2019 EMPLOYEE SELF CERTIFICATION FORMS

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2019 Waukesha County

2019 Waupaca County

2019 Waushara County

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UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Adams County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,350 | $14,351 - $23,950 | | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 | |
| 2 | $0 - $16,910 | $16,911 - $27,400 | | $27,401 - $43,800 | \_\_\_\_\_Greater than $43,800 | |
| 3 | $0 - $21,330 | $21,331 - $30,800 | | $30,801 - $49,250 | \_\_\_\_\_Greater than $49,250 | |
| 4 | $0 - $25,750 | $25,751 - $34,200 | | $34,201 - $54,700 | \_\_\_\_\_Greater than $54,700 | |
| 5 | $0 - $30,170 | $30,171 - $36,950 | | $36,951 - $59,100 | \_\_\_\_\_Greater than $59,100 | |
| 6 | $0 - $34,590 | $34,591 - $39,700 | | $39,701 - $63,500 | \_\_\_\_\_Greater than $63,500 | |
| 7 | $0 - $39,010 | $39,011 - $42,450 | | $42,451 - $67,850 | \_\_\_\_\_Greater than $67,850 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |

Source: 2019 HUD Income Limits for **Adams County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Ashland County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,350 | $14,351 - $23,950 | | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 | |
| 2 | $0 - $16,910 | $16,911 - $27,400 | | $27,401 - $43,800 | \_\_\_\_\_Greater than $43,800 | |
| 3 | $0 - $21,330 | $21,331 - $30,800 | | $30,801 - $49,250 | \_\_\_\_\_Greater than $49,250 | |
| 4 | $0 - $25,750 | $25,751 - $34,200 | | $34,201 - $54,700 | \_\_\_\_\_Greater than $54,700 | |
| 5 | $0 - $30,170 | $30,171 - $36,950 | | $36,951 - $59,100 | \_\_\_\_\_Greater than $59,100 | |
| 6 | $0 - $34,590 | $34,591 - $39,700 | | $39,701 - $63,500 | \_\_\_\_\_Greater than $63,500 | |
| 7 | $0 - $39,010 | $39,011 - $42,450 | | $42,451 - $67,850 | \_\_\_\_\_Greater than $67,850 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |

Source: 2019 HUD Income Limits for **Ashland County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Barron County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,350 | $14,351 - $23,950 | | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 | |
| 2 | $0 - $16,910 | $16,911 - $27,400 | | $27,401 - $43,800 | \_\_\_\_\_Greater than $43,800 | |
| 3 | $0 - $21,330 | $21,331 - $30,800 | | $30,801 - $49,250 | \_\_\_\_\_Greater than $49,250 | |
| 4 | $0 - $25,750 | $25,751 - $34,200 | | $34,201 - $54,700 | \_\_\_\_\_Greater than $54,700 | |
| 5 | $0 - $30,170 | $30,171 - $36,950 | | $36,951 - $59,100 | \_\_\_\_\_Greater than $59,100 | |
| 6 | $0 - $34,590 | $34,591 - $39,700 | | $39,701 - $63,500 | \_\_\_\_\_Greater than $63,500 | |
| 7 | $0 - $39,010 | $39,011 - $42,450 | | $42,451 - $67,850 | \_\_\_\_\_Greater than $67,850 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |

Source: 2019 HUD Income Limits for **Barron County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Bayfield County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,350 | $14,351 - $23,950 | | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 | |
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| 4 | $0 - $25,750 | $25,751 - $34,200 | | $34,201 - $54,700 | \_\_\_\_\_Greater than $54,700 | |
| 5 | $0 - $30,170 | $30,171 - $36,950 | | $36,951 - $59,100 | \_\_\_\_\_Greater than $59,100 | |
| 6 | $0 - $34,590 | $34,591 - $39,700 | | $39,701 - $63,500 | \_\_\_\_\_Greater than $63,500 | |
| 7 | $0 - $39,010 | $39,011 - $42,450 | | $42,451 - $67,850 | \_\_\_\_\_Greater than $67,850 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |

Source: 2019 HUD Income Limits for **Bayfield County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Brown County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $17,200 | $17,201 - $28,650 | | $28,651 - $45,850 | \_\_\_\_\_Greater than $45,850 | |
| 2 | $0 - $19,650 | $19,651 - $32,750 | | $32,751 - $52,400 | \_\_\_\_\_Greater than $52,400 | |
| 3 | $0 - $22,100 | $22,101 - $36,850 | | $36,851 - $58,950 | \_\_\_\_\_Greater than $58,950 | |
| 4 | $0 - $25,750 | $25,751 - $40,900 | | $40,901 - $65,450 | \_\_\_\_\_Greater than $65,450 | |
| 5 | $0 - $30,170 | $30,171 - $44,200 | | $44,201 - $70,700 | \_\_\_\_\_Greater than $70,700 | |
| 6 | $0 - $34,590 | $34,591 - $47,450 | | $47,451 - $75,950 | \_\_\_\_\_Greater than $75,950 | |
| 7 | $0 - $39,010 | $39,011 - $50,750 | | $50,751 - $81,200 | \_\_\_\_\_Greater than $81,200 | |
| 8 or more | $0 - $43,430 | $43,431 - $54,000 | | $54,001 - $86,400 | \_\_\_\_\_Greater than $86,400 | |

Source: 2019 HUD Income Limits for **Brown County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Buffalo County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,350 | $14,351 - $23,950 | | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 | |
| 2 | $0 - $16,910 | $16,911 - $27,400 | | $27,401 - $43,800 | \_\_\_\_\_Greater than $43,800 | |
| 3 | $0 - $21,330 | $21,331 - $30,800 | | $30,801 - $49,250 | \_\_\_\_\_Greater than $49,250 | |
| 4 | $0 - $25,750 | $25,751 - $34,200 | | $34,201 - $54,700 | \_\_\_\_\_Greater than $54,700 | |
| 5 | $0 - $30,170 | $30,171 - $36,950 | | $36,951 - $59,100 | \_\_\_\_\_Greater than $59,100 | |
| 6 | $0 - $34,590 | $34,591 - $39,700 | | $39,701 - $63,500 | \_\_\_\_\_Greater than $63,500 | |
| 7 | $0 - $39,010 | $39,011 - $42,450 | | $42,451 - $67,850 | \_\_\_\_\_Greater than $67,850 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |

Source: 2019 HUD Income Limits for **Buffalo County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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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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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Burnett County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,350 | $14,351 - $23,950 | | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 | |
| 2 | $0 - $16,910 | $16,911 - $27,400 | | $27,401 - $43,800 | \_\_\_\_\_Greater than $43,800 | |
| 3 | $0 - $21,330 | $21,331 - $30,800 | | $30,801 - $49,250 | \_\_\_\_\_Greater than $49,250 | |
| 4 | $0 - $25,750 | $25,751 - $34,200 | | $34,201 - $54,700 | \_\_\_\_\_Greater than $54,700 | |
| 5 | $0 - $30,170 | $30,171 - $36,950 | | $36,951 - $59,100 | \_\_\_\_\_Greater than $59,100 | |
| 6 | $0 - $34,590 | $34,591 - $39,700 | | $39,701 - $63,500 | \_\_\_\_\_Greater than $63,500 | |
| 7 | $0 - $39,010 | $39,011 - $42,450 | | $42,451 - $67,850 | \_\_\_\_\_Greater than $67,850 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |

Source: 2019 HUD Income Limits for **Burnett County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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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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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Calumet County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $17,650 | $17,651 - $29,350 | | $29,351 - $46,950 | \_\_\_\_\_Greater than $46,950 | |
| 2 | $0 - $20,150 | $20,151 - $33,550 | | $33,551 - $53,650 | \_\_\_\_\_Greater than $53,650 | |
| 3 | $0 - $22,650 | $22,651 - $37,750 | | $37,751 - $60,350 | \_\_\_\_\_Greater than $60,350 | |
| 4 | $0 - $25,750 | $25,751 - $41,900 | | $41,901 - $67,050 | \_\_\_\_\_Greater than $67,050 | |
| 5 | $0 - $30,170 | $30,171 - $45,300 | | $45,301 - $72,450 | \_\_\_\_\_Greater than $72,450 | |
| 6 | $0 - $34,590 | $34,591 - $48,650 | | $48,651 - $77,800 | \_\_\_\_\_Greater than $77,800 | |
| 7 | $0 - $39,010 | $39,011 - $52,000 | | $52,001 - $83,150 | \_\_\_\_\_Greater than $83,150 | |
| 8 or more | $0 - $43,430 | $43,431 - $55,350 | | $55,351 - $88,550 | \_\_\_\_\_Greater than $88,550 | |

Source: 2019 HUD Income Limits for **Calumet County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Chippewa County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 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 - $21,330 | $21,331 - $33,000 | | $33,001 - $52,800 | \_\_\_\_\_Greater than $52,800 | |
| 4 | $0 - $25,750 | $25,751 - $36,650 | | $36,651 - $58,650 | \_\_\_\_\_Greater than $58,650 | |
| 5 | $0 - $30,170 | $30,171 - $39,600 | | $39,601 - $63,350 | \_\_\_\_\_Greater than $63,350 | |
| 6 | $0 - $34,590 | $34,591 - $42,550 | | $42,551 - $68,050 | \_\_\_\_\_Greater than $68,050 | |
| 7 | $0 - $39,010 | $39,011 - $45,450 | | $45,451 - $72,750 | \_\_\_\_\_Greater than $72,750 | |
| 8 or more | $0 - $43,430 | $43,431 - $48,400 | | $48,401 - $77,450 | \_\_\_\_\_Greater than $77,450 | |

Source: 2019 HUD Income Limits for **Chippewa County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Clark County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,350 | $14,351 - $23,950 | | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 | |
| 2 | $0 - $16,910 | $16,911 - $27,400 | | $27,401 - $43,800 | \_\_\_\_\_Greater than $43,800 | |
| 3 | $0 - $21,330 | $21,331 - $30,800 | | $30,801 - $49,250 | \_\_\_\_\_Greater than $49,250 | |
| 4 | $0 - $25,750 | $25,751 - $34,200 | | $34,201 - $54,700 | \_\_\_\_\_Greater than $54,700 | |
| 5 | $0 - $30,170 | $30,171 - $36,950 | | $36,951 - $59,100 | \_\_\_\_\_Greater than $59,100 | |
| 6 | $0 - $34,590 | $34,591 - $39,700 | | $39,701 - $63,500 | \_\_\_\_\_Greater than $63,500 | |
| 7 | $0 - $39,010 | $39,011 - $42,450 | | $42,451 - $67,850 | \_\_\_\_\_Greater than $67,850 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |

