



### COMMUNITY DEVELOPMENT BLOCK GRANT EMPLOYEE SELF CERTIFICATION

**(Enter Business name)** is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, **(Enter Business Name)** is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously.

#### INSTRUCTIONS:

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1.) Please indicate your current family income in the following table. “Family” means all related persons in your household.

Please Circle # of Persons in your Family	FAMILY INCOME CATEGORY			
	Alpine County			
	Please check your family income in the same row as the number of persons in your family.			
	A	B	C	D
1	\$0 - \$19,100	\$19,101 - \$31,800	\$31,801 - \$50,900	Greater than \$50,900
2	\$0 - \$19,300	\$19,301 - \$32,150	\$50,901 - \$51,400	Greater than \$51,400
3	\$0 - \$23,030	\$23,031 - \$36,150	\$36,151 - \$57,850	Greater than \$57,850
4	\$0 - \$27,750	\$27,751 - \$40,150	\$40,151 - \$64,250	Greater than \$64,250
5	\$0 - \$32,470	\$32,471 - \$43,400	\$43,401 - \$69,400	Greater than \$69,400
6	\$0 - \$37,190	\$37,191 - \$46,600	\$46,601 - \$74,550	Greater than \$74,550
7	\$0 - \$41,910	\$41,911 - \$49,800	\$49,801 - \$79,700	Greater than \$79,700
8 or more	\$0 - \$46,630	\$46,631 - \$53,000	\$53,001 - \$84,850	Greater than \$84,850

\*Annual income may be calculated by computing the total income of all family members for the last 3 months and then multiplying by 4.

2.) Please check the box that most closely identifies your race. HCD understands that the choices listed in the box below do not include all of the ways in which people self-identify, and that many people identify with more than one of the categories listed. Applicant should check the box that most closely represents their racial identity.

- White
- Black/African American
- Asian
- American Indian/Alaskan Native
- Native Hawaiian/Other Pacific Islander
- American Indian/Alaskan Native and White
- Asian and White
- Black/African American and White
- American Indian/Alaskan Native and African/American
- Other Multi-Racial
- Prefer Not to Answer

3.) Please answer these questions:

- Do you consider yourself as being of Hispanic ethnicity?  Yes  No
- Are you currently unemployed or were you unemployed prior to employment with this company?  Yes  No
- Are you a female head of household?  Yes  No

I certify that the information provided above is correct to the best of my knowledge.

Printed Name

Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date



**EMPLOYER/LOCAL GOVERNMENT USE ONLY (ALL SECTIONS ARE MANDATORY)**

**Position Details**

Full Time       Part Time (FTE: \_\_\_\_\_)       Employer-Sponsored Healthcare Plan Offered

**Position Class**

Official/Manager       Professional       Office/Clerical

Sales       Technician       Craft Worker/Skilled

Operative/Semiskilled       Laborer/Unskilled       Service Worker

**Date Hired:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Job Category Definitions**

- 1. Officials or Managers** - Positions requiring support from administrative personnel. People occupying these positions set broad policies, exercise overall responsibility of execution of these policies, and individual departments or special phases of a firm's operations. This includes: Officials, Executives, middle management, plant managers and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, and similar positions.
- 2. Professional** - Positions requiring either college degree or experience of such kind and amount as to provide a comparable background and includes: accountants and auditors, airplane pilots and navigators, architects, artists chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, professional and labor relations workers, physical scientists, physicians, social scientists, teachers, and kindred workers.
- 3. Technicians** - Positions requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post-high school education such as is offered in many technical institutions and junior colleges, or through equivalent on the job training. This includes: computer programmers and operators, drafters, engineering aides, junior engineers, mathematic aides, licensed practical or vocational nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic, physical science) and kindred workers.
- 4. Sales** - People occupying these positions are engaging wholly or primarily in direct selling. This includes: advertising agenda and sales workers; insurance agents and brokers; real estate agents and brokers; sales workers; demonstrators and retail sales workers; and sales clerks, grocery clerks and cashiers; and kindred workers.
- 5. Office or Clerical** - Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. This includes: bookkeepers, cashiers, collectors (bills and accounts), messengers and office helpers, office machine operators, shipping and receiving clerks, stenographers, typists, and secretaries, telegraph and telephone operators, and kindred workers.
- 6. Craft Worker (skilled)** - Manual workers of relatively high-level having a thorough and comprehensive knowledge of the processes involved in their work. Worker exercises considerable independent judgment and usually receives an extensive period of training. This includes: the building trades, hourly paid supervisors and lead operators (who are not members of management), mechanic and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors, and kindred workers.



