# Certification of Completion of an Income Survey

**INSTRUCTIONS:** The Certification of Completion of an Income Survey is required if the Applicant is qualifying a project activity through the national objective benefit to low-and moderate-income persons on an area basis either through a Census Income Survey (E1) or Random Sample Income Survey (E2). The Certification of Completion of an Income Survey must be printed on the local unit of government’s letterhead or notarized. Below is the template to be completed to reflect the applicant’s information.

**CERTIFICATION OF COMPLETION OF AN INCOME SURVEY**

**TO DETERMINE ELIGIBILITY FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS UNDER**

**THE LOW-TO-MODERATE INCOME NATIONAL OBJECTIVE**

The [Name of the Local Government Unit] (Applicant) hereby assures and certifies to the Nebraska Department of Economic Development (Department) regarding an application for Community Development Block Grant (CDBG) funds, the following:

1. Applicant understands that eligibility to apply for a CDBG grant is based upon the results of the income survey that was conducted on [Date] by [Organization].

2. The income survey was conducted in accordance with HUD and Nebraska Department of Economic Development survey methodology requirements.

3. Income surveys are within five (5) years from the date of the first survey contact (e.g first mailer, first phone call, and first house visit).

4. The completed/returned income surveys, lists used to determine families in the service area, lists of families who received an income survey and those who responded, and copies of all items used to publicize the survey are on file and are available for review by Department staff at any time.

5. The list of families in the service area was based upon the most current and accurate source available. The source used to compile the list of families in the service area was [Source used by Organization].

6. In the event of an award, Applicant understands that if all required income survey documentation (i.e., all completed income surveys, lists that the families in service area were compiled from, lists indicating which families completed the income survey, what follow-up procedures were in place for non-respondent families and how they were implemented, copies of any documents used to publicize the income survey, etc.) is not available at the time the Department staff conducts a monitoring visit in relation to the CDBG award, the Applicant may be declared ineligible to receive the grant funds due to a lack of documentation of meeting the National Objective and **may be required to pay back all grant funds** received from the Department.

7. The income survey results serve as documentation that Applicant meets the CDBG National Objective of benefiting low-to-moderate income persons. The results indicate that the identified service area is 51% or above low-to-moderate income persons.

8. Applicant certifies that all income survey documentation will be kept on file until **10 years** after the closeout of the last project for which the income survey was used to document eligibility under the National Objective of benefit to low- and moderate-income persons.

|  |
| --- |
|  |
| Chief Elected Official Signature |
|  |
| Chief Elected Official Printed Name, Title |
|  |
| Date |

|  |
| --- |
| *Subscribed in my presence and sworn to before me:* |
|  |
|  |
| Notary Public (Not required if on letterhead) |