



**Fiscal Year 2025
Request for Applications
DC Main Streets Grant Program (Various Locations)**

How to use this document to guide your application process:

This Request for Applications (“**RFA**”) is the full set of instructions for the application process. **Applicants are encouraged to read this entire document before submitting an application.** This RFA outlines the following important sections:

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The DC Main Streets (“**DCMS**”) program is a comprehensive economic development program that supports the revitalization of business corridors (“**Business Corridors**”) in the District of Columbia (“**DC**,” “**D.C.**,” or the “**District**”), particularly District-based brick and mortar small businesses. The DC Department of Small and Local Business Development (“**DSLBD**”) is soliciting grant applications from eligible non-profit organizations to operate and manage a Main Street (“**Main Street**”) program during Fiscal Year (“**FY**”) 2025 (October 1, 2024 through September 30, 2025).

Applicants may apply to operate and manage a Main Street in one of the following Business Corridors:

1. Ward 2’s Foggy Bottom | West End Main Street
2. Ward 4’s Upper Georgia Avenue Main Street
3. Ward 4 and 5’s “The Parks” Main Street (Riggs Park and Manor Park)
4. Ward 7’s Deanwood Heights Main Street

DSLBD published the initial Notice of Funding Availability (“**NOFA**”) in the October 18, 2024 edition of the DC Register (www.dcregs.dc.gov). The NOFA is also available at <https://dslbd.dc.gov/service/current-grant-opportunities>.

I. PURPOSE OF THE GRANT

DSLBD supports nearly 4,000 brick and mortar retail businesses across the District in 29 designated Main Streets in Business Corridors across all 8 Wards. Funding for these Main Streets come through local District tax dollars. DSLBD is committed to supporting all District-based small businesses in order to develop a thriving small business ecosystem and help make DC an attractive and interesting place to live, work, and visit.

Following the award of a DCMS grant, each Business Corridor Grantee (“**Grantee**”) provides front-line support to small businesses that often feel left behind in the era of online shopping and drop shipping. Grantees are the connectors between small business owners and District government. The Grantee’s Executive Director, with the Board of Directors’ (“**Board**”) support, is expected to execute a work plan that includes building relationships with businesses, distributing small dollar grants to businesses, creating a sense of place and identity for the Business Corridor, and maintaining a healthy non-profit organization. The Grantee’s Board is responsible

for fundraising, overseeing the Executive Director, recruiting new board members and volunteers, developing relationships with stakeholders to advance the Grantee’s mission, and staffing events held by the Grantee.

Grantees are also evaluated under accreditation standards established by Main Street America (“MSA”) in its [Main Street Approach](#). These standards require each Grantee to develop a Transformation Strategy for their Business Corridor. The Transformation Strategy details a commercial strengthening plan focused on organization, design, promotion, and economic vitality.

MSA has authorized DSLBD to serve as DC’s coordinating program for DC Main Streets operators. DSLBD strongly encourages all applicants to review the Main Street Approach summary available here: <https://mainstreet.org/about/how-we-work/the-main-street-approach>.

DSLBD provides funding and support to Grantees as they apply the Main Street Approach to their Business Corridor. Grant funds can be used for small business grants, technical assistance, and activities that strengthen the businesses within each Business Corridor according to the details and descriptions within this RFA.

DSLBD will designate one Grantee per Business Corridor to operate a Main Street. DCMS grants may be renewable at the conclusion of each fiscal year. All DCMS grant awards and renewals are contingent upon compliance with all terms of this RFA and future RFAs, the related grant agreement(s), and District law. DSLBD has sole authority to determine all grant terms (including the terms of potential grant renewal). Grant terms are subject to change.

This grant opportunity is competitive. Applicants may submit one (1) Main Street application for one (1) Business Corridor per DSLBD application cycle.

