



Retail Bridge Fund

零售桥梁基金

Grant Application Guide

补助金申请指南

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INTRODUCTION 介绍

Thank you for your interest in the Retail Bridge Fund. This document will help you complete the application and answer common questions. The Retail Bridge Fund will support local brick-and-mortar retail establishments, including bookstores, clothing stores, salons, massage establishments, art galleries, fitness studios, and dry cleaners. The funds will support general operational expenses (rent, mortgage, payroll, insurance, and/or utilities), as well as operating expenses related to COVID-19.

The Retail Bridge Fund is a competitive grant program; grantees will be selected based on business viability, number of employees, and tenure. Additionally, 15% of the funds (\$2.25 million) will be set aside for businesses that are eligible to be both a Resident-Owned Business (ROB) and a Small Business Enterprise (SBE); and one of the following:

- at least 51% owned by economically disadvantaged individuals;
- at least 51% woman-owned; OR
- a certified Disadvantaged Business Enterprise as determined by the DC Department of Small and Local Business Development (DSLBD).

感谢您对零售桥梁基金的兴趣。这个文件将协助你完成申请并解答常见问题。零售桥梁基金将支持本地有实体的零售商业机构，其中包括书店，卖衣店，发廊，按摩店，艺术画廊，健身会馆，还有干洗店。这个补助金将支持总的运营成本（租金，房贷，员工工资，保险，和水电费），还有和 COVID-19 相关的运营费用。

这个零售桥梁基金是一个竞争性补助金项目；将会依据商业的生存能力，员工人数，土地使用权等为依据选择获补助的商业。另外，其中 15% 的基金（\$2.25 百万）将会单独分开来补助符合条件的居民所有的商业（Resident-Owned Business）和小型商业实体（Small Business Enterprise）；并且符合以下其中的一条：

- 至少 51% 的所有权归经济弱势个人；
- 至少 51% 是所有权归妇女所有；
- 由华盛顿特区小型和本地企业发展部（DSLBD）认定的认证弱势企业。

This opportunity is geared towards retail establishments with a physical retail storefront located in the District of Columbia. The Retail Bridge Fund application will open on Monday, December 14, 2020 at 11:00 am EST. The application will close on Friday, January 8, 2021 at 5:00 pm EST. **Applications not received by the deadline will not be considered.**

The Latino Economic Development Center (LEDC) will serve as Grant Administrator for the Retail Bridge Fund on behalf of the District's Office of the Deputy Mayor for Planning and Economic Development (DMPED).

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

此机会适合于在哥伦比亚特区内设有实体零售店面的零售场所。零售桥梁基金申请将于 2020 年 12 月 14 日星期一（美国东部标准时间）上午 11:00 开放。申请将于美国东部时间 2021 年 1 月 8 日（星期五）下午 5:00 关闭。没有在规定时间内之前提交的申请都不会被考虑。

拉丁裔经济发展中心（LEDC）将代表特区规划与经济发展副市长办公室（DMPED）担任零售桥梁基金的补助金管理方。

LEDC 或 DMPED 或任何合作的技术援助项目对技术平台上的任何中断或故障负责，这些中断或故障可能导致申请人无法提交其申请。请参阅本文档的最后一页以获取技术帮助资源。

BEFORE YOU BEGIN

Check our [Eligibility Chart](#) to ensure your business type falls under the Retail Bridge Fund. If you're not sure which program you are eligible for, please email thebridgefund@dc.gov.

在你开始之前

查看我们的 [符合资格表](#) 以确保您的商业类型是符合申请零售桥梁基金的。如果您不确定符合哪个项目，请发送电子邮件到 thebridgefund@dc.gov。

Eligibility Requirements

The Retail Bridge Fund will be open to businesses that meet the following criteria:

- A brick-and-mortar, for-profit retail location in the District of Columbia. Online only businesses are ineligible.
- Business must currently be open and operating, though it may be operating at a limited capacity.
- Must have been revenue generating prior to March 17, 2020.
- Maximum of \$6 million in annual revenue for 2019 and \$4.5 million in revenue as of September 30, 2020.
- Must be Local Business Enterprise (LBE) eligible (see more details below).
- Must demonstrate financial distress (25% decrease in revenue) during the COVID-19 pandemic.
- Must have a current Certificate of Clean Hands (dated within 90 days prior to application date).
- Sole proprietors with a physical storefront are eligible if the owner is a DC resident.
- Franchises are eligible but must be independently owned and operated.

符合资格要求

零售桥梁基金将会对符合以下条件的商业开放：

- 设在哥伦比亚特区境内的实体零售店。只有网上业务的商业不符合资格。
- 商业目前可能处于开放状态，也有可能局部开放，也有可能暂时关闭但计划在 2021 年 1 月 15 日之前重新开放。
- 必须在 2020 年 3 月 17 日之前就产生了收入。

- 2019 年的最高年度收入不超过 600 万美元并且截至 2020 年 9 月 30 日的最高年度收入不超过 450 万美元。
- 必须符合本地企业（LBE）的资格（请参阅下面的更多详细信息）。
- 必须在 COVID-19 疫情期间出现财务困境（总收入减少 25%）。
- 必须具有最新的“清白证明”（申请日期前 90 天内）。
- 如果所有者是 DC 居民，拥有实体店面的独资经营者也符合申请资格。
- 特许经营是有资格的，但必须是独立拥有和经营。

What is the definition of a Local Business Enterprise (LBE) eligible business?

