

KANSAS CDBG POLICY BULLETIN 2026-02



Community Development Block Grant
915 S.W. Harrison St., Suite 250
Topeka, KS 66612-1354
Phone: (785) 296-3004
Fax: (785) 296-3490
TTY: 711
E-mail: cdbg@ks.gov
KansasCommerce.gov

DATE: October 22, 2026
TO: CDBG Applicants and Grant Administrators
FROM: Andrew Hayman, CDBG Program Manager
RE: Updated Survey Methodology and Review Process

The purpose of this bulletin is to clarify the updated Survey Methodology and Review Process. **The update supersedes bulletin 2026-01 with changes to documentation for letter requests and a timeline for completing income surveys.**

If the American Community Survey Low- and Moderate-Income Summary Data (ACS LMISD) shows a community LMI below 24.99%, a challenge to the data will not be allowed. Waivers will not be allowed.

Before You Conduct an Income Survey

All requests to conduct an income survey should be approved by CDBG staff prior to their commencement. While these requests can be made year-round, **surveys must use the HUD median family incomes and income limits in the fiscal year in which they are completed.** New HUD income limits are published annually on April 1, unless there is guidance stating otherwise. **The HUD income limits can be found here:** <https://www.huduser.gov/portal/datasets/il.html>

Communities with total populations of 200 people or fewer are ineligible to complete a random sample income survey and must conduct a 100% service-area income survey. For communities with a population of 200 people or higher, a random sample is possible with Commerce approval. The sample size is based upon the estimated occupied housing units in the service area and not strictly on total population.

If a community is eligible for a random sample income survey, it is necessary to provide the number of occupied housing units within the service area. This number will determine the number string and minimum sample requirement that is generated. For this reason, it is important that the figure for housing units is as accurate as possible.

To initiate the income survey process with Commerce, the following documentation must be provided:

1. **Letter from the City or County:** The request should be on Applicant letterhead and provide a detailed description of the project, including its location and intended beneficiaries (service area). It must include a map of the project site, an outline of the survey methodology to be used, and specify the applicant's population or estimated number of occupied housing units as applicable.
2. **Occupied Housing Units Master List:** A cleaned master list—businesses, temporary residences, and vacancies removed to the best of your ability—must be supplied with the income survey request.

Methodology approval will be issued by CDBG staff in a formal memo response. For random sample income surveys, an approved number string will be included with the memo. It is essential that this approval is received before you survey. Surveys conducted without prior approval will not be recognized as valid for CDBG purposes.

Survey Results Submission and Approval Requirements

Please note that it is not a new requirement for surveys to be approved by CDBG staff before application submission. Income surveys may be mailed or hand delivered to CDBG staff, all of which must take place prior to application submission. Electronic submission is not currently acceptable. The following mailing address is where surveys can be sent by post:

Kansas Printing Plant
201 NW Macvicar Ave
Topeka KS.66606
c/o: CDBG, Department of Commerce, Name of Contact

Commerce will return an LMI survey approval memo with the estimated beneficiaries for the service area.

Survey results that do not meet the 51% low- and moderate-income national objective for an area benefit will be deemed non-compliant. In such cases, the survey could be returned to the Applicant or their Grant Administrator for necessary corrections and resubmission. Failure to meet the area benefit national objective may impact the eligibility and timeliness of your application. Please ensure all survey documentation is complete and meets the necessary requirements of 24 CFR 570.208(a)(1)(vi) before submission.