A. Applicant Goals

Applicants should demonstrate an ability to:

1. Successfully implement and follow MSA’s Main Street Approach, including identifying and adopting a Transformation Strategy that articulates a focused path to strengthening the indicated Business Corridor’s economy;
2. Exhibit sound and sustainable fiscal capacity;
3. Demonstrate program capacity within the selected Business Corridor;
4. Enhance the unique physical and design assets of the Business Corridor;

5. Lead a locally-driven, sustainable, and independent Main Street Program;
6. Successfully assist the Business Corridor with retention, expansion, and attraction of neighborhood-serving businesses;
7. Cultivate partnerships, catalyze property development, and create a supportive environment for entrepreneurs that attracts resources for the Business Corridor;
8. Retain support for revitalization from neighborhood residents and other community stakeholders as customers, donors, and volunteer leaders;
9. Host promotional events, activities, and marketing campaigns that showcase the Business Corridor’s unique characteristics;
10. Demonstrate willingness to become an MSA Accredited Main Street Business Corridor.

B. Business Corridors.

The eligible FY 25 Business Corridors include the following ([map available here](#)):

1. **Ward 2’s Foggy Bottom | West End Main Street** – M Street NW to Pennsylvania Ave NW from 26th St NW to New Hampshire Ave NW, Pennsylvania Avenue NW to I Street NW From New Hampshire Ave NW to 20th Street NW, Washington Circle NW (National Park Service Land), New Hampshire Ave NW from Virginia Ave NW to Pennsylvania Ave NW, I Street NW to Virginia Ave NW from 27th NW to New Hampshire Ave NW, Virginia Ave NW to F Street NW from Rock Creek Parkway NW to 25th St NW, Virginia Avenue NW to E Street NW from the I-66 Highway Expressway to 23rd Street NW.
2. **Ward 4’s Upper Georgia Avenue Main Street** – Georgia Avenue NW from Missouri Avenue NW to Eastern Avenue NW, the 1200 block of Tuckerman Street NW and the 900 block of Sheridan St NW.
3. **Wards 4 and 5’s “The Parks” Main Street (Riggs Park and Manor Park)** – 5700 block of 2nd Street NE between Riggs Road NE and New Hampshire Avenue NE; Riggs Rd NE from the railroad tracks to Chillum Place NE; South Dakota Avenue NE from Riggs Road NE to Galloway St NE; and 3rd Street NW from Rittenhouse Street NW to Sheridan Streets NW.
4. **Ward 7’s Deanwood Heights Main Street** – Minnesota Avenue NE from Nannie Helen Burroughs Avenue NE to Sherriff Road NE; Sheriff Road NE from Minnesota Avenue NE to Eastern Avenue NE; Division Avenue NE

from Sheriff Road NE to Foote Street NE; and Nannie Helen Burroughs Avenue NE from Division Avenue NE to Minnesota Avenue NE.

II. APPLICATION PROFILE AND DATES

The Main Street grant application (“**Application**”) is hosted in an online portal through applicants will submit all information requested in this RFA.

A. Registration.

All applicants must register and apply online at:

<https://www.zoomgrants.com/zgf/FY25DCMAINSTREETS>

If typed, this address must exactly match including the capitalized letters. To start an application, log in or create a ZoomGrants account via the link above. Any issues registering or accessing your account should be directed to questions@zoomgrants.com. To complete a profile, applicants must complete:

1. Applicant organization’s full legal name
2. Registered mailing address
3. Primary contact person; the applicant’s authorized representative
 - a. Name
 - b. Email
 - c. Phone number

DSLBD shall not be liable for any costs incurred in the preparation of applications in response to this RFA. Applicant agrees that all costs incurred in developing the application are the applicant’s sole responsibility.

Applications will not be accepted via hand delivery, mail, or any other means.

B. Application Dates.

Relevant applicant dates and deadlines are as outlined below:

Monday, October 21, 2024, at 5:00 pm ET	Application Open	Applicants can begin their applicant responses and attachments in the ZoomGrants portal
Tuesday, November 5, 2024	DSLBD Advance Eligibility Review	On this date, DSLBD will review all pending and submitted applications for eligibility. **Applications submitted after this date will receive their

		eligibility review after the Application Close.
Monday, November 11, 2024	Missing/ Incomplete Information Response (pending Advance Eligibility Review)	Pending the Advance Eligibility Review, DSLBD will notify the applicant’s point of contact of any missing or incomplete information by this date. Applicants can continue to update missing or incomplete content until the Application Close.
Monday, November 18, 2024, at 2:00 pm ET	Application Close	All Applications must be completed and submitted to DSLBD.

