

**CDBG Request for Proposal  
Economic Development  
July 2, 2009**

**Common Wealth Development  
Green Loan Fund**

Submitted by

Common Wealth Development, Inc  
1501 Williamson St.  
Madison, WI 53703

Contact: Marianne Morton  
256-3527 ext. 12  
[Marianne@cwd.org](mailto:Marianne@cwd.org)

Common Wealth Development is a 501(3)c community development corporation

## **A. Program Design**

Common Wealth Development operates two business incubator facilities, the Madison Enterprise Center (MEC) and Main Street Industries (MSI), located in the East Rail Corridor in the Marquette-Williamson neighborhood. The Madison Enterprise Center and Main Street Industries have solid job creation records. Please see attached MEC and MSI fact sheets.

These incubators offer affordable rent rates, shared services, business assistance, resource matching and access to capital through the Neighborhood Loan Fund. New tenants receive a company sustainability assessment that offers business owners a deeper understanding of their current sustainability impacts, timely information on sustainability trends and new market opportunities, a system map of their operations to guide future decisions and an action plan to cut energy and material expenses and reuse waste.

Common Wealth Development's Neighborhood Loan Fund is a \$20,000 revolving loan fund for small businesses in the Marquette-Williamson neighborhood. We have been managing this fund since 1999 and have made 5 loans. Currently, there are two loans out and a third pending that will utilize all available funds.

We propose creating the Common Wealth Development (CWD) Green Loan Fund to support green business job creation that will be structured as a partially forgivable interest free loan. We define green businesses as companies that through their products or services promote energy efficiency, energy conservation or green building technologies.

Businesses who receive funding through the CWD Green Loan Fund will be forgiven 50% of the loan after a 2-year grace period if they have satisfied the job creation requirement and will pay back the balance of the loan over a mutually agreed upon time period not to exceed 5 years. Please see attached Common Wealth Development Green Loan Fund description. Loan repayment funds will be added to the Green Loan Fund and will be made available for additional loans to green businesses in the City of Madison. This revolving loan fund will be low interest and require job creation.

Three green businesses currently in our business incubators have a strong interest in accessing this funding – Full Spectrum Solar, Seventh Generation Energy Systems and Eco-Friendly Flooring. Please see the attached letters of interest. All of these businesses have been vetted through Common Wealth's business incubation application process that required submitting a business plan and application that was reviewed by Common Wealth's Business Development Committee. In addition they met credit score requirements and have proven themselves to be financially responsible business tenants. They understand the requirement to create a total of four jobs by the end of 2010. These companies have the interest and the ability to quickly get this federal stimulus money into the economy and to create green jobs. If, for some reason, any of these companies do not choose to participate in the program we will market it to other green businesses in the City of Madison.

Full Spectrum Solar is a solar energy contractor that was accepted into the Madison Enterprise Center in 2007. They have installed more than 100 grid-connected photovoltaic and solar thermal systems and are the leader in solar energy installations through Wisconsin's Focus on Energy program. Full Spectrum's most visible projects include Com-

mon Wealth's Yahara River View Apartments, Troy Gardens Co-housing, Williamson Street Grocery Cooperative and Porchlight's Pheasant Ridge Apartments. Seventh Generation Energy Systems is a non-profit organization working with communities, grassroots groups, Native American tribes and individuals nationwide to plan, fund, develop and maintain sustainable energy systems powered by the wind and sun. They were accepted into the Madison Enterprise Center in 2006. Seventh Generation offers a full range of products and services that includes:

- Wind and solar energy system design, installation and service
- Resource assessment and monitoring
- Project planning and fundraising
- Integration with community economic development programs

Eco-Friendly Flooring is a Madison Enterprise Center "graduate" business located in Main Street Industries. This eight-year old, woman owned business is a wholesale supplier and installation contractor for sustainable building products. Eco-Friendly Flooring sources recycled and/or sustainably harvested product suitable for floor or wall application.

Green Loan Fund program applicants will be required to fill out an application and meet with the Business Development Committee that currently acts as a loan committee for the Neighborhood Loan Fund. Please see attached Common Wealth Green Loan Fund application. This committee will make loan decisions with the goal of getting the funds distributed within 30 days.

