2015 EMPLOYEE SELF CERTIFICATION FORMS

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# 2015 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 - $12,850 | $12,851 - $21,350 | $21,351 - $34,200 | \_\_\_\_\_Greater than $34,200 |
| 2 | $0 - $15,930 | $15,931 - $24,400 | $24,401 - $39,050 | \_\_\_\_\_Greater than $39,050 |
| 3 | $0 - $20,090 | $20,091 - $27,450 | $27,451 - $43,950 | \_\_\_\_\_Greater than $43,950 |
| 4 | $0 - $24,250 | $24,251 - $30,500 | $30,501 - $48,800 | \_\_\_\_\_Greater than $48,800 |
| 5 | $0 - $28,410 | $28,411 - $32,950 | $32,951 - $52,750 | \_\_\_\_\_Greater than $52,750 |
| 6 | $0 - $32,570 | $32,571 - $35,400 | $35,401 - $56,650 | \_\_\_\_\_Greater than $56,650 |
| 7 | $0 - $36,730 | $36,731 - $37,850 | $37,851 - $60,550 | \_\_\_\_\_Greater than $60,550 |
| 8 or more | $0 - $40,300 | $40,301 - $40,300 | $40,301 - $64,450 | \_\_\_\_\_Greater than $64,450 |

Source: 2015 HUD low-moderate income level limits for *Adams*, 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.

# 2015 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 - $12,850 | $12,851 - $21,350 | $21,351 - $34,200 | \_\_\_\_\_Greater than $34,200 |
| 2 | $0 - $15,930 | $15,931 - $24,400 | $24,401 - $39,050 | \_\_\_\_\_Greater than $39,050 |
| 3 | $0 - $20,090 | $20,091 - $27,450 | $27,451 - $43,950 | \_\_\_\_\_Greater than $43,950 |
| 4 | $0 - $24,250 | $24,251 - $30,500 | $30,501 - $48,800 | \_\_\_\_\_Greater than $48,800 |
| 5 | $0 - $28,410 | $28,411 - $32,950 | $32,951 - $52,750 | \_\_\_\_\_Greater than $52,750 |
| 6 | $0 - $32,570 | $32,571 - $35,400 | $35,401 - $56,650 | \_\_\_\_\_Greater than $56,650 |
| 7 | $0 - $36,730 | $36,731 - $37,850 | $37,851 - $60,550 | \_\_\_\_\_Greater than $60,550 |
| 8 or more | $0 - $40,300 | $40,301 - $40,300 | $40,301 - $64,450 | \_\_\_\_\_Greater than $64,450 |

Source: 2015 HUD low-moderate income level limits for *Ashland*, 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.

# 2015 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.** | | | |
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| 3 | $0 - $20,090 | $20,091 - $27,450 | $27,451 - $43,950 | \_\_\_\_\_Greater than $43,950 |
| 4 | $0 - $24,250 | $24,251 - $30,500 | $30,501 - $48,800 | \_\_\_\_\_Greater than $48,800 |
| 5 | $0 - $28,410 | $28,411 - $32,950 | $32,951 - $52,750 | \_\_\_\_\_Greater than $52,750 |
| 6 | $0 - $32,570 | $32,571 - $35,400 | $35,401 - $56,650 | \_\_\_\_\_Greater than $56,650 |
| 7 | $0 - $36,730 | $36,731 - $37,850 | $37,851 - $60,550 | \_\_\_\_\_Greater than $60,550 |
| 8 or more | $0 - $40,300 | $40,301 - $40,300 | $40,301 - $64,450 | \_\_\_\_\_Greater than $64,450 |

Source: 2015 HUD low-moderate income level limits for *Barron*, 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.

# 2015 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 - $12,850 | $12,851 - $21,350 | $21,351 - $34,200 | \_\_\_\_\_Greater than $34,200 |
| 2 | $0 - $15,930 | $15,931 - $24,400 | $24,401 - $39,050 | \_\_\_\_\_Greater than $39,050 |
| 3 | $0 - $20,090 | $20,091 - $27,450 | $27,451 - $43,950 | \_\_\_\_\_Greater than $43,950 |
| 4 | $0 - $24,250 | $24,251 - $30,500 | $30,501 - $48,800 | \_\_\_\_\_Greater than $48,800 |
| 5 | $0 - $28,410 | $28,411 - $32,950 | $32,951 - $52,750 | \_\_\_\_\_Greater than $52,750 |
| 6 | $0 - $32,570 | $32,571 - $35,400 | $35,401 - $56,650 | \_\_\_\_\_Greater than $56,650 |
| 7 | $0 - $36,730 | $36,731 - $37,850 | $37,851 - $60,550 | \_\_\_\_\_Greater than $60,550 |
| 8 or more | $0 - $40,300 | $40,301 - $40,300 | $40,301 - $64,450 | \_\_\_\_\_Greater than $64,450 |

Source: 2015 HUD low-moderate income level limits for *Bayfield*, 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.

# 2015 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 - $14,400 | $14,401 - $24,000 | $24,001 - $38,400 | \_\_\_\_\_Greater than $38,400 |
| 2 | $0 - $16,450 | $16,451 - $27,400 | $27,401 - $43,850 | \_\_\_\_\_Greater than $43,850 |
| 3 | $0 - $20,090 | $20,091 - $30,850 | $30,851 - $49,350 | \_\_\_\_\_Greater than $49,350 |
| 4 | $0 - $24,250 | $24,251 - $34,250 | $34,251 - $54,800 | \_\_\_\_\_Greater than $54,800 |
| 5 | $0 - $28,410 | $28,411 - $37,000 | $37,001 - $59,200 | \_\_\_\_\_Greater than $59,200 |
| 6 | $0 - $32,570 | $32,571 - $39,750 | $39,751 - $63,600 | \_\_\_\_\_Greater than $63,600 |
| 7 | $0 - $36,730 | $36,731 - $42,500 | $42,501 - $68,000 | \_\_\_\_\_Greater than $68,000 |
| 8 or more | $0 - $40,890 | $40,891 - $45,250 | $45,251 - $72,350 | \_\_\_\_\_Greater than $72,350 |

Source: 2015 HUD low-moderate income level limits for *Brown*, 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.

# 2015 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 - $12,850 | $12,851 - $21,450 | $21,451 - $34,200 | \_\_\_\_\_Greater than $34,200 |
| 2 | $0 - $15,930 | $15,931 - $24,500 | $24,501 - $39,050 | \_\_\_\_\_Greater than $39,050 |
| 3 | $0 - $20,090 | $20,091 - $27,550 | $27,551 - $43,950 | \_\_\_\_\_Greater than $43,950 |
| 4 | $0 - $24,250 | $24,251 - $30,600 | $30,601 - $48,950 | \_\_\_\_\_Greater than $48,950 |
| 5 | $0 - $28,410 | $28,411 - $33,050 | $33,051 - $52,900 | \_\_\_\_\_Greater than $52,900 |
| 6 | $0 - $32,570 | $32,571 - $35,500 | $35,501 - $56,800 | \_\_\_\_\_Greater than $56,800 |
| 7 | $0 - $36,730 | $36,731 - $37,950 | $37,951 - $60,700 | \_\_\_\_\_Greater than $60,700 |
| 8 or more | $0 - $40,300 | $40,301 - $40,400 | $40,401 - $64,650 | \_\_\_\_\_Greater than $64,650 |

Source: 2015 HUD low-moderate income level limits for *Buffalo*, 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.

# 2015 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 - $12,850 | $12,851 - $21,350 | $21,351 - $34,200 | \_\_\_\_\_Greater than $34,200 |
| 2 | $0 - $15,930 | $15,931 - $24,400 | $24,401 - $39,050 | \_\_\_\_\_Greater than $39,050 |
| 3 | $0 - $20,090 | $20,091 - $27,450 | $27,451 - $43,950 | \_\_\_\_\_Greater than $43,950 |
| 4 | $0 - $24,250 | $24,251 - $30,500 | $30,501 - $48,800 | \_\_\_\_\_Greater than $48,800 |
| 5 | $0 - $28,410 | $28,411 - $32,950 | $32,951 - $52,750 | \_\_\_\_\_Greater than $52,750 |
| 6 | $0 - $32,570 | $32,571 - $35,400 | $35,401 - $56,650 | \_\_\_\_\_Greater than $56,650 |
| 7 | $0 - $36,730 | $36,731 - $37,850 | $37,851 - $60,550 | \_\_\_\_\_Greater than $60,550 |
| 8 or more | $0 - $40,300 | $40,301 - $40,300 | $40,301 - $64,450 | \_\_\_\_\_Greater than $64,450 |

Source: 2015 HUD low-moderate income level limits for *Burnett*, 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.

# 2015 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 - $15,850 | $15,851 - $26,400 | $26,401 - $42,250 | \_\_\_\_\_Greater than $42,250 |
| 2 | $0 - $18,100 | $18,101 - $30,200 | $30,201 - $48,250 | \_\_\_\_\_Greater than $48,250 |
| 3 | $0 - $20,350 | $20,351 - $33,950 | $33,951 - $54,300 | \_\_\_\_\_Greater than $54,300 |
| 4 | $0 - $24,250 | $24,251 - $37,700 | $37,701 - $60,300 | \_\_\_\_\_Greater than $60,300 |
| 5 | $0 - $28,410 | $28,411 - $40,750 | $40,751 - $65,150 | \_\_\_\_\_Greater than $65,150 |
| 6 | $0 - $32,570 | $32,571 - $43,750 | $43,751 - $69,950 | \_\_\_\_\_Greater than $69,950 |
| 7 | $0 - $36,730 | $36,731 - $46,750 | $46,751 - $74,800 | \_\_\_\_\_Greater than $74,800 |
| 8 or more | $0 - $40,890 | $40,891 - $49,800 | $49,801 - $79,600 | \_\_\_\_\_Greater than $79,600 |

Source: 2015 HUD low-moderate income level limits for *Calumet*, 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**

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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.

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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,

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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.

# 2015 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 - $13,850 | $13,851 - $23,100 | $23,101 - $36,900 | \_\_\_\_\_Greater than $36,900 |
| 2 | $0 - $15,930 | $15,931 - $26,400 | $26,401 - $42,200 | \_\_\_\_\_Greater than $42,200 |
| 3 | $0 - $20,090 | $20,091 - $29,700 | $29,701 - $47,450 | \_\_\_\_\_Greater than $47,450 |
| 4 | $0 - $24,250 | $24,251 - $32,950 | $32,951 - $52,700 | \_\_\_\_\_Greater than $52,700 |
| 5 | $0 - $28,410 | $28,411 - $35,600 | $35,601 - $56,950 | \_\_\_\_\_Greater than $56,950 |
| 6 | $0 - $32,570 | $32,571 - $38,250 | $38,251 - $61,150 | \_\_\_\_\_Greater than $61,150 |
| 7 | $0 - $36,730 | $36,731 - $40,900 | $40,901 - $65,350 | \_\_\_\_\_Greater than $65,350 |
| 8 or more | $0 - $40,890 | $40,891 - $43,500 | $43,501 - $69,600 | \_\_\_\_\_Greater than $69,600 |

Source: 2015 HUD low-moderate income level limits for *Chippewa*, 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.

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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,

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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.

