



**Fiscal Year 2026  
Residential Energy Contractor Support Grant  
Request for Applications**

**March 2, 2026 at 10:00 am Eastern Time (“ET”) through April 1, 2026 at  
2:00 pm ET**

**How to use this document to guide your application process:**

This Request for Applications (“RFA”) and the corresponding Notice of Funding Availability (“NOFA”) constitute the full set of instructions for applicants. **All applicants are required to read the entire RFA and NOFA before applying.**

The sections of the RFA are outlined below:

- [1. Objective](#)**—What DSLBD seeks to accomplish through the grant
- [2. Online Application Deadline](#)**—Where and when eligible businesses must apply
- [3. Eligibility & Documentation](#)**—Who can apply, and what documentation is required
- [4. Restrictions on Allowable Uses of Funds](#)**—How funds can be spent
- [5. Competitive Application](#)**—Guidance on the competitive application
- [6. Scoring Criteria](#)**—How the review committee will score applications
- [7. Selection Process](#)**—How DSLBD decides awardees
- [8. Award Information](#)**—What happens if you are awarded a grant
- [9. Important Legal Disclaimers](#)**—Important legal information
- [Appendix A](#)**: Pre-Award Document Requirements
- [Appendix B](#)**: Allocation of Points
- [Appendix C](#)**: Final Report Requirements
- [Appendix D](#)**: Statement of Certification
- [Appendix E](#)**: Program Budget Chart

## 1. Objective

The District of Columbia (“DC,” “D.C.,” or the “District”) Department of Small and Local Business Development (“DSLBD” or the “Department”) is excited to announce that it will begin accepting applications for the Fiscal Year (“FY”) 2026 Residential Energy Contractor Support Grant (“RECS Grant”) Program, beginning March 2, 2026 at 10:00 am ET.

The RECS Grant Program is a DSLBD initiative created to support DC Sustainable Energy Utility (“DCSEU”) Train Green program participants, as well as District-based businesses engaging in other Energy Efficiency;<sup>1</sup> Renewable Energy;<sup>2</sup> and heating, ventilation, and air conditioning (“HVAC”) training or contracting opportunities. In partnership with DC’s Department of Energy and Environment (“DOEE”), DSLBD seeks to position eligible businesses to deliver group and one-on-one trainings to District-based businesses and prepare District-based businesses for subcontracting opportunities, through back-office support (i.e., proposal/grant writing, marketing, customer recruitment, and account management).

DSLBD intends to award up to two (2) grants of up to \$48,500.00 each, with \$97,000.00 in total funding available for FY26. More information about the grant opportunity is listed below.

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### Back Office Services Grant

For this grant program, DSLBD seeks up to two (2) District-based businesses to provide back-office support (i.e., proposal/grant writing, marketing, customer recruitment, and account management) for at least 30 DCSEU Train Green program participants and District-based businesses engaging in other Energy Efficiency, Renewable Energy, and HVAC training or contracting opportunities (with preference granted to DCSEU Train Green program participants).

DSLBD intends to award up to two (2) grants of up to \$48,500.00 each from \$97,000.00 in available funding for FY26.

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<sup>1</sup> As used in this RFA, “Energy Efficiency” is defined as the elimination of energy waste while maintaining comfort, performance, and productivity.

<sup>2</sup> As used in this RFA, “Renewable Energy” is defined as energy that comes from natural sources that are continuously replenished (such as solar, wind, and geothermal).

The Period of Performance for the FY26 RECS Grant Program will begin on the effective date of the relevant grant agreement and will end on September 30, 2026.

## 2. Online Application & Deadline

Applicants must register and apply online using the link provided below:  
<https://des.dslbd.dc.gov/s/login/>

Applicants must submit all documents and attestations within the District Enterprise System (“DES”). Only one application is allowed per applicant. Applicants can save progress on an application and return to make edits before final submission. Applications will not be accepted if submitted outside of DES or after the FY26 RECS Grant Program deadline.

### Key Dates

DSLBD anticipates reviewing grant applications beginning on April 2, 2026 and notifying awardees on May 16, 2026, but this timeframe is subject to change.

