

Housing Stabilization Grants*



* This Program is being funded, partially or fully, through the District of Columbia Executive Office of the Mayor – Office of the Deputy Mayor for Planning and Economic Development.

AGENDA

- Intro about City First Enterprises (CFE)
- Housing Stabilization Grants (HSG) Program Details
- Required Documents
- Helpful Tips
- Application Walk-Through
- Q & A

WHO WE ARE



- City First Enterprises (CFE) is a mission-driven, non-profit commercial and small business lender headquartered in Washington DC for almost 30-years
- A Community Development Financial Institution (CDFI) focused on helping minority and underserved communities
- Administrator of the Housing Stabilization Grant offered by the Office of the Deputy Mayor for Planning and Economic Development (DMPED)



WHAT WE DO

We support minority-owned local businesses in the DMV Metro area with affordable financing and coaching in the following areas:



Affordable Housing

Providing catalyst capital for low and moderate-income housing, mixed-use projects with a residential component, and market rate housing located in areas where real estate development will have a positive impact on the community.

[Learn More](#)



Community Facilities

Financing for facilities delivering services to their communities, including health centers, early childhood education facilities, childcare centers, charter schools, arts organizations, among others.

[Learn More](#)



Small Business

Offering accessible capital to entrepreneurs via our CFE Growth Loan and CFE Contractors Capital Line. We finance real estate acquisition, inventory, fixtures & machinery, equipment, vehicles, business expansion, working capital, and business acquisitions.

[Learn More](#)



Green Energy

Innovative debt capital solutions for clean energy investment in multifamily residential, community facilities and small business. Qualifying investments include rooftop arrays, community solar and energy efficiency (retrofits), among others.

[Learn More](#)

HSG PROGRAM DETAILS

Housing Stabilization Grants (HSG)

- **Purpose:** Provide support for the District's portfolio of affordable and small housing providers by covering tenant's past due rent that is owed to property owners who have been unable to access other types of rental assistance programs during the pandemic.
- **Eligibility:**
 - i. Affordable housing projects financed by the Housing Production Trust Fund (HPTF), Low Income Housing Tax Credits (LIHTC), HOME, CDBG, or other funds in the District portfolio of affordable housing projects.
 - ii. Small housing providers with 20 units or less in the District of Columbia.
- **Award Amount:** Maximum grant award is \$2,500 per unit per month to be used to cover past due base rent (not including fees or other charges) that was incurred between October 1, 2021 through August 31, 2022.

HSG PROGRAM DETAILS

Housing Stabilization Grants (HSG) - Continued

- **Rent Forgiveness Requirement:** If the award amount is not sufficient to cover a tenant's past due amount, then the outstanding balance during the award time period (October 1, 2021 through August 31, 2022), including base rent, fees, and other charges, will need to be forgiven by the landlord.
- **Application Period:** Opens Monday, September 12, 2022 and closes at 5 PM EST on Friday, September 30, 2022

[Application Link](#)

- **Grant Review Period:** October through December 2022
- **Funding expected to start by:** December 31, 2022

REQUIRED DOCUMENTS

Below is a list of documents that will be required to complete the application. Additional documents may be requested by the grants team during the review period.

- Deed for the property
- Active business license for the property
- Clean Hands Certificate for each principal owner dated within 90 days of the application submission date
- Rental Ledgers for each month from October 1, 2021 through August 31, 2022
- Valid, government issued ID
- Form W9 from all principal property owners
- Voided Business Check
- Certificate of Insurance for Rental Property Insurance (RPI policy)
- Tenant Attestations (to be required from affected tenants prior to funding)

EXAMPLE TENANT ATTESTATION

Waiver of Past Due Rent Notification

December , 2022

Tenant Name
Tenant Address
Washington, DC

Dear [Tenant]:

I am happy to announce that we have partnered with the District of Columbia government to bring current your past due rent accrued between October 1, 2021 to August 31, 2022 for \$. As a result, **you no longer owe any rent or fees for that period!** We hope that this news will help you in addressing your needs at this time.

If you have any questions, I can be reached at [phone number] or by email at [email address].