# 2015 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 - $12,850 | $12,851 - $21,350 | $21,351 - $34,200 | \_\_\_\_\_Greater than $34,200 |
| 2 | $0 - $15,930 | $15,931 - $24,400 | $24,401 - $39,050 | \_\_\_\_\_Greater than $39,050 |
| 3 | $0 - $20,090 | $20,091 - $27,450 | $27,451 - $43,950 | \_\_\_\_\_Greater than $43,950 |
| 4 | $0 - $24,250 | $24,251 - $30,500 | $30,501 - $48,800 | \_\_\_\_\_Greater than $48,800 |
| 5 | $0 - $28,410 | $28,411 - $32,950 | $32,951 - $52,750 | \_\_\_\_\_Greater than $52,750 |
| 6 | $0 - $32,570 | $32,571 - $35,400 | $35,401 - $56,650 | \_\_\_\_\_Greater than $56,650 |
| 7 | $0 - $36,730 | $36,731 - $37,850 | $37,851 - $60,550 | \_\_\_\_\_Greater than $60,550 |
| 8 or more | $0 - $40,300 | $40,301 - $40,300 | $40,301 - $64,450 | \_\_\_\_\_Greater than $64,450 |

Source: 2015 HUD low-moderate income level limits for *Clark*, 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.

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# 2015 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***.

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 - $15,500 | $15,501 - $25,800 | $25,801 - $41,300 | \_\_\_\_\_Greater than $41,300 |
| 2 | $0 - $17,700 | $17,701 - $29,500 | $29,501 - $47,200 | \_\_\_\_\_Greater than $47,200 |
| 3 | $0 - $20,090 | $20,091 - $33,200 | $33,201 - $53,100 | \_\_\_\_\_Greater than $53,100 |
| 4 | $0 - $24,250 | $24,251 - $36,850 | $36,851 - $58,950 | \_\_\_\_\_Greater than $58,950 |
| 5 | $0 - $28,410 | $28,411 - $39,800 | $39,801 - $63,700 | \_\_\_\_\_Greater than $63,700 |
| 6 | $0 - $32,570 | $32,571 - $42,750 | $42,751 - $68,400 | \_\_\_\_\_Greater than $68,400 |
| 7 | $0 - $36,730 | $36,731 - $45,700 | $45,701 - $73,100 | \_\_\_\_\_Greater than $73,100 |
| 8 or more | $0 - $40,890 | $40,891 - $48,650 | $48,651 - $77,850 | \_\_\_\_\_Greater than $77,850 |

Source: 2015 HUD low-moderate income level limits for *Columbia*, 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.

# 2015 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 - $12,850 | $12,851 - $21,350 | $21,351 - $34,200 | \_\_\_\_\_Greater than $34,200 |
| 2 | $0 - $15,930 | $15,931 - $24,400 | $24,401 - $39,050 | \_\_\_\_\_Greater than $39,050 |
| 3 | $0 - $20,090 | $20,091 - $27,450 | $27,451 - $43,950 | \_\_\_\_\_Greater than $43,950 |
| 4 | $0 - $24,250 | $24,251 - $30,500 | $30,501 - $48,800 | \_\_\_\_\_Greater than $48,800 |
| 5 | $0 - $28,410 | $28,411 - $32,950 | $32,951 - $52,750 | \_\_\_\_\_Greater than $52,750 |
| 6 | $0 - $32,570 | $32,571 - $35,400 | $35,401 - $56,650 | \_\_\_\_\_Greater than $56,650 |
| 7 | $0 - $36,730 | $36,731 - $37,850 | $37,851 - $60,550 | \_\_\_\_\_Greater than $60,550 |
| 8 or more | $0 - $40,300 | $40,301 - $40,300 | $40,301 - $64,450 | \_\_\_\_\_Greater than $64,450 |

Source: 2015 HUD low-moderate income level limits for *Crawford*, 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.

# 2015 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 - $17,400 | $17,401 - $28,950 | $28,951 - $46,100 | \_\_\_\_\_Greater than $46,100 |
| 2 | $0 - $19,850 | $19,851 - $33,050 | $33,051 - $52,650 | \_\_\_\_\_Greater than $52,650 |
| 3 | $0 - $20,350 | $22,351 - $37,200 | $37,201 - $59,250 | \_\_\_\_\_Greater than $59,250 |
| 4 | $0 - $24,800 | $24,801 - $41,300 | $41,301 - $65,800 | \_\_\_\_\_Greater than $65,800 |
| 5 | $0 - $28,410 | $28,411 - $44,650 | $44,651 - $71,100 | \_\_\_\_\_Greater than $71,100 |
| 6 | $0 - $32,570 | $32,571 - $47,950 | $47,951 - $76,350 | \_\_\_\_\_Greater than $76,350 |
| 7 | $0 - $36,730 | $36,731 - $51,250 | $51,251 - $81,600 | \_\_\_\_\_Greater than $81,600 |
| 8 or more | $0 - $40,890 | $40,891 - $54,550 | $54,551 - $86,900 | \_\_\_\_\_Greater than $86,900 |

Source: 2015 HUD low-moderate income level limits for *Dane*, 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.

# 2015 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 - $13,750 | $13,751 - $22,900 | $22,901 - $36,650 | \_\_\_\_\_Greater than $36,650 |
| 2 | $0 - $15,930 | $15,931 - $26,200 | $26,201 - $41,850 | \_\_\_\_\_Greater than $41,850 |
| 3 | $0 - $20,090 | $20,091 - $29,450 | $29,451 - $47,100 | \_\_\_\_\_Greater than $47,100 |
| 4 | $0 - $24,250 | $24,251 - $32,700 | $32,701 - $52,300 | \_\_\_\_\_Greater than $52,300 |
| 5 | $0 - $28,410 | $28,411 - $35,350 | $35,351 - $56,500 | \_\_\_\_\_Greater than $56,500 |
| 6 | $0 - $32,570 | $32,571 - $37,950 | $37,951 - $60,700 | \_\_\_\_\_Greater than $60,700 |
| 7 | $0 - $36,730 | $36,731 - $40,550 | $40,551 - $64,900 | \_\_\_\_\_Greater than $64,900 |
| 8 or more | $0 - $40,890 | $40,891 - $43,200 | $43,201 - $69,050 | \_\_\_\_\_Greater than $69,050 |

Source: 2015 HUD low-moderate income level limits for *Dodge*, 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.

# 2015 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 - $13,500 | $13,501 - $22,500 | $22,501 - $35,950 | \_\_\_\_\_Greater than $35,950 |
| 2 | $0 - $15,930 | $15,931 - $25,700 | $25,701 - $41,100 | \_\_\_\_\_Greater than $41,100 |
| 3 | $0 - $20,090 | $20,091 - $28,900 | $28,901 - $46,250 | \_\_\_\_\_Greater than $46,250 |
| 4 | $0 - $24,250 | $24,251 - $32,100 | $32,101 - $51,350 | \_\_\_\_\_Greater than $51,350 |
| 5 | $0 - $28,410 | $28,411 - $34,700 | $34,701 - $55,500 | \_\_\_\_\_Greater than $55,500 |
| 6 | $0 - $32,570 | $32,571 - $37,250 | $37,251 - $59,600 | \_\_\_\_\_Greater than $59,600 |
| 7 | $0 - $36,730 | $36,731 - $39,850 | $39,851 - $63,700 | \_\_\_\_\_Greater than $63,700 |
| 8 or more | $0 - $40,890 | $40,891 - $42,400 | $42,401 - $67,800 | \_\_\_\_\_Greater than $67,800 |

Source: 2015 HUD low-moderate income level limits for *Door*, 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.

# 2015 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 - $13,450 | $13,451 - $22,350 | $22,351 - $35,750 | \_\_\_\_\_Greater than $35,750 |
| 2 | $0 - $15,930 | $15,931 - $25,550 | $25,551 - $40,850 | \_\_\_\_\_Greater than $40,850 |
| 3 | $0 - $20,090 | $20,091 - $28,750 | $28,751 - $45,950 | \_\_\_\_\_Greater than $45,950 |
| 4 | $0 - $24,250 | $24,251 - $31,900 | $31,901 - $51,050 | \_\_\_\_\_Greater than $51,050 |
| 5 | $0 - $28,410 | $28,411 - $34,500 | $34,501 - $55,150 | \_\_\_\_\_Greater than $55,150 |
| 6 | $0 - $32,570 | $32,571 - $37,050 | $37,051 - $59,250 | \_\_\_\_\_Greater than $59,250 |
| 7 | $0 - $36,730 | $36,731 - $39,600 | $39,601 - $63,350 | \_\_\_\_\_Greater than $63,350 |
| 8 or more | $0 - $40,890 | $40,891 - $42,150 | $42,151 - $67,400 | \_\_\_\_\_Greater than $67,400 |

Source: 2015 HUD low-moderate income level limits for *Douglas*, 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.

# 2015 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 - $13,550 | $13,551 - $22,600 | $22,601 - $36,150 | \_\_\_\_\_Greater than $36,150 |
| 2 | $0 - $15,930 | $15,931 - $25,800 | $25,801 - $41,300 | \_\_\_\_\_Greater than $41,300 |
| 3 | $0 - $20,090 | $20,091 - $29,050 | $29,051 - $46,450 | \_\_\_\_\_Greater than $46,450 |
| 4 | $0 - $24,250 | $24,251 - $32,250 | $32,251 - $51,600 | \_\_\_\_\_Greater than $51,600 |
| 5 | $0 - $28,410 | $28,411 - $34,850 | $34,851 - $55,750 | \_\_\_\_\_Greater than $55,750 |
| 6 | $0 - $32,570 | $32,571 - $37,450 | $37,451 - $59,900 | \_\_\_\_\_Greater than $59,900 |
| 7 | $0 - $36,730 | $36,731 - $40,000 | $40,001 - $64,000 | \_\_\_\_\_Greater than $64,000 |
| 8 or more | $0 - $40,890 | $40,891 - $42,600 | $42,601 - $68,150 | \_\_\_\_\_Greater than $68,150 |

Source: 2015 HUD low-moderate income level limits for *Dunn*, 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.

# 2015 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 - $13,850 | $13,851 - $23,100 | $23,101 - $36,900 | \_\_\_\_\_Greater than $36,900 |
| 2 | $0 - $15,930 | $15,931 - $26,400 | $26,401 - $42,200 | \_\_\_\_\_Greater than $42,200 |
| 3 | $0 - $20,090 | $20,091 - $29,700 | $29,701 - $47,450 | \_\_\_\_\_Greater than $47,450 |
| 4 | $0 - $24,250 | $24,251 - $32,950 | $32,951 - $52,700 | \_\_\_\_\_Greater than $52,700 |
| 5 | $0 - $28,410 | $28,411 - $35,600 | $35,601 - $56,950 | \_\_\_\_\_Greater than $56,950 |
| 6 | $0 - $32,570 | $32,571 - $38,250 | $38,251 - $61,150 | \_\_\_\_\_Greater than $61,150 |
| 7 | $0 - $36,730 | $36,731 - $40,900 | $40,901 - $65,350 | \_\_\_\_\_Greater than $65,350 |
| 8 or more | $0 - $40,890 | $40,891 - $43,500 | $43,501 - $69,600 | \_\_\_\_\_Greater than $69,600 |

Source: 2015 HUD low-moderate income level limits for *Eau Claire*, 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.

