

LMI Survey Directions
**DETERMINING AND DOCUMENTING BENEFIT
TO LOW AND MODERATE INCOME FAMILIES**

PART THREE: DETERMINING AND DOCUMENTING LMI BENEFIT
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DOCUMENTING BENEFIT TO LOW AND MODERATE INCOME FAMILIES

A. Service Area Map

One major method of documenting eligibility criteria for proposed ACEDP projects is through the identification of project benefit to low and moderate-income families. Information in this section of the ACEDP Application Guidelines discusses how to identify and document these beneficiaries to ensure reporting accuracy and adherence to program regulations.

After a community development priority or funding need is selected for application development, the community will define the particular geographic area where that need exists. This geographic area is known as the **Area of Need**. For example, the area inclusive of all residences subject to inadequate drinking water is an area of need for water service improvements.

The applicant may find that the only feasible solution to address its need may require servicing an area that is different in size than the area of need. Continuing with the example above, it may be found that the most feasible solution to correct inadequate water service is to receive treated water from a nearby city through construction of a transmission line.

Since water services will now be available along the area of the transmission line, the area of project benefit will be different than the originally defined area of need. This larger geographic area is the **Project Service Area** and is defined as the geographic area where project benefit will actually occur. A written explanation must accompany any application whenever the service area is different than the area of need.

It is important to document all areas where benefit to LMI residents will occur. To ensure accuracy, after you have determined the scope of the project, use a copy of the area of need map and superimpose an illustration of the project service area on the same map. **This map must be included as part of the required LMI documentation.** The map must be clearly legible and large enough to illustrate the service area within a larger identifiable area. City and/or County boundaries must be included on the service area map.

The project location may not always correspond with the area where benefit will actually occur. A drainage improvement project, for example, might be constructed in the northwest part of a community; however, the result of the project will be to relieve flooding in the southeast part of town. Families in the construction area would not be project beneficiaries, however, families in the southeast part of town would. Another example involves reconstruction of a particular street, which would benefit that street's residents. However, if the street is the only route to the city park, every family that uses the city park would also benefit from the project.

A project area should be defined very carefully because that area will be the basis for determining benefit to low and moderate-income families. **The service area must be logical in relation to the feasibility of the proposed project.** Do not exclude areas that should logically receive benefit from the project, and do not include areas that are not feasible.

B. Methods for Determining LMI Benefit

Applicants whose project objective is to benefit low and moderate-income families must document that the proposed project will serve a population composed of *at least 51% percent* low and moderate income families for all projects, except that hookups and housing rehabilitation projects must document *100%* LMI benefit. Benefit to LMI families can be determined in several ways discussed below. The method that you use should be determined by the type of project proposed and by the project's service area.

Once the project service area is defined, select the appropriate method to determine LMI benefit for your project. **If you are unsure which method is suitable for your project, contact the Grants Management Team at 682-1211 for technical assistance.** Applications using inappropriate methods for determining LMI benefits will not be approved by Arkansas Department of Economic Development until acceptable methods are used and submitted.

1. Census Data

Because of the unique areas of need defined by most projects, the exclusive use of census data to document LMI benefit must be authorized by the department prior to LMI determination. The department will consider an applicant's use of this data only when it is documented that the project will provide **benefit to 100% of the families residing within the project area, which must be contiguous with census tracts, enumeration districts, and/or block groups.** Please contact Arkansas Department of Economic Development at 501/682-1211 for further information.

An illustration of this type of project would involve improvements to an existing water treatment facility that serves every family (100 percent) within the city limits.

2. Census Plus Survey

The use of **combined** census and survey data to document LMI benefit will not be permitted unless specifically authorized by the department prior to LMI determination. The department will consider approval of this method only when the project area has most, but not all beneficiaries residing within census boundaries. Please contact Arkansas Department of Economic Development at 501/682-1211 for further information.

3. LMI Clientele

Projects that exclusively provide services to **elderly** or **handicapped** people automatically qualify as LMI unless evidence to the contrary is available. Examples include constructing handicap access facilities in a public building or constructing senior citizens' center.

These projects require no further documentation for LMI eligibility if the application clearly demonstrates that the target clients will be the **sole beneficiaries** of the project.

Projects providing **public health facilities** must demonstrate that at least 51% of the **families** served will be of low and moderate income based on the current Section 8 income limits for the area. The Arkansas Department of Health, Bureau of Community Services will provide proposed and actual benefit documentation directly to the department for these types of projects.

Because LMI documentation for child care projects may be by census data or subsidization of child care slots by public sources, applicants **for child care facilities** should discuss documentation of LMI benefit with the department during the referral process to determine the most practical method.

4. Income Surveys

Benefit to low and moderate-income families may be determined by conducting a door-to-door survey of families that will benefit from the proposed project. Survey by mail or telephone is not acceptable, except for unusual circumstances approved by the department prior to conducting the survey. Below are two specific types of income surveys.

a. 100 % Survey

Projects that provide **direct benefit** to individual families **must conduct a 100% survey** to determine the percent of LMI benefit.

A 100% survey attempts to collect income data from every family residing in the project service area. Procedures for conducting a 100% survey are discussed in Section E, "Documenting LMI by Income Survey."

Categorical projects that require a 100% survey include, but are not limited to, water and wastewater collection, street construction, flood and drainage protection, and housing modifications.

b. Random Sample Survey

Projects that do **not** provide direct benefit to individual families, but generally provide an area-wide benefit, may use a random sample survey to document LMI eligibility. However, **random sample surveys will not be accepted on projects serving fewer than one hundred families.**

A random sample survey attempts to collect income data from a statistically reliable sampling of the families residing in the service area. Projects that may use a random sample survey include, but are not limited to, water or wastewater treatment facilities, fire stations, community centers, and recreation facilities. See Section E, "Documenting LMI by Income Survey" for procedures regarding random sample surveys.

5. LMI Documentation for Economic Development Projects

Recipients of ACEDP funds for Economic Development projects must establish and document LMI benefit by ensuring that jobs created as a result of the project are permanent, reported on a full-time basis and that at least 51% of these jobs are filled by or made available to low and moderate income persons at the time of hire.

