

# Form D: Program Organizational Capacity Narrative

MAXIMUM 30 POINTS

**Agency Name:**

**Program Name:**

**Priority Population:**

## Instructions

LIMIT: **Three (3) pages** but may be less than three pages. Applicants must write their proposal in a **12-point font** with one-inch margins and **single-spaced** lines on 8.5 X 11-inch single side paper. Separate paragraphs with a blank line in between.

Criteria in italics are indicators of cultural competency.

## Please Describe

1. The organizational background including mission and major programming. The organizational structure and administrative capacity, including executive management, fiscal management, involvement of board members (if applicable). Identify the expertise of your agency’s board members. Identify and describe the staff responsible for program management, administrative/fiscal management, and information technology. (May attach organizational chart - will not count against maximum page limit.)
2. Describe the ways your organization prioritizes diversity, equity, and inclusion. Describe specific examples whenever possible, such as initiatives, action steps, and policies.
3. Describe how staff, leadership, and board members are representative of the communities served. Describe any plans for ensuring or increasing reflectiveness.
4. Describe formal and informal relationships with other organizations, especially HIV/STI prevention providers, local health departments, medical clinics, and/or community-based organizations.
5. Describe how your organization involves clients in the planning, design, and implementation of services and how you plan to implement continuous quality improvement.
6. Describe your experience providing prevention programs for individuals at high risk for mpox. Describe how your organization recruits and provides outreach to individuals who need services, are most vulnerable to mpox exposure, and/or live in different geographic areas. How does your organization work to reduce barriers to services?