# 2015 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 - $12,850 | $12,851 - $21,350 | $21,351 - $34,200 | \_\_\_\_\_Greater than $34,200 |
| 2 | $0 - $15,930 | $15,931 - $24,400 | $24,401 - $39,050 | \_\_\_\_\_Greater than $39,050 |
| 3 | $0 - $20,090 | $20,091 - $27,450 | $27,451 - $43,950 | \_\_\_\_\_Greater than $43,950 |
| 4 | $0 - $24,250 | $24,251 - $30,500 | $30,501 - $48,800 | \_\_\_\_\_Greater than $48,800 |
| 5 | $0 - $28,410 | $28,411 - $32,950 | $32,951 - $52,750 | \_\_\_\_\_Greater than $52,750 |
| 6 | $0 - $32,570 | $32,571 - $35,400 | $35,401 - $56,650 | \_\_\_\_\_Greater than $56,650 |
| 7 | $0 - $36,730 | $36,731 - $37,850 | $37,851 - $60,550 | \_\_\_\_\_Greater than $60,550 |
| 8 or more | $0 - $40,300 | $40,301 - $40,300 | $40,301 - $64,450 | \_\_\_\_\_Greater than $64,450 |

Source: 2015 HUD low-moderate income level limits for *Florence*, 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,

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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.

# 2015 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 - $13,600 | $13,601 - $22,650 | $22,651 - $36,250 | \_\_\_\_\_Greater than $36,250 |
| 2 | $0 - $15,930 | $15,931 - $25,900 | $25,901 - $41,400 | \_\_\_\_\_Greater than $41,400 |
| 3 | $0 - $20,090 | $20,091 - $29,150 | $29,151 - $46,600 | \_\_\_\_\_Greater than $46,600 |
| 4 | $0 - $24,250 | $24,251 - $32,350 | $32,351 - $51,750 | \_\_\_\_\_Greater than $51,750 |
| 5 | $0 - $28,410 | $28,411 - $34,950 | $34,951 - $55,900 | \_\_\_\_\_Greater than $55,900 |
| 6 | $0 - $32,570 | $32,571 - $37,550 | $37,551 - $60,050 | \_\_\_\_\_Greater than $60,050 |
| 7 | $0 - $36,730 | $36,731 - $40,150 | $40,151 - $64,200 | \_\_\_\_\_Greater than $64,200 |
| 8 or more | $0 - $40,890 | $40,891 - $42,750 | $42,751 - $68,350 | \_\_\_\_\_Greater than $68,350 |

Source: 2015 HUD low-moderate income level limits for *Fond du Lac*, 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.

# 2015 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 - $12,850 | $12,851 - $21,350 | $21,351 - $34,200 | \_\_\_\_\_Greater than $34,200 |
| 2 | $0 - $15,930 | $15,931 - $24,400 | $24,401 - $39,050 | \_\_\_\_\_Greater than $39,050 |
| 3 | $0 - $20,090 | $20,091 - $27,450 | $27,451 - $43,950 | \_\_\_\_\_Greater than $43,950 |
| 4 | $0 - $24,250 | $24,251 - $30,500 | $30,501 - $48,800 | \_\_\_\_\_Greater than $48,800 |
| 5 | $0 - $28,410 | $28,411 - $32,950 | $32,951 - $52,750 | \_\_\_\_\_Greater than $52,750 |
| 6 | $0 - $32,570 | $32,571 - $35,400 | $35,401 - $56,650 | \_\_\_\_\_Greater than $56,650 |
| 7 | $0 - $36,730 | $36,731 - $37,850 | $37,851 - $60,550 | \_\_\_\_\_Greater than $60,550 |
| 8 or more | $0 - $40,300 | $40,301 - $40,300 | $40,301 - $64,450 | \_\_\_\_\_Greater than $64,450 |

Source: 2015 HUD low-moderate income level limits for *Forest*, 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.

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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.

# 2015 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 - $12,850 | $12,851 - $21,350 | $21,351 - $34,200 | \_\_\_\_\_Greater than $34,200 |
| 2 | $0 - $15,930 | $15,931 - $24,400 | $24,401 - $39,050 | \_\_\_\_\_Greater than $39,050 |
| 3 | $0 - $20,090 | $20,091 - $27,450 | $27,451 - $43,950 | \_\_\_\_\_Greater than $43,950 |
| 4 | $0 - $24,250 | $24,251 - $30,500 | $30,501 - $48,800 | \_\_\_\_\_Greater than $48,800 |
| 5 | $0 - $28,410 | $28,411 - $32,950 | $32,951 - $52,750 | \_\_\_\_\_Greater than $52,750 |
| 6 | $0 - $32,570 | $32,571 - $35,400 | $35,401 - $56,650 | \_\_\_\_\_Greater than $56,650 |
| 7 | $0 - $36,730 | $36,731 - $37,850 | $37,851 - $60,550 | \_\_\_\_\_Greater than $60,550 |
| 8 or more | $0 - $40,300 | $40,301 - $40,300 | $40,301 - $64,450 | \_\_\_\_\_Greater than $64,450 |

Source: 2015 HUD low-moderate income level limits for *Grant*, 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.

# 2015 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 - $14,750 | $14,751 - $24,600 | $24,601 - $39,350 | \_\_\_\_\_Greater than $39,350 |
| 2 | $0 - $16,850 | $16,851 - $28,100 | $28,101 - $44,950 | \_\_\_\_\_Greater than $44,950 |
| 3 | $0 - $20,090 | $20,091 - $31,600 | $31,601 - $50,550 | \_\_\_\_\_Greater than $50,550 |
| 4 | $0 - $24,250 | $24,251 - $35,100 | $35,101 - $56,150 | \_\_\_\_\_Greater than $56,150 |
| 5 | $0 - $28,410 | $28,411 - $37,950 | $37,951 - $60,650 | \_\_\_\_\_Greater than $60,650 |
| 6 | $0 - $32,570 | $32,571 - $40,750 | $40,751 - $65,150 | \_\_\_\_\_Greater than $65,150 |
| 7 | $0 - $36,730 | $36,731 - $43,550 | $43,551 - $69,650 | \_\_\_\_\_Greater than $69,650 |
| 8 or more | $0 - $40,890 | $40,891 - $46,350 | $46,351 - $74,150 | \_\_\_\_\_Greater than $74,150 |

Source: 2015 HUD low-moderate income level limits for *Green*, 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.

# 2015 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 - $13,550 | $13,551 - $22,600 | $22,601 - $36,150 | \_\_\_\_\_Greater than $36,150 |
| 2 | $0 - $15,930 | $15,931 - $25,800 | $25,801 - $41,300 | \_\_\_\_\_Greater than $41,300 |
| 3 | $0 - $20,090 | $20,091 - $29,050 | $29,051 - $46,450 | \_\_\_\_\_Greater than $46,450 |
| 4 | $0 - $24,250 | $24,251 - $32,250 | $32,251 - $51,600 | \_\_\_\_\_Greater than $51,600 |
| 5 | $0 - $28,410 | $28,411 - $34,850 | $34,851 - $55,750 | \_\_\_\_\_Greater than $55,750 |
| 6 | $0 - $32,570 | $32,571 - $37,450 | $37,451 - $59,900 | \_\_\_\_\_Greater than $59,900 |
| 7 | $0 - $36,730 | $36,731 - $40,000 | $40,001 - $64,000 | \_\_\_\_\_Greater than $64,000 |
| 8 or more | $0 - $40,890 | $40,891 - $42,600 | $42,601 - $68,150 | \_\_\_\_\_Greater than $68,150 |

Source: 2015 HUD low-moderate income level limits for *Green Lake*, 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,

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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.

# 2015 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 - $15,500 | $15,501 - $25,800 | $25,801 - $41,300 | \_\_\_\_\_Greater than $41,300 |
| 2 | $0 - $17,700 | $17,701 - $29,500 | $29,501 - $47,200 | \_\_\_\_\_Greater than $47,200 |
| 3 | $0 - $20,090 | $20,091 - $33,200 | $33,201 - $53,100 | \_\_\_\_\_Greater than $53,100 |
| 4 | $0 - $24,250 | $24,251 - $36,850 | $36,851 - $58,950 | \_\_\_\_\_Greater than $58,950 |
| 5 | $0 - $28,410 | $28,411 - $39,800 | $39,801 - $63,700 | \_\_\_\_\_Greater than $63,700 |
| 6 | $0 - $32,570 | $32,571 - $42,750 | $42,751 - $68,400 | \_\_\_\_\_Greater than $68,400 |
| 7 | $0 - $36,730 | $36,731 - $45,700 | $45,701 - $73,100 | \_\_\_\_\_Greater than $73,100 |
| 8 or more | $0 - $40,890 | $40,891 - $48,650 | $48,651 - $77,850 | \_\_\_\_\_Greater than $77,850 |

Source: 2015 HUD low-moderate income level limits for *Iowa*, 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

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| --- |
| **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.

# 2015 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 - $12,850 | $12,851 - $21,350 | $21,351 - $34,200 | \_\_\_\_\_Greater than $34,200 |
| 2 | $0 - $15,930 | $15,931 - $24,400 | $24,401 - $39,050 | \_\_\_\_\_Greater than $39,050 |
| 3 | $0 - $20,090 | $20,091 - $27,450 | $27,451 - $43,950 | \_\_\_\_\_Greater than $43,950 |
| 4 | $0 - $24,250 | $24,251 - $30,500 | $30,501 - $48,800 | \_\_\_\_\_Greater than $48,800 |
| 5 | $0 - $28,410 | $28,411 - $32,950 | $32,951 - $52,750 | \_\_\_\_\_Greater than $52,750 |
| 6 | $0 - $32,570 | $32,571 - $35,400 | $35,401 - $56,650 | \_\_\_\_\_Greater than $56,650 |
| 7 | $0 - $36,730 | $36,731 - $37,850 | $37,851 - $60,550 | \_\_\_\_\_Greater than $60,550 |
| 8 or more | $0 - $40,300 | $40,301 - $40,300 | $40,301 - $64,450 | \_\_\_\_\_Greater than $64,450 |

Source: 2015 HUD low-moderate income level limits for *Iron*, 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

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| --- |
| **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.

# 2015 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 - $12,850 | $12,851 - $21,350 | $21,351 - $34,200 | \_\_\_\_\_Greater than $34,200 |
| 2 | $0 - $15,930 | $15,931 - $24,400 | $24,401 - $39,050 | \_\_\_\_\_Greater than $39,050 |
| 3 | $0 - $20,090 | $20,091 - $27,450 | $27,451 - $43,950 | \_\_\_\_\_Greater than $43,950 |
| 4 | $0 - $24,250 | $24,251 - $30,500 | $30,501 - $48,800 | \_\_\_\_\_Greater than $48,800 |
| 5 | $0 - $28,410 | $28,411 - $32,950 | $32,951 - $52,750 | \_\_\_\_\_Greater than $52,750 |
| 6 | $0 - $32,570 | $32,571 - $35,400 | $35,401 - $56,650 | \_\_\_\_\_Greater than $56,650 |
| 7 | $0 - $36,730 | $36,731 - $37,850 | $37,851 - $60,550 | \_\_\_\_\_Greater than $60,550 |
| 8 or more | $0 - $40,300 | $40,301 - $40,300 | $40,301 - $64,450 | \_\_\_\_\_Greater than $64,450 |

Source: 2015 HUD low-moderate income level limits for *Jackson*, 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.

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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,

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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.

