

TOOLS

SAMPLE STATEMENT OF FORMAL PROCESS FOR PROGRAM BENEFICIARY INPUT

Every CHDO must provide a formal process for low income, program beneficiaries to advise the organization in all of its decisions regarding the design, siting, development, and management of affordable housing projects. Here is an example:

AAA CDC provides a formal process for low income program beneficiaries to advise our organization in all decisions regarding the design, development, and management of affordable housing projects. We have a Resident's Council that meets quarterly at regularly advertised times in our main place of business. The Resident's council is composed of all interested residents of our service area. Normally 12-18 persons attend each meeting. The most recent date of the Resident's Council Meeting was January 22, 2006. Minutes of that meeting are attached.

AAA CDC also works to keep neighbors informed of our activities through our web site, flyers available at our front desk, and newspaper coverage when available. We are always open to public comment via telephone, mail, and email.

Signed:

Executive Director's Signature

Approved by AAA CDC Board on 1/1/00 as witnessed by:

Board Secretary's Signature