

**Nebraska Department of Economic Development – CDBG Program
EMPLOYEE CERTIFICATION FORM**

NAME OF EMPLOYER	
This form is for use by the Employer identified above to meet the requirements of the Nebraska Department of Economic Development (DED) and U.S. Department of Housing and Urban Development (HUD).	

Dear Employee or Applicant:

Please provide the information requested in Parts 1-3 below so that we can verify to the Nebraska Department of Economic Development (DED) that your employment here is achieving the goals of the Nebraska Community Development Block Grant (CDBG) Program. This information is voluntary. Information reported in this form is retained in your confidential personnel file and is available to only a limited number of company officials. The information is subject to verification by representatives of DED and officials from r

HUD Income Guidelines for {COUNTY, NE} County, Nebraska								
<i>EMPLOYERS: complete this table for appropriate county. See accompanying sheet for additional guidelines. INSTRUCTIONS FOR EMPLOYEE/APPLICANT: use the information within the table to respond to Question 1.</i>								
Family Size	1 PERSON	2 PERSONS	3 PERSONS	4 PERSONS	5 PERSONS	6 PERSONS	7 PERSONS	8 PERSONS
Row A								
Row B								
Row C								

1) **Using the table above**, find your family size and household income level. Count all family members including yourself living at home. **My household size is ____ persons.**

Please check the box below that represents your **TOTAL** household income for **LAST YEAR** in relation to the income levels in rows A, B, and C above. **LAST YEAR my total income was:**

- AT or BELOW** THE AMOUNT IN ROW A
- ABOVE** ROW A **AND AT OR BELOW** THE AMOUNT IN ROW B
- ABOVE** ROW B **AND AT OR BELOW** THE AMOUNT IN ROW C
- MORE THAN** THE AMOUNT IN ROW C

2) **From the appropriate column below, please check the box(es) that best identify your race:**

Column A. Single Race Identifiers:

- White
- Black/African American
- Asian
- American Indian/Alaskan Native
- Native Hawaiian/Other Pacific Islander
- Other

Column B. Multi-Racial Identifiers:

- American Indian/Alaskan Native **and** White
- Asian **and** White
- Black/African American **and** White
- American Indian/Alaskan Native **and** African/American
- Other Multi-Racial

3) **Please answer the following questions:**

- | | | |
|--|---------------------------------|-------------------------------|
| Do you consider yourself as being of Hispanic ethnicity? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| What sex are you? | <input type="checkbox"/> Female | <input type="checkbox"/> Male |
| Do you have a disability that is a substantial handicap? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you unemployed prior to taking this job? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you a female head of household? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Applicant Printed Name _____ Applicant Signature **X** _____
Date of Signature _____

TO BE COMPLETED BY THE EMPLOYER. Check the appropriate box below indicating the job category under consideration for this person.				
<input type="checkbox"/> Official or Manager	<input type="checkbox"/> Professional	<input type="checkbox"/> Technician	<input type="checkbox"/> Sales	<input type="checkbox"/> Office or Clerical
<input type="checkbox"/> Craft Worker (Skilled)	<input type="checkbox"/> Operative (Semi-Skilled)	<input type="checkbox"/> Laborer (Unskilled)	<input type="checkbox"/> Service Worker	

Employer Printed Name _____ Employer Signature **X** _____
Date of Signature _____

Economic Development Administration (EDA) Job Category Definitions

1. **Official or Manager** - 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. **Technician** - 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. **Operative (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. **Laborer (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 Worker** - 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 detectives, porters, waiters and waitresses, and kindred workers.

ADDITIONAL HUD INCOME GUIDELINES

HUD INCOME GUIDELINES FOR {COUNTY, NE}								
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Date signed: _____