Fiscal Year 2026
Ward 8 Community Investment Fund Grant Program
Request for Applications Round II

August 7, 2026 at 2:00 pm Eastern Time ("ET") through August 21, 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 & Checklist—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
Appendix A: Pre-Award Document Requirements
Appendix B: Statement of Certification
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Appendix D: Final Report Requirements

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 Ward 8 Community Investment Fund ("**Ward8CIF**") Grant Program, beginning August 7, 2026 at 2:00 pm ET.

The Ward8CIF Grant Program is a DSLBD initiative created to increase the ease of doing business in the District. The FY26 Ward8CIF Grant Program will support Ward 8-based businesses by offering funding opportunities that promote equitable access to capital, sustainable business growth, and long-term success. The grant funds will reimburse eligible businesses for expenses incurred to maintain business operations and viability.

DSLBD intends to award approximately forty-eight (48) grants,[1] with a total of $430,000 in available funding for FY26. More information about each grant opportunity is listed below.

Ward8CIF BOSS	DSLBD intends to award approximately twenty-five (25) grants up to $8,000 each from $200,000 in available funding to eligible Ward 8-based businesses that have completed the required Back Office Support Session ("**BOSS**") training hosted by the DSLBD Innovation and Equitable Development Division ("**Inno.ED**").
Contract and Procurement Ready	DSLBD intends to award approximately twenty-three (23) grants up to $10,000 each from $230,000 in available funding to active Certified Business Enterprises ("**CBE**") based in Ward 8 that have completed a Contract and Procurement training session hosted by the DSLBD Business Development Division.

The Period of Performance for the FY26 Ward8CIF Grant Program will begin on the effective date of the relevant grant agreement and end on September 30, 2026.

[1] The maximum amount of allowed expenses is included in each funding opportunity description. However, the number of grants awarded, and the actual amount of each award will depend on the value of eligible expenses applicants submit during the reporting phase of the grant, once awarded. This approximate number of grant awards encompasses awards for both rounds of applications for the FY26 Ward8CIF Grant Program.

2. Online Application & Deadline

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

Applicants must submit all documents and attestations within the District Enterprise System ("**DES**"). Only one (1) application is allowed per licensed business location. Applicants can save progress on an application and return to make edits before final submission. Applications will not be accepted if submitted outside DES or after the FY26 Ward8CIF Grant Program deadline.

Key Dates

DSLBD anticipates reviewing grant applications beginning on August 24, 2026 and notifying awardees on or around September 10, 2026, but this timeframe is subject to change.

Date	Event
August 7, 2026 at 2:00 pm ET	Application Opens
August 19, 2026 at 2:00 pm ET	Last Day to Ask Questions
August 21, 2026 at 2:00 pm ET	Application Closes
August 24, 2026 – August 28, 2026	Application Review Phase 1 + Correction Window
September 4th, 2026	Application Review Phase 2 begins
On or around September 10, 2026	Applicants Notified of Status

DSLBD will offer several opportunities for prospective applicants to receive guidance about the grant program, application process, and receipt submission, as described in the table below.

Program Information Sessions (optional but recommended) Visit www.dslbd.dc.gov to register and see additional dates.	**August 11, 2026 at 3:00 pm ET (virtual)** **August 14, 2026 at 10:00 am ET (virtual)**
Application Prep Drop-in Office Hours (optional) Drop in during these one-hour group sessions to ask questions about completing the application. Visit www.dslbd.dc.gov to register and view additional dates.	**August 17, 2026 at 3:00 pm ET (virtual)**
Receipt Submission Training (required) Register at www.dslbd.dc.gov	**August 18th , 2026 at 2:00 pm ET (virtual)**

Dates for the BOSS Training and Contract and Procurement Training sessions will be provided to all applicants deemed eligible after Phase 1 of the application review is complete.

Look for additional FY26 Ward8CIF Grant Program information sessions and office hours at www.dslbd.dc.gov. Outside of an information session, send all questions in writing to Inno.ED@dc.gov. *DSLBD will not take questions via telephone, in-person (other than at the program information sessions, training sessions, and drop-in office hours), or via email to any email other than* Inno.ED@dc.gov. The last day to submit questions is August 19, 2026 at 2:00 pm ET.

Considerations for applicants:

A. DSLBD will confirm the business address provided in the application is in Ward 8.
B. Eligible business owners with more than one (1) licensed business location in Ward 8 may submit a unique application for each licensed business location. If multiple businesses with the same owner are selected via the lottery, only one (1) of the business locations may be awarded a grant.
    - Each independent location must have its own application to be eligible for a grant award.

C. It is recommended that applicants submit their applications at least 24-48 hours before the final deadline of August 21, 2026, at 2:00 pm, to ensure that they can resolve any technical difficulties if they arise.

