EMPLOYMENT PROFILE

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT

Date: _____

_____
(Name of Town/City)

JOB CATEGORY

Employment Characteristics	Admin/ Officials	Professionals	Technicians	Para Professionals	Office/ Clerical	Other
Total Number						
MALE:						
W						
A						
AW						
NH						
AIW						
AIB						
AI						
B						
BW						
FEMALE:						
W						
A						
AW						
NH						
AIW						
AIB						
AI						
B						
BW						

Demographic Codes: Use for Recording Racial Categories

W = White
A = Asian
AW = Asian & White
FH = Female Head of Household
NH = Native Hawaiian/Other Pacific Islander
AIW = American Indian/Alaskan Native & White
AIB = American Indian/Alaskan Native & Black/African American
B = Black/African American
BW = Black/African American & White
AI =American Indian/Alaskan Native

Instructions for completing the form:

An Employment Profile describes the characteristics of those persons administering the grant who are funded in whole, or in part, with CDBG funds. It provides insight as to possible discriminatory patterns of employment.

Neatly print or type today's date and the name of your community in the spaces provided at the top of the page.

Carefully consider all persons who are working on your community's CDBG grant that are being paid with grant funds.

Example: The Town Clerk is spending time performing duties pertaining to the CDBG grant that are beyond her regular duties. The Town is paying with CDBG Administrative Funds for the clerk's time. This individual is funded, in part, by CDBG dollars and must be recorded on the form.

Be sure to include those individuals whose salary or fees are paid totally with grant dollars as well as those persons whose salary or fee is only partially funded with grant monies. Each of these individuals must keep a timesheet tracking time-spent working on grant activities.

Each individual will be recorded on the Profile form by gender, ethnicity, and professional status. Use the **Demographic Codes** provided at the bottom or the Employee Profile form to ascertain the proper ethnic category.

Example: To record an Asian, female Town Manager who is working on the grant, one would look at the lower half of the table, labeled Female, and proceed to the top of the table for the column marked **"Admin/Officials".** Then move down the column until you reach the row marked **"A".** Place an X in this box. Repeat this process for each individual paid with CDBG funds.