

2021 Robust Retail: Citywide Grant

INFORMATION SESSION



House Keeping & Etiquette

DSLBD will:

- Record this session
- Make the recording & materials available (including the chat transcript)
- Answer questions at Inno.ED@dc.gov

We ask that you:

- Keep your line muted; the host may have to mute your line
- Ask any questions you have in the chat

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Retail Matters

A robust retail sector is critical to maintaining the vibrancy of DC neighborhoods, but due to market realities of the past year, retail businesses are under threat of business decline and closure.

DSLBD intends to award up to \$7,500 per business to 106 businesses from the total \$800,000 in available funding.

This grant will be operated:

- As a reimbursement grant
- Awarded via lottery
- Open to DC retail businesses (that meet all eligibility requirements)



Grant Rules

Question Policy.

All questions not asked during an information session must be submitted in writing to Inno.ED@dc.gov

- No phone calls
- If you call, we will direct you to write an email to Inno.ED@dc.gov

Deadline

The final deadline is **January 28, 2021 2pm**
No Exceptions.

- **Eligibility Pre-review:** Applicants who complete eligibility documentation by before or January 8, 2021 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 January 25, 2021, 2 pm eastern.
 - Questions asked after this time cannot be guaranteed a response prior to application deadline

Request for Applications

This information session has a lot of details, but all applicants should read the official Request for Applications (RFA) in full.

- Legal instructions on the grant
- Available on DSLBD Website under:
<https://dslbd.dc.gov/service/current-grant-opportunities>

Agenda

- Who is eligible
- Restrictions on Allowable Uses
- How to Apply
- Budget Reporting Requirements
- Selection Process
- Q&A



Who is Eligible?

Eligibility

- For-profit
 - Consumer-facing
 - Small retail businesses
 - Independently-owned
- Open and operating
- 25 or fewer employees
- Licensed location in DC

Eligibility Continued

To be eligible:

- Businesses must submit all required documentation in advance of an application being entered into the lottery
 - All documentation is subject to verification.
- We are requiring 9 items to demonstrate eligibility
 - 5 document uploads
 - 4 attestations regarding the applicant business

Eligibility Continued

Please note:

- 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 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 Detailed

Uploaded Documents:

1. FEIN
2. Clean Hands Certificate
3. Business License
4. Certificate of General Liability Insurance
5. W9 Form

Attestations:

1. Business Size
2. Business Operation
3. Retail Business
4. Applicant is Owner
5. Qualified reimbursable expenses
6. No Double Dipping
7. Accountability
8. Ability to receive electronic funds
9. Full Accuracy

Eligibility Pre-Review

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Paperwork Bootcamp

We will hold a separate paperwork boot camp

- If you'd like to walk through eligibility documentation in more detail
- Sign up on DSLBD's Eventbrite at http://bit.ly/dslbd_events

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Restrictions on Allowable Uses for Grant Funds

Grant funds have several allowed uses and several restricted uses. The “Period of Performance” is July 1, 2020 through January 28, 2021. All expenses funded by this grant must occur during this time.

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

- 1. Employee Wages and Salaries**
- 2. Insurance**
- 3. Rent**
- 4. Utilities**
- 5. Inventory**
- 6. Cleaning Supplies**
- 7. New Delivery or Online Costs**
- 8. Taxes, Debt Service**

Disallowed Uses

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

1. Expenses incurred before July 1, 2020 or after January 28, 2021.
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.



How to Apply

Apply at <https://bit.ly/ROBUSTRETAIL21APPLY>.

- Only applications submitted through the online system will be accepted.
- No application materials will be accepted outside of the application system or past the deadline.
- We recommend submitting your application at least 24-48 hours before the final deadline.
- DSLBD will not accept late applications for any reason.



Budget Reporting Requirments

Applicants are required to submit proof of all expenses to be reimbursed within 5 days of Notice of Grant Award.

DSLBD will reconcile the receipt and expenditure documentation. If \$7500 of allowable, reimbursable expenses cannot be reconciled from the provided documentation, the grant award may be forfeit.



Selection Process

DSLBD intends to select grant recipients through a lottery process.

- First 54 grants will be evenly split across all 8 DC Wards.
- Remaining 52 grants will be awarded from a citywide pool of all applications.
- Eligible applications will be assigned a random number.
 - DSLBD will use a random number generator to develop an ordered list of selected recipients.
- Director of DSLBD will make the final determination and approval of grant awards.

Questions