Applicant workshops will be held in person and virtually on dates and at locations according to DSLBD’s Eventbrite link [here](#). Attendance at an applicant workshop is encouraged but optional.

III. APPLICANT ELIGIBILITY

Applicants must demonstrate eligibility by completing all required narratives and uploading all required documentation to the applicant portal within the application window. **Late submissions and incomplete applications will not be reviewed or considered for award.**

Applicants are fully responsible for the content of their application materials. Confirmation of receipt of documents does not guarantee eligibility or review by the grants panel. DSLBD staff is not permitted to make corrections to applications on behalf of applicants.

Any organization suspended from any DSLBD grant program for any reason within the past five (5) years is not eligible to apply for this grant opportunity. DSLBD will not solicit offers from, award grants to, renew, extend grant agreements with, or consent to subcontracts with entities that have been suspended during this timeframe.

IV. COMPLETING THE APPLICATION

The Application is in two parts: required document uploads and narrative questions.

A. Required Document Uploads

1. IRS 501c3 Determination Letter
2. DC Office of Tax and Revenue Certificate of Clean Hands dated within the past 90 days.
3. IRS tax filing. Either:
 - a. Copy of the most recently completed IRS 990, or
 - b. For applicants that do not yet have a 990, include an attestation clarifying the non-profit status and anticipated filing timing.
4. Financial Self-Certification- internal review of management's financial controls signed by the Board Treasurer and the Executive Director.
5. Program Budget
 - a. Please refer to [Section V.C](#) of this RFA for additional budget guidelines when preparing your proposed budget.
 - b. Download the budget template, complete, then reupload.
6. Organizational Budget
 - a. Approved by the Board, including expenses and income for the current fiscal year.
 - b. Must also define the Applicant's fiscal year.
7. Income Statement, including the last 12 months of revenues and expenses.
8. Balance Sheet showing the most recent assets and liabilities.
9. Resumes or bios of key individuals.
 - a. An Executive Director (if selected), Board leadership, and/or other supporting staff members.
 - b. Combine all resumes into a single PDF document for upload.
10. Three (3) letters of support from businesses within the Business Corridor.
 - a. Letters of support cannot be from a template or the same letter signed by multiple businesses.
 - b. Combine all letters into a single PDF document for upload.

B. Narrative Questions:

Please complete all information on behalf of the Applicant organization:

1. **Federal Employment Identification Number (FEIN)**
2. **DC Business License Number**
Applicants must have an active business license.
3. **DC Department of Licensing and Consumer Protection (DLCP) Corporations File number.**
Applicants must be in good standing. Number sourced from [DLCP's CorpOnline](#).
4. **DC Office of Tax and Revenue Certificate of Clean Hands number**
(begins with "L00..."). Sourced from applicant's account on [MyTaxDC](#).
5. **Response Narratives** (*maximum 250 words for each question*):
 - a. State the applicant organization's core mission and/or vision.
 - b. Describe the applicant organization's history of engaging the local business community and the resulting benefits to the neighborhood from those engagements. Specify your work within the District of Columbia and ideally the businesses within this Business Corridor.
 - c. Discuss why the applicant organization is interested in applying to serve this particular Business Corridor.
 - d. Detail three (3) existing assets of the current Business Corridor and how these can activate future opportunities for the Business Corridor.
 - e. Detail three (3) current liabilities of the Business Corridor and how these may present potential future challenges for the Business Corridor
 - f. Explain how your organization would engage the community – both businesses and residents -- to identify a Transformation Strategy for this Business Corridor.

Transformation Strategy: Each Grantee must develop and advance a Transformation Strategy. Transformation Strategies articulate a focused, deliberate path to revitalizing or strengthening a commercial district's economy. These Strategies help guide the Main Street program's work and are informed by the needs of the Business Corridor and the community.