Date	Event
<b>March 2, 2026 at 10:00 am ET</b>	Application Opens
<b>March 4, 2026 at 12:00 pm ET</b>	Grant Application Information Session
<b>March 13, 2026 at 2:00 pm ET</b>	Last Day to Ask Questions
<b>April 1, 2026 at 2:00 pm ET</b>	Application Closes
<b>April 2, 2026 at 9:00 am ET</b>	Application Review Begins
<b>May 16, 2026 at 2:00 pm ET</b>	Applicants Notified of Status

Look for FY26 RECS Grant Program information sessions at <https://www.eventbrite.com/e/fy26-residential-energy-contractor-support-grant-information-session-tickets-1982786465694?aff=oddtcreator>. Outside of an information session, send all questions in writing to [Business.Opportunities@dc.gov](mailto:Business.Opportunities@dc.gov). *DSLBD will not take questions via telephone.* The last day to submit questions is March 13, 2026 at 2:00 pm ET.

### 3. Eligibility & Checklist

Applicants must meet the following criteria:

- Active Commercial General Liability Insurance Coverage;
- Active Workers' Compensation and Automotive Liability Insurance Coverage, if applicable;
- The applicant's business must be based in DC; and
- The applicant's organization and Executive Director or other officer(s) have not been suspended from any District grant program for any reason within the past five (5) years. DSLBD will not solicit offers from, award grants to, renew or extend grant agreements with, or consent to subcontracts with entities that have been suspended during this timeframe.

Applicants who do not meet eligibility requirements for a FY26 RECS Grant will not be considered, meaning their submitted competitive application questions will not be reviewed.

#### Required Documents and Attestations for Eligibility

Businesses applying for a FY26 RECS Grant must upload the documents listed below directly to DES. Applications that do not contain complete and verifiable documents, information, and attestations **will not be considered**. False attestations or documentation may result in grant forfeiture and other penalties, as appropriate.

Required Items	Description
a) Active DC Business License Number, issued by the Department of Licensing and Consumer Protection (“DLCP”)	The license must be: <ul style="list-style-type: none"><li>○ Active, and</li><li>○ Searchable in the DLCP Business License Search Tool (<a href="https://scout.dcr.dcgov">https://scout.dcr.dcgov</a>).</li></ul> If providing proof of alternative licensure, the license must be: <ul style="list-style-type: none"><li>○ Active, and</li><li>○ Relevant to the entity’s industry.</li></ul>

<p>b) Corporate Registration File Number and Good Standing Status, as determined by DLCP's Corp Online database.</p>	<p>The Corporate Registration File Number provided must:</p> <ul style="list-style-type: none"> <li>○ Be active, and</li> <li>○ Demonstrate good standing (e.g., not expired, rescinded, or revoked).</li> </ul> <p>Status can be verified at <a href="https://corponline.dhra.dc.gov">https://corponline.dhra.dc.gov</a>.</p>
<p>c) Certificate of Clean Hands ("CCH")</p>	<p>The CCH must:</p> <ul style="list-style-type: none"> <li>○ Be issued within the last 90 days of application launch, and</li> <li>○ Demonstrate no outstanding liability with the District.</li> </ul> <p>This document demonstrates that the named entity has no outstanding liability (particularly with OTR and the Department of Employment Services ["DOES"]) within the District on the date of issuance. The CCH has a Notice Number, which DSLBD will use along with the entity's Federal Tax Identification Number, to ascertain the entity's "clean hands" status during the application review period. As such, the Grantee must maintain clean hands during this period so that it qualifies for a CCH on the date of processing by DSLBD.</p> <p>Generate a CCH for free at: <a href="https://otr.cfo.dc.gov/page/certificate-clean-hands">https://otr.cfo.dc.gov/page/certificate-clean-hands</a>.</p>
<p>d) Tax Identification Number ("TIN")</p>	<p>The TIN provided must:</p> <ul style="list-style-type: none"> <li>○ Match the W-9 Form provided, and</li> <li>○ Match the digits displayed on the relevant CCH.</li> </ul> <p>Available for free at <a href="https://irs.gov">https://irs.gov</a>.</p>
<p>e) IRS W-9 Form for 2024 or later</p>	<p>The W-9 Form provided must:</p> <ul style="list-style-type: none"> <li>○ Be signed and dated within the last 12 months.</li> </ul>

	W-9 Form and relevant instructions available here: <a href="https://www.irs.gov/forms-pubs/about-form-w-9">https://www.irs.gov/forms-pubs/about-form-w-9</a> .
f) Most Recent Tax Filings	An applicant must provide a copy of the entity's most recent and complete set of tax filings submitted to the IRS within one (1) year before the date of the grant application.
g) Statement of Certification	Provide a complete and signed Statement of Certification ("SOC"). The SOC is a list of disclosures and certifications required of each applicant. See Appendix D for the full text of the SOC.
h) Proof of Commercial General Liability Insurance (Certificate of Insurance). And, if applicable, proof of Workers' Compensation and Automobile Liability Insurance	DSLBD cannot provide carrier recommendations. Grantees must have coverage during the entire Period of Performance. Once selected, grantees must name the District as an additional insured on its required policies.

