



**Fiscal Year 2025
Robust Retail Grant Program
Request for Applications**

February 25, 2025 through March 31, 2025 at 2:00 pm ET

How to use this document to guide your application process:

This Request for Applications (“RFA”), alongside its corresponding Notice of Funding Availability (“NOFA”), are 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. Selection Process](#)**—How DSLBD decides awardees
- [6. Award Information](#)**—What happens if you are awarded a grant
- [7. Important Legal Disclaimers](#)**—Important legal information
- [8. Appendix A](#)**—Eligible Business Types
- [9. Appendix B](#)**—Pre-Award Required Documents
- [10. Appendix C](#)**— Statement of Certification

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”) 2025 Robust Retail Grant Program, beginning February 25, 2025.

A robust retail sector is critical to maintaining our neighborhoods’ vibrancy, but many retail businesses are currently under threat of decline and closure due to the market realities of years past. DSLBD created the Robust Retail initiative created to assist pre-existing DC-based retail businesses with the maintenance of their business operations and viability during the ongoing small business crisis.

DSLBD intends to award a maximum of fifty-seven (57) grants with \$570,000 in total funding available for FY25. More information about each grant opportunity is listed below.

2025 Robust Retail: Citywide (“Citywide”)

These awards are open to all retail businesses in the District.

For this grant program, DSLBD will use a randomized lottery system to award forty-eight (48) eligible businesses grants up to \$10,000 from \$480,000 in available funding for FY25.

2025 Robust Retail: North Capital Main Street Corridor (“North Capitol”)

These awards are open to retail businesses located along the [North Capital Main Street Corridor](#).

For this grant program, DSLBD will use a randomized lottery system to award nine (9) eligible businesses up to \$10,000 from \$90,000 in available funding for FY25.

All business expenses reimbursed by the FY 25 Robust Retail Grant Program must have occurred between October 1, 2024 through March 31, 2025. All receipts must be dated during this period to be eligible for reimbursement with applicable grant funds.

2. Online Application & Deadline

All interested in applying, must register and apply online using the link provided below:
<https://bit.ly/2025ROBUSTRETAIL>

Note: the survey link address must be typed in a web browser search bar reflecting the exact case and capitalization as written above.

Applicants must submit all documents and attestations using the survey link provided. Applications will not be accepted if submitted outside of the survey link provided or after the FY25 Robust Retail Grant Program deadline.

Application Process and Key Dates

DSLBD anticipates reviewing grant applications in early April 2025 and notifying awardees on or around April 10, 2025, but this timeframe may be subject to change.

Date	Event
February 25, 2025	Application Opens
March 3, 2025 at 1PM ET	Info Session
March 26, 2025 at 2PM ET	Last Day to Ask Questions
March 31, 2025 at 2PM ET	Application Deadline
Week of March 31, 2025	DSLBD Runs the Lottery
On or around April 7, 2025	Application Review and Corrections <i>DSLBD may notify applicants about potential problems with their applications and send requests for corrections via email on or around April 7, 2025. Applicants will be provided with a correction window of three (3) business days upon these notifications.</i>
April 14, 2025 through April 25, 2025	Award of Grant Funds

Look for additional FY25 Robust Retail Grant Program information sessions and office hours at <https://bit.ly/RobustRetailWebinarSeries>. Outside of an information session, send all questions in writing to DC.MainStreets@dc.gov. *DSLBD will not take questions via telephone.* **The last day to submit questions is March 26, 2025, at 2 PM ET.**

Considerations when Applying:

- A. All applications will be considered for the Citywide grant award.
- B. DSLBD will map each applicant's business address and include applications for businesses located on the North Capitol Main Street Corridor to be considered for the North Capitol award as appropriate.
- C. Each independent location must have its own application. Businesses with more than one (1) licensed location in the District may submit a unique application for each licensed location to be entered into the lottery. If multiple businesses with the same owner are selected via the lottery, only one (1) may be awarded a grant.
- D. Only one (1) application per licensed business location will be considered.
- E. DSLBD will run the lottery by using a random number generator.
- F. No application materials will be accepted outside of the application system or after the grant deadline.
- G. It is recommended that applicants submit their eligibility applications at least 24-48 hours before the final deadline to ensure that they can resolve any technical difficulties if they arise.

