

Explanation of Form

What it is Used For: To provide DHCD with an assessment of project impact based on evaluation criteria included in the project proposal. Any discrepancies must be explained, in writing, and may require further documentation, if requested by DHCD.

When it is Used: Submitted as one of the reports forming the Annual Performance and Final Evaluation Reports to the Department of Housing and Urban Development.

Where it Goes: Return the original closeout reports to your Community Development Specialist.

Instructions: Do not change the listed proposed numbers. If you believe there is an error, contact your Community Development Specialist at once. (See Chapter 12: Grant Closeout Procedures of the *Grant Management Manual* for more information.)

- Section I - Give up-to-date information on the number of persons benefiting from the project activity. Definitions of some of the categories are supplied below. The shaded areas do not need to be completed.
- If the activity is job creation, please note that 2 part-time jobs are equal to 1 full-time job.
- Section II - Complete this section based on data by household or household type. List the total number of households that are benefiting from the activity. Also list the number of female-headed, elderly, and disabled households (as defined below) that are benefiting from the activity.
- Section III - These questions are specific to the project type.
- Section IV - Comments are optional UNLESS the proposed number of benefits have not been met.

- Section V - These questions are specific to economic development project types. Identify the number of jobs according to the appropriate EDA Job Classification. Definitions of these job classifications can be found in the grant manual.
- Section VI - Under HUD's new performance measurement requirements, grantees must now report the DUNS number for each business or industry that has received a benefit from the CDBG funds.

DHCD will require resubmittal of the Final Evaluation Report every three to four months until it has been determined that all project and benefit data is complete.

Grant Manager should sign form using blue ink.

DEFINITIONS:

Applicants:	The person/head of household who submits an application, request, plan or statement required to be approved by the locality as a condition of eligibility.
Hispanic:	A person of Spanish Heritage; An ethnic classification to be noted in addition to a person's race.
Elderly-Headed Household:	Head of household is 62 years of age or older.
Female-Headed Household:	Head of household is female and household is occupied with one or more children under the age of eighteen.
Disabled Household:	A household where least one or more persons has a physical or mental impairment which is expected to be long continued and of indefinite duration and substantially.
Extremely Low-Income Person:	Number of persons, whose income is between 0-30% of the median income for the county or city or the non-metropolitan area of the Commonwealth in which the project is located. This is determined from HUD's Section 8 Income Guidelines which are published annually.
Very Low-Income Person:	Number of persons, whose income is between 31-50% of the median income for the county or city or the non-metropolitan area of the Commonwealth in which the project is located. This is determined from HUD's Section 8 Income guidelines which are published annually.
Low-Income (LMI) Person:	Number of persons, whose income is at or below 80% of the median income for the county or city or the non-metropolitan area of the Commonwealth in which the project is located. This is determined from HUD's Section 8 Income guidelines which are published annually.