



THE
BRIDGEFUND

[CORONAVIRUS.DC.GOV/RECOVERY](https://coronavirus.dc.gov/recovery)

#DCHOPE

IDMPED
OFFICE OF THE DEPUTY MAYOR FOR
PLANNING & ECONOMIC DEVELOPMENT

GOVERNMENT OF THE
DISTRICT OF COLUMBIA
DC MURIEL BOWSER, MAYOR

BRIDGE FUND
APPLICATION GUIDE

TABLE OF CONTENTS

- INTRODUCTION 4

- BEFORE YOU BEGIN 5
 - REQUIRED DOCUMENTS5
 - IMPORTANT DATES7
 - ELIGIBILITY REQUIREMENTS.....7
 - REVIEW OF INFORMATION.....7

- APPLICATION GUIDE..... 9

- PART 1: ELIGIBILITY 9**
 - ELIGIBILITY9
 - BUSINESS INDUSTRY AND BUSINESS TYPE9
 - OPERATING STATUS9
 - BUSINESS DETAILS.....9
 - ADDITIONAL FUNDING INFORMATION9

- PART 2: PREAPPLICATION QUESTIONS 9**
 - USE OF FUNDS.....9
 - MULTIPLE BUSINESS LOCATIONS10

- PART 3: BUSINESS INFORMATION..... 10**
 - BUSINESS NAME.....10
 - TRANSACTION NAME10
 - BUSINESS LEGAL ADDRESS10
 - PHYSICAL BUSINESS ADDRESS.....10
 - BUSINESS WEBSITE.....10
 - CERTIFIED BUSINESS ENTITY (CBE).....10

- PART 4: BUSINESS OWNER INFORMATION 11**
 - BUSINESS OWNER INFORMATION AND ADDRESS11
 - BUSINESS OWNER VALID IDENTIFICATION11
 - APPLICATION CONTACT INFORMATION.....11

- PART 5: BUSINESS OWNER DEMOGRAPHIC INFORMATION 11**
 - BUSINESS OWNER DEMOGRAPHIC INFORMATION11

- PART 6: REQUIRED DOUMENTATION 11**
 - BUSINESS LICENSE NUMBER11
 - HOW LONG HAS YOUR BUSINESS BEEN REVENUE GENERATING?.....11
 - MY BUSINESS HAS AN ACTIVE ABRA LICENSE12
 - FEDERAL EIN INFORMATION12
 - SITE CONTROL12
 - CERTIFICATE OF CLEAN HANDS12
 - EMPLOYMENT INFORMATION AND PAYROLL ROSTER13

- PART 7: BUSINESS TAX AND REVENUE INFORMATION 13**
 - FEDERAL TAX INFORMATION13

REVENUE INFORMATION	14
EXPENSE INFORMATION	14
PART 8: SELF CERTIFICATION.....	15
END OF APPLICATION	15
RESOURCES.....	15
APPENDIX A.....	16
ELIGIBLE BUSINESS TYPES.....	16
INELIGIBLE BUSINESS TYPES.....	17
APPENDIX B	18
ELIGIBLE EXPENSES.....	18
INELIGIBLE EXPENSES	18

INTRODUCTION

Thank you for your interest in the Bridge Fund. This document will help you complete the application and answer common questions.

To meet the existing and future COVID-19 related needs for DC's businesses, Mayor Bowser and the Office of the Deputy Mayor for Planning & Economic Development (DMPED) are investing \$40 million in the Bridge Fund, which will offer grants aimed at supporting the recovery and long-term viability of small businesses in the restaurant, retail, and entertainment industries that have been significantly affected by the COVID-19 pandemic.

Small businesses are still recovering from revenue losses experienced during the Public Health Emergency and are facing challenges from new COVID variants. Many businesses have received relief funds from District and federal relief programs, while others have not, and small business continue to need financial support to fully recover and remain viable in the future. The Bridge Fund will provide financial relief to small businesses that earned no more than \$5 million in each 2019, 2020, and 2021, and experienced at least a 20% reduction in revenue during the Public Health Emergency related to COVID-19 (modified from 30% previously).

