



Tool 10-1: Data Requirements Reporting Guide

Overview

These tools assist grantees to understand what data will be required for closeout of public service, housing, economic development and public facility programs under the CDBG and CDBG-CV programs. This tool can be used to ensure that intake and other data collection measures are collecting the necessary information required for Federal and HCD reporting for common eligible activities and national objectives. If a grantee has questions regarding the reporting requirements for their specific grant closeout, they should follow the guidance and process in the Activity Report memo and the Reporting chapter of the Grants Management Manual (Chapter 10) and consult with their HCD Representative of Grant Administrator.

Guidance regarding national objectives and eligible activities is provided in more detail in Chapter 10 of the Grants Management Manual.

The data necessary for closeout varies based on the activity's National Objective and the specific nature of the activity and grantees must ensure their grants management processes are designed in a fashion to collect the necessary data.

The HUD reporting requirements provide static categories for entry of race and ethnicity data, which are represented in this guide. Grantees are encouraged to collect more detailed data related to race and ethnicity for program operation and evaluation.

When completing closeout documentation, grantees should then select the race or ethnicity category that best fits each client or household served with CDBG or CDBG-CV funds.



Economic Development

Reporting Requirements by National Objective

National Objective	Reporting Requirements
LMA (Economic Development)	<ul style="list-style-type: none"> • Total number of people served by activity • Assistance to businesses <ul style="list-style-type: none"> ○ New businesses assisted ○ Existing businesses assisted <ul style="list-style-type: none"> ▪ Number expanding ▪ Number relocating ○ Number of business facades/ buildings rehabilitated ○ Number of businesses assisted that provide goods or services to meet the needs of a service area ○ UEI for each business directly assisted • Accomplishment narrative
LMC- Microenterprise (Economic Development)	<p>Race/ ethnicity</p> <ul style="list-style-type: none"> • Total number of people served <ul style="list-style-type: none"> ○ White ○ Black/ African American ○ Asian ○ American Indian/ Alaskan Native ○ Native Hawaiian/ Other Pacific Islander ○ Black/ African American & White ○ Asian & White ○ American Indian/ Alaskan Native & White ○ Native Hawaiian/ Other Pacific Islander & White ○ Other Multi-Racial • For each racial category, indicate how many people identify as Hispanic/ Latino <p>Income levels^{i,ii}</p>



Tool 10-1: Data Requirements Reporting Guide

National Objective	Reporting Requirements
	<ul style="list-style-type: none"> • Number of persons benefitting whose income is at or below 30% AMI (area median income) • Number of persons benefitting whose income is above 30% and at or below 50% of AMI • Number of persons benefitting whose income is above 50% and at or below 80% of AMI • Number of persons benefitting whose income is above 80% AMI <p>Job creation/ retention</p> <ul style="list-style-type: none"> • Total job count <ul style="list-style-type: none"> ○ Full time (all jobs) ○ Full time (jobs provided to or made available to Low/Mod individual) ○ Part time (all jobs – total weekly hours) ○ Part time (Low/Mod jobs – total weekly hours) • Created job detail <ul style="list-style-type: none"> ○ Of jobs created, number of jobs with employer sponsored health care benefits ○ Of jobs created, number of persons unemployed prior to taking jobs created under this activity • Retained job detail <ul style="list-style-type: none"> ○ Of jobs retained, number of jobs with employer sponsored health care benefits • Type of job created or retained (categorized by the following job types) <ul style="list-style-type: none"> ○ Officials and managers ○ Professional ○ Technicians ○ Sales ○ Office and clerical ○ Craft workers (skilled) ○ Operated (semi-skilled) ○ Laborers (unskilled)



Tool 10-1: Data Requirements Reporting Guide

National Objective	Reporting Requirements
	<ul style="list-style-type: none"> ○ Service workers ● Salaries of jobs created or retained (categorized by the following job types) <ul style="list-style-type: none"> ○ Officials and managers ○ Professional ○ Technicians ○ Sales ○ Office and clerical ○ Craft workers (skilled) ○ Operated (semi-skilled) ○ Laborers (unskilled) ○ Service workers <p>Assistance to businesses</p> <ul style="list-style-type: none"> ● New businesses assisted ● Existing businesses assisted <ul style="list-style-type: none"> ○ Number expanding ○ Number relocating ● Number of business facades/ buildings rehabilitated ● Number of businesses assisted that provide goods or services to meet the needs of a service area ● Unique Entity Identifier (UEI) for each business directly assisted <p>Narrative</p> <ul style="list-style-type: none"> ● Accomplishment narrative



