# Appendix E

## Staff Capacity Summary: Employee Roster and Project Roles

**CHDO Application Submitted by (organization name):** _____

**Staff Capacity Summary: Employee Roster and Project Roles (use additional sheets if necessary)**

NOTE: If staff does not receive a W-2 provide copy of employment contract for PJ review.

I certify that the below is an accurate roster of the paid staff of the CHDO applicant as of ___/___/___ Signature of Board Chair _____

| | Employee Name | Position/Title | Full Or Part Time | Hours/ Week | W-2 Employee Yes/No | Also Employed By For-Profit Parent Yes/No | Also Employed By Government Entity Yes/No | Public Official Yes/No | Resume And Job Description Attached Yes/No | Role In Proposed Project And Hours/Week Available to Project | Other Job Duties Not Related To Proposed Project And Hours/Week |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | | |
| 2 | | | | | | | | | | | |
| 3 | | | | | | | | | | | |
| 4 | | | | | | | | | | | |