Job creation reports and employee income certification will be required as part of the loan agreement with each Green Loan Fund participating business. Please see attached forms. Common Wealth is experienced at collecting this information for both the Neighborhood Loan Fund and for Main Street Industries.

**CWD Green Loan Fund Timeline from date of grant award:**

- Application period of 30 days
  - CWD staff assists green businesses with application
- Applicants meet with Business Development Committee
  - Loan decisions made and loans distributed within 30 days
- Required jobs created by end of 2010
  - CWD staff collects job reports and employee income certification data
  - CWD files reports with City of Madison CDBG
- Loans restructured in 2011
  - Loans to businesses that have satisfied job creation requirement are 50% forgiven and loan repayment schedule agreed upon
- Loan repayments reach \$10,000
  - Applications solicited for additional loans

**B. Qualifications of Agency and Staff**

Common Wealth Development is a non-profit, 501c(3) community development corporation that has developed and managed numerous innovative economic, community and housing development projects during its 30-year history. All of Common Wealth Development's projects have a track record of creative leveraging of private and public sector dollars and providing long-term benefits to community residents. We have

successfully developed two incubator facilities as well as a 60-unit mixed income energy efficient housing development.

Common Wealth Development currently oversees an asset base of over \$12,000,000, which includes both housing and economic development entities and has a sterling track record of meeting all of its financial obligations in its 30 years of existence

Common Wealth's core projects include owning and managing 104 units of affordable housing, managing an affordable home ownership program, running a youth pre-employment skills, job placement, mentoring program, and a teen financial literacy and savings program and managing two highly successful business incubators, the Madison Enterprise Center and Main Street Industries. Both facilities are financially self-sufficient and have solid job creation records.

Common Wealth received the 1997 Partners in Economic Development Award from the City of Madison and the "Best Practices in Expanding Income Opportunities for Lower Income Individuals Award" from the City of Madison CDBG program at their 30<sup>th</sup> Anniversary Celebration in 2005.

Sarah Hole, Facility Director of the Madison Enterprise Center and Main Street Industries, will oversee the Green Loan Fund, with support from Ted Parker, Financial Manager. Sarah has managed Common Wealth's business incubators for 14 years and has served on the Wisconsin Business Incubation Association Board of Directors. Ted has for the past 21 years overseen the financial management of Common Wealth Development and serves on the Management Team.

Common Wealth Development staff has extensive experience working with federal funding sources including;

- Office of Community Services, U.S. Department of Health and Human Services
- Federal Weed & Seed Program
- City of Madison Community Development Block Grant
- Juvenile Accountability Incentive Block Grant
- U.S. Dept. of Housing & Urban Development John Heinz Neighborhood Development Program

### **C. Outcomes**

The Green Loan Fund will fund green businesses that will create or retain existing jobs. We have identified three companies in our incubators that have a strong interest in this funding and will create a minimum of 4 FTE positions.

Common Wealth Development is experienced in collecting and reporting data to funding sources including the City of Madison CDBG. We currently collect job creation information from all incubator tenants. Main Street Industries received City of Madison CDBG funding and although we have satisfied the job creation requirements we continue to collect job creation and employee income certification information from our business tenants and include it as a lease condition. We also collect the same data for all loans through our Neighborhood Loan Fund.

## D. Budget

Common Wealth staff will market the Green Loan Fund as needed, assist green business applicants to prepare for and submit their loan applications, schedule and staff Common Wealth Business Development loan meetings, prepare loan documents, collect job creation data, prepare City of Madison CDBG reports and administer loan repayment schedules and track payments.