Tool 10-1: Data Requirements Reporting Guide

LMJ (Economic Development)	<p>Race/ ethnicity</p> <ul style="list-style-type: none">• Total number of people served<ul style="list-style-type: none">○ White○ Black/ African American○ Asian○ American Indian/ Alaskan Native○ Native Hawaiian/ Other Pacific Islander○ Black/ African American & White○ Asian & White○ American Indian/ Alaskan Native & White○ Native Hawaiian/ Other Pacific Islander & White○ Other Multi-Racial• For each racial category, indicate how many people identify as Hispanic/ Latino <p>Income levels^{iii,iv}</p> <ul style="list-style-type: none">• Number of persons benefitting whose income is at or below 30% AMI (area median income)• Number of persons benefitting whose income is above 30% and at or below 50% of AMI• Number of persons benefitting whose income is above 50% and at or below 80% of AMI• Number of persons benefitting whose income is above 80% AMI <p>Job creation/ retention</p> <ul style="list-style-type: none">• Total job count<ul style="list-style-type: none">○ Full time (all jobs)○ Full time (jobs provided to or made available to Low/Mod individual)○ Part time (all jobs – total weekly hours)○ Part time (Low/Mod jobs – total weekly hours)• Created job detail
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Tool 10-1: Data Requirements Reporting Guide

National Objective	Reporting Requirements
	<ul style="list-style-type: none"> ○ Of jobs created, number of jobs with employer sponsored health care benefits ○ Of jobs created, number of persons unemployed prior to taking jobs created under this activity ● Retained job detail <ul style="list-style-type: none"> ○ Of jobs retained, number of jobs with employer sponsored health care benefits ● Type of job created or retained (maintain if job was created or retained for the following job categories) <ul style="list-style-type: none"> ○ Officials and managers ○ Professional ○ Technicians ○ Sales ○ Office and clerical ○ Craft workers (skilled) ○ Operated (semi-skilled) ○ Laborers (unskilled) ○ Service workers <p>Assistance to businesses</p> <ul style="list-style-type: none"> ● New businesses assisted ● Existing businesses assisted <ul style="list-style-type: none"> ○ Number expanding ○ Number relocating ● Number of business facades/ buildings rehabilitated ● Number of businesses assisted that provide goods or services to meet the needs of a service area ● UEI for each business directly assisted <p>Narrative</p> <ul style="list-style-type: none"> ● Accomplishment narrative



Tool 10-1: Data Requirements Reporting Guide

Footnotes

ⁱ If an LMC activity is limited to assisting one or more of the presumptive benefit groups, report the number of persons benefitting under the following income categories unless you have information that supports reporting them under a different income category:

Presumed Group*	Income Level
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	<p>If assistance is to acquire, construct, convert, and/or rehabilitate a senior center or to pay for providing center-based senior services, report the beneficiaries as moderate income.</p> <p>If assistance is for other services (not center-based), report the elderly beneficiaries as low income.</p>

*The presumed group names are provided by HUD as stated in the regulations of 24 CFR 570.

ⁱⁱ If the activity qualifies as LMC under “Nature/Location Activities,” report all beneficiaries as moderate income unless you have information to support reporting them under another income category.

ⁱⁱⁱ If an LMC activity is limited to assisting one or more of the presumptive benefit groups, report the number of persons benefitting under the following income categories unless you have information that supports reporting them under a different income category:

Presumed Group*	Income Level
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	<p>If assistance is to acquire, construct, convert, and/or rehabilitate a senior center or to pay for providing center-based senior services, report the beneficiaries as moderate income.</p> <p>If assistance is for other services (not center-based), report the elderly beneficiaries as low income.</p>

*The presumed group names are provided by HUD as stated in the regulations of 24 CFR 570.

