

**INSTRUCTIONS TO COMPLETE
TARGET AREA SURVEY SUMMARY FORM**

BOX

(For all calculations, round to whole number for people/houses and to 1 decimal place for percentages at the end of the calculation)

A	=	Total number of houses actually surveyed (<i>i.e. a response was obtained</i>)
B	=	Total number of LMI houses
C	=	Total number of persons in the houses surveyed (<i>in A</i>)
D-H	=	Number of persons (<i>information obtained from surveys</i>)
AA	=	Actual field count of houses in the target area
I	=	$\frac{A}{AA}$ (<i>For line extensions, this is 100%</i>)
J & JJ	=	$\frac{B}{A}$
K & KK	=	$\frac{D}{C}$
L & LL	=	$\frac{E}{C}$
M & MM	=	$\frac{F}{C}$
N & NN	=	$\frac{G}{C}$
O & OO	=	$\frac{H}{C}$
BB	=	(JJ) x (AA)
CC	=	$\frac{(C)}{(A)} \times (AA)$
DD	=	(CC) x (KK)
EE	=	(CC) x (LL)
FF	=	(CC) x (MM)
GG	=	(CC) x (NN)
HH	=	(CC) x (OO)

For extension and housing projects, only complete A - O.

NOTE: These calculations are based on Target Area Surveys being complete, valid and totaled. Review surveys before making calculations.

These numbers will match the Racial Benefit Breakdown form, the Low and Moderate Income Breakdown, Beneficiary Information Page and the National Objective Benefit Justification page. **You must check to ensure the numbers match before submitting the application.**

A Target Area Survey Form is needed for the entire project AND for each target area.