Source: 2019 HUD Income Limits for **Clark County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Columbia County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $16,450 | $16,451 - $27,450 | | $27,451 - $43,900 | \_\_\_\_\_Greater than $43,900 | |
| 2 | $0 - $18,800 | $18,801 - $31,350 | | $31,351 - $50,150 | \_\_\_\_\_Greater than $50,150 | |
| 3 | $0 - $21,330 | $21,331 - $35,250 | | $35,251 - $56,400 | \_\_\_\_\_Greater than $56,400 | |
| 4 | $0 - $25,750 | $25,751 - $39,150 | | $39,151 - $62,650 | \_\_\_\_\_Greater than $62,650 | |
| 5 | $0 - $30,170 | $30,171 - $42,300 | | $42,301 - $67,700 | \_\_\_\_\_Greater than $67,700 | |
| 6 | $0 - $34,590 | $34,591 - $45,450 | | $45,451 - $72,700 | \_\_\_\_\_Greater than $72,700 | |
| 7 | $0 - $39,010 | $39,011 - $48,550 | | $48,551 - $77,700 | \_\_\_\_\_Greater than $77,700 | |
| 8 or more | $0 - $43,430 | $43,431 - $51,700 | | $51,701 - $82,700 | \_\_\_\_\_Greater than $82,700 | |

Source: 2019 HUD Income Limits for **Columbia County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Crawford County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,350 | $14,351 - $23,950 | | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 | |
| 2 | $0 - $16,910 | $16,911 - $27,400 | | $27,401 - $43,800 | \_\_\_\_\_Greater than $43,800 | |
| 3 | $0 - $21,330 | $21,331 - $30,800 | | $30,801 - $49,250 | \_\_\_\_\_Greater than $49,250 | |
| 4 | $0 - $25,750 | $25,751 - $34,200 | | $34,201 - $54,700 | \_\_\_\_\_Greater than $54,700 | |
| 5 | $0 - $30,170 | $30,171 - $36,950 | | $36,951 - $59,100 | \_\_\_\_\_Greater than $59,100 | |
| 6 | $0 - $34,590 | $34,591 - $39,700 | | $39,701 - $63,500 | \_\_\_\_\_Greater than $63,500 | |
| 7 | $0 - $39,010 | $39,011 - $42,450 | | $42,451 - $67,850 | \_\_\_\_\_Greater than $67,850 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |

Source: 2019 HUD Income Limits for **Crawford County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Dane County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $21,100 | $21,101 - $35,150 | | $35,151 - $52,850 | \_\_\_\_\_Greater than $52,850 | |
| 2 | $0 - $24,100 | $24,101 - $40,200 | | $40,201 - $60,400 | \_\_\_\_\_Greater than $60,400 | |
| 3 | $0 - $27,100 | $27,101 - $45,200 | | $45,201 - $67,950 | \_\_\_\_\_Greater than $67,950 | |
| 4 | $0 - $30,100 | $30,101 - $50,200 | | $50,201 - $75,500 | \_\_\_\_\_Greater than $75,500 | |
| 5 | $0 - $32,550 | $32,551 - $54,250 | | $54,251 - $81,550 | \_\_\_\_\_Greater than $81,550 | |
| 6 | $0 - $34,950 | $34,951 - $58,250 | | $58,251 - $87,600 | \_\_\_\_\_Greater than $87,600 | |
| 7 | $0 - $39,010 | $39,011 - $62,250 | | $62,251 - $93,650 | \_\_\_\_\_Greater than $93,650 | |
| 8 or more | $0 - $43,430 | $43,431 - $66,300 | | $66,301 - $99,700 | \_\_\_\_\_Greater than $99,700 | |

Source: 2019 HUD Income Limits for **Dane County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Dodge County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $15,300 | $15,301 - $25,500 | | $25,501 - $40,800 | \_\_\_\_\_Greater than $40,800 | |
| 2 | $0 - $17,500 | $17,501 - $29,150 | | $29,151 - $46,600 | \_\_\_\_\_Greater than $46,600 | |
| 3 | $0 - $21,330 | $21,331 - $32,800 | | $32,801 - $52,450 | \_\_\_\_\_Greater than $52,450 | |
| 4 | $0 - $25,750 | $25,751 - $36,400 | | $36,401 - $58,250 | \_\_\_\_\_Greater than $58,250 | |
| 5 | $0 - $30,170 | $30,171 - $39,350 | | $39,351 - $62,950 | \_\_\_\_\_Greater than $62,950 | |
| 6 | $0 - $34,590 | $34,591 - $42,250 | | $42,251 - $67,600 | \_\_\_\_\_Greater than $67,600 | |
| 7 | $0 - $39,010 | $39,011 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |
| 8 or more | $0 - $43,430 | $43,431 - $48,050 | | $48,051 - $76,900 | \_\_\_\_\_Greater than $76,900 | |

Source: 2019 HUD Income Limits for **Dodge County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Door County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $15,050 | $15,051 - $25,100 | | $25,101 - $40,150 | \_\_\_\_\_Greater than $40,150 | |
| 2 | $0 - $17,200 | $17,201 - $28,650 | | $28,651 - $45,850 | \_\_\_\_\_Greater than $45,850 | |
| 3 | $0 - $21,330 | $21,331 - $32,250 | | $32,251 - $51,600 | \_\_\_\_\_Greater than $51,600 | |
| 4 | $0 - $25,750 | $25,751 - $35,800 | | $35,801 - $57,300 | \_\_\_\_\_Greater than $57,300 | |
| 5 | $0 - $30,170 | $30,171 - $38,700 | | $38,701 - $61,900 | \_\_\_\_\_Greater than $61,900 | |
| 6 | $0 - $34,590 | $34,591 - $41,550 | | $41,551 - $66,500 | \_\_\_\_\_Greater than $66,500 | |
| 7 | $0 - $39,010 | $39,011 - $44,400 | | $44,401 - $71,100 | \_\_\_\_\_Greater than $71,100 | |
| 8 or more | $0 - $43,430 | $43,431 - $47,300 | | $47,301 - $75,650 | \_\_\_\_\_Greater than $75,650 | |

Source: 2019 HUD Income Limits for **Door County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Douglas County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $15,200 | $15,201 - $25,350 | | $25,351 - $40,550 | \_\_\_\_\_Greater than $40,550 | |
| 2 | $0 - $17,400 | $17,401 - $29,000 | | $29,001 - $46,350 | \_\_\_\_\_Greater than $46,350 | |
| 3 | $0 - $21,330 | $21,331 - $32,600 | | $32,601 - $52,150 | \_\_\_\_\_Greater than $52,150 | |
| 4 | $0 - $25,750 | $25,751 - $36,200 | | $36,201 - $57,900 | \_\_\_\_\_Greater than $57,900 | |
| 5 | $0 - $30,170 | $30,171 - $39,100 | | $39,101 - $62,550 | \_\_\_\_\_Greater than $62,550 | |
| 6 | $0 - $34,590 | $34,591 - $42,000 | | $42,001 - $67,200 | \_\_\_\_\_Greater than $67,200 | |
| 7 | $0 - $39,010 | $39,011 - $44,900 | | $44,901 - $71,800 | \_\_\_\_\_Greater than $71,800 | |
| 8 or more | $0 - $43,430 | $43,431 - $47,800 | | $47,801 - $76,450 | \_\_\_\_\_Greater than $76,450 | |

Source: 2019 HUD Income Limits for **Douglas County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Dunn County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,550 | $14,551 - $24,200 | | $24,201 - $38,750 | \_\_\_\_\_Greater than $38,750 | |
| 2 | $0 - $16,910 | $16,911 - $27,650 | | $27,651 - $44,250 | \_\_\_\_\_Greater than $44,250 | |
| 3 | $0 - $21,330 | $21,331 - $31,100 | | $31,101 - $49,800 | \_\_\_\_\_Greater than $49,800 | |
| 4 | $0 - $25,750 | $25,751 - $34,550 | | $34,551 - $55,300 | \_\_\_\_\_Greater than $55,300 | |
| 5 | $0 - $30,170 | $30,171 - $37,350 | | $37,351 - $59,750 | \_\_\_\_\_Greater than $59,750 | |
| 6 | $0 - $34,590 | $34,591 - $40,100 | | $40,101 - $64,150 | \_\_\_\_\_Greater than $64,150 | |
| 7 | $0 - $39,010 | $39,011 - $42,850 | | $42,851 - $68,600 | \_\_\_\_\_Greater than $68,600 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,650 | | $45,651 - $73,000 | \_\_\_\_\_Greater than $73,000 | |

Source: 2019 HUD Income Limits for **Dunn County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Eau Claire County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 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 - $21,330 | $21,331 - $33,000 | | $33,001 - $52,800 | \_\_\_\_\_Greater than $52,800 | |
| 4 | $0 - $25,750 | $25,751 - $36,650 | | $36,651 - $58,650 | \_\_\_\_\_Greater than $58,650 | |
| 5 | $0 - $30,170 | $30,171 - $39,600 | | $39,601 - $63,350 | \_\_\_\_\_Greater than $63,350 | |
| 6 | $0 - $34,590 | $34,591 - $42,550 | | $42,551 - $68,050 | \_\_\_\_\_Greater than $68,050 | |
| 7 | $0 - $39,010 | $39,011 - $45,450 | | $45,451 - $72,750 | \_\_\_\_\_Greater than $72,750 | |
| 8 or more | $0 - $43,430 | $43,431 - $48,400 | | $48,401 - $77,450 | \_\_\_\_\_Greater than $77,450 | |

Source: 2019 HUD Income Limits for **Eau Claire County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Florence County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,350 | $14,351 - $23,950 | | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 | |
| 2 | $0 - $16,910 | $16,911 - $27,400 | | $27,401 - $43,800 | \_\_\_\_\_Greater than $43,800 | |
| 3 | $0 - $21,330 | $21,331 - $30,800 | | $30,801 - $49,250 | \_\_\_\_\_Greater than $49,250 | |
| 4 | $0 - $25,750 | $25,751 - $34,200 | | $34,201 - $54,700 | \_\_\_\_\_Greater than $54,700 | |
| 5 | $0 - $30,170 | $30,171 - $36,950 | | $36,951 - $59,100 | \_\_\_\_\_Greater than $59,100 | |
| 6 | $0 - $34,590 | $34,591 - $39,700 | | $39,701 - $63,500 | \_\_\_\_\_Greater than $63,500 | |
| 7 | $0 - $39,010 | $39,011 - $42,450 | | $42,451 - $67,850 | \_\_\_\_\_Greater than $67,850 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |

Source: 2019 HUD Income Limits for **Florence County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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.