Sincerely,

Property Owner

Acknowledgement of Receipt by Tenant:

Please check all of the statements below that pertain to your current financial status:

- ☐ I am unable to pay my full rent or make a full housing payment due to substantial loss of household income, loss of compensable hours of work or wages, lay-offs, or extraordinary out-of-pocket medical expenses. |
- ☐ I permit you to use this certification to apply on my behalf for assistance from the District of Columbia in paying the unpaid rent or housing payments including fees, penalties or interest that I have accrued during the past year.

HELPFUL TIPS

- ✓ Have all of the required documents ready and available before starting the application.
- ✓ Please do not include any substitute documents or placeholder documents. This will result in the disqualification of your application.
- ✓ If you upload an expired business license or clean hands certificate that is not dated with 90 days of your application submission date, then your application will be disqualified.
- ✓ All financial documents, certificates, and rental ledgers should be provided in PDF or Excel only (must not be password-protected).
- ✓ 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 or have an authorization letter from the property owner.
- ✓ Please do not email any documents that you did not submit with your application unless you are contacted directly by City First Enterprises.

HSG APPLICATION WALK-THROUGH - DMPED Housing Stabilization Grant Webpage

dc.gov
Mayor Muriel Bowser

Office of the Deputy Mayor for Planning and Economic Development

Find a COVID Center Near You

Home News Real Estate Development Business Development Opportunities & Programs Services About

Services

- Development Opportunities and Solicitations
- Procurement Opportunities and Forms
- Employment and Internship Opportunities
- Locate and Grow Your Business
- News Room and Recent DC China Center Activities
- Grant Opportunities

Office of the Deputy Mayor for Planning and Economic Development - DMPED

WE ARE WASHINGTON DC

Office Hours
Monday to Friday, 8:30 am to 5:30 pm

Connect With Us
John A. Wilson Building
1350 Pennsylvania Avenue, NW,
Suite 317, Washington, DC 20004
Phone: (202) 727-6365
Fax: (202) 727-6703
TTY: 711
Email: dmped.eom@dc.gov

[Twitter](#) [Instagram](#) [Facebook](#) [LinkedIn](#)

[Ask the Director](#)
[Agency Performance](#)

Listen

SHARE

Housing Stabilization Grants

Housing Stabilization Grants

Mayor Muriel Bowser and the Deputy Mayor for Planning and Economic Development (DMPED) are investing \$12 million in FY22 to provide support for the District's portfolio of affordable and small housing providers through the Housing Stabilization Grants. The grants cover rent arrears for property owners who have been unable to access funding for renters through prior rental assistance efforts.

The Housing Stabilization Grants program follows the release of a similar program in December 2020 and will target affordable housing providers in the District's portfolio of income-restricted affordable housing projects, including those financed by the Housing Production Trust Fund, Low-Income Housing Tax Credits, and other local and federal affordable housing funds. The program will also target small housing providers with 20 units or less in their portfolio. The program parameters are listed below.

	Grant Requirements
Eligibility	Units of projects financed by HPTF, LIHTC, HOME, CDBG, or other funds in the District portfolio of affordable housing projects. Units owned by landlords with ownership interests in 20 units or less in the District of Columbia
Unit Rent Limits	\$2,500 a month or less
Arrears Assistance	Funding can be used to pay unpaid rent going back to October 1, 2021
Restrictions	Units may not have received other forms of rental assistance for units seeking back rent. This includes vouchers, public assistance or any of the rental assistance programs including the following programs: <ul style="list-style-type: none">Emergency Rental Assistance Program (ERAP)STAY DC
Documentation	<ul style="list-style-type: none">Rental ledger (including a list of tenants or co-op members and their monthly rent or co-op carrying costs)Deed demonstrating ownership of the propertyClean Hands certificate within last 90 days.Completed W-9 formBasic business licenseLease agreements for residents of buildings with 20 units or less

As a condition of the funds, the housing providers will have to absolve the tenants of any arrears owed to them for the month and interest accrued during the period.

Additional FAQs can be found [here](#).

Attachment(s):
 [Housing Stabilization Grants FAQs](#) - 125.8 KB (pdf)

ic Development

Opportunities & Programs Services About

ce Program (ERAP)

ist of tenants or co-op members and their ying costs)
rship of the property
hin last 90 days.

ients of buildings with 20 units or less

s will have to absolve the tenants s, and interest accrued during the ?2. Applications will open on basis and will close on September

ns for the Housing Stabilization ty owners prepare for the ie click on the date below to

P

is the application here: [Housing](#)

[artment of Human Services](#)



Twitter



Facebook



Mobile



Maps



Webcasts



RSS



Data



Subscribe

[More Resources](#)

HSG APPLICATION WALK-THROUGH - DMPED Housing Stabilization Grant Webpage

311 Online Agency Directory Online Services Accessibility

What are you looking for today?

