



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: \_\_\_\_\_
 Newly Hired Person  Job Retained

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

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

Name of Business \_\_\_\_\_

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

The following is required information for federal data reporting. EACH SECTION MUST HAVE A RESPONSE.

Ethnicity:

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

Hours Worked Per Week:

- 40 or more  30-39  20-29  Less than 20 hours



DALLAS  
DEVELOPMENT  
FUND

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: \_\_\_\_\_