The Bridge Fund is a non-competitive grant program that will award eligible small businesses with consideration to core expenses, economic distress, location, length of revenue generating operations, and District resident employment. During the application review period, businesses that meet the following criteria will receive priority review for eligibility and award amount:

- Businesses with no more than \$2.5 million in revenue each in 2019, 2020, and 2021
- Business that did not receive an award from the Paycheck Protection Program

The Bridge Fund opened on Monday, January 24, 2022 at 12:00 PM/EST and will be open for five (5) weeks, closing on Friday, February 25, 2022 at 11:59 PM/EST.

The next application period will open on Saturday, February 26, 2022, and close on Thursday, March 31, 2022 at 5:00 PM EST (extended from March 18). Please continue to check www.obviouslydc.com/fy22-business-funding-opportunities for any updates.

Applications not received by the March 31 deadline will not be considered.

City First Enterprises (CFE) is the Community Development Financial Institution (CDFI) who will be administering the Bridge Fund on behalf of the District's Office of the Deputy Mayor for Planning and Economic Development (DMPED).

CFE nor DMPED nor any partnered technical assistance programs are responsible for any outages or malfunctions on the application platform that could result in an applicant being unable to submit their application. Please refer to the last page of this document for resources who can provide technical assistance to you.

BEFORE YOU BEGIN

REQUIRED DOCUMENTS

The following documents are **required to complete this application**:

Required Document	Instructions
<ul style="list-style-type: none"> <input type="checkbox"/> Federal Employer Identification Number (EIN) Letter 	<p>Copy of your EIN letter from the IRS. Or to find your EIN, look in a previously filed tax return or by following these tips from the IRS. The names and addresses you use for this application should match your EIN registration.</p>
<ul style="list-style-type: none"> <input type="checkbox"/> 2019 Federal Tax Return (if operating prior to January 1, 2020) 	<p>Only applicable if your business was operational in 2019. Must include full return with all schedules. Personal returns will be accepted for sole proprietors if business returns are not available (must include all schedules).</p>
<ul style="list-style-type: none"> <input type="checkbox"/> 2019 Monthly Income Statement (if operating prior to January 1, 2020) 	<p>Only applicable if your business was operational in 2019. Statement must be provided in a monthly format & must show revenue less expenses with core expenses displayed clearly (rent, payroll, utilities).</p>
<ul style="list-style-type: none"> <input type="checkbox"/> 2020 Federal Tax Return (if operating prior to January 1, 2021) 	<p>Only applicable if your business was operational in 2020. Must include full return with all schedules. Personal returns will be accepted for sole proprietors if business returns are not available (must include all schedules).</p>
<ul style="list-style-type: none"> <input type="checkbox"/> 2020 Monthly Income Statement (if operating prior to January 1, 2021) 	<p>Only applicable if your business was operational in 2020. Statement must be provided in a monthly format & must show revenue less expenses with core expenses displayed clearly (rent, payroll, utilities).</p>
<ul style="list-style-type: none"> <input type="checkbox"/> 2021 Federal Tax Return (if available) 	<p>Must include full return with all schedules. Personal returns will be accepted for sole proprietors if business returns are not available (must include all schedules).</p>
<ul style="list-style-type: none"> <input type="checkbox"/> 2021 Monthly Income Statement to date 	<p>Statement must be provided in a monthly format & must show revenue less expenses with core expenses displayed clearly (rent, payroll, utilities).</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Active DC Basic Business License 	<p>Business licenses are issued by the DC Department of Regulatory and Consumer Affairs (DCRA). To get more information about DC Business Licenses, visit DCRA's Business Services website or contact DCRA through their online portal. To obtain a copy of your business license, please visit DCRA's My DC Business Center.</p> <p>The Business License should be in the Business's legal name. The address listed in the Business License should match the Occupancy Permit. If you have more than one location, make sure to provide the correct Business License.</p> <p>An Occupational or Professional License may not be substituted for a Business License.</p>

