

DIRECT BENEFITS/STATUS FORM (CDA 35) INSTRUCTIONS – YEAR 2016

1. Federal Regulations require the reporting of the following information for CDGA projects that serve or benefit people directly.
2. All funded CDGA projects must submit this form monthly to CDGA along with the Project Activity Report (CDA 62). This form represents the racial and income characteristics of persons receiving a service or benefit from CDGA funds. As such, the client numbers for both the Project Activity Report and the Direct Benefits report must match.

A. Client Race :

- a. Check the appropriate box for which you are reporting, e.g. households benefiting, individuals benefiting.
- b. Enter the number of households, individuals and/or business owners benefiting according to race, ethnicity and gender. For each row, all numbers when added across, should equal the figures in the Total Direct Benefits column.
- c. For **total number of clients served** under Client Race, (Numbers 1,2 &3) list under Numbers 4,5 & 6 those that are of Hispanic heritage. **(Clients that are counted in any of the 10 racial categories, may also be of Hispanic heritage)**

B. Female Head of Household:

If households are benefiting, enter the number of female headed households receiving direct benefits or services from CDGA-administered projects. If no female headed households are benefiting, enter zero (0) in the box.

C. Client Income :

- a) Based on the Federal Income Guidelines below, determine the family size and income level of each beneficiary:
 - 1) Determine the number of members in the household.
 - 2) Move across the page to determine which income range the family falls into. (Example: If the number of individuals in the household is 3, the correct direction of flow across the page should indicate that the family income level is:

(HUD 2016 Income Limits) Median Income \$70,200 (Milwaukee-Waukesha-West Allis MSA)

NUMBER IN HOUSEHOLD	EXTREMELY LOW INCOME LEVEL	VERY LOW INCOME LEVEL	LOW INCOME LEVEL	NON LOW INCOME LEVEL
1	\$ 14,750	\$ 14,751 - \$24,600	\$ 24,601 - \$39,350	Over \$39,350
2	16,850	16,851 - 28,100	28,101 - 44,950	Over \$44,950
3	20,160	20,161 - 31,600	31,601 - 50,550	Over \$50,550
4	24,300	24,301 - 35,100	35,101 - 56,150	Over \$56,150
5	28,440	28,441 - 37,950	37,951 - 60,650	Over \$60,650
6	32,580	32,581 - 40,750	40,751 - 65,150	Over \$65,150
7	36,730	36,731 - 43,550	43,551 - 69,650	Over \$69,650
8	40,890	40,891 - 46,350	46,351 - 74,150	Over \$74,150

Please note: move straight across chart after circling number in household

DEFINITIONS:

- 1) Extremely Low Income Level. This income level is at or less than 30% of County Median Income.
- 2) Low Income Level. This income level is between 31% and 50% of County Median Income.
- 3) Moderate Income Level. This income level is between 51% and 80% of County Median Income.
- 4) Non Low Moderate Income – Above 80% of County Median Income.