



2022 CBE Equity Impact Enterprise Grants

Official Request for Applications (RFA)

Application Submission Period: April 5, 2022 through April 22, 2022
Issued by the Department of Small & Local Business Development (DSLBD).
Updated: March 31, 2022

The final deadline to apply is April 22, 2022 at 2 pm eastern.
No Exceptions.

*Look for paperwork boot camps & grant information sessions at <http://bit.ly/DSLBDeventbrite>.
Send all questions in writing to Business.Opportunities@dc.gov.*

How to use this document to guide your application process.

This Request for Applications (RFA) is the full set of instructions for applicants to understand how to complete the application. All applicants are encouraged to read this entire document. It outlines the following important sections:

1. Objectives

What DSLBD seeks to accomplish through the grant.

2. Application Link

Where eligible businesses can submit an application online.

3. Deadlines

The final deadline, pre-eligibility check deadlines, and the questions deadline.

4. Eligibility Documentation & Attestations

What businesses are eligible to apply & the needed paperwork.

5. Allowed Costs and Restrictions

How the funds can & cannot be spent.

6. Budget Reporting Requirements

Required expense information.

7. Selection

How DSLBD decides awardees.

8. Award Information

What happens if you are awarded a grant.

9. Important Legal Disclaimers

DSLBD's legal reservations in addition to those listed above.

Questions?

DSLBD will hold an information session and a paperwork boot camp during the grant application period as advertised via the DSLBD Eventbrite site at: <http://bit.ly/DSLBDeventbrite>. These sessions will be recorded and made available to all applicants.

All other questions will be answered via email only by DSLBD staff via Business.Opportunities@dc.gov email address. Please submit all questions not asked in an information session to Business.Opportunities@dc.gov.

1. Objective

The Department of Small and Local Business Development (DSLBD) is excited to announce that it will be accepting applications for the **Equity Impact Enterprise (EIE) Grants starting April 5, 2022 and closing April 22, 2022.**

Businesses must be certified with DSLBD as a Certified Businesses Enterprise (CBE) with the sub-designation “Equity Impact Enterprise” as of April 22, 2022, and maintain this designation through May 15, 2022, the intended date of awards, to be eligible to apply for an EIE grant.

DSLBD intends to award up to \$5,000 per grant from the total \$1,500,000 in available funding for Fiscal Year 2022. Award amounts will be determined based on the total number of applicants selected for an award.

2. Online Application

Apply at:

[https://www.zoomgrants.com/zgf/DC Government DSLBD/CBE Equity Impact Enterprises.](https://www.zoomgrants.com/zgf/DC Government DSLBD/CBE Equity Impact Enterprises)

Only applications submitted through the online system, Zoom Grants, will be accepted and reviewed for eligibility and selection. No application materials will be accepted outside of the application system or after the grant deadline.

Zoom Grants is a third-party provider that offers customer assistance for login issues, issues with saving your application, and other IT related issues for your application. Zoom Grants provides technical support Monday – Friday from 10am-7pm eastern time. Reach out to Zoom Grants at any time during the application period if you have technical difficulties by emailing Questions@ZoomGrants.com.

If a business submits multiple applications, only the most recent application submitted will be considered.

We recommend submitting your application at least 24-48 hours before the final deadline to ensure that you are able to resolve any technical difficulties if they arise. DSLBD will not accept late applications for any reason.

3. Deadlines

There are three deadlines that applicants should monitor.

- **Eligibility Pre-review:** Applicants who complete eligibility documentation by April 13, 2022, at 2 pm will receive a courtesy review and determination of their eligibility on a rolling basis.
- **Question Deadline:** The last date to ask questions about the grant application is April 20, 2022, at 2 pm. Questions asked after this time cannot be guaranteed a response prior to application deadline.

- **Final deadline: The final deadline for DSLBD’s acceptance of applications is April 22, 2022, at 2 pm eastern. No Exceptions.**

4. Eligibility Requirements

Only Certified Business Enterprises (CBE) with or that have obtained by April 22, 2022 the CBE Equity Impact Enterprise (EIE) designation, as verified in DSLBD’ CBE database, and still maintains certification with the EIE designation through May 15, 2022, are eligible to apply for this grant.

To be eligible, businesses must submit all required documentation by the final deadline. All documentation is subject to verification.