- g. Detail a potential marketing and promotional strategy for this Business Corridor. Consider including one to two events that would fit within your eventual Transformation Strategy.
- h. Discuss your goals to build on the current assets and identity of this Business Corridor. Explain what activities you would propose to reach those goals. Sample activities could include rehabilitating structures, activating vacant or underused plots of land, beautifying public spaces, etc.
- i. Each Grantee will need roughly **\$15,000 in unrestricted matching funds** to cover costs and bridge programmatic gaps throughout the year. Please detail where these funds would come from or the organization's strategy to generate them.
- j. The Executive Director (or Program Manager, as applicable) is a full-time role, and the person in this position is charged with executing the goals of the Grantee and terms of this grant. Grantees must also maintain a key governing (or as applicable, advisory) Board for the duration of this grant. Detail your recruitment and retention strategy for these roles.
- k. Detail your operating experience running a non-profit. Topics should include staffing and board management, budgeting, grant compliance, etc.
- l. Discuss what you envision as your organization's goals for the first 12 months of operating this Business Corridor and how you would measure success in your first year.

6. **Applicant Attestations**

Applicants must agree to the following statements:

- a. "I declare, certify, verify, attest and state under penalty of perjury that this application, and the supporting documents submitted are true and correct to the best of my knowledge and belief."
- b. "I declare that the contents of this application have been provided independently and without consultation, communication, or other interaction with any other competitor for the purpose of restricting competition related to this solicitation or otherwise influence the awarding of this grant."

- c. "I understand that any fraud or misrepresentation on an application shall be grounds for automatic rejection or denial of the application. I also understand that failure to provide full disclosure of any requested information may result in the rejection of the application."

V. GRANT AMOUNTS, PERIOD OF PERFORMANCE, and BUDGETS

A. Grant Amount

DSLBD will award one (1) grant for each of the aforementioned Business Corridors. Main Street grant awards will be as follows:

- 1. Ward 2’s Foggy Bottom | West End - **\$175,000.00**
- 2. Ward 4’s Upper Georgia Avenue – **\$150,080.00**
- 3. Ward 4 and 5’s “The Parks” (Riggs Park and Manor Park) - **\$150,080.00**
- 4. Ward 7’s Deanwood Heights - **\$150,080.00**

B. Period of Performance

The period of performance for this grant is October 1, 2024 through September 30, 2025. All references to the Period of Performance refer to this timeframe. All grant funds must be expended before the end of the Period of Performance.

C. Budget Preparation

DCMS grantees will expend funds for allowable costs according to the grant budget structure below. Applicants should use this structure to draft proposed budgets:

Sub-Awards/ Business Support	Sub-grants – Direct cash assistance to businesses or funding for business projects on the Business Corridor.	<i>\$40,000.00</i> <i>minimum,</i> <i>regardless of</i> <i>Award</i> <i>Amount</i>
	Small Business Technical Assistance (SBTA) - Training and business support.	
Administrative	Administrative Costs – Wages, Fringe Benefits, Office Rent, Utilities, Software, etc.	<i>Cannot</i> <i>exceed</i> 50% <i>of the Award</i> <i>Amount</i> <i>in</i> <i>total</i>
	Non-Profit Indirect Rate – 10% of Award Amount for indirect costs associated with the performance of the grant.	

Operational	Insurance – includes all required insurance types listed in this RFA	
	Professional Development – includes all costs of attending the annual Main Street Now conference (registration fees, travel, per diem, etc.)	
	Accounting	
Programmatic Costs	Events – Should primarily benefit the businesses. Includes all associated event costs from physical items to event planners for all festivals, pop-ups, and community building events.	<i>Maximum \$20,000.00</i>
	Other Programmatic Costs – all other programmatic costs such as marketing campaigns for the Business Corridor, street banners and other beautification efforts, Market Study development, etc.	

D. Ineligible Expenses

1. Board compensation, even in exchange for goods or services (for instance, Small Business Technical Assistance);
2. Building improvements that are in violation of DC Code, whether interior or exterior;
3. Food and Beverages, including any items intended for consumption: raw, cooked, or processed edible substances or ingredients, etc. The only exceptions are:
 - a. Food costs for Main Street staff while attending professional development conferences outside of the Washington, D.C. metropolitan area.
 - b. Water for distribution at public events.
4. Alcohol and any alcohol-related paraphernalia such as wine glasses, mixers, beer taps, etc.;
5. Donations or charitable giving to a non-profit organization;
6. Payments to a professional fundraiser;

7. Legal guidance, services, or assistance to bring legal charges against the District of Columbia Government;
8. Real estate or vehicle purchase;
9. District fines to the Grantee;
10. Any expense incurred outside the Period of Performance;
11. Existing debt financing including payment of taxes owed;
12. Any expense that is illegal in the District;
13. Any insufficiently documented expenses; or
14. Any expense otherwise deemed disallowed by DSLBD in its sole discretion.

