2011 EMPLOYEE SELF CERTIFICATION FORMS

***TABLE OF CONTENTS***

Directions: Press the “CTRL” button on the computer and click on the county’s name and you will automatically advance to the Employee Self Certification form for that county.

[2011 Adams County](#_Toc415835450)

[2011 Ashland County](#_Toc415835451)

[2011 Barron County](#_Toc415835452)

[2011 Bayfield County](#_Toc415835453)

[2011 Brown County](#_Toc415835454)

[2011 Buffalo County](#_Toc415835455)

[2011 Burnett County](#_Toc415835456)

[2011 Calumet County](#_Toc415835457)

[2011 Chippewa County](#_Toc415835458)

[2011 Clark County](#_Toc415835459)

[2011 Columbia County](#_Toc415835460)

[2011 Crawford County](#_Toc415835461)

[2011 Dane County](#_Toc415835462)

[2011 Dodge County](#_Toc415835463)

[2011 Door County](#_Toc415835464)

[2011 Douglas County](#_Toc415835465)

[2011 Dunn County](#_Toc415835466)

[2011 Eau Claire County](#_Toc415835467)

[2011 Florence County](#_Toc415835468)

[2011 Fond du Lac County](#_Toc415835469)

[2011 Forest County](#_Toc415835470)

[2011 Grant County](#_Toc415835471)

[2011 Green County](#_Toc415835472)

[2011 Green Lake County](#_Toc415835473)

[2011 Iowa County](#_Toc415835474)

[2011 Iron County](#_Toc415835475)

[2011 Jackson County](#_Toc415835476)

[2011 Jefferson County](#_Toc415835477)

[2011 Juneau County](#_Toc415835478)

[2011 Kenosha County](#_Toc415835479)

[2011 Kewaunee County](#_Toc415835480)

[2011 La Crosse County](#_Toc415835481)

[2011 Lafayette County](#_Toc415835482)

[2011 Langlade County](#_Toc415835483)

[2011 Lincoln County](#_Toc415835484)

[2011 Manitowoc County](#_Toc415835485)

[2011 Marathon County](#_Toc415835486)

[2011 Marinette County](#_Toc415835487)

[2011 Marquette County](#_Toc415835488)

[2011 Menominee County](#_Toc415835489)

[2011 Milwaukee County](#_Toc415835490)

[2011 Monroe County](#_Toc415835491)

[2011 Oconto County](#_Toc415835492)

[2011 Oneida County](#_Toc415835493)

[2011 Outagamie County](#_Toc415835494)

[2011 Ozaukee County](#_Toc415835495)

[2011 Pepin County](#_Toc415835496)

[2011 Pierce County](#_Toc415835497)

[2011 Polk County](#_Toc415835498)

[2011 Portage County](#_Toc415835499)

[2011 Price County](#_Toc415835500)

[2011 Racine County](#_Toc415835501)

[2011 Richland County](#_Toc415835502)

[2011 Rock County](#_Toc415835503)

[2011 Rusk County](#_Toc415835504)

[2011 Sauk County](#_Toc415835505)

[2011 Sawyer County](#_Toc415835506)

[2011 Shawano County](#_Toc415835507)

[2011 Sheboygan County](#_Toc415835508)

[2011 St. Croix County](#_Toc415835509)

[2011 Taylor County](#_Toc415835510)

[2011 Trempealeau County](#_Toc415835511)

[2011 Vernon County](#_Toc415835512)

[2011 Vilas County](#_Toc415835513)

[2011 Walworth County](#_Toc415835514)

[2011 Washburn County](#_Toc415835515)

[2011 Washington County](#_Toc415835516)

[2011 Waukesha County](#_Toc415835517)

[2011 Waupaca County](#_Toc415835518)

[2011 Waushara County](#_Toc415835519)

[2011 Winnebago County](#_Toc415835520)

[2011 Wood County](#_Toc415835521)

# 2011 Adams County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,450 | $12,451 - $20,700 | $20,701 - $33,150 | \_\_\_\_\_Greater than $33,150 |
| 2 | $0 - $14,200 | $14,201 - $23,650 | $23,651 - $37,850 | \_\_\_\_\_Greater than $37,850 |
| 3 | $0 - $16,000 | $16,001 - $26,600 | $26,601 - $42,600 | \_\_\_\_\_Greater than $42,600 |
| 4 | $0 - $17,750 | $17,751 - $29,550 | $29,551 - $47,300 | \_\_\_\_\_Greater than $47,300 |
| 5 | $0 - $19,200 | $19,201 - $31,950 | $31,951 - $51,100 | \_\_\_\_\_Greater than $51,100 |
| 6 | $0 - $20,600 | $20,601 - $34,300 | $34,301 - $54,900 | \_\_\_\_\_Greater than $54,900 |
| 7 | $0 - $22,050 | $22,051 - $36,650 | $36,651 - $58,700 | \_\_\_\_\_Greater than $58,700 |
| 8 or more | $0 - $23,450 | $23,451 - $39,050 | $39,051 - $62,450 | \_\_\_\_\_Greater than $62,450 |

Source: 2011 HUD low-moderate income level limits for *Adams County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Ashland County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,450 | $12,451 - $20,700 | $20,701 - $33,150 | \_\_\_\_\_Greater than $33,150 |
| 2 | $0 - $14,200 | $14,201 - $23,650 | $23,651 - $37,850 | \_\_\_\_\_Greater than $37,850 |
| 3 | $0 - $16,000 | $16,001 - $26,600 | $26,601 - $42,600 | \_\_\_\_\_Greater than $42,600 |
| 4 | $0 - $17,750 | $17,751 - $29,550 | $29,551 - $47,300 | \_\_\_\_\_Greater than $47,300 |
| 5 | $0 - $19,200 | $19,201 - $31,950 | $31,951 - $51,100 | \_\_\_\_\_Greater than $51,100 |
| 6 | $0 - $20,600 | $20,601 - $34,300 | $34,301 - $54,900 | \_\_\_\_\_Greater than $54,900 |
| 7 | $0 - $22,050 | $22,051 - $36,650 | $36,651 - $58,700 | \_\_\_\_\_Greater than $58,700 |
| 8 or more | $0 - $23,450 | $23,451 - $39,050 | $39,051 - $62,450 | \_\_\_\_\_Greater than $62,450 |

Source: 2011 HUD low-moderate income level limits for *Ashland County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Barron County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,450 | $12,451 - $20,700 | $20,701 - $33,150 | \_\_\_\_\_Greater than $33,150 |
| 2 | $0 - $14,200 | $14,201 - $23,650 | $23,651 - $37,850 | \_\_\_\_\_Greater than $37,850 |
| 3 | $0 - $16,000 | $16,001 - $26,600 | $26,601 - $42,600 | \_\_\_\_\_Greater than $42,600 |
| 4 | $0 - $17,750 | $17,751 - $29,550 | $29,551 - $47,300 | \_\_\_\_\_Greater than $47,300 |
| 5 | $0 - $19,200 | $19,201 - $31,950 | $31,951 - $51,100 | \_\_\_\_\_Greater than $51,100 |
| 6 | $0 - $20,600 | $20,601 - $34,300 | $34,301 - $54,900 | \_\_\_\_\_Greater than $54,900 |
| 7 | $0 - $22,050 | $22,051 - $36,650 | $36,651 - $58,700 | \_\_\_\_\_Greater than $58,700 |
| 8 or more | $0 - $23,450 | $23,451 - $39,050 | $39,051 - $62,450 | \_\_\_\_\_Greater than $62,450 |

Source: 2011 HUD low-moderate income level limits for *Barron County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Bayfield County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,450 | $12,451 - $20,700 | $20,701 - $33,150 | \_\_\_\_\_Greater than $33,150 |
| 2 | $0 - $14,200 | $14,201 - $23,650 | $23,651 - $37,850 | \_\_\_\_\_Greater than $37,850 |
| 3 | $0 - $16,000 | $16,001 - $26,600 | $26,601 - $42,600 | \_\_\_\_\_Greater than $42,600 |
| 4 | $0 - $17,750 | $17,751 - $29,550 | $29,551 - $47,300 | \_\_\_\_\_Greater than $47,300 |
| 5 | $0 - $19,200 | $19,201 - $31,950 | $31,951 - $51,100 | \_\_\_\_\_Greater than $51,100 |
| 6 | $0 - $20,600 | $20,601 - $34,300 | $34,301 - $54,900 | \_\_\_\_\_Greater than $54,900 |
| 7 | $0 - $22,050 | $22,051 - $36,650 | $36,651 - $58,700 | \_\_\_\_\_Greater than $58,700 |
| 8 or more | $0 - $23,450 | $23,451 - $39,050 | $39,051 - $62,450 | \_\_\_\_\_Greater than $62,450 |

Source: 2011 HUD low-moderate income level limits for *Bayfield County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Brown County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $14,250 | $14,251 - $23,700 | $23,701 - $37,900 | \_\_\_\_\_Greater than $37,900 |
| 2 | $0 - $16,250 | $16,251 - $27,050 | $27,051 - $43,300 | \_\_\_\_\_Greater than $43,300 |
| 3 | $0 - $18,300 | $18,301 - $30,450 | $30,451 - $48,700 | \_\_\_\_\_Greater than $48,700 |
| 4 | $0 - $20,300 | $20,301 - $33,,800 | $33,801 - $54,100 | \_\_\_\_\_Greater than $54,100 |
| 5 | $0 - $21,950 | $21,951 - $36,550 | $36,551 - $58,450 | \_\_\_\_\_Greater than $58,450 |
| 6 | $0 - $23,550 | $23,551 - $39,250 | $39,251 - $62,800 | \_\_\_\_\_Greater than $62,800 |
| 7 | $0 - $25,200 | $25,201 - $41,950 | $41,951 - $67,100 | \_\_\_\_\_Greater than $67,100 |
| 8 or more | $0 - $26,800 | $26,801 - $44,650 | $44,651 - $71,450 | \_\_\_\_\_Greater than $71,450 |

Source: 2011 HUD low-moderate income level limits for *Brown County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Buffalo County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,600 | $12,601 - $21,000 | $21,001 - $33,550 | \_\_\_\_\_Greater than $33,550 |
| 2 | $0 - $14,400 | $14,401 - $24,000 | $24,001 - $38,350 | \_\_\_\_\_Greater than $38,350 |
| 3 | $0 - $16,200 | $16,201 - $27,000 | $27,001 - $43,150 | \_\_\_\_\_Greater than $43,150 |
| 4 | $0 - $17,950 | $17,951 - $29,950 | $29,951 - $47,900 | \_\_\_\_\_Greater than $47,900 |
| 5 | $0 - $19,400 | $19,401 - $32,350 | $32,351 - $51,750 | \_\_\_\_\_Greater than $51,750 |
| 6 | $0 - $20,850 | $20,851 - $34,750 | $34,751 - $55,600 | \_\_\_\_\_Greater than $55,600 |
| 7 | $0 - $22,300 | $22,301 - $37,150 | $37,151 - $59,400 | \_\_\_\_\_Greater than $59,400 |
| 8 or more | $0 - $23,700 | $23,701 - $39,550 | $39,551 - $63,250 | \_\_\_\_\_Greater than $63,250 |

Source: 2011 HUD low-moderate income level limits for *Buffalo County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Burnett County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,450 | $12,451 - $20,700 | $20,701 - $33,150 | \_\_\_\_\_Greater than $33,150 |
| 2 | $0 - $14,200 | $14,201 - $23,650 | $23,651 - $37,850 | \_\_\_\_\_Greater than $37,850 |
| 3 | $0 - $16,000 | $16,001 - $26,600 | $26,601 - $42,600 | \_\_\_\_\_Greater than $42,600 |
| 4 | $0 - $17,750 | $17,751 - $29,550 | $29,551 - $47,300 | \_\_\_\_\_Greater than $47,300 |
| 5 | $0 - $19,200 | $19,201 - $31,950 | $31,951 - $51,100 | \_\_\_\_\_Greater than $51,100 |
| 6 | $0 - $20,600 | $20,601 - $34,300 | $34,301 - $54,900 | \_\_\_\_\_Greater than $54,900 |
| 7 | $0 - $22,050 | $22,051 - $36,650 | $36,651 - $58,700 | \_\_\_\_\_Greater than $58,700 |
| 8 or more | $0 - $23,450 | $23,451 - $39,050 | $39,051 - $62,450 | \_\_\_\_\_Greater than $62,450 |