3. Eligibility & Checklist

Applicants must meet the following criteria at time of application:

- Have an **active status** at the time of application with the DC Department of Licensing and Consumer Protection Corporation Division ("**DLCP**") as a **for-profit organization type** (e.g., LLC, Business Corporation, etc.).
- The applicant business must be operating and **licensed to provide all the goods and services sold** at the Ward 8 business location identified in the application.
    - The business license(s) must be **Active** and issued by DLCP or other authorized DC licensing authority for the respective type of business license.
- The applicant's business is not among the **business types ineligible for the Ward8CIF Grant Program**. Ineligible business types include business franchises that are not independently owned and operated, nonprofit organizations, businesses licensed with DLCP for the residential Rental Housing categories, and/or businesses selling illegal goods or services.
- Be a for-profit business with fewer than twenty-five (25) full-time employees ("**FTE**").
- The applicant's business, owner(s), 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 must also attest that they currently meet, or will meet, the requirements listed below by September 4, 2026. Failure to meet any requirements by September 4, 2026 will result in ineligibility to receive a FY26 Ward8CIF grant award.

- Applicants must complete the following required training sessions for the funding opportunity:
    - Ward8CIF BOSS program applicants must complete the following trainings:
        - BOSS Training Session.

        - All eligible applicants will be contacted with the training session information.
    - Receipt submission training.
- Contract and Procurement Ready program applicants must complete the following trainings:
    - Contract and Procurement Training Session.
        - All eligible applicants will be contacted with the training session information.
    - Receipt submission training.
- Applicants must have submitted a completed Equitable Access to Capital survey response ("EAC Survey") response within the last 18 months and by no later than September 4, 2026.
    - The business name and address listed in the EAC Survey response must match those in the grant application.

In addition to the eligibility requirements listed above, applicants for the Contract and Procurement Ready grants must be active CBEs.

Applicants who do not meet the eligibility requirements for a FY26 Ward8CIF Grant will not be considered.

Required Documents and Attestations for Eligibility

For-profit businesses applying for a FY26 Ward8CIF 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) Valid Photo Identification ("**ID**") for the Majority Owner	Acceptable forms of ID include: • DC issued Driver's License • DC issued Non-Driver Identification Card • Passport The ID must be active and not expired. ID from states other than DC are not accepted.
b) Active DC Business License Number, issued by DLCP	The license must: ○ Be active,

	○ Be searchable in the DLCP Business License Search Tool (https://scout.dcra.dc.gov, and ○ Reflect an address in Ward 8. If providing proof of alternative licensure, the license must: ○ Be active, ○ Be relevant to the entity's industry, and ○ Reflect an address in Ward 8.
c) Corporate Registration File Number and Good Standing Status, as determined by DLCP's Corp Online database	The Corporate Registration File Number provided must: ○ Be active, and ○ Demonstrate good standing (e.g., not expired, rescinded, or revoked). Status can be verified at https://corponline.dcra.dc.gov.
d) Certificate of Clean Hands ("**CCH**")	The CCH must: ○ Be issued within the last 90 days, ○ Demonstrate no outstanding liability with the District, ○ Be in the name of the business in the application, ○ Match the business address in the application, and ○ Have the last four digits of an Employer Identification Number ("**EIN**") that matches the EIN provided in the application. 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. Generate a CCH for free at: https://otr.cfo.dc.gov/page/certificate-clean-hands.
e) Employer Identification Number	The EIN provided must match the digits displayed on the relevant CCH. Available for free at https://irs.gov.
f) If applicable, Certified Business Enterprise Number *Only required for businesses applying to the Contract and Procurement Ready funding*	Number must be for the applicant business and must be the same number listed on the DSLBD website at https://dslbd.secure.force.com/public/.
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 B for the full text of the SOC.

Attestation Checklist

Attestation	Description
a) Business Operation	Attest that the business is open and operating. (*Businesses that are not open AND operating are not eligible*). Acknowledge the statement in the system by entering your full name.
b) Applicant is the majority owner or authorized representative	Attest that the applicant is the majority business owner or authorized representative. Acknowledge the statement in the system by entering your full name.

c) 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. Acknowledge the statement in the system by entering your full name.
d) No Double Dipping	Attest that if awarded, the business will not request reimbursement for the same expenses from another grant source. Acknowledge the statement in the system by entering your full name.
e) Attend Required Training Sessions	Attest that the business has attended, or will attend, the required training sessions by September 4, 2026. Acknowledge the statement in the system by entering your full name.
f) Complete Equitable Access to Capital	Attest that the business has submitted a complete EAC Survey response within the last 18 months or will complete the EAC Survey by September 4, 2026. The business name and address listed in the EAC Survey response must match those in the application. Acknowledge the statement in the system by entering your full name.
g) Accountability	Attest that the applicant business has completed all reporting requirements for DSLBD and DC Government grants previously awarded and closed in the last two (2) years. *Failure to complete reporting for DSLBD direct-to-small business grant rounds, and previous Ward 8 Community Investment Fund Grant Program sub-awards, will result in disqualification from this grant round.* Acknowledge the statement in the system by entering your full name.

The above checklists cover ALL the required documentation used to determine an applicant's eligibility.

4. Restrictions on Allowable Uses of Funds

FY26 Ward8CIF 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.