<input type="checkbox"/> Applicable ABRA License	<p>Please include a copy of all ABRA licenses held by the business.</p> <ul style="list-style-type: none"> • Learn more about ABRA Licensing • View current ABRA License Holders
<input type="checkbox"/> Certificate of Occupancy	<p>Your Certificate of Occupancy must be current and must be valid if the certificate provides an expiration date. The Certificate of Occupancy and Business License must have the same address.</p> <p>If you need assistance obtaining a copy of the issued certificate of occupancy, you may call DCRA Records Management at (202) 442-4480 to obtain a copy.</p>
<input type="checkbox"/> Lease or Deed	<p>Legible copy of your lease or deed for the physical brick-and-mortar location from which your business operates.</p>
<input type="checkbox"/> Certificate of Clean Hands	<p>Certificate of Clean Hands must be dated within 90 days prior to date of application. For additional resources:</p> <ul style="list-style-type: none"> • Learn how to obtain a Certificate of Clean Hands here. • Certificate of Clean Hands Brochure with Step-by-Step Instructions (PDF) • Watch Certificate of Clean Hands tutorials. • Certificate of Clean Hands Webinar presentation
<input type="checkbox"/> Proof of Valid Identification for owner	<p>Proof of Valid Identification for all owners (a legible copy of a valid driver's license, state issued identification card, or US-issued passport). Copies of these should preferably be in color.</p>
<input type="checkbox"/> Payroll or Roster of Employees	<p>Current Payroll Roster (dated within 30 days of application) listing all full-time employees, part-time employees, and 1099 independent contractors. Roster must include state of residency for each employee/contractor.</p>
<input type="checkbox"/> Landlord Affidavit (listing back rent)	<p>Affidavit must state whether your business owes back rent, and if so, the amount of back rent owed. At least 50% of the award must be used on back rent, up to 100% of the amount of back rent owed.</p>

Note: Failure to include any of the above documentation with your application will result in the disqualification of your application.

General Tips:

Please **do not include any substitute documents or placeholder documents**; this will also result in the disqualification of your application.

- All financial documents, certificates, and payroll roster must be provided in PDF (must not be password-protected) or Excel only. Photo identification can be provided using JPG or PDF format.
- DMPED, CFE, and/or program partners will not assist applicants with acquiring these documents. All applicants must apply on their own behalf. If you need additional support, please refer the Resources section of this guide you may contact.
- **Please do not email any documents that you did not submit with your application unless you are contacted directly by City First Enterprises.**

IMPORTANT DATES

Application Period One:

- Opened: Monday, January 24, 2022
- Closes: Friday, February 25, 2022 at 11:59 PM EST

Application Period Two:

- Opens: Saturday, February 26, 2022
- Deadline: Thursday, March 31, 2022 at 5:00 PM EST

Please continue to check www.obviouslydc.com/fy22-business-funding-opportunities for any updates on the deadline.

ELIGIBILITY REQUIREMENTS

The Bridge Fund is open to businesses that meet the following criteria:

- Must be a business in the retail, restaurant, or entertainment sector that is an eligible business type (see Appendix A of this guide for specific list)
- Must be a for-profit, small business physically located in the District of Columbia at a brick-and-mortar location
- Must have earned no more than \$5 million in gross receipts in each 2019, 2020, and 2021
- Must be able to demonstrate at least 20% reduction in revenue during the period from April 1, 2020, to December 31, 2021 (modified from 30% previously). Calculation will occur during the application review period based on the financial documents submitted. Applicants do not need to perform this calculation themselves.
- If a franchise with multiple locations, must be independently owned and operated
- Must be currently in operation unless mandated otherwise by public health guidance
- Must demonstrate business has site control of the space
- Must be able to provide a Certificate of Clean Hands (dated within 90 days of application)
- Must have an active DC Basic Business License and any active applicable ABRA License
- Businesses that received an award from the Restaurant Revitalization Fund, Shuttered Venue Operators Grant, or the Arts and Entertainment Venue Relief Fund are not eligible
- Owners of multiple businesses are eligible, as long as each location has a unique EIN and satisfies all eligibility criteria, up to a maximum of 5 locations
- Sole proprietors must be District of Columbia residents

What is the definition of an eligible small business for the Bridge Fund?

The term “small business” means a brick and-mortar, for-profit establishment located in the District that reports gross receipts of no more than \$5 million in annual revenue in each 2019, 2020, and 2021.

