

**City of Dallas – Dallas Development Fund**

**Reporting Job Creation or Retention Data Collection**

**(To be completed by Newly Hired Persons, or by Persons Holding a Current Job Retention Position)**

The City of Dallas is required by federal regulations governing the Community Block Grant – Small Business Continuity Fund Program to request the following information in order for Office of Economic Development to monitor Dallas Development Fund’s compliance with federal equal opportunity and fair housing laws.

FEDERAL LAW PROVIDES THAT AN AGENCY MAY NOT DISCRIMINATE ON THE BASIS OF THIS INFORMATION, OR ON THE BASIS OF WHETHER YOU CHOOSE TO FURNISH THIS INFORMATION. HOWEVER, IF YOU CHOOSE NOT TO FURNISH IT, THIS AGENCY IS REQUIRED TO NOTE RACE, GENDER AND/OR HANDICAP STATUS ON THE BASIS OF VISUAL OBSERVATION AND/OR SURNAME.

IF YOU DO NOT WISH TO PROVIDE THE REQUESTED INFORMATION, PLEASE CHECK THE FOLLOWING BOX:  I do not wish to furnish this information

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Newly Hired Person       Job Retained

Job Title: \_\_\_\_\_ Name of Business: \_\_\_\_\_

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

**Required Information for DDF Data Entry PLEASE SELECT FROM EACH OF THE FOLLOWING CATEGORIES:**

**Ethnicity: (select of the following)**

Hispanic or Latino Origin:  Yes  No      Not Hispanic or Latino Origin:  Yes  No

**Race:**       White  Black or African American  Asian  American Indian or Alaskan Native

Native Hawaiian or other Pacific Islander  American Indian/Alaskan Native and White  Asian and White

Black/African American and White  American Indian/Alaskan Native and Black/African American  Other Multiracial

**Other information needed:**  Female  Male  Handicapped  Female Head of Household

**Income Level: (refer to 2020 HUD Income Limits for Dallas)**

Extremely Low       Very Low       Low       Non-Low Moderate

Employer Sponsored Health Care Benefits:  Yes  No      Unemployed prior to taking this job:  Yes  No

**Job Created or Retained Category:**

Officials and management       Professional       Technicians       Sales       Office and Clerical

Craft Workers (skilled)       Operatives (Semi-Skilled)       Laborers (Unskilled)       Service Workers

If applicable, when the person declines to furnish the information: On the basis of sight or surname, the above information has been noted by:

Name of Person and Title: \_\_\_\_\_ Name of Business: \_\_\_\_\_

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

A. Low-Moderate Income Positions – At Grant/Loan Origination

Date:

	Occupation Classification	Hours per Week	Hourly Wage	Weeks Paid	Annual Payroll
1	EXAMPLE	10	\$ 20.00	52	\$ 10,400.00
2		0	\$ -	0	\$ -
3		0	\$ -	0	\$ -
4		0	\$ -	0	\$ -
5		0	\$ -	0	\$ -
6		0	\$ -	0	\$ -
7		0	\$ -	0	\$ -
8		0	\$ -	0	\$ -
9		0	\$ -	0	\$ -
10		0	\$ -	0	\$ -
11		0	\$ -	0	\$ -
12		0	\$ -	0	\$ -
13		0	\$ -	0	\$ -

B. Low-Moderate Income Positions Created/Retained – At the end of 6-month Term

Date:

	Occupation Classification	Hours per Week	Hourly Wage	Weeks Paid	Annual Payroll
1	EXAMPLE	10	\$ 20.00	52	\$ 10,400.00
2		0	\$ -	0	\$ -
3		0	\$ -	0	\$ -
4		0	\$ -	0	\$ -
5		0	\$ -	0	\$ -
6		0	\$ -	0	\$ -
7		0	\$ -	0	\$ -
8		0	\$ -	0	\$ -
9		0	\$ -	0	\$ -
10		0	\$ -	0	\$ -
11		0	\$ -	0	\$ -
12		0	\$ -	0	\$ -
13		0	\$ -	0	\$ -