



VIHFA CDBG-DR SUBRECIPIENT CAPACITY ASSESSMENT DOCUMENT REQUEST CHECKLIST

The following checklist is intended to provide an initial list of supporting documents for various areas within your organization to facilitate a capacity assessment as required by HUD for CDBG-DR funding. Please submit the completed form and all attachments to capassessments@vihfa.gov.

Organization's Name: _____

Description	YES	NO*	N/A*	Document Reference**
1. Accounting Policies and Procedures including:				
a. Retention Policy				
b. System of internal controls				
c. Source documentation policy (i.e. cancelled checks, invoices, payroll, time and attendance, corporate credit card, and travel and expenses)				
2. Procurement Policies and Procedures				
3. Grants Management Policies and Procedures including:				
a. Fraud, waste and abuse reporting				
4. Organizational Chart				
5. Copy of most recent final Single (A-133) Audit Report				
6. Copy of most recent final Annual Audit Report				
7. Copy of most recent final Internal Audit Report				
8. Non- and For-Profit Organizations, please submit additional documents:				
a. Current Business License (For-Profit Only)				
b. Articles of Incorporation (Non-Profit Only)				
c. Listing of current board members				
d. Minutes of last three (3) board meetings ratified by the President of the organization				
e. Certificate of Good Standing				
f. Financial Statements				
g. Resumes or job descriptions of the organization's key personnel				

Organizations will be contacted to schedule a site visit with the key individuals responsible for the areas in which documents are requested (for example, CFO and/or Accounting Manager, Procurement Director, Grants Manager, HR Manager, Internal Auditor etc.), subsequent to receipt of the required documents.

Contact Name, Title, Organization

Contact Email & Telephone

*If you answer "NO" or "N/A" to any question, please provide a written explanation.

**Document Reference should include the name of the document being provided that satisfies the request. All documents are to be provided when sending the completed checklist.