REVIEW OF INFORMATION

Prior to the formal review process, each application will receive an initial screening to ensure the application is complete and meets the minimum requirements. An application will not be evaluated if:

1. The application is received after the closing date of the Bridge Fund
2. The application is incomplete (e.g. missing required documentation)
3. The applicant’s business does not meet the minimum eligibility requirements for the Bridge Fund

All required documents will be verified for accuracy. Applications deemed ineligible will not be reviewed further. It is important to ensure that all documentation is accurate and legible. Applications that are deemed complete will advance for final award recommendation. The final grantees will be notified about next steps, including executing the grant agreement, completing the payment form (or ACH form) and submitting a completed W-9.

APPLICATION GUIDE

This Guide is designed to give applicants a walk-through of each question in the application and gives specific guidelines on how to fill out the application.

PART 1: ELIGIBILITY

ELIGIBILITY

Check all boxes that apply to your business. In order to be eligible for the Bridge Fund you must be able to meet all of the requirements listed.

BUSINESS INDUSTRY AND BUSINESS TYPE

Please select the business industry and business type that best describes your business. For the list of eligible business industries and business types, please see Appendix A of this guide. The industry or type should match what is listed on the Business's business license.

OPERATING STATUS

Please indicate the current operating status of your business. If your business is permanently closed or have taken steps to cease business operations under DCRA Corporate Divisions and OTR Guidelines, you will not be eligible for the Bridge Fund. Revoked entities will be considered inoperative according to the Code of the District of Columbia § 29-101.06.

BUSINESS DETAILS

Check all boxes that apply to your business. If your business is within any of the categories listed, you will not be eligible for the Bridge Fund. **A complete list of eligible and ineligible business types is in Appendix A of this guide.**

ADDITIONAL FUNDING INFORMATION

- If your business is an Arts and Entertainment Venue, please indicate if you applied for the Arts and Entertainment Venue Relief Fund. If your business received an award from the Arts and Entertainment Venue Relief Fund, you will not be eligible for the Bridge Fund. **Applying for the Arts and Entertainment Venue Relief Fund is not disqualifying on its own.**
- Please indicate if your business received a loan from the Paycheck Protection Program (PPP). If Yes, please list when you received the award, the intended use of the award, and the total award amount. Businesses who did not receive a PPP loan will receive priority review for eligibility and award amount.

PART 2: PREAPPLICATION QUESTIONS

USE OF FUNDS

Please indicate how you plan to spend the grant funds. You do not need to utilize each category. Changes to how you use the funds after receiving the award are allowed. Eligible categories are as follows. **A complete list of eligible and ineligible expenses is in Appendix B of this guide.**

- Business rent/mortgage
- Payroll and labor
- Inventory (supplies but not merchandise for sale)
- Operating expenses

Please note that if you owe back rent during the period from April 1, 2020 through December 31, 2021, at least 50% of the award must be used on back rent, up to 100% of the amount of back rent owed. If awarded, you must provide an affidavit from your landlord indicating whether you owe back rent, and if so, the amount and period of back rent owed, prior to receiving grant funding.

MULTIPLE BUSINESS LOCATIONS

Businesses may be awarded for up to 5 locations. To facilitate processing please list the EIN numbers for any additional locations you are applying for. **Each business must fill out a separate application for each additional business.**

PART 3: BUSINESS INFORMATION

BUSINESS NAME

Enter the legal name of your business. Please include the full business name including suffix. Example: [Business Name] Inc, [Business Name] LLC

For sole proprietors please include your full name.

TRANSACTION NAME

Enter the name your business is known as to the public or any DBA name (Doing Business As). If your Transaction Name is the same as your Business name enter "same" in the Transaction Name box.

BUSINESS LEGAL ADDRESS

Please enter the legal street address of your business. This address must match the address information on your documents. If your addresses do not match this may result in disqualification of your application. To look up your ward information (if applicable), please visit:

<https://planning.dc.gov/whatsmyward>

PHYSICAL BUSINESS ADDRESS

If your business legal address is not the same as the physical address of your business, please provide the physical address of your business. This address must match the address information on your documents. If your addresses do not match this may result in disqualification of your application. To look up your ward information please visit: <https://planning.dc.gov/whatsmyward>

BUSINESS WEBSITE

Please provide the website of your business, if available.

