



City of Monterey Park

COVID-19 SMALL BUSINESS ASSISTANCE PROGRAM

SELF-CERTIFICATION

EMPLOYEE - ANNUAL GROSS WAGES/SALARY - THIS EMPLOYER ONLY

INSTRUCTIONS: This is a written statement from the employee of a business owner seeking assistance through the City of Monterey Park Small Business Assistance Program documenting: (1) the employee’s annual (Gross) Income earned from this employer only where gross income is before any taxes or other deductions are taken out. In accordance with FR-6218-N-01 issued by HUD in response to the nationwide economic impacts of COVID-19, the City of Monterey Park will consider the employee income-qualified for the purpose of the retention and/or creation of a low- and moderate income job if the annual wages or salary of the job is equal to or less than the Section 8 low-income limit established by HUD for a one-person family. The current Section 8 low-income limit as of April 1, 2020 is shown below. This one-person income is subject to change by HUD annually.

Employee to complete this certification statement for his/her income from this job. Fill in the blank fields below and check only the boxes that apply to you.

Business Information	
Business Name:	
Business Location/Address:	Monterey Park , California _____
Employee Information	
Employee Name (as shown on payroll):	
Employee Home Address:	
EARNINGS/WAGES	
Current employment with this Business: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Not Employed	
Current average work hours per week: _____ Number of months worked per year: _____ Hourly Rate: \$_____	
Frequency of Paycheck (check one): <input type="checkbox"/> Weekly <input type="checkbox"/> Every two weeks <input type="checkbox"/> Twice a month <input type="checkbox"/> Once a month	
Monthly Salary Rate: \$_____ Other: \$_____	
Average Monthly Tips: \$_____ Monthly Commission/Bonus: \$_____	

Maximum One-Person GROSS Income Limit as of April 1, 2020
<i>(The combined gross income of all adults in the household cannot be higher than shown below.)</i>
1 Person
\$63,100
<u>Gross income defined:</u> All income before any deductions such as taxes, retirement contributions, union dues, etc.

Employee Income From this Business. Employee enter annual income anticipated for the next 12 months from this employer only. Multiply weekly income by 52; Bi-weekly income (received every other week) by 26; Semi-monthly income (received twice each month) by 24; and Monthly income by 12. Include anticipated annual commissions/bonuses/tips, etc.

EMPLOYEE – Gross Annual Income	
Annual gross income earned from this employer:	\$

CERTIFICATION

I/we certify that this information contained on this two-page form is complete and accurate. I/we agree to provide, upon request, documentation on all income sources to the City of Monterey Park (City) and/or the U.S. Department of Housing and Urban Development (HUD). I/We also agree that this form **authorizes** the City to **verify all** sources of incomes and/or **including**, but limited to, the submittal of a request to the Internal Revenue Service and Employment Development Department/Unemployment Agency to verify the income documented in this certification.

EMPLOYEE SIGNATURE		
Signature	Printed Name	Date

REQUIRED SUPPORT DOCUMENTATION

- EMPLOYEE:** Please attach the following with this certification:
1. One month of most recent paycheck stubs from this employer.

WARNING: The information provided on this form is subject to verification by the U.S. Department of Housing and Urban Development (HUD) at any time, and Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony and assistance can be terminated for knowingly and willingly making a false or fraudulent statement to a department of the United States Government.

In accordance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), the City of Monterey Park does not discriminate on the basis of race, creed, color, sex, age, political affiliation or belief, religion, sexual orientation, national origin, handicap or disability in acceptance for or provision of programs, benefits, or services/activities.