^{iv} If the activity qualifies as LMC under “Nature/Location Activities,” report all beneficiaries as moderate income unless you have information to support reporting them under another income category.



Housing

Reporting Requirements by National Objective

National Objective	Reporting Requirements
LMH (Housing)	<p>Homeowner rehab</p> <ul style="list-style-type: none"> • Total number of units being rehabbed • Number of units occupied by elderly • Number of units moved from substandard to standard (HQS or local code) • Number of units that are Section 504 accessible • Number of units qualified as Energy Star • Number of units brought into compliance with Lead Safety Rules <p>Rental rehab</p> <ul style="list-style-type: none"> • Total rental units • Total affordable rental units • Number of Section 504 accessible units • Number of units moved from substandard to standard (HQS or local code) • Number of units that are Section 504 accessible • Number of units qualified as Energy Star • Number of units created through conversion of non-residential to residential buildings • Of total affordable units: <ul style="list-style-type: none"> ○ Number of units occupied by elderly ○ Years of affordability guaranteed ○ Number of units subsidized with project-based rental assistance by another federal, state, or local program ○ Number of units designated for persons with HIV/AIDS including units receiving assistance for operations ○ Number of units designated for persons with HIV/AIDS (chronically homeless) ○ Number of permanent housing units designated for homeless persons and families, including units receiving assistance for operations ○ Number of permanent housing units designated for chronically homeless <p>Acquisition/ construction – new homeowner</p> <ul style="list-style-type: none"> • Total Number of Owner Units • Total affordable units • Years of affordability guaranteed



Tool 10-1: Data Requirements Reporting Guide

	<ul style="list-style-type: none"> • Number of Section 504 accessible units • Number of units qualified as Energy Star • Number of households previously living in subsidized housing • Of the total affordable units: <ul style="list-style-type: none"> ○ Number of units occupied by elderly ○ Number of units specifically designated for persons with HIV/AIDS ○ Number of units specifically designated for homeless ○ Number of units designated for chronically homeless <p>Construction of rental housing</p> <ul style="list-style-type: none"> • Total rental units • Total affordable units • Number of Section 504 accessible units • Number of units qualified as Energy Star • Of the total affordable units: <ul style="list-style-type: none"> ○ Number of units occupied by elderly ○ Years of affordability guaranteed ○ Number of units subsidized with project-based rental assistance by another federal, state, or local program ○ Number of units designated for persons with HIV/AIDS including units receiving assistance for operations ○ Number of units designated for persons with HIV/AIDS (chronically homeless) ○ Number of permanent housing units designated for homeless persons and families, including units receiving assistance for operations ○ Number of permanent housing units designated for chronically homeless <p>Race/ ethnicity</p> <ul style="list-style-type: none"> • Total number of households served <ul style="list-style-type: none"> ○ White ○ Black/ African American ○ Asian ○ American Indian/ Alaskan Native ○ Native Hawaiian/ Other Pacific Islander ○ Black/ African American & White ○ Asian & White ○ American Indian/ Alaskan Native & White ○ Native Hawaiian/ Other Pacific Islander & White ○ Other Multi-Racial • For each racial category, indicate housing tenure (owner or renter occupied) for each household
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Tool 10-1: Data Requirements Reporting Guide

	<ul style="list-style-type: none"> • For each racial category, indicate how many households identify as Hispanic/ Latino <p>Single-Head of households</p> <ul style="list-style-type: none"> • Total number of owner-assisted households with a single head of household • Total number of rental-assisted households with a single head of household <p>Income levels</p> <ul style="list-style-type: none"> • Data should be organized by housing tenure (owner or renter occupied) for each household • Number of households benefitting whose income is at or below 30% AMI (area median income) • Number of households benefitting whose income is above 30% and at or below 50% of AMI • Number of households benefitting whose income is above 50% and at or below 80% of AMI • Number of households benefitting whose income is above 80% AMI <p>Lead paint requirement (Housing rehab activities)</p> <ul style="list-style-type: none"> • Number of units constructed before 1978 • Number of units constructed 1978 or later • Number of units exempt where hard costs do not exceed \$5,000 • Number of units that are otherwise exempt <p>Lead hazard remediation activities</p> <ul style="list-style-type: none"> • Number of units requiring visual assessment/ paint stabilization (acquisition only) • Number of units requiring other remediation actions required by local/ state codes (acquisition only) • Number of units requiring lead safe work practices • Number of units requiring interim controls or standard practices • Number of units requiring abatement <p>Narrative</p> <ul style="list-style-type: none"> • Accomplishment narrative
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Public Facilities

