

DISTRICT OF COLUMBIA SMALL BUSINESS RECOVERY MICROGRANT AGREEMENT

This Grant Agreement (“**Agreement**”) is made as of this ____ day of _____, 2020 (“**Effective Date**”) between [CDFI], a District of Columbia _____ (“**Grantor**”) and _____, a District of Columbia _____ (“**Grantee**”).

Congratulations on submitting an application (“**Application**”) and receiving a District of Columbia Small Business Recovery Microgrant authorized by the District of Columbia, a municipal corporation (the “**District**”) in the amount of \$_____ (“**Grant Funds**”)! Acceptance by Grantee of its award and performance of the grant is subject to Grantee’s adherence to the following terms and conditions:

1. **Period of Performance.** The “Period of Performance” is from the Effective Date until September 30, 2020. All expenses funded by this grant must occur and/or be committed during the Period of Performance.
2. **Non-Profit Determination Letter.** If Grantee is a nonprofit, Grantee is required to provide a copy of Grantee’s valid Determination Letter issued by the Internal Revenue Service prior to the issuance of the awarded Grant Funds. Grantee shall submit such Determination Letter to Grantor.
3. **Due Diligence.** As a condition of award, Grantee shall submit to the District one of the following documents that was valid any time between January 1, 2019 and the present day: (i) a Certificate of Clean Hands; or (ii) a Basic Business License; or (iii) Certificate of Good Standing. Grantee must submit the Certificate of Clean Hands, Basic Business License, or Certificate of Good Standing documentation to the District on or before July 2, 2020 through the following website:
<https://app.smartsheet.com/b/form/f986a0f04f90465abea03bf7b8fbf741>. Please contact dmped.relief@dc.gov with any questions about this process. Failure of Grantee to provide either a Clean Hand Certificate, Basic Business License, or Certificate of Good Standing to the District pursuant to this Section shall be considered a default under Section 7.
4. **Method of Payment.** Grant Funds will be issued via check or Automated Clearing House

transfer.

5. **Grantee's Use of Grant Funds.** Grantee shall expend all Grant Funds solely for the purpose of continuing Grantee's operations in the District of Columbia. All Grant Funds shall be expended by Grantee in accordance with District of Columbia Small Business Recovery Microgrant Program, Grantee's Application, Grantee's budget, attached hereto as **Exhibit A** ("**Budget**"), and this Agreement.

6. **Reporting Requirements.** Grantee shall submit monthly reports by the 5th day of each month during the Period of Performance. Monthly Reports shall include support documentation for actuals, including, but not limited to receipts, and paid invoices for all direct and indirect costs. See Grant Report Guidelines, attached hereto as **Exhibit B**, for full details. Grantee's failure to fully document expenditure of Grant Funds as described in the Budget shall be a default under Section 7.

7. **Default, Remedy.** Grantee will be in default of this Agreement if Grantor determines, in its sole discretion, that Grantee (i) has not demonstrate satisfactory performance or financial accountability; (ii) has failed to comply with any of terms or conditions of this Agreement; (iii) is not in compliance with all applicable District and federal laws and regulations. In the event of a default under this section, Grantor may provide Grantee with written notice of the default, along with a demand to cure by the date set forth in the notice, which shall be no less than five (5) days after notice of the default. If the default is not cured or remedied by the date set forth in the notice, Grantor may refuse to disburse the Grant Funds or otherwise suspend or terminate funding to Grantee, as applicable, and if applicable, Grantor may demand in writing the repayment or return of some or all of the Grant Funds, whether or not such Grant Funds have been previously disbursed, obligated or committed by Grantor or the District.

8. **Non-Discrimination.** In the provision of goods or services associated with the grant, Grantee shall not discriminate, or allow discrimination, on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, genetic information, disability, matriculation, political affiliation, disability, source of income, status as a victim of an intra-family offense, or place of residence or business. In addition, Grantee shall not engage

Exhibit A
Budget

Exhibit B
Grant Report Guidelines

Grantee Reports shall include the following information:

- Report date
- Organization name and contact information (full address, including mailing address if different, telephone number, email and website), the name and contact information of the current CEO or executive (if different) and contact person for this report (if different)
- EIN and/or federal tax-exempt number (if applicable)
- Dollar amount of the grant award
- Signature of executive director or other authorizing official.
- Summary of uses of Grant Funds outlined in Grantee's Application
- Actuals for the Grant Funds
- Supporting documentation, including invoices and paid receipts.