

MHI SURVEY POLICY

If a Project Sponsor believes an Income Survey is warranted, the Sponsor must first submit written and documented justification which will adequately define and support the contention that the current U.S. Census data is not representative of the MHI of the residents of the service area.

Upon acceptance of the documented justification The West Virginia Department of Environmental Protection (DEP) will consider a median household income (MHI) survey ("Survey") submitted by a project sponsor as an alternative to the U.S. Census based MHI if the Survey meets the following criteria:

- 1) The Survey must be conducted by a reliable impartial source.
- 2) The Survey must contain a detailed explanation of the Survey procedures used.
- 3) The Survey must contain a certificate from the preparer that:
 - a) The project sponsor or its representatives had no involvement in conducting the Survey;
 - b) Residents of the service area were not advised prior to the Survey of current MHI parameters that would affect the project sponsor's loan rate/or grant eligibility;
 - c) One hundred percent of the potential users (defined as 1 household) in the proposed service area have been contacted;
 - d) The MHI resulting from the Survey is defined in the same manner as that of the U.S. Census Bureau's (the Census Bureau's definition of "household" is all persons who occupy a group of rooms or a single room which constitutes a housing unit). The definition includes single person households;
 - e) The Survey results reflect at least a 75% percent return from the potential users contacted;
 - f) The income reported is "actual" income (as reported to the Internal Revenue Service) and not an estimate or average of income blocks; and
 - g) There is a reliable method in place to identify each potential user on the System and further, to cross reference each user with a corresponding Survey return.

The user list and the actual Survey returns must be available for DEP's review and must be submitted in summary form with the Survey.

DEP shall review each Justification and notify the Project Sponsor if the justification is acceptable.

DEP shall review each Survey submitted to determine if such Survey meets the above listed criteria. If a Survey meets the required criteria, then DEP shall accept the new MHI for the project..

_____ Project

Confidential Survey

The information requested from you for this survey is needed by the _____
so that the _____ can apply for federal and/or state funding to

_____. Please understand that all information contained in this survey will be kept strictly confidential. Your cooperation is appreciated.

1. Name _____

2. Address _____

TOTAL ANNUAL HOUSEHOLD INCOME is defined as the income that all household members over age 17 receive from all sources; such as wages, salaries, interest income, investment income, social security, public assistance, or other sources. Find the statement below, which corresponds to your total household income and then check that line ONLY.

My total annual household income is: _____

By my signature below, I certify that the information I have provided is, to the best of my knowledge, truthful and accurate

Signature: _____ Date: _____