



Attachment B.1: Meeting LMJ National Objective

Please complete all information below.

Business owner name(s): _____

Business name: _____

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

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. **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 *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						

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)

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.