3. Eligibility & Document Checklist

An applicant for a FY25 Robust Retail Citywide Grant must be:

- A. A District-based retail business;
- B. Physically located in a brick-and-mortar commercial retail space in DC;
- C. A for-profit, public-facing, and independent business that is a seller of legal goods and services;
- D. A business with fewer than twenty-five (25) full-time employees ("FTE");
- E. An eligible business type as listed in **Appendix A – Eligible Business Types** of the RFA;
- F. Not among the ineligible business types listed in **Appendix A**.
- G. For the Citywide Grant Program, applicants cannot be a FY24 Citywide awardee. DSLBD will review applications and cross-reference them against the FY24 awardee list, disqualifying any applicants that were awarded an FY24 Citywide grant. Depending on location, applicants may still be eligible for the North Capitol funding pool.
- H. Actively licensed with the Department of Licensing and Consumer Protection ("DLCP");
- I. A business or business owned by an entity that has not been subject to termination of a grant agreement from any DSLBD grant program for any reason within the past five (5) years. DSLBD will not solicit offers from award grants to, renew, extend grant agreements with or subcontracts to entities that have been terminated during this timeframe.

Document Checklist

Businesses applying for a FY25 Robust Retail Grant must upload the documents listed below directly to the Alchemer application using the survey link provided. Applicants that fail to provide 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
<p>A. Active DC Business License Number, issued by DLCP</p>	<p>The license must be:</p> <ul style="list-style-type: none"> ○ Active, and ○ The business address in the application must match the address on the business license. ○ Searchable in the DLCP Business License Search Tool (https://scout.dkra.dc.gov). <p>If providing proof of alternative licensure, the license must be:</p> <ul style="list-style-type: none"> ○ Active, and ○ Relevant to the entity’s industry. <p>Note: The business license number is required, not the Certificate of Occupancy or “C of O” number.</p>
<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"> ○ Be active, and ○ Demonstrate good standing (e.g., not expired, rescinded, or revoked). <p>Status can be verified at https://corponline.dkra.dc.gov.</p>
<p>C. Certificate of Clean Hands (“CCH”)</p>	<p>The CCH must:</p> <ul style="list-style-type: none"> ○ Be issued within the last 6 months, and ○ Demonstrate compliance <p>Generate a CCH for free at: https://otr.cfo.dc.gov/page/certificate-clean-hands.</p>
<p>D. Employer Identification Number (“EIN”)</p>	<p>The EIN provided must:</p> <ul style="list-style-type: none"> ○ Match the W-9 Form provided, and ○ Match the digits displayed on the relevant CCH. <p>Available for free at https://irs.gov.</p>

E. IRS W-9 Form for 2024 or later	<p>The W-9 Form provided must:</p> <ul style="list-style-type: none"> ○ Be signed and dated within the last 12 months. <p>W-9 Form and relevant instructions available here: https://www.irs.gov/forms-pubs/about-form-w-9.</p>
F. Recent photograph of the storefront with business signage	An uploaded photograph

Attestation Checklist

Attestation	Description
A. Business Operation	Attest that the business is open and operating. <i>(Businesses that are not open AND operating are not eligible.)</i>
B. Retail Business	Attest that the business is in a commercial retail space and is not an e-commerce-only or home-based business.
C. Applicant is owner or authorized representative	Attest that the applicant is the business owner or an authorized representative applying with full knowledge of the business owner.
D. Independently Owned and Operated	Attest that the business is independently owned, operated, and controlled, meaning that the business manages and controls its day-to-day operations without being subject to control, restriction, modification, or limitation by another business enterprise(s) or by a not-for-profit business(es) that has or may have an ownership and/or financial interest in the business.
E. Recordkeeping and Reporting	Attest that the applicant entity can maintain adequate files and records and can and will meet all DSLBD reporting requirement
F. Qualified, Reimbursable Expenses	Attest that the business will be able to provide full receipts and documentation of \$10,000 of qualified business expenditures within one (1) week of award acceptance, with bona fide receipts that the expenditures were made between October 1, 2024 and March 31, 2025.
G. No Double Dipping	Attest that the business has not been reimbursed for these receipts by another DC Government or other business grant, and if awarded, will not request reimbursement for these same expenses from another grant source.
H. Accountability	Attest that the business has completed all reporting requirements for DSLBD and DC Government grants previously received and closed in the last two (2) years. <i>(Failure to complete reporting for previous</i>