The above checklist covers ALL the required documentation used to determine an applicant's eligibility.

#### 4. Restrictions on Allowable Uses of Funds

FY26 RECS Grant Program funds must be expended during the Period of Performance and are solely for carrying out allowable uses, as dictated below and in the applicable grant agreement.

##### Allowed Uses

Grant funds may be used for any of the categories below, subject to approval by DSLBD. Additional costs proposed by the grantee that are not included below, but are incurred during the Period of Performance, may be approved by DSLBD in its sole discretion.

<b>Administrative</b> – examples of eligible costs below:
Non-Profit Indirect Rate of 10% of the grant award
Office Rental
Office Equipment
Employee Payroll
Owner’s Draw (Self-Pay)
Payroll Processing Fees
Benefits
Independent Contractor Fees
Insurance
<b>Software and Technology</b> – examples of eligible costs below:
Administrative Subscription Services (CRMs, Document Management)
Website Development and Maintenance
Business Software or Upgrades
<b>Audit &amp; Accounting</b> – examples of eligible costs below:
Accounting Software
Accounting Costs
Audit Services
<b>Subawards</b> – examples of eligible costs below:
Hard Costs
Soft Costs
Direct-Reimbursement
<b>Professional Development</b> – examples of eligible costs below:
Airfare
Hotel
Meals

Registration or Tuition for Professional Development Courses
<b>Programmatic</b> – examples of eligible costs below:
Events
Program Activations
Physical Improvements
<b>Training and Technical Assistance</b> – examples of eligible costs below:
Legal Assistance
Independent Contractor Fees to offer sufficient assistance in the form of Small Business Essentials, Marketing, Branding, Financial Basics, etc.
Language Accessibility Assistance for Non-English-Speaking Businesses
<b>Advertising</b> – examples of eligible costs below:
Promotional Materials (Physical)
Promoted Social Media Posts or other forms of advertisement

Per the [Nonprofit Fair Compensation Act of 2020 \(“NFCA”\)](#), nonprofit grantees are entitled to an indirect rate. Most commonly, a de minimis indirect rate of 10% for all indirect costs under the grant is used. If Grantee has had a different indirect cost rate with another District agency within the past two years, Grantee may elect to use that rate. Additional methods for determining an indirect cost rate, including utilizing a Negotiated Indirect Cost Rate Agreement (“**NICRA**”) rate, as negotiated with the federal government, may be found within the linked legislation. If selected for an award, additional documentation may be required to verify and approve the proposed amount. Examples of additional documentation include a current, unexpired NICRA agreement or a certificate of indirect costs.

## Disallowed Uses

Grant funds cannot be used for any of the following:

1. Financing or paying off pre-existing debt (e.g., credit card, lines of credit, loans, or tax obligations), whether for business or personal use.
2. Expenses incurred outside the Period of Performance.
3. Expenses reimbursed by a separate grant disbursed to the awardee, where the awardee is using different sources of funding to expense the same services performed and/or costs incurred (i.e., being remunerated twice for the same service/cost, otherwise known as “double-dipping” expenses).
4. Personal or other uses unrelated to the purposes explicitly identified in the grant agreement.

5. Food (except for food expenses incurred while attending professional development conferences related to the Grant Program outside of the Washington, DC metropolitan area).
6. Alcohol or alcohol-related paraphernalia (e.g., wine glasses, mixers, or beer taps).
7. Payments to a professional fundraiser.
8. Donations or charitable giving to nonprofit organizations.
9. Vehicle purchases or leases.
10. Real estate purchases.
11. Costs related to DC or federal government lobbying efforts.
12. Costs related to lawsuits against the District or federal government.
13. Any activity, good, service, or product deemed illegal by the District.
14. Any activity, good, service, or product deemed ineligible by DSLBD in its sole discretion.
15. Expenses incurred without prior DSLBD approval.

DSLBD will compare grantees' proof of grant fund expenditures against approved costs set forth in the applicable grant agreement and disallow costs that do not comply with program requirements. DSLBD will only approve the disbursement of grant funds to awardees who maintain required insurance coverage for the entirety of the relevant grant period, which includes the Period of Performance.

