

Revision: 2010 CDBG Tourism Application Guidelines, page 30, items line 3 and 4. The change is from \$35,000 to ...\$50,000 per job...

- c. Job Creation/Job Retention (LMJ).** An activity generally meets this national objective when it is designed to create or retain permanent jobs where at least 51% of the jobs, computed on a full time equivalent (FTE) basis of 2,080 hours, involve the employment of LMI persons.

Permanent jobs are full- or part-time positions provided by the assisted business that will be, or can reasonably be expected to be, occupied for at least six continuous months. Seasonal jobs may be considered if the season recurs annually and lasts at least three consecutive months. All permanent jobs must be converted to FTEs. Temporary jobs (e.g., construction jobs) and jobs indirectly related to the assisted business (i.e., trickle-down jobs) are not considered permanent jobs.

1. For an activity that creates jobs, the local government must document by certification with the business that at least 51% of the permanent jobs will be **held by** or will be **available** to LMI persons.
 - (a) Permanent jobs will be considered **held by** LMI persons when the jobs are held for six or more continuous months by individuals who are LMI at the time of hire.
 - (b) Permanent jobs will be considered to be **available to** LMI persons if:
 - (1) Special skills that can only be acquired with substantial training or work experience or education beyond high school are not a prerequisite to fill such jobs, or the business agrees to hire unqualified persons and provide training; and
 - (2) The local government and the assisted business take actions to ensure that LMI persons receive **first consideration** for filling such jobs. Principles involved in first consideration are:
 - (a) The business must use a hiring practice that in all likelihood will result in 51% of the persons hired being LMI;
 - (b) The business must consider a sufficient number of LMI applicants to meet this intent; and
 - (c) The distance from residence and the availability of transportation to the job site must be considered in determining whether a particular LMI person can be considered an applicant for the job.
2. For an activity that retains permanent jobs, the local government must document through a certification by the business that permanent jobs would actually be lost without the CDBG assistance and that at the time CDBG assistance is provided one of the following apply:
 - (a) At least 51% of the permanent jobs are known to be filled by LMI persons; or
 - (b) At least 51% of the permanent jobs can reasonably be expected to turn over within the following two years and that steps will be taken to ensure that the permanent jobs will be filled by, or made available to, LMI persons upon turnover. (See 1 above for conditions when jobs are to be **held by** or **available to** LMI persons.)

As a general rule, each assisted business shall be considered to be a separate activity for purposes of determining whether the activity qualifies under this objective. Where CDBG funds are used to acquire, develop or improve real property (e.g., a business incubator or an industrial park), this objective may be met by measuring jobs in the aggregate for all the businesses that locate on the property, provided such businesses are not otherwise assisted by CDBG funds.

3. If a business receives other CDBG assistance, the total CDBG amount cannot be more than **\$50,000** per job created/retained
4. If meeting the National Objective of Benefit to Low and Moderate Income persons through job creation/retention funds an attraction, the total CDBG amount cannot be more than **\$50,000** per job created/retained. The minimum wage to qualify as a job meeting this criterion is \$9.00 per hour.