



Tool C-2: Job Retention Certification Form

BUSINESS JOB COMMITMENT CERTIFICATION

(JOB RETENTION)

The undersigned hereby understands and acknowledges that the job retention requirement of a loan of \$_____ made to my company, _____ is a National Objective of the Community Development Block Grant (CDBG) program, as administered by the State of California Housing and Community Development Department. As such, the economic development assistance provided to me carries a responsibility for record-keeping and reporting to the community to provide information on and support for job retention for affordable income persons.

In fulfillment of this responsibility, and pursuant to the economic development loan made available to me by _____ (city/county), I commit to undertaking the following actions:

- Retain jobs for low to moderate income (LMI) persons. A “retained” job is a full-time equivalent permanent position in existence at the time of my application for financial assistance which has remained continuously filled or authorized to be filled as soon as possible, and which is at risk of elimination if the assistance sought does not proceed;
- Provide evidence that, in the absence of the CDBG assistance to my company, jobs would be lost. The evidence will include a listing by job title of permanent jobs that will be retained by the provision of CDBG program assistance indicating which of these jobs are part-time and, to the extent known, which jobs are held by LMI persons at the time assistance is provided;
- Provide a listing of all retained other than those known to be held by LMI persons which are projected to become available to LMI persons through job turnover within two years of the time CDBG assistance is provided, and information on how the turnover projections were calculated;
- Provide for each retained job claimed to be held by a LMI person, information on the size and annual income of the person's family or evidence that the person is presumed to be LMI based on the location of the business or the person's residence;
- Provide for jobs claimed to be available to LMI persons based on job turnover a listing of each job that has turned over to date, indicating which of those jobs were either taken by, or made available to LMI persons, and a description of how "first consideration" was given to LMI persons for those jobs.

Sign _____ Date _____