Office of the Deputy Mayor for Planning and Economic Development

[Find a COVID Center Near You](#)

Home News Real Estate Development Business Development Opportunities & Programs Services About

Services

- [Development Opportunities and Solicitations](#)
- [Procurement Opportunities and Forms](#)
- [Employment and Internship Opportunities](#)
- [Locate and Grow Your Business](#)
- [News Room and Recent DC China Center Activities](#)
- [Grant Opportunities](#)

Office of the Deputy Mayor for Planning and Economic Development - DMPED

WE ARE WASHINGTON DC

Office Hours
Monday to Friday, 8:30 am to 5:30 pm

Connect With Us
John A. Wilson Building
1350 Pennsylvania Avenue, NW,
Suite 317, Washington, DC 20004
Phone: (202) 727-6365
Fax: (202) 727-6703
TTY: 711
Email: dmped.eom@dc.gov

[Twitter](#) [Instagram](#) [Facebook](#) [LinkedIn](#)

[Ask the Director](#)
[Agency Performance](#)

Listen

SHARE

Housing Stabilization Grants

Mayur Muriel Bowser and Development (DMPED) an District's portfolio of affor Stabilization Grants. The been unable to access fur

The Housing Stabilization in December 2020 and will portfolio of income-restric by the Housing Production local and federal affordab housing providers with 20 are listed below.

Eligibility	Units Distri Units Distri
Unit Rent Limits	\$2,50
Arrears Assistance	Fundi
Restrictions	Units back i assist • • •
Documentation	• • • • •

As a condition of the fund

John A. Wilson Building
1350 Pennsylvania Avenue, NW,
Suite 317, Washington, DC 20004
Phone: (202) 727-6365
Fax: (202) 727-6703
TTY: 711
Email: dmped.eom@dc.gov

[Twitter](#) [Instagram](#) [Facebook](#) [LinkedIn](#)

[Ask the Director](#)
[Agency Performance](#)

DMPED Real Estate Project Pipeline

Office of the Deputy Mayor for Planning and Economic Development

Home News Real Estate Development Business Development Opportunities & Programs Services About

Documentation	• Emergency Rental Assistance Program (ERAP) • STAY DC • Rental ledger (including a list of tenants or co-op members and their monthly rent or co-op carrying costs) • Deed demonstrating ownership of the property • Clean Hands certificate within last 90 days. • Completed W-9 form • Basic business license • Lease agreements for residents of buildings with 20 units or less
---------------	---

As a condition of the funds, the housing providers will have to absolve the tenants of arrears for this period, including fees, penalties, and interest accrued during the period of October 1, 2021 through August 31, 2022. Applications will open on September 12. They will be assessed on a rolling basis and will close on September 30, 2022.

City First Enterprises is managing the applications for the Housing Stabilization Grants and will host two webinars to help property owners prepare for the application process on the following dates. Please click on the date below to register.

- [Monday, Sept 12, 2022 at 5PM](#)
- [Wednesday, September 14, 2022 at 10 AM](#)

Property owners interested in applying can access the application here: [Housing Stabilization Grant application](#)

Tenants in need of assistance can go to the [Department of Human Services' Emergency Rental Assistance Program](#).

Additional FAQs can be found [here](#).

Attachment(s):
[Housing Stabilization Grants FAQs](#) - 125.8 KB (pdf)

[Twitter](#) [Facebook](#) [Mobile](#) [Maps](#) [Webcasts](#) [RSS](#) [Data](#) [Subscribe](#) [More Resources](#)

HSG APPLICATION WALK-THROUGH



Housing Stabilization Grant (2022)

Ends on September 30, 2022

The application period for the Housing Stabilization Grant closes at 5 p.m. Friday, September 30, 2022. Completed applications must be submitted by that time to be considered for the grant program. Please continue to check the [DMPED Housing Stabilization Grant Webpage](#) for any updates on the deadline. Grants will be made as funds are available.

Mayor Muriel Bowser and the Office of the Deputy Mayor for Planning and Economic Development (DMPED) launched the Housing Stabilization Grants to provide COVID-19 related relief to District housing providers. City First Enterprises will administer the Grant Program on behalf of and in close coordination with DMPED.

