



**Fiscal Year 2024 DSLBD
Business to Business: Service Provider Grants
FAQs (as of 16 NOV 2023)**

When is the final deadline? The eligibility submission deadline is Tuesday, November 21, 2023, at 2:00 PM.

When is the deadline to submit questions about the grant? The last date to ask eligibility questions with a guaranteed response before the final deadline is November 16, 2023, at 2 p.m. EST.

Where is the application link to start the application process? Applicants should refer to the RFA section 2. *Online Application & Deadlines*; sub-section A. *Eligibility Application Link and System* to find the application link and begin the application process.

What are the Business to Business Service Provider Grants? The FY 2024 Business to Business: Service Provider Grants program will benefit program participants by offering a wider range of hyper-local expertise and further support opportunities for local businesses and CBEs to grow past performance in business development. \$400,000 in grants will be awarded to DC-based (1) small, for-profit businesses or (2) DC-based nonprofit service providers to provide a range of training, program support, and technical assistance across several DSLBD programs that support entrepreneurs and equitable entrepreneurship. These are NOT grants to only fund businesses operations.

Where can I read more information in detail about the grant? Please click on the link to read more about the Business-to-Business Grants <https://dslbd.dc.gov/businessstobusinessgrant>

Who is eligible? Only DC-based for-profit and nonprofit entities, which are compliant with applicable District laws are eligible to apply for the Business-to-Business Grants.

Where can I send questions about the grant program? All questions must be submitted in writing to Inno.ED@dc.gov. No calls will be accepted. Individual meetings are not allowed.

If I pass eligibility, is it guaranteed I will be awarded the grant? No

What is the turnaround for the competitive application? Two weeks from date in email that DSBBD will send to applicants who meet the eligibility requirements.

Is there a grace period/correction? DSLBD will offer a two (2) business-day corrections window after all eligibility applications have been reviewed.

Where can I download the NOFA and RFA for this grant? To download the Business to Business: Service Provider Grants Notice of Funding Availability (“NOFA”) or Request for Applications RFA visit DSLBD’s website to read the general information about the grant and scroll down to the bottom of the page to click the link to download the PDFs for each NOFA and RFA. <https://dslbd.dc.gov/businessstobusinessgrant>

What type of services are DSLBD seeking in the Business to Business grant? DSLBD seeks service providers to several types of services to help businesses, which are listed in of the RFA Section 10 *Appendices*

One of the services needed is storytelling for programs and program participants, including written and verbal descriptions, photography, and videography covering participant and provider journeys throughout each program. The stories of entrepreneurs can form the core of their marketing plans, pitches for funding, and serve as powerful educational and inspirational opportunities for other entrepreneurs, customers, and others.

- 1: Proposals for storytelling
- 2: Pitch Preparation & Pitch Coaching Service Area
- 3: Cohort Management and Wrap-Around Support Service Area
- 4: Pitch Day Onsite Event Management Service Area
- 5: Pitch Micropayment Provider Service Area
- 6: Business Classes and Workshops Service Area
- 7: Non-Dilutive Capital Support for Regulated Cannabusiness Businesses
- 8: Speakers Bureau Service Area
- 9: Innovative Proposals for Services Non-Contemplated by this RFA

See RFA for detailed description of other services that DSLBD is seeking.

Is there a CBE requirement in order to be eligible for this grant program? No, there is no CBE requirement in order for an entity to be eligible or apply for this grant. If your entity opts to hire sub-contractors to help deliver your proposed services, all sub-contractors must be CBEs, not sub-contractors outside of DC. If there are no CBEs available to conduct the work, the applicant’s subcontracting plan must be pre-approved by DSLBD through the proposal and award process.

See Section 5 *Narrative & Budget Questions of the Application* of the RFA.

Is there an attestation to sign? The individual completing the application attestations must be the majority business owner(s) for-profits or the nonprofit's Executive Director, a legally authorized signatory. Authorized members or authorized employees of the business and third-party support may be added to the application but cannot attest on behalf of an applicant.

What are the DSLBD programs directly supported through the Business to Business Grants?