Reporting Requirements by National Objective

National Objective	Reporting Requirements
LMA (Public Facilities)	<ul style="list-style-type: none"> • Total number of people served by activity <ul style="list-style-type: none"> ○ Number of persons with new access to this type of public facility or infrastructure improvement ○ Number of persons with improved access to this type of public facility or infrastructure improvement ○ Number of persons with access to public facility or infrastructure improvement that is no longer substandard • Accomplishment narrative
LMH (Public Facility)	<p>Race/ ethnicity</p> <ul style="list-style-type: none"> • Total number of households served <ul style="list-style-type: none"> ○ White ○ Black/ African American ○ Asian ○ American Indian/ Alaskan Native ○ Native Hawaiian/ Other Pacific Islander ○ Black/ African American & White ○ Asian & White ○ American Indian/ Alaskan Native & White ○ Native Hawaiian/ Other Pacific Islander & White ○ Other Multi-Racial • For each racial category, indicate housing tenure (owner or renter occupied) for each household • For each racial category, indicate how many households identify as Hispanic/ Latino



National Objective	Reporting Requirements
	<p>Single-Headed households</p> <ul style="list-style-type: none"> • Total number of owner-assisted households with single head of household • Total number of rental-assisted households with single head of household <p>Income levels</p> <ul style="list-style-type: none"> • Data should be organized by housing tenure (owner or renter occupied) for each household • Number of households benefitting whose income is at or below 30% AMI (area median income) • Number of households benefitting whose income is above 30% and at or below 50% of AMI • Number of households benefitting whose income is above 50% and at or below 80% of AMI • Number of households benefitting whose income is above 80% AMI <p>Service type</p> <ul style="list-style-type: none"> • Number of households with new access to this type of public facility or infrastructure improvement • Number of households with improved access to this type of public facility or infrastructure improvement • Number of households assisted with access to public facility or infrastructure that is no longer substandard <p>Narrative</p> <ul style="list-style-type: none"> • Accomplishment narrative



Other Data Fields

In addition to the data elements summarized above, depending on the nature of the project, it may be designed to assist people experiencing houselessness. In this instance, additional data is required.

Assisting People Experiencing Houselessness

If the activity is designed to assist people experiencing houselessness, the following additional data must be maintained:

1. Number of unhoused persons given overnight shelter
2. Beds created in overnight shelter or other emergency housing facility

Footnotes



Public Services

Reporting Requirements by National Objective

National Objective	Reporting Requirements
LMA (Public Services)	<ul style="list-style-type: none"> • Total number of people served by activity <ul style="list-style-type: none"> ○ Number of persons assisted with new or continued access to a service or benefit ○ Number of persons assisted with improved access to service or benefit ○ Number of persons assisted who receive a service or benefit that is no longer substandard • Accomplishment narrative
LMC (Public Services)	<p>Race/ ethnicity</p> <ul style="list-style-type: none"> • Total number of people served <ul style="list-style-type: none"> ○ White ○ Black/ African American ○ Asian ○ American Indian/ Alaskan Native ○ Native Hawaiian/ Other Pacific Islander ○ Black/ African American & White ○ Asian & White ○ American Indian/ Alaskan Native & White ○ Native Hawaiian/ Other Pacific Islander & White ○ Other Multi-Racial • For each racial category, indicate how many people identify as Hispanic/ Latino <p>Income levels^{v,vi}</p> <ul style="list-style-type: none"> • Number of persons benefitting whose income is at or below 30% AMI (area median income)