### CAPITAL COSTS

1. Green Fund Loans	118,550
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### SERVICE DELIVERY: PERSONNEL COSTS

1. Salaries/Wages	12,965
2. Fringe Benefits/Payroll Taxes	4,212
Subtotal Service Personnel:	17,177

### SERVICE DELIVERY: NON-PERSONNEL COSTS

1. Office supplies, Postage, Telephone, Reproduction	1,989
2. Space Costs: Rent, Utilities, Building Insurance	409
3. Staff training, Subscriptions & Dues, Fees	383
4. Local Travel	127
5. Professional Fees & Contract Services, Liability Insurance.	765
Subtotal Non-Personnel	3,673

<b>TOTAL</b>	<b>139,400</b>
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## E. References

Doug Thurlow  
Wisconsin Department of Commerce  
201 W. Washington Ave.  
Madison, WI 53703  
Phone: 266-7942 E-mail: [dthurlow@commerce.state.wi.us](mailto:dthurlow@commerce.state.wi.us)

Mark Faultersack, Manager of Residential & Community Services  
MG&E  
PO Box 1231  
Madison, WI 53701  
Phone: 252-4725 E-mail: [mfaultersack@mge.com](mailto:mfaultersack@mge.com)

Todd Geltemeyer, Vice-President  
Capitol Bank  
710 N. High Point Rd.  
Madison, WI 53717  
Phone: 836-4302 E-mail: [toddgelt@capitolbank.com](mailto:toddgelt@capitolbank.com)

Jim Montgomery, Senior Director of Facilities Management  
MG&E  
PO Box 1231  
Madison, WI 53701  
Phone: 252-7349 E-mail: [jmontgomery@mge.com](mailto:jmontgomery@mge.com)

### **Attachments**

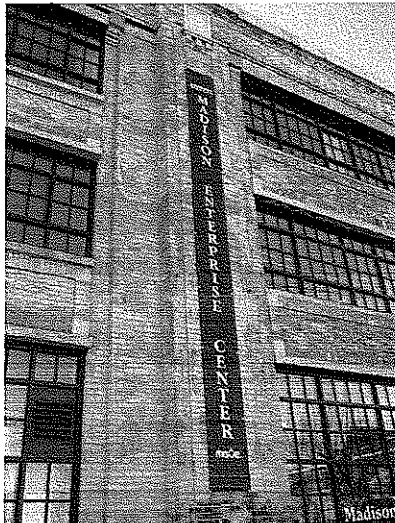
MEC Fact Sheet  
MSI Fact Sheet  
Common Wealth Development Green Loan Fund Description  
Letters of Interest  
    Full Spectrum Solar  
    Seventh Generation Energy Systems  
    Eco-Friendly Flooring  
Common Wealth Development Green Loan Fund Application  
Job Report Form  
Employee Income Certification Form

# Madison Enterprise Center

Madison Gas and Electric (MG&E) and Common Wealth Development, a non-profit community development corporation, formed a unique partnership in 1987 that launched the Madison Enterprise Center (MEC). MG&E owns the historic MEC facility and generously leases it to Common Wealth. Common Wealth manages the incubator facility and program.

## Program

The Madison Enterprise Center is a light industrial business incubator that serves start-up and expanding small businesses. The MEC offers an affordable rental rate and shared services including high-speed Internet. The on-site manager is available to provide business assistance and resource-matching services to connect tenants with existing business support programs. Businesses may stay at the MEC from 3-5 years. To qualify for acceptance into the MEC, a business must produce a product or provide a service and have the potential for future job creation. The MEC requires all applicants to prepare a business plan as part of the application package that is reviewed and evaluated by the Business Development Committee that makes all acceptance decisions.



## Facility

Originally the MEC building, built in the early 1900's, was the pattern shop for the Gisholt Machine Company that at one time was one of the nation's largest machine tool companies. In its heyday, Gisholt occupied a 2 block square area and employed hundreds of workers. Gisholt went out of business in 1971 and Madison Gas and Electric purchased the building. The MEC building has 20,176 square feet leased to business tenants. The Foundry, an art gallery and suite of six art studios, is located on the 3rd floor. In 2008, MG&E completed extensive building renovations that include: energy efficient windows, exterior wall insulation and new heating and cooling systems for each suite. The MEC, one of the oldest incubator facilities in the state of Wisconsin and the United States, has enjoyed high occupancy since its inception.

## Finances

In 1987, Common Wealth Development, a non-profit community development corporation, obtained over \$500,000 in grants from the Mayor's Neighborhood Initiative, the Office of Community Services, Community Block Development Grant and HUD Demonstration Neighborhood Program. These funds paid for the floor-by-floor renovation of the building into light industrial spaces. The Madison Enterprise Center is financially self-sufficient.

