

Income Status: Find the size of your household on the grid below, then circle the income level in that row that applies to your household.

2022 CDBG Income Guidelines– Circle the appropriate box:

Family Size	Group 1	Group2	Group 3	Group 4
1 Person	\$0 - \$25,050	\$25,051 - \$41,700	\$41,701 - \$66,750	\$66,751 - \$100,000
2 Person	\$0 - \$28,600	\$28,601 - \$47,650	\$47,651 - \$76,250	\$76,251 - \$110,000
3 Person	\$0 - \$32,200	\$32,201 - \$53,600	\$53,601 - \$85,800	\$85,801 - \$125,000
4 Person	\$0 - \$35,750	\$35,751 - \$59,550	\$59,551 - \$95,300	\$95,301 - \$140,000
5 Person	\$0 - \$38,650	\$38,651 - \$64,350	\$64,351 - \$102,950	\$102,951 - \$150,000
6 Person	\$0 - \$41,500	\$41,501 - \$69,100	\$69,101 - \$110,550	\$110,551 - \$160,000
7 Person	\$0 - \$44,350	\$44,351 - \$73,850	\$73,851 - \$118,200	\$118,201 - \$170,000
8 Person	\$0 - \$47,200	\$47,201 - \$78,650	\$78,651 - \$125,800	\$125,801 - \$180,000

BUSINESS INFORMATION

Check Here: If you have not opened your business as of the date of entering this Agreement.

Current business location: Office/Storefront Home-based Online

Business start date: _____

Are you in danger of closing your business? Yes No

Business Name: _____

Business Address: _____

Website: _____

What goods or services does/will this business provide? _____

List all your existing permanent positions (including yourself) by name and position title: The first two lines are provided as examples only. Attach additional sheets as needed.

Check Here: If you have not opened your business and leave the table blank.

	Name	Title	Hours per Week
	Jane Doe	Owner	40
	VACANT	Server	26
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Enter the number of employees you plan to hire in each category:

Official or Manager	Sales	Operative (Semi-skilled)
Professional	Office or Clerical	Laborer (Unskilled)
Technician	Craft Worker (Skilled)	Service Worker

Not Sure/Undecided

CFR 570.506(b)(5) and (6)

(5) For each activity determined to benefit low and moderate income persons based on the creation of jobs, the recipient shall provide the documentation described in either paragraph (b)(5)(i) or (ii) of this section.

(i) Where the recipient chooses to document that at least 51 percent of the jobs will be available to low- and moderate-income persons, documentation for each assisted business shall include:

(A) A copy of a written agreement containing:

(1) A commitment by the business that it will make at least 51 percent of the jobs available to low and moderate income persons and will provide training for any of those jobs requiring special skills or education;

(2) A listing by job title of the permanent jobs to be created indicating which jobs will be available to low and moderate income persons, which jobs require special skills or education, and which jobs are part-time, if any; and

(3) A description of actions to be taken by the recipient and business to ensure that low and moderate income persons receive first consideration for those jobs; and

(B) A listing by job title of the permanent jobs filled, and which jobs of those were available to low and moderate income persons, and a description of how first consideration was given to such persons for those jobs. The description shall include what hiring process was used; which low and moderate income persons were interviewed for a particular job; and which low and moderate income persons were hired.

(ii) Where the recipient chooses to document that at least 51 percent of the jobs will be held by low and moderate income persons, documentation for each assisted business shall include:

(A) A copy of a written agreement containing:

(1) A commitment by the business that at least 51 percent of the jobs, on a full-time equivalent basis, will be held by low and moderate income persons; and

(2) A listing by job title of the permanent jobs to be created, identifying which are part-time, if any;

(B) A listing by job title of the permanent jobs filled and which jobs were initially held by low and moderate income persons; and

(C) For each such low and moderate income person hired, the size and annual income of the person's family prior to the person being hired for the job.

(6) For each activity determined to benefit low and moderate income persons based on the retention of jobs:

(i) Evidence that in the absence of CDBG assistance jobs would be lost;

(ii) For each business assisted, a listing by job title of permanent jobs retained, indicating which of those jobs are part-time and (where it is known) which are held by low and moderate income persons at the time the CDBG assistance is provided. Where applicable, identification of any of the retained jobs (other than those known to be held by low and moderate income persons) which are projected to become available to low and moderate income persons through job turnover within two years of the time CDBG assistance is provided. Information upon which the job turnover projections were based shall also be included in the record;

(iii) For each retained job claimed to be held by a low and moderate income person, information on the size and annual income of the person's family:

I certify that all my answers above are true and correct to the best of my knowledge. I also agree that by accepting receive assistance from the Service Provider, I will cooperate and provide staff with all requested information and documents to verify the outcomes including but not limited to job forms signed by my new and/or retained employees and payroll documents.

I will cooperate and provide the Service Provider staff with all requested information and documents to verify the outcomes reported in compliance with CFR 570.506(b)(5) and (6) listed above.

Signature of Business Owner

Date

Signature of Service Provider Staff

Date

SERVICE PROVIDER STAFF SECTION

2 Digit NAICS Code

Needs Assessment Complete?

6 Digit NAICS Code

Photo ID?

<https://www.census.gov/naics/>

Council District

Proof of Residency/Business in City?

Registered in RAMP? Yes

No

<https://www.rampla.org/s/>

City Certifications (Check on RAMP)

Local Business Enterprise (LBE)
Minority Business Enterprise (MBE)
Women Business Enterprise (WBE)
Small Business Enterprise (SBE)
Emerging Business Enterprise (EBE)

Small Business Enterprise – Proprietary (SBE)
LGBT Business Enterprise
Disabled Veteran Business Enterprise (DVBE)
Disabled Vets Business Enterprise- LAWA (DVBE)
Very Small Business Enterprise- Harbor (VSBE)

County and State Certifications

Small Business (SB) (State)
Small Local Business (SLB) (County)

Disadvantaged Business Enterprise (DBE) (State)
Airport Concession Disadvantaged Business
Enterprise (ACDBE) (State)