



## 2018 HUD CoC Program Competition

### AGENCY CAPACITY FORM

#### INSTRUCTIONS

The Agency Capacity Form is only required for agencies applying for new funding opportunities *that are not currently HUD CoC Program Grantees*. This Form should be included with the Application for New Funding Opportunities, which is **due via e-mail to [jamie.ergas@fairfaxcounty.gov](mailto:jamie.ergas@fairfaxcounty.gov) by Thursday, July 26<sup>th</sup> by 4:00 pm**. Please submit all attachments as one PDF.

1. Name of Agency: Click here to enter text.
2. Governmental or non-profit agency? Click here to enter text.  
If non-profit attach verification of 501 (c)(3) status
3. What are the dates of your agency's fiscal year? (Sample 7/1 – 6/30) Click here to enter text.
4. Attach management letter of most recent financial audit\*
5. What is your agency's DUNS # Click here to enter text.
6. Are you currently registered in System for Award Management (SAM)?  
☐ Yes ☐ No
7. Attach the first page of most recent IRS Form 990
8. Attach a list of Board of Directors
9. Does your agency have financial/accounting policies, procedures and controls?  
☐ Yes ☐ No
10. Are there agency procedures for evaluating internal programs and then utilizing the results to improve programs?  
☐ Yes ☐ No
11. Does your agency have a staff policies and procedure manual that covers the following items: non-discrimination, sexual harassment, standards of professional conduct, position descriptions and responsibilities, and conflict of interest?  
☐ Yes ☐ No
12. Does your agency provide ongoing, services directed, training and staff development?  
☐ Yes ☐ No
13. For consumers, does your agency have the following policies: grievance, non-discrimination, confidentiality?  
☐ Yes ☐ No

The following questions are for informational purposes only but are expectations of HUD CoC Program grantees:

14. Does your agency have a homeless or formerly homeless person on your Board of Directors?  
☐ Yes ☐ No
15. Do representatives from your agency participate in Fairfax County homeless system committees and meetings?  
☐ Yes ☐ No
16. Does your agency provide opportunities for former or current consumers to participate via employment or volunteer opportunities?  
☐ Yes ☐ No