

## APPENDIX 8

## TECHNICAL ASSISTANCE

ILLUSTRATION: Recordkeeping

## DATA REQUIRED

## Program Beneficiaries:

Racial and ethnic data which shows the extent to which members of minority groups are beneficiaries of projects and activities.

## OTHER SUGGESTED DATA

## Population:

Demographic data by census tract or smaller geographic area. The data should include prevailing population characteristics relating to race, ethnic groups, sex, age, and head of household.

## Grantee/Recipient Employment:

Data which show number of persons in agencies administering CDBG program, by race/ethnic category, gender and salary level. Data which record affirmative action in equal employment opportunity. These data would include, but not be limited to, employment, upgrading, demotions, transfers, recruitment or recruitment advertising, layoffs or terminations, pay or other compensation, and selection for training.

## Section 3 Employment and Business Opportunities:

Data which record special efforts to identify, train, and/or hire lower-income residents of the unit of local governments or the metropolitan area (or nonmetropolitan county) as determined by the Secretary, which the project is located.

Data which record specific efforts to utilize business concerns which are located in or owned in substantial part by persons residing in the metropolitan area or nonmetropolitan county as the project.

## Housing and Community Development Needs.

Individual and site-specific data on the needs of individual racial and ethnic groups, women and handicapped persons for services, facilities and other benefits provided by CDBG-funded activities.

Program Beneficiaries:

Individual and site-specific data on the racial, ethnic, and gender characteristics of beneficiaries showing the extent to which minorities, non-minorities, women, and handicapped persons have participated in or benefited from programs and activities. Numerical data should be maintained by individual CDBG project/activity.

Participation of Minority and Women-Owned Businesses and Minority Equity:

Data which record special efforts to identify, solicit bids from, and provide contracting opportunities to minority and women-owned businesses and provide investment opportunities to minority persons.

Project Information:

Data which indicate types of projects funded (e.g., economic development, housing, public service), location of projects, amount of funds budgeted and expended, and funding cycle and/or dates of project approval.

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