**METHODOLOGY FOR INCOME SURVEY:**

**TO DETERMINE LOW AND MODERATE INCOME BENEFICIARIES OF THE CITY OF SAMPLE CITY**

**I. SURVEY METHOD**

The City of Bullhead City is proposing to use a door-to-door method for our income survey. If the head of household is not home, the City will return two more times within the following week to attempt contact.

**II. DEFINITION OF POPULATION**

The population is defined by the Service Area as shown on the enclosed map. The Service Area is located west of Highway 95 between 1st Street and 7th Street within the City of Bullhead City. The Service Area consists of 236 households, including condominiums and apartment units. This information was obtained from the Mohave County’s GIS website.

**III. SURVEY TYPE**

The City will be performing a random sample Income Survey. From the 236 households, the City will select 170 household’s using the following random sampling process:

The City will assign each household a number, in a consecutive sequence (1,2,3,4…to 236) and use a random sampling website <http://stattrek.com/statistics/random-number-generator.aspx> to choose which of the 170 household’s will be surveyed.

**IV. RESPONSE PROCESS**

The City will attempt to reach the head of household during the week, Monday-Friday between 7:00 a.m. – 4:00 p.m. If the head of household is not home, we will leave the survey and letter explaining the project with a spouse or other adult. The City will return the following week to collect the survey and make contact with the head of household. If a 75% response rate is not achieved during the period explained above, the City may go door to door on a Saturday between 11:00 a.m. – 2:00 p.m.

**V. DISCRIMINATION**

The City will take all necessary steps to ensure that the survey will not discriminate against persons with disabilities. We have provided a TTY number on our cover letter. We have the cover letter and questionnaire available in Spanish. We also have a couple of City employees available to translate if necessary.

**VI. SURVEY COMPLETION**

Our anticipated survey completion date is October 31, 2019.

**VII. TRACKING METHOD**

In order to track all of the households to determine who has responded, we have assigned each household a number. This number is referenced on the questionnaire as the ID #, and we will include this number on the stamped self-addressed return envelope.

**VIII. STAFF /INTERVIEWERS**

The City’s Project Management has overall responsibility for the Special Survey Process. The City has designated three (3) employees that will be involved with the door-to-door survey process. Two other City employees speak fluent Spanish if the need for an interpreter arises.

The employees have been briefed on the purpose of the income survey, definition of income and the income levels. Interviewers should read the questions exactly as they are written. If the respondent does not understand the question or gives an unresponsive answer, the interviewer should repeat the question exactly as written. Questions should be read in the order in which they are written. The respondent’s answers should be recorded neatly and accurately as they are provided. Before proceeding to the next interview, the interviewer should edit the questionnaire to be sure that every answer is clear and recorded accurately. This simple check helps to avoid the need to re-contact the respondent for clarification.

**IX. SPECIAL SURVEY RECORDS**

The survey information will be stored at the SAPMPLE City Office Administrator’s office at 2355 Trane Road, Bullhead City, AZ 86442.

The records will be secured in a locked filing cabinet in the City Office Administrator’s office. The City Office Administrator will also be responsible for confidentiality and retention of the information.