

**INSTRUCTIONS FOR COMPLETION OF THE  
SUPPORTIVE HOUSING DEVELOPMENT PROGRAM  
QUALIFIED TENANT ROLL**

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|------------------------------|---|
| 1. Room Identifier           | Enter the unit number, suite number, bed number, etc.   |
| 2. Entry Date                | Full date for entry into the unit/suite/bed. (i.e. intake date)   |
| 3. Name of Head of Household | Enter the full name (first and last) of the head of household or an identifier that is used for the household.                                      |
| 4. HOH Race                  | Enter the HOH Race (chart below)  |
| 5. HOH Ethnicity             | Enter the HOH Ethnicity (chart below)   |
| 6. Number of Occupants       | Enter the total number of household members including children  |
| 7. Gross Annual Income       | Enter the total household income for the next 12 months (annualized). Typically, the annual amount listed on the <i>Tenant Affidavit</i> .          |
| 8. Income Limit              | Enter the income limit set aside for the project (listed in Deed Restrictions)  |
| 9. Income Eligible           | Owner determines if they are below the required limit, enter (Y or N)   |
| 10. Program Eligible         | Owner determines if they meet the special needs population noted on <i>SHDP Participant Eligibility Certification</i> (listed in Deed Restrictions) |

**The Following Race Codes should be used:**

- 1 – White – A person having origins in any of the original people of Europe, the Middle East or North Africa.
- 2 – Black/African American – A person having origins in any of the black racial groups of Africa.
- 3 – American Indian/Alaska Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- 4 – Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent
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|-------------------|---------------|-----------------|------------------|
| 4a – Asian Indian | 4c – Filipino | 4e – Korean     | 4g – Other Asian |
| 4b – Chinese      | 4d – Japanese | 4f – Vietnamese |                  |
- 5 – Native Hawaiian/Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
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|----------------------|----------------------------|-------------|-----------------------------|
| 5a – Native Hawaiian | 5b – Guamanian or Chamorro | 5c – Samoan | 5d – Other Pacific Islander |
|----------------------|----------------------------|-------------|-----------------------------|
- 6 – Other
- Note: Multiple racial categories may be indicated as such: 3 -1 – American Indian/Alaska Native & White, 4b-1 – Asian & White, etc.*

**The Following Ethnicity Codes should be used:**

- 1 – Hispanic – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
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|-------------------|---|
| 1a – Puerto Rican | 1c – Mexican, Mexican American, Chicano/a         |
| 1b – Cuban        | 1d – Another Hispanic, Latino/a or Spanish Origin |
- 2 – Not Hispanic – A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.