## The Businesses

Maps, silk-screened t-shirts, web-site development, roasted coffee, hydrogen fuel research, bent willow furniture, computer software ....the list goes on and on. Eighty-two businesses have passed through the MEC, spending an average of three years in this unique entrepreneurial environment. MEC businesses have enjoyed an impressive 75% survival rate and the majority of MEC "graduates" have remained in the Madison area.

Small businesses are job creation engines! Small businesses with fewer than 20 employees are responsible for the majority of all new job creation in the United States. *Source: U.S. Small Business Administration.* MEC businesses have created 350 new jobs during their stay in the incubator.

The MEC currently has 12 tenant businesses.



## Main Street Industries

Main Street Industries (MSI) is a second stage business incubator owned and operated by Common Wealth Development (CWD). Common Wealth is a community development corporation that serves the Marquette-Williamson neighborhood located on Madison's near east side. Common Wealth Development is and has been involved in a number of innovative economic, housing and community development projects in its 25-year history. CWD partnered with Madison Gas & Electric in 1987 to develop the Madison Enterprise Center, a business incubator that serves start-up and expanding small businesses. CWD recently opened Yahara View Apartments, a 60 unit mixed income housing development. All of Common Wealth Development's projects have a track record of creative leveraging of private and public sector dollars and providing long-term benefits to community residents. Common Wealth Development received the 1997 Partners in Economic Development Award from the City of Madison.

Main Street Industries (MSI), a second-stage incubator, opened in February of 1996. The 2-million dollar project turned an abandoned Greyhound Bus terminal into an attractive 50,000 square foot light industrial facility. The financing package included grants and loans from the following: City of Madison Community Development Block Grant, Associated Bank, Office of Community Services, U.S. Department of Health and Human Services, Madison Community Foundation, Capital Revolving Loan Fund, the Common Wealth Development Trust and the Evjue Foundation. MSI offer business tenants affordable rent, shared services and technical assistance.

The project was initiated, in part, to provide suitable permanent space in the neighborhood for Madison Enterprise Center "graduating" businesses. Six MEC businesses relocated in the facility when it opened its doors. Since MSI is a second stage facility, tenant businesses are not required to "graduate", but they must meet acceptance criteria including job creation potential. To date, MSI businesses have created 194 new jobs and 164 of those positions paid more than \$11.40 per hour. In addition, 103 low-to-moderate income individuals, 21 minority individuals, 52 female head-of-house holders and 6 handicapped individuals have been hired by MSI businesses.

Main Street Industries has served a total of 30 companies and currently houses 16 businesses. Six of the businesses are women owned. These companies include: a cartography firm, caterer, test and measurement instrumentation company, bicycle company, architectural model maker, Internet fine art distributor, decorative metal workers, importer, hat maker, cotton diaper service, commercial photographer, high end gift distributor, technology consultants, sustainable flooring company, fair trade coffee distributor and silk-screen apparel company.



## **Common Wealth Development Green Loan Fund**

### **Fund Description**

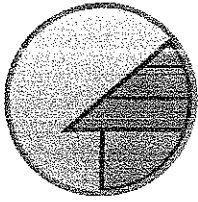
The Common Wealth Development Green Loan fund has \$118,550 in one-time funding available to loan to qualifying green businesses in the Madison Enterprise Center and Main Street Industries. Loans may be used for the purchase of equipment or salaries.

This interest free loan program allows for a two year grace period from the time of the loan award. At the end of the two year grace period, if a borrower has satisfied the job creation requirement, 50% of the loan amount will be forgiven and the balance paid back over a mutually agreed term not to exceed 5 years.

This funding requires either job creation or job retention for low and moderate income individuals. For every \$29,637 in funding, an applicant must create or retain 1 full-time equivalent job in 2009 or 2010 and file job creation and employee certification reports. Each job must last for at least one year.

We require applicants to submit an application and current financial statements. The Common Wealth Business Development Committee will meet with all loan applicants and make all final loan decisions.

