

NOTE: This form is also available to submit online at [\[URL\]](#).

This information is not a gauge of program performance; DOL uses it to report to Congress and other stakeholders the valuable contributions made by the young people in your programs for your community. It is understood that it may take longer to build or renovate property when using these sites for training.

GENERAL

- The Reporting Period for each Annual Housing Census (AHC) is August 1 through July 31.
- Grantees submit an AHC form for each Reporting Period that overlaps with their grant Period of Performance. Each grantee will submit at least three AHC forms, regardless of the number of housing units completed.
- Enter only those units that are complete and ready for occupancy. Unless this is your final AHC for the grant period of performance, do not enter unfinished units on this form; enter them on the AHC form for the Reporting Period in which they are completed.
- Do not enter any units that have been submitted in previous AHCs.
- Complete Sections 1, 2 (if any units completed), and 3, and send via email to youth.build@dol.gov.

SECTION 1: Complete this section regardless of the number of housing units completed during the Reporting Period.

1. Print the grantee organization name and address.
2. Print the grant number. Note: If your organization had more than one DOL YouthBuild grant active during the Reporting Period, you must submit one AHC form for each grant.
3. Print the year in which the Reporting Period ended, e.g., for the period August 2024 through July 2025, print 25.

SECTION 2: If participants completed 0 housing units during the Reporting Period, leave this section blank. If participants completed one unit, leave Units 2-6 blank. If participants completed more than 6 units, submit additional AHC forms.

1. Print the Month and Year (e.g., September 2024) that the unit was completed, and mark whether the unit was a house, apartment, or townhome/duplex.
2. Print the address of the completed unit.
3. If participants completed one unit at the address, mark No. If they completed more than one unit, mark Yes and describe.
4. Mark the type of work participants completed. If marking Other, describe the work.

SECTION 3: Complete this section regardless of the number of housing units completed during the Reporting Period.

1. Print the total number of units completed during the Reporting Period. If the total is 0, print 0.
2. Print the name, title, and email address of the organization signatory (e.g., Jane Smith, CEO, jsmith@xyz.org).
3. Sign the document.
4. Print the date of submission to DOL.

SECTION 1

Grantee Organization Name & Address:	
Grant Number:	
Reporting Period:	August 1 – July 31, 20____ Check if this is the final report for the grant: <input type="checkbox"/>

SECTION 2

Unit #1	Completed in: _____ Month _____ Year <input type="checkbox"/> House <input type="checkbox"/> Apartment <input type="checkbox"/> Townhome/Duplex
Address:	
Did participants complete multiple units at this address?	<input type="checkbox"/> No <input type="checkbox"/> Yes (describe):
What type of work did participants complete?	<input type="checkbox"/> New construction <input type="checkbox"/> Renovation <input type="checkbox"/> Other (describe):

Unit #2	Completed in: _____ Month _____ Year <input type="checkbox"/> House <input type="checkbox"/> Apartment <input type="checkbox"/> Townhome/Duplex
Address:	
Did participants complete multiple units at this address?	<input type="checkbox"/> No <input type="checkbox"/> Yes (describe):
What type of work did participants complete?	<input type="checkbox"/> New construction <input type="checkbox"/> Renovation <input type="checkbox"/> Other (describe):

Unit #3	Completed in: _____ Month _____ Year <input type="checkbox"/> House <input type="checkbox"/> Apartment <input type="checkbox"/> Townhome/Duplex
Address:	
Did participants complete multiple units at this address?	<input type="checkbox"/> No <input type="checkbox"/> Yes (describe):
What type of work did participants complete?	<input type="checkbox"/> New construction <input type="checkbox"/> Renovation <input type="checkbox"/> Other (describe):

Unit #4	Completed in: _____ Month _____ Year <input type="checkbox"/> House <input type="checkbox"/> Apartment <input type="checkbox"/> Townhome/Duplex
Address:	
Did participants complete multiple units at this address?	<input type="checkbox"/> No <input type="checkbox"/> Yes (describe):
What type of work did participants complete?	<input type="checkbox"/> New construction <input type="checkbox"/> Renovation <input type="checkbox"/> Other (describe):

Unit #5	Completed in: _____ Month _____ Year <input type="checkbox"/> House <input type="checkbox"/> Apartment <input type="checkbox"/> Townhome/Duplex
Address:	
Did participants complete multiple units at this address?	<input type="checkbox"/> No <input type="checkbox"/> Yes (describe):
What type of work did participants complete?	<input type="checkbox"/> New construction <input type="checkbox"/> Renovation <input type="checkbox"/> Other (describe):

Unit #6	Completed in: _____ Month _____ Year <input type="checkbox"/> House <input type="checkbox"/> Apartment <input type="checkbox"/> Townhome/Duplex
Address:	
Did participants complete multiple units at this address?	<input type="checkbox"/> No <input type="checkbox"/> Yes (describe):
What type of work did participants complete?	<input type="checkbox"/> New construction <input type="checkbox"/> Renovation <input type="checkbox"/> Other (describe):

SECTION 3

Total number of units completed during Reporting Period:	
Organization Signatory:	
* print name, title, & email address	
Signature:	
Date of submission:	