	<i>DSLBD direct-to-small business grant rounds, including previous Robust Retail grants, will result in disqualification from this grant round).</i>
I. Can Receive Electronic Funds	Attest that the business has a business bank account that can receive electronic funds transfers if awarded the grant.
J. Indemnification of District Government	If awarded, the applicant entity agrees to indemnify, defend, and hold harmless the government of the District of Columbia and its authorized officers, employees, agents, and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or subgrant from any cause whatsoever, including the acts, errors or omissions of any person, and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.
K. Criminal Charges	Attest that neither the applicant, nor any of the applicant entity's officers, partners, principals, members, associates, or key employees, have 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 the conduct of the applicant's organization or (b) any crime or offense involving financial misconduct or fraud over the last three (3) years. <i>If the response is in the affirmative, the applicant shall 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.</i>
L. Legal Proceedings	Attest that neither the applicant, nor any of the applicant entity's officers, partners, principals, members, associates, or key employees, have been the subject of legal proceedings arising directly from the provision of services by the organization. <i>If the response is in the affirmative, the applicant shall 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.</i>
M. Compliance with applicable provisions of Grants Administration Act of 2013	Attest that applicant entity is compliant with D.C. Official Code §1-328.15(b) .
N. Full Accuracy	Attest that all information provided in the application is true and accurate. 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.

In addition to the above, if selected to receive the grant, awarded businesses must also submit the documents set forth in **Appendix B**, and a **Statement of Certification**, as signed by the duly authorized officer of the applicant organization, attesting to the truth as to the information discussed in **Appendix C**.

4. Restrictions on Allowable Uses of Funds

FY25 Robust Retail grant funds must have been incurred between October 1, 2024 through March 31, 2025. All receipts must be dated during this period to be eligible for reimbursement with applicable grant funds.

Allowed Uses

Grant funds must be expended solely for carrying out allowable uses related to the maintenance of the awardee’s business operations and viability. Such uses are dictated below and in the applicable Notice of Grant Award (“NOGA”).

Administrative – examples of eligible costs below:
Rent
Office Equipment
Wages and Payroll
Debt Service
Insurance
Software and Technology – examples of eligible costs below:
Point of Sale System
Business Software or Upgrades
Utilities – examples of eligible costs below:
DC Water
Washington Gas
Pepco
Inventory – examples of eligible costs below:
Raw Materials (components used to produce goods sold by business)
Cost of Goods for Sale
Packing and Packaging Materials

Disallowed Uses

Grant funds may not reimburse the following:

- A. Expenses incurred before October 1, 2024 or after March 31, 2025
- B. Expenses that are reimbursed by a different grant from DC government and/or DSLBD
- C. Any interior or exterior construction not permitted by DC or federal law or applicable building codes
- D. Costs incurred to bring legal charges against, or to lobby or influence, DC or federal government
- E. Costs incurred in connection with any criminal, civil, or administrative proceeding (including the filing of a false certification) commenced by DC government, federal government, or another State, local government, or foreign government, or joined by the Federal Government (including a proceeding under the False Claims Act), against the awardee
- F. Any expense undocumented by awardee
- G. Donations or other forms of charitable giving to non-profit organizations
- H. Vehicle purchase(s) or lease(s)
- I. Real estate purchase(s)
- J. Any activity, goods, or products deemed illegal by DC government

K. Any activity, goods, or products deemed ineligible by DSLBD in its sole discretion

The above list of allowed and disallowed reimbursements is non-exhaustive. To repeat, DSLBD may consider and find, in its sole discretion, additional cost categories as allowed or disallowed for reimbursements, as applicable. DSLBD will compare grantees' proof of grant fund expenditures against approved costs set forth in the applicable NOGA and disallow costs that do not comport with program requirements.

5. Selection Process

DSLBD intends to select awardees through a lottery process for the Robust Retail Grant. Applications will be assigned a random number by an automated system, and recipients are then selected through a randomized lottery. The Director of DSLBD will finalize and announce the selected awardees.

For the Citywide Grant Lottery, at least half of the grants will be evenly distributed across all eight (8) District wards, amounting to at least three (3) grants in each ward. The remaining eligible grants will be entered into a general citywide application pool for retail entities. If a ward has insufficient eligible applicants, any leftover grants will be awarded to applicants from the general citywide application pool.