Only fill out one application per property. Duplicate applications will not be accepted. If you own multiple properties, you may fill out a separate application for each property.

For questions or assistance regarding this grant program or application, please email HSGGrant@cfenterprises.org. The Application Guide and FAQ can be found [here](#).

For any technical/IT questions, please reach out to Submittable, the grants management platform, for assistance. Submittable's help page can be accessed here: <https://www.submittable.com/help/submitter/>

We use Submittable to accept and review our submissions.



Create Your Account

Have An Account? Sign In

HSG APPLICATION WALK-THROUGH



Sign Up

Sign In

Welcome!

Create your free Submittable account to get started.

Email

Confirm email

Password

Confirm password

First name

Last name

Sign Up

By signing up you agree to our [Terms of Service](#) and [Privacy Policy](#).

HSG APPLICATION WALK-THROUGH

Address 1

Address 2

City/Town

State/Province

Within US & Canada

State/Province/Region

Outside of US & Canada

Zip/Postal Code

Country

Phone

APPLICATION WALK-THROUGH

Program Guidelines

Instructions

Before continuing with this application, please make sure to have the following documents ready:

- Deed for the property (deeds can be requested [here](#))
- Active business license for the property (BBLs can be found [here](#))
- Clean Hands Certificate from all Principal Owners of the property, dated within 90 days of the application submission date from [the Office of Tax Revenue](#). Principal Owners are those that have a 20% or more ownership interest in the property.
- Valid, government-issued ID
- Rental Ledgers for each unit by month from October 2021 to the present
- IRS Form W9 (signed no later than April 2022) for each owner with a 20% or more ownership interest in the property. (blank if no owner has a 20% or more ownership interest in the property.)
- Voided Business Check
- Certificate of Insurance (COI - ACORD Form) for the property
- If someone other than the property owner is completing the application, a signed and dated authorization for a specific individual to complete the application on behalf of the property owner.

Note: Failure to include any of the above documentation may result in your application being rejected.

General Tips:

- Please do not include any substitute document in lieu of the required document in your application.
- Make sure all documents are clear and legible.
- All financial documents, certificates, and payroll documents must be submitted in PDF format. Photo identification can be provided using JPG format.
- DMPED, CFE, and/or program partners will not be responsible for the accuracy of information provided on your own behalf.
- Please do not email any documents that you are submitting to the program.
- Red asterisks mean that field is required.

How many residential rental units in DC do you own as part of your total real estate portfolio? *

Select...

A unit equates to an efficiency, or several bedrooms with a separate bathroom and kitchen. For example, a home or apartment with 3 bedrooms, 2 bathrooms and one kitchen is considered one unit, even if each bedroom is leased separately.

Do you have tenants currently residing at this property that have past due rent incurred between October 1, 2021 and August 31, 2022? *

☐ Yes

☐ No

Please note that this grant program only applies to DC properties with tenants that are past due on their base rent during the above timeframe.

Do you have a copy of a current, unexpired Basic Business License (BBL) for the property and a Clean Hands Certificate from OTR dated within 90 days of your submission of this application for each Principal Owner of the property that you can upload to this application form? *

☐ Yes

☐ No

- A Principal Owner has 20% or more ownership interest in the property
- A Clean Hands Certificate may be requested [here](#)
- BBL's may be accessed in the My DC Business Center website [here](#)
- If you do not have a valid BBL for the property and a recent Clean Hands Certificate for each principal property owner, then you should not proceed with the application

Is the monthly rental rate of the units you are applying for \$2,500 or less? *

☐ Yes

☐ No

Next

APPLICATION WALK-THROUGH

 [Manage Collaborators](#)

Applicant Information

Please fill out the information below about the person filling out this form.

Note: If the applicant is someone other than the owner, you will be required to upload a signed letter authorizing the the applicant to complete this form on the owner's behalf.

Applicant First Name *

Applicant Last Name *

Applicant Phone *



Applicant Email Address *

Relationship to property owner *

APPLICATION WALK-THROUGH

Invite Collaborators

Add the email addresses of individuals you'd like to collaborate with in real-time. They will receive a link and have access to the form until you complete your submission. As the owner, only you will be able to submit.

