

**Office of Housing and Community Partnerships  
Ohio Small Cities Community Development Block Grant Program  
Job Certification Summary**

Project Name: \_\_\_\_\_

- A. As per grant agreement number \_\_\_\_\_ and the subsequent agreement between \_\_\_\_\_ (community) and \_\_\_\_\_ (business), \_\_\_\_\_ full-time equivalent (FTE) jobs were to be created and \_\_\_\_\_ jobs were to be retained. Of these jobs, \_\_\_\_\_ were to be taken by or made available to persons from low- and moderate-income households (LMI).

The company's current level of employment is: \_\_\_\_\_ The project was completed on: \_\_\_\_\_

The company's level of employment prior to receiving assistance was: \_\_\_\_\_ The job creation period extended through: \_\_\_\_\_

**INCOME SUMMARY**

- B. As of this date, \_\_\_\_\_ FTE jobs were created and \_\_\_\_\_ FTE were retained. Of the jobs created and retained, \_\_\_\_\_ jobs were taken by persons from low- and moderate-income households (attach copies of job benefit verification forms). Of the \_\_\_\_\_ LMI jobs, \_\_\_\_\_ qualify at the 80% level, \_\_\_\_\_ qualify at the 50% level, and \_\_\_\_\_ qualify at the 30% level. \_\_\_\_\_ of the jobs created were taken by persons who were unemployed at the time of hire.

**ETHNICITY AND RACE SUMMARY:**

- C. \_\_\_\_\_/\_\_\_\_\_ White/Hispanic, \_\_\_\_\_/\_\_\_\_\_ Black-African American/Hispanic, \_\_\_\_\_/\_\_\_\_\_ American Indian-Alaska Native/Hispanic, \_\_\_\_\_/\_\_\_\_\_ Asian/Hispanic, Native Hawaiian-Other Pacific Islander/Hispanic, \_\_\_\_\_/\_\_\_\_\_ American Indian-Alaska Native & White/Hispanic, \_\_\_\_\_/\_\_\_\_\_ Black-African American & White/Hispanic, \_\_\_\_\_/\_\_\_\_\_ American Indian-Alaska Native & Black-African American/Hispanic, \_\_\_\_\_/\_\_\_\_\_ Asian & White/Hispanic, \_\_\_\_\_/\_\_\_\_\_ Other Multi-Racial/Hispanic.

**GENDER AND DISABILITY SUMMARY:**

- D. Female heads of household filled \_\_\_\_\_ of these jobs. Disabled individuals filled \_\_\_\_\_ of these jobs.

**JOB CLASSIFICATION SUMMARY:**

- E. Of the \_\_\_\_\_ jobs created and/or retained, \_\_\_\_\_ of these jobs are classified as manager or professional, \_\_\_\_\_ of these jobs are classified as sales, \_\_\_\_\_ of these jobs are classified as office/clerical, \_\_\_\_\_ of these jobs are classified as service, \_\_\_\_\_ of these jobs are classified as technicians, and \_\_\_\_\_ of these jobs are classified as other.

**A narrative explanation must be attached to this form to justify a difference between the projected and actual job creation figures.**

The undersigned community and business representatives certify that this is an accurate accounting of the job creation resulting from the \_\_\_\_\_ project.

Business C.E.O.: \_\_\_\_\_

Community C.E.O.: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_