Applicants who are not awarded can request a debriefing call with DSLBD. If interested in engaging in the debriefing process, the request shall be made in writing and sent via email to DC.MainStreets@dc.gov within three (3) business days of receiving notice on their status. In the written request, the applicant must provide a detailed statement of its grievance. More details on DSLBD's Applicant Debrief and Grievance Process are available here: <https://dslbd.dc.gov/grant-debrief-and-grievance-procedures-applicants>.

6. 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 Robust Retail Grant will be notified of their status no later than one (1) week following the initial notification to awardees. More details on DSLBD’s Applicant Debrief and Grievance Process are available here: <https://dslbd.dc.gov/grant-debrief-and-grievance-procedures-applicants>.

B. Grant Award Acceptance

Awardees are expected to accept the award within three (3) business days from the date of the NOGA. NOGAs will list any contingencies and additional requirements. Awardees are expected to maintain their eligibility status at the time of the award and throughout the relevant expenditure timeframe as referenced in Section 4 of this RFA. Eligibility status is based on compliance with items outlined in Section 3 of the RFA as well as additional requirements set forth in **Appendix B**.

C. Post-Award Documents

Within five (5) business days from the date DSLBD sends the NOGA, awardees must submit the documents set forth in **Appendix B** and provide valid receipts for requested reimbursements set forth in Section 8D of this RFA.

D. Grant Reporting

Awardees must submit proof of the expense and proof of payment for reconciliation along with describing the grant’s impact (i.e., use of funds, an explanation of outcomes regarding how the funds helped the business maintain business operations/activities and viability, etc.) within ten (10) business days from the date DSLBD sends the NOGA.

Expense Reimbursement Requirements

1. Proof of expenses may be submitted in the form of invoices and dated itemized receipts. Proof of payment may be submitted in the form of dated itemized receipts, dated payroll documentation, or bank/credit card statements. DSLBD encourages the redaction of non-responsive information, such as expenses for which the business is not requesting reimbursement, balances, and overdue notices, on documents submitted as proof of expense or payment to protect the business’s privacy.
2. Uploaded receipts and other documentation must be clearly legible and verifiable.
3. Receipts under \$500 must be bundled into files of \$500 or more, with an included list describing each receipt.
4. All uploads must accurately reflect the costs listed in the budget chart.
5. All expenses sought for reimbursement must be incurred for the applicant’s specific DC business location identified in the application.

If documentation is not provided within ten (10) business days from the date DSLBD sends the NOGA, for any reason, then the awardee may forfeit the grant.

E. Additional Survey Assessment

DSLBD may survey awardees following disbursements. Grantees must comply with DSLBD's survey requests.

G. Disbursement (Payment)

Disbursement terms shall be determined after the selection of awardees and will be outlined in the NOGA. Terms may require DSLBD's collection of additional documentation, such as the items set forth in Appendix B. DSLBD anticipates disbursing grant funds in one (1) lump sum to each selected grantee.

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, DSLBD 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. This 30-day timeline starts after receipt of the applicable NOGA, a recipient is fully registered to receive payment via the District's payment systems or selected third-party payment systems, and the grantee successfully submits an invoice with all receipts and eligible proof of payment for the submitted expenditures.

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 addendums, amendments, or modifications. An awardee that cannot comply with final grant agreement terms and/or provide other requested materials by the turnaround times provided in this section of the RFA may be disqualified from their specific grant program, and DSLBD may award the grant to another applicant.

7. Important Legal Disclaimers

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

A. Grant Authorization

Pursuant to D.C. Official Code § 2-218.13(c-1), DSLBD has the authority to issue grants to local businesses (whether or not certified by DSLBD), community and neighborhood groups or other nonprofit organizations as necessary to effectuate the mission of DSLBD. Furthermore, pursuant to the Fiscal Year 2025 Local Budget Act of 2024, effective September 18, 2024 (D.C. Law 25-218; 71 DCR 11543) (the “LBA”), DSLBD has the legal authority to expend funds from its local appropriations to further its mission. This grant is also authorized via other applicable federal and District regulations, including but not limited to: OMB Circulars A-102 and A-133; 2 CFR 180; 2 CFR 225; 2 CFR 220; and 2 CFR 215.

B. Contingent

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

C. 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 the survey link provided. DSLBD will not accept applications submitted via hand delivery, email, mail, or courier service and will not review late submissions or incomplete applications.

D. Notice of Funding Availability

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

E. Conflicts

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, then the terms and conditions of this grant application shall be governed and interpreted under the laws of the District of Columbia and any applicable federal laws without regard to conflicts of law principles. It shall be the responsibility of the applicant to ensure compliance.

