Organizational Capacity Questionnaire
for King County Solicitation Applicants

These questions consistently and concisely collect information about the capacity of organizations applying for funding. Responses will be compared to capacity requirements set for the solicitation based on the size and complexity of the anticipated awards. Results of this comparison will be one factor in King County's final award decisions.

1. Does your organization have experience contracting with King County (with DCHS, Public Health, etc.)?
    a. Yes, we currently have active contracts with King County.
    b. Yes, we have had contracts with King County in the past.
    c. No, we have never had contracts with King County.
2. Is your organization acting as or proposing to act as a fiscal sponsor for a project that will carry out the contracted services?
    a. Yes, we are sponsoring/are proposing to sponsor a project to carry out the contracted services.
    b. No, we or our formal subcontractors will be providing the contracted services.

Questions
1. Has your organization [or the project your organization is fiscally sponsoring for the application] provided services similar to the services being proposed? *Example: existing service model, prior contracts, programs, pilots, or projects involving similar populations and activities.*
2. Does your organization [or the project your organization is fiscally sponsoring for the application] currently have the staff hired or identified with the knowledge and expertise to begin service delivery on time? *Example: filled positions; job descriptions aligned with program needs.*
3. Does your organization [or the project your organization is fiscally sponsoring for the application] have the physical space, partnerships, participant base, and supplies needed to begin services immediately? *Example: office/service delivery site, school or community partnerships, service tools, technology.*
4. Does your organization maintain detailed expense documentation for all transactions? *Example: line-item receipts, vendor invoices with goods/service descriptions, signed contract agreements, employee reimbursement logs, expense approvals*
5. Can your organization produce a detailed bank reconciliation matching transaction level expenses by funding source to bank statements?

Questions
6. Can your organization produce a general ledger (GL) at the transaction level that can match expenses to funding source? *Detail: When your organization can match expenses to funding sources, each expense entry in the GL is posted to a specific account that reflects both the nature of the expense and the source of the funds.*
7. Does your organization use an accounting or financial management software or contract with an external accounting service that employs such software to generate your financial reports? *Example: QuickBooks, Sage Intacct, MIP Fund Accounting.*
8. Does your organization [or the project your organization is fiscally sponsoring for the application] use standardized forms or tools for data collection? *Example: intake forms, assessment tools, progress tracking templates.*
9. Has your organization submitted routine program implementation statistics or client data (aggregate or participant-level) to other funders before? *Example: monthly or quarterly services and outcomes data, meeting agendas and attendance lists, staffing and caseload numbers, performance dashboards, evaluation summaries, etc.*
10. Does your organization [or the project your organization is fiscally sponsoring for the application] use a formal data collection or case management system? *Example: Apricot, Clarity, ETO, Penelope.*
11. Does your organization [or the project your organization is fiscally sponsoring for the application] maintain documented evidence of services provided or work completed? *Example: recorded hours for work performed, program manuals, flyers and advertising materials, workshop/event agendas and attendee lists, written reports and other deliverables.*
12. Has the King County government ever identified your organization, or any person in a leadership or managerial capacity responsible for administering the moneys or programming within your organization [or the project your organization is fiscally sponsoring for this application], as having directly and materially participated in conduct that has caused any program or grant to be terminated for wrongdoing or misuse of moneys?
13. Has the King County auditor, ombuds office, or DCHS or Public Health staff ever identified your organization, or any person in a leadership or managerial capacity responsible for administering the moneys or programming within your organization [or the project your organization is fiscally sponsoring for this application], as being directly and materially involved in conduct related to misspending, misusing, or otherwise improperly obtaining King County funds?
If Yes to either question 12 or 13: 14. For *each* of the circumstances related to your answer of "Yes" on question 10 and/or 11, please answer the following: a. Contract Title and/or services contracted for b. Dates of Contract c. Misconduct identified and names of staff involved d. Steps taken to recover any misused funds or improper payments e. Corrective actions taken to prevent future misspending, misuse, or improper obtainment of King County funds