Source: 2011 HUD low-moderate income level limits for *Burnett County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Calumet County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $15,300 | $15,301 - $25,450 | $25,451 - $40,700 | \_\_\_\_\_Greater than $40,700 |
| 2 | $0 - $17,450 | $17,451 - $29,050 | $29,051 - $46,500 | \_\_\_\_\_Greater than $46,500 |
| 3 | $0 - $19,650 | $19,651 - $32,700 | $32,701 - $52,300 | \_\_\_\_\_Greater than $52,300 |
| 4 | $0 - $21,800 | $21,801 - $36,300 | $36,301 - $58,100 | \_\_\_\_\_Greater than $58,100 |
| 5 | $0 - $23,550 | $23,551 - $39,250 | $39,251 - $62,750 | \_\_\_\_\_Greater than $62,750 |
| 6 | $0 - $25,300 | $25,301 - $42,150 | $42,151 - $67,400 | \_\_\_\_\_Greater than $67,400 |
| 7 | $0 - $27,050 | $27,051 - $45,050 | $45,051 - $72,050 | \_\_\_\_\_Greater than $72,050 |
| 8 or more | $0 - $28,800 | $28,801 - $47,950 | $47,951 - $76,700 | \_\_\_\_\_Greater than $76,700 |

Source: 2011 HUD low-moderate income level limits for *Calumet County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Chippewa County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $13,400 | $13,401 - $22,300 | $22,301 - $35,700 | \_\_\_\_\_Greater than $35,700 |
| 2 | $0 - $15,300 | $15,301 - $25,500 | $25,501 - $40,800 | \_\_\_\_\_Greater than $40,800 |
| 3 | $0 - $17,200 | $17,201 - $28,700 | $28,701 - $45,900 | \_\_\_\_\_Greater than $45,900 |
| 4 | $0 - $19,100 | $19,101 - $31,850 | $31,851 - $50,950 | \_\_\_\_\_Greater than $50,950 |
| 5 | $0 - $20,650 | $20,651 - $34,400 | $34,401 - $55,050 | \_\_\_\_\_Greater than $55,050 |
| 6 | $0 - $22,200 | $22,201 - $36,950 | $36,951 - $59,150 | \_\_\_\_\_Greater than $59,150 |
| 7 | $0 - $23,700 | $23,701 - $39,500 | $39,501 - $63,200 | \_\_\_\_\_Greater than $63,200 |
| 8 or more | $0 - $25,250 | $25,251 - $42,050 | $42,051 - $67,300 | \_\_\_\_\_Greater than $67,300 |

Source: 2011 HUD low-moderate income level limits for *Chippewa County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Clark County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,450 | $12,451 - $20,700 | $20,701 - $33,150 | \_\_\_\_\_Greater than $33,150 |
| 2 | $0 - $14,200 | $14,201 - $23,650 | $23,651 - $37,850 | \_\_\_\_\_Greater than $37,850 |
| 3 | $0 - $16,000 | $16,001 - $26,600 | $26,601 - $42,600 | \_\_\_\_\_Greater than $42,600 |
| 4 | $0 - $17,750 | $17,751 - $29,550 | $29,551 - $47,300 | \_\_\_\_\_Greater than $47,300 |
| 5 | $0 - $19,200 | $19,201 - $31,950 | $31,951 - $51,100 | \_\_\_\_\_Greater than $51,100 |
| 6 | $0 - $20,600 | $20,601 - $34,300 | $34,301 - $54,900 | \_\_\_\_\_Greater than $54,900 |
| 7 | $0 - $22,050 | $22,051 - $36,650 | $36,651 - $58,700 | \_\_\_\_\_Greater than $58,700 |
| 8 or more | $0 - $23,450 | $23,451 - $39,050 | $39,051 - $62,450 | \_\_\_\_\_Greater than $62,450 |

Source: 2011 HUD low-moderate income level limits for *Clark County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Columbia County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $14,550 | $14,551 - $24,200 | $24,201 - $38,750 | \_\_\_\_\_Greater than $38,750 |
| 2 | $0 - $16,600 | $16,601 - $27,650 | $27,651 - $44,250 | \_\_\_\_\_Greater than $44,250 |
| 3 | $0 - $18,700 | $18,701 - $31,100 | $31,101 - $49,800 | \_\_\_\_\_Greater than $49,800 |
| 4 | $0 - $20,750 | $20,751 - $34,550 | $34,551 - $55,300 | \_\_\_\_\_Greater than $55,300 |
| 5 | $0 - $22,450 | $22,451 - $37,350 | $37,351 - $59,750 | \_\_\_\_\_Greater than $59,750 |
| 6 | $0 - $24,100 | $24,101 - $40,100 | $40,101 - $64,150 | \_\_\_\_\_Greater than $64,150 |
| 7 | $0 - $25,750 | $25,751 - $42,850 | $42,851 - $68,600 | \_\_\_\_\_Greater than $68,600 |
| 8 or more | $0 - $27,400 | $27,401 - $45,650 | $45,651 - $73,000 | \_\_\_\_\_Greater than $73,000 |

Source: 2011 HUD low-moderate income level limits for *Columbia County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Crawford County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,450 | $12,451 - $20,700 | $20,701 - $33,150 | \_\_\_\_\_Greater than $33,150 |
| 2 | $0 - $14,200 | $14,201 - $23,650 | $23,651 - $37,850 | \_\_\_\_\_Greater than $37,850 |
| 3 | $0 - $16,000 | $16,001 - $26,600 | $26,601 - $42,600 | \_\_\_\_\_Greater than $42,600 |
| 4 | $0 - $17,750 | $17,751 - $29,550 | $29,551 - $47,300 | \_\_\_\_\_Greater than $47,300 |
| 5 | $0 - $19,200 | $19,201 - $31,950 | $31,951 - $51,100 | \_\_\_\_\_Greater than $51,100 |
| 6 | $0 - $20,600 | $20,601 - $34,300 | $34,301 - $54,900 | \_\_\_\_\_Greater than $54,900 |
| 7 | $0 - $22,050 | $22,051 - $36,650 | $36,651 - $58,700 | \_\_\_\_\_Greater than $58,700 |
| 8 or more | $0 - $23,450 | $23,451 - $39,050 | $39,051 - $62,450 | \_\_\_\_\_Greater than $62,450 |

Source: 2011 HUD low-moderate income level limits for *Crawford County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Dane County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $17,200 | $17,201 - $28,650 | $28,651 - $44,950 | \_\_\_\_\_Greater than $44,950 |
| 2 | $0 - $19,650 | $19,651 - $32,750 | $32,751 - $51,400 | \_\_\_\_\_Greater than $51,400 |
| 3 | $0 - $22,100 | $22,101 - $36,850 | $36,851 - $57,800 | \_\_\_\_\_Greater than $57,800 |
| 4 | $0 - $24,550 | $24,551 - $40,900 | $40,901 - $64,200 | \_\_\_\_\_Greater than $64,200 |
| 5 | $0 - $26,550 | $26,551 - $44,200 | $44,201 - $69,350 | \_\_\_\_\_Greater than $69,350 |
| 6 | $0 - $28,500 | $28,501 - $47,450 | $47,451 - $74,500 | \_\_\_\_\_Greater than $74,500 |
| 7 | $0 - $30,450 | $30,451 - $50,750 | $50,751 - $79,650 | \_\_\_\_\_Greater than $79,650 |
| 8 or more | $0 - $32,450 | $32,451 - $54,000 | $54,001 - $84,750 | \_\_\_\_\_Greater than $84,750 |

Source: 2011 HUD low-moderate income level limits for *Dane County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Dodge County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $13,800 | $13,801 - $23,000 | $23,001 - $36,800 | \_\_\_\_\_Greater than $36,800 |
| 2 | $0 - $15,800 | $15,801 - $26,300 | $26,301 - $42,050 | \_\_\_\_\_Greater than $42,050 |
| 3 | $0 - $17,750 | $17,751 - $29,600 | $29,601 - $47,300 | \_\_\_\_\_Greater than $47,300 |
| 4 | $0 - $19,700 | $19,701 - $32,850 | $32,851 - $52,550 | \_\_\_\_\_Greater than $52,550 |
| 5 | $0 - $21,300 | $21,301 - $35,500 | $35,501 - $56,800 | \_\_\_\_\_Greater than $56,800 |
| 6 | $0 - $22,900 | $22,901 - $38,150 | $38,151 - $61,000 | \_\_\_\_\_Greater than $61,000 |
| 7 | $0 - $24,450 | $24,451 - $40,750 | $40,751 - $65,200 | \_\_\_\_\_Greater than $65,200 |
| 8 or more | $0 - $26,050 | $26,051 - $43,400 | $43,401 - $69,400 | \_\_\_\_\_Greater than $69,400 |

Source: 2011 HUD low-moderate income level limits for *Dodge County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Door County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $13,050 | $13,051 - $21,700 | $21,701 - $34,750 | \_\_\_\_\_Greater than $34,750 |
| 2 | $0 - $14,900 | $14,901 - $24,800 | $24,801 - $39,700 | \_\_\_\_\_Greater than $39,700 |
| 3 | $0 - $16,750 | $16,751 - $27,900 | $27,901 - $44,650 | \_\_\_\_\_Greater than $44,650 |
| 4 | $0 - $18,600 | $18,601 - $31,000 | $31,001 - $49,600 | \_\_\_\_\_Greater than $49,600 |
| 5 | $0 - $20,100 | $20,101 - $33,500 | $33,501 - $53,600 | \_\_\_\_\_Greater than $53,600 |
| 6 | $0 - $21,600 | $21,601 - $36,000 | $36,001 - $57,550 | \_\_\_\_\_Greater than $57,550 |
| 7 | $0 - $23,100 | $23,101 - $38,450 | $38,451 - $61,550 | \_\_\_\_\_Greater than $61,550 |
| 8 or more | $0 - $24,600 | $24,601 - $40,950 | $40,951 - $65,500 | \_\_\_\_\_Greater than $65,500 |

Source: 2011 HUD low-moderate income level limits for *Door County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Douglas County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,950 | $12,951 - $21,550 | $21,551 - $34,450 | \_\_\_\_\_Greater than $34,450 |
| 2 | $0 - $14,800 | $14,801 - $24,600 | $24,601 - $39,400 | \_\_\_\_\_Greater than $39,400 |
| 3 | $0 - $16,650 | $16,651 - $27,700 | $27,701 - $44,300 | \_\_\_\_\_Greater than $44,300 |
| 4 | $0 - $18,450 | $18,451 - $30,750 | $30,751 - $49,200 | \_\_\_\_\_Greater than $49,200 |
| 5 | $0 - $19,950 | $19,951 - $33,250 | $33,251 - $53,150 | \_\_\_\_\_Greater than $53,150 |
| 6 | $0 - $21,450 | $21,451 - $35,700 | $35,701 - $57,100 | \_\_\_\_\_Greater than $57,100 |
| 7 | $0 - $22,900 | $22,901 - $38,150 | $38,151 - $61,050 | \_\_\_\_\_Greater than $61,050 |
| 8 or more | $0 - $24,400 | $24,401 - $40,600 | $40,601 - $64,950 | \_\_\_\_\_Greater than $64,950 |