Administrative – examples of eligible costs below:
Rent for Commercial Property (time bound to the Period of Performance)
Office Equipment
Employee Payroll
Insurance
Software and Technology – examples of eligible costs below:
Administrative Subscription Services (CRMs, Document Management)
Website Development and Maintenance
Business Software or Upgrades
Audit & Accounting – examples of eligible costs below:
Accounting Software
Accounting Costs
Audit Services
Programmatic – examples of eligible costs below:
Events
Program Activations
Physical Improvements
Utilities – examples of eligible costs below:
DC Water (time bound to the Period of Performance)
Washington Gas (time bound to the Period of Performance)
Pepco (time bound to the Period of Performance)
Advertising – examples of eligible costs below:
Promotional Materials (Physical)
Promoted Social Media Posts or other forms of advertisement
Inventory – examples of eligible costs below:
Raw Materials (components used to produce goods sold by applicant business)

Cost of Goods for Sale
Packing and Packaging Materials

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. Selection Process

DSLBD will conduct a two-part application review and selection process as detailed below.

Phase 1: Eligibility Review

DSLBD will review all applications submitted by **August 21, 2026, at 2:00 pm ET** to determine applicant eligibility for the Ward8CIF Grant Program. Only **complete applications submitted before the deadline that provide all valid required documents and attestations** will advance to Phase 2. All applications deemed eligible during Phase 1 will move on to Phase 2.

Applicants will be notified following this review regarding whether they will proceed to Phase 2.

Phase 2: Ranking and Selection Process

Beginning on September 5, 2026, program staff will verify all eligible applicants completed the EAC Survey and required trainings for the applicable funding track (outlined in Section 3 of the RFA). Only applicants who satisfy the requirements for Phase 1 and 2 will proceed to the randomized ranking process.

DSLBD will use an **automated random ranking system** to assign each eligible application to a random position within its respective funding opportunity. This ranking will be used **to conduct the randomized selection process** for the Ward8CIF Grant Program. The Director of DSLBD will review the results of the ranking process and will finalize and announce the selected awardees.

The Department will notify awardees in the rank order to submit proof of eligible expenses (up to $8,000 for selected awardees under the Ward8CIF BOSS funding opportunity and up to $10,000 for selected awardees under the Contract & Procurement Ready funding opportunity). However, the final amount awarded to these prospective awardees will depend on the value of eligible expenses finalists can provide. As an example, if a finalist has only been able to demonstrate $5,000 in eligible expenses at the end of the reporting period, they will receive $5,000.

If funds remain after the expense review process, DSLBD will use the original rank order from the randomized ranking process to invite additional applicants to the pool of finalists and repeat the expense review process until all funds have been allocated.

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.

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 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 upon 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 the 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 D).

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, a 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 the dates provided in the applicable grant agreement 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 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 July 31, 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 Ward8CIF 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 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 business 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. This list of pre-award documents is non-exhaustive. Grant staff may request additional documentation, as applicable.

A. **Proof of Expense and Proof of Payment** for all expenses sought for reimbursement by business per Appendix C.
B. **Bank Account Information for electronic transfer of grant funds**, which is submitted directly to the designated payor entity.
C. **Reporting via DES**, including a brief statement of the impact of grant funds and submission of expense reporting with receipts.

Appendix B: 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);[2]

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*.

[2] 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 C: Expense Receipt Documentation Requirements

Finalists must submit qualifying receipts by the deadline set by DSLBD in the applicable Notice of Grant Award. Before submitting expenses, finalists must attend a virtual Expense Receipt Documentation Training Session. *See* Section 2 of the RFA for training dates and times.

There will be no correction window for receipts, therefore, it is imperative that finalists attend the Expense Receipt Documentation Training Session and read the guidance below.

A. **Proof of expenses** may be submitted in the form of invoices and dated itemized receipts. These receipts should total the grant amount requested in the application.

B. **Proof of payment** may be submitted in the form of dated itemized receipts, dated payroll documentation, or bank/credit card statements.

C. Uploaded receipts and other documentation must be **clearly legible and verifiable**.

D. **Receipts under $500** must be bundled into files of $500 or more, with a list describing each receipt included.

E. DSLBD will compare your business's proof of grant fund expenditures and justifications against approved costs set forth in the applicable grant agreement and disallow costs that do not compile with program requirements. All proof of grant expenditures must accurately reflect the expenses reported in DES.

F. All expenses sought for reimbursement must be incurred for the applicant's specific Ward 8 business location identified in the application.

G. 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 expenses or payment, to protect the business's and/or the owner/staff's privacy.

H. If a finalist does not submit complete and accurate receipt documentation for allowable expenses totaling the amount requested in the application by the receipt submission deadline, then DSLBD will not execute a grant agreement with the finalist, meaning the finalist will not receive grant funds under this Grant Program.

I. During this review process, **applicants will be disqualified** from receiving a grant award if they do not submit receipts via the online system by the receipt submission deadline indicated in their notification email.

Additional requirements may be conveyed during the required training.

Appendix D: Final Report Requirements

- Summary of program outcomes and achievements (Impact)
- Summary of lessons learned
- Additional metrics outlined in the grant agreement