

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
FINANCIAL ASSISTANCE DIVISION
HOME AND HOMEOWNERSHIP SECTION
HOME Investment Partnerships Program**

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**HOME****MANAGEMENT MEMORANDUM**

HOME Investment Partnerships Program

Memorandum Number: 05-02

Date **September 2, 2005****To:** **All State Recipients and Community Housing Development Organizations****From:** **Tom Bettencourt, HOME Program Section Chief****Re:** **Race and Ethnicity Data Collection**

The purpose of this memo is to provide notice to all HOME Contractors of a mandated change in the Race and Ethnicity categories for data collection and the required use of Race and Ethnic Data Reporting Form, HUD-27061-H.

The U.S. Department of Housing and Urban Development (HUD) issued the enclosed notice (03-23) to advise the Department of Housing and Community Development (HCD) of revised standards and procedures. The following requirements of HUD Notice 03-23 must be used by all owners and agents of HOME-assisted rental projects and for all HOME-assisted activities:

1. Collect data using the new race and ethnicity categories.
2. Use the form HUD-27061-H to collect data.
3. You are required to offer applicants & tenants the option to complete the form.
4. The form is to be completed at initial application or at lease signing. In-place tenants must be offered the opportunity to complete the form as part of the next interim or annual recertification. Once the form is completed it need not be completed again unless the head of household or household composition changes.
5. There is no penalty for persons who do not complete the form. However, the owner or agent may place a note in the tenant file stating the applicant/tenant refused to complete the form.
6. Parents or guardians are to complete the form for children under the age of 18.
7. Individuals must be offered the option to select either Hispanic or not Hispanic for ethnicity and the option to select one or more racial categories.
8. Completed documents for the entire household are to be kept together in the household file.
9. The new race/ethnicity categories will require the updating of your data collection system.

All affected HOME forms (i.e. Annual Performance Report) have been revised to reflect the new race / ethnicity categories.

If you have not already done so, effective immediately all owners and agents of HOME-assisted rental projects and recipients of all other HOME assistance are required to use the enclosed form (HUD-27061-H) for data collection.

If you have any questions, please contact your HOME representative.

Enclosures: HUD Notice 03-23: OMB Mandated Reporting Changes to Race and Ethnicity Categories

Form HUD-27061-H Race and Ethnic Data Reporting Form (OMB approval exp. 12/31/2007)

U.S. Department of Housing and Urban Development

Special Attention of

Notice

H 03-23

Regional Directors
Field Office Directors
Multifamily Hub Directors
Multifamily Program Center
Directors
Supervisory Project Managers
Owners, Management Agents
Contract Administrators

Issued: November 13, 2003

Expires: November 30, 2004

**Subject: Office of Management and Budget Mandated Reporting
Changes to Race and Ethnicity Categories**

This Notice provides instructions and a reporting form for the Office of Management and Budget's (OMB's) mandated changes to Race and Ethnicity categories for data collection requirements. Under this new guidance from OMB, the Department must offer individuals the option of selecting one or more racial categories.

Revisions to the standards for classification of federal data on race and ethnicity were announced in a Notice of October 30, 1997 (62 FR 58782-58790). On March 9, 2000, OMB issued OMB Bulletin No. 00-02 "*Guidance on Aggregation and Allocation of Data on Race for Use in Civil Rights Monitoring and Enforcement*," to all Departments. The revised standards require, among other things, that agencies offer individuals the opportunity to select one or more races when reporting information on race in general data collections. The principal objective of the revised standards is to enhance the accuracy of the demographic information collected by the Federal Government.

In response to the OMB directives, HUD program offices were advised to establish guidelines for implementing the new OMB data collection procedures. Owners and agents are required to offer the applicant/tenant the option to complete the form. The form is to be completed at application or at lease signing. In-place tenants must also be offered the opportunity to complete the form as part of the next interim or annual recertification. There is no penalty for persons who do not wish to complete the form. Owners/agents should not complete the form on behalf of the applicant/tenant. For the record, a note may be placed in the applicant/tenant's file indicating their desire not to complete the form. **Parents or guardians are to complete the form for children under the age of 18.**

The attached form HUD 27061-H, Race and Ethnicity Data Reporting Form (OMB Approval No. 2502-0204), is to be used to collect the race and ethnicity data. The completed form(s) for members of the household should be stapled together and placed in the household's file. Once system development funds are provided and the appropriate system upgrades have been implemented, owners/agents will be required to report the race and ethnicity data electronically to the Tenant Rental Assistance Certification System (TRACS).

If you have any questions regarding changes in race and ethnicity categories, please contact Ulyses Bridges at (202) 708-3000, extension 2639 (this is not a toll-free number). If you have questions related to the electronic submission of these changes, please contact Lanier Hylton at (202) 708-4135, extension 2510.

Attachment

John C. Weicher
Assistant Secretary for Housing -
Federal Housing Commissioner

Race and Ethnic Data Reporting Form

U.S. Department of Housing and Urban Development
Office of Housing

OMB Approval No. 2502-0204
(Exp. 12/31/2007)

Name of Property _____ **Project No.** _____ **Address of Property** _____

Name of Owner/Managing Agent _____ **Type of Assistance or Program Title:** _____

Name of Head of Household _____ **Name of Household Member** _____

Date (mm/dd/yyyy): _____

<i>Ethnic Categories*</i>	Select One
Hispanic or Latino	
Not-Hispanic or Latino	
<i>Racial Categories*</i>	Select All that Apply
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Other	

***Definitions of these categories may be found on the reverse side.**

There is no penalty for persons who do not complete the form.

Signature _____ Date _____

Public reporting burden for this collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits and voluntary. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is authorized by the U.S. Housing Act of 1937 as amended, the Housing and Urban Rural Recovery Act of 1983 and Housing and Community Development Technical Amendments of 1984. This information is needed to be in compliance with OMB-mandated changes to Ethnicity and Race categories for recording the 50059 Data Requirements to HUD. Owners/agents must offer the opportunity to the head and co-head of each household to "self certify" during the application interview or lease signing. In-place tenants must complete the format as part of their next interim or annual re-certification. This process will allow the owner/agent to collect the needed information on all members of the household. Completed documents should be stapled together for each household and placed in the household's file. Parents or guardians are to complete the self-certification for children under the age of 18. Once system development funds are provided and the appropriate system upgrades have been implemented, owners/agents will be required to report the race and ethnicity data electronically to the TRACS (Tenant Rental Assistance Certification System). This information is considered non-sensitive and does not require any special protection.

Instructions for the Race and Ethnic Data Reporting (Form HUD-27061-H)

A. General Instructions:

This form is to be completed by individuals wishing to be served (applicants) and those that are currently served (tenants) in housing assisted by the Department of Housing and Urban Development.

Owner and agents are required to offer the applicant/tenant the option to complete the form. The form is to be completed at initial application or at lease signing. In-place tenants must also be offered the opportunity to complete the form as part of the next interim or annual recertification. Once the form is completed it need not be completed again unless the head of household or household composition changes. There is no penalty for persons who do not complete the form. However, the owner or agent may place a note in the tenant file stating the applicant/tenant refused to complete the form. **Parents or guardians are to complete the form for children under the age of 18.**

The Office of Housing has been given permission to use this form for gathering race and ethnic data in assisted housing programs. Completed documents for the entire household should be stapled together and placed in the household's file.

1. The two ethnic categories you should choose from are defined below. You should check one of the two categories.
 1. **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."
 2. **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.
2. The five racial categories to choose from are defined below: You should check as many as apply to you.
 1. **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.
 2. **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
 3. **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."
 4. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
 5. **White.** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.