

# ROCKLAND COUNTY OFFICE OF COMMUNITY DEVELOPMENT

## ECONOMIC DEVELOPMENT GRANT

### Criteria

A low-and moderate income (LMI) jobs activity is one which creates or retains permanent jobs, at least 51% of which, on a full-time equivalent (FTE) basis, are either **held by** LMI person or considered to be **available to** LMI persons.

Jobs that are not held (filled) by LMI persons may be claimed to be “available to” LMI persons **only when both** of the following are met:

1. Neither special skills that can be only be acquired with substantial (i.e., one year or more) training or work experience nor education beyond high school is a prerequisite to fill such jobs (or business agrees to hire unqualified persons and train them); and
2. The assisted business takes actions to ensure that LMI persons receive “first consideration” for filling such jobs.  
*First Consideration Guidelines*
  1. *Hiring practice results in over 51% of LMI persons interviewed for applicable job being hired,*
  2. *Consider a sufficient number of LMI job applicants to give reasonable opportunity to fill the position with such a person, and*
  3. *The distance from residence and availability of transportation to the job site must be reasonable before a particular LMI person may be considered a serious applicant for the job.*

### Special Rules for Retained Jobs

In order to consider jobs retained as a result of CDBG assistance, there must be clear and objective evidence that permanent jobs will be lost without CDBG assistance. For these purposes, “clear and objective” evidence that jobs will be lost would include:

1. Evidence that the business has issued a notice to affected employees or made a public announcement to that affect, or
2. Analysis of relevant financial records which clearly and convincingly shows that the business is likely to have to cut back employment in the near future without the planned intervention.

To meet the LMI jobs standard, 51% or more of the retained jobs must be either:

1. Known to be held by LMI persons at the time of CDBG assistance is provided, and/or
2. For jobs not known to be held by LMI persons, reasonably expected to “turn over” to LMI persons.

### Policies

1. Part-time jobs must be converted to full-time equivalents (FTE) (e.g., a job that will require only working half-time would count as only one-half a job);
2. Only permanent jobs count; temporary jobs will not be considered;
3. Seasonal jobs are considered to be permanent for this purpose only the season is long enough for the job to be considered as the employee’s principal occupation;
4. All permanent jobs created or retained by the activity must be counted even if the activity has multiple sources of funds; and
5. Jobs indirectly created or retained by an assisted activity (i.e., “spin off” jobs) may not be counted.

### Presumed LMI Status

For purposes of determining whether a job is held by or made available to a low-income or moderate-income person, the person may be presumed to be low-or moderate-income person if:

1. He/she resides with a census tract that has at least 70% of its residents who are low-and moderate-income persons; or
2. He/she resides within a census track that has a poverty rate of at least 20%;
3. The business being assisted is located in a block group that has a poverty rate of at least 20%.

## Records To Be Maintained

- Written agreement with business whereby the business agrees to keep or create a specific number of jobs and identifies each such job by type and whether the job will be full-or part-time. The agreement must also specify the actions the business will take to ensure that at least 51% of the jobs created or retained will benefit LMI persons. Records must document which jobs were actually created and retained, whether each such job was held by, taken by or made available to LMI persons, and the full-time equivalency status of each job (24 CFR 570.506).

### ***For Job Creation:***

#### ***Held by***

- A listing by job title and job type of the specific jobs to be created,
- A list by job title of the jobs filled,
- The name and income status of the person who filled each position, and
- The full-time equivalency status of the jobs

#### ***Available to – where job was not taken by a LMI person, records must show:***

- The title and description of the jobs made available, and the full-time equivalency status of the job at that time,
- The job qualifications; special skills or educations required for the job, if any, and the business commitment to provide needed training for such jobs,
- How first consideration was given to LMI for the job

***Job Retention – Where LMI benefit is based on job retention, the records must including the following documentation.***

#### ***Otherwise lost:***

- The specific evidence that the business relied on in concluding that jobs would be lost without CDBG assistance. An example of acceptable evidence may include statement from bookkeeper or CPA representing review of business financials reveals insufficient revenue to sustain current staffing and without CDBG assistance layoffs are imminent.