For specific guidelines and information regarding documentation of LMI benefit for economic development projects, request a copy of the *ACEDP Economic Development Set-Aside Job Creation Information Packet* from the department. The process for documenting and reporting job creation is divided into three phases:

- a. **Project Start-Up:** Baseline employment data from each participating business is documented through the submittal of a **Job Creation Plan** and other supplementary data in accordance with grant requirements. The Job Creation Plan establishes specific goals and strategies to be used to fill the projected number of positions and, particularly the strategy to be utilized in filling 51% of these positions with persons qualifying as LMI at the time of hire.
- b. **Hiring:** There are 3 generally accepted methods for determining the low or moderate-income status of new employees hired. These include: self-certification; Workforce Development Program Referrals; and, data received from the Employment Security Division. Information regarding the income status of new employees must be summarized and reported to Arkansas Department of Economic Development quarterly through the submission of **Job Activity Logs** and **Job Status Reports**. All documents identified within this paragraph are further explained in the **Job Creation Information Packet**.
- c. **Close Out:** During Close Out, the Final Job Creation Report and the EO Direct Benefit Report, summarizing all job creation activity for the performance period, is submitted to Arkansas Department of Economic Development. At close out, the reporting company must also certify that the project is complete and that no additional jobs are anticipated in the foreseeable future.

C. Documenting LMI By Census

Projects approved by the department to use this LMI determination method must submit, in addition to the Service Area Map, the Summary of Income Eligibility Survey Form (LMI-27-28) and a copy of the census data upon which eligibility is based.

D. Documenting LMI by Census Plus Survey

Projects approved by the department to use this LMI determination method must conduct the survey type (random sample or 100% survey) that is most appropriate to the project to collect income information from potential beneficiaries living outside the census boundaries.

Once survey results and census data are obtained, the overall project LMI benefit percentage can be determined from the following calculation:

1. Add the number of LMI families from the census plus the number of LMI families identified in the income survey.
2. Add the total beneficiary families from the census plus the total number of beneficiary families identified in the income survey.
3. Divide the total number of LMI families from step 1 by the total number of beneficiary families from step 2.
4. Convert the quotient from step 3 into a percentage, which is the percentage of LMI families for the project. It must be at least 51% to be eligible for funding.

Documentation required for submittal of this type of LMI determination includes: a Service Area Map, a Plotted Survey Map with Residences Numbered (Use the Potential Customer List attached to list residences), a copy of the census data upon which eligibility is based and the Summary of Income Eligibility Survey Forms (LMI-25-27). Random Sample Surveys must include all random number lists used.

E. Documenting LMI by Income Survey (100% Survey or Random Sample)

Survey procedures described herein will meet ACEDP requirements for eligibility documentation. However, contact other funding sources involved in the project to ensure that this information will also meet their program requirements. See the chart on page LMI-22 for a list of required submittals.

1. The Survey Map

Before a survey can be conducted, you will need a current map on which to **plot every building located in the service area**. It will probably be necessary to tour the project area to ensure accurate plotting of all affected buildings. DO NOT expect survey interviewers to plot buildings when they conduct the survey since this must be done in advance.

Buildings plotted on the map must be identified according to use as categorized below:

- residential building
- commercial/industrial buildings
- school/public buildings
- other nonresidential buildings
- deteriorated buildings

You may color-code the different building types, use symbols, or choose any method of illustration that permits easy identification and location of buildings in the survey area on the map. Include a legend of your coding system on the map.

If your project covers a large area or dense population, you may want to divide the project map into enlarged segments.

"Residential buildings" must include all occupied houses, vacant houses that are habitable, vacation and summer homes, individual condominiums, houses under construction but not yet occupied, and duplexes and apartment houses. Multi-family dwellings must be counted as separate residences; e.g., an apartment with eight units must be counted as eight residences. A facility such as a retirement home where residents maintain a permanent address must also be counted as separate residences, according to the number of available rooms or apartments.

"Commercial and industrial buildings" include all buildings that house a business enterprise. If a residence and a business are located in the same structure; e.g., a beauty shop in someone's home, identify the building as a residence.

"Schools and public buildings" include all public and private schools, city halls, courthouses, fire stations, police stations, public libraries, public hospitals, community centers, and any other local, State, or Federal government buildings.

Any functional building that does not fall into one of the above categories should be plotted as "other nonresidential buildings."

Buildings, including houses that are deteriorated beyond repair or possible future use should be plotted as "deteriorated buildings."

After all structures have been plotted on the map, number each residential building on the map consecutively until all residential buildings are numbered. Start numbering at the upper left corner of the map and number from left to right. Move down the map, always numbering from left to right. DO NOT number each road or map segment separately.

Count the total number of each building type and indicate, on the coding legend, the number of each type of building in the area.

If you are doing a 100% survey, at this point, train the survey interviewers and begin the survey. If you are conducting a random sample survey, you will need to obtain lists of random numbers.

2. Random Number Lists

Applicants conducting random sample surveys are required to obtain **two** lists of random numbers from the University of Arkansas at Little Rock. You should phone the Arkansas Institute of Economic Advancement (AIEA) at (501) 569-8543 or (501) 569-8542 to request these lists.

Allow at least seven days for receipt of your sample lists. When requesting your lists, give the total number of **residential buildings** identified on your survey map. Based on the total number in your field, the AIEA will determine your required sample size, and will pull three lists of randomly generated numbers for that sampling. You will compare the numbers from the **first list** to the numbers on your survey map to locate the residences you must survey. The second list will be used only for replacement numbers, if needed, to obtain a complete sample.

The chart below defines the approximate sample size required for different size projects; however, the Institute for Economic Advancement will provide the accurate sample size for your project.

Random Sample Survey Estimate of Required Sample Size

Total Number of Residential Buildings	Approximate Sample Size
100	94
150	137
200	177
250	215
300	251
350	290
400	318
450	350
500	377
600	432
700	481
800	526
900	568
1,000	606
5,000	1,176
10,000	1,332
100,000	1,513

3. The Survey Form

Completion of the Income Eligibility Survey Form (LMI-25-26) is required for all ACEDP income surveys. A sample form is attached to this section.