Source: 2011 HUD low-moderate income level limits for *Douglas County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Dunn County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $13,400 | $13,401 - $22,300 | $22,301 - $35,700 | \_\_\_\_\_Greater than $35,700 |
| 2 | $0 - $15,300 | $15,301 - $25,500 | $25,501 - $40,800 | \_\_\_\_\_Greater than $40,800 |
| 3 | $0 - $17,200 | $17,201 - $28,700 | $28,701 - $45,900 | \_\_\_\_\_Greater than $45,900 |
| 4 | $0 - $19,100 | $19,101 - $31,850 | $31,851 - $50,950 | \_\_\_\_\_Greater than $50,950 |
| 5 | $0 - $20,650 | $20,651 - $34,400 | $34,401 - $55,050 | \_\_\_\_\_Greater than $55,050 |
| 6 | $0 - $22,200 | $22,201 - $36,950 | $36,951 - $59,150 | \_\_\_\_\_Greater than $59,150 |
| 7 | $0 - $23,700 | $23,701 - $39,500 | $39,501 - $63,200 | \_\_\_\_\_Greater than $63,200 |
| 8 or more | $0 - $25,250 | $25,251 - $42,050 | $42,051 - $67,300 | \_\_\_\_\_Greater than $67,300 |

Source: 2011 HUD low-moderate income level limits for *Dunn County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Eau Claire County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $13,400 | $13,401 - $22,300 | $22,301 - $35,700 | \_\_\_\_\_Greater than $35,700 |
| 2 | $0 - $15,300 | $15,301 - $25,500 | $25,501 - $40,800 | \_\_\_\_\_Greater than $40,800 |
| 3 | $0 - $17,200 | $17,201 - $28,700 | $28,701 - $45,900 | \_\_\_\_\_Greater than $45,900 |
| 4 | $0 - $19,100 | $19,101 - $31,850 | $31,851 - $50,950 | \_\_\_\_\_Greater than $50,950 |
| 5 | $0 - $20,650 | $20,651 - $34,400 | $34,401 - $55,050 | \_\_\_\_\_Greater than $55,050 |
| 6 | $0 - $22,200 | $22,201 - $36,950 | $36,951 - $59,150 | \_\_\_\_\_Greater than $59,150 |
| 7 | $0 - $23,700 | $23,701 - $39,500 | $39,501 - $63,200 | \_\_\_\_\_Greater than $63,200 |
| 8 or more | $0 - $25,250 | $25,251 - $42,050 | $42,051 - $67,300 | \_\_\_\_\_Greater than $67,300 |

Source: 2011 HUD low-moderate income level limits for *Eau Claire County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Florence County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,450 | $12,451 - $20,700 | $20,701 - $33,150 | \_\_\_\_\_Greater than $33,150 |
| 2 | $0 - $14,200 | $14,201 - $23,650 | $23,651 - $37,850 | \_\_\_\_\_Greater than $37,850 |
| 3 | $0 - $16,000 | $16,001 - $26,600 | $26,601 - $42,600 | \_\_\_\_\_Greater than $42,600 |
| 4 | $0 - $17,750 | $17,751 - $29,550 | $29,551 - $47,300 | \_\_\_\_\_Greater than $47,300 |
| 5 | $0 - $19,200 | $19,201 - $31,950 | $31,951 - $51,100 | \_\_\_\_\_Greater than $51,100 |
| 6 | $0 - $20,600 | $20,601 - $34,300 | $34,301 - $54,900 | \_\_\_\_\_Greater than $54,900 |
| 7 | $0 - $22,050 | $22,051 - $36,650 | $36,651 - $58,700 | \_\_\_\_\_Greater than $58,700 |
| 8 or more | $0 - $23,450 | $23,451 - $39,050 | $39,051 - $62,450 | \_\_\_\_\_Greater than $62,450 |

Source: 2011 HUD low-moderate income level limits for *Florence County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Fond du Lac County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $14,050 | $14,051 - $23,450 | $23,451 - $37,450 | \_\_\_\_\_Greater than $37,450 |
| 2 | $0 - $16,050 | $16,051 - $26,800 | $26,801 - $42,800 | \_\_\_\_\_Greater than $42,800 |
| 3 | $0 - $18,050 | $18,051 - $30,150 | $30,151 - $48,150 | \_\_\_\_\_Greater than $48,150 |
| 4 | $0 - $20,050 | $20,051 - $33,450 | $33,451 - $53,500 | \_\_\_\_\_Greater than $53,500 |
| 5 | $0 - $21,700 | $21,701 - $36,150 | $36,151 - $57,800 | \_\_\_\_\_Greater than $57,800 |
| 6 | $0 - $23,300 | $23,301 - $38,850 | $38,851 - $62,100 | \_\_\_\_\_Greater than $62,100 |
| 7 | $0 - $24,900 | $24,901 - $41,500 | $41,501 - $66,350 | \_\_\_\_\_Greater than $66,350 |
| 8 or more | $0 - $26,500 | $26,501 - $44,200 | $44,201 - $70,650 | \_\_\_\_\_Greater than $70,650 |

Source: 2011 HUD low-moderate income level limits for *Fond du Lac County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Forest County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,450 | $12,451 - $20,700 | $20,701 - $33,150 | \_\_\_\_\_Greater than $33,150 |
| 2 | $0 - $14,200 | $14,201 - $23,650 | $23,651 - $37,850 | \_\_\_\_\_Greater than $37,850 |
| 3 | $0 - $16,000 | $16,001 - $26,600 | $26,601 - $42,600 | \_\_\_\_\_Greater than $42,600 |
| 4 | $0 - $17,750 | $17,751 - $29,550 | $29,551 - $47,300 | \_\_\_\_\_Greater than $47,300 |
| 5 | $0 - $19,200 | $19,201 - $31,950 | $31,951 - $51,100 | \_\_\_\_\_Greater than $51,100 |
| 6 | $0 - $20,600 | $20,601 - $34,300 | $34,301 - $54,900 | \_\_\_\_\_Greater than $54,900 |
| 7 | $0 - $22,050 | $22,051 - $36,650 | $36,651 - $58,700 | \_\_\_\_\_Greater than $58,700 |
| 8 or more | $0 - $23,450 | $23,451 - $39,050 | $39,051 - $62,450 | \_\_\_\_\_Greater than $62,450 |

Source: 2011 HUD low-moderate income level limits for *Forest County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Grant County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,450 | $12,451 - $20,700 | $20,701 - $33,150 | \_\_\_\_\_Greater than $33,150 |
| 2 | $0 - $14,200 | $14,201 - $23,650 | $23,651 - $37,850 | \_\_\_\_\_Greater than $37,850 |
| 3 | $0 - $16,000 | $16,001 - $26,600 | $26,601 - $42,600 | \_\_\_\_\_Greater than $42,600 |
| 4 | $0 - $17,750 | $17,751 - $29,550 | $29,551 - $47,300 | \_\_\_\_\_Greater than $47,300 |
| 5 | $0 - $19,200 | $19,201 - $31,950 | $31,951 - $51,100 | \_\_\_\_\_Greater than $51,100 |
| 6 | $0 - $20,600 | $20,601 - $34,300 | $34,301 - $54,900 | \_\_\_\_\_Greater than $54,900 |
| 7 | $0 - $22,050 | $22,051 - $36,650 | $36,651 - $58,700 | \_\_\_\_\_Greater than $58,700 |
| 8 or more | $0 - $23,450 | $23,451 - $39,050 | $39,051 - $62,450 | \_\_\_\_\_Greater than $62,450 |

Source: 2011 HUD low-moderate income level limits for *Grant County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Green County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $13,950 | $13,951 - $23,250 | $23,251 - $37,200 | \_\_\_\_\_Greater than $37,200 |
| 2 | $0 - $15,950 | $15,951 - $26,600 | $26,601 - $42,500 | \_\_\_\_\_Greater than $42,500 |
| 3 | $0 - $17,950 | $17,951 - $29,900 | $29,901 - $47,800 | \_\_\_\_\_Greater than $47,800 |
| 4 | $0 - $19,900 | $19,901 - $33,200 | $33,201 - $53,100 | \_\_\_\_\_Greater than $53,100 |
| 5 | $0 - $21,500 | $21,501 - $35,900 | $35,901 - $57,350 | \_\_\_\_\_Greater than $57,350 |
| 6 | $0 - $23,100 | $23,101 - $38,550 | $38,551 - $61,600 | \_\_\_\_\_Greater than $61,600 |
| 7 | $0 - $24,700 | $24,701 - $41,200 | $41,201 - $65,850 | \_\_\_\_\_Greater than $65,850 |
| 8 or more | $0 - $26,300 | $26,301 - $43,850 | $43,851 - $70,100 | \_\_\_\_\_Greater than $70,100 |

Source: 2011 HUD low-moderate income level limits for *Green County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Green Lake County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $13,000 | $13,001 - $21,700 | $21,701 - $34,650 | \_\_\_\_\_Greater than $34,650 |
| 2 | $0 - $14,850 | $14,851 - $24,800 | $24,801 - $39,600 | \_\_\_\_\_Greater than $39,600 |
| 3 | $0 - $16,700 | $16,701 - $27,900 | $27,901 - $44,550 | \_\_\_\_\_Greater than $44,550 |
| 4 | $0 - $18,550 | $18,551 - $30,950 | $30,951 - $49,500 | \_\_\_\_\_Greater than $49,500 |
| 5 | $0 - $20,050 | $20,051 - $33,450 | $33,451 - $53,500 | \_\_\_\_\_Greater than $53,500 |
| 6 | $0 - $21,550 | $21,551 - $35,950 | $35,951 - $57,450 | \_\_\_\_\_Greater than $57,450 |
| 7 | $0 - $23,050 | $23,051 - $38,400 | $38,401 - $61,400 | \_\_\_\_\_Greater than $61,400 |
| 8 or more | $0 - $24,500 | $24,501 - $40,900 | $40,901 - $65,350 | \_\_\_\_\_Greater than $65,350 |

Source: 2011 HUD low-moderate income level limits for *Green Lake County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Iowa County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $14,600 | $14,601 - $24,300 | $24,301 - $38,850 | \_\_\_\_\_Greater than $38,850 |
| 2 | $0 - $16,650 | $16,651 - $27,800 | $27,801 - $44,400 | \_\_\_\_\_Greater than $44,400 |
| 3 | $0 - $18,750 | $18,751 - $31,250 | $31,251 - $49,950 | \_\_\_\_\_Greater than $49,950 |
| 4 | $0 - $20,800 | $20,801 - $34,700 | $34,701 - $55,500 | \_\_\_\_\_Greater than $55,500 |
| 5 | $0 - $22,500 | $22,501 - $37,500 | $37,501 - $59,950 | \_\_\_\_\_Greater than $59,950 |
| 6 | $0 - $24,150 | $24,151 - $40,300 | $40,301 - $64,400 | \_\_\_\_\_Greater than $64,400 |
| 7 | $0 - $25,800 | $25,801 - $43,050 | $43,051 - $68,850 | \_\_\_\_\_Greater than $68,850 |
| 8 or more | $0 - $27,500 | $27,501 - $45,850 | $45,851 - $73,300 | \_\_\_\_\_Greater than $73,300 |

Source: 2011 HUD low-moderate income level limits for *Iowa County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Iron County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,450 | $12,451 - $20,700 | $20,701 - $33,150 | \_\_\_\_\_Greater than $33,150 |
| 2 | $0 - $14,200 | $14,201 - $23,650 | $23,651 - $37,850 | \_\_\_\_\_Greater than $37,850 |
| 3 | $0 - $16,000 | $16,001 - $26,600 | $26,601 - $42,600 | \_\_\_\_\_Greater than $42,600 |
| 4 | $0 - $17,750 | $17,751 - $29,550 | $29,551 - $47,300 | \_\_\_\_\_Greater than $47,300 |
| 5 | $0 - $19,200 | $19,201 - $31,950 | $31,951 - $51,100 | \_\_\_\_\_Greater than $51,100 |
| 6 | $0 - $20,600 | $20,601 - $34,300 | $34,301 - $54,900 | \_\_\_\_\_Greater than $54,900 |
| 7 | $0 - $22,050 | $22,051 - $36,650 | $36,651 - $58,700 | \_\_\_\_\_Greater than $58,700 |
| 8 or more | $0 - $23,450 | $23,451 - $39,050 | $39,051 - $62,450 | \_\_\_\_\_Greater than $62,450 |