## 5. Competitive Application

The competitive portion of the application consists of four (4) sections. Each section corresponds with the scoring criteria listed in Section 6 of the RFA. Please note that some questions allow applicants to upload additional documentation in support of their response(s).

### Back-Office Services Grant

#### Section A: Organizational Expertise

1. Tell us who will be directly operating the proposed project and their relevant expertise and credentials. Upload resumes of proposed project operators.
2. Detail past performance of your organization's back-office support services, such as proposal/grant writing, marketing, customer recruitment, and account management, for small businesses. Upload capability statements.
3. Explain your knowledge related to Energy Efficiency, Renewable Energy, and/or HVAC contracting opportunities with DOEE, DCSEU and other similar entities.

#### Section B: Implementation, Strategy, and Execution

1. Provide a brief description of the overall proposed project to provide grant reviewers with context for your responses.
2. Explain how the proposed project will provide critical back-office support to District-based businesses in their pursuit of Energy Efficiency-, Renewable Energy-, and/or HVAC-related contracts.
3. Explain what area of support the proposed project will provide for District-based businesses and how many District-based businesses the proposed project will support. Provide the average cost per business for the support to be provided. Note: There is a minimum requirement to provide services to at least 30 businesses.
4. Explain the barriers that District-based businesses may face in pursuing Energy Efficiency-, Renewable Energy-, and/or HVAC-related contracts and how your proposed programming is critical for their success in procuring those contracts.

#### Section C: Grant Utilization and Operational Planning

1. If awarded a RECS Grant, describe how your organization would use the grant funds. Detail your proposed specific dollar amounts and expenditures, accounting

for the full grant amount of \$48,500.00, using the Program Budget Chart<sup>3</sup> in Appendix E. Subcontracting is only reimbursable if you are using a District-based business and the subcontractor is identified prior to the execution of the grant agreement. If you are subcontracting, the subcontractor's resume detailing their past performance is required.

2. Provide a detailed work plan outlining each major activity in your proposal.
3. Detail your onboarding plan for your proposed program, for District-based businesses participating in the DCSEU's Train Green program and/or engaging in Energy Efficiency, Renewable Energy, and/or HVAC contracting opportunities.
4. Explain the capacity of your business or organization to complete all the proposed tasks and expend funds within the budget by September 30, 2026.

#### **Section D: Additional Uploads**

1. Applicants may submit a PowerPoint (or similar) presentation of no more than fifteen (15) slides demonstrating their proposals.
2. Applicants may submit up to three (3) letters of support of any kind, which can include coalition letters with multiple signatories.

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<sup>3</sup> Applicants may request indirect costs as part of their proposed budget. The Applicant should identify the basis for the calculation of indirect costs, addressing one of the following bases: 1. Its current, unexpired, federal Negotiated Indirect Cost Rate Agreement (NICRA) rate, as negotiated with the federal government; OR 2. The "de minimis" rate which is 10% of the Modified Total Direct Costs (MTDC). Pursuant to the Nonprofit Fair Compensation Act, DC Act 23-565, when grants are funded with District locally appropriated funds, a nonprofit organization may alternatively elect an indirect rate: (1) As calculated with the same percentage indirect cost rate as the nonprofit organization negotiated with any District agency within the past two years; or (2) As calculated with a percentage rate and base amount, determined by a certified public accountant using the nonprofit organization's audited financial statements from the immediately preceding fiscal year, pursuant to the OMB Uniform Guidance, and certified in writing by the certified public accountant. However, the statute excludes the following institutions from the alternative Nonprofit Fair Compensation Act indirect cost elections: foundations; hospitals; universities; and colleges.

## 6. Scoring Criteria

The following criteria will be used to evaluate all eligible applications. Applicants are encouraged to review their proposals against these scoring criteria before submitting a final application.

For a more thorough breakdown of the scoring criteria, see Appendix B.

Section	Core Areas of Evaluation	Total Points
<b>A. Organizational Expertise</b>	Organizational experience and capability	30
	Proof of demonstrated ability	
	Ability to do work with Certified Business Enterprises (“CBE”) and/or District-based businesses	
<b>B. Implementation Strategy and Execution</b>	Strategy and program fit	30
	Stakeholder engagement	
	Program plan	
<b>C. Grant Utilization and Operational Planning</b>	Budget allocation	30
	Cost justification	
	Program and financial oversight	
<b>D. Optional Uploads</b>	Quality and relevance of upload	10

## 7. Selection Process

DSLBD will select awardees through a competitive application process for the FY26 RECS Grant. A panel will review timely submitted and complete eligible applications. The review panel will score applications using the criteria outlined in the RFA.

