**Behavioral Health: Peer Workforce Training**

**Administrative Capacity Checklist**

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| --- | --- |
| **Organization Name (Entity’s Legal Name)**  Click or tap here to enter text. | **UEI** (Unique Entity Identifier)  visit [www.SAM.gov](http://www.SAM.gov) for information.  Click or tap here to enter text. |

**Instructions:**

The Administrative Capacity submission is comprised of one set of each document outlined below, organized in the order listed and each clearly identified. Please include this checklist with the submission.

Administrative Capacity Narrative response (limited to 4 pages) per RFP Part VI, Section G.

IRS 501(c)(3) tax-exempt letter, or other proof of entity legal status (such as certificate of incorporation).

Organizational staff chart, indicating where the staffing for this project will reside within this structure.

Most recent audit reports, including Financial statements, management letter, and the report required by Uniform Grant Guidance and Schedule of Expenditures of Federal Awards, if applicable.

Most recent monitoring reports conducted by federal, state, and local agencies.

Insurance certificate evidencing coverage for:

General Liability

Professional Liability

Worker’s Compensation

Motor Vehicle

Property and Equipment

Employee Dishonesty

Sexual/Physical Abuse/Molestation (for Youth Contracts)

Two references that can attest to the organization's ability to administer State, Federal, Local (public) or foundation funds through a contractual arrangement. Reference information must include:

* Name of project and funding source
* Grant or contract liaison name and telephone number
* Amount of grant or contract

Federally negotiated Indirect Cost Rate Agreement, if applicable.

The following fiscal and administrative policies:

Financial Reporting

Cost allocation plan

Indirect cost allocation

Payroll, Personnel and Timekeeping policies

Procurement and purchasing policies

Record Retention policy

Travel policy

Conflicts of interest