Resolution YEAR-X

WHEREAS, ACME CHDO manages its affairs consistent with the requirements of a "Community Housing Development Organization" (CHDO) outlined in the HOME Final Rule at 24 CFR Part 92; and

WHEREAS, among the requirements for CHDOs is maintaining a formal process by which potential low-income beneficiaries can advise the organization on decisions related to the design, siting, development, and management of affordable housing; and

WHERAS, ACME CHDO wishes to provide operating guidance to it Board and staff about how the organization will seek input from low-income community members;

THEREFORE, BE IT RESOLVED that ACME CHDO will take the following actions to seek input from low-income community members about the development and operation of affordable housing that is or will be owned, developed, or sponsored by ACME CHDO:

- Hold not less than two (2) open neighborhood meetings annually (which can be held at
 previously established and scheduled neighborhood association meetings) to discuss all future
 development projects to be held within any neighborhood in which the agency shall be
 providing affordable housing.
- Maintain representation of at least one person from the neighborhood in which it is providing affordable housing on any one of agency's Advisory Boards.
- Invite organized neighborhood group(s) to attend the open meetings and allow them to appoint
 the one person (at minimum) who shall serve on the Advisory Boards as designated by the
 Board of Directors.
- Gather input as follows regarding satisfaction, preferences and needs in housing (including location, physical layout, size of units, number of units per building, etc.):
 - Conduct phone and paper surveys of low-income persons served. One survey will be provided at delivery of service. Another survey will be conducted six (6) months after delivery of service.
 - Hold a focus group annually with previous clients, members of their families, and representatives from neighborhood organizations within ACME CHDO's service area.
- Periodically review the adequacy of this process and adopt updates as needed to ensure that substantive input is being received.

The preceding resolution was adopted by the ACME CHDO Board of Directors at a regular meeting held MONTH DAY, YEAR.

Approval Moved by:	Seconded by:
Vote: Yes No	
Attested by Board Secretary:	Date:/
{Signature}	