Race and Ethnic Data Reporting Form

Signature

U.S. Department of Housing and Urban Development Office of Housing

OMB Approval No. 2502-0204 (Exp. 06/30/2017)

Washington Courts LLLP ND-0944004 322 West Arbor Ave Name of Property Contract/Project Number Address of Property Community Homes of Bismarck, Inc. Section 8 Project Based Name of Owner/Managing Agent Type of Assistance or Program Title: Name of Head of Household Name of Household Member Date (mm/dd/yyyy): __ **Ethnic Categories (select one)** Not of Hispanic, Latino/a, or Spanish Origin Hispanic, Latino/a, or Spanish Origin (select sub-category as well) Puerto Rican Mexican, Mexican American, Chicano/a Cuban Another Hispanic, Latino/a or Spanish Origin Racial Categories (select one or more) ☐ American Indian or Alaska Native Asian (select sub-category as well) Asian India Chinese Filipino Japanese Korean Vietnamese Other Asian Black or African American Native Hawaiian or Other Pacific Islander (select sub-category as well) ☐ Native Hawaiian Guamanian or Chamorro Samoan Other Pacific Islander White Other There is no penalty for persons who do not complete the form.

Public reporting burden for this collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits and voluntary. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Date

This information is authorized by the U.S. Housing Act of 1937 as amended, the Housing and Urban Rural Recovery Act of 1983 and Housing and Community Development Technical Amendments of 1984. This information is needed to be incompliance with OMB-mandated changes to Ethnicity and Race categories for recording the 50059 Data Requirements to HUD. Owners/agents must offer the opportunity to the head and cohead of each household to "self certify' during the application interview or lease signing. In-place tenants must complete the format as part of their next interim or annual re-certification. This process will allow the owner/agent to collect the needed information on all members of the household. Completed documents should be stapled together for each household and placed in the household's file. Parents or guardians are to complete the self-certification for children under the age of 18. 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). This information is considered non-sensitive and does no require any special protection.

Instructions for the Race and Ethnic Data Reporting (Form HUD-27061-H)

A. General Instructions:

This form is to be completed by individuals wishing to be served (applicants) and those that are currently served (tenants) in housing assisted by the Department of Housing and Urban Development.

Owner and agents are required to offer the applicant/tenant the option to complete the form. The form is to be completed at initial application or at lease signing. In-place tenants must also be offered the opportunity to complete the form as part of the next interim or annual recertification. Once the form is completed it need not be completed again unless the head of household or household composition changes. There is no penalty for persons who do not complete the form. However, the owner or agent may place a note in the tenant file stating the applicant/tenant refused to complete the form. Parents or guardians are to complete the form for children under the age of 18.

The Office of Housing has been given permission to use this form for gathering race and ethnic data in assisted housing programs. Completed documents for the entire household should be stapled together and placed in the household's file.

- 1. The two ethnic categories you should choose from are defined below. You should check one of the two categories.
 - 1. **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."
 - **2. 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 five racial categories to choose from are defined below: You may mark one or more.
 - 1. 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.
 - 2. 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.
 - **3. Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."
 - **4.** Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
 - **5. White.** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

