

## INSTRUCTIONS FOR ED FORMS

### FAMILY INCOME FORM

The form must be completed by all applicants for covered jobs and retained jobs. Income includes wages, salaries, tips, business income, interest, dividends, the taxable portion of pensions and annuities, IRA distributions, rents, royalties, partnerships, unemployment compensation, and social security; less alimony paid and unreimbursed employee business expenses calculated consistent with IRS Form 2106. The income must be calculated for each family member (related by birth, marriage, or adoption) who currently resides in the applicant's household.

The applicant is considered to be a low/mod person if his family income is below the threshold established by HUD on an annual basis for the corresponding family size. One copy of each completed form must be forwarded to the (Name of Community) and a second copy should be attached to the employment application maintained on file by the company.

#### **Instructions for Form #3 – Family Income Form (To be completed by community before given to businesses)**

**General** – The family Income grid must be completed before distributing Form 3 to the beneficiaries. You will need to reference the HUD Income Limits for the specific year that this form will be completed during. HUD Income Limits can be found on line at <http://www.huduser.org/datasets/pdrdatas.html>. Select the income limits for the fiscal year needed. Scroll down to the map and click on NYS. Open the PDF file. Find your County or geographical area. Complete the grid for the area in which the business is located.

**Family Income Is** – On your family income form, starting with Family Size 1(row one) insert the first number from the income limit chart, 30% of MEDIAN into the space labeled <30% median. Next, on your family income form, in the column labeled 30-50% median, in place of the 30 insert the 30% of MEDIAN amount plus one. Then in place of 50% median, place the next number from the chart, very low income. In the third column of your family income form labeled 50-80% median, in place of the 50 insert the very low income amount plus one. Then in place of 80% median, place the next number from the chart, Low-Income. Last in the fourth column, of the family income form in place of the >80% inset the Low-Income amount plus one. Continue to fill the chart accordingly for Family Size two, row two, Family Size 3, row three...exe.

**Example: Use your County Income Limits**

	1-PERSON	2-PERSON	3-PERSON	4-PERSON	5-PERSON	6-PERSON	7-PERSON	8-PERSON
30% OF MEDIAN	13350	15250	17150	19050	20550	22100	23600	25150
VERY LOW INCOME	22200	25400	28550	31750	34250	36800	39350	41900
LOW-INCOME	35550	40650	45700	50800	54850	58950	63000	67050

Family Size (Circle)                      My Family Income is (check one)

1  < 30% median     30 – 50% median     50-80% median     > 80%

2  < 30% median     30 – 50% median     50-80% median     > 80%

3  < 30% median     30 – 50% median     50-80% median     > 80%

Family Size (Circle)                      My Family Income is (check one)

1  < \$13,350.00     \$13,351.00 – \$22,200.00     \$22,201.00-\$35,550.00     >\$35,551.00

2  < \$15,250.00     \$15,251.00 – \$25,400.00     \$25,401.00-\$40,650.00     >\$40,651.00

3  < \$17,150.00     \$17,151.00 – \$28,500.00     \$28,501.00-\$45,700.00     >\$45,701.00

**Loan/Grantee** – Once your chart is completed you must give the form to your loan/grantees and they must have everyone who interviews for the listed positions complete the form. If an interviewee does not want to complete the form, the loan/grantee must write down the interviewees name and certify that the person was interviewed. The rest of the form can remain blank. When filling out your annual progress report to the OCR, this person would be counted as greater then 80% and their ethnic origin would be Other Multi-Racial.

**Control Number** – The first form filled out would be number one, the next number two, the next number three etc.

**INSTRUCTIONS FOR  
NOTICE OF IMPENDING HIRING FOR COVERED JOBS**

Must be completed and forwarded to the (Name of Community) at least 14 days prior to the commencement of interviews for each covered job. Covered jobs are those new employment positions which are created as a direct result of the project undertaken with CDBG financing from the (Name of Community). Covered jobs for the project are further described in the loan agreement between the company and the (Name of Community).

**INSTRUCTIONS FOR  
NOTICE TO BE PUBLISHED IN THE LOCAL NEWSPAPER**

The notice must be published in a daily newspaper of general circulation within (Name of Community) prior to the commencement of interviews for each covered job. If the company is publishing its own notice as well, the form language may be incorporated with it. An affidavit of publication from the newspaper must be forwarded to the (Name of Community).

## **INSTRUCTIONS FOR JOB APPLICANT LIST**

The form is a roster of all applicants for covered jobs and must therefore be a continuous listing. Each submission will include (1) a listing of all new applicants since the last submission and their status; and (2) changes in status for previously listed applicants. The form must be completed on a quarterly basis and forwarded to the (Name of Community). A completed sample form is attached.