- Unverifiable information will result in the application being disqualified.
- Applications from businesses that have demonstrably failed to meet reporting requirements on previous DC Government and DSLBD grants will be deemed ineligible.
- Failure to meet any requirement of the application and eligibility criteria by the application deadline will result in in the application being disqualified as ineligible.
- 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 appropriate.

Eligibility Documentation Uploads Checklist	
Business Formalized	Federal Employment Identification Number (FEIN) or (EIN)
Active Business License Number	An active business license issued by the Department of Consumer and Regulatory Affairs (DCRA).
Clean Hands Compliant	Office of Tax and Revenue (OTR) issued clean hands certificate in the name of the business, under the business EIN, verifiable against the OTR public database in MyTax.DC.Gov. (https://otr.cfo.dc.gov/page/certificate-clean-hands). The document must be dated October 1, 2021, or later.
Certified Business Enterprise Equity Impact Enterprise Designation	Valid CBE Number for an active CBE certification with an Equity Impact Enterprise sub-designation by April 22 and through May 15, 2002, as verifiable in the DSLBD CBE database (viewable externally at https://dslbd.secure.force.com/public/).
Documentation of Qualified Expenses	Documentation that the business made allowable expenses of at least \$2,500 and up to \$5,000 during Fiscal Year 2022 (October 1, 2021 – September 30, 2022).
Prepared for Tax Reporting	Current IRS W-9 https://www.irs.gov/pub/irs-pdf/fw9.pdf . <u>Grant funds are considered taxable income for your business.</u>

In addition to providing eligibility documentation, applicants must make several attestations regarding the applicant business. It is important that applicants answer these attestations accurately and honestly, as the owner applicant is making a legal claim to the truth of these statements.

Attestation Check List	
Business Operation	Attest that the business is open and operating. Businesses that are not open AND operating are not eligible.
Applicant is Owner	Attest that the applicant is the business owner.
No Double Dipping	Attest that the business has not been reimbursed for the expense(s) by another DC Government agency or other business grant, and if awarded will not request reimbursement for these same expenses from another grant source.
Accountability	Attest that the business has completed all reporting requirements for DSBLD and DC Government grants previously received and closed in the last 2 years. <i>Failure to complete reporting for previous DSLBD direct to small business grant rounds will result in disqualification from this grant round.</i>
Can Receive Electronic Funds	Attest that the business has a business bank account that can receive an electronic funds transfer if awarded the grant.
Full Accuracy	Attest that all information provided in the application is true and accurate.

5. Restrictions on Allowable Uses of Funds

Grant funds have several allowed uses and several restricted uses. The “Period of Performance” is October 1, 2021 – September 30, 2022. All expenses funded by this grant must occur during this time and must be demonstrated with proper receipts or bank statements showing the funds were properly expended by the business in the below categories.

DSLBD will consider uses that support and promote the resiliency of your CBE EIE business. The proposed use of funds must be accepted by DSLBD.

DSLBD will explicitly allow grant reimbursement or payment for expenses for the applicant business that cover:

1. Employee/Owner Wages and Salaries
2. Insurance
3. Commercial Space Rent
4. Utilities
5. Inventory
6. Cleaning Supplies
7. New Delivery or Online Costs
8. Taxes, Debt Service
9. Accounting, Bookkeeping, Legal, or Marketing Services
10. Communications Costs, including printing
11. Obtaining Certifications, which would position your business to bid on government contracts
12. Purchase of Office Equipment
13. Other expenses as accepted by DSLBD.

The grant funds **cannot** be used for any of the following:

1. Expenses incurred before October 1, 2021, or after September 30, 2022.
2. Expenses that are reimbursed by a different grant from DC Government.
3. Any interior or exterior construction not permitted by DC Code.
4. Assistance to bring legal charges against the District of Columbia.
5. Any undocumented expense.

6. Budget Reporting Requirements

Applicants are required to submit proof of all expenses to be reimbursed or projected costs as part of their initial proposal for eligibility. DSLBD will reconcile the receipt and expenditure documentation based on final submitted documentation by the April 22, 2022, 2 pm deadline. If the full amount of allocated funding per awardee (up to \$5,000) of allowable, reimbursable or projected expenses cannot be reconciled from the provided documentation, the grant award may be forfeited in part or in total.