Cancel and Close

Invite

APPLICATION WALK-THROUGH

Property Details

Please answer the questions below regarding the details of your property. Please note that each property requires one application. You will need to complete another application if you are applying for assistance for other properties even if they have the same owner.

Reminder that only property owners in the District of Columbia are eligible for this grant program

If you are not a property owner in the District of Columbia, you will not be considered for this program, per the grant guidelines.

Address Line 1 *

Address Line 2 (optional)

City *

State *

Zip Code *

Please specify the ward in which this property is located *

You can look up the Ward here: [What's My Ward? | op \(dc.gov\)](#)

What type of property is it? *

- ☐ Single family home
- ☐ Duplex

APPLICATION WALK-THROUGH

Square *

This information can be obtained from the OTR website (https://mytax.dc.gov/_/). Under the Real Property section, click on the "Search Real Property by Address or SSL" link and input the property address. SSL stands for square suffix lot. The first four digits is the square number and the last four digits is the lot number.

Lot *

This information can be obtained from the OTR website (https://mytax.dc.gov/_/). Under the Real Property section, click on the "Search Real Property by Address or SSL" link and input the property address. SSL stands for square suffix lot. The first four digits is the square number and the last four digits is the lot number.

Number of total units *

Number of vacant units *

Number of units with past due balances as of August 31, 2022 *

Property website (if applicable)

APPLICATION WALK-THROUGH

Property owner information

Please answer the questions below regarding the ownership details of the property

Who is the property owner? *

- ☐ An individual
- ☐ Group of individuals
- ☐ Trust
- ☐ LLC
- ☐ Corporation
- ☐ Other

How is the property vested on the Deed? *

Example: John T Smith, as an individual

For commercial entities please include legal structure (Ex: ABC LLC).

Do not include trade names. If the property is owned by a non-incorporated name(s) as they appear on the deed of trust.

Date property was acquired *

You may input the date as MM/DD/YY or click the calendar icon.

Please upload a copy of the Deed *

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .pdf, .jpg, .jpeg, .png

You can find a copy of the deed to your property [here](#).

Please upload a copy of a valid business license for the property *

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .pdf, .jpg, .jpeg, .png

BBL's can be accessed in the My DC Business Center website [here](#).

Please upload a copy of your OTR Clean Hands Certificate for each of the principal owners. *

Choose File

Select up to 5 files to attach. No files have been attached yet. You may add 5 more files.

Acceptable file types: .pdf, .jpg, .jpeg, .png

A Clean Hands Certificate and be requested [here](#).

Upload a signed W9 Form for each of the principal owners. Verify that the document is dated April 2022 or after *

Choose File

Select up to 5 files to attach. No files have been attached yet. You may add 5 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

You can get a blank W9 form from the [IRS here](#).

APPLICATION WALK-THROUGH

Please provide information for the person who will sign the grant agreement

This should be the Business Owner, CEO, or another executive that is able to sign contracts on behalf of the entity that will receive the funding from this grant. Do not include the email of a consultant, TA provider, or any other person that does not have the legal authority to sign contracts on behalf of the business.

Is the signatory the same entity as the property owner *

- ☐ Yes
☐ No

Full Name of Signatory *

Title of Signatory *


Phone Number of Signatory *



Email Address of Signatory *

Mailing Address of Signatory *

Country

Select... 

Address

Address Line 2 (optional)

City

APPLICATION WALK-THROUGH

Rental Ledger

We will need documentation of each tenant's account balances. We will require you to complete a template that provides this information with your application, and to also provide us with the documentation you keep for your own records in order to track each tenant's account.

Will you be claiming 20 or more units for this grant? *



Yes



No, fewer

Please upload a copy of your regular rental ledger for October 2021 - August 2022 *

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Please upload a copy of the documentation you have from your own records verifying the status of rental charges and payments for any tenants for whom you are requesting grant assistance.

Please use the template linked below to complete and upload a rental ledger template identifying the tenants in arrears *

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .xls, .xlsx

[Download this Rent Ledger Template](#) to complete and then upload here with your application. Please only include entries for tenants in arrears. To download right-click on the link and select "Download Linked File" or open the file in your browser then go to "File" then "Save as" to "Download a Copy"

APPLICATION WALK-THROUGH

Rental Ledger

We will need documentation of each tenant's account balances. We will require you to complete a template that provides this information with your application, and to also provide us with the documentation you keep for your own records in order to track each tenant's account.

