



Attachment B.1: Meeting LMJ National Objective

All CDBG-funded activities must meet a CDBG program national objective. The national objective for this program is to retain jobs and/or benefit areas with low-and moderate- income (LMI) persons. To be eligible for this grant, the business must meet the Low Mod Job Creation & Retention (LMJ) criteria. The business meets the national objective if it creates or retains permanent jobs, at least 51 percent of which (computed on a full-time equivalent basis) will be made available to or held by LMI persons, the identified LMI staff reside in an eligible census tract with at least 70 percent LMI persons, OR the business is in an eligible census tract (refer to *Eligibility Checklist* for details) and the job will be located within that same census tract.

Please complete all information below.

BUSINESS INFORMATION

Business owner name(s): _____

Business name:

Business address (location): _____

Business start date: _____

Total number of current employees: _____ Full-Time: _____ Part-Time: _____

Describe the financial impact that your business is facing that requires grant assistance. The answer should demonstrate how the grant funds will assist the business in creating new job(s) or retaining their staff.

As part of program requirements, you must submit any applicable documents to demonstrate the need for grant assistance. As part of the application process, the business is required to submit financial documents for the past six (6) month period.

SECTION A.1-COMPLETE ONLY IF GRANT FUNDS WILL BE USED TO RETAIN STAFF

INCOME CERTIFICATION

Per HUD requirements the business must demonstrate 51 percent of jobs (computed on a full-time equivalent basis) are retained and/or created and will be made available to or held by LMI persons or that LMI staff reside in an eligible census tract with at least 70 percent LMI persons (*see acs-low-mod-summary data*). **The business is required to have all employed staff complete the Participant Data Form (Attachment A.1) to demonstrate that it meets the LMI requirement.** You will need the information collected from this form to complete the *Employee Table*.

EMPLOYEE TABLE

Using the information gathered from the ***CDBG Self Certification Annual Income Form*** complete the table below for all staff the business employs. Attach additional sheets if needed.

	Employee Name	Job Title	Indicate if the Position is Part Time of Full Time	Annual Household Income	Family Size	Indicate if the employee is Extremely Low, Very Low, or Low. If neither apply use N/A
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

DISCLAIMER: The submittal of information herein does not guarantee any award of funding from the City of Pico Rivera or constitute a financial commitment thereof. Grant funds are subject to applicable federal and local funding limitations and the City of Pico Rivera’s verification of various eligibility requirements.

SECTION A.2-COMPLETE ONLY IF GRANT FUNDS WILL BE USED TO CREATE JOBS

If the business intends to use grant funds to create jobs, please submit the listed documents. If documents are not currently available, the business will need to work with program staff to provide them as they become available.

Documents to Submit

- Job Description
- Applicant Resumes
- Job postings (social media, career websites etc.)
- Proof that the business made efforts to make the job available to LMI
- Once the position has been filled:
 - Resume
 - *CDBG Participant Form* (if filled by LMI person)

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