**CHECKLIST FOR APPLICATIONS RECEIVED**

**Applicant Name:**

|  |
| --- |
| Instructions for DOEE Program Managers: In the column to the right, indicate Yes, No, or NA for not applicable. Include additional items to this checklist that are applicable to your RFA.  |
| 1. | Is the cover sheet (appendix 3) completed and signed – and included as part of the application?  |  |
| 2. | Is a Table of Contents included in the application?  |  |
| 3. | Is the applying organization eligible for funding from DOEE according to section 1.6 of the RFA? |  |
| 4. | Is the proposal formatted in accordance with section 3.1 of the RFA?  |  |
| 5. | Does the proposal include a project description and the information required of the scoring rubric outlined in section 7 of the RFA? |  |
| 6. | Is a numeric budget, and budget narrative justifying each line item, included in the application?  |  |
| 7. | Do the line items in the proposal budget include any non-allowable costs in section 3.2 of the RFA? |  |
| 8. | Does the application package include the first page and signed last page of DOEE’s Promises, Certifications, Assertions, and Assurances?  |  |
| 9 | Does the application include a proposed work plan that describes the project’s activities and a timeline for implementation? |  |
| 10. | Does the application package include a Certificate of Good Standing that reflects a date within 6 months of the deadline date?  |  |
| 11. | Does the application package include a valid Certificate of Clean Hands (CHC)? Please validate the CHC at <https://dcra.dc.gov/service/verify-clean-hands> |  |
| 12. | Does the application package include IRS W-9 Tax Form?  |  |
| 13. | Does the application package include a Tax Exemption Affirmation Letter?  |  |
| 14. | Does the application package include the applicant’s current fiscal year budget?  |  |
| 15. | Does the application package include the applicant’s most recent audited or unaudited financial statements? |  |
| 16. | Does the application package include a Separation of Duties Policy as described in section 3.4.g. of the RFA?  |  |
| 17. | Is the applicant registered in the System for Award Management (SAM)?  |  |
| 18. | If applicable, does the application package include Indirect Cost Rate Documentation? |  |
| 19. | If applicable, does the application package include letters of support from other entities?  |  |
| 20. | If applicable, does the application include resumes of key personnel mentioned in the proposal? |  |
| 21 | If applicable, does the application include Certified Business Enterprise (CBE) certificate? |  |
| 22 | Other Requirements:  |  |