Source: 2011 HUD low-moderate income level limits for *Iron County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Jackson County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,450 | $12,451 - $20,700 | $20,701 - $33,150 | \_\_\_\_\_Greater than $33,150 |
| 2 | $0 - $14,200 | $14,201 - $23,650 | $23,651 - $37,850 | \_\_\_\_\_Greater than $37,850 |
| 3 | $0 - $16,000 | $16,001 - $26,600 | $26,601 - $42,600 | \_\_\_\_\_Greater than $42,600 |
| 4 | $0 - $17,750 | $17,751 - $29,550 | $29,551 - $47,300 | \_\_\_\_\_Greater than $47,300 |
| 5 | $0 - $19,200 | $19,201 - $31,950 | $31,951 - $51,100 | \_\_\_\_\_Greater than $51,100 |
| 6 | $0 - $20,600 | $20,601 - $34,300 | $34,301 - $54,900 | \_\_\_\_\_Greater than $54,900 |
| 7 | $0 - $22,050 | $22,051 - $36,650 | $36,651 - $58,700 | \_\_\_\_\_Greater than $58,700 |
| 8 or more | $0 - $23,450 | $23,451 - $39,050 | $39,051 - $62,450 | \_\_\_\_\_Greater than $62,450 |

Source: 2011 HUD low-moderate income level limits for *Jackson County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Jefferson County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $14,700 | $14,701 - $24,500 | $24,501 - $39,150 | \_\_\_\_\_Greater than $39,150 |
| 2 | $0 - $16,800 | $16,801 - $28,000 | $28,001 - $44,750 | \_\_\_\_\_Greater than $44,750 |
| 3 | $0 - $18,900 | $18,901 - $31,500 | $31,501 - $50,350 | \_\_\_\_\_Greater than $50,350 |
| 4 | $0 - $20,950 | $20,951 - $34,950 | $34,951 - $55,900 | \_\_\_\_\_Greater than $55,900 |
| 5 | $0 - $22,650 | $22,651 - $37,750 | $37,751 - $60,400 | \_\_\_\_\_Greater than $60,400 |
| 6 | $0 - $24,350 | $24,351 - $40,550 | $40,551 - $64,850 | \_\_\_\_\_Greater than $64,850 |
| 7 | $0 - $26,000 | $26,001 - $43,350 | $43,351 - $69,350 | \_\_\_\_\_Greater than $69,350 |
| 8 or more | $0 - $27,700 | $27,701 - $46,150 | $46,151 - $73,800 | \_\_\_\_\_Greater than $73,800 |

Source: 2011 HUD low-moderate income level limits for *Jefferson County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Juneau County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,450 | $12,451 - $20,700 | $20,701 - $33,150 | \_\_\_\_\_Greater than $33,150 |
| 2 | $0 - $14,200 | $14,201 - $23,650 | $23,651 - $37,850 | \_\_\_\_\_Greater than $37,850 |
| 3 | $0 - $16,000 | $16,001 - $26,600 | $26,601 - $42,600 | \_\_\_\_\_Greater than $42,600 |
| 4 | $0 - $17,750 | $17,751 - $29,550 | $29,551 - $47,300 | \_\_\_\_\_Greater than $47,300 |
| 5 | $0 - $19,200 | $19,201 - $31,950 | $31,951 - $51,100 | \_\_\_\_\_Greater than $51,100 |
| 6 | $0 - $20,600 | $20,601 - $34,300 | $34,301 - $54,900 | \_\_\_\_\_Greater than $54,900 |
| 7 | $0 - $22,050 | $22,051 - $36,650 | $36,651 - $58,700 | \_\_\_\_\_Greater than $58,700 |
| 8 or more | $0 - $23,450 | $23,451 - $39,050 | $39,051 - $62,450 | \_\_\_\_\_Greater than $62,450 |

Source: 2011 HUD low-moderate income level limits for *Juneau County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Kenosha County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $14,950 | $14,951 - $24,900 | $24,901 - $39,850 | \_\_\_\_\_Greater than $39,850 |
| 2 | $0 - $17,100 | $17,101 - $28,450 | $28,451 - $45,550 | \_\_\_\_\_Greater than $45,550 |
| 3 | $0 - $19,250 | $19,251 - $32,000 | $32,001 - $51,250 | \_\_\_\_\_Greater than $51,250 |
| 4 | $0 - $21,350 | $21,351 - $35,550 | $35,551 - $56,900 | \_\_\_\_\_Greater than $56,900 |
| 5 | $0 - $23,100 | $23,101 - $38,400 | $38,401 - $61,500 | \_\_\_\_\_Greater than $61,500 |
| 6 | $0 - $24,800 | $24,801 - $41,250 | $41,251 - $66,050 | \_\_\_\_\_Greater than $66,050 |
| 7 | $0 - $26,500 | $26,501 - $44,100 | $44,101 - $70,600 | \_\_\_\_\_Greater than $70,600 |
| 8 or more | $0 - $28,200 | $28,201 - $46,950 | $46,951 - $75,150 | \_\_\_\_\_Greater than $75,150 |

Source: 2011 HUD low-moderate income level limits for *Kenosha County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Kewaunee County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $14,250 | $14,251 - $23,700 | $23,701 - $37,900 | \_\_\_\_\_Greater than $37,900 |
| 2 | $0 - $16,250 | $16,251 - $27,050 | $27,051 - $43,300 | \_\_\_\_\_Greater than $43,300 |
| 3 | $0 - $18,300 | $18,301 - $30,450 | $30,451 - $48,700 | \_\_\_\_\_Greater than $48,700 |
| 4 | $0 - $20,300 | $20,301 - $33,800 | $33,801 - $54,100 | \_\_\_\_\_Greater than $54,100 |
| 5 | $0 - $21,950 | $21,951 - $36,550 | $36,551 - $58,450 | \_\_\_\_\_Greater than $58,450 |
| 6 | $0 - $23,550 | $23,551 - $39,250 | $39,251 - $62,800 | \_\_\_\_\_Greater than $62,800 |
| 7 | $0 - $25,200 | $25,201 - $41,950 | $41,951 - $67,100 | \_\_\_\_\_Greater than $67,100 |
| 8 or more | $0 - $26,800 | $26,801 - $44,650 | $44,651 - $71,450 | \_\_\_\_\_Greater than $71,450 |

Source: 2011 HUD low-moderate income level limits for *Kewaunee County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 La Crosse County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $14,000 | $14,001 - $23,350 | $23,351 - $37,350 | \_\_\_\_\_Greater than $37,350 |
| 2 | $0 - $16,000 | $16,001 - $26,650 | $26,651 - $42,650 | \_\_\_\_\_Greater than $42,650 |
| 3 | $0 - $18,000 | $18,001 - $30,000 | $30,001 - $48,000 | \_\_\_\_\_Greater than $48,000 |
| 4 | $0 - $20,000 | $20,001 - $33,300 | $33,301 - $53,300 | \_\_\_\_\_Greater than $53,300 |
| 5 | $0 - $21,600 | $21,601 - $36,000 | $36,001 - $57,600 | \_\_\_\_\_Greater than $57,600 |
| 6 | $0 - $23,200 | $23,201 - $38,650 | $38,651 - $61,850 | \_\_\_\_\_Greater than $61,850 |
| 7 | $0 - $24,800 | $24,801 - $41,300 | $41,301 - $66,100 | \_\_\_\_\_Greater than $66,100 |
| 8 or more | $0 - $26,400 | $26,401 - $44,000 | $44,001 - $70,400 | \_\_\_\_\_Greater than $70,400 |

Source: 2011 HUD low-moderate income level limits for *La Crosse County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Lafayette County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,650 | $12,651 - $21,100 | $21,101 - $33,750 | \_\_\_\_\_Greater than $33,750 |
| 2 | $0 - $14,450 | $14,451 - $24,100 | $24,101 - $38,550 | \_\_\_\_\_Greater than $38,550 |
| 3 | $0 - $16,250 | $16,251 - $27,100 | $27,101 - $43,350 | \_\_\_\_\_Greater than $43,350 |
| 4 | $0 - $18,050 | $18,051 - $30,100 | $30,101 - $48,150 | \_\_\_\_\_Greater than $48,150 |
| 5 | $0 - $19,500 | $19,501 - $32,550 | $32,551 - $52,050 | \_\_\_\_\_Greater than $52,050 |
| 6 | $0 - $20,950 | $20,951 - $34,950 | $34,951 - $55,900 | \_\_\_\_\_Greater than $55,900 |
| 7 | $0 - $22,400 | $22,401 - $37,350 | $37,351 - $59,750 | \_\_\_\_\_Greater than $59,750 |
| 8 or more | $0 - $23,850 | $23,851 - $39,750 | $39,751 - $63,600 | \_\_\_\_\_Greater than $63,600 |

Source: 2011 HUD low-moderate income level limits for *Lafayette County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Langlade County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,450 | $12,451 - $20,700 | $20,701 - $33,150 | \_\_\_\_\_Greater than $33,150 |
| 2 | $0 - $14,200 | $14,201 - $23,650 | $23,651 - $37,850 | \_\_\_\_\_Greater than $37,850 |
| 3 | $0 - $16,000 | $16,001 - $26,600 | $26,601 - $42,600 | \_\_\_\_\_Greater than $42,600 |
| 4 | $0 - $17,750 | $17,751 - $29,550 | $29,551 - $47,300 | \_\_\_\_\_Greater than $47,300 |
| 5 | $0 - $19,200 | $19,201 - $31,950 | $31,951 - $51,100 | \_\_\_\_\_Greater than $51,100 |
| 6 | $0 - $20,600 | $20,601 - $34,300 | $34,301 - $54,900 | \_\_\_\_\_Greater than $54,900 |
| 7 | $0 - $22,050 | $22,051 - $36,650 | $36,651 - $58,700 | \_\_\_\_\_Greater than $58,700 |
| 8 or more | $0 - $23,450 | $23,451 - $39,050 | $39,051 - $62,450 | \_\_\_\_\_Greater than $62,450 |

Source: 2011 HUD low-moderate income level limits for *Langlade County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Lincoln County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,950 | $12,951 - $21,600 | $21,601 - $34,550 | \_\_\_\_\_Greater than $34,550 |
| 2 | $0 - $14,800 | $14,801 - $24,650 | $24,651 - $39,450 | \_\_\_\_\_Greater than $39,450 |
| 3 | $0 - $16,650 | $16,651 - $27,750 | $27,751 - $44,400 | \_\_\_\_\_Greater than $44,400 |
| 4 | $0 - $18,500 | $18,501 - $30,800 | $30,801 - $49,300 | \_\_\_\_\_Greater than $49,300 |
| 5 | $0 - $20,000 | $20,001 - $33,300 | $33,301 - $53,250 | \_\_\_\_\_Greater than $53,250 |
| 6 | $0 - $21,500 | $21,501 - $35,750 | $35,751 - $57,200 | \_\_\_\_\_Greater than $57,200 |
| 7 | $0 - $22,950 | $22,951 - $38,200 | $38,201 - $61,150 | \_\_\_\_\_Greater than $61,150 |
| 8 or more | $0 - $24,450 | $24,451 - $40,700 | $40,701 - $65,100 | \_\_\_\_\_Greater than $65,100 |

