**FORM C: ORGANIZATIONAL CAPACITY**

This section is worth 10% of the score of your Application.

Provide a narrative that responds to the items below. Number your responses and limit your narrative to eight (8) pages. If an item does not apply to you, please indicate this in your response. If you are applying for more than one activity, assure that your responses clearly address each of the activities included in your Application.

1. Provide the legal name of your organization and any affiliations. Describe its overall purpose or mission statement, and how the activities included in your Application support that mission. Give a brief history of the organization’s accomplishments.
2. Briefly describe your organizational structure and attach an organization chart. Describe the governance of your organization (e.g., Board of Directors, County Commissioners Court), including any advisory groups.
3. Please provide a brief overview of the services currently provided by your organization and describe your overall client population. If available, please include summary information on client characteristics such as age, race/ethnicity, gender identity and sex, sexual orientation, and life circumstances and behaviors that increase risk for acquiring or transmitting HIV.
4. For each of the activities included in your proposal, describe your organization’s experience and capacity (management, technical, and clinical) delivering such services, including the number of years of experience. Include quantitative and qualitative data as available.
5. Provides an adequate staffing plan, including an organizational chart, CVs/Resume, position descriptions and project management structure that demonstrate sufficient capacity to meet the goals of the proposed activities and defines staff roles and reporting structure. Any planned consultancies or subcontracts should be included in the project management structure.
6. Describe your authority and ability to hire or contract in a timely fashion for and maintain adequate personnel resources with applicable skills and expertise.
7. Describe your experience and capacity to implement the work plan and performance measure and report on performance measures. Describe how the management of the program will ensure that the work plan is carried out and policy and procedures are developed and implemented.
8. Describe the budget management and financial reporting capacity, including the management of travel requirements, the full capability, accountability, and expertise to meet deadlines, track funds, submit reports, manage the required procurement efforts, and to write and award contracts by a given due date.
9. Describe how your organization will maintain a process for continuous community assessments and feedback, including identifying community needs, eliciting feedback on services, and assisting with programmatic decision making. Plans should include details on how often input or data is collected and how the information will be used.

**Response**: Click here to enter text.

Add additional rows as needed for staffing plan.

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| **Staff Role** | **Description/Activities** | **Justification** |
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