

National Objective Qualification and Demographic Information

In order to meet the National Objective required by the Federal Department of Housing and Urban Development (HUD), job loss, job retention, and employee income information is relevant. There are two steps in the National Objective Qualification process.

In the first step of the application process the business completed the PMSBRI application. In the application, the business certified that at least one full time job or full time equivalent job will be lost without the assistance provided through this grant, and that the grant assistance must result in the retention of at least one full time (FT) or full time equivalent (FTE) job.

Business Legal Name	Fill In
Name of Individual Completing the Form	Fill In
Contact Phone Number	Fill In
Contact Email	Fill In

This is the second step in the application process. To complete the National Objective qualification and Demographic Information collection applicants will need to complete the form and return to the Grant Administrator.

LMI Verification

The business must certify that at least one full time job or full time equivalent job will be lost without the assistance provided through this grant.

In addition, the grant assistance must result in the retention of at least on full time (FT) or full time equivalent (FTE).

AND, EITHER:

1. Each owner(s) of a business with five or less employees qualifies as Low to Moderate Income (LMI), defined by HUD;

OR

2. **At least 51% of the job(s) that would be lost, must qualify as Low to Moderate Income (LMI), defined by HUD.** The LMI income limit is set for individual counties and businesses should reference the 2020 CDBG LMI Income Limit table to determine the LMI limits for the county their business resides in.

Type of Job Definition:

- A full-time job (FT) is defined as a position normally paid for 35 or more hours per week.
- A full time equivalent job (FTE) is defined as a combination of positions that work less than 40 hours per week but together total 40 hours or more per week. In order to convert part time

employees to full time equivalents (FTEs), combine the hours of work of each part time employee per week and divide by 40. The total will indicate the number of FTEs the business has.

At least one FT or FTE job will be lost without the assistance of the grant. (if no, does not qualify for Initiative)	Yes/No
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Will the business retain at least one FT or FTE as a result of the grant assistance?	Yes/No
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If answered YES that at least one FT or FTE job will be lost without this grant, and YES that at least one FT or FTE will be retained as a result of this grant, there are two scenarios for the business to meet the HUD National Objective. The business will only need to qualify under one scenario, not both. The business will identify that ONE of the following scenarios applies to the business and complete the questions that follow.

Note: In either scenario listed below, the grant assistance must allow the business to retain at least one FT or FTE.

Scenario One:

The business has five or fewer employees, one of which must be an owner of the business and on the payroll as an employee.

Does the business have five or fewer employees, one of which is an owner of the business and on the payroll as an employee?	Yes/No
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Does an owner on the payroll work 35 hours or more?	Yes/No
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Do all owner(s) on the payroll each have an estimated annual income in 2020 that is at or below the HUD LMI income limit for the county the business resides in?	Yes/No
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In order to answer this question, each owner of the business that is on the payroll as an employee should:

- Estimate each owner(s)' annual 2020 income
- Look up the LMI income limit for the applicable county in which the business resides on the [2020 CDBG LMI Income Limits table](#)

- Compare the two for each owner of the business (estimated annual income of each owner of the business against the county’s LMI income limit).

If each of the owner(s) estimated annual income in 2020 is at or lower than the applicable county’s LMI limit AND at least one of those owner(s) work 35 hours or more per week as an employee, AND the business will retain at least one FT or FTE as a result of the grant assistance, the business meets the LMI requirements under Scenario 1. You must complete the chart below.

Please reference the applicable county’s LMI Income limit and identify each of the owner’s estimated annual 2020 income is:

- at or below line A, check A.
- at or below line B and more than line A, check B.
- at or below line C and more than line B, check C.
- more than line C, check D. If D is selected, the business does not qualify under Scenario One. Continue to Scenario Two

List Owner(s) Name	A	B	C	D
How many employees will be retained in addition to the owner(s) listed above?				Fill In

If the business identified as A, B or C above, you are done with Scenario 1. Continue to the Demographic Information sections that follows Scenario Two. Do not fill anything out for Scenario 2.

If the business identified as D, please continue to Scenario Two.

Scenario Two:

The business has more than five employees.

OR

The business has less than five but does not qualify under Scenario One.

In this scenario, the business must show that at least 51% of its job(s) that would be lost, will have an estimated annual income in 2020 that is at or below the Low to Moderate Income (LMI) for the county the business resides in.

In order to make this determination, please follow these steps and use the chart to record the information.