CERTIFIED BUSINESS ENTITY (CBE)

A Certified Business Enterprise (CBE) is a business that is headquartered in the District of Columbia and has been certified by the Department of Small and Local Business Development (DSLBD). Businesses with CBE certification receive preferred procurement and contracting opportunities. See [DSLBD's Certified Business Enterprise Program Overview](#). Please indicate if your business is a Certified Business Entity (CBE) registered with the DC Department of Small and Local Business Development (DSLBD). *If you are unsure, visit the CBE Search Portal to confirm:*

<https://dslbd.secure.force.com/public/>

PART 4: BUSINESS OWNER INFORMATION

BUSINESS OWNER INFORMATION AND ADDRESS

Please enter the name, address, and contact information for the owner of the business. If you are assisting a business owner with filling out this form, please be sure to enter the owner's information in this section.

Select the Ward in which the business owner resides (if owner is a DC resident). Please use the [Find My Ward](#) tool to match a ward by a DC address.

BUSINESS OWNER VALID IDENTIFICATION

Upload a copy of the Owner's driver's license, state issued identification, or passport. ID should be clear and legible. Colored copies are preferred. Applications without valid identification will be deemed ineligible.

APPLICATION CONTACT INFORMATION

If you are not the business owner and have been approved to complete the application on behalf of the business owner, please enter your name, relationship to business owner, company name, and contact information.

PART 5: BUSINESS OWNER DEMOGRAPHIC INFORMATION

BUSINESS OWNER DEMOGRAPHIC INFORMATION

The following information is being collected to better understand business owner demographics in efforts to help create future programming and opportunities. This will not impact you as a recipient of the Bridge Fund. This information will not be distributed.

Complete the fields below by selecting the appropriate answers. You may choose "Prefer not to say" for any answer on this page. If you are not the business owner, please select the appropriate answers that best represent the business owner.

PART 6: REQUIRED DOUMENTATION

BUSINESS LICENSE NUMBER

Enter your active DC Basic Business License (BBL) number in this box. The business license number can be found on your business license in the top right corner. The business license must be issued by the Department of Consumer and Regulatory Affairs (DCRA). The business license needs to be active. Businesses may be requested to renew their BBL if the license will expire prior to award or during the period when businesses must spend award funds and submit reports.

Upload your business license to the application. Business licenses must be valid. If you are unable to obtain or do not have a valid business license, you are ineligible to apply for this grant.

For more information on DC Business Licenses, visit DCRA's [Business Services website](#) or [contact DCRA through their online portal](#).

HOW LONG HAS YOUR BUSINESS BEEN REVENUE GENERATING?

Please tell us in years and months how long your business has been revenue generating in its current location.

MY BUSINESS HAS AN ACTIVE ABRA LICENSE

Businesses that serve alcohol (such as bars, taverns, wineries, breweries, and distilleries) must submit an active ABRA license. Please indicate if your business has an active ABRA license and if it does, please provide the license number and submit a copy of the license.

[Learn more about ABRA Licensing](#) & [View current ABRA License Holders](#)

FEDERAL EIN INFORMATION

Please enter your 9-digit EIN number without dashes in the "EIN Number" field on the application. Upload your EIN Verification information in the "Please Upload EIN Letter" field. You may choose to upload a copy of your EIN letter from the IRS or a copy of your 2019, 2020, or 2021 tax return for verification and be sure to include all schedules.

SITE CONTROL

Site control means that you have the right to operate within a specific space on a continuous basis. You can demonstrate site control through a deed, lease, or sublease, and a Certificate of Occupancy. If you do not have a lease or deed for a space, but you sell goods, serve food, or perform at a space, that does not qualify as site control.

CERTIFICATE OF OCCUPANCY

Please specify whether you have a Certificate of Occupancy and upload a copy of the Certificate.

- Your Certificate of Occupancy must be current.
- Must be valid if the certificate provides an expiration date. If your business does not have a Certificate of Occupancy your business is *ineligible for this grant*.