Source: 2011 HUD low-moderate income level limits for *Lincoln County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Manitowoc County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $13,650 | $13,651 - $22,700 | $22,701 - $36,300 | \_\_\_\_\_Greater than $36,300 |
| 2 | $0 - $15,600 | $15,601 - $25,950 | $25,951 - $41,500 | \_\_\_\_\_Greater than $41,500 |
| 3 | $0 - $17,550 | $17,551 - $29,200 | $29,201 - $46,700 | \_\_\_\_\_Greater than $46,700 |
| 4 | $0 - $19,450 | $19,451 - $32,400 | $32,401 - $51,850 | \_\_\_\_\_Greater than $51,850 |
| 5 | $0 - $21,050 | $21,051 - $35,000 | $35,001 - $56,000 | \_\_\_\_\_Greater than $56,000 |
| 6 | $0 - $22,600 | $22,601 - $37,600 | $37,601 - $60,150 | \_\_\_\_\_Greater than $60,150 |
| 7 | $0 - $24,150 | $24,151 - $40,200 | $40,201 - $64,300 | \_\_\_\_\_Greater than $64,300 |
| 8 or more | $0 - $25,700 | $25,701 - $42,800 | $42,801 - $68,450 | \_\_\_\_\_Greater than $68,450 |

Source: 2011 HUD low-moderate income level limits for *Manitowoc County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Marathon County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $14,350 | $14,351 - $23,900 | $23,901 - $38,200 | \_\_\_\_\_Greater than $38,200 |
| 2 | $0 - $16,400 | $16,401 - $27,300 | $27,301 - $43,650 | \_\_\_\_\_Greater than $43,650 |
| 3 | $0 - $18,450 | $18,451 - $30,700 | $30,701 - $49,100 | \_\_\_\_\_Greater than $49,100 |
| 4 | $0 - $20,450 | $20,451 - $34,100 | $34,101 - $54,550 | \_\_\_\_\_Greater than $54,550 |
| 5 | $0 - $22,100 | $22,101 - $36,850 | $36,851 - $58,950 | \_\_\_\_\_Greater than $58,950 |
| 6 | $0 - $23,750 | $23,751 - $39,600 | $39,601 - $63,300 | \_\_\_\_\_Greater than $63,300 |
| 7 | $0 - $25,400 | $25,401 - $42,300 | $42,301 - $67,650 | \_\_\_\_\_Greater than $67,650 |
| 8 or more | $0 - $27,000 | $27,001 - $45,050 | $45,051 - $72,050 | \_\_\_\_\_Greater than $72,050 |

Source: 2011 HUD low-moderate income level limits for *Marathon County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Marinette County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,450 | $12,451 - $20,700 | $20,701 - $33,150 | \_\_\_\_\_Greater than $33,150 |
| 2 | $0 - $14,200 | $14,201 - $23,650 | $23,651 - $37,850 | \_\_\_\_\_Greater than $37,850 |
| 3 | $0 - $16,000 | $16,001 - $26,600 | $26,601 - $42,600 | \_\_\_\_\_Greater than $42,600 |
| 4 | $0 - $17,750 | $17,751 - $29,550 | $29,551 - $47,300 | \_\_\_\_\_Greater than $47,300 |
| 5 | $0 - $19,200 | $19,201 - $31,950 | $31,951 - $51,100 | \_\_\_\_\_Greater than $51,100 |
| 6 | $0 - $20,600 | $20,601 - $34,300 | $34,301 - $54,900 | \_\_\_\_\_Greater than $54,900 |
| 7 | $0 - $22,050 | $22,051 - $36,650 | $36,651 - $58,700 | \_\_\_\_\_Greater than $58,700 |
| 8 or more | $0 - $23,450 | $23,451 - $39,050 | $39,051 - $62,450 | \_\_\_\_\_Greater than $62,450 |

Source: 2011 HUD low-moderate income level limits for *Marinette County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Marquette County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,450 | $12,451 - $20,700 | $20,701 - $33,150 | \_\_\_\_\_Greater than $33,150 |
| 2 | $0 - $14,200 | $14,201 - $23,650 | $23,651 - $37,850 | \_\_\_\_\_Greater than $37,850 |
| 3 | $0 - $16,000 | $16,001 - $26,600 | $26,601 - $42,600 | \_\_\_\_\_Greater than $42,600 |
| 4 | $0 - $17,750 | $17,751 - $29,550 | $29,551 - $47,300 | \_\_\_\_\_Greater than $47,300 |
| 5 | $0 - $19,200 | $19,201 - $31,950 | $31,951 - $51,100 | \_\_\_\_\_Greater than $51,100 |
| 6 | $0 - $20,600 | $20,601 - $34,300 | $34,301 - $54,900 | \_\_\_\_\_Greater than $54,900 |
| 7 | $0 - $22,050 | $22,051 - $36,650 | $36,651 - $58,700 | \_\_\_\_\_Greater than $58,700 |
| 8 or more | $0 - $23,450 | $23,451 - $39,050 | $39,051 - $62,450 | \_\_\_\_\_Greater than $62,450 |

Source: 2011 HUD low-moderate income level limits for *Marquette County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Menominee County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,450 | $12,451 - $20,700 | $20,701 - $33,150 | \_\_\_\_\_Greater than $33,150 |
| 2 | $0 - $14,200 | $14,201 - $23,650 | $23,651 - $37,850 | \_\_\_\_\_Greater than $37,850 |
| 3 | $0 - $16,000 | $16,001 - $26,600 | $26,601 - $42,600 | \_\_\_\_\_Greater than $42,600 |
| 4 | $0 - $17,750 | $17,751 - $29,550 | $29,551 - $47,300 | \_\_\_\_\_Greater than $47,300 |
| 5 | $0 - $19,200 | $19,201 - $31,950 | $31,951 - $51,100 | \_\_\_\_\_Greater than $51,100 |
| 6 | $0 - $20,600 | $20,601 - $34,300 | $34,301 - $54,900 | \_\_\_\_\_Greater than $54,900 |
| 7 | $0 - $22,050 | $22,051 - $36,650 | $36,651 - $58,700 | \_\_\_\_\_Greater than $58,700 |
| 8 or more | $0 - $23,450 | $23,451 - $39,050 | $39,051 - $62,450 | \_\_\_\_\_Greater than $62,450 |

Source: 2011 HUD low-moderate income level limits for *Menominee County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Milwaukee County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $15,200 | $15201 - $25,350 | $25,351 - $40,500 | \_\_\_\_\_Greater than $40,500 |
| 2 | $0 - $17,400 | $17,401 - $28,950 | $28,951 - $46,300 | \_\_\_\_\_Greater than $46,300 |
| 3 | $0 - $19,550 | $19,551 - $32,550 | $32,551 - $52,100 | \_\_\_\_\_Greater than $52,100 |
| 4 | $0 - $21,700 | $21,701 - $36,150 | $36,151 - $57,850 | \_\_\_\_\_Greater than $57,850 |
| 5 | $0 - $23,450 | $23,451 - $39,050 | $39,051 - $62,500 | \_\_\_\_\_Greater than $62,500 |
| 6 | $0 - $25,200 | $25,201 - $41,950 | $41,951 - $67,150 | \_\_\_\_\_Greater than $67,150 |
| 7 | $0 - $26,950 | $26,951 - $44,850 | $44,851 - $71,750 | \_\_\_\_\_Greater than $71,750 |
| 8 or more | $0 - $28,650 | $28,651 - $47,750 | $47,751 - $76,400 | \_\_\_\_\_Greater than $76,400 |

Source: 2011 HUD low-moderate income level limits for *Milwaukee County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Monroe County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,750 | $12,751 - $21,250 | $21,251 - $34,000 | \_\_\_\_\_Greater than $34,000 |
| 2 | $0 - $14,600 | $14,601 - $24,300 | $24,301 - $38,850 | \_\_\_\_\_Greater than $38,850 |
| 3 | $0 - $16,400 | $16,401 - $27,350 | $27,351 - $43,700 | \_\_\_\_\_Greater than $43,700 |
| 4 | $0 - $18,200 | $18,201 - $30,350 | $30,351 - $48,550 | \_\_\_\_\_Greater than $48,550 |
| 5 | $0 - $19,700 | $19,701 - $32,800 | $32,801 - $52,450 | \_\_\_\_\_Greater than $52,450 |
| 6 | $0 - $21,150 | $21,151 - $35,250 | $35,251 - $56,350 | \_\_\_\_\_Greater than $56,350 |
| 7 | $0 - $22,600 | $22,601 - $37,650 | $37,651 - $60,250 | \_\_\_\_\_Greater than $60,250 |
| 8 or more | $0 - $24,050 | $24,051 - $40,100 | $40,101 - $64,100 | \_\_\_\_\_Greater than $64,100 |

Source: 2011 HUD low-moderate income level limits for *Monroe County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Oconto County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,450 | $12,451 - $20,700 | $20,701 - $33,150 | \_\_\_\_\_Greater than $33,150 |
| 2 | $0 - $14,200 | $14,201 - $23,650 | $23,651 - $37,850 | \_\_\_\_\_Greater than $37,850 |
| 3 | $0 - $16,000 | $16,001 - $26,600 | $26,601 - $42,600 | \_\_\_\_\_Greater than $42,600 |
| 4 | $0 - $17,750 | $17,751 - $29,550 | $29,551 - $47,300 | \_\_\_\_\_Greater than $47,300 |
| 5 | $0 - $19,200 | $19,201 - $31,950 | $31,951 - $51,100 | \_\_\_\_\_Greater than $51,100 |
| 6 | $0 - $20,600 | $20,601 - $34,300 | $34,301 - $54,900 | \_\_\_\_\_Greater than $54,900 |
| 7 | $0 - $22,050 | $22,051 - $36,650 | $36,651 - $58,700 | \_\_\_\_\_Greater than $58,700 |
| 8 or more | $0 - $23,450 | $23,451 - $39,050 | $39,051 - $62,450 | \_\_\_\_\_Greater than $62,450 |

Source: 2011 HUD low-moderate income level limits for *Oconto County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Oneida County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,900 | $12,901 - $21,500 | $21,501 - $34,350 | \_\_\_\_\_Greater than $34,350 |
| 2 | $0 - $14,750 | $14,751 - $24,550 | $24,551 - $39,250 | \_\_\_\_\_Greater than $39,250 |
| 3 | $0 - $16,600 | $16,601 - $27,600 | $27,601 - $44,150 | \_\_\_\_\_Greater than $44,150 |
| 4 | $0 - $18,400 | $18,401 - $30,650 | $30,651 - $49,050 | \_\_\_\_\_Greater than $49,050 |
| 5 | $0 - $19,900 | $19,901 - $33,150 | $33,151 - $53,000 | \_\_\_\_\_Greater than $53,000 |
| 6 | $0 - $21,350 | $21,351 - $35,600 | $35,601 - $56,900 | \_\_\_\_\_Greater than $56,900 |
| 7 | $0 - $22,850 | $22,851 - $38,050 | $38,051 - $60,850 | \_\_\_\_\_Greater than $60,850 |
| 8 or more | $0 - $24,300 | $24,301 - $40,500 | $40,501 - $64,750 | \_\_\_\_\_Greater than $64,750 |

Source: 2011 HUD low-moderate income level limits for *Oneida County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Outagamie County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $15,300 | $15,301 - $25,450 | $25,451 - $40,700 | \_\_\_\_\_Greater than $40,700 |
| 2 | $0 - $17,450 | $17,451 - $29,050 | $29,051 - $46,500 | \_\_\_\_\_Greater than $46,500 |
| 3 | $0 - $19,650 | $19,651 - $32,700 | $32,701 - $52,300 | \_\_\_\_\_Greater than $52,300 |
| 4 | $0 - $21,800 | $21,801 - $36,300 | $36,301 - $58,100 | \_\_\_\_\_Greater than $58,100 |
| 5 | $0 - $23,550 | $23,551 - $39,250 | $39,251 - $62,750 | \_\_\_\_\_Greater than $62,750 |
| 6 | $0 - $25,300 | $25,301 - $42,150 | $42,151 - $67,400 | \_\_\_\_\_Greater than $67,400 |
| 7 | $0 - $27,050 | $27,051 - $45,050 | $45,051 - $72,050 | \_\_\_\_\_Greater than $72,050 |
| 8 or more | $0 - $28,800 | $28,801 - $47,950 | $47,951 - $76,700 | \_\_\_\_\_Greater than $76,700 |

