

LIST OF ATTACHMENTS

Required Forms (forms attached)

- **Attachment A** – Applicant Profile
- **Attachment B** – Statement of Certification
- **Attachment C** – Non-Disclosure Agreement
- **Attachment D** – Budget Narrative
- **Attachment E** – Itemized Budget
- **Attachment F** – List of Partners and Affiliations
- **Attachment G** – List of Other Funding Sources
- **Attachment H** – Staffing Plan

Note

All documents and templates must be clearly labeled according to the list on this page. Attachment letter must be visible on **top right**.

Eligibility Documentation (forms attached)

- **Attachment I** – IRS Form W-9 must be signed and dated
- **Attachment J** – Basic Business License Clean Hands Form – “Clean Hands Self Certification” from the Department of Consumer & Regulatory Affairs (DCRA)

Required Supporting Documentation (no templates; Applicant must provide copy of documents)

- **Attachment K** – Certificate of Clean Hands (formerly Certificate of Good Standing) obtained from the Office of the Chief Financial Officer, Office of Tax and Revenue (OTR) request to obtain Certificate of Clean Hands online at: <http://dcforms.dc.gov/webform/certificate-clean-hands-formerly-certificate-good-standing>
- **Attachment L** – Applicant’s Current Organizational Chart
- **Attachment M** – Packet for each staff person working on SYEP grant that includes:
 - Resume; brief biography; and description of staff person’s role in project.
- **Attachment N** – Proof of Occupancy must be at least one of the items listed below:
 - Certificate of Occupancy or Home Occupation Permit (HOP) issued by Department of Consumer & Regulatory Affairs (DCRA). If conducting an in-home program, the Applicant must provide the HOP;
 - Signed approval letter and building use agreement from the DC Public Schools Office of Out-of-School Time;
 - Signed approval letter and permit from the DC Department of Parks and Recreation; or
 - Building lease or rental agreement.

Eligibility Documentation (no template; Applicant must provide copy of documents)

- **Attachment O** – Valid and current license conferred by DCRA or applicable regulatory body to conduct business in the District (e.g., Basic Business License or Charitable Solicitation License)
- **Attachment P** – Documentation proving IRS tax status (e.g., 501(c)(3) letter)
- **Attachment Q** – Audit: The Applicant shall provide a copy of the organization’s most recent and complete set of audited financial statements available. If audited financial statements have never been prepared due to the size or age of an organization, the Applicant must provide, at a minimum, a current and previous year budget, an income statement or Profit and Loss Statement, and a Balance Sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application.