**Form 3-D** **is required** for all Community Facilities and Services Fund projects where the actual beneficiaries of the project are not identified in an application or are different from the projected beneficiaries identified in the application. The difference may be in the total number of beneficiaries or in the characteristics of the beneficiaries.

**Form 3-D** **is not required** for projects where beneficiary data has not changed since the application (*i.e.*,using census data for a community-wide water, sewer or storm water project or target neighborhood data).

**Final Accomplishments and Equal Opportunity Data**

**Complete a separate form for each activity excluding Administration.**

1. Fill in the **Recipient, Contract Number**, and the **Contract Expiration** **Date** in the space provided in the top left corner of the Grantee Performance Form.

Enter the Contract Activity Code and Activity Description from Attachment A of your contract. (For example: 215 – Day Care Centers; 11 – Handicapped Centers; 7 – Senior Centers.)

**Income Level Data**

1. Enter actual beneficiary data into the **“Number of Persons”** column for each income range listed. To obtain this information, the beneficiaries must be surveyed according to these different income levels. The most current Median Income Levels can be found [CDBG Program Guidance and Related Resources | Iowa Economic Development Authority](https://www.iowaeda.com/cdbg/program-guidance/) Examples of the types of projects this would typically apply to are childcare centers, treatment centers or medical clinics.

**Note:** For Limited Clientele projects that are presumed to be 51% LMI under the CDBG regulations, you need only complete the last three lines of this table: Total LMI, >80% (non-LMI), and Total Served.

# Equal Opportunity Data

1. In the unshaded **“Each Group”** column, enter the number of persons of that group that benefited from the activity. These groups are based on the following census definitions:

**White.** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Black/African American.** A person having origins in any of the black racial groups of Africa.

**Asian or Pacific Islander.** A person having origins in any of the peoples of the Far East, Southeast Asia, the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

**American Indian/Alaska Native** A person having origins in any of the original peoples North and South America (including Central America), and who maintains affiliation or community involvement.

**Native Hawaiian/Other Pacific Islander.** A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands.

**American Indian/Alaska Native & White.** A person having these multiple race heritages as defined above.

**Asian & White.** A person having these multiple race heritages as defined above.

**Black/African American & White.** A person having these multiple race heritages as defined above.

**American Indian/Alaska Native & Black/African American**. A person having these multiple race heritages as defined above.

**Other Multi Racial.** For reporting individual responses that are not included in any of the other categories listed above.

Enter the sum of the racial data for these groups in the **“Total Served”** row of this table. This total should equal the **“Total Served”** row in the **Income Level Data** table.

In the shaded **“Hispanic Origin”** column, enter the number of those already listed in each racial group that are of Hispanic origin. Hispanic or Latino ethnicity is defined as a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

This form must be signed by the Chief Elected Official. **Keep the original for your records** and upload a copy when completing the “3-D Form” for your project in the “Compliance Forms” tab of IowaGrants.