Source: 2011 HUD low-moderate income level limits for *Outagamie County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Ozaukee County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $15,200 | $15,201 - $25,350 | $25,351 - $40,500 | \_\_\_\_\_Greater than $40,500 |
| 2 | $0 - $17,400 | $17,401 - $28,950 | $28,951 - $46,300 | \_\_\_\_\_Greater than $46,300 |
| 3 | $0 - $19,550 | $19,551 - $32,550 | $32,551 - $52,100 | \_\_\_\_\_Greater than $52,100 |
| 4 | $0 - $21,700 | $21,701 - $36,150 | $36,151 - $57,850 | \_\_\_\_\_Greater than $57,850 |
| 5 | $0 - $23,450 | $23,451 - $39,050 | $39,051 - $62,500 | \_\_\_\_\_Greater than $62,500 |
| 6 | $0 - $25,200 | $25,201 - $41,950 | $41,951 - $67,150 | \_\_\_\_\_Greater than $67,150 |
| 7 | $0 - $26,950 | $26,951 - $44,850 | $44,851 - $71,750 | \_\_\_\_\_Greater than $71,750 |
| 8 or more | $0 - $28,650 | $28,651 - $47,750 | $47,751 - $76,400 | \_\_\_\_\_Greater than $76,400 |

Source: 2011 HUD low-moderate income level limits for *Ozaukee County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Pepin County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,600 | $12,601 - $20,950 | $20,951 - $33,500 | \_\_\_\_\_Greater than $33,500 |
| 2 | $0 - $14,400 | $14,401 - $23,950 | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 |
| 3 | $0 - $16,200 | $16,201 - $26,950 | $26,951 - $43,100 | \_\_\_\_\_Greater than $43,100 |
| 4 | $0 - $17,950 | $17,951 - $29,900 | $29,901 - $47,850 | \_\_\_\_\_Greater than $47,850 |
| 5 | $0 - $19,400 | $19,401 - $32,300 | $32,301 - $51,700 | \_\_\_\_\_Greater than $51,700 |
| 6 | $0 - $20,850 | $20,851 - $34,700 | $34,701 - $55,550 | \_\_\_\_\_Greater than $55,550 |
| 7 | $0 - $22,300 | $22,301 - $37,100 | $37,101 - $59,350 | \_\_\_\_\_Greater than $59,350 |
| 8 or more | $0 - $23,700 | $23,701 - $39,500 | $39,501 - $63,200 | \_\_\_\_\_Greater than $63,200 |

Source: 2011 HUD low-moderate income level limits for *Pepin County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Pierce County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $17,400 | $17,401 - $28,950 | $28,951 - $44,950 | \_\_\_\_\_Greater than $44,950 |
| 2 | $0 - $19,850 | $19,851 - $33,100 | $33,101 - $51,400 | \_\_\_\_\_Greater than $51,400 |
| 3 | $0 - $22,350 | $22,351 - $37,250 | $37,251 - $57,800 | \_\_\_\_\_Greater than $57,800 |
| 4 | $0 - $24,800 | $24,801 - $41,350 | $41,351 - $64,200 | \_\_\_\_\_Greater than $64,200 |
| 5 | $0 - $26,800 | $26,801 - $44,700 | $44,701 - $69,350 | \_\_\_\_\_Greater than $69,350 |
| 6 | $0 - $28,800 | $28,801 - $48,000 | $48,001 - $74,500 | \_\_\_\_\_Greater than $74,500 |
| 7 | $0 - $30,800 | $30,801 - $51,300 | $51,301 - $79,650 | \_\_\_\_\_Greater than $79,650 |
| 8 or more | $0 - $32,750 | $32,751 - $54,600 | $54,601 - $84,750 | \_\_\_\_\_Greater than $84,750 |

Source: 2011 HUD low-moderate income level limits for *Pierce County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Polk County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $13,200 | $13,201 - $22,050 | $22,051 - $35,250 | \_\_\_\_\_Greater than $35,250 |
| 2 | $0 - $15,100 | $15,101 - $25,200 | $25,201 - $40,250 | \_\_\_\_\_Greater than $40,250 |
| 3 | $0 - $17,000 | $17,001 - $28,350 | $28,351 - $45,300 | \_\_\_\_\_Greater than $45,300 |
| 4 | $0 - $18,850 | $18,851 - $31,450 | $31,451 - $50,300 | \_\_\_\_\_Greater than $50,300 |
| 5 | $0 - $20,400 | $20,401 - $34,000 | $34,001 - $54,350 | \_\_\_\_\_Greater than $54,350 |
| 6 | $0 - $21,900 | $21,901 - $36,500 | $36,501 - $58,350 | \_\_\_\_\_Greater than $58,350 |
| 7 | $0 - $23,400 | $23,401 - $39,000 | $39,001 - $62,400 | \_\_\_\_\_Greater than $62,400 |
| 8 or more | $0 - $24,900 | $24,901 - $41,550 | $41,551 - $66,400 | \_\_\_\_\_Greater than $66,400 |

Source: 2011 HUD low-moderate income level limits for *Polk County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Portage County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $14,500 | $14,501 - $24,150 | $24,151 - $38,600 | \_\_\_\_\_Greater than $38,600 |
| 2 | $0 - $16,550 | $16,551 - $27,600 | $27,601 - $44,100 | \_\_\_\_\_Greater than $44,100 |
| 3 | $0 - $18,600 | $18,601 - $31,050 | $31,051 - $49,600 | \_\_\_\_\_Greater than $49,600 |
| 4 | $0 - $20,650 | $20,651 - $34,450 | $34,451 - $55,100 | \_\_\_\_\_Greater than $55,100 |
| 5 | $0 - $22,350 | $22,351 - $37,250 | $37,251 - $59,550 | \_\_\_\_\_Greater than $59,550 |
| 6 | $0 - $24,000 | $24,001 - $40,000 | $40,001 - $63,950 | \_\_\_\_\_Greater than $63,950 |
| 7 | $0 - $25,650 | $25,651 - $42,750 | $42,751 - $68,350 | \_\_\_\_\_Greater than $68,350 |
| 8 or more | $0 - $27,300 | $27,301 - $45,500 | $45,501 - $72,750 | \_\_\_\_\_Greater than $72,750 |

Source: 2011 HUD low-moderate income level limits for *Portage County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Price County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,450 | $12,451 - $20,700 | $20,701 - $33,150 | \_\_\_\_\_Greater than $33,150 |
| 2 | $0 - $14,200 | $14,201 - $23,650 | $23,651 - $37,850 | \_\_\_\_\_Greater than $37,850 |
| 3 | $0 - $16,000 | $16,001 - $26,600 | $26,601 - $42,600 | \_\_\_\_\_Greater than $42,600 |
| 4 | $0 - $17,750 | $17,751 - $29,550 | $29,551 - $47,300 | \_\_\_\_\_Greater than $47,300 |
| 5 | $0 - $19,200 | $19,201 - $31,950 | $31,951 - $51,100 | \_\_\_\_\_Greater than $51,100 |
| 6 | $0 - $20,600 | $20,601 - $34,300 | $34,301 - $54,900 | \_\_\_\_\_Greater than $54,900 |
| 7 | $0 - $22,050 | $22,051 - $36,650 | $36,651 - $58,700 | \_\_\_\_\_Greater than $58,700 |
| 8 or more | $0 - $23,450 | $23,451 - $39,050 | $39,051 - $62,450 | \_\_\_\_\_Greater than $62,450 |

Source: 2011 HUD low-moderate income level limits for *Price County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Racine County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $14,450 | $14,451 - $24,050 | $24,051 - $38,500 | \_\_\_\_\_Greater than $38,500 |
| 2 | $0 - $16,500 | $16,501 - $27,500 | $27,501 - $44,000 | \_\_\_\_\_Greater than $44,000 |
| 3 | $0 - $18,550 | $18,551 - $30,950 | $30,951 - $49,500 | \_\_\_\_\_Greater than $49,500 |
| 4 | $0 - $20,600 | $20,601 - $34,350 | $34,351 - $54,950 | \_\_\_\_\_Greater than $54,950 |
| 5 | $0 - $22,250 | $22,251 - $37,100 | $37,101 - $59,350 | \_\_\_\_\_Greater than $59,350 |
| 6 | $0 - $23,900 | $23,901 - $39,850 | $39,851 - $63,750 | \_\_\_\_\_Greater than $63,750 |
| 7 | $0 - $25550 | $25,551 - $42,600 | $42,601 - $68,150 | \_\_\_\_\_Greater than $68,150 |
| 8 or more | $0 - $27,200 | $27,201 - $45,350 | $45,351 - $72,550 | \_\_\_\_\_Greater than $72,550 |

Source: 2011 HUD low-moderate income level limits for *Racine County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Richland County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,450 | $12,451 - $20,700 | $20,701 - $33,150 | \_\_\_\_\_Greater than $33,150 |
| 2 | $0 - $14,200 | $14,201 - $23,650 | $23,651 - $37,850 | \_\_\_\_\_Greater than $37,850 |
| 3 | $0 - $16,000 | $16,001 - $26,600 | $26,601 - $42,600 | \_\_\_\_\_Greater than $42,600 |
| 4 | $0 - $17,750 | $17,751 - $29,550 | $29,551 - $47,300 | \_\_\_\_\_Greater than $47,300 |
| 5 | $0 - $19,200 | $19,201 - $31,950 | $31,951 - $51,100 | \_\_\_\_\_Greater than $51,100 |
| 6 | $0 - $20,600 | $20,601 - $34,300 | $34,301 - $54,900 | \_\_\_\_\_Greater than $54,900 |
| 7 | $0 - $22,050 | $22,051 - $36,650 | $36,651 - $58,700 | \_\_\_\_\_Greater than $58,700 |
| 8 or more | $0 - $23,450 | $23,451 - $39,050 | $39,051 - $62,450 | \_\_\_\_\_Greater than $62,450 |

Source: 2011 HUD low-moderate income level limits for *Richland County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Rock County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $13,550 | $13,551 - $22,600 | $22,601 - $36,150 | \_\_\_\_\_Greater than $36,150 |
| 2 | $0 - $15,500 | $15,501 - $25,800 | $25,801 - $41,300 | \_\_\_\_\_Greater than $41,300 |
| 3 | $0 - $17,450 | $17,451 - $29,050 | $29,051 - $46,450 | \_\_\_\_\_Greater than $46,450 |
| 4 | $0 - $19,350 | $19,351 - $32,250 | $32,251 - $51,600 | \_\_\_\_\_Greater than $51,600 |
| 5 | $0 - $20,900 | $20,901 - $34,850 | $34,851 - $55,750 | \_\_\_\_\_Greater than $55,750 |
| 6 | $0 - $22,450 | $22,451 - $37,450 | $37,451 - $59,900 | \_\_\_\_\_Greater than $59,900 |
| 7 | $0 - $24,000 | $24,001 - $40,000 | $40,001 - $64,000 | \_\_\_\_\_Greater than $64,000 |
| 8 or more | $0 - $25,550 | $25,551 - $42,600 | $42,601 - $68,150 | \_\_\_\_\_Greater than $68,150 |

Source: 2011 HUD low-moderate income level limits for *Rock County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Rusk County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,450 | $12,451 - $20,700 | $20,701 - $33,150 | \_\_\_\_\_Greater than $33,150 |
| 2 | $0 - $14,200 | $14,201 - $23,650 | $23,651 - $37,850 | \_\_\_\_\_Greater than $37,850 |
| 3 | $0 - $16,000 | $16,001 - $26,600 | $26,601 - $42,600 | \_\_\_\_\_Greater than $42,600 |
| 4 | $0 - $17,750 | $17,751 - $29,550 | $29,551 - $47,300 | \_\_\_\_\_Greater than $47,300 |
| 5 | $0 - $19,200 | $19,201 - $31,950 | $31,951 - $51,100 | \_\_\_\_\_Greater than $51,100 |
| 6 | $0 - $20,600 | $20,601 - $34,300 | $34,301 - $54,900 | \_\_\_\_\_Greater than $54,900 |
| 7 | $0 - $22,050 | $22,051 - $36,650 | $36,651 - $58,700 | \_\_\_\_\_Greater than $58,700 |
| 8 or more | $0 - $23,450 | $23,451 - $39,050 | $39,051 - $62,450 | \_\_\_\_\_Greater than $62,450 |

