Initial Capacity Assessment Worksheet

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| Question | Y/N | Comments |
| Have you ever undertaken the proposed activity before? |  |  |
| Do you have experience with the Community Development Block Grant – Disaster Recovery? |  |  |
| Do you have experience with other Federal programs? |  |  |
| Are you familiar with the specific regulatory requirements associated with the proposed activity? |  |  |
| Do you have qualified staff for all the necessary functions associated with the proposed activity, and is there adequate staff time available? |  |  |
| Do you have fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements? |  |  |
| Do you have an organizational chart that describes an administrative framework, staff positions, indicates where the proposed project will fit into the organizational structure, and identifies any staff positions of shared responsibility? |  |  |
| Do you have other sources of funding secured for the proposed activity? |  |  |
| Is the proposed activity eligible and meets a national objective? |  |  |
| Is the proposed activity appropriate and adequately addresses an established need? |  |  |
| Does the proposed identify all the major tasks that will be involved in carrying out the activity? |  |  |
| Does the proposed activity identify the interrelationship of these tasks and a realistic schedule for their accomplishment? |  |  |
| Does the proposed activity identify a careful estimate of the resources necessary for each component of the proposed program and a realistic budget that reflects these resources, including all funding sources? |  |  |
| Does the proposed activity identify a plan for outreaching to target population and leveraging resources? |  |  |
| Does the proposed activity identify plan for monitoring progress in implementing the program, including data collection tools that will be used to verify achievement of program goals and objectives? |  |  |
| Does the proposed activity identify financial capacity as indicated by audited financial statements and banking/credit references? |  |  |
| Does the proposed activity include adequate staffing (number of staff and qualifications)? |  |  |
| Does the proposed activity identify organizational capacity as indicated by (record-keeping methods, filing system, financial systems, existence of written procedures manual for financial management and personnel? |  |  |