

**WESTCHESTER COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT
RACIAL CHARACTERISTIC DATA FORM**

Report Period: _____ **HUD Activity #:** _____
(to be filled out by County)

Organization: _____

Activity Name: _____

Contract #: _____

A) Number of Persons Assisted:

1. Total # of Persons served: _____

Please provide income breakdown for the # of persons served

Total # of Low/Moderate Income (50-80%)		_____
Total # of Low Income (30-50%)		_____
Total # of Very-Low Income (< 30%)		_____
Total # of Over Income (80%+)		_____
Total (must equal Line 1)		_____

B) Total # of Female Head of Household: _____

C) Racial Characteristics of Persons Assisted:

	# Total	# Hispanic
1. White	_____	_____
2. Black/African American	_____	_____
3. Asian	_____	_____
4. American Indian/Alaskan Native	_____	_____
5. Native Hawaiian/Other Pacific Islander	_____	_____
6. American Indian/Alaskan Native & White	_____	_____
7. Asian & White	_____	_____
8. Black/African American & White	_____	_____
9. Am. Indian/Alaskan Native & Black/African American	_____	_____
10. Other Multi-Racial	_____	_____
TOTAL (First column must equal Line 1)	_____	_____

Line A 1 must equal the total # (first column) in Item C

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
QUARTERLY REPORT NARRATIVE FORM**

AGENCY: _____

PROGRAM: _____

CONTRACT #: _____ CONTRACT DATES: _____

SERVICE DATES FOR THIS REPORT: _____

OBJECTIVE (Please \surd only ONE): _____ Create suitable living environment
_____ Provide decent affordable housing
_____ Create economic opportunities

OUTCOME (Please \surd only ONE) _____ Availability/accessibility
_____ Affordability
_____ Sustainability

1. Goal of Overall Grant:

2. Goal for this Quarter:

3. Progress this Quarter:

INSTRUCTIONS IN COMPLETING REQUIRED FORMS

Racial Characteristic Data Form

HUD revised the federal data on race and ethnicity for eligible CDBG activities. There are 10 new race categories, and ONE ethnicity category (HISPANIC) that is spread across the entire new race categories. HUD mandates that the number of persons assisted during the reporting period be categorized using these new race categories, and identify within these new races who is considered HISPANIC. Remember, HISPANIC is NOT a race - it is an ethnicity. This new requirement was implemented in FY 2004. It is important that every public service organization is collecting this information.

For example: Your organization provided assistance to 20 seniors (18 are White and 2 are Hispanic). You will need to determine whether the 2 Hispanic individuals meet one of the new 10 races. Let's say that the two (2) Hispanic individuals are White. In the Racial Composition Form, you will need to report in the "**# Total Column**" 20 under the "White" category and in the "**# Hispanic Column**", you will report two (2).

Quarterly Report Narrative Form

HUD requires additional reporting requirement called *Performance Measurement*. As recipient of federal funds, you are required to comply with these new requirements. HUD has identified three (3) outcomes & objectives as follows:

OBJECTIVES

- Suitable Living Environments:* Activities that benefit communities, families, or individuals by addressing issues in their living environment.
- Decent Affordable Housing:* Housing activities that meet individual family or community needs. This objective should NOT be used for activities where housing is an element of a larger effort.
- Creating Economic Opportunities:* Activities related to economic development, commercial revitalization, and job creation.

OUTCOME

- Availability/Accessibility:* Activities that make services, infrastructure, housing, and shelter available and accessible. Note that accessibility does NOT refer only to physical barriers.
- Affordability:* Activities that provide affordability in a variety of ways. It can include the creation or maintenance of affordable housing, basic infrastructure hooks, or services such as transportation or daycare.
- Sustainability:* Activities that promote livable or viable communities and neighborhoods by providing services or by removing slums or blighted areas.

For assistance, please contact Dana Sanchez, Program Administrator at (914) 995-4602.