If you have a Home Occupancy Permit or an Electronic Home Occupancy Permit *you are ineligible for this grant*. The Occupancy Permit and Business License must have the same address.

If you need assistance obtaining a copy of the issued certificate of occupancy, you may call DCRA Records Management at (202) 442-4480 to obtain a copy.

LEASE OR DEED

Please specify whether you own or lease your current business location. If you lease your current business location, please select when your current lease ends.

Upload a copy of your current lease or deed.

CERTIFICATE OF CLEAN HANDS

Your business must have and submit a Clean Hands Certificate issued by the Office of Tax and Revenue (OTR) at the time of application. Failure to do so will result in delay in funding and/or disqualification. Certificate of Clean Hands must be dated within 90 days prior to date of application. No substitutions are acceptable for Clean Hands Certificate. All documentation will be verified.

For additional resources:

- Learn how to obtain a Certificate of Clean Hands [here](#).
- [Certificate of Clean Hands Brochure with Step-by-Step Instructions \(PDF\)](#)
- Watch Certificate of Clean Hands [tutorials](#).
- [Certificate of Clean Hands Webinar presentation](#)

EMPLOYMENT INFORMATION AND PAYROLL ROSTER

Please indicate how many total active full-time and part-time employees and how many total active full-time and part-time employees are District residents. If the answer is zero, please indicate zero. The totals should include 1099 contractors your business currently employs. Do not include Business Owner in this total if they are a DC resident.

For the purpose of this grant if not defined, employees who worked an average of 30+ hours a week should be considered a full-time employee. Independent contractors currently working 30+ hours a week should be included as full-time employees. Independent contractors that averaged less than 30 hours a week should be included as part-time.

This information may be obtained from your payroll processor (preferred method) or you may create an Excel spreadsheet including the name, state of residency, and full time/part time status of all employees and 1099 contractors. The payroll roster must include employee names, employment status (Full-Time or Part-Time or 1099 contractor) and state of residency. *See Example Below:*

Payroll Roster							
Employee Name	Hire Date	Employment Status	State of Residency	Pay Rate	Gross Income	Taxes	Net Income
Ebenezer Scrooge	06/14/2015	F/T	VA	25.25/hr	2020.00	626.20	1393.80
Mary Poppins	04/21/2019	F/T	DC	24.30/hr	1944.00	602.64	1341.36
Susanna Carmichael	02/03/2020	C	DC	22.00/hr	1226.50	0	1226.50
William Wonka	07/20/2020	P/T	MD	15.10/hr	604.00	120.80	483.20
Total					5794.50	1349.64	4444.86

PART 7: BUSINESS TAX AND REVENUE INFORMATION

Please upload all financial documents in either PDF, Word, or Excel format (must not be password-protected).

FEDERAL TAX INFORMATION

Please upload all Business tax returns available including schedules in PDF format.

If your Business was not in operation in either 2019 or 2020 you are not required to upload a tax return for that year unless your business filed taxes for that year. If your 2021 Business taxes are available, you may upload them here. If you have not yet filed, they will be requested during the reporting period when available. See the "Required Documents" section beginning on page 5 of this guide for further details and instructions related to these documents.

For sole proprietors or single member LLC's please upload personal income tax return including all schedules.

- 2019 Federal Tax Return: Upload (if operating prior to January 1, 2020)
- 2020 Federal Tax Return (if operating prior to January 1, 2021)
- 2021 Federal Tax Return (if available)

REVENUE INFORMATION

In the sections below you will enter information regarding your business's financial condition based on your monthly income statements for 2019, 2020 and 2021. Please be sure to add your information in the following manner:

- Your revenue is defined as your gross sales (receipts) for each month. Grants you received during this time period, will not be counted as gross sales (receipts).
- Please enter numbers only in this section, **negative numbers will not be accepted.**
- Round all numbers up to the nearest whole dollar.
- If your business made no sales for any month, please enter the number zero in that field.

If you are missing any information regarding your business's financials, please save your application and return when you have the required information.

2019 BUSINESS REVENUE INFORMATION

If your business was operating prior to January 1, 2020, enter the monthly revenues for 2019 in each monthly "Revenue" field.