# 2015 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 - $15,300 | $15,301 - $25,450 | $25,451 - $40,750 | \_\_\_\_\_Greater than $40,750 |
| 2 | $0 - $17,450 | $17,451 - $29,100 | $29,101 - $46,550 | \_\_\_\_\_Greater than $46,550 |
| 3 | $0 - $20,090 | $20,091 - $32,750 | $32,751 - $52,350 | \_\_\_\_\_Greater than $52,350 |
| 4 | $0 - $24,250 | $24,251 - $36,350 | $36,351 - $58,150 | \_\_\_\_\_Greater than $58,150 |
| 5 | $0 - $28,410 | $28,411 - $39,300 | $39,301 - $62,850 | \_\_\_\_\_Greater than $62,850 |
| 6 | $0 - $32,570 | $32,571 - $42,200 | $42,201 - $67,500 | \_\_\_\_\_Greater than $67,500 |
| 7 | $0 - $36,730 | $36,731 - $45,100 | $45,101 - $72,150 | \_\_\_\_\_Greater than $72,150 |
| 8 or more | $0 - $40,890 | $40,891 - $48,000 | $48,001 - $76,800 | \_\_\_\_\_Greater than $76,800 |

Source: 2015 HUD low-moderate income level limits for *Jefferson*, 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.

# 2015 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 - $12,850 | $12,851 - $21,350 | $21,351 - $34,200 | \_\_\_\_\_Greater than $34,200 |
| 2 | $0 - $15,930 | $15,931 - $24,400 | $24,401 - $39,050 | \_\_\_\_\_Greater than $39,050 |
| 3 | $0 - $20,090 | $20,091 - $27,450 | $27,451 - $43,950 | \_\_\_\_\_Greater than $43,950 |
| 4 | $0 - $24,250 | $24,251 - $30,500 | $30,501 - $48,800 | \_\_\_\_\_Greater than $48,800 |
| 5 | $0 - $28,410 | $28,411 - $32,950 | $32,951 - $52,750 | \_\_\_\_\_Greater than $52,750 |
| 6 | $0 - $32,570 | $32,571 - $35,400 | $35,401 - $56,650 | \_\_\_\_\_Greater than $56,650 |
| 7 | $0 - $36,730 | $36,731 - $37,850 | $37,851 - $60,550 | \_\_\_\_\_Greater than $60,550 |
| 8 or more | $0 - $40,300 | $40,301 - $40,300 | $40,301 - $64,450 | \_\_\_\_\_Greater than $64,450 |

Source: 2015 HUD low-moderate income level limits for *Juneau*, 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.

# 2015 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 - $14,750 | $14,751 - $24,550 | $24,551 - $39,250 | \_\_\_\_\_Greater than $39,250 |
| 2 | $0 - $16,850 | $16,851 - $28,050 | $28,051 - $44,850 | \_\_\_\_\_Greater than $44,850 |
| 3 | $0 - $20,090 | $20,091 - $31,550 | $31,551 - $50,450 | \_\_\_\_\_Greater than $50,450 |
| 4 | $0 - $24,250 | $24,251 - $35,050 | $35,051 - $56,050 | \_\_\_\_\_Greater than $56,050 |
| 5 | $0 - $28,410 | $28,411 - $37,900 | $37,901 - $60,550 | \_\_\_\_\_Greater than $60,550 |
| 6 | $0 - $32,570 | $32,571 - $40,700 | $40,701 - $65,050 | \_\_\_\_\_Greater than $65,050 |
| 7 | $0 - $36,730 | $36,731 - $43,500 | $43,501 - $69,550 | \_\_\_\_\_Greater than $69,550 |
| 8 or more | $0 - $40,890 | $40,891 - $46,300 | $46,301 - $74,000 | \_\_\_\_\_Greater than $74,000 |

Source: 2015 HUD low-moderate income level limits for *Kenosha*, 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

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| --- |
| **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 |

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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.

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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,

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# 2015 Kewaunee County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 - $14,400 | $14,401 - $24,000 | $24,001 - $38,400 | \_\_\_\_\_Greater than $38,400 |
| 2 | $0 - $16,450 | $16,451 - $27,400 | $27,401 - $43,850 | \_\_\_\_\_Greater than $43,850 |
| 3 | $0 - $20,090 | $20,091 - $30,850 | $30,851 - $49,350 | \_\_\_\_\_Greater than $49,350 |
| 4 | $0 - $24,250 | $24,251 - $34,250 | $34,251 - $54,800 | \_\_\_\_\_Greater than $54,800 |
| 5 | $0 - $28,410 | $28,411 - $37,000 | $37,001 - $59,200 | \_\_\_\_\_Greater than $59,200 |
| 6 | $0 - $32,570 | $32,571 - $39,750 | $39,751 - $63,600 | \_\_\_\_\_Greater than $63,600 |
| 7 | $0 - $36,730 | $36,731 - $42,500 | $42,501 - $68,000 | \_\_\_\_\_Greater than $68,000 |
| 8 or more | $0 - $40,890 | $40,891 - $45,250 | $45,251 - $72,350 | \_\_\_\_\_Greater than $72,350 |

Source: 2015 HUD low-moderate income level limits for *Kewaunee*, 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 |

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

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**

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# 2015 La Crosse County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
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| 2 | $0 - $16,850 | $16,851 - $28,100 | $28,101 - $44,950 | \_\_\_\_\_Greater than $44,950 |
| 3 | $0 - $20,090 | $20,091 - $31,600 | $31,601 - $50,550 | \_\_\_\_\_Greater than $50,550 |
| 4 | $0 - $24,250 | $24,251 - $35,100 | $35,101 - $56,150 | \_\_\_\_\_Greater than $56,150 |
| 5 | $0 - $28,410 | $28,411 - $37,950 | $37,951 - $60,650 | \_\_\_\_\_Greater than $60,650 |
| 6 | $0 - $32,570 | $32,571 - $40,750 | $40,751 - $65,150 | \_\_\_\_\_Greater than $65,150 |
| 7 | $0 - $36,730 | $36,731 - $43,550 | $43,551 - $69,650 | \_\_\_\_\_Greater than $69,650 |
| 8 or more | $0 - $40,890 | $40,891 - $46,350 | $46,351 - $74,150 | \_\_\_\_\_Greater than $74,150 |

Source: 2015 HUD low-moderate income level limits for *La Crosse*, 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 |

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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.

# 2015 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 - $13,300 | $13,301 - $22,150 | $22,151 - $35,400 | \_\_\_\_\_Greater than $35,400 |
| 2 | $0 - $15,930 | $15,931 - $25,300 | $25,301 - $40,450 | \_\_\_\_\_Greater than $40,450 |
| 3 | $0 - $20,090 | $20,091 - $28,450 | $28,451 - $45,500 | \_\_\_\_\_Greater than $45,500 |
| 4 | $0 - $24,250 | $24,251 - $31,600 | $31,601 - $50,550 | \_\_\_\_\_Greater than $50,550 |
| 5 | $0 - $28,410 | $28,411 - $34,150 | $34,151 - $54,600 | \_\_\_\_\_Greater than $54,600 |
| 6 | $0 - $32,570 | $32,571 - $36,700 | $36,701 - $58,650 | \_\_\_\_\_Greater than $58,650 |
| 7 | $0 - $36,730 | $36,731 - $39,200 | $39,201 - $62,700 | \_\_\_\_\_Greater than $62,700 |
| 8 or more | $0 - $40,890 | $40,891 - $41,750 | $41,751 - $66,750 | \_\_\_\_\_Greater than $66,750 |

Source: 2015 HUD low-moderate income level limits for *Lafayette*, 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,

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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.

# 2015 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 - $12,850 | $12,851 - $21,350 | $21,351 - $34,200 | \_\_\_\_\_Greater than $34,200 |
| 2 | $0 - $15,930 | $15,931 - $24,400 | $24,401 - $39,050 | \_\_\_\_\_Greater than $39,050 |
| 3 | $0 - $20,090 | $20,091 - $27,450 | $27,451 - $43,950 | \_\_\_\_\_Greater than $43,950 |
| 4 | $0 - $24,250 | $24,251 - $30,500 | $30,501 - $48,800 | \_\_\_\_\_Greater than $48,800 |
| 5 | $0 - $28,410 | $28,411 - $32,950 | $32,951 - $52,750 | \_\_\_\_\_Greater than $52,750 |
| 6 | $0 - $32,570 | $32,571 - $35,400 | $35,401 - $56,650 | \_\_\_\_\_Greater than $56,650 |
| 7 | $0 - $36,730 | $36,731 - $37,850 | $37,851 - $60,550 | \_\_\_\_\_Greater than $60,550 |
| 8 or more | $0 - $40,300 | $40,301 - $40,300 | $40,301 - $64,450 | \_\_\_\_\_Greater than $64,450 |

Source: 2015 HUD low-moderate income level limits for *Langlade*, 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.

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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.

# 2015 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 - $13,350 | $13,351 - $22,250 | $22,251 - $35,600 | \_\_\_\_\_Greater than $35,600 |
| 2 | $0 - $15,930 | $15,931 - $25,400 | $25,401 - $40,650 | \_\_\_\_\_Greater than $40,650 |
| 3 | $0 - $20,090 | $20,091 - $28,600 | $28,601 - $45,750 | \_\_\_\_\_Greater than $45,750 |
| 4 | $0 - $24,250 | $24,251 - $31,750 | $31,751 - $50,800 | \_\_\_\_\_Greater than $50,800 |
| 5 | $0 - $28,410 | $28,411 - $34,300 | $34,301 - $54,900 | \_\_\_\_\_Greater than $54,900 |
| 6 | $0 - $32,570 | $32,571 - $36,850 | $36,851 - $58,950 | \_\_\_\_\_Greater than $58,950 |
| 7 | $0 - $36,730 | $36,731 - $39,400 | $39,401 - $63,000 | \_\_\_\_\_Greater than $63,000 |
| 8 or more | $0 - $40,890 | $40,891 - $41,950 | $41,951 - $67,100 | \_\_\_\_\_Greater than $67,100 |

Source: 2015 HUD low-moderate income level limits for *Lincoln*, 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.

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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,

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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.

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# 2015 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 - $13,750 | $13,751 - $22,900 | $22,901 - $36,600 | \_\_\_\_\_Greater than $36,600 |
| 2 | $0 - $15,930 | $15,931 - $26,150 | $26,151 - $41,800 | \_\_\_\_\_Greater than $41,800 |
| 3 | $0 - $20,090 | $20,091 - $29,400 | $29,401 - $47,050 | \_\_\_\_\_Greater than $47,050 |
| 4 | $0 - $24,250 | $24,251 - $32,650 | $32,651 - $52,250 | \_\_\_\_\_Greater than $52,250 |
| 5 | $0 - $28,410 | $28,411 - $35,300 | $35,301 - $56,450 | \_\_\_\_\_Greater than $56,450 |
| 6 | $0 - $32,570 | $32,571 - $37,900 | $37,901 - $60,650 | \_\_\_\_\_Greater than $60,650 |
| 7 | $0 - $36,730 | $36,731 - $40,500 | $40,501 - $64,800 | \_\_\_\_\_Greater than $64,800 |
| 8 or more | $0 - $40,890 | $40,891 - $43,100 | $43,101 - $69,000 | \_\_\_\_\_Greater than $69,000 |

Source: 2015 HUD low-moderate income level limits for *Manitowoc*, 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.