Source: 2011 HUD low-moderate income level limits for *Rusk County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Sauk County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $13,500 | $13,501 - $22,450 | $22,451 - $35,950 | \_\_\_\_\_Greater than $35,950 |
| 2 | $0 - $15,400 | $15,401 - $25,650 | $25,651 - $41,050 | \_\_\_\_\_Greater than $41,050 |
| 3 | $0 - $17,350 | $17,351 - $28,850 | $28,851 - $46,200 | \_\_\_\_\_Greater than $46,200 |
| 4 | $0 - $19,250 | $19,251 - $32,050 | $32,051 - $51,300 | \_\_\_\_\_Greater than $51,300 |
| 5 | $0 - $20,800 | $20,801 - $34,650 | $34,651 - $55,450 | \_\_\_\_\_Greater than $55,450 |
| 6 | $0 - $22,350 | $22,351 - $37,200 | $37,201 - $59,550 | \_\_\_\_\_Greater than $59,550 |
| 7 | $0 - $23,900 | $23,901 - $39,750 | $39,751 - $63,650 | \_\_\_\_\_Greater than $63,650 |
| 8 or more | $0 - $25,450 | $25,451 - $42,350 | $42,351 - $67,750 | \_\_\_\_\_Greater than $67,750 |

Source: 2011 HUD low-moderate income level limits for *Sauk County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Sawyer County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,450 | $12,451 - $20,700 | $20,701 - $33,150 | \_\_\_\_\_Greater than $33,150 |
| 2 | $0 - $14,200 | $14,201 - $23,650 | $23,651 - $37,850 | \_\_\_\_\_Greater than $37,850 |
| 3 | $0 - $16,000 | $16,001 - $26,600 | $26,601 - $42,600 | \_\_\_\_\_Greater than $42,600 |
| 4 | $0 - $17,750 | $17,751 - $29,550 | $29,551 - $47,300 | \_\_\_\_\_Greater than $47,300 |
| 5 | $0 - $19,200 | $19,201 - $31,950 | $31,951 - $51,100 | \_\_\_\_\_Greater than $51,100 |
| 6 | $0 - $20,600 | $20,601 - $34,300 | $34,301 - $54,900 | \_\_\_\_\_Greater than $54,900 |
| 7 | $0 - $22,050 | $22,051 - $36,650 | $36,651 - $58,700 | \_\_\_\_\_Greater than $58,700 |
| 8 or more | $0 - $23,450 | $23,451 - $39,050 | $39,051 - $62,450 | \_\_\_\_\_Greater than $62,450 |

Source: 2011 HUD low-moderate income level limits for *Sawyer County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Shawano County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,450 | $12,451 - $20,700 | $20,701 - $33,150 | \_\_\_\_\_Greater than $33,150 |
| 2 | $0 - $14,200 | $14,201 - $23,650 | $23,651 - $37,850 | \_\_\_\_\_Greater than $37,850 |
| 3 | $0 - $16,000 | $16,001 - $26,600 | $26,601 - $42,600 | \_\_\_\_\_Greater than $42,600 |
| 4 | $0 - $17,750 | $17,751 - $29,550 | $29,551 - $47,300 | \_\_\_\_\_Greater than $47,300 |
| 5 | $0 - $19,200 | $19,201 - $31,950 | $31,951 - $51,100 | \_\_\_\_\_Greater than $51,100 |
| 6 | $0 - $20,600 | $20,601 - $34,300 | $34,301 - $54,900 | \_\_\_\_\_Greater than $54,900 |
| 7 | $0 - $22,050 | $22,051 - $36,650 | $36,651 - $58,700 | \_\_\_\_\_Greater than $58,700 |
| 8 or more | $0 - $23,450 | $23,451 - $39,050 | $39,051 - $62,450 | \_\_\_\_\_Greater than $62,450 |

Source: 2011 HUD low-moderate income level limits for *Shawano County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Sheboygan County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $14,650 | $14,651 - $24,400 | $24,401 - $39,050 | \_\_\_\_\_Greater than $39,050 |
| 2 | $0 - $16,750 | $16,751 - $27,900 | $27,901 - $44,600 | \_\_\_\_\_Greater than $44,600 |
| 3 | $0 - $18,850 | $18,851 - $31,400 | $31,401 - $50,200 | \_\_\_\_\_Greater than $50,200 |
| 4 | $0 - $20,900 | $20,901 - $34,850 | $34,851 - $55,750 | \_\_\_\_\_Greater than $55,750 |
| 5 | $0 - $22,600 | $22,601 - $37,650 | $37,651 - $60,250 | \_\_\_\_\_Greater than $60,250 |
| 6 | $0 - $24,250 | $24,251 - $40,450 | $40,451 - $64,700 | \_\_\_\_\_Greater than $64,700 |
| 7 | $0 - $25,950 | $25,951 - $43,250 | $43,251 - $69,150 | \_\_\_\_\_Greater than $69,150 |
| 8 or more | $0 - $27,600 | $27,601 - $46,050 | $46,051 - $73,600 | \_\_\_\_\_Greater than $73,600 |

Source: 2011 HUD low-moderate income level limits for *Sheboygan County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 St. Croix County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $17,400 | $17,401 - $28,950 | $28,951 - $44,950 | \_\_\_\_\_Greater than $44,950 |
| 2 | $0 - $19,850 | $19,851 - $33,100 | $33,101 - $51,400 | \_\_\_\_\_Greater than $51,400 |
| 3 | $0 - $22,350 | $22,351 - $37,250 | $37,251 - $57,800 | \_\_\_\_\_Greater than $57,800 |
| 4 | $0 - $24,800 | $24,801 - $41,350 | $41,351 - $64,200 | \_\_\_\_\_Greater than $64,200 |
| 5 | $0 - $26,800 | $26,801 - $44,700 | $44,701 - $69,350 | \_\_\_\_\_Greater than $69,350 |
| 6 | $0 - $28,800 | $28,801 - $48,000 | $48,001 - $74,500 | \_\_\_\_\_Greater than $74,500 |
| 7 | $0 - $30,800 | $30,801 - $51,300 | $51,301 - $79,650 | \_\_\_\_\_Greater than $79,650 |
| 8 or more | $0 - $32,750 | $32,751 - $54,600 | $54,601 - $84,750 | \_\_\_\_\_Greater than $84,750 |

Source: 2011 HUD low-moderate income level limits for *St. Croix County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Taylor County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,450 | $12,451 - $20,700 | $20,701 - $33,150 | \_\_\_\_\_Greater than $33,150 |
| 2 | $0 - $14,200 | $14,201 - $23,650 | $23,651 - $37,850 | \_\_\_\_\_Greater than $37,850 |
| 3 | $0 - $16,000 | $16,001 - $26,600 | $26,601 - $42,600 | \_\_\_\_\_Greater than $42,600 |
| 4 | $0 - $17,750 | $17,751 - $29,550 | $29,551 - $47,300 | \_\_\_\_\_Greater than $47,300 |
| 5 | $0 - $19,200 | $19,201 - $31,950 | $31,951 - $51,100 | \_\_\_\_\_Greater than $51,100 |
| 6 | $0 - $20,600 | $20,601 - $34,300 | $34,301 - $54,900 | \_\_\_\_\_Greater than $54,900 |
| 7 | $0 - $22,050 | $22,051 - $36,650 | $36,651 - $58,700 | \_\_\_\_\_Greater than $58,700 |
| 8 or more | $0 - $23,450 | $23,451 - $39,050 | $39,051 - $62,450 | \_\_\_\_\_Greater than $62,450 |

Source: 2011 HUD low-moderate income level limits for *Taylor County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Trempealeau County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,700 | $12,701 - $21,150 | $21,151 - $33,850 | \_\_\_\_\_Greater than $33,850 |
| 2 | $0 - $14,500 | $14,501 - $24,200 | $24,201 - $38,650 | \_\_\_\_\_Greater than $38,650 |
| 3 | $0 - $16,300 | $16,301 - $27,200 | $27,201 - $43,500 | \_\_\_\_\_Greater than $43,500 |
| 4 | $0 - $18,100 | $18,101 - $30,200 | $30,201 - $48,300 | \_\_\_\_\_Greater than $48,300 |
| 5 | $0 - $19,550 | $19,551 - $32,650 | $32,651 - $52,200 | \_\_\_\_\_Greater than $52,200 |
| 6 | $0 - $21,000 | $21,001 - $35,050 | $35,051 - $56,050 | \_\_\_\_\_Greater than $56,050 |
| 7 | $0 - $22,450 | $22,451 - $37,450 | $37,451 - $59,900 | \_\_\_\_\_Greater than $59,900 |
| 8 or more | $0 - $23,900 | $23,901 - $39,900 | $39,901 - $63,800 | \_\_\_\_\_Greater than $63,800 |

Source: 2011 HUD low-moderate income level limits for *Trempealeau County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Vernon County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12450 | $12,451 - $20,700 | $20,701 - $33,150 | \_\_\_\_\_Greater than $33,150 |
| 2 | $0 - $14,200 | $14,201 - $23,650 | $23,651 - $37,850 | \_\_\_\_\_Greater than $37,850 |
| 3 | $0 - $16,000 | $16,001 - $26,600 | $26,601 - $42,600 | \_\_\_\_\_Greater than $42,600 |
| 4 | $0 - $17,750 | $17,751 - $29,550 | $29,551 - $47,300 | \_\_\_\_\_Greater than $47,300 |
| 5 | $0 - $19,200 | $19,201 - $31,950 | $31,951 - $51,100 | \_\_\_\_\_Greater than $51,100 |
| 6 | $0 - $20,600 | $20,601 - $34,300 | $34,301 - $54,900 | \_\_\_\_\_Greater than $54,900 |
| 7 | $0 - $22,050 | $22,051 - $36,650 | $36,651 - $58,700 | \_\_\_\_\_Greater than $58,700 |
| 8 or more | $0 - $23,450 | $23,451 - $39,050 | $39,051 - $62,450 | \_\_\_\_\_Greater than $62,450 |

Source: 2011 HUD low-moderate income level limits for *Vernon County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Vilas County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,450 | $12,451 - $20,700 | $20,701 - $33,150 | \_\_\_\_\_Greater than $33,150 |
| 2 | $0 - $14,200 | $14,201 - $23,650 | $23,651 - $37,850 | \_\_\_\_\_Greater than $37,850 |
| 3 | $0 - $16,000 | $16,001 - $26,600 | $26,601 - $42,600 | \_\_\_\_\_Greater than $42,600 |
| 4 | $0 - $17,750 | $17,751 - $29,550 | $29,551 - $47,300 | \_\_\_\_\_Greater than $47,300 |
| 5 | $0 - $19,200 | $19,201 - $31,950 | $31,951 - $51,100 | \_\_\_\_\_Greater than $51,100 |
| 6 | $0 - $20,600 | $20,601 - $34,300 | $34,301 - $54,900 | \_\_\_\_\_Greater than $54,900 |
| 7 | $0 - $22,050 | $22,051 - $36,650 | $36,651 - $58,700 | \_\_\_\_\_Greater than $58,700 |
| 8 or more | $0 - $23,450 | $23,451 - $39,050 | $39,051 - $62,450 | \_\_\_\_\_Greater than $62,450 |

