

F4
PERFORMANCE MEASURES REPORTING INSTRUCTIONS
DATA COLLECTION REQUIREMENTS

In October 1997, the Office of Management and Budget (OMB) significantly revised standards for Federal agencies, including HUD, that collect, maintain or report Federal data on race and ethnicity for statistical purposes, program administrative reporting or civil rights compliance reporting. Under the revised policy, HUD must offer respondents the option of selecting *one or more* of five racial categories. HUD must treat ethnicity as a category separate from race, and change terminology for certain racial groups and ethnic groups.

Due to what was learned from conducting the 2000 Census, OMB recommends that when collecting this data, grantees must ask respondents to identify their *ethnicity* prior to asking them to identify their race.

Definitions:

Ethnicity Choices (select only one): The ethnicity question should *precede* the race question.

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race. The term, “Spanish origin” can be used in addition to “Hispanic or Latino.”

Not Hispanic or Latino: A person *not* of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.

Race Choices:

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Black or African American: A person having origins in any of the black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to Black or African American.

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

White: A person having origins in any of the original people of Europe, the Middle East or North Africa.

Report Form Instructions

Procedures for Tracking Progress:

At the end of each quarter, City Staff must compile and enter the data from monthly or quarterly reports submitted by our grant recipients into HUD's Integrated Disbursement and Information System (IDIS) and each July the City must prepare the Consolidated Annual Performance and Evaluation Report (CAPER) to HUD. These reports must directly support drawdown requests made during the program year. This is required information for all activities whose public service project addresses Low/Moderate Income Clientele (LMC).

Fill In: Subrecipient name, project name, project number, as stated in the original Grant Agreement for each project that was active during this fiscal year. Active is defined as having **any expenditure** during the period of July 1st through June 30th; or any project that remains open without expenditures; or was cancelled during this program year.

1. Describe Participant Statistics: This fill-in-the-blank section should be utilized for each and every client served during this reporting period. **All client numbers are to be tracked by the amount of people served. Therefore, a family of 4 equals 4 people served. Please allow the client to determine ethnic and racial background.** Simply ask at the time of intake what ethnic group they consider themselves to be listed, and then what racial group they consider themselves to be listed. (example Client is Hispanic but considers themselves "White") HUD's categories are very limited and not all clients easily fit into the listed possibilities.

1a. Totals New Clients Served for this Reporting Period: (Not Duplicated)

Total of the number of "NEW" clients served this reporting period. Separated into each category listed. These are clients **not previously served** by your agency within the last 12 months.

1b. Total Clients Served this Period:

Total the number of clients served, new and continuing, for this reporting period.

1c. Total New Clients Served to Date:

Add up each monthly report of totals for new clients for all previous months in this fiscal year. (If this is the first monthly report of the fiscal year, these numbers would be exactly the same as those in the first column).

Other: Other means a member of a family who has an income greater than the family median income level for the Phoenix metropolitan area HOME program. Moderate-Income limits are described above.

2. Describe progress: Describe the activity during this reporting period in narrative form. For example, for a project that is using CDBG funds to support staff positions, the description of progress would discuss the number of staff hours spent during the reporting period providing the

service to the clients, how many clients that employee served during the month and what services were provided said client.

3. Identify Any Problems/Concerns/Good News: Describe any problems your agency is having at the time of this report. This may include the loss of an employee, the lack of new client participation, etc. Give an overall description of any obstacles that you may have experienced this month. Suggest possible solutions to these problems.

Report Forms must be submitted to the City no later than the 11th calendar day of the month/quarter following the monthly or quarterly period covered by the report. Please notify the City if your agency needs additional time to submit this report.