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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Fond du Lac County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $15,850 | $15,851 - $26,400 | | $26,401 - $42,200 | \_\_\_\_\_Greater than $42,200 | |
| 2 | $0 - $18,100 | $18,101 - $30,150 | | $30,151 - $48,200 | \_\_\_\_\_Greater than $48,200 | |
| 3 | $0 - $21,330 | $21,331 - $33,900 | | $33,901 - $54,250 | \_\_\_\_\_Greater than $54,250 | |
| 4 | $0 - $25,750 | $25,751 - $37,650 | | $37,651 - $60,250 | \_\_\_\_\_Greater than $60,250 | |
| 5 | $0 - $30,170 | $30,171 - $40,700 | | $40,701 - $65,100 | \_\_\_\_\_Greater than $65,100 | |
| 6 | $0 - $34,590 | $34,591 - $43,700 | | $43,701 - $69,900 | \_\_\_\_\_Greater than $69,900 | |
| 7 | $0 - $39,010 | $39,011 - $46,700 | | $46,701 - $74,750 | \_\_\_\_\_Greater than $74,750 | |
| 8 or more | $0 - $43,430 | $43,431 - $49,700 | | $49,701 - $79,550 | \_\_\_\_\_Greater than $79,550 | |

Source: 2019 HUD Income Limits for **Fond du Lac County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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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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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Forest County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,350 | $14,351 - $23,950 | | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 | |
| 2 | $0 - $16,910 | $16,911 - $27,400 | | $27,401 - $43,800 | \_\_\_\_\_Greater than $43,800 | |
| 3 | $0 - $21,330 | $21,331 - $30,800 | | $30,801 - $49,250 | \_\_\_\_\_Greater than $49,250 | |
| 4 | $0 - $25,750 | $25,751 - $34,200 | | $34,201 - $54,700 | \_\_\_\_\_Greater than $54,700 | |
| 5 | $0 - $30,170 | $30,171 - $36,950 | | $36,951 - $59,100 | \_\_\_\_\_Greater than $59,100 | |
| 6 | $0 - $34,590 | $34,591 - $39,700 | | $39,701 - $63,500 | \_\_\_\_\_Greater than $63,500 | |
| 7 | $0 - $39,010 | $39,011 - $42,450 | | $42,451 - $67,850 | \_\_\_\_\_Greater than $67,850 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |

Source: 2019 HUD Income Limits for **Forest County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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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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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Grant County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,350 | $14,351 - $23,950 | | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 | |
| 2 | $0 - $16,910 | $16,911 - $27,400 | | $27,401 - $43,800 | \_\_\_\_\_Greater than $43,800 | |
| 3 | $0 - $21,330 | $21,331 - $30,800 | | $30,801 - $49,250 | \_\_\_\_\_Greater than $49,250 | |
| 4 | $0 - $25,750 | $25,751 - $34,200 | | $34,201 - $54,700 | \_\_\_\_\_Greater than $54,700 | |
| 5 | $0 - $30,170 | $30,171 - $36,950 | | $36,951 - $59,100 | \_\_\_\_\_Greater than $59,100 | |
| 6 | $0 - $34,590 | $34,591 - $39,700 | | $39,701 - $63,500 | \_\_\_\_\_Greater than $63,500 | |
| 7 | $0 - $39,010 | $39,011 - $42,450 | | $42,451 - $67,850 | \_\_\_\_\_Greater than $67,850 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |

Source: 2019 HUD Income Limits for **Grant County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Green County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $16,150 | $16,151 - $26,950 | | $26,951 - $43,050 | \_\_\_\_\_Greater than $43,050 | |
| 2 | $0 - $18,450 | $18,451 - $30,800 | | $30,801 - $49,200 | \_\_\_\_\_Greater than $49,200 | |
| 3 | $0 - $21,330 | $21,331 - $34,650 | | $34,651 - $55,350 | \_\_\_\_\_Greater than $55,350 | |
| 4 | $0 - $25,750 | $25,751 - $38,450 | | $38,451 - $61,500 | \_\_\_\_\_Greater than $61,500 | |
| 5 | $0 - $30,170 | $30,171 - $41,550 | | $41,551 - $66,450 | \_\_\_\_\_Greater than $66,450 | |
| 6 | $0 - $34,590 | $34,591 - $44,650 | | $44,651 - $71,350 | \_\_\_\_\_Greater than $71,350 | |
| 7 | $0 - $39,010 | $39,011 - $47,700 | | $47,701 - $76,300 | \_\_\_\_\_Greater than $76,300 | |
| 8 or more | $0 - $43,430 | $43,431 - $50,800 | | $50,801 - $81,200 | \_\_\_\_\_Greater than $81,200 | |

Source: 2019 HUD Income Limits for **Green County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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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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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UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Green Lake County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.**

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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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,350 | $14,351 - $23,950 | | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 | |
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| 3 | $0 - $21,330 | $21,331 - $30,800 | | $30,801 - $49,250 | \_\_\_\_\_Greater than $49,250 | |
| 4 | $0 - $25,750 | $25,751 - $34,200 | | $34,201 - $54,700 | \_\_\_\_\_Greater than $54,700 | |
| 5 | $0 - $30,170 | $30,171 - $36,950 | | $36,951 - $59,100 | \_\_\_\_\_Greater than $59,100 | |
| 6 | $0 - $34,590 | $34,591 - $39,700 | | $39,701 - $63,500 | \_\_\_\_\_Greater than $63,500 | |
| 7 | $0 - $39,010 | $39,011 - $42,450 | | $42,451 - $67,850 | \_\_\_\_\_Greater than $67,850 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |

Source: 2019 HUD Income Limits for **Green Lake County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

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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.

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UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Iowa County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

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**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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $15,700 | $15,701 - $26,150 | | $26,151 - $41,800 | \_\_\_\_\_Greater than $41,800 | |
| 2 | $0 - $17,950 | $17,951 - $29,850 | | $29,851 - $47,800 | \_\_\_\_\_Greater than $47,800 | |
| 3 | $0 - $21,330 | $21,331 - $33,600 | | $33,601 - $53,750 | \_\_\_\_\_Greater than $53,750 | |
| 4 | $0 - $25,750 | $25,751 - $37,300 | | $37,301 - $59,700 | \_\_\_\_\_Greater than $59,700 | |
| 5 | $0 - $30,170 | $30,171 - $40,300 | | $40,301 - $64,500 | \_\_\_\_\_Greater than $64,500 | |
| 6 | $0 - $34,590 | $34,591 - $43,300 | | $43,301 - $69,300 | \_\_\_\_\_Greater than $69,300 | |
| 7 | $0 - $39,010 | $39,011 - $46,300 | | $46,301 - $74,050 | \_\_\_\_\_Greater than $74,050 | |
| 8 or more | $0 - $43,430 | $43,431 - $49,250 | | $49,251 - $78,850 | \_\_\_\_\_Greater than $78,850 | |

Source: 2019 HUD Income Limits for **Iowa County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Iron County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,350 | $14,351 - $23,950 | | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 | |
| 2 | $0 - $16,910 | $16,911 - $27,400 | | $27,401 - $43,800 | \_\_\_\_\_Greater than $43,800 | |
| 3 | $0 - $21,330 | $21,331 - $30,800 | | $30,801 - $49,250 | \_\_\_\_\_Greater than $49,250 | |
| 4 | $0 - $25,750 | $25,751 - $34,200 | | $34,201 - $54,700 | \_\_\_\_\_Greater than $54,700 | |
| 5 | $0 - $30,170 | $30,171 - $36,950 | | $36,951 - $59,100 | \_\_\_\_\_Greater than $59,100 | |
| 6 | $0 - $34,590 | $34,591 - $39,700 | | $39,701 - $63,500 | \_\_\_\_\_Greater than $63,500 | |
| 7 | $0 - $39,010 | $39,011 - $42,450 | | $42,451 - $67,850 | \_\_\_\_\_Greater than $67,850 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |

Source: 2019 HUD Income Limits for **Iron County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Jackson County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,350 | $14,351 - $23,950 | | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 | |
| 2 | $0 - $16,910 | $16,911 - $27,400 | | $27,401 - $43,800 | \_\_\_\_\_Greater than $43,800 | |
| 3 | $0 - $21,330 | $21,331 - $30,800 | | $30,801 - $49,250 | \_\_\_\_\_Greater than $49,250 | |
| 4 | $0 - $25,750 | $25,751 - $34,200 | | $34,201 - $54,700 | \_\_\_\_\_Greater than $54,700 | |
| 5 | $0 - $30,170 | $30,171 - $36,950 | | $36,951 - $59,100 | \_\_\_\_\_Greater than $59,100 | |
| 6 | $0 - $34,590 | $34,591 - $39,700 | | $39,701 - $63,500 | \_\_\_\_\_Greater than $63,500 | |
| 7 | $0 - $39,010 | $39,011 - $42,450 | | $42,451 - $67,850 | \_\_\_\_\_Greater than $67,850 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |

Source: 2019 HUD Income Limits for **Jackson County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Jefferson County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $16,250 | $16,251 - $27,100 | | $27,101 - $43,300 | \_\_\_\_\_Greater than $43,300 | |
| 2 | $0 - $18,600 | $18,601 - $30,950 | | $30,951 - $49,500 | \_\_\_\_\_Greater than $49,500 | |
| 3 | $0 - $21,330 | $21,331 - $34,800 | | $34,801 - $55,700 | \_\_\_\_\_Greater than $55,700 | |
| 4 | $0 - $25,750 | $25,751 - $38,650 | | $38,651 - $61,850 | \_\_\_\_\_Greater than $61,850 | |
| 5 | $0 - $30,170 | $30,171 - $41,750 | | $41,751 - $66,800 | \_\_\_\_\_Greater than $66,800 | |
| 6 | $0 - $34,590 | $34,591 - $44,850 | | $44,851 - $71,750 | \_\_\_\_\_Greater than $71,750 | |
| 7 | $0 - $39,010 | $39,011 - $47,950 | | $47,951 - $76,700 | \_\_\_\_\_Greater than $76,700 | |
| 8 or more | $0 - $43,430 | $43,431 - $51,050 | | $51,051 - $81,650 | \_\_\_\_\_Greater than $81,650 | |