#### ***Held by:***

- A listing by job title and job type of permanent jobs retained, those jobs known to be held by LMI persons at the time of CDBG assistance was provided, and the full-time equivalency status of each such jobs; and
- Information on the family size and annual income of each LMI person.

#### ***Turnover jobs:***

- Identification of any of the retained jobs (other than those known to be held by LMI persons) projected to become available to LMI persons through turnover within time of CDBG assistance,
- The basis upon which the jobs was determined to be likely to turn over with the time of CDBG assistance (historical turnover rate),
  - The date the job actually turned over.
  - The name and income status of the persons who filled the vacancy,
- If the person who took the job was not LMI but the claim is that the job was made available to LMI persons, see documentation under “available to”.
- Information on the family size and annual income of each such LMI person hired.



## Jobs Assessment – Job Retention

FTE (1 = FULL TIME)	JOB TITLE	JOB TYPE (SEE ATTACHED LIST)	PRESUME JOB IS LMI BASED ON BUSINESS LOCATION? Y/N	EMPLOYEE NAME HOLDING POSITION	PRESUME LMI? Y/N IF YES, PROVIDE ADDRESS	IF NOT PRESUMED LMI, WHAT IS LMI STATUS?

Total number of retained FTEs \_\_\_\_\_

a. Total jobs known to be currently held by LMI  
 - (Attached Employee Income Verification) \_\_\_\_\_

- Total number of jobs that can reasonably be  
 expected to become available through turnover  
 to lower income persons based on historical  
 turnover rate. (Attach project hiring schedule  
 for positions expected to become available.) \_\_\_\_\_

% of Retained LMI or Presumed LMI FTEs \_\_\_\_\_ \*\*

\*\*If less than 51%, complete Jobs Made Available Form

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Print Name and Title)

### Jobs Made Available to LMI

FTE (1 = FULL TIME)	JOB TITLE	SPECIAL SKILLS OR EDUCATION REQUIRED? (DESCRIBE)	TRAINING TO BE PROVIDED? (DESCRIBE)	FIRST CONSIDERATION GIVEN TO LMI PEOPLE DESCRIBE AND/OR LIST INTERVIEWEES AND INCOME LEVELS)

# EMPLOYEE INCOME VERIFICATION FORM

Name: \_\_\_\_\_  
Last Name
First Name
MI

Social Security No: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No. ( ) \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Male  Female  Head of Household

**Race/Ethnicity (check one)**

- |   |   |   |
|---|---|---|
| White <input type="checkbox"/>              | Amer Indian/Alaskan Native <input type="checkbox"/>             | Other Multi Racial <input type="checkbox"/> |
| Black/African Amer <input type="checkbox"/> | Native Hawaiian/Other Pacific Is <input type="checkbox"/>       |   |
| Asian <input type="checkbox"/>              | Amer Indian/Alaskan Native & White <input type="checkbox"/>     |   |
| Asian & White <input type="checkbox"/>      | Black/Afri Amer & White <input type="checkbox"/>                |   |
| Hispanic/White <input type="checkbox"/>     | Am.Ind/Alaska Native & Black/Afri Amer <input type="checkbox"/> |   |
| Hispanic/Black <input type="checkbox"/>     |   |   |

Circle income box for household size below

Household Size	1	2	3	4	5	6	7	8
<b>Extremely Low Income (30% median)</b>	\$21,700	\$24,800	\$27,900	\$30,950	\$33,450	\$35,950	\$38,400	\$40,900
<b>Very Low Income (50% median)</b>	\$36,100	\$41,250	\$46,400	\$51,550	\$55,700	\$59,800	\$63,950	\$68,050
<b>Low Income (80% median)</b>	\$57,760	\$66,000	\$74,240	\$82,480	\$89,120	\$95,680	\$102,320	\$108,880

**This income can be verified by:**

Federal Income Tax Returns / W2s

### Certification and Agreement

This information will be used to ensure compliance with U.S. Department of Housing and Urban Development, Community Development Block Grant requirements. I understand this may be monitored and that I may be asked to provide source documentation. With my signature, I am certifying that the above information is correct, to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Job Creation/Retention Agreement with

