

Mayor's Office of Housing and Community Development
City and County of San Francisco



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September 29, 2016

Notice of change in method used to collect information about Ethnicity and Race of households

The Mayor's Office of Housing and Community Development ("MOHCD") is providing this notice to owners of affordable housing projects that are required to submit Annual Monitoring Reports ("AMR-EZs") to MOHCD.

MOHCD is writing to announce that changes have been made to the form used by MOHCD to collect information about the ethnicity and race of households that reside in the affordable housing supported by MOHCD.

This alert provides guidelines about how to collect the data from households and describes the changes that have been made to the AMR-EZ.

Collection of Ethnicity and Race Data from project households:

MOHCD has implemented new guidelines for collecting ethnicity and race data from any organization that has been funded or otherwise supported by MOHCD. These guidelines conform to Office of Management and Budget (OMB) and Department of Housing and Urban Development (HUD) guidelines on data collection and reporting, incorporate feedback from MOHCD grant funded organizations, and standardize data collection and reporting for improved programmatic analysis of MOHCD programs and services.

Owners must review the systems used to collect and store household demographic data and refine these systems to be compatible with the guidelines described below as soon as possible, and no later than 2017.

Ethnicity and race should be collected as a two part question that first asks for the head of household's ethnicity and then the head of household's race.

Data systems that collect ethnicity and race data should store the data in two fields.

Ethnicity (Select one):

- Hispanic/Latino Not Hispanic/Latino

Race (Select one):

- American Indian/Alaskan Native
 Asian
 Black/African American

- Native Hawaiian/Other Pacific Islander
- White
- American Indian/Alaskan Native and Black/African American
- American Indian/Alaskan Native and White
- Asian and White
- Black/African American and White
- Other/Multiracial

For legacy race and ethnicity data where race and ethnicity was reported as a single field, an additional category of "Not Reported" should be used to categorize a head of household's race if it is listed as Latino/Hispanic. In these cases, the person's ethnicity would be listed as Latino/Hispanic and his/her race would be listed as "Not Reported".

- Not Reported

Definitions

1. The two ethnic categories are defined below:

- **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.

2. The 10 racial categories are defined below:

- **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.** 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.
- **Black or African American.** A person having origins in any of the black racial groups of Africa.
- **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White.** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- **American Indian or Alaska Native and Black or African American.** A person having these two racial heritages as defined above
- **American Indian or Alaska Native and White.** A person having these two racial heritages as defined above
- **Asian and White.** A person having these two racial heritages as defined above
- **Black or African American and White.** A person having these two racial heritages as defined above
- **Other/Multiracial.** A person having a racial heritage other than the single or biracial categories shown above

Changes made to MOHCD 2016 AMR-EZ:

In recognition of the importance of identifying the ethnicity and race of persons residing in City-supported affordable housing, MOHCD has created a new worksheet to facilitate the collection of household ethnicity and race data. Projects will be asked to report the ethnicity and race of the head of each household that is listed in the “rent roll” section of the report.

MOHCD will further describe the changes made to the AMR-EZ in the annual Notice of Availability of the 2016 report forms which will be sent by January 2017. The submission deadline for 2016 AMR-EZs is February 15, 2017.

Please contact Scott Madden at 415-701-5536 if you have any questions about the approach that MOHCD is using to collect this important data and how this will impact your organization.