

RESOLUTION. R7-16

A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO  
CONTRACT FOR SERVICES WITH ACCESS ENGINEERING SOLUTIONS, LLC  
TO CONDUCT AND INCOME SURVEY.

WHEREAS, the Village of Covington is desirous of seeking community development block grants (CBDG) for improvements to the Village of Covington;

WHEREAS, the Ohio Development Services Agency administers said program;

WHEREAS, to qualify for said grants, the Village must conduct an income survey to determine the proper service area for any potential grant(s);

WHEREAS, Access Engineering, Inc. is qualified to perform such survey;

NOW THEREFORE, BE IT RESOLVED by the Legislative Authority of the Village of Covington, State of Ohio, that:

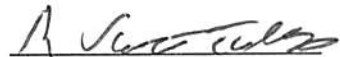
SECTION. 1: the Village Administrator is authorized to enter into an agreement with Access Engineering Solutions, Inc. for an income survey of the Village of Covington for a price not to exceed \$2,000.00; and

SECTION. 2: this Resolution shall take effect and be in force from and after the earliest period allowed by law.

APPROVED March 7, 2016:



Edward L. McCord, Mayor



R. Scott Tobias, President of Council



Brenda Carroll, Clerk/Fiscal Officer



March 7, 2016

Mr. Michael Busse, Village Administrator  
Village of Covington  
1 South High Street  
Covington, OH 45318

Re: Income Survey

Dear Mr. Busse:

Access Engineering Solutions, LLC appreciates the opportunity to submit our proposal for an income survey for the Village of Covington. The income survey will be done per Ohio Development Services Agency (ODSA) Policy Notice OCD 13-03 with the intention of being used to attempt to qualify the village or parts of the village for CDBG Program funding as administered by ODSA. Defined below is the project scope and tasks that we will complete:

#### Income Survey Services

- Meet with the village to discuss potential projects that an income survey will be used for and determine the proper service area for the income survey.
- Based on the selected Income Survey Area, determine the sample size that the survey needs to be. We will work with the village to come up with a complete list of houses in the survey area. Village utility records and other forms or records will be used to determine the survey area household count. Commercial sites, vacant lots, and vacant homes are not included in the survey area household count.
- Develop a randomly selected sample of the survey area. The overall household count in the survey area will determine the size of the sample needed. We will develop a randomized list of the area to be surveyed. We will generate an acceptable random selection mailing list, create a **Confidential Income Survey** form, and help the village develop a letter to go with the form. The village will be responsible for postage and mailing of the income survey forms, letters and return envelopes. The return envelopes will be addressed to Access Engineering Solutions. All surveys will be anonymous and confidential.
- After collecting and processing the income survey data received through the initial mailing, we will evaluate the data and determine if door-to-door surveys are needed. The Village of Covington will be responsible for conducting the door-to-door income surveys. We will give guidance of this process including instructing survey conductors on the process, ensuring all survey conductors have filled out the proper paperwork, number of attempts to be made at each house and times of day to make each attempt.
- After the proper number of income surveys has been collected, we will use the current income limits to determine the number and percent of LMI households in the area and then create an **Income Survey Summary**.



**Additional Information**

- The time span during which the survey is being conducted cannot exceed three months.
- Only persons who have read, and executed a **Surveyor Agreement** form may conduct the surveys.
- The survey will be valid for five years.

**Not Included in this Proposal**

- Postage costs
- Envelope costs
- Conducting door-to-door surveys

**TOTAL COSTS FOR INCOME SURVEY SERVICES:**

**\$2,000**

We look forward to hearing from you regarding consideration of our proposal. Should you have any questions or require additional information, please contact our office at (419) 586-1430 x101.

Sincerely,

**ACCESS ENGINEERING SOLUTIONS, LLC**

**Brice D. Schmitmeyer, PE**  
President

Accepted By:

Village of Covington

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

1200 Imscher Boulevard, Suite B | Celina, OH 45822

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