



Civil Rights Profile Sheet

April, 2015

Recipient Name: _____

Contract Number: _____ Date: _____

Demographic Data

1. Total Number of Local Government Employees: _____ *(Do not include constitutional officers.)*
2. Number of Employees who work on CDBG-funded activities: _____
3. Total Number of Local Government Minority Employees: _____ *(Do not include constitutional officers.)*
4. Number of Minority Employees who work on CDBG funded activities: _____
5. Local Government Population #: _____ *(Counties – do not include populations of incorporated cities.)*
6. Local Government Minority Population: _____ *(Counties – do not include populations of incorporated cities.)*
7. Local Government Minority Population Percentage: _____ *(Counties – do not include populations of incorporated cities.)*
8. Percentage of Persons of Low- and Moderate-Income in the Local Government: _____ *(Counties – do not include populations of incorporated cities.)*

For Neighborhood Revitalization and Commercial Revitalization Projects Only

9. Service Area Population: _____
10. Percentage of Persons of Low- and Moderate-Income in the Service Area: _____

To document civil rights compliance, this profile and the beneficiary table on page 2 must be completed and returned to:

Small Cities CDBG Program
 Department of Economic Opportunity
 107 East Madison Street
 MSC - 400
 Tallahassee, Florida 32399-6508

Retain a file copy in the event that a CDBG grants manager wishes to review it during a monitoring visit.



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Instructions for Completing Beneficiary Form

For All Subgrants:

Use application survey data or census data, as appropriate, to determine beneficiary information. **Complete a copy of the form below for each activity**, except Administration and Engineering. Submit civil rights information with executed contract and update the data upon completion of subgrant activities.

1. Total Beneficiaries in Service Area: Using project data on eligible individuals, enter number of individual beneficiaries in each population group to be assisted.
2. LMI Beneficiaries in Service Area: Using project data regarding individuals, enter number of individual LMI beneficiaries in each population group to be assisted.

For Economic Development Subgrants Only *(Should be provided at the time of grant completion.)*

3. Job Applicants: Use job applicant information provided by the employer and enter number of individual job applicants in each population group to complete.
4. Job Hires: Use job applicant and hiring information provided by the employer and enter number of job hires (employees) holding jobs when final job creation requirements have been met.

For Housing Subgrants Only:

5. (Complete column 5 below at closeout using data provided by assisted households.)

Activity Name: _____

Population Group	1. Total Beneficiaries	2. LMI Beneficiaries	3. Job Applicants	4. Employees Hired	5. Housing Beneficiaries	6. Hispanic
White						
African American						
Asian						
Native Hawaiian/Pacific Islander						
American Indian/Alaskan Native						
Other Multi-Racial						
Female Head of Household						
Elderly Head of Household						
Handicapped						