WeAspire

Dream Pitch

Food Waste Innovation

Just Cannabusiness

Programs that can coordinate with or support services through the Business to Business Grants:

Made in DC

District Capitalized

DC Kiva Hub at DSLBD

To learn more about these programs please visit <https://dslbd.dc.gov/service/innovation-equitable-development-innoed>

What are the uses of funds from this grant? All expenses funded by the grant must occur during the "Period of Performance," which is the date of the grant agreement's final execution through September 30, 2024.

Allowed Uses - The funds may be used for any of the following:

1. Compensation for services provided by the owner or staff of the business or organization, who are named in the application. Staff must be W2 employees.
2. Materials or specialized software required for the proposed service provision of the approved proposal.
3. Tangible assets purchased for DC-based entrepreneurs participating in the program (such as software licenses like QuickBooks and Canva).
4. Pitch Prize and stipend micropayments.
5. Event operation expenses such as event space rentals, audio-visual equipment, and supplies.
6. DSLBD-approved subcontracts with Certified Business Enterprise ("CBE") partners, which may not exceed 49% of the total approved costs.
7. Other costs proposed by the applicant and accepted by DSLBD in its sole discretion.

What are the requirements to submit?

A summary of requirements is below. For full details, see section 3 *Eligibility & Checklist* subsection C *Required Documents and Attestations for Eligibility*.

- Active DC Business Licensure(s) that are required for the type of goods/services provided
- Corporate Good Standing issued by the Department of Licensing and Consumer Protection (“DLCP”), which includes active DC incorporation
- Compliance with DC tax and licensing laws as demonstrated by a compliant Clean Hands Certificate
- Federal employee identification number (“EIN”)
- Additional Eligibility Documentation Required If Awarded
 1. Corporate Registration File Number for Active DC Corporation
 2. Active DC Business License Number
 3. Office of Tax & Revenue “Clean Hands” Certificate issued October 15, 2023, or later
 4. Employment Identification Number “EIN” must match the last four digits on your Clean Hands Certificate

Is there a budget proposal for the work performed during the grant period to submit with the application? Please refer to 5. Narrative & Budget Questions of the Application page 9 for budget proposal guidance.

Does my business need to have a FEIN in order to apply for this grant? Required documentation must demonstrate, among other applicable requirements, Federal Employee Identification Number (“EIN”) for non-profit or for-profit applicants.

Are we eligible to apply for the Business to Business Grant if our nonprofit has received Just Cannabusiness and Food Waste Grants from DSLBD in the past? Yes

If my competitive application proposes trainings in either in-person and virtual format, would we need to identify a potential space for the trainings in the competitive portion of the application or does DSLBD already have a training space identified? DSLBD does not have an identified training space to provide applicants.

Can you explain awards/contracts being made on a rolling basis throughout the year and the application deadline, once awarded? As it pertains to the grant, decisions can be made several times throughout the year.

Can you share a bit more about what the grant reporting including financial reporting looks like for this grant if we are awarded it? The RFA stipulates an interim report and final report, as well as receipts for financial reporting, but we are trying to gauge if the reporting would be prohibitive for my organization. Grantees are required to submit interim reporting as outlined in

the individual grant agreement and to prepare a final report by October 30, 2024. Interim reporting could be providing proof of appropriate expenses made and impacts of the grant.

Will you clarify if a formal audit by an independent CPA firm, for example, will be required, or is the audit on a case-by-case basis? The short answer is no, however grantees receiving \$20,000.00 or more will need to provide additional financial management documentation, including a financial audit, a balance sheet, and the past three (3) years of local and federal tax returns. Additional documentation requirements may apply.

What if I have SCOUT discrepancies such as tax and licensing compliance that may affect my eligibility?

Please refer all regulatory/licensing compliance or SCOUT technical issues with Department of Licensing and Consumer Protection (DLCP) at <https://dlcp.dc.gov/> or (202) 671-4500. Refer tax compliance issues with the Office of Tax and Revenue (OTR) <https://otr.cfo.dc.gov/mytaxdc>

Will DSLBD publish a list of applicants who were denied? DSLBD will not publish a list of applications that were denied or not accepted.

Do all owners of the business have to live in DC and do they need to be classified as W2 employee?

No, the owners of the entity or the executive director of the non-profit do not have to be residents of DC.