



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 Infrastructure and Jobs Development Council 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 ninety 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 Council's review and must be submitted in summary form with the Survey.

The Executive Director and Technical Review Committee shall review each Justification and notify the Project Sponsor if the justification is acceptable.

The Executive Director shall review each Survey submitted to determine if such Survey meets the above listed criteria. If a Survey meets the required criteria, then the Executive Director shall provide such Survey to the Funding Committee for its consideration.