Will you be claiming 20 or more units for this grant? *

☐ Yes

☒ No, fewer

How many delinquent tenants will you be claiming in this application? *

Select...



Please upload a copy of your regular rental ledger for October 2021 - August 2022, if available

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Please upload a copy of the documentation you have verifying the status of rental charges and payments for any tenants for whom you are requesting grant assistance.

APPLICATION WALK-THROUGH

×

Unit #		---	---
Tenant Full Name		---	---
Residing in unit as of 8/2022? (Y/N)		---	---
Has an eviction noticed been delivered? (Y/N)		---	---
If yes, was it a 60 or 90 day		---	---
Is there an active or pending ERAP? (Y/N)		---	---
	Monthly Rate	Rental Arrears	Past-due Charges & Fees
October 2021			
November 2021			
December 2021			
January 2022			
February 2022			
March 2022			
April 2022			
May 2022			
June 2022			
July 2022			
August 2022			

APPLICATION WALK-THROUGH

How many delinquent tenants will you be claiming in this application? *

1-5



Fill out the rental ledger below with the requested information about each tenant you will be claiming in this application (Further instructions at bottom of table) *



Unit #	1A	---	---
Tenant Full Name	James Holden	---	---
Is the tenant currently residing in the unit? (Yes/No)	Yes	---	---
Has an eviction notice been delivered? (Yes/No)	Yes	---	---
If yes, was it a 60 or 90 day notice?	90-day notice	---	---
Does the tenant have an active or pending ERAP application? (Yes/No)	No	---	---
	Monthly Base Rent	Rental Arrears	Past-due Charges & Fees
October 2021	2000	1000	50
November 2021	2000	1000	50
December 2021	2000	1000	50
January 2022	3000	3000	100
February 2022	3000	3000	100
March 2022	3000	3000	100
April 2022	3000	3000	100
May 2022	3000	1000	100
June 2022	3000	1000	100
July 2022	3000	1000	100
August 2022	3000	1000	100

APPLICATION WALK-THROUGH

Unit #	1A	---	---
Tenant Full Name	James Holden	---	---
Is the tenant currently residing in the unit? (Yes/No)	Yes	---	---
Has an eviction notice been delivered? (Yes/No)	Yes	---	---
If yes, was it a 60 or 90 day notice?	90-day notice	---	---
Does the tenant have an active or pending ERAP application? (Yes/No)	No	---	---
	Monthly Base Rent	Rental Arrears	Past-due Charges & Fees
October 2021	2000	1000	50
November 2021	2000	1000	50
December 2021	2000	1000	50
January 2022	3000	3000	100
February 2022	3000	3000	100
March 2022	3000	3000	100
April 2022	3000	3000	100
May 2022	3000	1000	100
June 2022	3000	1000	100
July 2022	3000	1000	100
August 2022	3000	1000	100

APPLICATION WALK-THROUGH

Financial and Legal Documents

Please answer the questions below. This information will be used for funding purposes if you are approved for this grant.

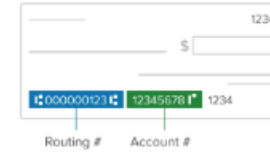
Bank Details (US) Question *

Routing Number

Confirm Routing Number

Account Number

Confirm Account Number



Please complete this section for the account where you wish for funds to be deposited. Please note that funds will be sent via ACH (electronic transfer), and bank accounts must be in the name of the property owner or of a property management company with a verifiable contract to receive payments on behalf of the property owner.

I authorize City First Enterprises to deposit payment for the personal or business account listed above. I understand that City First Enterprises is not responsible for payments made in error or any errors in the information provided on this form. Providing incorrect information will delay or void the payment. I understand I may be contacted in regard to validating account information should City First Enterprises need additional information to process payment.

Please upload a copy of the voided check associated with the above bank account information *

Upload a file. No files have been attached yet.

Acceptable file types: .pdf, .jpg, .jpeg, .png

Please upload a copy of your COI (certificate of insurance) ACORD Form *

Select up to 10 files to attach. No files have been attached yet. You may add 10 more files.

