

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



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NOTICE OF NEW CITY REQUIREMENT TO COLLECT INFORMATION ABOUT THE SEXUAL ORIENTATION AND GENDER IDENTITY OF THE HEADS OF HOUSEHOLD

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 to MOHCD.

MOHCD is writing to inform the projects with annual reporting obligations to MOHCD that the City passed Ordinance 159-16 in July of 2016 which requires City Departments and contractors to collect information about the sexual orientation and gender identity of the heads of household in the affordable housing supported by MOHCD.

The new data collection requirements are effective July 1, 2017.

Specific guidance is included on the next page of this announcement about how to ask the questions about sexual orientation and gender identity.

Projects are required to ask the questions about sexual orientation and gender identity to heads of household during the initial occupancy lease-up process for *NEW* tenancies only. Projects are not required to ask these questions of existing tenants, but projects may do so if they choose to. Projects should allow heads of household to provide information about sexual orientation and gender identity again at a later time, but are not required to request the information more than once.

The next versions of MOHCD's annual monitoring reports will be modified to include questions requesting the data from contractors that have collected sexual orientation and gender identity about the heads of household residing at each property. A reminder about the questions added to the report will be included with the annual notification about the availability of the report template and due date.

Please contact [Mike McLoone](#) at 415-701-5534 if you have any questions about the approach that MOHCD is using to collect this important data and how this will impact your organization.

Mayor's Office of Housing and Community Development Guidelines on the Collection of Data on Sex and Gender and Sexual Orientation

Sex and Gender

1) **What is your gender¹?** (Check one that best describes your current gender identity.)

- (1) Female
- (2) Male
- (3) Genderqueer/Gender Non-binary
- (4) Trans Female
- (5) Trans Male
- (6) Not listed. Please specify _____

[Survey forms would include options 1-6. Coding should also allow for options 7 and 8]

- (7) Declined/Not Stated
- (8) Question Not Asked

2) **What was your sex at birth?** (Check one)

- (1) Female
- (2) Male
- (3) Decline to Answer

[Survey forms would include options 1-3. Coding would allow option 4 and 5]

- (4) Not Stated
- (5) Question Not Asked

¹Definitions:

- (1) **Female** - the behavioral, cultural, biological, or psychological traits typically associated with females.
- (2) **Male** - the behavioral, cultural, biological, or psychological traits typically associated with males.
- (3) **Genderqueer/Gender Non-binary** - two of many reclaimed gender identities among persons who do not subscribe to conventional gender distinctions; may feel their gender as neither, both, or some fluctuating combination of male/masculine and female/feminine genders.
- (4) **Trans Female** - transgender women, transfeminine, or transwomen, sometimes referred to 'male-to-female or MTFs
- (5) **Trans Male** - transgender men, transmasculine, or transmen, sometimes referred to as female-to-male or FTMs
- (6) **If not listed, please specify** _____ - this category provides options for people to state their specific transgender identity (or identities), as well as an "additional category" which will help clarify the many possible transgender identities.
- (7) **Declined/Not Stated** - this category allows the provider to mark "Declined/Not Stated" if the individual did not indicate a sex or gender identity.
- (8) **Question Not Asked** - this category allows the provider to mark 'Question Not Asked' if the sex or gender question was not asked.

Sexual Orientation

How do you describe your sexual orientation or sexual identity? (Check one)

- (1) Bisexual
- (2) Gay /Lesbian/Same-Gender Loving
- (3) Questioning /Unsure
- (4) Straight/Heterosexual
- (5) Not listed. Please specify: _____
- (6) Decline to Answer

[Survey forms would include options 1-6. Coding would allow option 7 and 8]

- (7) Not Stated
- (8) Question Not Asked