

CDBG PUBLIC SERVICES

Beneficiary Data Reporting Definitions

Subrecipients who receive federal financial assistance from the City of Boise must report client data for income, race, ethnicity, disability and elderly status, single-headed household by gender, and access type. Subrecipients must report the aggregate totals of the data collected at a frequency specified by the City, while maintaining individual client records documenting eligibility. Homeless prevention and homeless assistance activity types also require additional information about the services provided to clients.

Income Categories

Report the number of clients served by household income category. Client household income should be rounded up to the nearest whole number (e.g., someone at 50.2% AMI would be considered 51% AMI). The Subrecipient must ensure that a minimum of 51% of clients being served by the CDBG-funded activity meet the [income guidelines](#) in effect (as updated annually by HUD).

Presumed Benefit Clientele: Some client types are presumed to be low- to moderate-income. If a Subrecipient activity *exclusively* serves *presumed benefit clientele*, the activity is assumed to meet the minimum client income requirement above. Presumed benefit clientele include persons in any one or a combination of the following categories: abused children, battered spouses, elderly persons, adults meeting the Bureau of the Census' Current Population Reports definition of "severely disabled," homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers (24 CFR 570.208(a)(2)(i)(A)).

If the activity exclusively assists one or more presumed benefit group, when household income cannot be determined, report the number of persons under the appropriate category unless income documentation is collected that supports a different category.

Abused children	Extremely low income
Battered spouses	Low income
Severely disabled adults	Low income
Homeless persons	Extremely low income
Illiterate adults	Low income
Persons with AIDS	Low income
Migrant farm workers	Low income
Elderly	For center-based senior services, report as moderate income. For other services (not center-based), report as low income.

Racial Categories

Report the number of clients served by self-identified race.

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

Black or African American: A person having origins in any of the black racial groups of Africa.

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.

American Indian / 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.

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

American Indian/Alaska Native & White: A person having these multiple racial origins as defined above.

Black/African American & White: A person having these multiple racial origins as defined above.

American Indian/Alaskan Native & Black/African American: A person having these multiple racial origins as defined above.

Other Multi-Racial: Category used for reporting individual responses that are not included in any of the categories listed above.

Ethnic Categories

Report whether or not each client identifies as Hispanic or Latino. This information must be reported alongside the racial data, with the number reporting as Hispanic or Latino identified for each of the racial categories listed above.

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.

Disability Status

Report the number of clients identifying as disabled. Please be advised that the subrecipient **shall not** ask persons to identify the type, nature, or severity of the disability.

Elderly Status

Report the number of clients who are age 62 or over.

Head of Household

Head of Household is defined as the adult member of the household who is responsible for making housing decisions for the household. An individual does not need to be married or have children to be considered a head of household. In the case of a married couple, either spouse could be considered a co-head of household and may self-select one head of household for purposes of reporting.

Single head of household by gender: Report the number of clients identifying as a single-headed household, which is defined as a household with an unmarried adult head of household as defined above. Of the total number, report the number of *female clients* identifying as single-headed household.

A household with more than one adult (non-spouses) may self-select as a single-headed household depending on responsibilities, income earned, etc. of other adults. Some examples of single-headed households with more than one adult could be:

- Two unmarried adult members of a household, one of whom does not earn any income
- Adult caring for an aging parent

Access Type

Report the total number of clients assisted within the following service types.

New or continuing access to a service or benefit: When the activity provides a new service, enter the number of persons/households with access to the service or benefit. If the activity is funded in subsequent years, persons/households benefiting in the subsequent years continue to be reported as having new access.

Improved access to a service or benefit: When the activity provides improved access to a service, enter the number of persons/households who have improved access.

Receive a service or benefit no longer substandard: When the activity provides a service that is no longer substandard, enter the number of persons/households no longer subject to substandard facilities.

Homeless Prevention

Only applicable to homeless prevention activities. Report the number of clients who received either or both of the following types of homeless prevention assistance.

Receiving Emergency Financial Assistance: Of the total persons assisted, enter the number that received short-term rental assistance.

Receiving Emergency Legal Assistance: Of the total persons assisted, enter the number that received emergency legal assistance to prevent homelessness.

Homeless Assistance

Only applicable to homeless assistance activities. Report the number of clients who

received the following homeless assistance services.

Homeless Persons Given Overnight Shelter: If applicable, enter the number of persons sheltered overnight. This cannot exceed total persons assisted.

Beds Created in Overnight Shelter or Other Emergency Housing: If applicable, enter the number of beds made available in the shelter by the activity.