Source: 2019 HUD Income Limits for **Jefferson County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Juneau County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,350 | $14,351 - $23,950 | | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 | |
| 2 | $0 - $16,910 | $16,911 - $27,400 | | $27,401 - $43,800 | \_\_\_\_\_Greater than $43,800 | |
| 3 | $0 - $21,330 | $21,331 - $30,800 | | $30,801 - $49,250 | \_\_\_\_\_Greater than $49,250 | |
| 4 | $0 - $25,750 | $25,751 - $34,200 | | $34,201 - $54,700 | \_\_\_\_\_Greater than $54,700 | |
| 5 | $0 - $30,170 | $30,171 - $36,950 | | $36,951 - $59,100 | \_\_\_\_\_Greater than $59,100 | |
| 6 | $0 - $34,590 | $34,591 - $39,700 | | $39,701 - $63,500 | \_\_\_\_\_Greater than $63,500 | |
| 7 | $0 - $39,010 | $39,011 - $42,450 | | $42,451 - $67,850 | \_\_\_\_\_Greater than $67,850 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |

Source: 2019 HUD Income Limits for **Juneau County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Kenosha County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $17,150 | $17,151 - $28,600 | | $28,601 - $45,750 | \_\_\_\_\_Greater than $45,750 | |
| 2 | $0 - $19,600 | $19,601 - $32,650 | | $32,651 - $52,250 | \_\_\_\_\_Greater than $52,250 | |
| 3 | $0 - $22,050 | $22,051 - $36,750 | | $36,751 - $58,800 | \_\_\_\_\_Greater than $58,800 | |
| 4 | $0 - $25,750 | $25,751 - $40,800 | | $40,801 - $65,300 | \_\_\_\_\_Greater than $65,300 | |
| 5 | $0 - $30,170 | $30,171 - $44,100 | | $44,101 - $70,550 | \_\_\_\_\_Greater than $70,550 | |
| 6 | $0 - $34,590 | $34,591 - $47,350 | | $47,351 - $75,750 | \_\_\_\_\_Greater than $75,750 | |
| 7 | $0 - $39,010 | $39,011 - $50,600 | | $50,601 - $81,000 | \_\_\_\_\_Greater than $81,000 | |
| 8 or more | $0 - $43,430 | $43,431 - $53,900 | | $53,901 - $86,200 | \_\_\_\_\_Greater than $86,200 | |

Source: 2019 HUD Income Limits for **Kenosha County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Kewaunee County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $17,200 | $17,201 - $28,650 | | $28,651 - $45,850 | \_\_\_\_\_Greater than $45,850 | |
| 2 | $0 - $19,650 | $19,651 - $32,750 | | $32,751 - $52,400 | \_\_\_\_\_Greater than $52,400 | |
| 3 | $0 - $22,100 | $22,101 - $36,850 | | $36,851 - $58,950 | \_\_\_\_\_Greater than $58,950 | |
| 4 | $0 - $25,750 | $25,751 - $40,900 | | $40,901 - $65,450 | \_\_\_\_\_Greater than $65,450 | |
| 5 | $0 - $30,170 | $30,171 - $44,200 | | $44,201 - $70,700 | \_\_\_\_\_Greater than $70,700 | |
| 6 | $0 - $34,590 | $34,591 - $47,450 | | $47,451 - $75,950 | \_\_\_\_\_Greater than $75,950 | |
| 7 | $0 - $39,010 | $39,011 - $50,750 | | $50,751 - $81,200 | \_\_\_\_\_Greater than $81,200 | |
| 8 or more | $0 - $43,430 | $43,431 - $54,000 | | $54,001 - $86,400 | \_\_\_\_\_Greater than $86,400 | |

Source: 2019 HUD Income Limits for **Kewaunee County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 La Crosse County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $16,550 | $16,551 - $27,550 | | $27,551 - $44,050 | \_\_\_\_\_Greater than $44,050 | |
| 2 | $0 - $18,900 | $18,901 - $31,450 | | $31,451 - $50,350 | \_\_\_\_\_Greater than $50,350 | |
| 3 | $0 - $21,330 | $21,331 - $35,400 | | $35,401 - $56,650 | \_\_\_\_\_Greater than $56,650 | |
| 4 | $0 - $25,750 | $25,751 - $39,300 | | $39,301 - $62,900 | \_\_\_\_\_Greater than $62,900 | |
| 5 | $0 - $30,170 | $30,171 - $42,450 | | $42,451 - $67,950 | \_\_\_\_\_Greater than $67,950 | |
| 6 | $0 - $34,590 | $34,591 - $45,600 | | $45,601 - $73,000 | \_\_\_\_\_Greater than $73,000 | |
| 7 | $0 - $39,010 | $39,011 - $48,750 | | $48,751 - $78,000 | \_\_\_\_\_Greater than $78,000 | |
| 8 or more | $0 - $43,430 | $43,431 - $51,900 | | $51,901 - $83,050 | \_\_\_\_\_Greater than $83,050 | |

Source: 2019 HUD Income Limits for **La Crosse County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Lafayette County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,350 | $14,351 - $23,950 | | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 | |
| 2 | $0 - $16,910 | $16,911 - $27,400 | | $27,401 - $43,800 | \_\_\_\_\_Greater than $43,800 | |
| 3 | $0 - $21,330 | $21,331 - $30,800 | | $30,801 - $49,250 | \_\_\_\_\_Greater than $49,250 | |
| 4 | $0 - $25,750 | $25,751 - $34,200 | | $34,201 - $54,700 | \_\_\_\_\_Greater than $54,700 | |
| 5 | $0 - $30,170 | $30,171 - $36,950 | | $36,951 - $59,100 | \_\_\_\_\_Greater than $59,100 | |
| 6 | $0 - $34,590 | $34,591 - $39,700 | | $39,701 - $63,500 | \_\_\_\_\_Greater than $63,500 | |
| 7 | $0 - $39,010 | $39,011 - $42,450 | | $42,451 - $67,850 | \_\_\_\_\_Greater than $67,850 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |

Source: 2019 HUD Income Limits for **Lafayette County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Langlade County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,350 | $14,351 - $23,950 | | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 | |
| 2 | $0 - $16,910 | $16,911 - $27,400 | | $27,401 - $43,800 | \_\_\_\_\_Greater than $43,800 | |
| 3 | $0 - $21,330 | $21,331 - $30,800 | | $30,801 - $49,250 | \_\_\_\_\_Greater than $49,250 | |
| 4 | $0 - $25,750 | $25,751 - $34,200 | | $34,201 - $54,700 | \_\_\_\_\_Greater than $54,700 | |
| 5 | $0 - $30,170 | $30,171 - $36,950 | | $36,951 - $59,100 | \_\_\_\_\_Greater than $59,100 | |
| 6 | $0 - $34,590 | $34,591 - $39,700 | | $39,701 - $63,500 | \_\_\_\_\_Greater than $63,500 | |
| 7 | $0 - $39,010 | $39,011 - $42,450 | | $42,451 - $67,850 | \_\_\_\_\_Greater than $67,850 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |

Source: 2019 HUD Income Limits for **Langlade County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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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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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Lincoln County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,350 | $14,351 - $23,950 | | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 | |
| 2 | $0 - $16,910 | $16,911 - $27,400 | | $27,401 - $43,800 | \_\_\_\_\_Greater than $43,800 | |
| 3 | $0 - $21,330 | $21,331 - $30,800 | | $30,801 - $49,250 | \_\_\_\_\_Greater than $49,250 | |
| 4 | $0 - $25,750 | $25,751 - $34,200 | | $34,201 - $54,700 | \_\_\_\_\_Greater than $54,700 | |
| 5 | $0 - $30,170 | $30,171 - $36,950 | | $36,951 - $59,100 | \_\_\_\_\_Greater than $59,100 | |
| 6 | $0 - $34,590 | $34,591 - $39,700 | | $39,701 - $63,500 | \_\_\_\_\_Greater than $63,500 | |
| 7 | $0 - $39,010 | $39,011 - $42,450 | | $42,451 - $67,850 | \_\_\_\_\_Greater than $67,850 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |

Source: 2019 HUD Income Limits for **Lincoln County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Manitowoc County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,500 | $14,501 - $24,150 | | $24,151 - $38,600 | \_\_\_\_\_Greater than $38,600 | |
| 2 | $0 - $16,910 | $16,911 - $27,600 | | $27,601 - $44,100 | \_\_\_\_\_Greater than $44,100 | |
| 3 | $0 - $21,330 | $21,331 - $31,050 | | $31,051 - $49,600 | \_\_\_\_\_Greater than $49,600 | |
| 4 | $0 - $25,750 | $25,751 - $34,450 | | $34,451 - $55,100 | \_\_\_\_\_Greater than $55,100 | |
| 5 | $0 - $30,170 | $30,171 - $37,250 | | $37,251 - $59,550 | \_\_\_\_\_Greater than $59,550 | |
| 6 | $0 - $34,590 | $34,591 - $40,000 | | $40,001 - $63,950 | \_\_\_\_\_Greater than $63,950 | |
| 7 | $0 - $39,010 | $39,011 - $42,750 | | $42,751 - $68,350 | \_\_\_\_\_Greater than $68,350 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,500 | | $45,501 - $72,750 | \_\_\_\_\_Greater than $72,750 | |

Source: 2019 HUD Income Limits for **Manitowoc County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Marathon County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $15,400 | $15,401 - $25,650 | | $25,651 - $41,000 | \_\_\_\_\_Greater than $41,000 | |
| 2 | $0 - $17,600 | $17,601 - $29,300 | | $29,301 - $46,850 | \_\_\_\_\_Greater than $46,850 | |
| 3 | $0 - $21,330 | $21,331 - $32,950 | | $32,951 - $52,700 | \_\_\_\_\_Greater than $52,700 | |
| 4 | $0 - $25,750 | $25,751 - $36,600 | | $36,601 - $58,550 | \_\_\_\_\_Greater than $58,550 | |
| 5 | $0 - $30,170 | $30,171 - $39,550 | | $39,551 - $63,250 | \_\_\_\_\_Greater than $63,250 | |
| 6 | $0 - $34,590 | $34,591 - $42,500 | | $42,501 - $67,950 | \_\_\_\_\_Greater than $67,950 | |
| 7 | $0 - $39,010 | $39,011 - $45,400 | | $45,401 - $72,650 | \_\_\_\_\_Greater than $72,650 | |
| 8 or more | $0 - $43,430 | $43,431 - $48,350 | | $48,351 - $77,300 | \_\_\_\_\_Greater than $77,300 | |

