Initial Capacity Assessment Document Collection Checklist

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| **Supporting Documentation** | |
| **Capacity and Experience** | Staffing Charts |
| Job Descriptions |
| Staff Training Plan |
| **Program Design** | Draft Applications |
| Timeline Charts |
| Invoice Requests |
| **Scope Design** | Draft Vendor Contract |
| Work Plan |
| Contract Budget Estimate |
| **Program Implementation** | Draft Agreement |
| Budget(s) |
| **Prior Compliance History** | Monitoring and Quality Assurance |
| Audit reports |