

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF FINANCIAL ASSISTANCE
FEDERAL PROGRAMS BRANCH****Community Development Block Grant Program**

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**CDBG MANAGEMENT MEMORANDUM**
Community Development Block Grant Program - Memorandum Number 14-03

January 31, 2014

MEMORANDUM FOR: Non-Entitlement Jurisdictions Eligible for State
Community Development Block Grant (CDBG) Program,
Economic Development

FROM: Thomas Brandeberry, CDBG Section Chief

SUBJECT: Definition of "Family" for Income Eligibility (National
Objective documentation)

The purpose of this Management Memorandum is to provide jurisdictions clarity with regard to the definition of family to be used in conjunction with determining income eligibility (documenting national objective) for specific CDBG activities.

"Family" is defined as: All persons living in a household who are related by birth, marriage or adoption.

The "Family" definition makes clear whose income to include when determining income eligibility (Self-Certification or Part 5) for these activities:

- Microenterprise Technical Assistance (Self-Certification)
- Microenterprise Financial Assistance (Part 5)
- Business Assistance Job Certifications (Self-Certification)
- Public Services (Self-Certification)

"Household" is defined as: All the persons who occupy a housing unit. The occupants may be a single family, one person living alone, two or more families living together, or any groups of related or unrelated persons who share living arrangements.

The "Household" definition must be used to determine income eligibility for all activities involving the "Low/Mod Household (LMH) national objective, including but not limited to:

- Homeownership Assistance

- Housing Rehabilitation
- Multifamily Rehabilitation
- Assessment Fees

The policy update regarding the definition of “Family” will be reflected in the pending revision of the Income Manual Chapter 7 – Self-Certification in the CDBG Program. Newly revised Self-Certification forms are available at:
<http://www.hcd.ca.gov/fa/cdbg/FormsReports.html> or in the Income Manual at:
<http://www.hcd.ca.gov/fa/cdbg/IncomeManual.html>

This Management Memo clarifies current policy. Any jurisdictions not already using this definition of “family” as of this date should implement changes immediately to ensure compliance.

If you have any questions regarding this memorandum, please contact your CDBG Representative. A map showing all current CDBG program representative assignments is available at:
<http://www.hcd.ca.gov/fa/cdbg/ContactUs.html>