

SAMPLE - EMPLOYEE CHARACTERISTICS SUMMARIZATION

(Name of Company)
(Company Address)
(City, State, Zip)

(Date)

(Name of Executive Director)
(Agency Name)
(Address)
(City, State, Zip)

Dear: _____:

Listed below is a summarization of the employee characteristics required to be reported in accordance with the _____ (Name of Company) _____ Community Development Block Grant. A distribution of these characteristics by employee is attached.

Date of Report: _____ Number of Employees: _____

CHARACTERISTICS

Income:

| | | | | |
|-----------------|---|-----|---|-----|
| Low to Moderate | # | ___ | % | ___ |
| Low | # | ___ | % | ___ |
| Extremely Low | # | ___ | % | ___ |

Race:

| | | | | | |
|--|-------|---|-----|---|-----|
| White | LMI | # | ___ | % | ___ |
| | Total | # | ___ | % | ___ |
| Black | LMI | # | ___ | % | ___ |
| | Total | # | ___ | % | ___ |
| Asian | LMI | # | ___ | % | ___ |
| | Total | # | ___ | % | ___ |
| American Indian/ Alaska Native | LMI | # | ___ | % | ___ |
| | Total | # | ___ | % | ___ |
| Native Hawaiian/ Other Pacific Islander | LMI | # | ___ | % | ___ |
| | Total | # | ___ | % | ___ |
| White & Black | LMI | # | ___ | % | ___ |
| | Total | # | ___ | % | ___ |
| White & Asian | LMI | # | ___ | % | ___ |
| | Total | # | ___ | % | ___ |
| White & American Indian/Alaska Native | LMI | # | ___ | % | ___ |
| | Total | # | ___ | % | ___ |
| Black & American Indian/Alaska Native | LMI | # | ___ | % | ___ |
| | Total | # | ___ | % | ___ |
| Other Multi-Racial | LMI | # | ___ | % | ___ |
| | Total | # | ___ | % | ___ |

Female Head of Household:

| | | | | |
|-------|---|-----|---|-----|
| LMI | # | ___ | % | ___ |
| Total | # | ___ | % | ___ |

Sex:

| | | | | | |
|------|-------|---|-----|---|-----|
| Male | LMI | # | ___ | % | ___ |
| | Total | # | ___ | % | ___ |

Female

| | | | | |
|-------|---|-----|---|-----|
| LMI | # | ___ | % | ___ |
| Total | # | ___ | % | ___ |

Ethnicity:

| | | | | | |
|-----------------|-------|---|-----|---|-----|
| Hispanic/Latino | LMI | # | ___ | % | ___ |
| | Total | # | ___ | % | ___ |

If you have any questions, please feel free to contact me.

Sincerely,

(Name and Title)