# 2015 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 - $13,300 | $13,301 - $22,200 | $22,201 - $35,500 | \_\_\_\_\_Greater than $35,500 |
| 2 | $0 - $15,930 | $15,931 - $25,350 | $25,351 - $40,550 | \_\_\_\_\_Greater than $40,550 |
| 3 | $0 - $20,090 | $20,091 - $28,500 | $28,501 - $45,600 | \_\_\_\_\_Greater than $45,600 |
| 4 | $0 - $24,250 | $24,251 - $31,650 | $31,651 - $50,650 | \_\_\_\_\_Greater than $50,650 |
| 5 | $0 - $28,410 | $28,411 - $34,200 | $34,201 - $54,750 | \_\_\_\_\_Greater than $54,750 |
| 6 | $0 - $32,570 | $32,571 - $36,750 | $36,751 - $58,800 | \_\_\_\_\_Greater than $58,800 |
| 7 | $0 - $36,730 | $36,731 - $39,250 | $39,251 - $62,850 | \_\_\_\_\_Greater than $62,850 |
| 8 or more | $0 - $40,890 | $40,891 - $41,800 | $41,801 - $66,900 | \_\_\_\_\_Greater than $66,900 |

Source: 2015 HUD low-moderate income level limits for *Marathon*, 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.

# 2015 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 - $12,850 | $12,851 - $21,350 | $21,351 - $34,200 | \_\_\_\_\_Greater than $34,200 |
| 2 | $0 - $15,930 | $15,931 - $24,400 | $24,401 - $39,050 | \_\_\_\_\_Greater than $39,050 |
| 3 | $0 - $20,090 | $20,091 - $27,450 | $27,451 - $43,950 | \_\_\_\_\_Greater than $43,950 |
| 4 | $0 - $24,250 | $24,251 - $30,500 | $30,501 - $48,800 | \_\_\_\_\_Greater than $48,800 |
| 5 | $0 - $28,410 | $28,411 - $32,950 | $32,951 - $52,750 | \_\_\_\_\_Greater than $52,750 |
| 6 | $0 - $32,570 | $32,571 - $35,400 | $35,401 - $56,650 | \_\_\_\_\_Greater than $56,650 |
| 7 | $0 - $36,730 | $36,731 - $37,850 | $37,851 - $60,550 | \_\_\_\_\_Greater than $60,550 |
| 8 or more | $0 - $40,300 | $40,301 - $40,300 | $40,301 - $64,450 | \_\_\_\_\_Greater than $64,450 |

Source: 2015 HUD low-moderate income level limits for *Marinette*, 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.

# 2015 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 - $12,850 | $12,851 - $21,350 | $21,351 - $34,200 | \_\_\_\_\_Greater than $34,200 |
| 2 | $0 - $15,930 | $15,931 - $24,400 | $24,401 - $39,050 | \_\_\_\_\_Greater than $39,050 |
| 3 | $0 - $20,090 | $20,091 - $27,450 | $27,451 - $43,950 | \_\_\_\_\_Greater than $43,950 |
| 4 | $0 - $24,250 | $24,251 - $30,500 | $30,501 - $48,800 | \_\_\_\_\_Greater than $48,800 |
| 5 | $0 - $28,410 | $28,411 - $32,950 | $32,951 - $52,750 | \_\_\_\_\_Greater than $52,750 |
| 6 | $0 - $32,570 | $32,571 - $35,400 | $35,401 - $56,650 | \_\_\_\_\_Greater than $56,650 |
| 7 | $0 - $36,730 | $36,731 - $37,850 | $37,851 - $60,550 | \_\_\_\_\_Greater than $60,550 |
| 8 or more | $0 - $40,300 | $40,301 - $40,300 | $40,301 - $64,450 | \_\_\_\_\_Greater than $64,450 |

Source: 2015 HUD low-moderate income level limits for *Marquette*, 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.

# 2015 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 - $12,850 | $12,851 - $21,350 | $21,351 - $34,200 | \_\_\_\_\_Greater than $34,200 |
| 2 | $0 - $15,930 | $15,931 - $24,400 | $24,401 - $39,050 | \_\_\_\_\_Greater than $39,050 |
| 3 | $0 - $20,090 | $20,091 - $27,450 | $27,451 - $43,950 | \_\_\_\_\_Greater than $43,950 |
| 4 | $0 - $24,250 | $24,251 - $30,500 | $30,501 - $48,800 | \_\_\_\_\_Greater than $48,800 |
| 5 | $0 - $28,410 | $28,411 - $32,950 | $32,951 - $52,750 | \_\_\_\_\_Greater than $52,750 |
| 6 | $0 - $32,570 | $32,571 - $35,400 | $35,401 - $56,650 | \_\_\_\_\_Greater than $56,650 |
| 7 | $0 - $36,730 | $36,731 - $37,850 | $37,851 - $60,550 | \_\_\_\_\_Greater than $60,550 |
| 8 or more | $0 - $40,300 | $40,301 - $40,300 | $40,301 - $64,450 | \_\_\_\_\_Greater than $64,450 |

Source: 2015 HUD low-moderate income level limits for *Menominee*, 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.

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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.

# 2015 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 - $15,400 | $15,401 - $25,700 | $25,701 - $41,100 | \_\_\_\_\_Greater than $41,100 |
| 2 | $0 - $17,600 | $17,601 - $29,350 | $29,351 - $46,950 | \_\_\_\_\_Greater than $46,950 |
| 3 | $0 - $20,090 | $20,091 - $33,000 | $33,001 - $52,800 | \_\_\_\_\_Greater than $52,800 |
| 4 | $0 - $24,250 | $24,251 - $36,650 | $36,651 - $58,650 | \_\_\_\_\_Greater than $58,650 |
| 5 | $0 - $28,410 | $28,411 - $39,600 | $39,601 - $63,350 | \_\_\_\_\_Greater than $63,350 |
| 6 | $0 - $32,570 | $32,571 - $42,550 | $42,551 - $68,050 | \_\_\_\_\_Greater than $68,050 |
| 7 | $0 - $36,730 | $36,731 - $45,450 | $45,451 - $72,750 | \_\_\_\_\_Greater than $72,750 |
| 8 or more | $0 - $40,890 | $40,891 - $48,400 | $48,401 - $77,450 | \_\_\_\_\_Greater than $77,450 |

Source: 2015 HUD low-moderate income level limits for *Milwaukee*, 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.

# 2015 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 - $13,600 | $13,601 - $22,650 | $22,651 - $36,250 | \_\_\_\_\_Greater than $36,250 |
| 2 | $0 - $15,930 | $15,931 - $25,900 | $25,901 - $41,400 | \_\_\_\_\_Greater than $41,400 |
| 3 | $0 - $20,090 | $20,091 - $29,150 | $29,151 - $46,600 | \_\_\_\_\_Greater than $46,600 |
| 4 | $0 - $24,250 | $24,251 - $32,350 | $32,351 - $51,750 | \_\_\_\_\_Greater than $51,750 |
| 5 | $0 - $28,410 | $28,411 - $34,950 | $34,951 - $55,900 | \_\_\_\_\_Greater than $55,900 |
| 6 | $0 - $32,570 | $32,571 - $37,550 | $37,551 - $60,050 | \_\_\_\_\_Greater than $60,050 |
| 7 | $0 - $36,730 | $36,731 - $40,150 | $40,151 - $64,200 | \_\_\_\_\_Greater than $64,200 |
| 8 or more | $0 - $40,890 | $40,891 - $42,750 | $42,751 - $68,350 | \_\_\_\_\_Greater than $68,350 |

Source: 2015 HUD low-moderate income level limits for *Monroe*, 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.

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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,

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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.

# 2015 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:**

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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 - $13,300 | $13,301 - $22,200 | $22,201 - $35,500 | \_\_\_\_\_Greater than $35,500 |
| 2 | $0 - $15,930 | $15,931 - $25,350 | $25,351 - $40,550 | \_\_\_\_\_Greater than $40,550 |
| 3 | $0 - $20,090 | $20,091 - $28,500 | $28,501 - $45,600 | \_\_\_\_\_Greater than $45,600 |
| 4 | $0 - $24,250 | $24,251 - $31,650 | $31,651 - $50,650 | \_\_\_\_\_Greater than $50,650 |
| 5 | $0 - $28,410 | $28,411 - $34,200 | $34,201 - $54,750 | \_\_\_\_\_Greater than $54,750 |
| 6 | $0 - $32,570 | $32,571 - $36,750 | $36,751 - $58,800 | \_\_\_\_\_Greater than $58,800 |
| 7 | $0 - $36,730 | $36,731 - $39,250 | $39,251 - $62,850 | \_\_\_\_\_Greater than $62,850 |
| 8 or more | $0 - $40,890 | $40,891 - $41,800 | $41,801 - $66,900 | \_\_\_\_\_Greater than $66,900 |

Source: 2015 HUD low-moderate income level limits for *Oconto*, 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

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| --- |
| **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.

# 2015 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 - $12,850 | $12,851 - $21,350 | $21,351 - $34,200 | \_\_\_\_\_Greater than $34,200 |
| 2 | $0 - $15,930 | $15,931 - $24,400 | $24,401 - $39,050 | \_\_\_\_\_Greater than $39,050 |
| 3 | $0 - $20,090 | $20,091 - $27,450 | $27,451 - $43,950 | \_\_\_\_\_Greater than $43,950 |
| 4 | $0 - $24,250 | $24,251 - $30,500 | $30,501 - $48,800 | \_\_\_\_\_Greater than $48,800 |
| 5 | $0 - $28,410 | $28,411 - $32,950 | $32,951 - $52,750 | \_\_\_\_\_Greater than $52,750 |
| 6 | $0 - $32,570 | $32,571 - $35,400 | $35,401 - $56,650 | \_\_\_\_\_Greater than $56,650 |
| 7 | $0 - $36,730 | $36,731 - $37,850 | $37,851 - $60,550 | \_\_\_\_\_Greater than $60,550 |
| 8 or more | $0 - $40,300 | $40,301 - $40,300 | $40,301 - $64,450 | \_\_\_\_\_Greater than $64,450 |

Source: 2015 HUD low-moderate income level limits for *Oneida*, 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**

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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.

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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.

# 2015 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 - $15,850 | $15,851 - $26,400 | $26,401 - $42,250 | \_\_\_\_\_Greater than $42,250 |
| 2 | $0 - $18,100 | $18,101 - $30,200 | $30,201 - $48,250 | \_\_\_\_\_Greater than $48,250 |
| 3 | $0 - $20,350 | $20,351 - $33,950 | $33,951 - $54,300 | \_\_\_\_\_Greater than $54,300 |
| 4 | $0 - $24,250 | $24,251 - $37,700 | $37,701 - $60,300 | \_\_\_\_\_Greater than $60,300 |
| 5 | $0 - $28,410 | $28,411 - $40,750 | $40,751 - $65,150 | \_\_\_\_\_Greater than $65,150 |
| 6 | $0 - $32,570 | $32,571 - $43,750 | $43,751 - $69,950 | \_\_\_\_\_Greater than $69,950 |
| 7 | $0 - $36,730 | $36,731 - $46,750 | $46,751 - $74,800 | \_\_\_\_\_Greater than $74,800 |
| 8 or more | $0 - $40,890 | $40,891 - $49,800 | $49,801 - $79,600 | \_\_\_\_\_Greater than $79,600 |

Source: 2015 HUD low-moderate income level limits for *Outagamie*, 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.