DSLBD retains sole discretion to approve and disallow expenses. Questions about how grant funding may be used should be directed to DSLBD prior to the Application Close and throughout the Period of Performance.

VI. SELECTION CRITERIA

Applications will be reviewed and scored based on the criteria below.

Category	Criteria	Weight
Organizational Governance and Support	The applicant has a clear mission/vision statement supported by its board and leadership.	20%
	The applicant has a diversified board of directors/advisors comprised of community stakeholders.	
	The applicant has demonstrated experience in managing a 501c3 non-profit organization.	
Financial Management	The applicant demonstrates a history of financial viability or growth.	20%
	The applicant's budget demonstrates sound methodology and is informed, thorough, and reasonable.	
	The applicant demonstrates access to required matching funds or demonstrates a viable plan to achieve the funds.	

Collaborative Strengths	The applicant’s key personnel present complementary skillsets, experiences, and perspectives to other stakeholders.	30%
	The applicant has retained or has a viable plan to retain a well-qualified Executive Director/Program Manager.	
	The applicant demonstrates deep knowledge of the Business Corridor’s store-front businesses and property owners as well as the unique challenges they currently face.	
	The applicant has experience providing workforce and business development support to the Business Corridor.	
Project Ideation and Management	The applicant has a clear project outline for the Business Corridor, rooted in identified strengths, weaknesses, opportunities, and threats.	30%
	The proposed work is aligned with the applicant’s mission, vision, and background.	
	The proposed work is outlined with an informed and reasonable timeline.	
	The applicant has the capacity to successfully complete the desired work.	

A. Selection Notification and Post Award Documents

DSLBD will notify all applicants of their status on or around **December 2, 2024**.

The selected Applicant must submit completed grant paperwork and complete the following additional documents and steps before a grant agreement can be finalized. DSLBD reserves the right to withdraw an award offer if required documents are not returned within ten (10) business days of the grant notification.

- Forms for Payment**—The District issues funds only through direct deposit. Selected Applicants must register within the District Integrated Financial System (“DIFS”) at https://cfo.dc.gov/supplier_portal. Award funds cannot be received until DIFS registration is complete.

2. **Proof of Insurance**—Selected Applicants must demonstrate that they **are insured at the beginning of the Period of Performance**. Grantees must provide proof of insurance (an insurance policy binder sheet) that meet the following (a) general requirements and (b) insurance types:
 - a. General Requirements:
 - i. The Grantee shall require all its subcontractors to carry and provide proof of the same insurance requirements herein.
 - ii. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia and have a rating of A- / VII or higher.
 - iii. All required policies shall contain a waiver of subrogation provision in favor of the District of Columbia.
 - iv. The District of Columbia shall be included as an additional insured in all policies required to be maintained by the Grantee and its subcontractors (except for workers' compensation) for any and all claims against the District relating to the Grant Agreement, with the understanding that any affirmative obligation imposed upon the insured Grantee or its subcontractors (including without limitation the liability to pay premiums) shall be the sole obligation of the Grantee or its subcontractors, and not the additional insured.
 - b. Insurance Types:
 - i. General Liability Insurance in the name of the Applicant organization with the District of Columbia government named as an Additional Insured. Insurance minimums must be at least \$1,000,000 each occurrence \$2,000,000 general aggregate, \$1,000,000 personal and advertising injury limit, \$2,000,000 products-completed operations aggregate. Must be occurrence basis, not claims-made.
 - ii. Workers Compensation Insurance in the name of the Applicant organization, or in the name of the subcontractor organization (if the organization is sub-contracting basic services) for any and all employees of the Applicant organization or the subcontractor.

- iii. Cyber Liability Insurance in the name of the Applicant organization with limits at least \$1,000,000 per occurrence or claim, \$1,000,000 aggregate.
 - iv. Auto Insurance (required only if Applicant owns a vehicle) with combined single limits at least \$1,000,000 per occurrence for bodily injury and property damage.
3. **Additional Clarification Items**—If requested, a grantee must provide responses to any items that DSLBD stipulated in the Notice of Grant Award (**NOGA**) and this RFA that require clarification.