STUDENT CERTIFICATION (OTHER PROGRAMS) (03/22)Applicant/Resident Name Date ☐ Initial Certification Date of Expected Move-In ☐ Recertification Effective Date You have applied to live in an apartment that is governed by the Housing Credit Program. This Program has restrictions on full-time students and requires us to determine student status. We must determine this prior to granting your eligibility and, if such eligibility is granted, each subsequent year you remain in the unit. The Housing Credit Program and HIF define a full-time student as an individual who attends school for 5 months consecutive or not - out of the 12 month current January to December taxpayer year; meets the definition of fulltime as described by the school in which s/he is attending; AND is in elementary school or higher. STEP 1 List each household member (INCLUDING MINORS) and their CURRENT student status. Head of Household ☐ Non-Student ☐ Part Time ☐ Full-Time Household Member #2 ☐ Non-Student ☐ Part Time ☐ Full-Time Household Member #3 ☐ Non-Student ☐ Part Time ☐ Full-Time IF YOUR HOUSEHOLD CONTAINS NO STUDENTS, complete the attestation below hereby attest that my household contains NO students at this time nor do I expect anyone to become a student in the next 12 months. BUT WILL NOTIFY MANAGEMENT IF THAT FACT CHANGES. IF YOUR HOUSEHLD CONTAINS PART-TIME STUDENT(S), list all such students below and the school attending. Part-Time Student #1 School Attending Part-Time Student #2 School Attending The student(s) part-time status will be verified with the school indicated above. If it can be verified that the household contains at least ONE part-time student, the household will not be subject to the Housing Credit or HIF full-time student rule. IF YOUR HOUSEHOLD IS ENTIRELY COMPRISED OF FULL-TIME STUDENT(S), PLEASE GO TO THE NEXT STEP. STEP 2

If YES, indicate the name of individual below and attach proof of joint filing status entitlement.

Is anyone living in the household ELIGIBLE to file a joint tax return?

ATTACH: Proof of eligibility such as a copy of the marriage license or certificate or most recent tax return indicating joint filing status. If such proof can be provided the household will not be subject to the Housing Credit full-time student rule.

Name of Individual			☐ Eligible to File Tax Return Jo	ointly	☐ Currently Filing Tax Return Jointly
If No, go to Step STEP 3 Answer the follo			L		I
Yes No	(Temporary Assistance	for Needy Fam verification of A			hildren) or TANF be provided your household will be
☐ Yes ☐ No	Child Welfare Services	or a state foste or of such past p	r care or state transitional indepe placement in either Child Welfare	ndent l	
☐ Yes ☐ No	with serious barriers to e Name: ATTACH: A verification	entry into the w of enrollment a adividuals with	orkforce obtain job skills in order & mission statement or other indic	to gair	gram with a mission to help individuals n gainful employment. that the program meets the above of can be provided your household
☐ Yes ☐ No	I am a full-time student t tax return and my child(hat is a single ren) are either	parent with child(ren) and I am no claimed on my tax return or their	ot clain other p	ned as a dependent on anyone else's parent's tax return.
Tax Return Claime	ed	Name of Chi	ld	Name	of Absent Parent (if claiming)
☐ My Return	Other Parent's				
☐ My Return	Other Parent's				
☐ My Return	Other Parent's				
household. If such	n proof can be provided	your househ	rn and each return reflecting a old will be Housing Credit stud mplete to the best of my know	dent e	
			may be subject to criminal pe		
Signature of Head	of Household			Date	
OFFICE USE O	NLY				
Date Received		Calculations			



I am disabled and receiving Section 8 assistance since 11/30/2005

HOME PROGRAM ANNUAL STUDENT CERTIFICATION

PLANNING AND HOUSING DEVELOPMENT DIVISION

•	_	•	•	•	_	•	-	•	_	•	_	•	•
	SF	=1	N	6	21	4	9		n	3	12	2	')