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# 2015 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***.

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 - $15,400 | $15,401 - $25,700 | $25,701 - $41,100 | \_\_\_\_\_Greater than $41,100 |
| 2 | $0 - $17,600 | $17,601 - $29,350 | $29,351 - $46,950 | \_\_\_\_\_Greater than $46,950 |
| 3 | $0 - $20,090 | $20,091 - $33,000 | $33,001 - $52,800 | \_\_\_\_\_Greater than $52,800 |
| 4 | $0 - $24,250 | $24,251 - $36,650 | $36,651 - $58,650 | \_\_\_\_\_Greater than $58,650 |
| 5 | $0 - $28,410 | $28,411 - $39,600 | $39,601 - $63,350 | \_\_\_\_\_Greater than $63,350 |
| 6 | $0 - $32,570 | $32,571 - $42,550 | $42,551 - $68,050 | \_\_\_\_\_Greater than $68,050 |
| 7 | $0 - $36,730 | $36,731 - $45,450 | $45,451 - $72,750 | \_\_\_\_\_Greater than $72,750 |
| 8 or more | $0 - $40,890 | $40,891 - $48,400 | $48,401 - $77,450 | \_\_\_\_\_Greater than $77,450 |

Source: 2015 HUD low-moderate income level limits for *Ozaukee*, 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**

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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.

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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.

# 2015 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 - $13,300 | $13,301 - $22,200 | $22,201 - $35,500 | \_\_\_\_\_Greater than $35,500 |
| 2 | $0 - $15,930 | $15,931 - $25,400 | $25,401 - $40,600 | \_\_\_\_\_Greater than $40,600 |
| 3 | $0 - $20,090 | $20,091 - $28,550 | $28,551 - $45,650 | \_\_\_\_\_Greater than $45,650 |
| 4 | $0 - $24,250 | $24,251 - $31,700 | $31,701 - $50,700 | \_\_\_\_\_Greater than $50,700 |
| 5 | $0 - $28,410 | $28,411 - $34,250 | $34,251 - $54,800 | \_\_\_\_\_Greater than $54,800 |
| 6 | $0 - $32,570 | $32,571 - $36,800 | $36,801 - $58,850 | \_\_\_\_\_Greater than $58,850 |
| 7 | $0 - $36,730 | $36,731 - $39,350 | $39,351 - $62,900 | \_\_\_\_\_Greater than $62,900 |
| 8 or more | $0 - $40,890 | $40,891 - $41,850 | $41,851 - $66,950 | \_\_\_\_\_Greater than $66,950 |

Source: 2015 HUD low-moderate income level limits for *Pepin*, 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.

# 2015 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 - $18,200 | $18,201 - $30,350 | $30,351 - $46,100 | \_\_\_\_\_Greater than $46,100 |
| 2 | $0 - $20,800 | $20,801 - $34,650 | $34,651 - $52,650 | \_\_\_\_\_Greater than $52,650 |
| 3 | $0 - $23,400 | $23,401 - $39,000 | $39,001 - $59,250 | \_\_\_\_\_Greater than $59,250 |
| 4 | $0 - $26,000 | $26,001 - $43,300 | $43,301 - $65,800 | \_\_\_\_\_Greater than $65,800 |
| 5 | $0 - $28,410 | $28,411 - $46,800 | $46,801 - $71,100 | \_\_\_\_\_Greater than $71,100 |
| 6 | $0 - $32,570 | $32,571 - $50,250 | $50,251 - $76,350 | \_\_\_\_\_Greater than $76,350 |
| 7 | $0 - $36,730 | $36,731 - $53,700 | $53,701 - $81,600 | \_\_\_\_\_Greater than $81,600 |
| 8 or more | $0 - $40,890 | $40,891 - $57,200 | $57,201 - $86,900 | \_\_\_\_\_Greater than $86,900 |

Source: 2015 HUD low-moderate income level limits for *Pierce*, 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.

# 2015 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 - $13,100 | $13,101 - $21,800 | $21,801 - $34,850 | \_\_\_\_\_Greater than $34,850 |
| 2 | $0 - $15,930 | $15,931 - $24,900 | $24,901 - $39,800 | \_\_\_\_\_Greater than $39,800 |
| 3 | $0 - $20,090 | $20,091 - $28,000 | $28,001 - $44,800 | \_\_\_\_\_Greater than $44,800 |
| 4 | $0 - $24,250 | $24,251 - $31,100 | $31,101 - $49,750 | \_\_\_\_\_Greater than $49,750 |
| 5 | $0 - $28,410 | $28,411 - $33,600 | $33,601 - $53,750 | \_\_\_\_\_Greater than $53,750 |
| 6 | $0 - $32,570 | $32,571 - $36,100 | $36,101 - $57,750 | \_\_\_\_\_Greater than $57,750 |
| 7 | $0 - $36,730 | $36,731 - $38,600 | $38,601 - $61,700 | \_\_\_\_\_Greater than $61,700 |
| 8 or more | $0 - $40,890 | $40,891 - $41,100 | $41,101 - $65,700 | \_\_\_\_\_Greater than $65,700 |

Source: 2015 HUD low-moderate income level limits for *Polk*, 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.

# 2015 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 - $13,350 | $13,351 - $22,250 | $22,251 - $35,600 | \_\_\_\_\_Greater than $35,600 |
| 2 | $0 - $15,930 | $15,931 - $25,400 | $25,401 - $40,650 | \_\_\_\_\_Greater than $40,650 |
| 3 | $0 - $20,090 | $20,091 - $28,600 | $28,601 - $45,750 | \_\_\_\_\_Greater than $45,750 |
| 4 | $0 - $24,250 | $24,251 - $31,750 | $31,751 - $50,800 | \_\_\_\_\_Greater than $50,800 |
| 5 | $0 - $28,410 | $28,411 - $34,300 | $34,301 - $54,900 | \_\_\_\_\_Greater than $54,900 |
| 6 | $0 - $32,570 | $32,571 - $36,850 | $36,851 - $58,950 | \_\_\_\_\_Greater than $58,950 |
| 7 | $0 - $36,730 | $36,731 - $39,400 | $39,401 - $63,000 | \_\_\_\_\_Greater than $63,000 |
| 8 or more | $0 - $40,890 | $40,891 - $41,950 | $41,951 - $67,100 | \_\_\_\_\_Greater than $67,100 |

Source: 2015 HUD low-moderate income level limits for *Portage*, 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

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| **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.

# 2015 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 - $12,850 | $12,851 - $21,350 | $21,351 - $34,200 | \_\_\_\_\_Greater than $34,200 |
| 2 | $0 - $15,930 | $15,931 - $24,400 | $24,401 - $39,050 | \_\_\_\_\_Greater than $39,050 |
| 3 | $0 - $20,090 | $20,091 - $27,450 | $27,451 - $43,950 | \_\_\_\_\_Greater than $43,950 |
| 4 | $0 - $24,250 | $24,251 - $30,500 | $30,501 - $48,800 | \_\_\_\_\_Greater than $48,800 |
| 5 | $0 - $28,410 | $28,411 - $32,950 | $32,951 - $52,750 | \_\_\_\_\_Greater than $52,750 |
| 6 | $0 - $32,570 | $32,571 - $35,400 | $35,401 - $56,650 | \_\_\_\_\_Greater than $56,650 |
| 7 | $0 - $36,730 | $36,731 - $37,850 | $37,851 - $60,550 | \_\_\_\_\_Greater than $60,550 |
| 8 or more | $0 - $40,300 | $40,301 - $40,300 | $40,301 - $64,450 | \_\_\_\_\_Greater than $64,450 |

Source: 2015 HUD low-moderate income level limits for *Price*, 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

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| --- |
| **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.

# 2015 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 - $13,800 | $13,801 - $22,950 | $22,951 - $36,700 | \_\_\_\_\_Greater than $36,700 |
| 2 | $0 - $15,930 | $15,931 - $26,200 | $26,201 - $41,950 | \_\_\_\_\_Greater than $41,950 |
| 3 | $0 - $20,090 | $20,091 - $29,500 | $29,501 - $47,200 | \_\_\_\_\_Greater than $47,200 |
| 4 | $0 - $24,250 | $24,251 - $32,750 | $32,751 - $52,400 | \_\_\_\_\_Greater than $52,400 |
| 5 | $0 - $28,410 | $28,411 - $35,400 | $35,401 - $56,600 | \_\_\_\_\_Greater than $56,600 |
| 6 | $0 - $32,570 | $32,571 - $38,000 | $38,001 - $60,800 | \_\_\_\_\_Greater than $60,800 |
| 7 | $0 - $36,730 | $36,731 - $40,650 | $40,651 - $65,000 | \_\_\_\_\_Greater than $65,000 |
| 8 or more | $0 - $40,890 | $40,891 - $43,250 | $43,251 - $69,200 | \_\_\_\_\_Greater than $69,200 |

Source: 2015 HUD low-moderate income level limits for *Racine*, 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.

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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,

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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.

# 2015 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 - $12,850 | $12,851 - $21,350 | $21,351 - $34,200 | \_\_\_\_\_Greater than $34,200 |
| 2 | $0 - $15,930 | $15,931 - $24,400 | $24,401 - $39,050 | \_\_\_\_\_Greater than $39,050 |
| 3 | $0 - $20,090 | $20,091 - $27,450 | $27,451 - $43,950 | \_\_\_\_\_Greater than $43,950 |
| 4 | $0 - $24,250 | $24,251 - $30,500 | $30,501 - $48,800 | \_\_\_\_\_Greater than $48,800 |
| 5 | $0 - $28,410 | $28,411 - $32,950 | $32,951 - $52,750 | \_\_\_\_\_Greater than $52,750 |
| 6 | $0 - $32,570 | $32,571 - $35,400 | $35,401 - $56,650 | \_\_\_\_\_Greater than $56,650 |
| 7 | $0 - $36,730 | $36,731 - $37,850 | $37,851 - $60,550 | \_\_\_\_\_Greater than $60,550 |
| 8 or more | $0 - $40,300 | $40,301 - $40,300 | $40,301 - $64,450 | \_\_\_\_\_Greater than $64,450 |

Source: 2015 HUD low-moderate income level limits for *Richland*, 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.

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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.

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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.

# 2015 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 - $12,850 | $12,851 - $21,350 | $21,351 - $34,200 | \_\_\_\_\_Greater than $34,200 |
| 2 | $0 - $15,930 | $15,931 - $24,400 | $24,401 - $39,050 | \_\_\_\_\_Greater than $39,050 |
| 3 | $0 - $20,090 | $20,091 - $27,450 | $27,451 - $43,950 | \_\_\_\_\_Greater than $43,950 |
| 4 | $0 - $24,250 | $24,251 - $30,500 | $30,501 - $48,800 | \_\_\_\_\_Greater than $48,800 |
| 5 | $0 - $28,410 | $28,411 - $32,950 | $32,951 - $52,750 | \_\_\_\_\_Greater than $52,750 |
| 6 | $0 - $32,570 | $32,571 - $35,400 | $35,401 - $56,650 | \_\_\_\_\_Greater than $56,650 |
| 7 | $0 - $36,730 | $36,731 - $37,850 | $37,851 - $60,550 | \_\_\_\_\_Greater than $60,550 |
| 8 or more | $0 - $40,300 | $40,301 - $40,300 | $40,301 - $64,450 | \_\_\_\_\_Greater than $64,450 |

Source: 2015 HUD low-moderate income level limits for *Rock*, 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.