Before producing copies of this form for your survey interviewers, you must complete a master copy as follows:

- On item number 4, fill in the name of the city or county that is applying for a grant.
- On item number 5, fill in a description of the proposed project. This should be brief but concise; i.e., "install a new water system that will include this part of the county" or "construct a drainage project to control flooding along Elm and Oak streets."
- The back of the survey form contains an income level chart that must be completed for use with the survey questionnaire.
- Complete the income level chart by referencing the current "Low and Moderate Income Limits-Section 8 Chart" provided in Attachment 1 (LMI-13-20). Identify the correct income limits by locating the county in which the survey will be conducted. If the project is located in more than one county, appropriate income limits for each individual county must be used when completing the survey form for interviews conducted in each county. For each family size, fill in the respective limits for low, moderate and non-LMI incomes. Using Bradley County as an example, for a three-person family, low income would be under \$18,200, moderate income would be between \$18,200 and \$29,050, and non-LMI would be above \$29,050.
- Income limits must be computed for families with more than eight persons. For moderate income limits, calculate 6.25% of the four person family moderate-income limit and round to the nearest \$50. Add that amount to the eight-person moderate-income limit for each person in excess of eight. For low-income limits, calculate 8% of the four person low-income limit, and round to the nearest \$50. Add that amount to the eight-person low-income limit for each person in excess of eight.

For example, looking at **Yell County** income limits:

4 person moderate income limit	\$26,150
x 6.25%	\$ 2,018
round to nearest \$50	\$ 2,000
8 person moderate income limit	\$42,650
add 2,000 for 9th person	\$44,650
add 2,000 for 10th person	\$46,650
add 2,000 for 11th person	\$48,650
4 person low income limit	\$20,200
x 8%	\$ 1,616
round to nearest \$50	\$ 1,600
8 person low income limit	\$26,650
add 1,600 for 9th person	\$28,250
add 1,600 for 10th person	\$29,850
add 1,600 for 11th person	\$31,450

When you have completed a master copy of the survey form, you will need to reproduce enough copies for interviewers to use to conduct the survey. Allow one form for each residence to be surveyed, plus enough extras to cover loss and errors.

4. Survey Interviews

The individuals who conduct the survey interviews should have enough knowledge of the project to be able to answer questions that might be raised by those being interviewed. Interviewers should also be thoroughly trained in interview techniques and completion of survey forms.

Each interviewer should be given a list of the residences he or she is to survey, along with a copy of the project survey map on which those residences are clearly indicated. A random sample survey must use only the residence numbers on the first random number list to start the survey.

5. Instructions for Completing a Survey Form (LMI-25-26)

Items 1, 2, 3, 4, and 5 of this form should be filled in prior to conducting the survey interviews. The house identification number (item 1) is found by identifying the residence to be surveyed on the project survey map. Use the identification number for that residence as marked on the map.

The interviewer after explaining the reason for the survey should stress to interviewees that any information given during the interview will be kept in strict confidence and will be used only to determine if the community qualifies for project funding.

The interviewer will determine how many **families** live in the house or apartment (item 6), and for each family therein, will complete the income information on item 7, using Section 8 income limits.

- fill in the "number of people in family";
- find that family size on the income limits chart;
- using the income limits for the family size, ask the level of the total family income;
- indicate how many families of that size is low income, how many are moderate income, and how many are non-LMI.

A residence with two families of four persons each, one being low income and one moderate income would be charted as follows:

Number of People In Family	Low Income Families	Moderate Income Families	Non-LMI Families
4	1		
4		1	

A residence with two families, one of two persons and one of five persons, both of which are low income, would be charted as follows:

Number of People In Family	Low Income Families	Moderate Income Families	Non-LMI Families
2	1		
5	1		

Complete the demographic data, items 8-11, for each interview. This information will be used only to file reports that will be required if the project is completed. Provide answers for each family.

If you cannot complete the survey at any residence, indicate the reason for non-response as item (12).

6. Attempting to Survey "Non-Responses"

If the completed survey does not include enough responses to give an accurate ratio of the LMI/Non-LMI population, you may elect to recontact those residences where nobody was at home, or even those families who were originally unwilling to answer questions.

Random sample surveys should use the second random numbers list only after making every effort to contact all residences on the first list. The second list shall be used only after the initial survey has been conducted.

7. Maintaining Survey Interview Records

Completed survey interview forms must be retained by the applicant until it is determined that a grant will not be offered or, should a grant be awarded, until three years after grant close out. These documents must be made available to Arkansas Department of Economic Development, if requested, during the application process or during subsequent grant monitoring.

8. Summarizing Survey Results

A copy of the Summary Income Eligibility Survey Form (LMI-27-28) must be submitted with applications to document surveys. Information from all individual survey interview forms must be summarized on this form.

Joint applicants must submit a survey summary for the overall project and a separate summary for each jurisdiction that is party to the application.

To complete the Summary Form, fill in the name of the applicant and the county in which it is located. Summaries for joint applications should indicate the appropriate surveyed jurisdiction after the name of the applicant.

For item (1), indicate the method used to determine LMI benefit.

For item (2), indicate the total number of residences in the project area plotted on the survey map.

Item (3) will be completed for random sample surveys only. Indicate the total number of residences surveyed from the sample list(s) provided by the Arkansas Economic Advancement at the University of Arkansas at Little Rock.

For item (4), if any of the completed survey forms included more than one family, enter the total number of additional families surveyed. This counts multi-family residences.

You must indicate in the space provided on page 2 (LMI-28) of the Summary Form, the numbers from the survey map of the residences where more than one family was surveyed.

Item (5) lists the number of low, moderate and non-LMI families and persons that were identified by survey interviews. Fill in the low, moderate, and non-LMI income limits for each family size from the Low and Moderate Income Limits as used from survey interviews. Compile figures from all survey forms to compute the number of low income families for each family size, and then total the number of low income families. Do the same for the moderate and the non-LMI categories. Now, compute the number of low, moderate and non-LMI persons by multiplying the number of family responses by each of the 10 family sizes.

Finish summarizing income surveys by adding the total number of low and moderate-income families and enter the sum total on line (6.a). Next, add the total number of low and moderate-income persons together and enter this total on line (6.b).

Indicate the number of non-responses to the survey on item (7). This number may include vacant houses, houses where no one was home, or residences where occupants were unwilling to answer questions or did not want the service proposed by the project.