\_\_\_\_\_  
(Business)

**For**

\_\_\_\_\_  
(project/activity)

I agree to create or retain (keep) permanent jobs, at least 51% of which, on a full time equivalency (“FTE”) basis, are either held by low-and moderate-income persons, considered to be available to low-and moderate income persons, or can be presumed to be held or made available to a low to moderate-income person. I further agree to maintain the following documentation:

### Job Creation - Held by:

- \_ A listing by job title and job type of the specific jobs to be created,
- \_ A listing by job title of the jobs filled,
- \_ The job type and full-time equivalency status of the job, and
- \_ The name and income status of the person who filled each position, or
- \_ Basis upon which it can be presumed to be held by a low to moderate-income person.
- \_ Whether or not new hire was previously unemployed
- \_ Whether or not health benefits will be provided to the employee.

If the job is not filled by a low to moderate income person or cannot be presumed as such, the following documentation will be maintained:

### Available to:

- \_ The title and description of the jobs made available, and the **full-time equivalency** status of the job at that time,
- \_ Provide training for any jobs requiring special skills or education;
- \_ How first consideration was given to low- and moderate-income persons for the job, such as
  - \_ name(s) of the person(s) interviewed for the job and the date of the interview(s), and
  - \_ the income status of the person(s) interviewed

### Job Retention – Held by:

- \_ A listing by job title and job type of permanent jobs retained, those jobs known to be held by low-and moderate-income persons at the time CDBG assistance was provided; and the **full-time equivalency** status of each such job, and
- \_ Information on the family size and annual income of each such low-and moderate-income person or
- \_ Basis upon which it can be presumed to be held by a low to moderate-income person.

### Turnover jobs:

- \_ Identification of any of the retained jobs (other than those known to be held by low-and moderate-income persons) projected to become available to low-and moderate-income persons through turnover within two years of the time CDBG assistance was provided.
- \_ The basis upon which the job was determined to be likely to turn over within two years following the CDBG assistance,
- \_ The date the job actually turned over,
- \_ The name and income status of the persons who filled the vacancy, and
- \_ Information on the family size and annual income of each such low-and moderate income person hired or
- \_ Basis upon which it can be presumed to be held by a low to moderate-income person

Expected jobs to be **created** \_\_\_\_\_ Expected jobs to be **retained** \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

**Attachment 1**  
**Job Types**

**Economic Development Administration (EDA) Job Category Definitions**

1. **Officials and Managers** - Occupants requiring administrative personnel who 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 kindred workers.

2. **Professional** - Occupants requiring either college graduation or experience of such kind and amount as to provide a comparable background 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** - Occupants 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** - Occupants 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 and 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. Exercise considerable independent judgment and usually receive 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 workers.

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**I. GENERAL INFORMATION**

Name of Business : \_\_\_\_\_

Type of Business: \_\_\_\_\_

Federal Tax I.D.: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Date Business Established: \_\_\_\_\_ How Long Owned: \_\_\_\_\_

**II. OWNERSHIP & MANAGEMENT STRUCTURE**

Business Organizational Structure:

Sole Proprietorship \_\_\_\_\_ Corporation \_\_\_\_\_ Partnership \_\_\_\_\_

LLC \_\_\_\_\_ Limited Partnership \_\_\_\_\_

*List all proprietors, partners, and/or stockholders with at least 20% ownership in the business:*

Name and Title: \_\_\_\_\_

Address: \_\_\_\_\_

Percent Ownership \_\_\_\_\_ Phone Number \_\_\_\_\_

Name and Title: \_\_\_\_\_

Address: \_\_\_\_\_

Percent Ownership \_\_\_\_\_ Phone Number \_\_\_\_\_

**III. BANKING RELATIONSHIP DATA**

Name of Bank: \_\_\_\_\_

Address: \_\_\_\_\_

Account Type(s): \_\_\_\_\_

Contact Info: \_\_\_\_\_

**III. PROJECT BUDGET**

**Scope of Project:**

**Estimated Project Cost**

- ( ) **Real Property Acquisition** \$ \_\_\_\_\_
- ( ) **Building Renovation** \$ \_\_\_\_\_
- ( ) **Infrastructure Improvements** \$ \_\_\_\_\_
- ( ) **Leasehold Improvements** \$ \_\_\_\_\_
- ( ) **Purchase of Machinery/Equipment** \$ \_\_\_\_\_
- ( ) **Working Capital** \$ \_\_\_\_\_
- ( ) **Inventory** \$ \_\_\_\_\_
- ( ) **Other - Please Specify** \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL PROJECT COST**

**\$**

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Have any cost estimates for this project been obtained?

