

ASSISTED ACTIVITY JOB RETENTION CERTIFICATION FORM 2025

This is a confidential form for reporting job retention for monitoring purposes only for the City of Los Angeles, Economic and Workforce Development Department, Economic Development Division. Effective date: **June 01, 2025**

EMPLOYER SECTION: To be completed by the employer.

Employer/Owner's Name: _____ Business Name: _____

Business Address: _____

Employee Position Information For:

Employee Name or Employee ID#: _____

This position is: a) ☐ a New Position ☐ an Existing Position

b) ☐ Full Time (at least 35 hrs per week) ☐ Part Time (# of Hours/Week: ____)

Position Title: _____ Job Retention Date: _____

Job Category for this Position: Check One

Official or Manager	Sales	Operative (Semi-skilled)
Professional	Office or Clerical	Laborer (Unskilled)
Technician	Craft Worker (Skilled)	Service Worker

I certify that this position was ☐ threatened by layoff or ☐ out of area relocation could not fill if it wasn't for Community Development Block Grant (CDBG) funded business assistance services.

Signature of Company Representative _____ Date Signed _____

EMPLOYEE SECTION: To be completed by the employee.

Residence of City, State & Zip: _____

Race/Ethnic Origin: Check one in each section.

Race (check <u>one</u> of the following 10 categories):		
American Indian or Alaska Native	American Indian or Alaskan Native AND White	
Asian	Asian AND White	
Black or African American	Black/African American AND White	
Native Hawaiian or Other Pacific Islander	American Indian/Alaskan Native AND Black/African-American	
White	Balance / Other	

Ethnicity (check one):

Hispanic / Latino	
Not Hispanic / Latino	

Decline to state ☐

Income Status: Find the size of your family on the grid below, then circle the income level in that row that applies to your family prior to your current employment. Family Income levels are subject to change by HUD.

2025 CDBG Income Guidelines– Circle the appropriate box:				
Family Size	Group 1	Group 2	Group 3	Group 4
1 Person	\$0 - \$31,850	\$31,851 - \$53,000	\$53,001 - \$84,850	\$84,851 +
2 Person	\$0 - \$36,400	\$36,401 - \$60,600	\$60,601 - \$96,950	\$96,951 +
3 Person	\$0 - \$40,950	\$40,951 - \$68,150	\$68,151 - \$109,050	\$109,051+
4 Person	\$0 - \$45,450	\$45,451 - \$75,750	\$75,751 - \$121,150	\$121,151 +
5 Person	\$0 - \$49,100	\$49,101 - \$81,800	\$81,801 - \$130,850	\$130,851 +
6 Person	\$0 - \$52,750	\$52,751 - \$87,850	\$87,851 - \$140,550	\$140,551 +
7 Person	\$0 - \$56,400	\$56,401 - \$93,900	\$93,901 - \$150,250	\$150,251+
8 Person	\$0 - \$60,000	\$60,001 - \$100,000	\$100,001 - \$159,950	\$159,501 +

Falsification of a certification form is a violation of federal law and subject to prosecution.

Signature of Employee _____
(Signature required for this form to be valid.)

Date Signed _____

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CONSULTANT SECTION: *To be completed by the consultant (if applicable)*

I certify services provided by the Consultant directly prevented the loss of jobs and sufficient documentation is included in the Client file.

Initial: _____

Select the documentation provided to evidence hardship and eventual loss of jobs without the assistance of CDBG-funded services:

- ☐ A news article mentioning the business going out of business or moving out of the City.
- ☐ Letter of explanation of the current business environment with income not sufficient to meet payroll and current profit and loss statement(s) evidencing losses in business income.
- ☐ Bank statements evidencing decreasing balances and challenges in meeting credit and payroll responsibilities
- ☐ Business Tax Returns for the previous two years evidencing decreasing business income, thereby creating challenges meeting credit and payroll responsibilities.
- ☐ Notice of non-compliance and a threat to jobs as a result of not satisfying requirements.
- ☐ If other, please specify: _____

Agency Name: _____

Consultant's Name: _____

Signature of the Consultant _____

Date Signed _____