The review panel may be composed of DSLBD partners, members of the public, and DC government employees, who will review eligible applications received by the submission deadline and score them against the above criteria.

DSLBD hopes to select a variety of awardees that will support DC's goal of helping District-based businesses prepare for subcontracting opportunities with the District government, DCSEU, and other similar entities.

The DSLBD Business Opportunities program team will review the panel's recommendations and report them to the Director of DSLBD. Taking the review panel's recommendations into account, the Director of DSLBD will ultimately make the final determination of awardees.

Applicants who are not awarded a grant can request a debriefing call with the DSLBD team. More details on DSLBD's Applicant Debrief and Grievance Process are available here: <https://dslbd.dc.gov/grant-debrief-and-grievance-procedures-applicants>.

## 8. Award Information

### A. Grant Award Notification

DSLBD will notify successful applicants of its selection decision by email and send a Notice of Grant Award (“**NOGA**”) to the awardees along with additional post-award instructions.

Applicants who are not awarded a grant will be notified of their status no later than one (1) week following the initial notification to awardees.

### B. Grant Award Acceptance

Awardees are expected to accept the award within five (5) business days from the date of the NOGA. NOGAs will list any contingencies and additional requirements. Awardees are expected to maintain their eligibility status from the time of the award throughout the entire Period of Performance. Eligibility status is based on compliance with items outlined in Section 3 of the RFA as well as additional requirements set forth in Appendix A.

### **C. Post-Award Documents**

Awardees must submit the documents set forth in Appendix A before a grant agreement can be finalized.

### **D. Formal Grant Agreement**

Each awardee must sign a grant agreement with DSLBD after meeting all contingency and pre-award requirements. For awardees who have received a DSLBD grant in the past, awards will be contingent on compliance with applicable DC laws and regulations, and may also be contingent on the completion of their previous grant's reporting requirements. An awardee may forfeit funds if it (1) refuses to execute a grant agreement during the award process, (2) fails to execute the agreement by DSLBD's deadline, (3) cannot meet post-award requirements for any reason, or (4) cannot make the appropriate and required attestations related to the Grant Program.

### **E. Additional Survey Assessment**

DSLBD may survey awardees following the execution of grant agreements. Grantees must comply with DSLBD's survey requests.

### **F. Grant Reporting**

Grantees must comply with the reporting requirements set forth in their respective grant agreements. Grantees must submit an approved budget outlining expenditures made in connection with the Grant Program, along with appropriate documentation. DSLBD will only accept full, bona fide receipts, canceled checks, and other verifiable evidence of payment as proof that a grantee made appropriate expenditures. Grantees who fail to submit appropriate documentation of proper expenditures may be required to return funds.

Grantees must prepare a final report by October 30, 2026 that includes, among other items, proof of appropriate expenditures and their program's impact (See Appendix C).

### **G. Disbursement (Payment)**

Disbursement terms shall be determined after awardees are selected and will be outlined in the grant agreement. Terms may require DSLBD to collect additional documentation, such as the items set forth in Appendix A.

Disbursements will be sent by one of the following methods: (1) via electronic fund transfer to the grantee's bank account, as registered with the District Integrated Financial System ("DIFS"), or (2) through a third-party payor/servicer. In the latter case, the third-party payor will collect and verify banking payment information from each grantee. The

District intends to pay an invoice within thirty (30) days of receipt of an approved, proper invoice.

Grantees are responsible for reporting their grant award(s) as income on federal and local tax returns (in accordance with applicable law) and are strongly encouraged to consult with a tax professional and the United States Internal Revenue Service.

#### **H. Modifications**

Final grant agreements may require addenda, amendments, or modifications. An awardee that cannot comply with final grant agreement terms and/or provide other requested materials by May 30, 2026 may be disqualified from their specific grant program, and DSLBD may award the grant to another applicant.

## 9. Important Legal Disclaimers

This section includes DSLBD’s legal disclaimers regarding the release of this RFA.

### A. Contingent

Funding for this award is contingent on sufficient and continued funding from the District. Neither the RFA nor the corresponding NOFA obligates the Department to issue an award.

### B. Application Acceptance

DSLBD will not review applications that do not comply with all instructions listed in the RFA or NOFA. The Department reserves the right to accept or deny any or all applications if it determines it is in the best interest of the District. DSLBD may suspend or terminate an outstanding RFA or NOFA pursuant to its own grant-making rule(s) or any applicable federal regulation or requirement.