VII. AWARD DISBURSEMENT PROCESSING

Award funds are disbursed according to receipt of Grantee deliverables and DSLBD’s specified deadlines. A tentative schedule is available for reference in [Addendum A](#) below.

The District pays all invoices within 30 days of receipt of an approved invoice. Disbursements will be sent via electronic fund transfer to the grantee’s bank account as registered in DIFS.

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.

VIII. POST-AWARD REQUIREMENTS; REPORTING AND COMPLIANCE

If awarded, all grantee organizations must maintain the following for the duration of the FY 25 grant agreement.

A. Updated Eligibility Documentation

Grantee must maintain, in full force, all applicant eligibility requirements and documentation throughout the Period of Performance.

B. Timely Reporting Requirements

Throughout all awarded fiscal years, Grantee must provide complete and accurate deliverables as requested by DSLBD according to the annual deadlines established by DSLBD and/or referenced in [Addendum A](#). Deliverables include but are not limited to reports, monthly expense submissions, meetings, etc.

C. Pursuit and Maintenance of MSA Accreditation

Grantee must participate in MSA's Annual Accreditation Assessment. This assessment will determine whether Grantee has met MSA's performance standards and can be designated as an MSA Accredited, Affiliate, or Non-Accredited Program. MSA Accreditation status is not explicitly linked to future funding opportunities, but may be linked to future risk designations and/or grant disbursements in future years. Failure to participate may result in non-renewal of the grant award.

IX. ACCESSIBILITY REQUIREMENTS

If awarded, Grantees must additionally comply with accessibility standards including but not limited to:

A. Office Address and Physical Presence

Grantees must maintain either an office or other consistent, physical presence within the boundaries of the awarded Business Corridor, which shall be communicated to DSLBD and the public. The purpose of this requirement is to maintain consistent office hours (at least two (2) hours every two (2) weeks) on the Business Corridor to conduct meetings with local businesses, DSLBD staff, and others.

B. Language Access

Grantees and their subcontractors must comply with the Language Access Act of 2004, D.C. Law 15-167, (D.C. Official Code §§2-1931-1937) ("Language Access Act.") A person with "limited or no-English proficiency" ("LEP/NEP") means the inability to adequately understand or to express oneself in the spoken or written English language. The Grantee/subcontractor shall provide a means of communicating with LEP/NEP persons (e.g., oral or written translation) and report these interactions on a monthly basis to DSLBD.

C. Living Wage

DC law requires Grantees to comply with the Living Wage Act of 2006, Title I of D.C. Law 16-18, (D.C. Official Code §§2-220.01-.11) regardless of whether applicant is an exempt organization. Applicants should plan accordingly for any possible increases. To learn about the legislation, visit <https://does.dc.gov/service/office-wage-hour-compliance-0>.

X. NON-GUARANTEED RENEWAL REQUIREMENTS

DSLBD staff may elect either to renew a Grantee's status in ensuing fiscal years or to re compete the grant opportunity. Grantee renewal is solely determined by DSLBD in each ensuing fiscal year. Grantee renewal is only considered for eligible Grantees that have satisfied all Post-Award Requirements. If selected for renewal, and if Grantee accepts, Grante must maintain the following in each subsequent award year until the expiration or non-renewal of the grant.

A. Updated Eligibility Documentation

All applicant eligibility requirements and documentation must be maintained and must always remain current during the Period of Performance. Regardless of when a previous grantee was first awarded, all grantees must comply with the most recent eligibility documentation requirements as stated in the most recent RFA for this Program.

B. Additional Renewal Documentation

Following the Grantee's fiscal year, Grantee must submit their Board-approved Annual Report to DSLBD.

Also following the Grantee's fiscal year, any Grantee receiving more than \$750,000 in DC grant/contract funds must provide to DSLBD an independent financial audit.

