



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, D.C. 20410-8000

OFFICE OF THE ASSISTANT SECRETARY  
FOR HOUSING-FEDERAL HOUSING COMMISSIONER

MAR 18 2003

MEMORANDUM FOR: Regional Directors  
Multifamily Hub Directors  
Program Center Directors  
Owners and Management Agents of Multifamily Assisted Projects  
Contract Administrators

  
FROM: Frederick Tombar III, Acting Deputy Assistant Secretary for Multifamily Housing Programs, HT

SUBJECT: OMB Mandated Reporting Changes to Ethnicity and Race Categories

This memorandum provides instructions and a reporting format for OMB-mandated changes to Ethnicity and Race categories for reporting the 50059 Data Requirements to HUD. Under this new guidance from OMB, the Department must offer individuals the option of selecting one or more of five racial categories.

Previously, these two items were reported as "observed" by the owner/agent staff during the application interview. OMB requires these two items no longer be reported as "observed" but collected as "self certified" by the head of household and co-head. Owners/agents must offer the opportunity to the head and co-head of each household to 'self certify' during the application interview. This process will allow the owner/agent to collect the needed information on all members of the household. **Parents or guardians are to complete the self-certifications for children under the age of 18.**

Each item has been revised as follows:

- Ethnicity is to be reported before race. The ethnicity category is no longer "Hispanic or Non-Hispanic." The category is now "Hispanic or Latino" or "Not-Hispanic or Latino."
- The racial categories have also been revised. Individuals should select all categories that apply. The categories are: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White.

The OMB required the Department to implement these changes by January 1, 2003. Owners/agents are now required to have applicants complete and sign the attached format at application interview or lease signing. In-place tenants must complete the format as part of their next interim or annual recertification. Completed documents should be stapled together for each household and placed in the household's file. Once system development funds are provided and the appropriate system upgrades have been implemented, owners/agents will be required to report the race and ethnicity data electronically to the TRACS (Tenant Rental Assistance Certification System).

If you have any questions regarding changes in race and ethnic categories, please contact Ulyses Bridges at (202) 708-3000, extension 2639. If you have questions related to the electronic submission of these changes, please contact Lanier Hylton at (202) 708-4135, extension 2510.

Attachment

## ETHNICITY AND RACIAL DATA

Provide Your Name:  
(Last, First and MI)

\_\_\_\_\_

Your Relationship to the Head  
Of Household (Select One)

Head of Household  
 Co-Head  
 Foster Child/Adult  
 Non-Member

Spouse  
 Dependent  
 Other Adult

Your Social Security Number/  
TRACS ID

\_\_\_\_\_

Ethnicity  
(Select One)

Hispanic or Latino

Not-Hispanic or Latino

Race (Select All Which Apply)

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Your Signature and Date Signed

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HEAD AND CO-HEAD MANDATORY