LBE is a category of the Certified Business Enterprise certification, administered by the Department of Small and Local Business Development (DSLBD). The definition for an LBE is below:

- Principal office physically located in the District;
- Chief executive officer and highest-level managerial employees maintain their offices and perform their managerial functions in the District;
- Meets one of the four following standards:
 - More than 50% of the assets, excluding bank accounts, are in the District;
 - More than 50% of the employees are residents of the District;
 - The owners of more than 50% of the business enterprise are residents of the District;
 - OR
 - More than 50% of the total sales or other revenues are derived from transactions in the District
- Is properly licensed under DC law; and
- Is subject to tax under DC law (Chapter 18 of Title 47)

符合本地商业企业（LBE）资格的企业的定义是什么？

LBE 是由小型和本地企业发展部（DSLBD）管理的认证企业认证的类别。LBE 的定义如下：

- 主要的实体店面位于特区境内；
- 首席执行官和最高级别的管理人员在特区内有办公室并履行其管理职能；
- 符合以下四个标准之一：
 - 超过 50% 的资产（银行帐户除外）位于特区境内；
 - 超过 50% 的员工是特区居民；
 - 超过 50% 的企业所有者是该区的居民；
 - 总销售额或其他收入的 50% 以上交易是源自特区境内。
- 根据哥伦比亚特区法律获得了适当的执照；并且
- 需根据哥伦比亚特区法律（第 47 编第 18 章）纳税

Required Documents

The following documents are required to complete the application.

必要文件

填写本申请时，需要下列文件：

Required Document 必要文件	Instructions 指南
Federal Employer Identification Number (EIN) 联邦雇主识别号码 (EIN)	<p>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. If your business was established in 2020, you will need to provide your EIN letter.</p> <p>要找到您的 EIN，请查看之前提交的纳税申报表或遵循来自美国国税局 (IRS) 的这些提示。您在此申请中使用的名称和地址应与您在 EIN 注册时使用的信息相匹配。如果您的企业是在 2020 年成立的，您需要提供您的 EIN 信件。</p>
Proof of Valid Identification for owner 所有者有效身份证明	<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> <p>所有所有者的有效身份证明（有效驾驶执照、州签发身份证或美国签发护照的清晰副本）。这些文件的副本最好是彩色的。</p>
2018 Federal Tax Return 2018 年纳税申报表	<p>Only applicable if your business was operational in 2018. 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> <p>仅适用于如果您的企业在 2018 年有在运营。必须包括带有所有报税单的完整申报表。针对独资企业，如果没有营业申报表，可接受个人申报表（必须包括所有报税单）。</p>
2019 Federal Tax Return 2019 年纳税申报表	<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> <p>仅适用于如果您的企业在 2019 年有在运营。必须包括带有所有报税单的完整申报表。针对独资企业，如果没有营业申报表，可接受个人申报表（必须包括所有报税单）。</p>
2019 Income Statement in Monthly Format 2019 年月度损益表	<p>Only applicable if your business was operational in 2019. Statement must be provided in a monthly format & must list rent, payroll, and utilities separately. See below for additional resources.</p> <p>仅适用于如果您的企业在 2019 年有在运营的情况。损益表必须以每月格式提供并且必须分别列出租金、工资和公用</p>

	<p>事业费用。查看下方额外资源。</p>
<p>2020 Income Statement in Monthly Format (to date) 2020 年月度损益表（至今）</p>	<p>Statement must be provided in a monthly format & must list rent, payroll, and utilities separately. Must cover financials through September 30, 2020. (If business opened in 2020, please include a statement that covers the time period the business has been in operation.) See below for additional resources.</p> <p>损益表必须以每月格式提供并且必须分别列出租金、工资和公用事业费用。必须涵盖截至 2020 年 9 月 30 日的财务状况。（如果企业在 2020 年开放，请附上涵盖企业经营持续时间的所有损益表）。查看下方额外资源。</p>
<p>Certificate of Clean Hands 清白证明</p>	<p>to date of application. See below for additional resources & guidance.</p> <p>清白证明必须在此申请提交日的 90 天内。请查看下方额外资源和指导。</p>
<p>Payroll Roster 工资名册</p>	<p>Current Payroll Roster (dated as of September 30, 2020) listing all full-time employees, part-time employees, and 1099 independent contractors. Roster must include state of residency for each employee/contractor.</p> <p>列出所有全职员工、兼职员工和 1099 独立合同工的当前工资名册（截止 2020 年 9 月 30 日）。工资名册必须包括每个员工/合同工的居住州。</p>
<p>Active DC Basic Business License 有效哥伦比亚特区基本营业执照</p>	<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 name. The address listed in the Business License should match the Certificate of Occupancy. If you have more than one location, make sure to provide the correct Business License. Your business license must be current and may not expire before March 1, 2021.</p> <p>An Occupational or Professional License may not be substituted for a Business License.</p> <p>营业执照由哥伦比亚特区监管和消费者事务部 (DCRA) 签发。想要获取更多有关哥伦比亚特区营业执照的信息，请访问 DCRA 的 企业服务网站 或者 通过在线门户网站联系 DCRA。想要获取您营</p>

