**Community Construction Training Program**

**Request for Qualifications**

**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 Request for Qualifications Part V, Section D.

[ ]  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