



## 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. Unless otherwise instructed, please submit the completed form and all attachments to [dr\\_compliance@vihfa.gov](mailto:dr_compliance@vihfa.gov).

**Organization's Name:** \_\_\_\_\_

Description	YES	NO*	N/A*	Document Reference**
1. Organizational Chart (Most current and approved listing names, positions, and vacancies.)				
2. Accounting Policies and Procedures including:				
a. System of internal controls				
b. Source documentation policy (i.e. cancelled checks, invoices, payroll, time and attendance, corporate credit card, and travel and expenses)				
3. Procurement Policies and Procedures				
4. Grants Management Policies and Procedures				
5. Recordkeeping and Retention				
6. Fraud, Waste and Abuse				
5. Copy of most recent final Single 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 ( <b>For-Profit Only</b> )				
b. Articles of Incorporation ( <b>Non-Profit Only</b> )				
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				
Explanation:				

**Organizations will be contacted to schedule a meeting 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.), after receipt of the required documents.**

\_\_\_\_\_  
**Contact Name, Title**

\_\_\_\_\_  
**Contact Email**

\*If you answer "NO" or "N/A" to any document, please provide a written explanation in the space provided.

\*\*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.