

Job Retention

Clear and objective evidence that in the absence of the CDBG assistance the jobs will be lost;

A written commitment by the business to meet the standard for retained jobs involving the employment of low- and moderate income persons; and

A listing by job title, race, ethnicity, gender and handicapped status of the employees at the time the assistance is provided;

Job counting

Part-time jobs must be converted to full-time equivalents (FTE) (for example, a job that will require only working half time would count as only one-half a job);

All permanent jobs created or retained by the activity must be counted even if the activity has multiple sources of funds; and

A job is considered to be held by a L/M income person if the person is, at the time their employment commences, a member of a family whose income falls at or below the applicable Section 8 program income limits. The family's entire income must be counted. (This is particularly important when dealing with part-time jobs or jobs taken by students.) The annual salary or hourly wage of the job that the person fills is irrelevant.

The test for determining whether an employee or applicant is L/M income for the purposes of this subcategory must be made based on the person's family income status at the time the CDBG assistance is provided. One of the most important aspects of this is that the income the person would make from the assisted job under consideration is **not** included in the calculation.

Presumed L/M income status:

HCDA Section 105(c)(4) provides that, for purposes of determining whether a job is held by or made available to a L/M income person, the person may be presumed to be L/M income in the following situations:

The person resides within a census tract (or block numbering area (BNA)) that either:

- ✓ Has at least 70 percent of its residents who are L/M income persons or
- ✓ Meets the criteria related to "enterprise zones"