Upload a copy of your 2019 Monthly Income Statement. Statement must be provided in a monthly format & must show revenue less expenses with core expenses displayed clearly (rent, payroll, utilities).

2020 BUSINESS REVENUE INFORMATION

If your business was operating prior to January 1, 2021, enter the monthly revenues for 2020 in each monthly "Revenue" field.

Upload a copy of your 2020 Monthly Income Statement. Statement must be provided in a monthly format & must show revenue less expenses with core expenses displayed clearly (rent, payroll, utilities).

2021 BUSINESS REVENUE INFORMATION

Enter monthly revenues for 2021 to date in each monthly "Revenue" field.

Upload a copy of your 2021 Monthly Income Statement to date. Statement must be provided in a monthly format & must show revenue less expenses with core expenses displayed clearly (rent, payroll, utilities).

EXPENSE INFORMATION

Please enter your Business Rent/Mortgage, Payroll, or Utility expenses as of December 31, 2021 in each "Expense" field based on your 2021 monthly income statement. Enter zero anywhere applicable.

PART 8: SELF CERTIFICATION

SELF-CERTIFICATIONS

In order to complete and submit your application, you must check off three self-certifications:

- I certify that I have read the District of Columbia Bridge Fund application materials fully. I understand that not all businesses will be funded through this program. I further certify that I believe my business to be eligible for this grant program.
- I certify that the information submitted in this application is true and correct to the best of my knowledge. I further understand that any false statements and/or incomplete information may result in denial or revocation of the grant award (if deemed eligible).
- I acknowledge that City First Enterprises Inc., the District of Columbia's funding partner for this grant program, may follow up with my business and any named contacts in this application for additional information. I acknowledge that full approval for this grant program is solely dependent on providing any and all additional information necessary to approve my application for grant funding to City First Enterprises as needed and/or requested.

END OF APPLICATION

Applications deemed completed will be reviewed for accuracy and completeness prior to entering the verification and qualification review. No modifications may be made to applications after submission. If you attached an incorrect document, please email thebridgefund@cfenterprises.org to delete your incorrect application. You will be able to submit a new application.

We anticipate that grantees will be notified via email if selected for an award beginning in late March 2022.

RESOURCES

For additional assistance, please see below for the following options:

For language assistance, please contact the following offices for assistance with translation:

- Mayor's Office on Latino Affairs: (202) 671-2825
- Mayor's Office on Asian and Pacific Islander Affairs: (202) 727-3120
- Mayor's Office on African Affairs: (202) 727-5634

For assistance with visual or hearing impairment:

Please contact thebridgefund@dc.gov

For any technical issues with the application platform:

If you are having troubles with technology and need assistance with accessing the grant information and materials, uploading your required documents, or any other technical issues, please contact thebridgefund@cfenterprises.org.

For assistance with filling out the application and/or questions about required documentation, please see the resources below:

- [DC Main Streets Program](#)
- [Small Business Technical Assistance Community-Based Organizations \(CBOs\)](#)

For all other inquiries related to the Bridge Fund:

Please contact: thebridgefund@dc.gov

APPENDIX A

ELIGIBLE BUSINESS TYPES

(not an exhaustive list)

- Restaurant:
 - Bakery
 - Bar or Tavern (with tavern license)
 - Cafe
 - Cafeterias
 - Caterer
 - Coffee Shop
 - Delicatessens
 - Food Court
 - Food Trucks
 - Restaurant
 - Vending Trucks or Carts
 - Winery, Brewery, Distillery (with tavern license)
- Retail:
 - Art Gallery
 - Art Supply Store
 - Bookstore
 - Cards, Gifts, Party Store
 - Clothing/Specialty Apparel Store
 - Consignment Shop
 - Convenience Store
 - Corner Stores
 - Dry Cleaner
 - Electronics Store
 - Flooring Center
 - Florist Manufacturer with On-Site Retail
 - Furniture Store
 - Grocery Store
 - Gyms / Yoga, Dance, or Fitness Studios
 - Hair Salon / Barbershop
 - Hardware Store
 - Home Goods
 - Jeweler
 - Laundromat
 - Massage Therapy
 - Nail Salon
 - Pet Supply Store
 - Pharmacy
 - Printing & Signage Shop
 - Specialty Foods Store
 - Specialty Products (e.g. beads, incense, candles)
 - Specialty Retail Store
 - Tuxedo/Dress Rental Shop
 - Waxing Center
 - Wine Shop
 - Winery, Brewery, Distillery (with manufacturer license)
- Entertainment*:
 - Billiard Parlor
 - Bowling Alleys
 - Event Venues
 - Live Music Venues or Concert Halls
 - Movie Theaters
 - Museums (private institutions)
 - Nightclubs
 - Performance Venues
 - Skating Rinks
 - Specialty Experience Venues
 - Theaters