☐ Yes

☐ No

Effective Date	Move-in Date		
Each applicant for or household member in a Ho Head, Co-head, or Spouse) must complete, sign annually during the HOME Affordability Period.			
APPLICANT/TENANT INFORMATION			
Applicant/Tenant Name	Property Name	Unit Numbe	er
You have applied for or currently reside in a renunder the U.S. Department of Housing and Urba (HOME Program). The HOME Program requires claims of eligibility, including student eligibility. Ereside in a HOME-assisted unit if you are enrolled education and do not meet at least one eligibility required. Institutions of higher education include colleges or universities, or any other accredited prepares students for gainful employment in a respective prepared.	an Development (HUD) HOME Investment Pass that we verify all your income and assets, a Even if your household is income-eligible, you ed either part-time or full-time in an institution y exception in Part B, C or D. Supporting doce accredited post-secondary vocational or corfor-profit or nonprofit institution of higher edu	artnership s well as c ı are not e ı of higher umentation mmunity co	Program other ligible to may be olleges,
I am enrolled or planning to enroll in an institution of higher If you checked "No". Skip Parts B, C and D but complete Po		☐ Yes	□ No
PART B: ELIGIBLE STUDENT			
I live or will live with my parent(s) or legal guardian in this u If you checked "Yes". Skip Parts C and D but complete Par		☐ Yes	□No
PART C: ELIGIBLE INDEPENDENT STUD	DENT (supporting documentation is requi	red)	
I live or will live with my parent(s) or legal guardian in this ulf you checked "Yes". Skip Parts C and D but complete Par		☐ Yes	□No
I have established a separate household from my parent(s))/legal guardian for at least one full year.	☐ Yes	□No
My parent(s)/legal guardian claimed me as a dependent on If you checked "Yes" to #1 and "No" to #2. Skip Section 2 a Section 2.		☐ Yes	□No
SECTION 2			
I will be age 24 by December 31 of this year.		☐ Yes	□No
I am legally married.		☐ Yes	□No
I am a graduate or professional student (working on a mast	ter's or doctorate degree such as M.A., M.B.A., Ph.D.)	☐ Yes	□No
I am a veteran of the U.S. Armed Forces or am on active d	uty for other than training purposes.	☐ Yes	□ No

I have a legal dependent (child or parent).		☐ Yes	□ No				
I was an orphan, in foster care, or a dependent/ward of the	he court after age 12	☐ Yes	□ No				
am homeless or self-supporting but at risk of being homeless. This can be verified by: My high school or district homeless liaison The director or an emergency shelter or transitional housing program funded by HUD The director of a runaway or homeless youth basic center or transitional living program							
If you checked "Yes" to any statement in Secti D. PART D: ELIGIBLE DEPENDENT STUD	f you checked "Yes" to any statement in Section 2, Skip Part D but Complete Part E. Otherwise, complete Part D.						
If you checked "Yes," your parent's income must also be	I am income eligible for Section 8 assistance, and my parents are income eligible for Section 8 assistance. If you checked "Yes," your parent's income must also be verified. Complete Part E. If you checked "No,". Do not complete Part E; you are not eligible to live in a HOME-assisted unit.						
PART E: CERTIFICATION AND SIGNATURE Under penalty of perjury, I certify that the information presented in this certification is true and accurate. I agree to notify management immediately of any change in my student status or if I no longer meet at least one exception. I understand that providing false or misleading information constitutes an act of fraud and may result in the termination of my lease agreement.							
Signature of Applicant/Tenant Printed Name of Applicant/Tenant Date							

Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants

SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING

This form is to be provided to each applicant for federally assisted housing

Instructions: Optional Contact Person or Organization: You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. **You may update**, **remove**, **or change the information you provide on this form at any time.** You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

Applicant Name:				
Mailing Address: WASHINGTON COURT Building #: Apartment #:				
Telephone No: Ce	ll Phone No:			
Name of Additional Contact Person or Organization:				
Address:				
Telephone No:	ell Phone No:			
E-Mail Address (if applicable):				
Relationship to Applicant:				
Reason for Contact: (Check all that apply) Emergency Unable to contact you Termination of rental assistance Eviction from unit Late payment of rent	Assist with Recertification P Change in lease terms Change in house rules Other:	rocess		
Commitment of Housing Authority or Owner: If you are approve arise during your tenancy or if you require any services or special care to you.				
Confidentiality Statement: The information provided on this form applicant or applicable law.	is confidential and will not be discl	losed to anyone except as permitted by the		
Legal Notification: Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.				
Check this box if you choose not to provide the contact in	formation.	,		
Signature of Applicant		Date		

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

Privacy Statement: Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions.



AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION

Housing Tax Credit Program, Rural Development, and HOME

Property Na	ame:	Unit:	
and annual give author	ion of participating in an affordable housing progrally certify each resident's eligibility for such prograization for specific income, asset, medical, and claring forms:	nm. Consequently, I unders	stand it is necessary for me to
of the follow	-	Militani Davi	
	Employment Unemployment	Military Pay Veteran's Benefit	
	Self-Employment	Worker's Compensation	on
	Social Security/SSI	Bank	511
	Public Assistance	Pension/Annuity	
	Regular Contributions	Stocks/Bonds	
	Alimony/Child Support	Real Estate	
	Student Status & Financial Aid	Disability Status	
	Landlord Verification	Medical Providers	
	Life Insurance	Trust Accounts	
Signature of A	income, asset, and medical information as requestion. Applicant/Resident ature of its authorized management agent below, nt/resident, property representative warrants the	of Applicant/Resident , and in consideration for ex	Date
пс аррпоа	The resident, property representative warrants the	ollowing.	
1.	Information requested on the above form is requapplicant/resident's eligibility to reside in the abo		plete certification of the
2.	The information requested above will be used for applicant/resident's eligibility; will be maintained only as required by property administrative or juproperty owner or management; and	as confidential personal inf	formation subject to disclosure
3.	The property owner and management have instinformation provided pursuant to this authorizati sufficient to protect such information form any u	on will be maintained in elec	ctronic or magnetic form,
		, ,	uisciosure.





BURLEIGH COUNTY HOUSING AUTHORITY

and/or





410 SOUTH 2ND STREET, BISMARCK, ND 58504 Phone (701)255-2540, Fax (701) 255-3459 TDD: 1-800-545-1833 EXT. 439

Each adult listed on the application must complete and sign a current and prior landlord reference.

Current Landlord Information:

Where do you live now? What is your **CURRENT** ADDRESS? Are you on the lease with someone else as Head of Household? If yes, list both names.

PLEASE PRINT:						
Your Name(s)						
Your Current Address:	Street Address of A _J	Street Address of Applicant				
	City		State	Zip		
	Phone					
Date at this address:	From	/_ YEAR	to Present.			
Who <u>is</u> your Landlord? Or who <u>are</u> you living with		_	ty?			
Check If: Landlord						
☐ Housing Authority ☐ Parent/Relative/Friend ☐ Own Home	Name of Landlord/Housing Authority/Parent/Relative/Friend/Shelter					
☐ Shelter	Street Address of La	ndlord/Housing Author	ority/Parent/Relative/Friend/	'Shelter		
	City		State	Zip		
	()					
I authorize the above named org	anization and HUI	 D to obtain info	rmation about m	e or my family that is		
pertinent to eligibility for or part	icipation in assisted	1 housing progr	rams.			
Applicant Signature			Date			



BURLEIGH COUNTY HOUSING AUTHORITY

and/or





410 SOUTH 2ND STREET, BISMARCK, ND 58504 Phone (701)255-2540, Fax (701) 255-3459 TDD: 1-800-545-1833 EXT. 439

Each adult listed on the application must complete and sign a current and prior landlord reference.

Prior Landlord Information:

Where did you live before? What was your PRIOR ADDRESS? Were you on the lease with someone else as Head of Household? If yes, list both names.

PLEASE PRINT:			
Your Name(s)			_
Your Prior Address:	Street Address of Applicant		_
	City	State Zip	_
Dates at this address:	From/	to/ YEAR	_
Who <u>was</u> your Landlord? Or Or who <u>were</u> you living with:	S	hority?	
Check If: Landlord Housing Authority Parent/Relative/Friend	Name of Landlord/Housing Authority/Pare	urent/Relative/Friend/Shelter	_
☐ Owned Home ☐ Shelter	Street Address of Landlord/Housing Author	thority/Parent/Relative/Friend/Shelter	_
	City	State Zip	_
	()_Phone		-
I authorize the above named organize pertinent to eligibility for or participations.	•	formation about me or my family that ograms.	is
Applicant Signature	-	Date	