Item (8) will indicate the percentage of LMI families to benefit from the proposed project. This figure must be at least 51% (whole number, not rounded up) to make an eligible project. For 100% surveys, divide the total in item 6 by the total of items 2 + 4. For random sample surveys divide the total in item 6 by the total of items 3 + 4.

Compile the demographic information from survey interviews and indicate totals on items (9) through (12).

F. Submitting LMI Information

All required documents and/or narrative statements requested above for documentation of LMI benefit must be submitted with the ACEDP Application or WWAC Pre-applications as appropriate. Blank copies of all LMI Benefit forms are provided for your use and reproduction at the end of this section.

Attachment 1

Low and Moderate Income Limits Section 8 Chart

Attachment 2

REQUIRED SUBMITTALS CHART AND GLOSSARY OF TERMS

Documentation Required for LMI Benefit
Required Submittals by Documentation Method (Does Not Include Census Data)

DOCUMENT(S)	LMI BY CLIENTELE	RANDOM SAMPLE SURVEY	100% SURVEY
SERVICE AREA MAP		XX	XX
NARRATIVE EXPLANATION	XX		
PLOTTED SURVEY MAP W/RESIDENCES NUMBERED		XX	XX
RANDOM # LIST		XX	
INCOME SURVEY SUMMARY SHEETS		XX	XX
POTENTIAL CUSTOMER LIST FORM AP-6		Water, Sewer & Hookups	Water, Sewer Hookups, Community Center and Fire Protection
PUBLICLY SUBSIDIZED SLOTS (DAYCARE ONLY)	XX		XX

Documentation Method By Project Type (Category A & B)

DOCUMENTS	LMI BY CLIENTELE	RANDOM SAMPLE SURVEY	100% SURVEY
WATER		See Pg. LMI-7	If Less Than 100 Residences Or Direct Benefit
WASTEWATER		See Pg. LMI-7	If Less Than 100 Residences Or Direct Benefit
HOOKUPS			XX
FIRE PROTECTION		See Pg. LMI-7	If Less Than 100 Residences
CHILD CARE	XX		XX
PUBLIC HEALTH	XX		
SENIOR CITIZENS CENTERS	XX		

LMI Benefit Glossary of Terms

Area of Need-- A geographical area determined by identifying where a need exists (e.g., where there is unsatisfactory drinking water or inadequate fire protection) and delineating that particular area.

Benefit-- An improvement to the living conditions and/or economic conditions of families that occur as a result of an ACEDP project.

Direct Benefit Project-- A project that provides a specific benefit to certain project families, but not necessarily all families in an area. Particularly, projects that:

- construct service lines for collection and/or distribution of water or wastewater;
- construct streets or sidewalks that will be used by certain families;
- construct flood and drainage systems to protect certain houses;
- make specific housing improvements.

Family -- One, two or more persons who are related by blood or by marriage, and other persons who are under their care or guardianship.

Family Income-- The sum of all income received by family members **before** taxes during a calendar year, including all wages, salaries, tips, stipends, retirement payments, military payments, rental payments, interest payments, dividends, social security payments, etc. Family income does not include income received by persons under the age of 18, except heads of household and/or spouses who are under 18; or welfare-type payments including food stamps, child support and disability payments.

Indirect Benefit Project-- A project that results in an area-wide benefit that is generally available to all families in the area. Examples include projects that: provide public health facilities; provide fire protection; construct community centers or recreation facilities; construct public libraries; or construct improvements in existing water or wastewater facilities.

LMI Benefit Ratio--The number of low-income plus moderate income families that will benefit from a project compared to all families that will benefit from a project; expressed as a percentage.

Low Income Family-- For purposes of determining the LMI Benefit Ratio for ACEDP projects, a "low income family" is defined the same as a "very low-income family according to Section 3 (b)(2) of the U.S. Housing Act of 1937; determined by family size and family income, referred to as Section 8 income limits.

Moderate Income Family-- Same as the above "low income family" definition, except a "moderate income family" will be defined in the same way as a Section 8 "lower income family".

Project Service Area-- A geographical area that is determined by identifying where project benefit will actually occur, and delineating that particular area.

Attachment 3

FORMS REQUIRED FOR DOCUMENTING LMI BENEFIT

**Arkansas Community and Economic Development Program
Income Eligibility Survey**

- (1) _____ House Identification Number (2) _____ Date of Survey
(3) _____ Signature of Survey Interviewer

The Information Requested In This Survey Is Necessary For the

(4) (City or County of) _____ to apply for Community Development Block Grant assistance from the State of Arkansas to (5) _____.

(6) HOW MANY **FAMILIES** LIVE IN THIS HOUSE/APARTMENT? _____

(7) FAMILY SIZE AND INCOME LEVEL FOR LAST COMPLETE CALENDAR YEAR
(January-December):

NUMBER OF PEOPLE IN FAMILY	LOW INCOME FAMILIES	MODERATE INCOME FAMILIES	NON-LMI FAMILIES
----------------------------------	---------------------------	--------------------------------	---------------------

(Use the Income Limits Chart Attached to this Form to Determine if Family Income is Low, Moderate, or is Considered Non-LMI Based on the Number of Persons in the Family.)

(8) IS THE HEAD OF THE HOUSEHOLD FEMALE? _____

(9) HOW MANY PERSONS IN THE FAMILY ARE OVER THE AGE OF 64? _____

(10) HOW MANY, IF ANY, HANDICAPPED PERSONS IN THE FAMILY? _____

(11) ARE THE PERSONS IN THIS FAMILY HISPANIC _____ OR NON-HISPANIC _____?