The deadline for a completed loan application is (30 days after grant is awarded) and loans will be awarded no later than (30 days after the Green Loan Fund loan committee reviews loan applications). If after this initial application period funds still remain, this Green Loan Fund will be marketed to other small businesses in the City of Madison. Following the award of all available initial funds this loan fund will become a city-wide revolving loan fund that will support green job creation.



# FULL SPECTRUM S O L A R

100 S. Baldwin St., Suite 101  
Madison, WI 53703  
Tel/Fax (608) 284-9495  
info@fullspectrumssolar.com  
www.fullspectrumssolar.com

Installation & Repair – Residential & Commercial – New Construction & Retrofit – Solar Electric & Solar Thermal

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June 25, 2009

Commonwealth Development  
Attn: Sarah Hole  
1501 Williamson St  
Madison, WI 53703

Dear Ms. Hole;

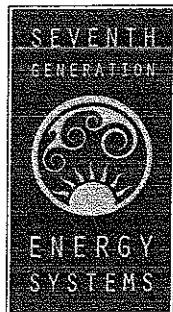
We would like to express a strong interest in participating in the job creation program you described to us. We are a solar energy contractor located in the Madison Enterprise Center that installs solar thermal systems and photovoltaic (solar-electric) systems. We have three summer-only internships that end on or before August 30<sup>th</sup>. With this loan, we intend to create a permanent full-time position for one of the interns as a solar installation technician. We will use this money for the following expenses we would otherwise not be able to make: 1) the employees wages and training required for them to be part of a new crew instead of a summer helper to an existing crew. 2) Dedicated tools, equipment and safety gear so the employee can work efficiently and safely 3) Additional marketing effort to make sure we have work for the new employee.

Please let me know if you have any questions. We look forward to working with you on this project.

Sincerely,

A handwritten signature in cursive script that reads "Burke O'Neal".

Burke O'Neal  
Director  
Full Spectrum Solar



*Seventh Generation Energy Systems is a non-profit organization working with communities, grassroots groups, Native American tribes and individuals nationwide to plan, fund, develop and maintain sustainable energy systems powered by the wind and sun.*

100 S Baldwin #304 Madison, WI 53703 [www.seventhenergy.org](http://www.seventhenergy.org) Phone: 877.229.9201 Fax: 866.762.7496

June 30, 2009

**Sarah Hole  
Common Wealth Development  
1501 Williamson St.  
Madison, WI 53703**

Dear Sarah,

I am writing to express our strong interest in participating in the green job creation loan program we discussed.

Seventh Generation Energy Systems was founded in 2002 as a response to a need for mid-sized distributed energy generation using local wind and solar resources. We are a non-profit engineering firm dedicated to guiding agricultural and rural businesses, communities, tribes, and schools along a path to energy independence.

Our business structure supports three prongs of mid-sized wind power:

- 1) Renewable resource and energy efficiency analysis including feasibility studies for wind, solar, geo-thermal, micro-hydro, and efficiency technologies
- 2) Wind resource assessment for wind power developments and community initiatives
- 3) Design, engineering, and installation of mid-sized wind and solar systems for rural businesses, communities, tribes, and schools

In 2009, SGES is experiencing new growth in project requests indicating a demand that outstrips our ability to satisfy the number of requests we get with our current workforce. Because of our non-profit nature, we do not have private sources to fuel this growth. However, we have the experience and market demand to create on-the-job training opportunities for new employees. We feel that SGES is at an important point where we have the inertia to build an economy based on local generation of energy through wind power and other renewable resources.

With loan funding from the green jobs program, we will invest in equipment and create new job positions in project development, wind resource analysis, wind turbine power output calculation tools, technicians, and community energy resource studies. This program will help propel both our organization and our national economy into a new era of distributed, locally harnessed, energy generation and efficiency.

Sincerely,

Alicia Leinberger, SGES Board of Directors



6/23/2009

Sarah Hole  
Commonwealth Development

Dear Sarah,  
Thank you for consideration.

Over the past 8 years, Eco-Friendly Flooring has been committed to sourcing quality "green" recycled and/or sustainably harvested product suitable for floor or wall applications. We have been actively involved in our local community, working to support other local businesses as our business grows. We have supported the youth entrepreneurship program and often hired single moms or other minority group members for our employees.