XI. RESERVATIONS

- A. Funding for grant awards is contingent upon funding from the DC Council. The publication of this grant application solicitation does not commit DSLBD to make any awards.
- B. **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, if any, on the online Application webpage. Interested organizations are responsible for regularly reviewing and adhering to any subsequent addenda or amendments.
- C. DSLBD may suspend or terminate a current RFA pursuant to its own grant making authority or any DSLBD federal regulation or requirement.
- D. 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.

- E. DSLBD shall not be liable for any costs incurred by an applicant in the preparation of one or more grant applications for this program. The applicant understands and agrees that all costs incurred in developing and preparing any grant application shall be the applicant's sole responsibility.
- F. DSLBD may conduct pre-award on-site visits to verify information submitted in a grant application.
- G. DSLBD serves as its own reference in evaluating applications. Applicants' performance in managing previous grants will be factored into grant decisions.
- H. 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.
- I. DSLBD has the right to withhold, reduce or rescind a grant award according to the terms and provisions of the Grant Agreement if the grantee (1) fails to meet deadlines of grant reports, (2) refuses to provide access for monitoring or verification; and/or, (3) fails to comply with the terms of the Grant Agreement requirements.
- J. 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.

XII. QUESTIONS

All questions must be asked in writing to dc.mainstreets@dc.gov. No questions will be taken via phone. For a guaranteed response, questions must be asked before November 15, 2024, at 2:00 pm ET.

XIII. ADDENDUM A – PERIOD OF PERFORMANCE SCHEDULE

Tentative FY 25 Deliverable, Reporting, and Award Disbursement schedule:

Grantee Obligation	Due Date	Related Grant Disbursement (if applicable)
Grant Agreement and additional required paperwork	November 2024	Disbursement #1 – 60% of award funds *Contingent upon submission of complete and accurate paperwork
Submission of previous month’s expenditures and proofs of payment	Recurring on the 15 th day of each month	Future disbursements are contingent on receipt of ongoing reporting requirements.
Twice Annual Statistics and Interim Report collection	April 15, 2025 and October 15, 2025	
Expense Documentation: 75% of Disbursement #1	Variable	Disbursement #2 – 30% of award funds *Contingent upon confirmation of eligible expenses
Expense Documentation: 100% of Grant Award spent	Variable	Disbursement #3 – 10% of award funds This is a reimbursement portion of funds, contingent upon confirmation of eligible expenses.
Closeout Progress Report	November 15, 2025	N/A – could impact FY26 disbursement schedule
MSA Survey and report of Previous Year’s Activities	January 31, 2026	N/A

*When the due date falls on a weekend or holiday, submission is due the next business day

APPENDIX 1 – RFA DOCUMENTS CHECKLIST

Program Budget

- I have used the appropriate Budget Template provided by DSLBD
- I have reviewed the guidelines in [Section V.C](#) of this RFA to ensure my budget categories align with what is expected of this grant
- I have put a minimum of \$40,000 into the “Sub-Awards/Business Support” categories
- I have not exceeded 50% in total of the Award Amount under the Administrative category
- My Non-Profit Indirect Rate line is 10% of the total Award Amount
- I have not exceeded \$20,000 in the Events line
- My budget table is labeled with my Organization’s proper name

DLCP Document Numbers

- I have a valid Certificate of Incorporation NUMBER and am ready to type it into the application
- I have a valid Basic Business License NUMBER from the Department of Licensing and Consumer Protection (DLCP) and am ready to type it into the application

Certificate of Clean Hands

- I have a valid Certificate of Clean Hands from the DC Office of Tax and Revenue (OTR)
- My Clean Hands is dated July 15, 2024 or later
- The name on the Clean Hands is the name of my Organization

IRS Form 990

- I have a complete copy of my Organization’s most recent IRS Form 990 and am ready to upload it to the application

Financial Self-Certification

- I have an internal review of management financial controls as signed by my organization’s Executive Director and Board Treasurer

Income Statement showing the last 12 months of expenses

Balance Sheet showing assets and liabilities as of the most recent fiscal year

Resumes or Bios of Key Personnel

- Proposed Program Manager or Executive Director
- Existing or Potential Board Chair
- Other potential Board Members
- Letters of Support** from three businesses on the Business Corridor
 - Letters contain unique text and are not identical to one another
 - Letters clearly contain the name and signature of a business within the boundaries of the selected Business Corridor