F. 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 FY25 Robust Retail. All costs incurred in developing and preparing any grant application shall be the applicant’s sole responsibility.

G. Ownership of Content

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

H. Accessibility

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

Attendees of a grant-funded business event may request language access to accommodation 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 grants 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.

I. 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 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.
4. DSLBD serves as its own reference when evaluating applications; it is not required to consult with outside parties. Grant decisions may reflect applicants’ 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.

8. Appendix A: Eligible Business Types

Below are non-exhaustive lists of eligible or ineligible business types for the FY25 Robust Retail Grant Program. If applicant's business type is not listed, please email DSLBD at DC.MainStreets@dc.gov to determine whether the applicant's business type is eligible under the Program.

✓ Eligible Business Types	✗ Ineligible Business Types
<ul style="list-style-type: none"> • Art Gallery • Art Supply Store • Bar or Tavern • Bookstore • Cards, Gifts, Party Store • Clothing/Specialty Apparel Store • Consignment Shop • Convenience Store/Corner Stores • Dry Cleaner • Florist with On-Site Retail • Furniture Store • Grocery Store • Gyms / Yoga, Dance, or Fitness Studios • Hair Salon / Barbershop • Restaurants • Winery, Brewery, Distillery (with tavern or manufacturer license) • Hardware Store • Health care and healthcare adjacent businesses (e.g., dentists, physical therapists, acupuncture, and chiropractor offices, etc.) • Home Goods • Jeweler • Laundromat • Nail Salon • Pet Supply Store • Pharmacy • Printing & Signage Shop • Specialty Shops • Tuxedo/Dress Rental Shop • Waxing Center • Wine Shop 	<ul style="list-style-type: none"> • Businesses that are franchises that are not independently owned and operated • Childcare providers • Nonprofit organizations • Online only / e-commerce businesses • Professional services (e.g., accountant, insurance, law office, etc.) • Home-based businesses

9. Appendix B: Pre-Award Document Requirements

The list of Pre-Award Documents below is non-exhaustive. Grant Staff may request additional documentation, as applicable.

- A. ACH Form – The form will be provided with the NOGA. This will be used to verify electronic fund transfer information and business bank information.
- B. Statement of Certification (*See Appendix C*)
- C. Pre-Award Affidavit, which includes
 - a. An affidavit indicating whether Grantee has complied with the filing requirements of DC tax laws, and whether the entity has paid taxes due to DC or is compliant with any payment agreement with OTR.
 - b. An affidavit indicating that they are current on all taxes, including Unemployment Insurance and Workers' Compensation premiums.
 - c. An affidavit indicating that they are not debarred from procurements by the federal government, the Government of the District of Columbia or any governmental entity.
 - d. A sworn statement, under penalty of perjury, that to the best of the Grantee's knowledge, after due diligence, Grantee is compliant with D.C. Official Code § 1-328.15 (b).
- D. Proof of Expense and Proof of Payment for all expenses sought for reimbursement by business.

10. Appendix C: Statement of Certification

I, [Individual Name], as the authorized [officer or representative] of [Business or Organization Name] (“Applicant”), swear to the truth of the information below:

1. The following individual is authorized to negotiate with DSLBD on behalf of the [Business or Organization Name]

Name: _____

Title: _____

Phone: _____

Email: _____

2. Applicant has, and will continue to have, adequate staff and resources to maintain adequate files and records and can and will meet all reporting requirements;
3. 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; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;
4. Applicant is, and will continue to be, current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers Compensation premiums;
5. Applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
6. 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 committed by any employee, board member, officer, partner, shareholder, or trainee;
7. 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, or similarly penalized pursuant to relevant processes of other Agencies, such as the revocation of Certified Business Enterprise (“CBE”) certification, 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;

8. Applicant has, and will continue to have, the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or subgrant, or the ability to obtain them;
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;
10. Applicant has a satisfactory record performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the applicant has otherwise established that it has the skills and resources necessary to perform the grant;
11. Applicant has a satisfactory record of integrity and business ethics;
12. Applicant has, and will continue to have, the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
13. Applicant is, and will continue to be, in compliance with the applicable District licensing and tax laws and regulations;
14. Applicant complies with provisions of the Drug-Free Workplace Act;
15. Applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations; and
16. Applicant agrees on behalf of itself, its officers, partners, principals, members, associates, employees and agents to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or subgrant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.