APPLICATION WALK-THROUGH



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/9/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER My Brokerage 1 Broker Lane Brokerageville CA 12345		CONTACT Mrs. Professional Broker PHONE (818) 555-1212 FAX (818) 555-1213 E-MAIL msbroker@mybrokerage ADDRESS	
INSURED My Production Company 100 Maserati Avenue Exterior CA 12354		INSURER(S) AFFORDING COVERAGE INSURER A: Powerful Ins. Co NAIC # 12301 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER: 14-15** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

LINE	TYPE OF INSURANCE	ADDITIONAL RISK END	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY					EACH OCCURRENCE DAMAGE TO RENTED ITEMS (See schedule)	
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					Included	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		55533322	1/8/2014	1/8/2015	DED EXP (Any one person)	
						10,000	
						PERSONAL & ADV INJURY	
					1,000,000		
					GENERAL AGGREGATE		
					2,000,000		
	GEN'L AGGREGATE LMT APPLIES PER:					PRODUCTS - COMP/OP AGG	
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO. <input type="checkbox"/> LOG					Included	
B	AUTOMOBILE LIABILITY		55ABCD555			COMBINED SINGLE LMT (See schedule)	
	<input checked="" type="checkbox"/> ANY AUTO		Hired Auto Phys Dmg Limit			1,000,000	
	<input type="checkbox"/> ALL OWNED AUTOS	<input checked="" type="checkbox"/> SCHEDULED AUTOS	\$75,000 ACV	1/8/2014	1/8/2015	BODILY INJURY (Per person)	
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS	COMP DED \$1,000			BODILY INJURY (Per accident)	
	<input checked="" type="checkbox"/> Hired Auto PD		COLL DED \$1,000			PROPERTY DAMAGE (Per accident)	
						1,000,000	
C	UMBRELLA LIAB					EACH OCCURRENCE	
	EXCESS LIAB	<input type="checkbox"/> OCCUR				AGGREGATE	
		<input type="checkbox"/> CLAIMS-MADE					
	DED RETENTIONS						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					<input checked="" type="checkbox"/> WC STATE <input type="checkbox"/> OTHER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in HI)	Y/N	N/A	555-5553	1/8/2014	1/8/2015	E.L. EACH ACCIDENT
							1,000,000
							E.L. DISEASE - EA EMPLOYEE
							1,000,000
							E.L. DISEASE - POLICY LMT
							1,000,000
B	MISC EQUIPMENT OWNED / RENTED		55ABCD555	1/8/2014	1/8/2015	LMT \$1,000,000 DED \$1,000	
						N/C SPECIAL FORM	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Certificate holder is included as Additional Insured for Liability but only as respects to claims arising out of the negligence of the Named Insured. Certificate holder is named as Loss Payee as respects rented/leased equipment &/or vehicles.

CERTIFICATE HOLDER Digital Film Studios LLC 11800 Sheldon Street, Unit B/C/D Sun Valley, CA 91352	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Sample Only - Not Valid Broker Name
--	---

APPLICATION WALK-THROUGH

☐ I certify that I have read the District of Columbia Housing Stabilization Grant application materials fully. I understand that not all property owners will be funded through this program. I further certify that I believe my property to be eligible for this grant program. *

Application assistance and FAQ can be found [here](#).

☐ 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, 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 and disbursement of funds, 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. *

☐ I authorize City First Enterprises to reach out to me at a future date with information about other financial resources and business coaching.

Save Draft

Submit

✓ Last Saved an hour ago

APPLICATION WALK-THROUGH

st
SES

 Follow

 Eric Lin ^ 

User Account

 My Submissions


My Profile

My Settings

Sitemap

LOGOUT

APPLICATION WALK-THROUGH


Submittable  Submissions Discover Saved Following

Eric Lin


My Submissions

All Submissions Active Accepted Declined Withdrawn **Saved Drafts** Collaborations

City First Enterprises Housing Stabilization Grant (2022) Due: Sep 30, 2022 5:00 PM [Continue](#) | [Delete](#)






APPLICATION WALK-THROUGH

Submittable  Submissions Discover Saved Following ? EL


Eric Lin

My Submissions



Sort by date  

All Submissions Active Accepted Declined Withdrawn Saved Drafts Collaborations

 + Add External Submission

Received	<u>0007</u>	City First Enterprises - Housing Stabilization Grant (2022)	Sep 12, 2022
----------	-------------	---	--------------