(12) THE RACIAL COMPOSITION OF THE FAMILY IS:

____ WHITE
____ BLACK/AFRICAN AMERICAN
____ ASIAN
____ NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER
____ AMERICAN INDIAN/ALASKA NATIVE
____ AMERICAN INDIAN/ALASKA NATIVE & WHITE
____ ASIAN & WHITE
____ BLACK/AFRICAN AMERICAN & WHITE
____ AMERICAN INDIAN/ALASKA NATIVE & BLACK/AFRICAN AMERICAN
____ OTHER MULTI-RACIAL

(13) THIS RESIDENCE WAS NON-RESPONSIVE TO THE SURVEY:

____ VACANT HOUSE INHABITABLE	____ NOBODY HOME
____ VACANT HOUSE UNINHABITABLE	____ OTHER
____ NOT WILLING TO ANSWER QUESTIONS	____ DON'T WANT SERVICE

**Arkansas Community & Economic Development Program
Income Eligibility Survey**

INCOME LIMITS

SIZE OF FAMILY	LOW INCOME IF UNDER	MODERATE INCOME IF BETWEEN	NON-LMI IF ABOVE
ONE PERSON	\$	\$ & \$	\$
TWO PERSONS	\$	\$ & \$	\$
THREE PERSONS	\$	\$ & \$	\$
FOUR PERSONS	\$	\$ & \$	\$
FIVE PERSONS	\$	\$ & \$	\$
SIX PERSONS	\$	\$ & \$	\$
SEVEN PERSONS	\$	\$ & \$	\$
EIGHT PERSONS	\$	\$ & \$	\$
NINE PERSONS	\$	\$ & \$	\$
TEN PERSONS	\$	\$ & \$	\$
ELEVEN PERSONS	\$	\$ & \$	\$
TWELVE PERSONS	\$	\$ & \$	\$

"FAMILY" Means individuals related to each other by blood or by marriage, and any persons who are under their care in a guardianship or adoptive situation.

"TOTAL FAMILY INCOME" Means income earned by all family members before taxes excluding welfare-type payments. this includes all wages, salaries, tips, stipends, social security, retirement, military payments, interest earned, etc., but does not include disability income.

SUMMARY
INCOME ELIGIBILITY SURVEY

Applicant: _____ County of: _____

(1) Check method used to determine LMI benefit: ☐ 100% Survey, ☐ Random Sample Survey,
☐ Clientele, ☐ Other (Specify) _____. Attach justification for use including
date the Arkansas Department of Economic Development pre-approved use.

(2) ___ The total number of residences in the project service area including “non responses.”

(3) ___ If a random sample survey, the size of the sample surveyed.

(4) ___ Number of families surveyed in excess of one family per residence.

(5) Survey responses:

LOW INCOME			MODERATE INCOME				NON LMI		
FAMILIES BY SIZE	PERSONS	IF INCOME	FAMILIES BY SIZE	PERSONS	IF INCOME	BETWEEN	FAMILIES BY SIZE	PERSONS	IF INCOME
1 X _____	= _____	\$ _____	1 X _____	= _____	\$ _____	& \$ _____	1 X _____	= _____	\$ _____
2 X _____	= _____	\$ _____	2 X _____	= _____	\$ _____	& \$ _____	2 X _____	= _____	\$ _____
3 X _____	= _____	\$ _____	3 X _____	= _____	\$ _____	& \$ _____	3 X _____	= _____	\$ _____
4 X _____	= _____	\$ _____	4 X _____	= _____	\$ _____	& \$ _____	4 X _____	= _____	\$ _____
5 X _____	= _____	\$ _____	5 X _____	= _____	\$ _____	& \$ _____	5 X _____	= _____	\$ _____
6 X _____	= _____	\$ _____	6 X _____	= _____	\$ _____	& \$ _____	6 X _____	= _____	\$ _____
7 X _____	= _____	\$ _____	7 X _____	= _____	\$ _____	& \$ _____	7 X _____	= _____	\$ _____
8 X _____	= _____	\$ _____	8 X _____	= _____	\$ _____	& \$ _____	8 X _____	= _____	\$ _____
9 X _____	= _____	\$ _____	9 X _____	= _____	\$ _____	& \$ _____	9 X _____	= _____	\$ _____
10X _____	= _____	\$ _____	10X _____	= _____	\$ _____	& \$ _____	10X _____	= _____	\$ _____

TOTAL (FAMILIES/PERSONS)

___ LOW INCOME ___ MODERATE INCOME ___ NON LMI

**Summary-Income Eligibility Survey
Second Page**

- (6) Total number of Low and Moderate-Income responses:
- a. _____ Families
- b. _____ Persons
- (7) _____ Number of "Non-Responses" to survey.
- (8) _____ Percentage of Low and Moderate Income Families in the service area.

Indicate survey map numbers for any residence(s) where more than one family was surveyed: _____

DEMOGRAPHICS OF PROJECT SERVICE AREA:

- (9) _____ Number of female heads of household.
- (10) _____ Number of elderly (Over age 64).
- (11) _____ Number of handicapped.
- (12) _____ Number of Hispanics _____
- (13) Racial Composition:
- _____ Number White
- _____ Number Black/African American
- _____ Number Asian
- _____ Number Hawaiian/Other Pacific Islander
- _____ Number American Indian/Alaska Native
- _____ American Indian/Alaska Native & White
- _____ Asian & White
- _____ Black/African American & White
- _____ American Indian/Alaska Native & Black/African American
- _____ Other Multi-racial

POTENTIAL CUSTOMER LIST

For more than 20 beneficiaries, prepare additional pages, however, summarize all survey information, including additional pages, on the following page.

Applicant: _____

Survey Date: _____

<u>A.LMI # From Map</u>	<u>B.Structure Type</u>	<u>C.Income Status</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

**SURVEY SUMMARIES (TOTAL SURVEY DATA)
INCLUDE DATA FROM ALL ATTACHMENTS!**

**D. TOTAL # OF STRUCTURES SERVED BY THE PROJECT AND INCOME STATUS
OF BENEFICIARIES**

- | | |
|----------------------------------|-------|
| 1. Private Non-Residential | _____ |
| 2. Occupied Residences | _____ |
| a. Non-LMI | _____ |
| b. Moderate | _____ |
| c. Low | _____ |
| 3. Vacant Inhabitable Residences | _____ |
| 4. Uninhabitable Residences | _____ |
| 5. Businesses | _____ |
| 6. Public Buildings | _____ |
| 7. Churches | _____ |
| 8. Total (All Types) | _____ |

INSTRUCTIONS FOR POTENTIAL CUSTOMER LIST

This Form, when completed, will list all structures, classified by type and occupant income status, provided on the income status map submitted with your application. Form entries should be made in sequential order and correspond to each structure as numbered on the income status map.