Applications must be submitted through DES. DSLBD will not accept applications submitted via hand delivery, email, mail, or courier service and will not review late submissions or incomplete applications.

### C. Notice of Funding Availability

DSLBD published the corresponding NOFA in the DC Register and the Office of Partnerships and Grant Services (“OPGS”) on February 13, 2026. The NOFA is available at <http://dslbd.dc.gov/>.

### D. Conflicts and Choice of Law

In the event of a conflict between the terms and conditions of the grant application and any applicable federal or local law or regulation, or any ambiguity related thereto, the terms and conditions of the applicable law or regulation will control, and it shall be the responsibility of the applicant to ensure compliance.

The grant application shall be governed and interpreted under the laws of the District of Columbia and any applicable federal laws without regard to conflict of law principles.

### E. Costs of Applications

Neither DSLBD nor the DC government shall be liable for any costs incurred by an applicant in the preparation of any grant application(s) for the FY26 RECS Grant Program. All costs incurred in developing and preparing any grant application shall be the applicant’s sole responsibility.

### F. Ownership of Content

DSLBD is considered the owner of any content developed for technical assistance purposes and paid for through a DSLBD grant award. As such, DSLBD may retain and reuse written or recorded materials and concepts at a future time.

## **G. Accessibility**

Grant-funded programming should be made available and accessible to all attendees.

Attendees of a grant-funded business event may request language access accommodations when registering for activities funded through this grant. Requests for language and American Sign Language (“ASL”) interpretation must be forwarded immediately to the DSLBD Grant Coordinator. If requests are made at least ten (10) business days prior to the activity start date, DSLBD will arrange for language and ASL interpretation services for grant event organizers who confirm their participation and need.

In-person classes or workshops funded by District grants will be held at ADA-compliant locations or will offer virtual attendance options.

## **H. Reservation of Rights**

1. DSLBD reserves the right to issue addenda, amendments, and/or any other modifications after the issuance of the NOFA or RFA or to rescind the NOFA or RFA. DSLBD will post addenda, amendments, or any other modifications in the online application (see Section 2). Applicants are responsible for reviewing and adhering to any NOFA or RFA addenda, amendments, or modifications.
2. DSLBD may suspend or terminate an outstanding NOFA or RFA pursuant to any other applicable local, state, or federal regulation or requirement.
3. DSLBD may conduct pre-award onsite visits to verify information that an applicant submits in a grant application. The Department’s access and ability to verify such information shall not be unreasonably withheld. Further, DSLBD may request additional information from applicants at any time during the application and grantmaking process.
4. DSLBD serves as its own reference when evaluating applications; it is not required to consult with outside parties. Grant decisions may reflect applicants’ prior performance in managing previous government grants.
5. DSLBD may negotiate with an awardee to finalize funding amounts or otherwise adopt revisions to an awardee’s proposal as it relates to the Grant Program.

## Appendix A: Pre-Award Document Requirements

If awarded this grant, your organization should be prepared to provide DSLBD with the following documents and/or information upon receiving a Notice of Grant Award. The documents listed below are not required to apply, but they will be collected from awardees before the issuance of a grant agreement.

- A. **Policies and Procedures.** Your organization should provide copies of its internal policies and procedures, including any conflict-of-interest policies.
- B. **Tentative Program and Budget Plans.**
- C. **Non-Profit Board Roster.** For non-profits, provide the most current roster of your board members to include their names, titles, emails, and phone numbers.
- D. **IRS 501c3 Determination Letter.** For non-profits, provide your organization's IRS 501c3 Determination Letter.
- E. **Proof of Insurance:** Selected applicants must demonstrate that they have applicable insurance coverage at the beginning of the Period of Performance. Specific insurance requirements will be stated in the grant agreement. Selected applicants must provide documents that meet the following (a) general requirements and (b) insurance types:

### General Requirements:

1. The Grantee shall require its subcontractors to carry and provide proof of the same insurance requirements herein.
2. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia and have an A.M. Best Insurance Guide rating of at least A-VII (or the equivalent by any other rating agency).
3. All required policies shall contain a waiver of subrogation provision in favor of the District of Columbia.
4. The District of Columbia shall be included as an additional insured in all policies required to be maintained by the Grantee and its subcontractors (except workers' compensation) for any and all claims against the District relating to the Grant Agreement, with the understanding that any affirmative obligation imposed upon the insured Grantee or its subcontractors (including

without limitation the liability to pay premiums) shall be the sole obligation of the Grantee or its subcontractors, and not the additional insured.