Yes \_\_\_\_\_ No \_\_\_\_\_

If so, for what, and when were they obtained?

\_\_\_\_\_

**IV. SOURCE(S) OF PROJECT FUNDS**

Owner Equity: \$ \_\_\_\_\_ % of Total Project \_\_\_\_\_

Bank Loan: \$ \_\_\_\_\_ % of Total Project \_\_\_\_\_

Private Financing \$ \_\_\_\_\_ % of Total Project \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_ % of Total Project \_\_\_\_\_

**TOTAL PROJECT:** \$ \_\_\_\_\_

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**VI. DOCUMENTATION REQUIREMENTS:**

In order to move forward with your loan application, we will need the following information:

- 1) **Brief History and Description of the business, including market and projected business future.**  
(Please be prepared to provide details on any co-owned or affiliate businesses.)
  - 2) **Detailed Description of Project and anticipated benefit from loan.**
  - 3) **Personal Financial Statements from each owner of 20% or more of the company.**
  - 4) **Management Resume(s) of all owners and key staff.**
  - 5) **Current Business Financial Statement (less than ninety (90) days old.)**
  - 6) **Copy of Agreement with Provider**
  - 7) **Copy of Canceled Check**
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## Personal Financial Statement

As of \_\_\_\_\_, 20\_\_

Complete this form for (1) each proprietor, or (2) each limited partner who owns 20% or more interest, and each general partner, or (3) each stockholder owning 20% or more of voting stock, or (4) any other person or entity providing a guaranty of the loan.

Name	Business Phone ( )
Residence Address	Residence Phone ( )
Business Name of Applicant/Borrower	Business Phone ( )

ASSETS	Balance (Omit Cents)	LIABILITIES	Balance (Omit Cents)
Cash on hand and in banks	\$	Accounts Payable	\$
Savings accounts and CDs	\$	Notes Payable (Section 2)	\$
IRA or other Retirement Accounts	\$	Auto Loans – Monthly Payment \$ _____	\$
Accounts & Notes Receivable	\$	Credit Cards – Monthly Payment \$ _____	\$
Life Insurance – Cash Value only (Section 8)	\$	Other Installment Loans (Section 5)	\$
Stocks & Bonds (Section 3)	\$	Loan on Life Insurance	\$
Real Estate (Section 4)	\$	Mortgages on Real Estate (Section 4)	\$
Automobile Yr./Make _____	\$	Unpaid Taxes (Section 6)	\$
Automobile Yr./Make _____	\$	Other Liabilities (Section 7)	\$
Other Personal Property (Section 5)	\$	<b>Total Liabilities</b>	<b>\$</b>
Other Assets (Section 5)	\$	<b>Net Worth</b>	<b>\$</b>
<b>Total Assets</b>	<b>\$</b>	<b>Total Liabilities &amp; Net Worth</b>	<b>\$</b>

**Section 1 – Source of Income**

Salary	\$
Net Investment Income	\$
Real Estate Income	\$
Other Income (Describe below)	\$

**Contingent Liabilities**

As Endorser or Co-Maker	\$
Legal Claims & Judgments	\$
Provision for Federal Income Tax	\$
Other Special Debt	\$

**Description of Other Income in Section 1**

Note: Alimony or child support payments need not be disclosed in Other Income unless it is desired to have such payments counted in total income.

**Section 2 -- Note Payable to Bank and Others** (Use attachments as necessary. Each attachment must be identified as a part of the statement, signed and dated.)

Name and Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Payment Frequency	How Secured or Endorsed & Type of Collateral