#### CDBG PROJECT HOUSEHOLD INCOME CERTIFICATION REPORT SUBSISTENCE PAYMENTS ONLY

|  |  |
| --- | --- |
| GRANTEE/UGLG NAME: |  |
| GRANT AGREEMENT #: |  |
| REPORTING PERIOD:  Report Period: \_ 00 / 00 / 0000\_\_ to \_\_00 / 00 / 0000\_\_ | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TOTAL # NEW HOUSEHOLDS SERVED DURING THIS REPORTING PERIOD** *(Do not include duplicate households from previous reporting periods.)* | | | | | |  | | |
| **TOTAL # HOUSEHOLDS SERVED TO DATE** | | | | | |  | | |
|  | | | | |  | | | |
| **RACE/ETHNICITY OF NEW HOUSEHOLDS SERVED DURING THIS REPORTING PERIOD** | | | | | | | | |
| **Single Race** | **Total Number** | **Number Hispanic** |  | **Multi-Racial or No Answer** | | | **Total Number** | **Number Hispanic** |
| **WHITE** |  |  |  | **AMERICAN INDIAN/ALASKAN NATIVE & WHITE** | | |  |  |
| **BLACK/AFRICAN AMERICAN** |  |  |  | **ASIAN & WHITE** | | |  |  |
| **ASIAN** |  |  |  | **BLACK/AFRICAN AMERICAN & WHITE** | | |  |  |
| **AMERICAN INDIAN/ALASKAN NATIVE** |  |  |  | **AMERICAN INDIAN/ALASKAN NATIVE AND AFRICAN AMERICAN** | | |  |  |
| **NATIVE HAWAIIAN/PACIFIC ISLANDER** |  |  |  | **OTHER MULTI-RACIAL** | | |  |  |
| **OTHER** |  |  |  | **DID NOT ANSWER** | | |  | |
|  | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **REPORT CERTIFICATION** | | | | | | |
| **I certify that to the best of my knowledge and belief the contents in this report are true and correct. Completed *Income Certifications* are maintained as supporting documentation for this report by the UGLG and are available to provide to DEHCR and/or other regulating entities upon request.** | | | | | | |
|  |  | | |  |  |  |
|  | Signature of UGLG Representative | | |  | Date Signed |  |
|  |  |  |  | | |  |
|  | Printed Name of UGLG Representative |  | Title of UGLG Representative | | |  |

#### CDBG PROJECT HOUSEHOLD INCOME CERTIFICATION REPORT (INSTRUCTIONS)

The *CDBG Project Household Income Certification Report* is a summary of the information gathered from individual household files containing application and income documentation and income certificationcompleted at the time the household begins receiving services in the Unit of General Local Government’s (UGLG’s) CDBG-funded program.

1. Grantee/UGLG Name: Enter the name of the Unit of General Local Government (UGLG) that received the CDBG award [e.g., Yourville County, City of Yourville, Village of Yourville, Town of Yourville]
2. Grant Agreement #: Enter the CDBG Grant Agreement # for the UGLG’s CDBG project.
3. Reporting Period: Enter the Annual Report period for which the report is being completed, and enter the reporting period dates. The month and day of the Annual Report Start Date and End Date are based on the grant Award Date. For example, if the grant was awarded to the UGLG June 15, 2020, then the Start Date for the first Annual reporting period is 06/15/2020 and the End Date is 06/14/2021.
4. Total # Households Served During This Reporting Period: Enter the number of households served from the start of the reporting period to end of the reporting period.
5. Total # Households Service to Date: Enter the number of households served from the start of the program (CDBG Award Date) to the end of the reporting period.
6. Race/Ethnicity of New Households Served During This Reporting Period: Enter the total number of households reporting in each race/ethnicity category from the individual household file during the reporting period. **Do not leave any entries blank.** Enter zero (0) for any categories for which no clients selected the category or if no clients were served during the reporting period, if applicable.

For example, six (6) new households and all six (6) identified as White and of those, three (3) also identified as Hispanic. Therefore, for White “6” should be entered under Total Number and “3” should be entered under Hispanic.

1. Report Certification: Complete the Report Certification. The *Household Income Certification Report* must be signed by the UGLG Chief Elected Official or an authorized designee.
2. The Final Report must be submitted with the Project Completion Report. It is a summary of all clients served during the project performance period, as listed on the *Grant Agreement*.
3. Submit **one** (1) copy of this report via email to the assigned DEHCR Project Representative and retain the original document with the local CDBG project files.