**ACTIVITY BENEFICIARY FORM INSTRUCTIONS**

**Objective:** The Activity Beneficiary Form reports information for actual beneficiaries of intended CDBG-DR activities.

1. Mark the appropriate checkbox that applies (Grantee or Subrecipient) and enter the name of the Grantee or Subrecipient.
2. Enter the Subrecipient/Project ID assigned by VIHFA CDBG-DR.
3. Enter Activity Name assigned by VIHFA CDBG-DR.

Part I - BENEFICIARY INCOME INFORMATION

1. Based upon the location of the project, enter the number and percentage of individuals benefiting by income level.
2. Enter the data source(s) (e.g. HUD American Community Survey, household survey) and any additional information describing how the beneficiaries were determined.

Part II - AREA INFORMATION *(if the activity is a direct benefit activity, leave this Part II area blank)*

1. Enter whether the project is target area or communitywide and the census block groups of the project area. Please list each census tract(s) and/or block group(s) that define the area; separating each census tract with a “;”. Please continue on another page, if necessary. This information should be determined using the 2010 Census data attached at the end of this document.
2. Enter the exact location of the geographical center of the project by identifying the latitude and longitude numbers. This information may have been initially reported on the supplemental information page in the approved project application.

Part III - DIRECT BENEFIT DEMOGRAPHIC INFORMATION *(if the activity is an area wide benefit, leave this Part III area blank)*

1. Enter the total individuals who will benefit by racial and ethnicity and by income level. This total for LMI is any person 80% or below the area median income and Non-LMI are 81% or higher of the area median income. The LMI and Non-LMI total should equal the population total in Part I-A.

Race and ethnicity are independent of each other and should be counted separately. For instance, if the activity served 20 White persons, 15 of which are not of Hispanic/Latino ethnicity and 5 of which are of Hispanic/Latino ethnicity, the information to be added into row “A. Race and Ethnicity, 1. White” should be 20 for Total and 5 for Hispanic/Latino”.

1. Enter female headed households for those LMI (80% or below area median income) and those non-LMI (above 80% area median income).

**Project Maps**

A map (or maps) that delineate the following items for each target area must be included in the application package:

1. Existing Conditions Map: Provide a detailed map of the existing improvements. The map should delineate such items as the location of project and/or size of waterlines, elevated water tanks, sewer lines, manholes, location of treatment plants, etc.
2. Proposed Improvements Map: Provide a detailed map showing the location of project, sizes, etc. of the proposed improvements.
3. Census tracts and/or block groups (by number) and/or logical record numbers.
4. Location of concentrations of low- and moderate-income persons, showing number and percent by census tracts and/or block groups and/or logical record number.
5. Boundaries of areas in which the activities will be concentrated; and
6. The specific location of each activity.

**Note**: *The Existing Conditions map and the Proposed Improvements map may be combined into one map if all the information shown can be depicted in such a way as to easily determine the difference between the existing and proposed.*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **VIHFA COMMUNITY DEVELOPMENT BLOCK GRANT - DISASTER RECOVERY**  **ACTIVITY BENEFICIARY FORM** | | | | | | | | | | |
| **1. Grantee**  **Subrecipient** | | | | | | | **2. Subrecipient/Project ID** | | | |
|  | | | | | | |  | | | |
| **3. Activity Name:** | | | | | | | | | | |
| **Part I – BENEFICIARY Income INFORMATION** | | | | | | | | | | |
| **A. Income Levels** | | | | | | **Total** | | | | **Percentage** |
| 1. Total Number of Persons not greater than 80% Area Median Income. | | | | | |  | | | |  |
| 1. Total Number of Persons Over 80% Area Median Income. | | | | | |  | | | |  |
| Total Population | | | | | |  | | | |  |
| 1. **Source(s) for Determining Beneficiary Data:** | | | | | | | | | | |
|  | | | | | | | | | | |
| **PART II – AREA INFORMATION** *(Skip Part II if this is a direct benefit project)* | | | | | | | | | | |
| 1. **Indicate whether the completed project was target area(s) specific or community-wide** | | | | | | | | | | |
| Target Area(s)Community-Wide  List Census Tract(s) and/or Block Group(s):   |  | | --- | |  | |  | |  | | | | | | | | | | | |
| 1. **Provide Latitude/Longitude for the project location at or near geographical center:** | | | | | | | | | | |
| Latitude: | |  | | --- | |  | | Longitude: | |  | | --- | |  | | | | | | | | |
| **PART III – DIRECT BENEFIT DEMOGRAPHIC INFORMATION** *(Skip Part III if this is an area wide benefit project)* | | | | | | | | | | |
| **A. Race and Ethnicity** | | | | **Total** | | | | **Hispanic/Latino** | | |
| **LMI** | **Non-LMI** | | | **LMI** | **Non-LMI** | |
| 1. White | | | |  |  | | |  |  | |
| 1. Black/African American | | | |  |  | | |  |  | |
| 1. Asian | | | |  |  | | |  |  | |
| 1. American Indian/Alaskan Native | | | |  |  | | |  |  | |
| 1. Native Hawaiian/Other Pacific Islander | | | |  |  | | |  |  | |
| 1. American Indian/Alaskan Native and White | | | |  |  | | |  |  | |
| 1. Asian and White | | | |  |  | | |  |  | |
| 1. Black/African American and White | | | |  |  | | |  |  | |
| 1. American Indian/Alaskan Native and Black/African American | | | |  |  | | |  |  | |
| 1. Other multi-racial | | | |  |  | | |  |  | |
| 1. Unknown | | | |  |  | | |  |  | |
| **Total Persons** | | | |  |  | | |  |  | |
| **B. Head of Household** | | | | **LMI** | | | | **Non-LMI** | | |
| 1. Female-Headed Households | | | |  | | | |  | | |