Reporting Tool – Data Requirements

National Objective	Reporting Requirements
	<ul style="list-style-type: none"> • Number of persons benefitting whose income is above 30% and at or below 50% of AMI • Number of persons benefitting whose income is above 50% and at or below 80% of AMI • Number of persons benefitting whose income is above 80% AMI <p>Service type</p> <ul style="list-style-type: none"> • Number of persons assisted with new or continued access to a service or benefit • Number of persons assisted with improved access to service or benefit • Number of persons assisted who receive a service or benefit that is no longer substandard <p>Narrative</p> <ul style="list-style-type: none"> • Accomplishment narrative
LMH (Public Services)	<p>Race/ ethnicity</p> <ul style="list-style-type: none"> • Total number of households served <ul style="list-style-type: none"> ○ White ○ Black/ African American ○ Asian ○ American Indian/ Alaskan Native ○ Native Hawaiian/ Other Pacific Islander ○ Black/ African American & White ○ Asian & White ○ American Indian/ Alaskan Native & White ○ Native Hawaiian/ Other Pacific Islander & White ○ Other Multi-Racial • For each racial category, indicate housing tenure (owner or renter occupied) for each household



Reporting Tool – Data Requirements

National Objective	Reporting Requirements
	<ul style="list-style-type: none"> • For each racial category, indicate how many households identify as Hispanic/ Latino <p>Female-Headed households</p> <ul style="list-style-type: none"> • Total number of owner-assisted households with female head of household • Total number of rental-assisted households with female head of household <p>Income levels</p> <ul style="list-style-type: none"> • Data should be organized by housing tenure (owner or renter occupied) for each household • Number of households benefitting whose income is at or below 30% AMI (area median income) • Number of households benefitting whose income is above 30% and at or below 50% of AMI • Number of households benefitting whose income is above 50% and at or below 80% of AMI • Number of households benefitting whose income is above 80% AMI <p>Service type</p> <ul style="list-style-type: none"> • Number of households assisted with new or continued access to a service or benefit • Number of households assisted with improved access to service or benefit • Number of households assisted who receive a service or benefit that is no longer substandard <p>Direct financial assistance (Matrix Code 05R only)</p> <ul style="list-style-type: none"> • Of total number of households assisted, number of first-time homebuyers <ul style="list-style-type: none"> ○ Of number of first-time homebuyers, number receiving housing counseling



National Objective	Reporting Requirements
	<ul style="list-style-type: none"> • Of total number of households assisted, number receiving downpayment assistance and/ or assistance with closing costs <p>Short-Term rental assistance (Matrix Code 05S only)</p> <ul style="list-style-type: none"> • Of total number of households assisted, number received short-term rental assistance • Of total number of households assisted, number of households that were previously unhoused^{vii} • Of total number of households assisted, number of households that were chronically unhoused^{viii} <p>Narrative</p> <ul style="list-style-type: none"> • Accomplishment narrative

Other Data Fields

In addition to the data elements summarized above, depending on the nature of the project, it may be designed to assist people experiencing houselessness or to prevent houselessness. In both instances, additional data is required.

Assisting People Experiencing Houselessness

If the activity is designed to help people experiencing houselessness, the following additional data must be maintained:

1. Number of homeless persons given overnight shelter
2. Beds created in overnight shelter or other emergency housing

Houselessness Prevention

If the activity has a matrix code of 05C, 05Q, or 05T the following additional data must be maintained:

1. Number of persons receiving emergency financial assistance to prevent houselessness
2. Number of persons receiving emergency legal assistance to prevent houselessness



Footnotes

^v If an LMC activity is limited to assisting one or more of the presumptive benefit groups, report the number of persons benefitting under the following income categories unless you have information that supports reporting them under a different income category:

Presumed Group*	Income Level
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	<p>If assistance is to acquire, construct, convert, and/or rehabilitate a senior center or to pay for providing center-based senior services, report the beneficiaries as moderate income.</p> <p>If assistance is for other services (not center-based), report the elderly beneficiaries as low income.</p>

*The presumed group names are provided by HUD as stated in the regulations of 24 CFR 570.

^{vi} If the activity qualifies as LMC under “Nature/Location Activities,” report all beneficiaries as moderate income unless you have information to support reporting them under another income category.

^{vii} See [24 CFR 576.2](#) for definition of homelessness

^{viii} Chronically Homeless is defined as:

1. An individual who is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and has been in this state continuously for at least one year or on at least four separate occasions in the last 3 years, where each homeless occasion was at least 15 days; and can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;
2. An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or
3. A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.