# 2015 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 - $12,850 | $12,851 - $21,350 | $21,351 - $34,200 | \_\_\_\_\_Greater than $34,200 |
| 2 | $0 - $15,930 | $15,931 - $24,400 | $24,401 - $39,050 | \_\_\_\_\_Greater than $39,050 |
| 3 | $0 - $20,090 | $20,091 - $27,450 | $27,451 - $43,950 | \_\_\_\_\_Greater than $43,950 |
| 4 | $0 - $24,250 | $24,251 - $30,500 | $30,501 - $48,800 | \_\_\_\_\_Greater than $48,800 |
| 5 | $0 - $28,410 | $28,411 - $32,950 | $32,951 - $52,750 | \_\_\_\_\_Greater than $52,750 |
| 6 | $0 - $32,570 | $32,571 - $35,400 | $35,401 - $56,650 | \_\_\_\_\_Greater than $56,650 |
| 7 | $0 - $36,730 | $36,731 - $37,850 | $37,851 - $60,550 | \_\_\_\_\_Greater than $60,550 |
| 8 or more | $0 - $40,300 | $40,301 - $40,300 | $40,301 - $64,450 | \_\_\_\_\_Greater than $64,450 |

Source: 2015 HUD low-moderate income level limits for *Rusk*, 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 |

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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.

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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,

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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.

# 2015 Sauk County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

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**INSTRUCTIONS:**

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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 - $24,100 | $24,101 - $38,550 | \_\_\_\_\_Greater than $38,550 |
| 2 | $0 - $16,550 | $16,551 - $27,550 | $27,551 - $44,050 | \_\_\_\_\_Greater than $44,050 |
| 3 | $0 - $20,090 | $20,091 - $31,000 | $31,001 - $49,550 | \_\_\_\_\_Greater than $49,550 |
| 4 | $0 - $24,250 | $24,251 - $34,400 | $34,401 - $55,050 | \_\_\_\_\_Greater than $55,050 |
| 5 | $0 - $28,410 | $28,411 - $37,200 | $37,201 - $59,500 | \_\_\_\_\_Greater than $59,500 |
| 6 | $0 - $32,570 | $32,571 - $39,950 | $39,951 - $63,900 | \_\_\_\_\_Greater than $63,900 |
| 7 | $0 - $36,730 | $36,731 - $42,700 | $42,701 - $68,300 | \_\_\_\_\_Greater than $68,300 |
| 8 or more | $0 - $40,890 | $40,891 - $45,450 | $45,451 - $72,700 | \_\_\_\_\_Greater than $72,700 |

Source: 2015 HUD low-moderate income level limits for *Sauk*, 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.

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# 2015 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:**

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 - $12,850 | $12,851 - $21,350 | $21,351 - $34,200 | \_\_\_\_\_Greater than $34,200 |
| 2 | $0 - $15,930 | $15,931 - $24,400 | $24,401 - $39,050 | \_\_\_\_\_Greater than $39,050 |
| 3 | $0 - $20,090 | $20,091 - $27,450 | $27,451 - $43,950 | \_\_\_\_\_Greater than $43,950 |
| 4 | $0 - $24,250 | $24,251 - $30,500 | $30,501 - $48,800 | \_\_\_\_\_Greater than $48,800 |
| 5 | $0 - $28,410 | $28,411 - $32,950 | $32,951 - $52,750 | \_\_\_\_\_Greater than $52,750 |
| 6 | $0 - $32,570 | $32,571 - $35,400 | $35,401 - $56,650 | \_\_\_\_\_Greater than $56,650 |
| 7 | $0 - $36,730 | $36,731 - $37,850 | $37,851 - $60,550 | \_\_\_\_\_Greater than $60,550 |
| 8 or more | $0 - $40,300 | $40,301 - $40,300 | $40,301 - $64,450 | \_\_\_\_\_Greater than $64,450 |

Source: 2015 HUD low-moderate income level limits for *Sawyer*, 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 |

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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.

# 2015 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 - $12,850 | $12,851 - $21,350 | $21,351 - $34,200 | \_\_\_\_\_Greater than $34,200 |
| 2 | $0 - $15,930 | $15,931 - $24,400 | $24,401 - $39,050 | \_\_\_\_\_Greater than $39,050 |
| 3 | $0 - $20,090 | $20,091 - $27,450 | $27,451 - $43,950 | \_\_\_\_\_Greater than $43,950 |
| 4 | $0 - $24,250 | $24,251 - $30,500 | $30,501 - $48,800 | \_\_\_\_\_Greater than $48,800 |
| 5 | $0 - $28,410 | $28,411 - $32,950 | $32,951 - $52,750 | \_\_\_\_\_Greater than $52,750 |
| 6 | $0 - $32,570 | $32,571 - $35,400 | $35,401 - $56,650 | \_\_\_\_\_Greater than $56,650 |
| 7 | $0 - $36,730 | $36,731 - $37,850 | $37,851 - $60,550 | \_\_\_\_\_Greater than $60,550 |
| 8 or more | $0 - $40,300 | $40,301 - $40,300 | $40,301 - $64,450 | \_\_\_\_\_Greater than $64,450 |

Source: 2015 HUD low-moderate income level limits for *Shawano*, 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.

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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,

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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.

# 2015 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 - $14,500 | $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 - $20,090 | $20,091 - $31,050 | $31,051 - $49,600 | \_\_\_\_\_Greater than $49,600 |
| 4 | $0 - $24,250 | $24,251 - $34,450 | $34,451 - $55,100 | \_\_\_\_\_Greater than $55,100 |
| 5 | $0 - $28,410 | $28,411 - $37,250 | $37,251 - $59,550 | \_\_\_\_\_Greater than $59,550 |
| 6 | $0 - $32,570 | $32,571 - $40,000 | $40,001 - $63,950 | \_\_\_\_\_Greater than $63,950 |
| 7 | $0 - $36,730 | $36,731 - $42,750 | $42,751 - $68,350 | \_\_\_\_\_Greater than $68,350 |
| 8 or more | $0 - $40,890 | $40,891 - $45,500 | $45,501 - $72,750 | \_\_\_\_\_Greater than $72,750 |

Source: 2015 HUD low-moderate income level limits for *Sheboygan*, 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.

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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,

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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.

# 2015 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 - $18,200 | $18,201 - $30,350 | $30,351 - $46,100 | \_\_\_\_\_Greater than $46,100 |
| 2 | $0 - $20,800 | $20,801 - $34,650 | $34,651 - $52,650 | \_\_\_\_\_Greater than $52,650 |
| 3 | $0 - $23,400 | $23,401 - $39,000 | $39,001 - $59,250 | \_\_\_\_\_Greater than $59,250 |
| 4 | $0 - $26,000 | $26,001 - $43,300 | $43,301 - $65,800 | \_\_\_\_\_Greater than $65,800 |
| 5 | $0 - $28,410 | $28,411 - $46,800 | $46,801 - $71,100 | \_\_\_\_\_Greater than $71,100 |
| 6 | $0 - $32,570 | $32,571 - $50,250 | $50,251 - $76,350 | \_\_\_\_\_Greater than $76,350 |
| 7 | $0 - $36,730 | $36,731 - $53,700 | $53,701 - $81,600 | \_\_\_\_\_Greater than $81,600 |
| 8 or more | $0 - $40,890 | $40,891 - $57,200 | $57,201 - $86,900 | \_\_\_\_\_Greater than $86,900 |

Source: 2015 HUD low-moderate income level limits for *St. Croix*, 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.

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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,

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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.

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# 2015 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 - $12,850 | $12,851 - $21,350 | $21,351 - $34,200 | \_\_\_\_\_Greater than $34,200 |
| 2 | $0 - $15,930 | $15,931 - $24,400 | $24,401 - $39,050 | \_\_\_\_\_Greater than $39,050 |
| 3 | $0 - $20,090 | $20,091 - $27,450 | $27,451 - $43,950 | \_\_\_\_\_Greater than $43,950 |
| 4 | $0 - $24,250 | $24,251 - $30,500 | $30,501 - $48,800 | \_\_\_\_\_Greater than $48,800 |
| 5 | $0 - $28,410 | $28,411 - $32,950 | $32,951 - $52,750 | \_\_\_\_\_Greater than $52,750 |
| 6 | $0 - $32,570 | $32,571 - $35,400 | $35,401 - $56,650 | \_\_\_\_\_Greater than $56,650 |
| 7 | $0 - $36,730 | $36,731 - $37,850 | $37,851 - $60,550 | \_\_\_\_\_Greater than $60,550 |
| 8 or more | $0 - $40,300 | $40,301 - $40,300 | $40,301 - $64,450 | \_\_\_\_\_Greater than $64,450 |

Source: 2015 HUD low-moderate income level limits for *Taylor*, 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.

# 2015 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 - $13,200 | $13,201 - $22,050 | $22,051 - $35,250 | \_\_\_\_\_Greater than $35,250 |
| 2 | $0 - $15,930 | $15,931 - $25,200 | $25,201 - $40,250 | \_\_\_\_\_Greater than $40,250 |
| 3 | $0 - $20,090 | $20,091 - $28,350 | $28,351 - $45,300 | \_\_\_\_\_Greater than $45,300 |
| 4 | $0 - $24,250 | $24,251 - $31,450 | $31,451 - $50,300 | \_\_\_\_\_Greater than $50,300 |
| 5 | $0 - $28,410 | $28,411 - $34,000 | $34,001 - $54,350 | \_\_\_\_\_Greater than $54,350 |
| 6 | $0 - $32,570 | $32,571 - $36,500 | $36,501 - $58,350 | \_\_\_\_\_Greater than $58,350 |
| 7 | $0 - $36,730 | $36,731 - $39,000 | $39,001 - $62,400 | \_\_\_\_\_Greater than $62,400 |
| 8 or more | $0 - $40,890 | $40,891 - $41,550 | $41,551 - $66,400 | \_\_\_\_\_Greater than $66,400 |

Source: 2015 HUD low-moderate income level limits for *Trempealeau*, 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.

# 2015 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 - $12,850 | $12,851 - $21,350 | $21,351 - $34,200 | \_\_\_\_\_Greater than $34,200 |
| 2 | $0 - $15,930 | $15,931 - $24,400 | $24,401 - $39,050 | \_\_\_\_\_Greater than $39,050 |
| 3 | $0 - $20,090 | $20,091 - $27,450 | $27,451 - $43,950 | \_\_\_\_\_Greater than $43,950 |
| 4 | $0 - $24,250 | $24,251 - $30,500 | $30,501 - $48,800 | \_\_\_\_\_Greater than $48,800 |
| 5 | $0 - $28,410 | $28,411 - $32,950 | $32,951 - $52,750 | \_\_\_\_\_Greater than $52,750 |
| 6 | $0 - $32,570 | $32,571 - $35,400 | $35,401 - $56,650 | \_\_\_\_\_Greater than $56,650 |
| 7 | $0 - $36,730 | $36,731 - $37,850 | $37,851 - $60,550 | \_\_\_\_\_Greater than $60,550 |
| 8 or more | $0 - $40,300 | $40,301 - $40,300 | $40,301 - $64,450 | \_\_\_\_\_Greater than $64,450 |

Source: 2015 HUD low-moderate income level limits for *Vernon*, 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.

