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											