used to obtain the required data for the service area in question. A copy of the completed survey forms must be submitted to the TWDB.

**Survey Timeframe**

All responses to the survey form must be provided within a ninety-day timeframe.

**Survey Method**

Listed below are different methods for conducting the survey. All methods should involve identifying the purpose of the survey to each potential respondent, soliciting participation from potential respondents who are qualified to represent the household, and recording responses accurately.

1. Telephone Survey – Be sure to verify the address of the respondent when conducting a survey by telephone.
2. Door-to-Door Survey
3. Mail Survey
4. Combination Survey – This method 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 resident telephone the surveyor. Similarly, the surveyor may telephone a residence to schedule a time to come by to conduct the survey.

Surveyors should attempt to contact residents at a time when they are most likely to obtain a high rate of response and avoid contacting residents during a time that may yield biased results. For example, most people are more likely to be at home early in the

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evening or on weekends. However, contacting residents only during the day from Monday to Friday may miss families with more than one employed member. Since these families could have higher household incomes than families with only one employed member, contacting residents during this timeframe may lead to the biased result of finding an excessively high proportion of low-income households.

Surveyors should ensure that each survey form is complete and that each response is recorded clearly. Incomplete or ambiguous responses can be clarified by re-contacting the respondent.

**Publicizing the Survey**

Householders are more likely to respond when surveyed if they are notified in advance of why, when, and how they will be contacted. Different options for publicizing the survey may include letters to residents, local newspaper notices, announcements at church or civic organizations, flyers, and other media. It is appropriate to indicate in the notice that the community intends to apply for funding from the TWDB and that, as part of the application, the community must provide income information from the residents in 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 in the service area have low incomes.

**Determining Eligibility**

Calculation of each household's family income requires the surveyor to follow HUD's chart for determining low income households. For each surveyed household, the surveyor must identify the household address, family income, and total number of family members living at the residence. The surveyor must consult with HUD's chart of income limits to determine a household's eligibility (<http://www.huduser.org/portal/datasets/il.html>). This documentation must be submitted to the TWDB. An example is presented in the following table:

<b>Surveyed Household Documentation</b>			
Shelby County median family income: \$41,300			
Household Address	Family Income	Total # of Family Members	Eligibility
123 Main Street	\$35,900	3	No
124 Main Street	\$20,199	4	Yes

**Submission of Survey Documents**

All survey documents must be submitted by the deadline indicated in the TWDB survey approval letter. Surveyors will be given 120 days from the date of the approval letter to conduct, complete, and submit all survey documentation.

Following is a list of all survey documents that must be submitted to the TWDB:

1. Completed Surveyor Certification form (TWDB-0402) for each surveyor conducting the survey.
2. Map that identifies the proposed project area which indicates all households included in the survey.
3. Completed survey forms.
4. Surveyed Household Documentation based on the completed survey forms.

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**Contact Information**

<b>USPS Mail</b>	Texas Water Development Board Program & Policy Development P.O. Box 13231 Austin, TX 78711
<b>Overnight Mail</b>	Texas Water Development Board Program & Policy Development 1700 N. Congress Ave., Rm. 610B Austin, TX 78701
<b>Fax</b>	512-475-2086
<b>Web File Transfer</b>	Register an account at <a href="https://www.twdb.state.tx.us/FileTXFR/login.aspx">https://www.twdb.state.tx.us/FileTXFR/login.aspx</a> . After files have been uploaded, click on the envelope icon to email a web link/notice to <a href="mailto:tom.entsminger@twdb.state.tx.us">tom.entsminger@twdb.state.tx.us</a> . <b>Note:</b> Pop-ups for this site must be allowed/enabled in order for notice of your file upload to be submitted.

For questions, contact the following TWDB staff:

Tom Entsminger

512-936-0802

[tom.entsminger@twdb.state.tx.us](mailto:tom.entsminger@twdb.state.tx.us)



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**Forms**

These forms are available on the following pages:

- Survey Form for Obtaining Family Income Data (TWD-0402)
- Surveyor Certification (WRD-283)
- TWDB Survey Checklist

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**Survey Form for Obtaining Family Income Data**

All fields must be completed and all survey responses must be provided within a ninety-day timeframe.

<b>SURVEY FORM</b>			
<b>Name of City/District/Corporation/Community on Whose Behalf the Survey is Being Conducted</b>			
<b>Date of Response</b>		<b>Surveyor's Name</b>	
<b>1. Respondent's Street Address</b>			
<b>2. Please indicate the combined annual family income<sup>1</sup> for all related persons in your household.</b>			
<b>3. Please indicate the total number of people, related to one another, living at this address.</b>			

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<sup>1</sup> Family income is the sum of monetary income received in the prior calendar year by all household members 15 years old and over related by birth, marriage, or adoption and is residing together, including related subfamily members. Included in the total are amounts reported separately for wage or salary income; net self-employment income; interests, dividends, or net rental or royalty income or income from estates and trusts; Social Security or Railroad Retirement income; Supplemental Security Income (SSI); public assistance or welfare payments; retirement, survivor, or disability pensions; and all other income.

NOTICE: To knowingly provide false information on this survey is a Class A misdemeanor--Tex. Pen. Code sec. 37.10. The punishment for a Class A misdemeanor is a fine of not more than \$4,000; a jail term of not more than one year; or both--Tex. Pen. Code sec. 12.21.

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**Surveyor Certification**

This form must be completed and signed by each surveyor for each project seeking disadvantaged status using socioeconomic data or connection assistance using family income data.

INFORMATION ON ENTITY FOR WHICH THIS SURVEY WAS CONDUCTED	
Name of Entity	
Contact Person	
Title	
Mailing Address	
Phone Number	
Fax Number	
Email Address	

PROPOSED PROJECT FOR WHICH THIS SURVEY WAS CONDUCTED	
Name of Proposed Project	

SURVEYOR CERTIFICATIONS	
1.	I do not live within the current or proposed service area of the entity named above.
2.	I have no interest, financial or otherwise, in the planning, design, or construction of the proposed project.
3.	The form used to conduct the survey was based upon the Texas Water Development Board's Form WRD-273 for socioeconomic data or TWDB-0402 for family income data.
4.	Information that was used to determine the total number of households in the service area of the proposed project was obtained from:
5.	The number of households that were presented with a survey form is:
6.	The number of households that returned a fully completed survey form is:
7.	The final results and documentation of the survey were compiled by:
8.	The survey form, responses to the survey form, tabulations of the responses, and a map indicating which households were surveyed have been reviewed and to the best of my knowledge and belief are true and correct.
9.	I understand that a false statement on this certification form may be grounds for rejection of the survey results.

SURVEYOR INFORMATION			
Signature of Surveyor		Date of Signature	
Name of Surveyor			
Residential Address			
Name of Employer			
Title			
Mailing Address			
Phone Number			
Fax Number			
Email Address			

NOTICE: To knowingly provide false information on this survey is a Class A misdemeanor--Tex. Pen. Code sec. 37.10. The punishment for a Class A misdemeanor is a fine of not more than \$4,000; a jail term of not more than one year; or both--Tex. Pen. Code sec. 12.21.

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**TWDB Survey Checklist**

	<b>Completed</b>
1. Receive letter from the TWDB approving the use of survey.	
2. Prepare map of the service area and determine which households to survey.	
3. Determine survey method(s).	
4. Prepare survey form.	
5. Publicize information about the survey.	
6. Recruit and train surveyor(s).	
7. Conduct survey.	
8. Check surveys for completeness and re-contact respondents if necessary.	
9. Document results of survey and determine eligibility and any other required data.	
10. Submit required survey documents to TWDB.	