# 2015 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 - $12,850 | $12,851 - $21,350 | $21,351 - $34,200 | \_\_\_\_\_Greater than $34,200 |
| 2 | $0 - $15,930 | $15,931 - $24,400 | $24,401 - $39,050 | \_\_\_\_\_Greater than $39,050 |
| 3 | $0 - $20,090 | $20,091 - $27,450 | $27,451 - $43,950 | \_\_\_\_\_Greater than $43,950 |
| 4 | $0 - $24,250 | $24,251 - $30,500 | $30,501 - $48,800 | \_\_\_\_\_Greater than $48,800 |
| 5 | $0 - $28,410 | $28,411 - $32,950 | $32,951 - $52,750 | \_\_\_\_\_Greater than $52,750 |
| 6 | $0 - $32,570 | $32,571 - $35,400 | $35,401 - $56,650 | \_\_\_\_\_Greater than $56,650 |
| 7 | $0 - $36,730 | $36,731 - $37,850 | $37,851 - $60,550 | \_\_\_\_\_Greater than $60,550 |
| 8 or more | $0 - $40,300 | $40,301 - $40,300 | $40,301 - $64,450 | \_\_\_\_\_Greater than $64,450 |

Source: 2015 HUD low-moderate income level limits for *Vilas*, 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.

# 2015 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 - $14,150 | $14,151 - $23,600 | $23,601 - $37,750 | \_\_\_\_\_Greater than $37,750 |
| 2 | $0 - $16,200 | $16,201 - $27,000 | $27,001 - $43,150 | \_\_\_\_\_Greater than $43,150 |
| 3 | $0 - $20,090 | $20,091 - $30,350 | $30,351 - $48,550 | \_\_\_\_\_Greater than $48,550 |
| 4 | $0 - $24,250 | $24,251 - $33,700 | $33,701 - $53,900 | \_\_\_\_\_Greater than $53,900 |
| 5 | $0 - $28,410 | $28,411 - $36,400 | $36,401 - $58,250 | \_\_\_\_\_Greater than $58,250 |
| 6 | $0 - $32,570 | $32,571 - $39,100 | $39,101 - $62,550 | \_\_\_\_\_Greater than $62,550 |
| 7 | $0 - $36,730 | $36,731 - $41,800 | $41,801 - $66,850 | \_\_\_\_\_Greater than $66,850 |
| 8 or more | $0 - $40,890 | $40,891 - $44,500 | $44,501 - $71,150 | \_\_\_\_\_Greater than $71,150 |

Source: 2015 HUD low-moderate income level limits for *Walworth*, 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.

# 2015 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 - $12,850 | $12,851 - $21,350 | $21,351 - $34,200 | \_\_\_\_\_Greater than $34,200 |
| 2 | $0 - $15,930 | $15,931 - $24,400 | $24,401 - $39,050 | \_\_\_\_\_Greater than $39,050 |
| 3 | $0 - $20,090 | $20,091 - $27,450 | $27,451 - $43,950 | \_\_\_\_\_Greater than $43,950 |
| 4 | $0 - $24,250 | $24,251 - $30,500 | $30,501 - $48,800 | \_\_\_\_\_Greater than $48,800 |
| 5 | $0 - $28,410 | $28,411 - $32,950 | $32,951 - $52,750 | \_\_\_\_\_Greater than $52,750 |
| 6 | $0 - $32,570 | $32,571 - $35,400 | $35,401 - $56,650 | \_\_\_\_\_Greater than $56,650 |
| 7 | $0 - $36,730 | $36,731 - $37,850 | $37,851 - $60,550 | \_\_\_\_\_Greater than $60,550 |
| 8 or more | $0 - $40,300 | $40,301 - $40,300 | $40,301 - $64,450 | \_\_\_\_\_Greater than $64,450 |

Source: 2015 HUD low-moderate income level limits for *Washburn*, 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.

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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.

# 2015 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 - $15,400 | $15,401 - $25,700 | $25,701 - $41,100 | \_\_\_\_\_Greater than $41,100 |
| 2 | $0 - $17,600 | $17,601 - $29,350 | $29,351 - $46,950 | \_\_\_\_\_Greater than $46,950 |
| 3 | $0 - $20,090 | $20,091 - $33,000 | $33,001 - $52,800 | \_\_\_\_\_Greater than $52,800 |
| 4 | $0 - $24,250 | $24,251 - $36,650 | $36,651 - $58,650 | \_\_\_\_\_Greater than $58,650 |
| 5 | $0 - $28,410 | $28,411 - $39,600 | $39,601 - $63,350 | \_\_\_\_\_Greater than $63,350 |
| 6 | $0 - $32,570 | $32,571 - $42,550 | $42,551 - $68,050 | \_\_\_\_\_Greater than $68,050 |
| 7 | $0 - $36,730 | $36,731 - $45,450 | $45,451 - $72,750 | \_\_\_\_\_Greater than $72,750 |
| 8 or more | $0 - $40,890 | $40,891 - $48,400 | $48,401 - $77,450 | \_\_\_\_\_Greater than $77,450 |

Source: 2015 HUD low-moderate income level limits for *Washington*, 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.

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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,

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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.

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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.

# 2015 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 - $15,400 | $15,401 - $25,700 | $25,701 - $41,100 | \_\_\_\_\_Greater than $41,100 |
| 2 | $0 - $17,600 | $17,601 - $29,350 | $29,351 - $46,950 | \_\_\_\_\_Greater than $46,950 |
| 3 | $0 - $20,090 | $20,091 - $33,000 | $33,001 - $52,800 | \_\_\_\_\_Greater than $52,800 |
| 4 | $0 - $24,250 | $24,251 - $36,650 | $36,651 - $58,650 | \_\_\_\_\_Greater than $58,650 |
| 5 | $0 - $28,410 | $28,411 - $39,600 | $39,601 - $63,350 | \_\_\_\_\_Greater than $63,350 |
| 6 | $0 - $32,570 | $32,571 - $42,550 | $42,551 - $68,050 | \_\_\_\_\_Greater than $68,050 |
| 7 | $0 - $36,730 | $36,731 - $45,450 | $45,451 - $72,750 | \_\_\_\_\_Greater than $72,750 |
| 8 or more | $0 - $40,890 | $40,891 - $48,400 | $48,401 - $77,450 | \_\_\_\_\_Greater than $77,450 |

Source: 2015 HUD low-moderate income level limits for *Waukesha*, 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.

# 2015 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 - $13,350 | $13,351 - $22,250 | $22,251 - $35,600 | \_\_\_\_\_Greater than $35,600 |
| 2 | $0 - $15,930 | $15,931 - $25,400 | $25,401 - $40,650 | \_\_\_\_\_Greater than $40,650 |
| 3 | $0 - $20,090 | $20,091 - $28,600 | $28,601 - $45,750 | \_\_\_\_\_Greater than $45,750 |
| 4 | $0 - $24,250 | $24,251 - $31,750 | $31,751 - $50,800 | \_\_\_\_\_Greater than $50,800 |
| 5 | $0 - $28,410 | $28,411 - $34,300 | $34,301 - $54,900 | \_\_\_\_\_Greater than $54,900 |
| 6 | $0 - $32,570 | $32,571 - $36,850 | $36,851 - $58,950 | \_\_\_\_\_Greater than $58,950 |
| 7 | $0 - $36,730 | $36,731 - $39,400 | $39,401 - $63,000 | \_\_\_\_\_Greater than $63,000 |
| 8 or more | $0 - $40,890 | $40,891 - $41,950 | $41,951 - $67,100 | \_\_\_\_\_Greater than $67,100 |

Source: 2015 HUD low-moderate income level limits for *Waupaca*, 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,

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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.

# 2015 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 - $12,850 | $12,851 - $21,350 | $21,351 - $34,200 | \_\_\_\_\_Greater than $34,200 |
| 2 | $0 - $15,930 | $15,931 - $24,400 | $24,401 - $39,050 | \_\_\_\_\_Greater than $39,050 |
| 3 | $0 - $20,090 | $20,091 - $27,450 | $27,451 - $43,950 | \_\_\_\_\_Greater than $43,950 |
| 4 | $0 - $24,250 | $24,251 - $30,500 | $30,501 - $48,800 | \_\_\_\_\_Greater than $48,800 |
| 5 | $0 - $28,410 | $28,411 - $32,950 | $32,951 - $52,750 | \_\_\_\_\_Greater than $52,750 |
| 6 | $0 - $32,570 | $32,571 - $35,400 | $35,401 - $56,650 | \_\_\_\_\_Greater than $56,650 |
| 7 | $0 - $36,730 | $36,731 - $37,850 | $37,851 - $60,550 | \_\_\_\_\_Greater than $60,550 |
| 8 or more | $0 - $40,300 | $40,301 - $40,300 | $40,301 - $64,450 | \_\_\_\_\_Greater than $64,450 |

Source: 2015 HUD low-moderate income level limits for *Waushara*, 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.

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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,

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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.

# 2015 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 - $14,750 | $14,751 - $24,550 | $24,551 - $39,300 | \_\_\_\_\_Greater than $39,300 |
| 2 | $0 - $16,850 | $16,851 - $28,050 | $28,051 - $44,900 | \_\_\_\_\_Greater than $44,900 |
| 3 | $0 - $20,090 | $20,091 - $31,550 | $31,551 - $50,500 | \_\_\_\_\_Greater than $50,500 |
| 4 | $0 - $24,250 | $24,251 - $35,050 | $35,051 - $56,100 | \_\_\_\_\_Greater than $56,100 |
| 5 | $0 - $28,410 | $28,411 - $37,900 | $37,901 - $60,600 | \_\_\_\_\_Greater than $60,600 |
| 6 | $0 - $32,570 | $32,571 - $40,700 | $40,701 - $65,100 | \_\_\_\_\_Greater than $65,100 |
| 7 | $0 - $36,730 | $36,731 - $43,500 | $43,501 - $69,600 | \_\_\_\_\_Greater than $69,600 |
| 8 or more | $0 - $40,890 | $40,891 - $46,300 | $46,301 - $74,100 | \_\_\_\_\_Greater than $74,100 |

Source: 2015 HUD low-moderate income level limits for *Winnebago*, 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.

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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.

# 2015 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 - $13,150 | $13,151 - $21,900 | $21,901 - $35,000 | \_\_\_\_\_Greater than $35,000 |
| 2 | $0 - $15,930 | $15,931 - $25,000 | $25,001 - $40,000 | \_\_\_\_\_Greater than $40,000 |
| 3 | $0 - $20,090 | $20,091 - $28,150 | $28,151 - $45,000 | \_\_\_\_\_Greater than $45,000 |
| 4 | $0 - $24,250 | $24,251 - $31,250 | $31,251 - $50,000 | \_\_\_\_\_Greater than $50,000 |
| 5 | $0 - $28,410 | $28,411 - $33,750 | $33,751 - $54,000 | \_\_\_\_\_Greater than $54,000 |
| 6 | $0 - $32,570 | $32,571 - $36,250 | $36,251 - $58,000 | \_\_\_\_\_Greater than $58,000 |
| 7 | $0 - $36,730 | $36,731 - $38,750 | $38,751 - $62,000 | \_\_\_\_\_Greater than $62,000 |
| 8 or more | $0 - $40,890 | $40,891 - $41,250 | $41,251 - $66,000 | \_\_\_\_\_Greater than $66,000 |

Source: 2015 HUD low-moderate income level limits for *Wood*, 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.