Insurance Types:

1. General Liability Insurance: in the name of the Applicant Organization with the District of Columbia government named as an Additional Insured. Insurance minimums must be at least \$1,000,000 each occurrence \$2,000,000 general aggregate, \$1,000,000 personal and advertising injury limit, \$2,000,000 products-completed operations aggregate. Must be occurrence basis, not claims-made.
2. Workers Compensation Insurance: In the name of the Applicant Organization, or in the name of the Subcontractor organization (if the organization is sub-contracting basic services) for all employees of the Applicant organization or the subcontractor.
3. Cyber Liability Insurance in the name of the Applicant organization with limits at least \$1,000,000 per occurrence or claim, \$1,000,000 aggregate.
4. Auto Insurance (required only if Applicant owns a vehicle) with combined single limits at least \$1,000,000 per occurrence for bodily injury and property damage.

## Appendix B: Allocation of Points

### Organizational Expertise (30 points)

- A. Has the applicant demonstrated reputable past performance in the proposed support area? (20 points) *Providers should have documented and tangible experience in their proposed support area.*
- B. Has the applicant demonstrated understanding of the Renewable Energy procurement market? (10 points)

### Implementation, Strategy, and Execution (30 points)

- C. Will the proposed training(s) provide critical support to District-based businesses pursuing subcontracting opportunities with the District government, DCSEU, and other similar entities? (10 points) *RECS Grants are focused on providing direct back-office support (proposal/grant writing, marketing, customer recruitment, and account management) to District-based businesses.*
- D. Will the proposed project increase procurement opportunity access for District-based businesses participating in DCSEU's Train Green program and/or other Energy Efficiency, Renewable Energy, and/or HVAC training or contracting opportunities? (10 points) *DSLBD supports equitable grantmaking and procurement access for District-based businesses.*
- E. Will the applicant's proposed program help District-based businesses gain access and achieve success in the Energy Efficiency, Renewable Energy, and/or HVAC industries? (10 points) *Proposed programs should focus on helping District-based businesses gain access to and win procurement opportunities.*

### Grant Utilizations and Operational Planning (30 points)

- F. Are the proposed training(s) realistic in their projected timelines, expenditures, and goals? (20 points) *Training(s) will begin after the awardee executes its grant agreement and must be completed by September 30, 2026. Can applicants implement the project and expend funds within the scheduled timeline? Grant funds may only be used to cover program-related costs that are incurred during the Period of Performance.*
- G. Does the proposed budget plan clearly demonstrate how funds are allocated and provide a detailed breakdown of how each cost was calculated? (10 points) *Proposed budget plan should provide a clear allocation of funds and a detailed cost*

*breakdown to ensure proposed expenses are reasonable, justified, and aligned with the project objectives.*

**Additional Uploads (10 points)**

- H. PowerPoint demonstrating the applicant's full proposal and summarizing its responses to the corresponding questions from Section 5 of RFA. (4 points)
  
- I. Letters of support providing positive additional context to the applicant's ability to perform work and its past performance. (6 points)

## Appendix C: Final Report Requirements

- Summary of program outcomes and achievements (Impact)
- Summary of lessons learned
- Explanation of unmet deliverables
- Explanation of unspent funds to be returned to DSLBD
- Additional metrics outlined in the grant agreement

## Appendix D: Statement of Certification

### STATEMENT OF CERTIFICATION

1. I, \_\_\_\_\_, as the authorized officer  or representative  of Applicant, swear to the truth of the information below:

The following individual is authorized to negotiate with DSLBD on behalf of Awardee:

- a. Name: \_\_\_\_\_
- b. Title: \_\_\_\_\_
- c. Phone: \_\_\_\_\_
- d. Email: \_\_\_\_\_

- 2. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility;
- 3. Applicant has read the corresponding NOFA and RFA in their entirety;
- 4. Applicant will meet all reporting requirements and maintain accurate, complete, and current files and records at all times, which must be made available for audit and inspection by DSLBD (or its designee) upon request or as required by law;
- 5. Applicant keeps, and will continue to keep, all their fiscal records in accordance with Generally Accepted Accounting Principles ("GAAP") and account for all funds, tangible assets, revenue, and expenditures whatsoever;
- 6. Applicant will provide timely and reasonable access to its personnel by DSLBD (or its designee) for the purpose of interviews and discussions related to the awardee's records and operations, if needed;
- 7. Applicant, if required by DSLBD, is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act(s) committed by any employee, board member, officer, partner, owner, shareholder, or trainee;
- 8. Applicant has, and will continue to have, the necessary administrative capability, organization, experience, financial resources, accounting and operational controls, and technical skills to implement the grant or subgrant program, or the ability to obtain them within 10 business days of executing a Grant Agreement (with proof of such ability);
- 9. Applicant has, and will continue to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments (i.e., meaning all the grantee's private and public commitments will not interfere with its ability to perform, as expected, on the relevant DSLBD grant);
- 10. Applicant is, and will continue to be, in compliance with the applicable District licensing, laws (e.g., tax), and regulations;