- A. LMI Number From Map: In this column, list the number of the structure as it appears on the LMI Map of the service area.
- B. Structure Type: In this column, list the structure type for each structure assigned a number on the service area LMI Map. Use only description types listed in Section D of this Form.
- C. Income Status: In this column list the income status for each residential structure listed. "Not applicable" must be used only for public, commercial, dilapidated residential or private non-residential structures. If the residence is vacant and inhabitable, the resident refuses to participate in the survey, or is not home, their income status must be presumed to be non-LMI.
- D. Total # of Structures Served By The Project And Income Status Of Beneficiaries: List totals for each type of structure surveyed and the income status, where applicable. Ensure that totals correspond to data reported in Section B of this Form. List the total number of all structures on the last line.

Low to Moderate Income Levels based on the 2006-2010 ACS data

County	Community	LMI %
Arkansas County		44.12%
	Almyra	31.03%
	DeWitt	52.03%
	Gillett	36.13%
	St. Charles	51.28%
	Stuttgart	49.26%
Ashley County		41.02%
	Crossett	36.57%
	Fountain Hill	62.07%
	Hamburg	52.95%
	Montrose	74.12%
	North Crossett CDP	44.66%
	Parkdale	68.09%
	Portland	42.50%
	West Crossett CDP	24.77%
	Wilmot	72.26%
Baxter County		37.90%
	Big Flat	31.58%
	Briarcliff	32.43%
	Cotter	48.07%
	Gassville	48.73%
	Lakeview	32.32%
	Midway CDP	45.70%
	Mountain Home	39.89%
	Norfork	53.00%
	Salesville	48.00%
Benton County		34.90%
	Avoca	35.29%
	Bella Vista	19.42%
	Bentonville	34.10%
	Bethel Heights	37.61%
	Cave Springs	20.42%
	Centerton	29.40%
	Cherokee City CDP	70.00%
	Decatur	50.61%
	Garfield	53.45%
	Gateway	28.00%
	Gentry	49.43%
	Gravette	52.24%
	Highfill	54.55%
	Hiwassee CDP	42.15%
	Little Flock	44.02%
	Lost Bridge Village CDP	21.21%
	Lowell	32.64%
	Maysville CDP	100.00%
	Pea Ridge	39.86%
	Prairie Creek CDP	31.64%
	Rogers	38.18%
	Siloam Springs	47.70%
	Springtown	80.95%
	Sulphur Springs	46.73%

Boone County		36.56%
	Alpena	61.17%
	Bellefonte	37.35%
	Bergman	38.24%
	Diamond City	46.98%
	Everton	61.54%
	Harrison	32.96%
	Lead Hill	25.00%
	Omaha	55.26%
	South Lead Hill	55.56%
	Valley Springs	38.46%
	Zinc	66.67%
Bradley County		44.00%
	Banks	75.00%
	Hermitage	67.40%
	Warren	48.27%
Calhoun County		37.61%
	Hampton	47.75%
	Harrell	51.67%
	Thornton	42.86%
	Tinsman	36.36%
Carroll County		38.12%
	Beaver	28.57%
	Berryville	39.98%
	Blue Eye	10.00%
	Eureka Springs	52.30%
	Green Forest	54.36%
	Holiday Island CDP	24.88%
	Oak Grove	56.86%
Chicot County		54.65%
	Dermott	66.03%
	Eudora	67.52%
	Lake Village	54.02%
Clark County		45.33%
	Amity	38.21%
	Arkadelphia	50.63%
	Caddo Valley	28.70%
	Gum Springs	62.96%
	Gurdon	51.05%
	Okolona	67.50%
	Whelen Springs	31.58%

Clay County		41.17%
	Corning	51.82%
	Datto	75.00%
	Greenway	44.44%
	Knobel	48.57%
	McDougal	48.15%
	Nimmons	69.23%
	Peach Orchard	69.23%
	Piggott	40.16%
	Pollard	43.06%
	Rector	38.73%
	St. Francis	32.20%
	Success	46.43%
Cleburne County		38.27%
	Concord	20.83%
	Greers Ferry	41.95%
	Heber Springs	45.74%
	Higden	17.24%
	Quitman	38.62%
	Tumbling Shoals CDP	51.67%
Cleveland County		34.70%
	Kingsland	45.35%
	New Edinburg CDP	66.67%
	Rison	44.94%
	Rye CDP	75.00%
	Staves CDP	0.00%
	Woodlawn CDP	22.86%
Columbia County		45.15%
	Emerson	54.69%
	Magnolia	52.30%
	McNeil	60.87%
	Taylor	30.26%
	Waldo	63.24%
Conway County		41.84%
	Center Ridge CDP	30.51%
	Meniffee	43.59%
	Morrilton	45.04%
	Oppelo	38.59%
	Plumerville	41.48%

Craighead County		41.38%
	Bay	45.43%
	Black Oak	43.18%
	Bono	55.73%
	Brookland	32.79%
	Caraway	58.20%
	Cash	51.02%
	Egypt	21.05%
	Jonesboro	43.29%
	Lake	45.94%
	Monette	48.36%
Crawford County		36.76%
	Alma	48.05%
	Cedarville	40.17%
	Chester	64.71%
	Dyer	30.40%
	Kibler	28.95%
	Mountainburg	41.98%
	Mulberry	46.61%
	Rudy	50.00%
	Van Buren	35.45%
Crittenden County		52.21%
	Anthonyville	27.50%
	Clarkedale	17.07%
	Crawfordsville	52.81%
	Earle	72.06%
	Edmondson	79.45%
	Gilmore	35.00%
	Horseshoe Lake	55.26%
	Jennette	26.09%
	Jericho	41.18%
	Marion	25.57%
	Sunset	72.92%
	Turrell	53.79%
	West Memphis	63.29%
Cross County		38.09%
	Cherry Valley	41.67%
	Hickory Ridge	52.24%
	Parkin	65.78%
	Wynne	39.42%
Dallas County		41.67%
	Carthage	45.07%
	Fordyce	49.66%
	Sparkman	50.47%
Desha County		47.45%
	Arkansas	39.24%
	Dumas	40.15%
	McGehee	57.83%
	Mitchellville	72.73%
	Reed	68.57%
	Watson	63.33%

