## Part C.   Household characteristics

For HOME projects, complete one line for each HOME-assisted unit. For CDBG projects, enter data for all units in the project. Enter only one code in each column.  For projects with multiple addresses, complete a separate form for each address.  For an unoccupied unit, enter unit number, number of bedrooms and total rent and "9" for vacant under size of household, as instructed. If Project is a 1-4 unit owner occupied rental project, also provide tenant characteristics.

**Unit Number**.  Enter the unit number of each assisted unit.

**Number of Bedrooms.**  Enter "0" for a single-room-occupancy (SRO) unit or for an efficiency unit; "1" for 1-bedroom; "2" for 2-bedrooms; "3" for 3-bedrooms; "4" for 4-bedrooms; and "5" for 5 or more bedrooms.

**Occupancy.**  Enter "1" if the unit is occupied by a tenant; "2" if it is occupied by a homeowner.

**Tenant in project prior to HOME/CDBG assistance**.  Enter "1" if the tenant was residing in the project prior to the HOME or CDBG assistance.  Enter "2" if the tenant was not residing in the project prior to the HOME assistance.

**Monthly Rent (Including Utilities):**

> **Tenant contribution**.  Enter the actual rent to the nearest dollar including utilities paid by the tenant at the time of project completion.  If the rent includes utilities or if the rent includes partial utilities, e.g. heat, but not electricity, these utility costs must be added to the rent.  Compute utility costs for the area (and in the case of partial utilities, compute costs for utilities excluded from the rent), by using the utility allowance schedule provided by the local Public Housing Authority (PHA) in accordance with form HUD-52667, Allowance for Tenant Furnished Utilities and Other Services.

> **Subsidy Amount.**  Enter the amount that the tenant receives as a rent subsidy payment (including any utility allowances paid directly to the tenant) to the nearest dollar.  If the tenant does not receive a tenant subsidy payment, enter "0".

> **Total Rent.**  Enter the total monthly rent (tenant contribution plus subsidy amount).

**Income Data.**

> **Monthly Gross Income**.  Enter the monthly gross household income.

> **Percent of Area Median**.  For each occupied residential unit, enter one code only based on the following definitions:
> - **0-30 %** means a household whose adjusted income is at or below 30 percent of the median family income for the area as determined by HUD with adjustments for smaller and larger families.
> - **30-50 %** means a household whose adjusted income exceeds 30 percent and does not exceed 50 percent of the median family income for the area, as determined by HUD with adjustments for smaller and large families.

- **50-60 %** means a household whose adjusted income exceeds 50 percent and does not exceed 60 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families.
- **60-90 %** means a household whose adjusted income exceeds 60 percent and does not exceed 90 percent of the median family income for the area as determined by HUD with adjustments for smaller and larger families.

**Household Data**

**Ethnicity-Head of Household:** For each occupied residential unit, enter one code only based on the following definitions.
- **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-Head of Household:** For each occupied residential unit, enter one code only based on the following definitions.
- **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. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."
- **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.
- **Native Hawaiian or Other Pacific Islander**. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **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 and White**. See definitions above.
- **Black / African American and White**. See definitions above.
- **American Indian / Alaska Native and Black / African American**. See definitions above.
- **Vacant Units**. Self-explanatory.

**Size of Household.** Enter the appropriate number of persons in the household, 1, 2, 3, 4, 5, 6, 7 or 8 or more persons (for households of more than 8, also enter 8). Enter 9 for a vacant unit.

**Type of Household:** For each residential unit, enter one code only based on the following definitions:
- **Single/Non-Elderly.** One-person household in which the persons is not elderly.
- **Elderly.** One or two person household with a person at least 62 years of age.
- **Single Parent**. A single parent household with a dependent child or children (18 years old or younger).

- **Two Parent.** A two parent household with a dependent child or children (18 years old or younger).
- **Other.** Any household not included in the above 4 definitions, including two or more unrelated individuals.
- **Vacant Unit.** Self-explanatory.

**Female Head of Household**. Enter 1 if the tenant is a female head of household. Enter 2 if the tenant is not a female head of household.

**Rental Assistance**. Enter one code only to indicate the type of assistance, if any, being provided to the tenant.

- **Section 8.** Tenants receiving Section 8 assistance through the Section 8 Certificate Program under 34CFR part 882 or the Section 8 Housing Voucher Program under 24CFR part 887.
- **HOME Tenant Based Rental Assistance**. Tenants receiving HOME tenant-based assistance.
- **Other Assistance.** Tenants receiving rental assistance through other Federal State or local rental assistance programs.
- **No Assistance**. Self-explanatory.
- **Vacant Unit.** Self-explanatory.