Source: 2019 HUD Income Limits for **Marathon County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Marinette County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,350 | $14,351 - $23,950 | | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 | |
| 2 | $0 - $16,910 | $16,911 - $27,400 | | $27,401 - $43,800 | \_\_\_\_\_Greater than $43,800 | |
| 3 | $0 - $21,330 | $21,331 - $30,800 | | $30,801 - $49,250 | \_\_\_\_\_Greater than $49,250 | |
| 4 | $0 - $25,750 | $25,751 - $34,200 | | $34,201 - $54,700 | \_\_\_\_\_Greater than $54,700 | |
| 5 | $0 - $30,170 | $30,171 - $36,950 | | $36,951 - $59,100 | \_\_\_\_\_Greater than $59,100 | |
| 6 | $0 - $34,590 | $34,591 - $39,700 | | $39,701 - $63,500 | \_\_\_\_\_Greater than $63,500 | |
| 7 | $0 - $39,010 | $39,011 - $42,450 | | $42,451 - $67,850 | \_\_\_\_\_Greater than $67,850 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |

Source: 2019 HUD Income Limits for **Marinette County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Marquette County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,350 | $14,351 - $23,950 | | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 | |
| 2 | $0 - $16,910 | $16,911 - $27,400 | | $27,401 - $43,800 | \_\_\_\_\_Greater than $43,800 | |
| 3 | $0 - $21,330 | $21,331 - $30,800 | | $30,801 - $49,250 | \_\_\_\_\_Greater than $49,250 | |
| 4 | $0 - $25,750 | $25,751 - $34,200 | | $34,201 - $54,700 | \_\_\_\_\_Greater than $54,700 | |
| 5 | $0 - $30,170 | $30,171 - $36,950 | | $36,951 - $59,100 | \_\_\_\_\_Greater than $59,100 | |
| 6 | $0 - $34,590 | $34,591 - $39,700 | | $39,701 - $63,500 | \_\_\_\_\_Greater than $63,500 | |
| 7 | $0 - $39,010 | $39,011 - $42,450 | | $42,451 - $67,850 | \_\_\_\_\_Greater than $67,850 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |

Source: 2019 HUD Income Limits for **Marquette County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Menominee County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,350 | $14,351 - $23,950 | | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 | |
| 2 | $0 - $16,910 | $16,911 - $27,400 | | $27,401 - $43,800 | \_\_\_\_\_Greater than $43,800 | |
| 3 | $0 - $21,330 | $21,331 - $30,800 | | $30,801 - $49,250 | \_\_\_\_\_Greater than $49,250 | |
| 4 | $0 - $25,750 | $25,751 - $34,200 | | $34,201 - $54,700 | \_\_\_\_\_Greater than $54,700 | |
| 5 | $0 - $30,170 | $30,171 - $36,950 | | $36,951 - $59,100 | \_\_\_\_\_Greater than $59,100 | |
| 6 | $0 - $34,590 | $34,591 - $39,700 | | $39,701 - $63,500 | \_\_\_\_\_Greater than $63,500 | |
| 7 | $0 - $39,010 | $39,011 - $42,450 | | $42,451 - $67,850 | \_\_\_\_\_Greater than $67,850 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |

Source: 2019 HUD Income Limits for **Menominee County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Milwaukee County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $17,300 | $17,301 - $28,850 | | $28,851 - $46,100 | \_\_\_\_\_Greater than $46,100 | |
| 2 | $0 - $19,800 | $19,801 - $32,950 | | $32,951 - $52,700 | \_\_\_\_\_Greater than $52,700 | |
| 3 | $0 - $22,250 | $22,251 - $37,050 | | $37,051 - $59,300 | \_\_\_\_\_Greater than $59,300 | |
| 4 | $0 - $25,750 | $25,751 - $41,150 | | $41,151 - $65,850 | \_\_\_\_\_Greater than $65,850 | |
| 5 | $0 - $30,170 | $30,171 - $44,450 | | $44,451 - $71,150 | \_\_\_\_\_Greater than $71,150 | |
| 6 | $0 - $34,590 | $34,591 - $47,750 | | $47,751 - $76,400 | \_\_\_\_\_Greater than $76,400 | |
| 7 | $0 - $39,010 | $39,011 - $51,050 | | $51,051 - $81,700 | \_\_\_\_\_Greater than $81,700 | |
| 8 or more | $0 - $43,430 | $43,431 - $54,350 | | $54,351 - $86,950 | \_\_\_\_\_Greater than $86,950 | |

Source: 2019 HUD Income Limits for **Milwaukee County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Monroe County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,550 | $14,551 - $24,250 | | $24,251 - $38,750 | \_\_\_\_\_Greater than $38,750 | |
| 2 | $0 - $16,910 | $16,911 - $27,700 | | $27,701 - $44,300 | \_\_\_\_\_Greater than $44,300 | |
| 3 | $0 - $21,330 | $21,331 - $31,150 | | $31,151 - $49,850 | \_\_\_\_\_Greater than $49,850 | |
| 4 | $0 - $25,750 | $25,751 - $34,600 | | $34,601 - $55,350 | \_\_\_\_\_Greater than $55,350 | |
| 5 | $0 - $30,170 | $30,171 - $37,400 | | $37,401 - $59,800 | \_\_\_\_\_Greater than $59,800 | |
| 6 | $0 - $34,590 | $34,591 - $40,150 | | $40,151 - $64,250 | \_\_\_\_\_Greater than $64,250 | |
| 7 | $0 - $39,010 | $39,011 - $42,950 | | $42,951 - $68,650 | \_\_\_\_\_Greater than $68,650 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,700 | | $45,701 - $73,100 | \_\_\_\_\_Greater than $73,100 | |

Source: 2019 HUD Income Limits for **Monroe County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Oconto County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,550 | $14,551 - $24,250 | | $24,251 - $38,750 | \_\_\_\_\_Greater than $38,750 | |
| 2 | $0 - $16,910 | $16,911 - $27,700 | | $27,701 - $44,300 | \_\_\_\_\_Greater than $44,300 | |
| 3 | $0 - $21,330 | $21,331 - $31,150 | | $31,151 - $49,850 | \_\_\_\_\_Greater than $49,850 | |
| 4 | $0 - $25,750 | $25,751 - $34,600 | | $34,601 - $55,350 | \_\_\_\_\_Greater than $55,350 | |
| 5 | $0 - $30,170 | $30,171 - $37,400 | | $37,401 - $59,800 | \_\_\_\_\_Greater than $59,800 | |
| 6 | $0 - $34,590 | $34,591 - $40,150 | | $40,151 - $64,250 | \_\_\_\_\_Greater than $64,250 | |
| 7 | $0 - $39,010 | $39,011 - $42,950 | | $42,951 - $68,650 | \_\_\_\_\_Greater than $68,650 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,700 | | $45,701 - $73,100 | \_\_\_\_\_Greater than $73,100 | |

Source: 2019 HUD Income Limits for **Oconto County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Oneida County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,350 | $14,351 - $23,950 | | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 | |
| 2 | $0 - $16,910 | $16,911 - $27,400 | | $27,401 - $43,800 | \_\_\_\_\_Greater than $43,800 | |
| 3 | $0 - $21,330 | $21,331 - $30,800 | | $30,801 - $49,250 | \_\_\_\_\_Greater than $49,250 | |
| 4 | $0 - $25,750 | $25,751 - $34,200 | | $34,201 - $54,700 | \_\_\_\_\_Greater than $54,700 | |
| 5 | $0 - $30,170 | $30,171 - $36,950 | | $36,951 - $59,100 | \_\_\_\_\_Greater than $59,100 | |
| 6 | $0 - $34,590 | $34,591 - $39,700 | | $39,701 - $63,500 | \_\_\_\_\_Greater than $63,500 | |
| 7 | $0 - $39,010 | $39,011 - $42,450 | | $42,451 - $67,850 | \_\_\_\_\_Greater than $67,850 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |

Source: 2019 HUD Income Limits for **Oneida County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Outagamie County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $17,650 | $17,651 - $29,350 | | $29,351 - $46,950 | \_\_\_\_\_Greater than $46,950 | |
| 2 | $0 - $20,150 | $20,151 - $33,550 | | $33,551 - $53,650 | \_\_\_\_\_Greater than $53,650 | |
| 3 | $0 - $22,650 | $22,651 - $37,750 | | $37,751 - $60,350 | \_\_\_\_\_Greater than $60,350 | |
| 4 | $0 - $25,750 | $25,751 - $41,900 | | $41,901 - $67,050 | \_\_\_\_\_Greater than $67,050 | |
| 5 | $0 - $30,170 | $30,171 - $45,300 | | $45,301 - $72,450 | \_\_\_\_\_Greater than $72,450 | |
| 6 | $0 - $34,590 | $34,591 - $48,650 | | $48,651 - $77,800 | \_\_\_\_\_Greater than $77,800 | |
| 7 | $0 - $39,010 | $39,011 - $52,000 | | $52,001 - $83,150 | \_\_\_\_\_Greater than $83,150 | |
| 8 or more | $0 - $43,430 | $43,431 - $55,350 | | $55,351 - $88,550 | \_\_\_\_\_Greater than $88,550 | |

Source: 2019 HUD Income Limits for **Outagamie County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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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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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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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Ozaukee County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $17,300 | $17,301 - $28,850 | | $28,851 - $46,100 | \_\_\_\_\_Greater than $46,100 | |
| 2 | $0 - $19,800 | $19,801 - $32,950 | | $32,951 - $52,700 | \_\_\_\_\_Greater than $52,700 | |
| 3 | $0 - $22,250 | $22,251 - $37,050 | | $37,051 - $59,300 | \_\_\_\_\_Greater than $59,300 | |
| 4 | $0 - $25,750 | $25,751 - $41,150 | | $41,151 - $65,850 | \_\_\_\_\_Greater than $65,850 | |
| 5 | $0 - $30,170 | $30,171 - $44,450 | | $44,451 - $71,150 | \_\_\_\_\_Greater than $71,150 | |
| 6 | $0 - $34,590 | $34,591 - $47,750 | | $47,751 - $76,400 | \_\_\_\_\_Greater than $76,400 | |
| 7 | $0 - $39,010 | $39,011 - $51,050 | | $51,051 - $81,700 | \_\_\_\_\_Greater than $81,700 | |
| 8 or more | $0 - $43,430 | $43,431 - $54,350 | | $54,351 - $86,950 | \_\_\_\_\_Greater than $86,950 | |