Drew County		43.09%
	Jerome	22.22%
	Monticello	50.20%
	Tillar	31.37%
	Wilmar	55.26%
	Winchester	76.74%
Faulkner County		40.69%
	Conway	42.83%
	Damascus	35.48%
	Enola	50.00%
	Greenbrier	39.73%
	Guy	52.80%
	Holland	42.06%
	Mayflower	42.00%
	Mount Vernon	68.75%
	Twin Groves	46.77%
	Vilonia	30.10%
	Wooster	33.12%
Franklin County		40.85%
	Altus	48.55%
	Branch	36.46%
	Charleston	26.55%
	Denning	40.91%
	Ozark	63.11%
	Wiederkehr Village	100.00%
Fulton County		39.97%
	Mammoth Spring	64.05%
	Salem	49.60%
	Viola	43.86%
Garland County		37.47%
	Fountain Lake	36.64%
	Hot Springs	47.28%
	Hot Springs Village CDP	24.00%
	Lake Hamilton CDP	27.53%
	Lonsdale	4.44%
	Mountain Pine	65.85%
	Piney CDP	38.51%
	Rockwell CDP	23.59%
Grant County		36.10%
	Leola	61.79%
	Poyen	72.73%
	Prattsville	23.53%
	Sheridan	35.77%
	Tull	38.10%
Greene County		39.07%
	Delaplaine	72.22%
	Lafe	37.88%
	Marmaduke	53.39%
	Oak Grove Heights	26.42%
	Paragould	42.10%

Hempstead County		39.06%
	Blevins	59.46%
	Fulton	55.17%
	Hope	47.20%
	McCaskill	57.89%
	McNab	18.75%
	Oakhaven	7.69%
	Ozan	0.00%
	Patmos	15.38%
	Perrytown	54.26%
	Washington	44.83%
Hot Spring County		36.42%
	Donaldson	36.49%
	Friendship	20.41%
	Magnet Cove	0.00%
	Malvern	45.67%
	Midway	30.49%
	Perla	75.00%
	Rockport	25.85%
Howard County		40.15%
	Dierks	45.18%
	Mineral Springs	59.83%
	Nashville	42.76%
	Tollette	50.00%
Independence County		39.74%
	Batesville	45.20%
	Cushman	59.76%
	Magness	31.25%
	Moorefield	22.73%
	Newark	40.47%
	Oil Trough	40.43%
	Pleasant Plains	42.25%
	Sulphur Rock	32.99%
Izard County		39.59%
	Calico Rock	35.71%
	Franklin	46.67%
	Guion	60.00%
	Horseshoe Bend	40.63%
	Melbourne	49.85%
	Mount Pleasant	50.62%
	Oxford	60.80%
	Pineville	20.00%

Jackson County		46.46%
	Amagon	100.00%
	Beedeville	50.00%
	Campbell Station	59.38%
	Diaz	53.11%
	Grubbs	52.63%
	Jacksonport	37.04%
	Newport	49.43%
	Swifton	39.61%
	Tuckerman	37.15%
	Tupelo	37.50%
	Weldon	38.24%
Jefferson County		40.28%
	Altheimer	55.97%
	Humphrey	48.60%
	Pine Bluff	47.32%
	Redfield	22.49%
	Sherrill	55.56%
	Sulphur Springs CDP	22.61%
	Wabbaseka	61.40%
	White Hall	28.36%
Johnson County		40.61%
	Clarksville	43.41%
	Coal Hill	51.69%
	Hagarville CDP	41.18%
	Hartman	34.55%
	Knoxville	28.29%
	Lamar	48.41%
Lafayette County		43.92%
	Bradley	44.76%
	Buckner	48.89%
	Lewisville	47.87%
	Stamps	60.14%
Lawrence County		40.88%
	Alicia	21.21%
	Black Rock	40.98%
	College	24.00%
	Hoxie	38.63%
	Imboden	47.92%
	Lynn	52.27%
	Minturn	58.62%
	Portia	37.50%
	Powhatan	55.00%
	Ravenden	59.21%
	Sedgwick	15.38%
	Smithville	40.00%
	Strawberry	18.75%
	Walnut Ridge	50.98%

Lee County		46.48%
	Aubrey	41.38%
	Haynes	42.31%
	LaGrange	69.23%
	Marianna	50.12%
	Moro	28.57%
	Rondo	58.33%
Lincoln County		48.08%
	Gould	63.14%
	Grady	76.47%
	Star City	46.02%
Little River County		41.52%
	Ashdown	46.80%
	Foreman	53.48%
	Ogden	60.00%
	Wilton	40.16%
	Winthrop	37.14%
	Yarborough Landing CDP	10.77%
Logan County		36.89%
	Blue Mountain	13.33%
	Booneville	45.74%
	Caulksville	51.52%
	Magazine	38.85%
	Morrison Bluff	23.81%
	New Blaine CDP	25.00%
	Paris	45.90%
	Ratcliff	32.35%
	Scranton	39.13%
	Subiaco	43.43%
Lonoke County		36.04%
	Allport	86.67%
	Austin	25.64%
	Cabot	31.71%
	Carlisle	45.50%
	Coy	66.67%
	England	65.97%
	Humnoke	78.05%
	Keo	24.53%
	Lonoke	39.60%
	Ward	47.52%
Madison County		44.73%
	Hindsville	6.15%
	Huntsville	63.45%
	St. Paul	36.84%
Marion County		35.34%
	Bull Shoals	34.77%
	Flippin	33.84%
	Pyatt	27.94%
	Summit	62.04%
	Yellville	48.07%

Miller County		40.75%
	Fouke	71.82%
	Garland	75.81%
	Texarkana	42.22%
Mississippi County		43.79%
	Bassett	34.09%
	Birdsong	75.00%
	Blytheville	49.20%
	Burdette	8.64%
	Dell	33.33%
	Dyess	51.65%
	Etowah	41.86%
	Gosnell	36.36%
	Joiner	45.79%
	Keiser	49.38%
	Leachville	41.63%
	Luxora	72.29%
	Manila	31.23%
	Marie	44.44%
	Osceola	51.86%
	Victoria	16.67%
	Wilson	22.30%
Monroe County		42.31%
	Brinkley	48.75%
	Clarendon	49.06%
	Fargo	19.23%
	Holly Grove	54.48%
	Roe	25.00%
Montgomery County		39.17%
	Black Springs	86.11%
	Mount Ida	35.89%
	Norman	73.63%
	Oden	36.51%
Nevada County		38.46%
	Bluff City	25.00%
	Bodcaw	9.38%
	Cale	38.46%
	Emmet	49.03%
	Prescott	47.36%
	Reader CDP	100.00%
	Rosston	35.90%
	Willisville	40.00%
Newton County		41.72%
	Jasper	64.71%
	Western Grove	41.57%
Ouachita County		42.69%
	Bearden	54.46%
	Camden	43.13%
	Chidester	50.00%
	East Camden	58.99%
	Louann	69.70%
	Reader CDP	100.00%
	Stephens	44.76%

