

Appendix D. Request to Use Additional Values

(For use by Survey Implementer if they are unable to meet sample size requirements)

Dear (Contact at Funding Agency),

This letter serves as our formal request for authorization to use additional values due to an inability to meet the sample size requirements.

[Explain efforts performed so far to solicit survey responses and why you believe additional efforts to obtain sample sizes will not be effective.]

[Include a screenshot of the Data Tables from the 'Results' tab from the Income Survey Results Template.]

Since we have been unable to achieve the required minimum sample size, we are requesting authorization to include default values in our calculations.

We recommend defaulting them to the maximum observed household income value of [insert the maximum value observed].

We have attached the current electronic version of the Income Survey Results Template to this request.

Sincerely,

Appendix E. Household Income Survey

Residential Address: (Added prior to mailing)	Survey Number: (Added prior to mailing)	
1. Please check the appropriate box regarding the property listed above: <input type="checkbox"/> Primary Home (Primary residence or occupied by a seasonal, migrant laborer) <input type="checkbox"/> Secondary Home (Vacation or Seasonal Home) <input type="checkbox"/> Rental Home and I am the owner (<i>Skip sections 2 and 3, answer 4</i>) <input type="checkbox"/> Commercial Property including Short Term Rentals (<i>Skip sections 2-4</i>) <input type="checkbox"/> Vacant Lot (<i>Skip sections 2-4</i>) <input type="checkbox"/> Vacant Home (<i>Skip sections 2-4</i>)		
2. How many people, including children and adults, live in this household?		
3. Provide your household income information for the past 12 months below: <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Household earnings in wages, salary, commissions, and bonuses from all jobs of residents 15 and older</div> <div style="width: 35%; text-align: right;">\$ _____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%;">Net non-farm business, professional practice or partnership income</div> <div style="width: 35%; text-align: right;">\$ _____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%;">Net farm income</div> <div style="width: 35%; text-align: right;">\$ _____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%;">Other earnings (interest, Social Security, public assistance, retirement plans, etc.)</div> <div style="width: 35%; text-align: right;">\$ _____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%;">Total Income</div> <div style="width: 35%; text-align: right;">\$ _____</div> </div>		
4. If this property is a rental and you are the owner, please provide the tenant's name and mailing address. Tenant Name: _____ Tenant Mailing Address: _____		
I hereby certify that the above statements are true and correct to the best of my knowledge.		
Printed Name _____	Signature _____	Date _____

Please return this survey in the enclosed postage-paid envelope

Apéndice E. Encuesta sobre los ingresos de los hogares

Dirección residencial: (Añadida antes del envío)	Número de encuesta: (Añadido antes del envío)
1. Marque la casilla correspondiente a la propiedad indicada antes: <ul style="list-style-type: none"> <input type="checkbox"/> Casa principal (Residencia principal u ocupada por un trabajador estacional o migrante) <input type="checkbox"/> Casa secundaria (casa de vacaciones o de temporada) <input type="checkbox"/> Casa de alquiler y soy el propietario (<i>Omita las secciones 2 y 3, responda a la 4</i>) <input type="checkbox"/> Propiedades comerciales incluidos los alquileres a corto plazo (<i>Saltar secciones 2 a 4</i>) <input type="checkbox"/> Lote vacío (<i>Saltar secciones 2 a 4</i>) <input type="checkbox"/> Casa vacía (<i>Saltar secciones 2 a 4</i>) 	
2. ¿Cuántas personas, incluidos niños y adultos, viven en este hogar?	
3. Indique a continuación la información sobre los ingresos de su hogar en los últimos 12 meses: <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> Los ingresos del hogar en sueldos, salarios, comisiones y bonificaciones de todos los empleos de los residentes de 15 años o más \$ _____ </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Ingresos netos de empresas no agrícolas, prácticas profesionales o asociaciones \$ _____ </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Ingresos netos de la agricultura \$ _____ </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Otros ingresos (intereses, Seguridad Social, ayudas públicas, planes de jubilación, etc.) \$ _____ </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Ingreso total \$ _____ </div> </div>	
4. Si esta propiedad es de alquiler y usted es el propietario, indique el nombre y la dirección postal del inquilino. <div style="margin-top: 5px;"> <i>Nombre del inquilino:</i> _____ </div> <div style="margin-top: 5px;"> <i>Dirección postal del inquilino:</i> _____ </div>	
Certifico que las declaraciones anteriores son verdaderas y correctas a mi leal saber y entender.	
Nombre <u>el letra</u> de imprenta	Firma
Fecha	

Devuelva esta encuesta en el sobre con franqueo pagado que se adjunta.