Given that we have a family owned business, and we manage it together while raising 3 young children, it has been a constant challenge to keep out of "reactive" mode in our business and be more strategic about our company's growth and development. In spite of our reactive mode of current operations, we continue to earn the business of our loyal customers locally, and have gotten some very good press in the media through other charitable contributions that we have done.

Given the recent turn of events in our economy and housing markets, our business has declined this year by about 15% -20%. In order to turn this trend around and keep up with our growth and tap into the multiple opportunities for our product, we are seeking funding to hire for the following positions:

Product development manager: this person would take the products we currently have and expand their application, positioning, packaging, and branding for further expansion into all of our sales channels. Take the ideas we have started, and carry them out into full product development. Est. \$30,000

LEED/Green design specialist: This person could develop our design services division to offer professional drawings/ design work for projects nationwide utilizing our products and complimentary green products. This would also help us develop a more professional specification packet necessary to win commercial bids and government jobs. This person would be responsible for fact checking, quality testing, and preparation of technical information necessary for commercial bidding. est. \$40,000

Business development manager: this person would be responsible for putting together our merchandising offerings and communicating daily with our dealer clients. We have a very large pile of "leads" and companies who have expressed an interest to become a dealer of our products, but we just have not had the time or money to hire someone to take advantage of these opportunities. Est. \$30,000

Equipment---- We could save a lot of time and service clients more readily by having a forklift at Main St. Industries to receive and send shipments. As our recycled glass and metal business continues to grow, we need to handle these orders with caution and could be much more efficient using a forklift to do so. est. \$4,500

Computer for design professional: ---est. \$2,500



Software: Provided we had a professional to do it, we could purchase a license of CAD software for use in the design division of our business, and a copy of the ADOBE Design suite so we can improve our marketing, further develop our web site, and develop our technical literature in a professional manner with in-house employees vs. hiring an outside company. est. \$3,000

By supporting green businesses like ours with tools which help sustain and propel our business to the next level, our government would be making a wise investment which would pay back in the quality of "green products" available to consumers, the quality of information available to consumers to make healthier more environmentally sustainable choices for their home and work environments, and give an energy boost to a company which is committed for the long run in the community and industry as a whole.

Thank you in advance for your consideration.

A handwritten signature in black ink, appearing to read "Melissa Clements", is written over a horizontal line.

Melissa Clements, CEO  
Eco-Friendly Flooring Inc.  
608-441-3265

**Common Wealth Development  
Green Loan Fund Application  
2009**

**Business Information**

**Business Name:**

**Primary Contact:**

**Address:**

**Telephone:**

**E-mail:**

**FEIN Number:**

**Year Established:**

**Business Structure (ie: corporation):**

**Type of Business (products, services, etc.)**

**Loan Amount Requested:**

**What will the loan be used for and how will it benefit your business?**

How many jobs will you create or retain in 2009 or 2010 as a result of receiving this loan?

**Current Business Indebtedness:**

<u>Creditor</u>	<u>Payment Amount</u>	<u>Original Balance</u>	<u>Present Balance</u>	<u>Collateral</u>

**Please Answer All Questions:**

- 1) Have you or any officers of your company ever been involved in bankruptcy or insolvency proceedings?  Yes  No  
(If yes, please provide a detailed explanation as to circumstances surrounding bankruptcy.)
- 2) Are you or your business involved in any pending lawsuits or have outstanding judgments?  Yes  No
- 3) Does your business or its owners own or have a controlling interest in another business?  Yes  No
- 4) Is the business or its owners, an endorser or co-maker for obligations not listed on its/their financial statements?  Yes  No
- 5) Are your taxes current?  Yes  No If no, how much is delinquent and to whom is it owed?

## **Applicant Agreement**

Applicant certifies that no principal who owns at least 50% of the business is delinquent under the terms of any administrative order that requires payment of child support. Further, the applicant(s) certify(ies) that all the statements in this Business Loan Application and on each of the documents submitted with the application are true and complete. The undersigned authorizes Commonwealth Development to make the necessary and reasonable inquiries regarding the information provided. The undersigned further agrees to notify Commonwealth Development of any material changes in the information provided.