*Businesses that receive an award from the Arts and Entertainment Venue Relief Fund are not eligible

INELIGIBLE BUSINESS TYPES

(not an exhaustive list)

The following businesses are not eligible for the Bridge Fund

- Businesses that are permanently closed and have taken steps to cease business operations under DCRA Corporate Divisions and OTR Guidelines are not eligible
- Business that are franchises that are not independently owned and operated
- Businesses that received a grant from the Restaurant Revitalization Fund (RRF)
- Businesses that received a grant from the Shuttered Venue Operators Grant (SVOG)
- Businesses that received a grant from the Arts and Entertainment Venue Relief Fund
- Businesses that receive dedicated state or federal tax revenue
- Online only / e-commerce businesses
- Home-based businesses
- Seasonal businesses (only open for part of the year)
- Not for profit organizations
- Hotels, Bed and Breakfasts, and Inn and Motels
- Professional services companies (Accountant, Insurance, Law Office, etc.)
- Financial Institutions (banks, credit unions, check cashing establishments, pay day lenders, etc.)
- Child care providers
- Entertainment supporting businesses (Audio & Visual, Event Equipment Rental, Photographer, Event Planners, Trade Show or Event Staffing Services, Event Production Companies, Talent Booking Agency, Tour Companies (bus, boat, walking tours), Performance Art Companies (dance companies, theatre groups), Performing Artists, Event Promoters, and Recreational Sports Leagues)
- Health care and social assistance (physicians, dentists, acupuncture and chiropractor offices, etc.)
- Construction and Real Estate (general contracting, architecture, development, property management, realtors, etc.)
- Freelancers (massage therapists, hair stylists, cosmetologists, nail tech, fitness instructors, dance teachers, etc.) who do not own or lease a storefront retail location
- Makers who sell their products in shared retail spaces but do not own or lease a storefront retail location
- Retail or food service pop-ups who do not own or lease space in a retail location

APPENDIX B

ELIGIBLE EXPENSES

(not an exhaustive list)

- Business Rent/Mortgage
 - Base rent
 - Mortgage payments (principal and interest)
 - Property insurance
 - Common area maintenance (CAM) charges, if included in a lease
- Payroll/Employee costs
 - Employee payroll expenses
 - Owner's salary can be included if it was reported in previous years and is comparative/similar to that or provided updated owner's payment documentation (For example: Owner's draw affidavit, updated roster)
 - Payroll processing fees
 - Benefits
 - Job Postings
 - Contractors (Including Security Guards/Bouncers)
- Inventory (includes supplies, but not items for sale)
- Operating Expenses
 - Accounting services
 - Business insurance
 - Cleaning supplies and services
 - Credit card fees
 - Equipment leasing/purchasing
 - Furniture (if office rental equipment)
 - License renewal
 - Maintenance/repairs of existing building/property/landscaping
 - Marketing/advertising
 - Office supplies
 - Pest control
 - Software for business operations
 - Storage space - if it is a direct operational expense related to running the business \
 - Uniforms
 - Utilities (for business location)
 - Water
 - Gas
 - Electric
 - Phone/Internet
 - Trash Services
 - Alarm Service
 - Website

INELIGIBLE EXPENSES

(not an exhaustive list)

- Decorative painting/landscaping/signage
- Inventory items for sale
- Loan payments
- Professional development
- Refunds for customer order returns or cancellations
- Travel expenses
- Real estate/property taxes
- Sales Tax