7. **Operatives (semi-skilled)** - Workers who operate machines or other equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. This includes: apprentices (auto mechanics, plumbers, electricians, machinists, mechanics, building trades, metal working trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, dress makers and sewers (except factory), dryer's furnaces workers, heaters (metal), laundry and dry cleaning, operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (except construction and maintenance), photographic process workers, boiler tenders, truck and tractor drivers, weavers (textile), welders and flame metals workers, and kindred workers.

8. **Laborers (unskilled)** - Workers in manual occupations which generally require no special training perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. This includes: garage laborers; car washers and greasers; gardeners (except farm) and ground keepers; stevedores; wood choppers; laborers performing lifting, digging, mixing loading, and pulling operations; and kindred workers.

9. **Service Workers** - Workers in both protective and non-protective service occupations. This includes attendants (hospital and other institutions, professional and personal service, including nurses aides and orderlies), barbers, chairworkers and cleaners, cooks (except household), counter and fountain workers, elevator operators, firefighters and fire protection guards, door keepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, and kindred worker.



## INSTRUCTIONS FOR COMPLETING INCOME CERTIFICATION FORM

Grantees will need to change all **yellow highlighted areas** to correspond with the applicable County and HUD Income Limits for the job creation/retention project. Grantees shall determine the appropriate dollar amounts to be identified in each column by referencing the current “CDBG Income Limits” on the HUD website: <https://www.hudexchange.info/resource/5334/cdbg-income-limits/>.

Grantees should have forms readily available for surrounding counties in addition to the County in which project is taking place. Remember, a person’s LMI status is based on the *county in which they live*.

### 1. **Family Size**

Applicants will identify the row which appropriately determines the number of persons in the family. This number includes all family members, including those temporarily away from the home (e.g. college students, persons on extended vacation, etc.)

#### **Family Income**

Applicants will identify the column that appropriately indicates the total annualized income for the family.

Income can be determined by computing the total income of all family members for the last three (3) months and then multiplying that number by four (4), including persons temporarily away from the family/house.

Note: Income is **not** limited to salaries, wages, and tips. All other forms of income as specified by the Internal Revenue Service Form 1040 should be included (e.g., payments received from social security, pensions, annuities, dividends, taxable interest income, tax exempt interest income, IRA distributions, etc.)

### 2. **Racial Identification**

Racial and ethnic information is required for HUD data reporting purposes. The applicant should choose the race that they most closely identify with.

#### **Ethnicity**

Applicants will identify yes or no if they consider themselves of Hispanic ethnicity.

### 3. **Other Demographic Information**

The applicant should indicate by checking Yes or No if they:

1. Consider themselves to be of Hispanic ethnicity
2. Are a female head of household
3. Are currently unemployed, or
4. Were unemployed prior to employment with this company (job retention).

### 4. **Printed Name and Signature**

Self-certification form must be signed by the Applicant/Employee.

### 5. **Date**

Enter the date the form was completed.

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#### **Grantee Use Only:**

Grantee shall complete the following for all self-certification forms:

1. Is the position full-time or part-time?
2. Does the position include employer sponsored healthcare?
3. Select a Department of Labor (DOL) job category based on the provided definitions.