Name:

Title:

Date:



## **Green Loan Fund Application Application**

### **Checklist**

The following documentation must be submitted with this loan application.

- Balance sheet and profit and loss statements for the last three years
- Aging of accounts receivable and payable

If you have any questions about this application, please contact Sarah Hole at [sarah@cwd.org](mailto:sarah@cwd.org) or 256-6565.

**ATTACHMENT B  
MAIN STREET INDUSTRIES  
ANNUAL JOB CREATION REPORT**

**Please answer all questions. This information will remain strictly confidential and is to be used for grant reporting and statistical purposes only.**

Name (Please Print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Company \_\_\_\_\_ Federal Employee ID# \_\_\_\_\_

**1. How many full time equivalent positions did your company have at the end of 20XX?** \_\_\_\_\_

(One full time equivalent position = 40 hours per week. For example, if you employ two people who work 20 hours per week and one person who works 40 hours per week, your company has two full time equivalent positions.)

**2. In 20XX, did your company create and hire any new positions?** (Count only positions that are new, not existing positions that were filled by new personnel. If your company has more than one location, count only new positions created at your MSI location.)

\_\_\_ Yes \_\_\_ No

**3. Please list new position information.**

Position	Employee Name	Date of Hire	Hours/Wk	Wage

Thank you!

**ATTACHMENT A  
MAIN STREET INDUSTRIES  
EMPLOYEE INFORMATION FORM  
20XX**

Main Street Industries (MSI) is owned and operated by Common Wealth Development - a community development corporation dedicated to the economic development of the Williamson-Marquette neighborhood. MSI was formerly a Greyhound terminal building that sat vacant for years before Common Wealth renovated it. A large portion of the funding for this project came from city and federal grants to support job creation. We need information from you to document and track job creation at MSI. Your cooperation in collecting this data is greatly appreciated.

**EMPLOYEES IN NEW POSITIONS SHOULD COMPLETE THIS FORM. Please answer all questions. This information will remain strictly confidential and is to be used for grant reporting and statistical purposes only.**

1. Are you a city of Madison resident? \_\_\_\_\_ Yes \_\_\_\_\_ No
2. What company do you work for? \_\_\_\_\_
3. Approximately how many hours per week do you work? \_\_\_\_\_
4. Are you? \_\_\_\_\_ Female \_\_\_\_\_ Male

If you are female, are you the head of household?      Yes \_\_\_ No \_\_\_

5. Are you under 18 years of age?                      \_\_\_ Yes \_\_\_ No  
Are you over 55 years of age?                      \_\_\_ Yes \_\_\_ No

6. Are you handicapped?      \_\_\_ Yes \_\_\_ No

7. Please check the ethnicity that applies:  
    \_\_\_ Alaskan                      \_\_\_ Hispanic  
    \_\_\_ Asian                        \_\_\_ Native American  
    \_\_\_ African-American        \_\_\_ Other:  
    \_\_\_ Caucasian

8. How many people are in your household? (A household is a family unit that is economically interdependent. If you are single and share housing with others but are not economically interdependent, count only yourself.)      \_\_\_ Adults  
    + \_\_\_ Children < 18 years  
    = \_\_\_ Total household member(s)

**MAIN STREET INDUSTRIES  
EMPLOYEE INFORMATION FORM**

9. I certify that for the 12 months **preceding** my employment with the above named company, my household's (combined income of all family members) annual income was (circle one): **(Adjusted annually)**

<b>Household Size</b>	<b>Annual Income</b>	<b>Annual Income</b>
1	less than or equal to \$41,000	more than \$41,000
2	less than or equal to \$46,850	more than \$46,850
3	less than or equal to \$52,700	more than \$52,700
4	less than or equal to \$58,550	more than \$58,550
5	less than or equal to \$63,250	more than \$63,250
6	less than or equal to \$67,900	more than \$67,900
7	less than or equal to \$72,600	more than \$72,600
8	less than or equal to \$77,300	more than \$77,300

20XX Income Limit Guidelines; 80% of median income by household size

Name (Please Print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Thank you!