**General** – The reporting periods are calendar quarters ending 3/31, 6/30, 9/30 and 12/31. The list is a continuous roster which accounts for every applicant for a covered job from the beginning of the project (technically the date of the loan/grant agreement between the company and the public lender) to the present.

**Applicant and Control Number** – Every applicant for a covered job must sign a completed Family Income Form (Form #3) at the time of making the job application. The applicant's name and social security number should immediately be added to the Job Applicant List, and the next consecutive Control Number should be assigned (starting with #1).

**Income Status** – Place a checkmark in the column headed "L/M" if the applicant's family income as shown on the Family Income Form is below the threshold for the corresponding family size. If above, leave blank.

**Unemployment Status** – Indicate yes or no if the applicant is currently unemployed.

**Employment Status** – In the column headed "Status", place a checkmark in the column which best describes the applicant's current status regarding employment with **the company**. "HIR" means the applicant has been hired; "PEN" means the application is pending and a decision to hire or reject the applicant has not been made; "REJ" means the applicant will definitely not be hired in the foreseeable future.

At the end of each quarterly reporting period, the entire roster of applicants from Control #1 through the present should be submitted. This will generally include photocopies of the previously reported lists and the list of those not previously reported. The previously submitted lists are important for the purpose of showing any updates in the status of applicants previously reported as pending. If an applicant was previously reported as pending and should now be reported as either hired or rejected, cross out the checkmark in the "PEN" column and place a new checkmark in either "HIR" or "REJ" column as applicable. Such a change in status only applies to applicants moving from a pending to either a hired or rejected status. If a previously hired applicant is no longer employed in a covered job, do not make any changes to the previous list.

**Rejected Applicants** – Applicants are considered to be rejected at such time as they are no longer being considered for employment. The final column on the form should be used to list the job title(s) for which applicant was considered, and to state the reason(s) for which each rejected applicant will no longer be considered.

Questions regarding the completion of this form should be directed to the address or phone number shown on the front of this form.

## **INSTRUCTIONS FOR QUARTERLY HIRING REPORT**

Entries should be made only for newly created covered jobs (except for the first report submitted, when retained jobs are being reported) which have become permanently filled during the reporting period. Employment which is simply a replacement of a worker for a position which already existed should not be completed on a quarterly basis and forwarded to the (Name of Community). A sample form is attached.

Questions regarding any aspect of the employment process may be directed to the (Name of Community) at (Phone #).

The form is a roster of all applicants for covered jobs and must therefore be a continuous listing. Each submission will include (1) a listing of all new applicants since the last submission and their status; and (2) changes in status for previously listed applicants. The form must be completed on a quarterly basis and forwarded to the (Name of Community). A completed sample form is attached.

**General** – The report lists all covered jobs created during the reporting quarter and retained jobs for the first reporting quarter. Covered jobs are those employment positions which have been newly created as a direct result of the project undertaken with the CDBG financing. Employment positions which already exist and have simply been refilled during the reporting period should not be listed. Only positions created during this reporting quarter need to be shown.

**Required Skills, Education and Experience** – This column should list any skills (technical skills, licenses, certifications), education (any formal education or training beyond high school), or experience (specialization and number of years) which were requirements of the employment position created. If there were no such requirements, or if training will be provided by the company in lieu of such requirements, so indicate.

**Unemployment Status** – Indicate yes or no in the column headed “unemployed” if the employment position was filled by an applicant who was unemployed prior to accepting the position as shown on the Family Income Form

**Health Insurance Available** – Indicate yes or no in the column headed “Health Benefits” if the employment position has health benefits available with it, as indicated on form 4, and if the employment position was filled by an applicant who chose to take advantage of the benefit.

**Income Status** – Place a checkmark in the column headed “L/M Hired” if the employment position was filled by an applicant whose family income as shown on the Family Income Form is below the threshold for the corresponding family size. If above, leave blank.

**Applicants Considered** – Indicate the number of applicants considered whose family income is very low income, low income and moderate income and total number of applicants considered listed on Form # 4 (Job Applicant List) who were given consideration of hiring for the listed position.

**Applicants Hired** - Indicate the number of applicants hired whose family income is very low income, low income and moderate income and total number of applicants hired as listed on Form # 4 (Job Applicant List) for the listed position.

**Hiring Process** – List in detail the manner of recruitment and selection for the listed position. The business must use a hiring practice that under usual circumstances would result in over 51% of LMI persons interviewed for applicable jobs being hired. The business must seriously consider a sufficient number of LMI job applicants to give reasonable opportunity to fill the position with such a person. 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.

Questions regarding the completion of this form should be directed to the address or phone number shown on the front of the form.