Source: 2019 HUD Income Limits for **Ozaukee County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Pepin County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,650 | $14,651 - $24,400 | | $24,401 - $39,000 | \_\_\_\_\_Greater than $39,000 | |
| 2 | $0 - $16,910 | $16,911 - $27,850 | | $27,851 - $44,600 | \_\_\_\_\_Greater than $44,600 | |
| 3 | $0 - $21,330 | $21,331 - $31,350 | | $31,351 - $50,150 | \_\_\_\_\_Greater than $50,150 | |
| 4 | $0 - $25,750 | $25,751 - $34,800 | | $34,801 - $55,700 | \_\_\_\_\_Greater than $55,700 | |
| 5 | $0 - $30,170 | $30,171 - $37,600 | | $37,601 - $60,200 | \_\_\_\_\_Greater than $60,200 | |
| 6 | $0 - $34,590 | $34,591 - $40,400 | | $40,401 - $64,650 | \_\_\_\_\_Greater than $64,650 | |
| 7 | $0 - $39,010 | $39,011 - $43,200 | | $43,201 - $69,100 | \_\_\_\_\_Greater than $69,100 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,950 | | $45,951 - $73,550 | \_\_\_\_\_Greater than $73,550 | |

Source: 2019 HUD Income Limits for **Pepin County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Pierce County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $21,000 | $21,001 - $35,000 | | $35,001 - $52,850 | \_\_\_\_\_Greater than $52,850 | |
| 2 | $0 - $24,000 | $24,001 - $40,000 | | $40,001 - $60,400 | \_\_\_\_\_Greater than $60,400 | |
| 3 | $0 - $27,000 | $27,001 - $45,000 | | $45,001 - $67,950 | \_\_\_\_\_Greater than $67,950 | |
| 4 | $0 - $30,000 | $30,001 - $50,000 | | $50,001 - $75,500 | \_\_\_\_\_Greater than $75,500 | |
| 5 | $0 - $32,400 | $32,401 - $54,000 | | $54,001 - $81,550 | \_\_\_\_\_Greater than $81,550 | |
| 6 | $0 - $34,800 | $34,801 - $58,000 | | $58,001 - $87,600 | \_\_\_\_\_Greater than $87,600 | |
| 7 | $0 - $39,010 | $39,011 - $62,000 | | $62,001 - $93,650 | \_\_\_\_\_Greater than $93,650 | |
| 8 or more | $0 - $43,430 | $43,431 - $66,000 | | $66,001 - $99,700 | \_\_\_\_\_Greater than $99,700 | |

Source: 2019 HUD Income Limits for **Pierce County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Polk County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,350 | $14,351 - $23,950 | | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 | |
| 2 | $0 - $16,910 | $16,911 - $27,400 | | $27,401 - $43,800 | \_\_\_\_\_Greater than $43,800 | |
| 3 | $0 - $21,330 | $21,331 - $30,800 | | $30,801 - $49,250 | \_\_\_\_\_Greater than $49,250 | |
| 4 | $0 - $25,750 | $25,751 - $34,200 | | $34,201 - $54,700 | \_\_\_\_\_Greater than $54,700 | |
| 5 | $0 - $30,170 | $30,171 - $36,950 | | $36,951 - $59,100 | \_\_\_\_\_Greater than $59,100 | |
| 6 | $0 - $34,590 | $34,591 - $39,700 | | $39,701 - $63,500 | \_\_\_\_\_Greater than $63,500 | |
| 7 | $0 - $39,010 | $39,011 - $42,450 | | $42,451 - $67,850 | \_\_\_\_\_Greater than $67,850 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |

Source: 2019 HUD Income Limits for **Polk County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Portage County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $15,300 | $15,301 - $25,500 | | $25,501 - $40,800 | \_\_\_\_\_Greater than $40,800 | |
| 2 | $0 - $17,500 | $17,501 - $29,150 | | $29,151 - $46,600 | \_\_\_\_\_Greater than $46,600 | |
| 3 | $0 - $21,330 | $21,331 - $32,800 | | $32,801 - $52,450 | \_\_\_\_\_Greater than $52,450 | |
| 4 | $0 - $25,750 | $25,751 - $36,400 | | $36,401 - $58,250 | \_\_\_\_\_Greater than $58,250 | |
| 5 | $0 - $30,170 | $30,171 - $39,350 | | $39,351 - $62,950 | \_\_\_\_\_Greater than $62,950 | |
| 6 | $0 - $34,590 | $34,591 - $42,250 | | $42,251 - $67,600 | \_\_\_\_\_Greater than $67,600 | |
| 7 | $0 - $39,010 | $39,011 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |
| 8 or more | $0 - $43,430 | $43,431 - $48,050 | | $48,051 - $76,900 | \_\_\_\_\_Greater than $76,900 | |

Source: 2019 HUD Income Limits for **Portage County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Price County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,350 | $14,351 - $23,950 | | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 | |
| 2 | $0 - $16,910 | $16,911 - $27,400 | | $27,401 - $43,800 | \_\_\_\_\_Greater than $43,800 | |
| 3 | $0 - $21,330 | $21,331 - $30,800 | | $30,801 - $49,250 | \_\_\_\_\_Greater than $49,250 | |
| 4 | $0 - $25,750 | $25,751 - $34,200 | | $34,201 - $54,700 | \_\_\_\_\_Greater than $54,700 | |
| 5 | $0 - $30,170 | $30,171 - $36,950 | | $36,951 - $59,100 | \_\_\_\_\_Greater than $59,100 | |
| 6 | $0 - $34,590 | $34,591 - $39,700 | | $39,701 - $63,500 | \_\_\_\_\_Greater than $63,500 | |
| 7 | $0 - $39,010 | $39,011 - $42,450 | | $42,451 - $67,850 | \_\_\_\_\_Greater than $67,850 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |

Source: 2019 HUD Income Limits for **Price County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Racine County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $15,000 | $15,001 - $25,000 | | $25,001 - $39,950 | \_\_\_\_\_Greater than $39,950 | |
| 2 | $0 - $17,150 | $17,151 - $28,550 | | $28,551 - $45,650 | \_\_\_\_\_Greater than $45,650 | |
| 3 | $0 - $21,330 | $21,331 - $32,100 | | $32,101 - $51,350 | \_\_\_\_\_Greater than $51,350 | |
| 4 | $0 - $25,750 | $25,751 - $35,650 | | $35,651 - $57,050 | \_\_\_\_\_Greater than $57,050 | |
| 5 | $0 - $30,170 | $30,171 - $38,550 | | $38,551 - $61,650 | \_\_\_\_\_Greater than $61,650 | |
| 6 | $0 - $34,590 | $34,591 - $41,400 | | $41,401 - $66,200 | \_\_\_\_\_Greater than $66,200 | |
| 7 | $0 - $39,010 | $39,011 - $44,250 | | $44,251 - $70,750 | \_\_\_\_\_Greater than $70,750 | |
| 8 or more | $0 - $43,430 | $43,431 - $47,100 | | $47,101 - $75,350 | \_\_\_\_\_Greater than $75,350 | |

Source: 2019 HUD Income Limits for **Racine County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Richland County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,350 | $14,351 - $23,950 | | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 | |
| 2 | $0 - $16,910 | $16,911 - $27,400 | | $27,401 - $43,800 | \_\_\_\_\_Greater than $43,800 | |
| 3 | $0 - $21,330 | $21,331 - $30,800 | | $30,801 - $49,250 | \_\_\_\_\_Greater than $49,250 | |
| 4 | $0 - $25,750 | $25,751 - $34,200 | | $34,201 - $54,700 | \_\_\_\_\_Greater than $54,700 | |
| 5 | $0 - $30,170 | $30,171 - $36,950 | | $36,951 - $59,100 | \_\_\_\_\_Greater than $59,100 | |
| 6 | $0 - $34,590 | $34,591 - $39,700 | | $39,701 - $63,500 | \_\_\_\_\_Greater than $63,500 | |
| 7 | $0 - $39,010 | $39,011 - $42,450 | | $42,451 - $67,850 | \_\_\_\_\_Greater than $67,850 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |

Source: 2019 HUD Income Limits for **Richland County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Rock County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,350 | $14,351 - $23,950 | | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 | |
| 2 | $0 - $16,910 | $16,911 - $27,400 | | $27,401 - $43,800 | \_\_\_\_\_Greater than $43,800 | |
| 3 | $0 - $21,330 | $21,331 - $30,800 | | $30,801 - $49,250 | \_\_\_\_\_Greater than $49,250 | |
| 4 | $0 - $25,750 | $25,751 - $34,200 | | $34,201 - $54,700 | \_\_\_\_\_Greater than $54,700 | |
| 5 | $0 - $30,170 | $30,171 - $36,950 | | $36,951 - $59,100 | \_\_\_\_\_Greater than $59,100 | |
| 6 | $0 - $34,590 | $34,591 - $39,700 | | $39,701 - $63,500 | \_\_\_\_\_Greater than $63,500 | |
| 7 | $0 - $39,010 | $39,011 - $42,450 | | $42,451 - $67,850 | \_\_\_\_\_Greater than $67,850 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |

Source: 2019 HUD Income Limits for **Rock County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Rusk County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,350 | $14,351 - $23,950 | | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 | |
| 2 | $0 - $16,910 | $16,911 - $27,400 | | $27,401 - $43,800 | \_\_\_\_\_Greater than $43,800 | |
| 3 | $0 - $21,330 | $21,331 - $30,800 | | $30,801 - $49,250 | \_\_\_\_\_Greater than $49,250 | |
| 4 | $0 - $25,750 | $25,751 - $34,200 | | $34,201 - $54,700 | \_\_\_\_\_Greater than $54,700 | |
| 5 | $0 - $30,170 | $30,171 - $36,950 | | $36,951 - $59,100 | \_\_\_\_\_Greater than $59,100 | |
| 6 | $0 - $34,590 | $34,591 - $39,700 | | $39,701 - $63,500 | \_\_\_\_\_Greater than $63,500 | |
| 7 | $0 - $39,010 | $39,011 - $42,450 | | $42,451 - $67,850 | \_\_\_\_\_Greater than $67,850 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |

Source: 2019 HUD Income Limits for **Rusk County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 St. Croix County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $21,000 | $21,001 - $35,000 | | $35,001 - $52,850 | \_\_\_\_\_Greater than $52,850 | |
| 2 | $0 - $24,000 | $24,001 - $40,000 | | $40,001 - $60,400 | \_\_\_\_\_Greater than $60,400 | |
| 3 | $0 - $27,000 | $27,001 - $45,000 | | $45,001 - $67,950 | \_\_\_\_\_Greater than $67,950 | |
| 4 | $0 - $30,000 | $30,001 - $50,000 | | $50,001 - $75,500 | \_\_\_\_\_Greater than $75,500 | |
| 5 | $0 - $32,400 | $32,401 - $54,000 | | $54,001 - $81,550 | \_\_\_\_\_Greater than $81,550 | |
| 6 | $0 - $34,800 | $34,801 - $58,000 | | $58,001 - $87,600 | \_\_\_\_\_Greater than $87,600 | |
| 7 | $0 - $39,010 | $39,011 - $62,000 | | $62,001 - $93,650 | \_\_\_\_\_Greater than $93,650 | |
| 8 or more | $0 - $43,430 | $43,431 - $66,000 | | $66,001 - $99,700 | \_\_\_\_\_Greater than $99,700 | |

Source: 2019 HUD Income Limits for **St. Croix County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Sauk County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,850 | $14,851 - $24,700 | | $24,701 - $39,500 | \_\_\_\_\_Greater than $39,500 | |
| 2 | $0 - $16,950 | $16,951 - $28,200 | | $28,201 - $45,150 | \_\_\_\_\_Greater than $45,150 | |
| 3 | $0 - $21,330 | $21,331 - $31,750 | | $31,751 - $50,800 | \_\_\_\_\_Greater than $50,800 | |
| 4 | $0 - $25,750 | $25,751 - $35,250 | | $35,251 - $56,400 | \_\_\_\_\_Greater than $56,400 | |
| 5 | $0 - $30,170 | $30,171 - $38,100 | | $38,101 - $60,950 | \_\_\_\_\_Greater than $60,950 | |
| 6 | $0 - $34,590 | $34,591 - $40,900 | | $40,901 - $65,450 | \_\_\_\_\_Greater than $65,450 | |
| 7 | $0 - $39,010 | $39,011 - $43,750 | | $43,751 - $69,950 | \_\_\_\_\_Greater than $69,950 | |
| 8 or more | $0 - $43,430 | $43,431 - $46,550 | | $46,551 - $74,450 | \_\_\_\_\_Greater than $74,450 | |

Source: 2019 HUD Income Limits for **Sauk County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Sawyer County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,350 | $14,351 - $23,950 | | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 | |
| 2 | $0 - $16,910 | $16,911 - $27,400 | | $27,401 - $43,800 | \_\_\_\_\_Greater than $43,800 | |
| 3 | $0 - $21,330 | $21,331 - $30,800 | | $30,801 - $49,250 | \_\_\_\_\_Greater than $49,250 | |
| 4 | $0 - $25,750 | $25,751 - $34,200 | | $34,201 - $54,700 | \_\_\_\_\_Greater than $54,700 | |
| 5 | $0 - $30,170 | $30,171 - $36,950 | | $36,951 - $59,100 | \_\_\_\_\_Greater than $59,100 | |
| 6 | $0 - $34,590 | $34,591 - $39,700 | | $39,701 - $63,500 | \_\_\_\_\_Greater than $63,500 | |
| 7 | $0 - $39,010 | $39,011 - $42,450 | | $42,451 - $67,850 | \_\_\_\_\_Greater than $67,850 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |

Source: 2019 HUD Income Limits for **Sawyer County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Shawano County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,350 | $14,351 - $23,950 | | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 | |
| 2 | $0 - $16,910 | $16,911 - $27,400 | | $27,401 - $43,800 | \_\_\_\_\_Greater than $43,800 | |
| 3 | $0 - $21,330 | $21,331 - $30,800 | | $30,801 - $49,250 | \_\_\_\_\_Greater than $49,250 | |
| 4 | $0 - $25,750 | $25,751 - $34,200 | | $34,201 - $54,700 | \_\_\_\_\_Greater than $54,700 | |
| 5 | $0 - $30,170 | $30,171 - $36,950 | | $36,951 - $59,100 | \_\_\_\_\_Greater than $59,100 | |
| 6 | $0 - $34,590 | $34,591 - $39,700 | | $39,701 - $63,500 | \_\_\_\_\_Greater than $63,500 | |
| 7 | $0 - $39,010 | $39,011 - $42,450 | | $42,451 - $67,850 | \_\_\_\_\_Greater than $67,850 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |

Source: 2019 HUD Income Limits for **Shawano County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Sheboygan County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $16,150 | $16,151 - $26,950 | | $26,951 - $43,050 | \_\_\_\_\_Greater than $43,050 | |
| 2 | $0 - $18,450 | $18,451 - $30,800 | | $30,801 - $49,200 | \_\_\_\_\_Greater than $49,200 | |
| 3 | $0 - $21,330 | $21,331 - $34,650 | | $34,651 - $55,350 | \_\_\_\_\_Greater than $55,350 | |
| 4 | $0 - $25,750 | $25,751 - $38,450 | | $38,451 - $61,500 | \_\_\_\_\_Greater than $61,500 | |
| 5 | $0 - $30,170 | $30,171 - $41,550 | | $41,551 - $66,450 | \_\_\_\_\_Greater than $66,450 | |
| 6 | $0 - $34,590 | $34,591 - $44,650 | | $44,651 - $71,350 | \_\_\_\_\_Greater than $71,350 | |
| 7 | $0 - $39,010 | $39,011 - $47,700 | | $47,701 - $76,300 | \_\_\_\_\_Greater than $76,300 | |
| 8 or more | $0 - $43,430 | $43,431 - $50,800 | | $50,801 - $81,200 | \_\_\_\_\_Greater than $81,200 | |

Source: 2019 HUD Income Limits for **Sheboygan County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Taylor County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,350 | $14,351 - $23,950 | | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 | |
| 2 | $0 - $16,910 | $16,911 - $27,400 | | $27,401 - $43,800 | \_\_\_\_\_Greater than $43,800 | |
| 3 | $0 - $21,330 | $21,331 - $30,800 | | $30,801 - $49,250 | \_\_\_\_\_Greater than $49,250 | |
| 4 | $0 - $25,750 | $25,751 - $34,200 | | $34,201 - $54,700 | \_\_\_\_\_Greater than $54,700 | |
| 5 | $0 - $30,170 | $30,171 - $36,950 | | $36,951 - $59,100 | \_\_\_\_\_Greater than $59,100 | |
| 6 | $0 - $34,590 | $34,591 - $39,700 | | $39,701 - $63,500 | \_\_\_\_\_Greater than $63,500 | |
| 7 | $0 - $39,010 | $39,011 - $42,450 | | $42,451 - $67,850 | \_\_\_\_\_Greater than $67,850 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |

Source: 2019 HUD Income Limits for **Taylor County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Trempealeau County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,800 | $14,801 - $24,650 | | $24,651 - $39,400 | \_\_\_\_\_Greater than $39,400 | |
| 2 | $0 - $16,910 | $16,911 - $28,150 | | $28,151 - $45,000 | \_\_\_\_\_Greater than $45,000 | |
| 3 | $0 - $21,330 | $21,331 - $31,650 | | $31,651 - $50,650 | \_\_\_\_\_Greater than $50,650 | |
| 4 | $0 - $25,750 | $25,751 - $35,150 | | $35,151 - $56,250 | \_\_\_\_\_Greater than $56,250 | |
| 5 | $0 - $30,170 | $30,171 - $38,000 | | $38,001 - $60,750 | \_\_\_\_\_Greater than $60,750 | |
| 6 | $0 - $34,590 | $34,591 - $40,800 | | $40,801 - $65,250 | \_\_\_\_\_Greater than $65,250 | |
| 7 | $0 - $39,010 | $39,011 - $43,600 | | $43,601 - $69,750 | \_\_\_\_\_Greater than $69,750 | |
| 8 or more | $0 - $43,430 | $43,431 - $46,400 | | $46,401 - $74,250 | \_\_\_\_\_Greater than $74,250 | |

Source: 2019 HUD Income Limits for **Trempealeau County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Vernon County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,350 | $14,351 - $23,950 | | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 | |
| 2 | $0 - $16,910 | $16,911 - $27,400 | | $27,401 - $43,800 | \_\_\_\_\_Greater than $43,800 | |
| 3 | $0 - $21,330 | $21,331 - $30,800 | | $30,801 - $49,250 | \_\_\_\_\_Greater than $49,250 | |
| 4 | $0 - $25,750 | $25,751 - $34,200 | | $34,201 - $54,700 | \_\_\_\_\_Greater than $54,700 | |
| 5 | $0 - $30,170 | $30,171 - $36,950 | | $36,951 - $59,100 | \_\_\_\_\_Greater than $59,100 | |
| 6 | $0 - $34,590 | $34,591 - $39,700 | | $39,701 - $63,500 | \_\_\_\_\_Greater than $63,500 | |
| 7 | $0 - $39,010 | $39,011 - $42,450 | | $42,451 - $67,850 | \_\_\_\_\_Greater than $67,850 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |

Source: 2019 HUD Income Limits for **Vernon County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Vilas County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,350 | $14,351 - $23,950 | | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 | |
| 2 | $0 - $16,910 | $16,911 - $27,400 | | $27,401 - $43,800 | \_\_\_\_\_Greater than $43,800 | |
| 3 | $0 - $21,330 | $21,331 - $30,800 | | $30,801 - $49,250 | \_\_\_\_\_Greater than $49,250 | |
| 4 | $0 - $25,750 | $25,751 - $34,200 | | $34,201 - $54,700 | \_\_\_\_\_Greater than $54,700 | |
| 5 | $0 - $30,170 | $30,171 - $36,950 | | $36,951 - $59,100 | \_\_\_\_\_Greater than $59,100 | |
| 6 | $0 - $34,590 | $34,591 - $39,700 | | $39,701 - $63,500 | \_\_\_\_\_Greater than $63,500 | |
| 7 | $0 - $39,010 | $39,011 - $42,450 | | $42,451 - $67,850 | \_\_\_\_\_Greater than $67,850 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |

Source: 2019 HUD Income Limits for **Vilas County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Walworth County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $16,450 | $16,451 - $27,450 | | $27,451 - $43,900 | \_\_\_\_\_Greater than $43,900 | |
| 2 | $0 - $18,800 | $18,801 - $31,350 | | $31,351 - $50,150 | \_\_\_\_\_Greater than $50,150 | |
| 3 | $0 - $21,330 | $21,331 - $35,250 | | $35,251 - $56,400 | \_\_\_\_\_Greater than $56,400 | |
| 4 | $0 - $25,750 | $25,751 - $39,150 | | $39,151 - $62,650 | \_\_\_\_\_Greater than $62,650 | |
| 5 | $0 - $30,170 | $30,171 - $42,300 | | $42,301 - $67,700 | \_\_\_\_\_Greater than $67,700 | |
| 6 | $0 - $34,590 | $34,591 - $45,450 | | $45,451 - $72,700 | \_\_\_\_\_Greater than $72,700 | |
| 7 | $0 - $39,010 | $39,011 - $48,550 | | $48,551 - $77,700 | \_\_\_\_\_Greater than $77,700 | |
| 8 or more | $0 - $43,430 | $43,431 - $51,700 | | $51,701 - $82,700 | \_\_\_\_\_Greater than $82,700 | |

Source: 2019 HUD Income Limits for **Walworth County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Washburn County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,350 | $14,351 - $23,950 | | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 | |
| 2 | $0 - $16,910 | $16,911 - $27,400 | | $27,401 - $43,800 | \_\_\_\_\_Greater than $43,800 | |
| 3 | $0 - $21,330 | $21,331 - $30,800 | | $30,801 - $49,250 | \_\_\_\_\_Greater than $49,250 | |
| 4 | $0 - $25,750 | $25,751 - $34,200 | | $34,201 - $54,700 | \_\_\_\_\_Greater than $54,700 | |
| 5 | $0 - $30,170 | $30,171 - $36,950 | | $36,951 - $59,100 | \_\_\_\_\_Greater than $59,100 | |
| 6 | $0 - $34,590 | $34,591 - $39,700 | | $39,701 - $63,500 | \_\_\_\_\_Greater than $63,500 | |
| 7 | $0 - $39,010 | $39,011 - $42,450 | | $42,451 - $67,850 | \_\_\_\_\_Greater than $67,850 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |

Source: 2019 HUD Income Limits for **Washburn County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Washington County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $17,300 | $17,301 - $28,850 | | $28,851 - $46,100 | \_\_\_\_\_Greater than $46,100 | |
| 2 | $0 - $19,800 | $19,801 - $32,950 | | $32,951 - $52,700 | \_\_\_\_\_Greater than $52,700 | |
| 3 | $0 - $22,250 | $22,251 - $37,050 | | $37,051 - $59,300 | \_\_\_\_\_Greater than $59,300 | |
| 4 | $0 - $25,750 | $25,751 - $41,150 | | $41,151 - $65,850 | \_\_\_\_\_Greater than $65,850 | |
| 5 | $0 - $30,170 | $30,171 - $44,450 | | $44,451 - $71,150 | \_\_\_\_\_Greater than $71,150 | |
| 6 | $0 - $34,590 | $34,591 - $47,750 | | $47,751 - $76,400 | \_\_\_\_\_Greater than $76,400 | |
| 7 | $0 - $39,010 | $39,011 - $51,050 | | $51,051 - $81,700 | \_\_\_\_\_Greater than $81,700 | |
| 8 or more | $0 - $43,430 | $43,431 - $54,350 | | $54,351 - $86,950 | \_\_\_\_\_Greater than $86,950 | |

Source: 2019 HUD Income Limits for **Washington County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Waukesha County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $17,300 | $17,301 - $28,850 | | $28,851 - $46,100 | \_\_\_\_\_Greater than $46,100 | |
| 2 | $0 - $19,800 | $19,801 - $32,950 | | $32,951 - $52,700 | \_\_\_\_\_Greater than $52,700 | |
| 3 | $0 - $22,250 | $22,251 - $37,050 | | $37,051 - $59,300 | \_\_\_\_\_Greater than $59,300 | |
| 4 | $0 - $25,750 | $25,751 - $41,150 | | $41,151 - $65,850 | \_\_\_\_\_Greater than $65,850 | |
| 5 | $0 - $30,170 | $30,171 - $44,450 | | $44,451 - $71,150 | \_\_\_\_\_Greater than $71,150 | |
| 6 | $0 - $34,590 | $34,591 - $47,750 | | $47,751 - $76,400 | \_\_\_\_\_Greater than $76,400 | |
| 7 | $0 - $39,010 | $39,011 - $51,050 | | $51,051 - $81,700 | \_\_\_\_\_Greater than $81,700 | |
| 8 or more | $0 - $43,430 | $43,431 - $54,350 | | $54,351 - $86,950 | \_\_\_\_\_Greater than $86,950 | |

Source: 2019 HUD Income Limits for **Waukesha County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Waupaca County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,400 | $14,401 - $24,000 | | $24,001 - $38,400 | \_\_\_\_\_Greater than $38,400 | |
| 2 | $0 - $16,910 | $16,911 - $27,400 | | $27,401 - $43,850 | \_\_\_\_\_Greater than $43,850 | |
| 3 | $0 - $21,330 | $21,331 - $30,850 | | $30,851 - $49,350 | \_\_\_\_\_Greater than $49,350 | |
| 4 | $0 - $25,750 | $25,751 - $34,250 | | $34,251 - $54,800 | \_\_\_\_\_Greater than $54,800 | |
| 5 | $0 - $30,170 | $30,171 - $37,000 | | $37,001 - $59,200 | \_\_\_\_\_Greater than $59,200 | |
| 6 | $0 - $34,590 | $34,591 - $39,750 | | $39,751 - $63,600 | \_\_\_\_\_Greater than $63,600 | |
| 7 | $0 - $39,010 | $39,011 - $42,500 | | $42,501 - $68,000 | \_\_\_\_\_Greater than $68,000 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,250 | | $45,251 - $72,350 | \_\_\_\_\_Greater than $72,350 | |

Source: 2019 HUD Income Limits for **Waupaca County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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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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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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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Waushara County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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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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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,350 | $14,351 - $23,950 | | $23,951 - $38,300 | \_\_\_\_\_Greater than $38,300 | |
| 2 | $0 - $16,910 | $16,911 - $27,400 | | $27,401 - $43,800 | \_\_\_\_\_Greater than $43,800 | |
| 3 | $0 - $21,330 | $21,331 - $30,800 | | $30,801 - $49,250 | \_\_\_\_\_Greater than $49,250 | |
| 4 | $0 - $25,750 | $25,751 - $34,200 | | $34,201 - $54,700 | \_\_\_\_\_Greater than $54,700 | |
| 5 | $0 - $30,170 | $30,171 - $36,950 | | $36,951 - $59,100 | \_\_\_\_\_Greater than $59,100 | |
| 6 | $0 - $34,590 | $34,591 - $39,700 | | $39,701 - $63,500 | \_\_\_\_\_Greater than $63,500 | |
| 7 | $0 - $39,010 | $39,011 - $42,450 | | $42,451 - $67,850 | \_\_\_\_\_Greater than $67,850 | |
| 8 or more | $0 - $43,430 | $43,431 - $45,150 | | $45,151 - $72,250 | \_\_\_\_\_Greater than $72,250 | |

Source: 2019 HUD Income Limits for **Waushara County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Winnebago County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $16,450 | $16,451 - $27,400 | | $27,401 - $43,800 | \_\_\_\_\_Greater than $43,800 | |
| 2 | $0 - $18,800 | $18,801 - $31,300 | | $31,301 - $50,050 | \_\_\_\_\_Greater than $50,050 | |
| 3 | $0 - $21,330 | $21,331 - $35,200 | | $35,201 - $56,300 | \_\_\_\_\_Greater than $56,300 | |
| 4 | $0 - $25,750 | $25,751 - $39,100 | | $39,101 - $62,550 | \_\_\_\_\_Greater than $62,550 | |
| 5 | $0 - $30,170 | $30,171 - $42,250 | | $42,251 - $67,600 | \_\_\_\_\_Greater than $67,600 | |
| 6 | $0 - $34,590 | $34,591 - $45,400 | | $45,401 - $72,600 | \_\_\_\_\_Greater than $72,600 | |
| 7 | $0 - $39,010 | $39,011 - $48,500 | | $48,501 - $77,600 | \_\_\_\_\_Greater than $77,600 | |
| 8 or more | $0 - $43,430 | $43,431 - $51,650 | | $51,651 - $82,600 | \_\_\_\_\_Greater than $82,600 | |

Source: 2019 HUD Income Limits for **Winnebago County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

**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 detective.

UGLG Name: *(Enter UGLG/Municipality Name)*

Business Name: *(Enter Business Name)*

# 2019 Wood County

**STATE OF WISCONSIN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**EMPLOYEE SELF CERTIFICATION**

Dear Employee:

*(Enter Business 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 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.** | | | | | |
| **A** | **B** | **C** | | | **D** |
| 1 | $0 - $14,850 | $14,851 - $24,750 | | $24,751 - $39,550 | \_\_\_\_\_Greater than $39,550 | |
| 2 | $0 - $17,000 | $17,001 - $28,250 | | $28,251 - $45,200 | \_\_\_\_\_Greater than $45,200 | |
| 3 | $0 - $21,330 | $21,331 - $31,800 | | $31,801 - $50,850 | \_\_\_\_\_Greater than $50,850 | |
| 4 | $0 - $25,750 | $25,751 - $35,300 | | $35,301 - $56,500 | \_\_\_\_\_Greater than $56,500 | |
| 5 | $0 - $30,170 | $30,171 - $38,150 | | $38,151 - $61,050 | \_\_\_\_\_Greater than $61,050 | |
| 6 | $0 - $34,590 | $34,591 - $40,950 | | $40,951 - $65,550 | \_\_\_\_\_Greater than $65,550 | |
| 7 | $0 - $39,010 | $39,011 - $43,800 | | $43,801 - $70,100 | \_\_\_\_\_Greater than $70,100 | |
| 8 or more | $0 - $43,430 | $43,431 - $46,600 | | $46,601 - $74,600 | \_\_\_\_\_Greater than $74,600 | |

Source: 2019 HUD Income Limits for **Wood County**

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 |
|  |  |  |

*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  **Date Hired: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_** |

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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.

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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