Budget Requirements:

1. Proof of expenditures may be submitted in the form of dated receipts, dated payroll documentation, or bank/credit card statements. *Non-responsive information (expenses for which the business is not requesting reimbursement, balances, overdue notices) on bank/credit card statements may be redacted to protect the privacy of the business and is encouraged.*
2. Proof of projected expenditures may be submitted in the form of a current invoice or price proposal.
3. All uploaded receipts and documentation must be clearly legible.
4. Receipts under \$500 must be batched into files of \$500 or more, with an included list of each receipt.
5. All uploads must be accurately reflected in the budget chart.
6. All expenses must be expenses for the business location applying for the grant.

7. Award Process

A. Eligibility Review

Following the closing deadline(s), DSLBD will disqualify businesses that do not comply with the instructions in the RFA. The Agency reserves the right to accept or deny any or all applications if the Agency determines it is in the best interest of the Agency to do so. The Agency shall notify the business if it rejects a proposal. The Agency may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.

B. Eligibility Criteria and Review Process

DSLBD intends to select grant recipients based on timeliness, eligibility status, completeness of application and supporting documents and other requirements. DSLBD staff will review eligibility and provide feedback to businesses deemed ineligible or not yet eligible during the open grant period. The Director of DSLBD will make the final determination on the selection and approval of grant awards.

8. Award Information

Grant notification announcements of selected awards will be made on or around May 2, 2022.

Selected grantees will need to complete reimbursement expenditure reporting for up to \$5,000 of qualified business expenses between May 2, 2022, and May 6, 2022, and sign a grant agreement with DSLBD by May 6, 2022. The agency anticipates signing grant agreements between DSLBD and the grantees between May 2, 2022, and May 6, 2022. If agreements are unable to be executed within five (5) business days of grant award notification, for any reason, then the grant may be forfeited. The grant agreement will require additional documentation and reporting. This will include electronic fund transfer information (an ACH form) for the business bank account and final report about how the grant benefited the business.

Grantees are required to prepare a final report providing a description of the impacts of the grant.

Terms of disbursement shall be determined after applicants are selected for grant award. Grants will be disbursed in one sum. DC Government pays all invoices within thirty (30) days of receipt of invoice. **This timeline does not start until after an executed grant agreement is in place, a recipient is fully registered to receive payment, and invoice has been submitted, and the invoice is approved.**

DSLBD will notify successful applicants of its selection decision by email and send a Notice of Grant Award to the selected grant recipients. This will include additional post-award instructions.

Additional information may be required as part of a final grant agreement. An awardee that cannot provide these and other requested materials within five (5) business days of notification of grant award may be disqualified and DSLBD may award the grant to another applicant.

9. Reservations

This section includes reservations that DSLBD makes in releasing this RFA.

A. Application Acceptance

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

B. Notice of Funding Availability

DSLBD published the Notice of Funding Availability (NOFA) in the DC Register and the OPGS Funding Alert. The NOFA is available at http://bit.ly/dslbd_grants.

C. Reservations

Funding for any grant award is contingent on continued grantor funding.

Funding for a grant award is contingent on the selected awardee entering into a grant agreement with DSLBD.

Publication of Request for Applications does not commit DSLBD to make any awards.

DSLBD reserves the right to issue addenda and/or amendments subsequent to the issuance of the NOFA or RFA, or to rescind the NOFA or RFA. DSLBD will post addenda or amendments in the online application (see below). Applicants are responsible to review and adhere to any RFA addenda or amendments. Funding for this award is contingent on continued funding from the grantor. The RFA does not commit the Agency to make an award.

DSLBD may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any DSLBD federal regulation or requirement.

DSLBD reserves the right to accept or deny any or all applications if DSLBD determines that it is in the best interest of the District to do so.

DSLBD shall not be liable for any costs incurred by an applicant in the preparation of one or more grant applications for this grant. The applicant understands and agrees that all costs incurred in developing and preparing any grant application shall be the applicant's sole responsibility.

DSLBD may conduct pre-award on-site visits to verify information submitted in a grant application.

DSLBD serves as its own reference in evaluating applications. Grant decisions will reflect applicants' performance in managing previous grants.

DSLBD may enter into negotiations with an awardee and adopt a firm funding amount or other revision of the awardee's proposal that may result from the negotiations.

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 provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.