

Mayor's Office of Housing and Community Development
City and County of San Francisco



London N. Breed
Mayor

Eric D. Shaw
Director

September 30, 2022

Dear Affordable Housing Project Owners and Managers:

We are writing to announce a change in the demographic data that you must collect and report about the tenants who occupy the MOHCD-funded affordable housing projects that your organizations own and/or manage. We are making this change in an effort to improve our understanding of the diverse populations that your projects are serving and to better monitor the extent to which their needs are being met.

The [MOHCD Demographic Information Collection Form](#) ("Demographic Form") calls for the collection of:

- primary language of the household
- expanded categories of race and ethnicity
- disability of household members
- number of veterans, seniors and children in the household
- sexual orientation and gender identity

Please begin to use the [Demographic Form](#) immediately to collect this important demographic information from all current and future tenant households in your MOHCD-funded projects. For current tenants, we ask that you collect this data by December 1, 2022, so that you will be able to provide it in the "Annual Occupancy Report," MOHCD's new online tool for reporting tenant household size, income and rent, which will be launched by December 31. For future tenants, please gather this information during the income qualification process. You need to collect this information only once for each household, however you must offer each household an opportunity to update the information in connection with their annual income recertification.

Please print the form and provide it to the head-of-household or co-head-of-household, to be completed manually (non-electronically). Maintain the form in the tenant folders, with the housing application and related documents.

This communication and the Demographic Form replace the following, previously issued communications regarding the collection of demographic information:

- "Notice of change in method used to collect information about Ethnicity and Race of households – September 29, 2016"
- "Notice of New City Requirement to Collect Information about the Sexual Orientation and Gender Identity of the Heads of Household – June 30, 2017"

If you have any questions, please contact Scott Madden at scott.madden@sfgov.org or 628-652-5806.