

CHDO Staff Capacity Evaluation Employee Roster and Project Roles

	Employee Name	Employee Title	Full Time/Part time	Hours/ Week	W-2 Employee Yes/No*	Also Employed by For-profit Parent Org	Also Employed by Gov't Entity Yes/No	Resume Attached	Project Role
Ex									
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

*If employee does not receive a W-2, provide a copy of employment contract for the City to review.

Considerations

- Do key employees have sufficient time to manage/oversee this project in addition to existing responsibilities
- Are staff encourage to build new skills, maintain technical skills, etc. through training opportunities
- Do key employees have the potential to learn/build new skills

City Determination

- Assigned employees collectively have sufficient capacity to effectively oversee proposed project
- Questions exist about the capacity of the organization's employees to successfully complete the proposed project

Review Notes

I acknowledge that the above information regarding this Employee Roster and Project Rules is true and correct.

Signature & Date

By