11. Applicant is, and will continue to be, compliant on payment of all federal and District taxes (or on an approved payment agreement), including Unemployment Insurance taxes and Workers' Compensation premiums;
12. Applicant is in compliance with, and will continue to comply with, the minimum insurance coverages set forth in the applicable Notice of Grant Award and/or Grant Agreement for activities that may be undertaken in connection with the performance of the grant;
13. Applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations;
14. Applicant acknowledges its responsibility to act with integrity in all aspects of the grant process and that it is prohibited from working with other applicants or award recipients to inflate costs, fix prices, or allocate workers in a way that distorts fair competition or results in an unfair advantage;
15. Applicant acknowledges and agrees that it will ensure transparency and prevent situations where personal or financial interests could compromise the integrity of a grant-funded project, program, or opportunity and undermine the public's trust as a result of potential or actual conflicts of interest relating to applicant/grantee personnel or its subcontractors (even if it is following internal conflict of interest policies and procedures during the administration of a grant, which applicant understands a copy must be provided to DSLBD before commencement of the grant, if applicable);
16. Applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, pursuant to D.C. Official Code § 2-329.07, or as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment, presently debarred, suspended, proposed for suspension, or similarly penalized pursuant to relevant processes of other agencies, such as the revocation of Certified Business Enterprise ("CBE") certification or the suspension (or higher penalty) from participation in DC grant programs, as a result of any of the applicant's actions by the DC Contract Appeals Board, the Office of Contracting and Procurement ("OCP"), or any other District agency;
17. Applicant is compliant with D.C. Official Code §1-328.15(c)-(d);<sup>4</sup>
18. Have you, the applicant entity, or any of your entity's officers, partners, owners, principals, board members, associates, or key employees, been indicted, or had charges brought against them (if still pending), and/or been convicted of (a) any crime or offense arising directly or indirectly from, or been held civilly liable for, the conduct of the applicant's organization or (b) any crime or offense involving financial misconduct, business ethics, or fraud over the last three (3) years? Yes  No 
  - a. *If the response is in the affirmative, fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.*

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<sup>4</sup> Entities referenced under D.C. Official Code § 1-328.15(c)-(d) shall be ineligible to receive a grant from the District valued at \$100,000 during the time period set forth in the applicable statutory section. Please read <https://code.dccouncil.gov/us/dc/council/code/sections/1-328.15> for more details.

19. Have you, or any of your entity’s officers, partners, principals, owners, board members, associates, or key employees, been the subject of legal proceedings arising directly from the provision of services by the organization? Yes  No

a. *If the response is in the affirmative, fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.*

20. Please disclose any other grants or contracts awarded to applicant with any agency of DC Government within the past three (3) years;

21. Please disclose any subcontracts or subgrants applicant has received in the past three (3) years relating to a DC Government grant or contract, in whole or in part; and

22. I solemnly swear under the penalties of perjury that all information provided in the application and/or pre-award submissions is true and accurate. I understand that failure to honestly and accurately

represent the factual truth in the attestations may result in being disqualified, forfeiture of an awarded grant, or greater penalties, as applicable.

Organization Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

## Appendix E: Program Budget Chart

<b>Program Budget Chart</b>			
<b>Category</b> (i.e., Labor/Payroll, Programmatic, Consultations, Tools)	<b>Sub-Category</b> (i.e., Staff (Full Time Employees), Subcontractors, Training, Material Creation, One-on-One sessions, Tools- Technology, Software, Materials)	<b>Description</b> – (Provide a concise explanation of how funds will be allocated and how these expenditures support the implementation of grant programming.)	<b>Cost-</b> (Indicate the funding amount and the calculation method) (i.e., For Labor/Payroll, include hourly rates and total cost based on estimated hours)
<b>Total Grant Award Amount Not to Exceed:</b>			
\$48,500.00 for RECS Grant			