1. Identify the name or employee ID number of the employees whose jobs would be lost without this grant assistance.
2. Of the employees whose jobs will be lost, how many are full time (FT) or full time equivalent (FTE)
3. Identify the estimated annual 2020 income for EACH employee that has been identified as an employee whose job would be lost
4. Look up the LMI income limit for the applicable county in which the business resides on the [2020 CDBG LMI Income Limits table](#)
Compare the two for EACH employee (the estimated annual 2020 income of EACH employee whose job would be lost against the county's LMI income limit)

If at least 51% of the employees whose jobs would be lost, have an estimated annual 2020 income that is at or lower than the applicable county's LMI limit, AND the business will retain at least one FT or FTE as a result of the grant assistance, the business meets the LMI requirements under Scenario 2. You must complete the chart below.

Please reference the applicable county's LMI Income limit and identify if the estimated annual 2020 income for each of the employees whose jobs would be lost is:

- at or below line A, check A.
- at or below line B and more than line A, check B.
- at or below line C and more than line B, check C.
- more than line C, check D.

Employee Name or ID	Full or Part Time	If Part Time, how many hours worked per week on average	A	B	C	D
1						
2						
3						
4						
5						
6						
7						
8						

Demographic Information

The State of Michigan Community Development Block Grant (CDBG) Program is required to collect Race and Ethnicity, Job Type and Employee Sponsored Benefits for statistical purposes only as required by the U.S. Department of Housing and Development per 24CFR 91.520(a). This information must be completed for all employees listed under Scenario One or Two listed above and is required because the business is applying for assistance utilizing federal funds.

Race and Ethnicity

Race and ethnicity designations used do not denote scientific definitions of anthropological origins. For the purposes of this survey, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than one of the racial groups listed below.

Hispanic is an ethnic category that cuts across all races. Those who are American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White, or any of the other Multi-Racial categories may also be considered Hispanic. The race and ethnicity categories provided by HUD for this survey are:

American Indian or Alaskan Native - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains affiliation or community attachment.

American Indian or Alaskan Native AND White - A person having these multiple race heritages as defined above.

American Indian or Alaskan Native AND Black or African American - A person having these multiple race heritages as defined above.

Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Asian AND White - A person having these multiple race heritages as defined above.

Black or African American - A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American".

Black or African American AND White - A person having these multiple race heritages as defined above.

Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or Pacific Islands.

White - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Other Multi-Racial - For reporting individual responses that are not included in any of the categories listed above.

Hispanic - All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Please complete the fields below for the employees listed above as a part of Scenario One or Scenario Two. For the purposes of collecting this information, the small business owner is able to make assumptions on behalf of the employee. The number of employees listed below should match the number of employees identified above.

RACE AND ETHNICITY		HISPANIC/LATINO
0	White	0
0	Black/African American	0
0	Asian	0
0	American Indian/Alaskan Native	0
0	Native Hawaiian/Other Pacific Islander	0
0	American Indian/Alaskan Native AND White	0
0	Asian and White	0
0	Black/African American AND White	0
0	American Indian/Alaskan Native AND Black	0
0	Other Multi-Racial	0
0	TOTAL	0 TOTAL

Job Types

The job type categories provided by HUD are:

Official or Manager – 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: Executives, middle management, plant managers and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, and kindred workers.

Professional – Positions requiring either college graduation or experience of such kind and amount as to provide a comparable background. This 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.

Sales – Positions engaging in 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, sales clerks, grocery clerk, cashiers, and other kindred workers.

Technician – Positions 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 aids, 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.

Office or Clerical – Positions include all clerical-type work regardless of level of difficulty, where the activities are predominately 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 spirits.

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.

Operatives (semi-skilled) – Workers who operate machines or other equipment or perform 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 furnace workers, heaters (metal), laundry and dry cleaning, operatives, milliners, mine operatives and laborers, motor operators, boilers 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.

Laborers – Workers in manual occupations which generally require no special training to 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 grounds keepers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading, and pulling operations, and kindred workers.

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, chair workers and cleaners, cooks (except household), counter and fountain workers, elevator operators, firefighters and fire protection guards, door keepers, stewards, janitors, police officer and detectives, porters, waiters and waitresses, and kindred workers.

Please review the job types listed above and enter the number of employees listed in either Scenario One or Scenario Two that meet the definition of each specific job type. The number of employees listed below should match the number of employees identified above.

TYPES OF JOBS CREATED/RETAINED

0	Official or Manager
0	Professional
0	Technician
0	Sales
0	Office or Clerical
0	Craft Workers (skilled)
0	Operatives (semi-skilled)
0	Laborers (unskilled)
0	Service Workers
0	TOTAL

Employer Sponsored Benefits

Of the employees identified in Scenario Two above, please list the number of employees that were offered employer-sponsored health care benefits.	0
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Signature / Certifications:

The business acknowledges that if the business is approved for a grant under this Initiative, the business will be notified by the Grant Administrator and be required to sign a final written grant agreement. The grant agreement will include all of the required terms and conditions for the grant.

The person signing below represents that he or she has authority to sign and submit this application on behalf of the business, and that all the information submitted by the business in this application is true and correct.

Sign HERE