



Summer Youth Connect
Career + College Connections
Administrative Capacity Submission
Checklist

Organization Name:

Instructions: Check each of the items submitted. Enclose all documents in the order listed, clearly identified. If a listed document is included in another already provided, provide a page referencing the location in the source document instead of a second copy.

- Copy of documentation proving legal entity (for example, certificate of incorporation, 501(c)(3) letter, etc.)

- Two references that can attest to the organization's ability to administer State, Federal, Local (public) or foundation funds through a contractual arrangement and achieve targeted outcomes. Reference information must include for each:
 - ◆ Name of project and funding source
 - ◆ Grant or contract liaison name and telephone number
 - ◆ Amount of grant or contract

Organization's most recent financial information – provide a copy of the highest level documentation applicable to the organization:

- A-133 single audit financial statements and letter to management, and all associated response letters
- Independently audited financial statements and letter to management report, and all associated response letters
- Unaudited annual financial statements

- Current cost allocation plans for direct and indirect costs and, if applicable, a copy of the approved Federal indirect cost rate.

- Organization's current insurance coverage for:
 - General Liability
 - Worker's Compensation
 - Motor Vehicle
 - Property and Equipment
 - Employee Dishonesty

Include the single-occurrence limits, aggregate limits and deductibles.

- Current job descriptions and resumes for the program manager that will oversee the program proposed through the RFP and the fiscal lead responsible for administrative and financial aspects of the subgrant.
- A description of the organization's technological capabilities. WSI requires minimum capacity at:
 - ◆ Business-grade, broadband internet connectivity
 - ◆ Network and workstation virus protection that is fully functional and updated at least weekly
 - ◆ Individual E-mail accounts for staff working with WSI allowing attachment size of at least 5 Megabytes
 - ◆ PCs with Internet Explorer 6 or newer, 512 MB RAM or more, Pentium 4 Processor or better, 4GB of available disk space
 - ◆ 17inch (or larger) monitor capable of a 1024 x 768 resolution that is comfortable for the user
- A copy of the organization's current Personnel policies and procedures.
- A copy of the organization's current Financial Administration policies and procedures, or fiscal guidelines.
- Guidelines to guard against employee and volunteer staff conflicts of interest.
- Compliance with Federal Civil Rights law, including but not limited to:
 - ◆ Title VI – Civil Rights Act of 1964
 - ◆ Section 504 – Rehabilitation Act
 - ◆ Title IX, Education Amendments Act of 1972
 - ◆ Age Discrimination Act of 1975
 - ◆ Americans with Disabilities Act of 1990 (Pub I. no. 101-336)
- Timekeeping policies and procedures that address allocation of employee time by activity and funding source.