1 result

APPLICATION WALK-THROUGH

The screenshot displays the Submittable web application interface. At the top, the navigation bar includes the Submittable logo, links for Submissions, Discover, Saved, and Following, a help icon, and a user profile icon labeled 'EL'. The main content area shows a submission status of 'Received' with the ID '0007'. Below this, it states the submission was made to 'City of Portland Enterprises - Housing Stabilization Grant (2022)' on 09/12/2022. A red arrow points to the 'FORMS' tab in the navigation menu, which is also highlighted with a blue border. Other tabs include 'ACTIVITY', 'MESSAGES', and 'NOTE'. To the right of the tabs are links for 'Download', 'Edit', and 'Withdraw'. The submission details list two items: 'Housing Stabilization Grant (2022)' and 'Housing Stabilization Grant (2022) Eligibility', both submitted on September 12, 2022.

Submittable Submissions Discover Saved Following ? EL

Received 0007

Submitted to City of Portland Enterprises - Housing Stabilization Grant (2022) on 09/12/2022 (a day ago)

ACTIVITY MESSAGES FORMS NOTE

[Download](#) | [Edit](#) | [Withdraw](#)

✓ Housing Stabilization Grant (2022)
Submitted on September 12, 2022

Housing Stabilization Grant (2022) Eligibility
Submitted on September 12, 2022

APPLICATION WALK-THROUGH

The screenshot displays the Submittable web application interface. At the top, the navigation bar includes the Submittable logo, links for Submissions, Discover, Saved, and Following, a help icon, and a user profile icon labeled 'EL'. The main content area features a 'Received' status badge and the submission ID '0007'. Below this, it states the submission was made to 'City First Enterprises - Housing Stabilization Grant (2022)' on 09/12/2022. A tabbed interface shows 'ACTIVITY', 'MESSAGES', 'FORMS' (which is selected and highlighted with a red arrow), and 'NOTE'. To the right of the tabs are links for 'Download', 'Edit', and 'Withdraw'. The 'FORMS' tab contains two document entries: 'Housing Stabilization Grant (2022)' and 'Housing Stabilization Grant (2022) Eligibility', both submitted on September 12, 2022.

Submittable Submissions Discover Saved Following ? EL

Received **0007**

Submitted to **City First Enterprises - Housing Stabilization Grant (2022)** on 09/12/2022 (a day ago)

ACTIVITY MESSAGES **FORMS** NOTE

[Download](#) | [Edit](#) | [Withdraw](#)

✓ **Housing Stabilization Grant (2022)**
Submitted on September 12, 2022

Housing Stabilization Grant (2022) Eligibility
Submitted on September 12, 2022

APPLICATION WALK-THROUGH

The screenshot displays the Submittable web application interface. At the top, the navigation bar includes the Submittable logo and links for Submissions, Discover, Saved, and Following. A user profile icon with the initials 'EL' is in the top right corner. The main content area shows a submission titled '0007' with a 'Received' status. Below the title are tabs for ACTIVITY, MESSAGES, and FORMS. A modal dialog is open in the center, titled 'Message to organization *', which contains a text input field and two buttons: 'Cancel and Close' and 'Submit Request'. The background is dimmed to show the submission details, including a section for 'Housing Stabilization' and 'Applicant Information'.

Submittable Submissions Discover Saved Following ? EL

Received 0007

Submitted to C

ACTIVITY MESSAGES FORMS

Download | Edit | Withdraw

Message to organization *

Cancel and Close Submit Request

Housing Stabilization
Submitted on September

Applicant Information

Please fill out the information below about the person filling out this form.

Note: If the applicant is someone other than the owner, you will be required to upload a signed letter authorizing the the applicant to complete this form on the owner's behalf.

Applicant First Name

APPLICATION WALK-THROUGH

Submittable

SubmissionsDiscoverSavedFollowing

?

EL

Received

0007

Submitted to City First Enterprises - Housing Stabilization Grant (2022) on 09/12/2022 (a day ago)

ACTIVITY

MESSAGES

FORMS

NOTE

[Download](#) | [Edit](#) | [Withdraw](#)

New Message

43 minutes ago

From: Eric Lin

To: City First Enterprises

Subject: 555 18th St NW

Is my application ok? Or do I need to submit anything else for consideration?

Thank you

James

Reply

Thank you for your time and
attention!

If you have any questions, please
contact us

at: hsgrant@cfenterprises.org

202-745-4494

Phone Office Hours: 10a - 12p