Perry County		42.11%
	Adona	66.67%
	Bigelow	61.73%
	Casa	35.29%
	Fourche	8.89%
	Houston	40.54%
	Perry	40.23%
	Perryville	35.63%
Phillips County		53.25%
	Elaine	63.93%
	Helena-West Helena	61.02%
	Lake View	65.28%
	Lexa	54.29%
	Marvell	50.80%
Pike County		39.93%
	Antoine	35.71%
	Daisy	30.77%
	Delight	45.28%
	Glenwood	56.32%
	Kirby CDP	28.46%
	Murfreesboro	31.72%
Poinsett County		44.17%
	Fisher	55.10%
	Harrisburg	57.31%
	Lepanto	47.82%
	Marked Tree	50.48%
	Trumann	41.92%
	Tyronza	45.57%
	Waldenburg	58.33%
	Weiner	33.75%
Polk County		40.19%
	Cove	38.46%
	Grannis	56.93%
	Hatfield	66.06%
	Mena	52.85%
	Vandervoort	47.83%
	Wickes	55.30%
Pope County		37.75%
	Atkins	40.27%
	Dover	53.98%
	Hector	13.64%
	London	41.99%
	Pottsville	40.52%
	Russellville	41.52%
Prairie County		36.50%
	Biscoe	33.33%
	De Valls Bluff	47.37%
	Des Arc	36.78%
	Hazen	39.42%
	Ulm	23.08%

Pulaski County		42.08%
	Cammack Village	19.89%
	College Station CDP	52.60%
	Gibson CDP	26.11%
	Hensley CDP	23.75%
	Jacksonville	49.08%
	Landmark CDP	36.16%
	Little Rock	43.47%
	Maumelle	16.30%
	McAlmont CDP	59.31%
	Natural Steps CDP	25.49%
	North Little Rock	51.39%
	Roland CDP	14.62%
	Scott CDP	100.00%
	Sherwood	29.65%
	Sweet Home CDP	57.82%
	Woodson CDP	0.00%
	Wrightsville	72.66%
Randolph County		40.18%
	Biggers	72.97%
	Maynard	51.75%
	O'Kean	57.14%
	Pocahontas	39.09%
	Ravenden Springs	66.67%
	Reyno	57.65%
St. Francis County		49.51%
	Caldwell	26.23%
	Colt	42.86%
	Forrest	55.37%
	Hughes	47.84%
	Madison	51.94%
	Palestine	45.63%
	Wheatley	31.91%
	Widener	45.45%
Saline County		33.67%
	Alexander	54.87%
	Avilla CDP	28.26%
	Bauxite	41.11%
	Benton	39.16%
	Bryant	30.49%
	East End CDP	29.51%
	Haskell	43.01%
	Hot Springs Village CDP	24.00%
	Salem CDP	27.53%
	Shannon Hills	34.86%
	Traskwood	32.26%
Scott County		40.42%
	Waldron	55.06%

Searcy County		44.79%
	Gilbert	1.54%
	Leslie	58.82%
	Marshall	43.15%
	Pindall	15.63%
	St. Joe	52.63%
Sebastian County		37.54%
	Barling	48.74%
	Bonanza	33.33%
	Central City	22.52%
	Fort Smith	43.09%
	Greenwood	23.80%
	Hackett	36.84%
	Hartford	56.97%
	Huntington	32.08%
	Lavaca	27.23%
	Mansfield	31.80%
	Midland	36.76%
Sevier County		46.95%
	Ben Lomond	29.27%
	De Queen	63.67%
	Gillham	62.07%
	Horatio	39.29%
	Lockesburg	47.50%
Sharp County		42.77%
	Ash Flat	65.41%
	Cave City	48.12%
	Cherokee Village	35.67%
	Evening Shade	37.82%
	Hardy	58.64%
	Highland	47.55%
	Sidney	52.38%
	Williford	72.22%
Stone County		41.95%
	Fifty-Six	34.38%
	Mountain View	34.62%
Union County		41.32%
	Calion	43.48%
	El Dorado	50.15%
	Felsenthal	59.09%
	Huttig	45.87%
	Junction City	19.00%
	Norphlet	27.88%
	Smackover	32.27%
	Strong	67.80%
Van Buren County		39.63%
	Clinton	42.80%
	Dennard CDP	57.65%
	Fairfield Bay	27.94%
	Shirley	36.84%

Washington County		43.59%
	Elkins	29.84%
	Elm Springs	37.56%
	Farmington	34.17%
	Fayetteville	46.66%
	Goshen	13.86%
	Greenland	46.36%
	Johnson	29.44%
	Lincoln	53.91%
	Prairie Grove	39.06%
	Springdale	49.01%
	Tontitown	17.21%
	West Fork	43.55%
	Winslow	41.86%
White County		37.21%
	Bald Knob	63.50%
	Beebe	39.31%
	Bradford	73.97%
	Garner	54.55%
	Georgetown	52.63%
	Griffithville	57.89%
	Higginson	45.31%
	Judsonia	49.43%
	Kensett	55.11%
	Letona	45.00%
	McRae	64.74%
	Pangburn	48.67%
	Rose Bud	42.16%
	Russell	52.27%
	Searcy	37.46%
	West Point	61.70%
Woodruff County		44.57%
	Augusta	46.85%
	Cotton Plant	56.49%
	Hunter	52.63%
	McCrary	55.92%
	Patterson	48.89%
Yell County		38.10%
	Belleville	56.32%
	Corinth	33.33%
	Danville	50.30%
	Dardanelle	43.71%
	Havana	44.29%
	Ola	43.75%
	Plainview	33.08%