Source: 2011 HUD low-moderate income level limits for *Vilas County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Walworth County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $15,200 | $15,201 - $25,250 | $25,251 - $40,400 | \_\_\_\_\_Greater than $40,400 |
| 2 | $0 - $17,350 | $17,351 - $28,850 | $28,851 - $46,200 | \_\_\_\_\_Greater than $46,200 |
| 3 | $0 - $19,500 | $19,501 - $32,450 | $32,451 - $51,950 | \_\_\_\_\_Greater than $51,950 |
| 4 | $0 - $21,650 | $21,651 - $36,050 | $36,051 - $57,700 | \_\_\_\_\_Greater than $57,700 |
| 5 | $0 - $23,400 | $23,401 - $38,950 | $38,951 - $62,350 | \_\_\_\_\_Greater than $62,350 |
| 6 | $0 - $25,150 | $25,151 - $41850 | $41,851 - $66,950 | \_\_\_\_\_Greater than $66,950 |
| 7 | $0 - $26,850 | $26,851 - $44,750 | $44,751 - $71,550 | \_\_\_\_\_Greater than $71,550 |
| 8 or more | $0 - $28,600 | $28,601 - $47,600 | $47,601 - $76,200 | \_\_\_\_\_Greater than $76,200 |

Source: 2011 HUD low-moderate income level limits for *Walworth County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Washburn County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,450 | $12,451 - $20,700 | $20,701 - $33,150 | \_\_\_\_\_Greater than $33,150 |
| 2 | $0 - $14,200 | $14,201 - $23,650 | $23,651 - $37,850 | \_\_\_\_\_Greater than $37,850 |
| 3 | $0 - $16,000 | $16,001 - $26,600 | $26,601 - $42,600 | \_\_\_\_\_Greater than $42,600 |
| 4 | $0 - $17,750 | $17,751 - $29,550 | $29,551 - $47,300 | \_\_\_\_\_Greater than $47,300 |
| 5 | $0 - $19,200 | $19,201 - $31,950 | $31,951 - $51,100 | \_\_\_\_\_Greater than $51,100 |
| 6 | $0 - $20,600 | $20,601 - $34,300 | $34,301 - $54,900 | \_\_\_\_\_Greater than $54,900 |
| 7 | $0 - $22,050 | $22,051 - $36,650 | $36,651 - $58,700 | \_\_\_\_\_Greater than $58,700 |
| 8 or more | $0 - $23,450 | $23,451 - $39,050 | $39,051 - $62,450 | \_\_\_\_\_Greater than $62,450 |

Source: 2011 HUD low-moderate income level limits for *Washburn County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Washington County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $15,200 | $15,201 - $25,350 | $25,351 - $40,500 | \_\_\_\_\_Greater than $40,500 |
| 2 | $0 - $17,400 | $17,401 - $28,950 | $28,951 - $46,300 | \_\_\_\_\_Greater than $46,300 |
| 3 | $0 - $19,550 | $19,551 - $32,550 | $32,551 - $52,100 | \_\_\_\_\_Greater than $52,100 |
| 4 | $0 - $21,700 | $21,701 - $36,150 | $36,151 - $57,850 | \_\_\_\_\_Greater than $57,850 |
| 5 | $0 - $23,450 | $23,451 - $39,050 | $39,051 - $62,500 | \_\_\_\_\_Greater than $62,500 |
| 6 | $0 - $25,200 | $25,201 - $41,950 | $41,951 - $67,150 | \_\_\_\_\_Greater than $67,150 |
| 7 | $0 - $26,950 | $26,951 - $44,850 | $44,851 - $71,750 | \_\_\_\_\_Greater than $71,750 |
| 8 or more | $0 - $28,650 | $28,651 - $47,750 | $47,751 - $76,400 | \_\_\_\_\_Greater than $76,400 |

Source: 2011 HUD low-moderate income level limits for *Washington County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Waukesha County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $15,200 | $15,201 - $25,350 | $25,351 - $40,500 | \_\_\_\_\_Greater than $40,500 |
| 2 | $0 - $17,400 | $17,401 - $28,950 | $28,951 - $46,300 | \_\_\_\_\_Greater than $46,300 |
| 3 | $0 - $19,550 | $19,551 - $32,550 | $32,551 - $52,100 | \_\_\_\_\_Greater than $52,100 |
| 4 | $0 - $21,700 | $21,701 - $36,150 | $36,151 - $57,850 | \_\_\_\_\_Greater than $57,850 |
| 5 | $0 - $23,450 | $23,451 - $39,050 | $39,051 - $62,500 | \_\_\_\_\_Greater than $62,500 |
| 6 | $0 - $25,200 | $25,201 - $41,950 | $41,951 - $67,150 | \_\_\_\_\_Greater than $67,150 |
| 7 | $0 - $26,950 | $26,951 - $44,850 | $44,851 - $71,750 | \_\_\_\_\_Greater than $71,750 |
| 8 or more | $0 - $28,650 | $28,651 - $47,750 | $47,751 - $76,400 | \_\_\_\_\_Greater than $76,400 |

Source: 2011 HUD low-moderate income level limits for *Waukesha County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Waupaca County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,950 | $12,951 - $21,600 | $21,601 - $34,550 | \_\_\_\_\_Greater than $34,550 |
| 2 | $0 - $14,800 | $14,801 - $24,650 | $24,651 - $39,450 | \_\_\_\_\_Greater than $39,450 |
| 3 | $0 - $16,650 | $16,651 - $27,750 | $27,751 - $44,400 | \_\_\_\_\_Greater than $44,400 |
| 4 | $0 - $18,500 | $18,501 - $30,800 | $30,801 - $49,300 | \_\_\_\_\_Greater than $49,300 |
| 5 | $0 - $20,000 | $20,001 - $33,300 | $33,301 - $53,250 | \_\_\_\_\_Greater than $53,250 |
| 6 | $0 - $21,500 | $21,501 - $35,750 | $35,751 - $57,200 | \_\_\_\_\_Greater than $57,200 |
| 7 | $0 - $22,950 | $22,951 - $38,200 | $38,201 - $61,150 | \_\_\_\_\_Greater than $61,150 |
| 8 or more | $0 - $24,450 | $24,451 - $40,700 | $40,701 - $65,100 | \_\_\_\_\_Greater than $65,100 |

Source: 2011 HUD low-moderate income level limits for *Waupaca County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Waushara County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $12,450 | $12,451 - $20,700 | $20,701 - $33,150 | \_\_\_\_\_Greater than $33,150 |
| 2 | $0 - $14,200 | $14,201 - $23,650 | $23,651 - $37,850 | \_\_\_\_\_Greater than $37,850 |
| 3 | $0 - $16,000 | $16,001 - $26,600 | $26,601 - $42,600 | \_\_\_\_\_Greater than $42,600 |
| 4 | $0 - $17,750 | $17,751 - $29,550 | $29,551 - $47,300 | \_\_\_\_\_Greater than $47,300 |
| 5 | $0 - $19,200 | $19,201 - $31,950 | $31,951 - $51,100 | \_\_\_\_\_Greater than $51,100 |
| 6 | $0 - $20,600 | $20,601 - $34,300 | $34,301 - $54,900 | \_\_\_\_\_Greater than $54,900 |
| 7 | $0 - $22,050 | $22,051 - $36,650 | $36,651 - $58,700 | \_\_\_\_\_Greater than $58,700 |
| 8 or more | $0 - $23,450 | $23,451 - $39,050 | $39,051 - $62,450 | \_\_\_\_\_Greater than $62,450 |

Source: 2011 HUD low-moderate income level limits for *Waushara County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Winnebago County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $13,650 | $13,651 - $22,750 | $22,751 - $36,400 | \_\_\_\_\_Greater than $36,400 |
| 2 | $0 - $15,600 | $15,601 - $26,000 | $26,001 - $41,600 | \_\_\_\_\_Greater than $41,600 |
| 3 | $0 - $17,550 | $17,551 - $29,250 | $29,251 - $46,800 | \_\_\_\_\_Greater than $46,800 |
| 4 | $0 - $19,500 | $19,501 - $32,500 | $32,501 - $52,000 | \_\_\_\_\_Greater than $52,000 |
| 5 | $0 - $21,100 | $21,101 - $35,100 | $35,101 - $56,200 | \_\_\_\_\_Greater than $56,200 |
| 6 | $0 - $22,650 | $22,651 - $37,700 | $37,701 - $60,350 | \_\_\_\_\_Greater than $60,350 |
| 7 | $0 - $24,200 | $24,201 - $40,300 | $40,301 - $64,500 | \_\_\_\_\_Greater than $64,500 |
| 8 or more | $0 - $25,750 | $25,751 - $42,900 | $42,901 - $68,650 | \_\_\_\_\_Greater than $68,650 |

Source: 2011 HUD low-moderate income level limits for *Winnebago County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.

# 2011 Wood County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business or UGLG name)* is collecting the following information as a result of participating in the U.S. Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name)* is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program***.

**INSTRUCTIONS:**

Please answer questions 1, 2, and 3, then sign and date the form certifying the information is correct. Your information can only be accepted if the form is completed in full.

1. **Please indicate your current family income in the following table. “Family” means all related persons in your household.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Circle # of Persons in your Family** | **FAMILY INCOME CATEGORY** | | | |
| **Please check your family income in the same row as the number of persons in your family.** | | | |
| 1 | $0 - $13,000 | $13,001 - $21,650 | $21,651 - $34,650 | \_\_\_\_\_Greater than $34,650 |
| 2 | $0 - $14,850 | $14,851 - $24,750 | $24,751 - $39,600 | \_\_\_\_\_Greater than $39,600 |
| 3 | $0 - $16,700 | $16,701 - $27,850 | $27,851 - $44,550 | \_\_\_\_\_Greater than $44,550 |
| 4 | $0 - $18,550 | $18,551 - $30,900 | $30,901 - $49,450 | \_\_\_\_\_Greater than $49,450 |
| 5 | $0 - $20,050 | $20,051 - $33,400 | $33,401 - $53,450 | \_\_\_\_\_Greater than $53,450 |
| 6 | $0 - $21,550 | $21,551 - $35,850 | $35,851 - $57,400 | \_\_\_\_\_Greater than $57,400 |
| 7 | $0 - $23,050 | $23,051 - $38,350 | $38,351 - $61,350 | \_\_\_\_\_Greater than $61,350 |
| 8 or more | $0 - $24,500 | $24,501 - $40,800 | $40,801 - $65,300 | \_\_\_\_\_Greater than $65,300 |

Source: 2011 HUD low-moderate income level limits for *Wood County,* WI

1. **Please check the box(es) that identify your race.**

|  |  |
| --- | --- |
| Single Race: | Multi-Racial Identifiers: |
| White | American Indian/Alaskan Native and White |
| Black/African American | Asian and White |
| Asian | Black/African American and White |
| American Indian/Alaskan Native | American Indian/Alaskan Native and African/American |
| Native Hawaiian/Other Pacific Islander | Other Multi-Racial |
| Other |  |

1. **Please answer these questions:**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself as being of Hispanic ethnicity? | Yes | No |
| Are you currently unemployed or were you unemployed prior to employment with this company? | Yes | No |
| Are you a female head of household? | Yes | No |
| Do you have a disability that is a substantial handicap? | Yes | No |
| Are you legally eligible to work in the United States? | Yes | No |

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_\_\_

Printed Name Signature Date

|  |
| --- |
| **EMPLOYER/LOCAL GOVERNMENT USE ONLY *(ALL SECTIONS ARE MANDATORY)***  **Position Details**  ☐Full Time☐Part Time (FTE: \_\_\_\_\_)☐Employer-Sponsored Healthcare Plan Offered  **Position Class**  ☐ Official/Manager ☐ Professional ☐ Office/Clerical  ☐ Sales ☐ Technician ☐ Craft Worker/Skilled  ☐ Operative/Semiskilled ☐ Laborer/Unskilled ☐ Service Worker |

**Job Category Definitions**

1. **Officials or 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 or 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.