	<p>业执照的副本，请访问 DCRA 的我的哥伦比亚特区企业中心。</p> <p>营业执照上应该有企业名称。营业执照所列地址应与占用许可证相符。如果您有多个营业地点，一定要提供正确的营业执照。你的商业执照必须有效而且最好没有在 2021 年 3 月 1 日之前到期。</p> <p>执业证照不能替代商业执照。</p>
<p>Certificate of Occupancy 占用证书</p>	<p>Certificates of Occupancy are issued by DCRA and are required to occupy any structure other than a single-family dwelling. You should have received one before you were able to locate in your retail space. 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> <p>Your Certificate of Occupancy must be current, and your Business License must have the same address.</p> <p>DCRA 签发占用证书并要求占用的是非用于居住的建筑。您应该在成立您的零售店面的时候就已经获得了。如果您需要协助获得一份占用证书的副本，请致电 DCRA 记录管理部 (202) 442-4480。</p> <p>你的占用证书必须是当前的，而且和你的商业执照是在同一个地址上。</p>

Important Notes about Your Documents:

- Failure to provide any of the above documentation that is applicable to your business will result in the disqualification of your application.
- Do not include any substitute documents or placeholder documents; this will also result in the disqualification of your application.
- Please upload documents in Excel or PDF format. A clear JPEG of your identification may be used for ID verification only.
- There is a folder of “Example Documents” within the application portal for reference. If you have questions about whether your document is acceptable, contact LEDC through the application portal via the chat feature, or email retailbridgefund@dc.gov.
- DMPED, LEDC, 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 to the last page of this document for a list of resources you may contact.

有关文件的重要说明：

- 如果未能提供适用于您企业的上述任何文件，将有可能导致您的申请资格丧失。

- 不要包括任何替代文件或占位文件；这也将可能导致您的申请被取消资格。
- 请上传 Excel 或 PDF 格式的文档。您的身份证明文件的清晰 JPEG 只能用于 ID 验证。
- 在申请门户中有一个“示例文档”文件夹供参考。如果您对您的文档是否可接受有疑问，请通过申请门户的聊天功能联系 LEDC，或发送电子邮件至 retailbridgefund@dc.gov。
- DMPED, LEDC, 以及项目的合作方将不会协助申请人获取这些文件。所有申请人都必须代表自己申请。如果您需要其他支持，请参阅本文档的最后一页，以获得可以联系的资源列表。

Clean Hands

A Certificate of Clean Hands certifies that your business does not owe a debt to the District of Columbia greater than \$100 for fees, fines, taxes, or penalties and that it has filed all required District tax returns. You must register through the MyTax.DC.gov portal to request a Certificate of Clean Hands. You cannot request one via e-mail or phone.

Tips for Obtaining Your Clean Hands:

- [Visit OTR's website](#) to learn how to navigate the process.
- View a step-by-step guide for [setting up an online MyTax.DC.gov account](#).
- View a step-by-step guide for [requesting a Clean Hands on MyTax.DC.gov](#).
- [Webinar presentation deck](#) or [Video Tutorial](#)
- See [Frequently Asked Questions](#) for other useful info.

If a Notice of Non-Compliance is generated:

It will list the name and telephone number of the agency with whom you have an outstanding obligation. After making a payment on your outstanding obligation (if applicable), you may experience a delay in being able to get your Clean Hands (processing may take five or more business days). After five business days from the day of making a payment, request a Certificate of Clean Hands through MyTax.DC.gov. If you still receive a Notice of Non-Compliance, email CleanHands.Cert@dc.gov to follow-up on the status.

Tips for Contacting OTR with Questions:

- For technical assistance with creating an account on MyTax.DC.gov, contact the E-Services unit at (202) 759-1946 or e-services.otr@dc.gov.
- If you have questions about your Notice of Non-Compliance, send an email to CleanHands.Cert@dc.gov. Describe the issue you're having in as much detail as possible. You should receive a response within one business day.

清白证明

一份清白证明可证明您的公司并无拖欠任何哥伦比亚特区超过 100 美元的费用、罚款、税金并且已经提出所有特区纳税申报表。您必须通过 MyTax.DC.gov 门户进行注册，以申请“清白证明”。您无法通过电子邮件或电话申请。

获得清白证明的小技巧：

- [访问 OTR 的网站](#) 了解如何申请的步骤。
- 查看分步指南 [设置在线 MyTax.DC.gov 账号](#)。
- 查看分步指南 [在 MyTax.DC.gov 请求一份清白证明](#)。
- [在线演示](#) 或 [视频教程](#)
- 查看 [常见问题解答](#) 获得其他有用信息。

如果您收到一个“不合规通知”：

它将列出您拖欠税款的单位的名称和电话号码。在支付了您拖欠税款（如果适用）后，您可能会无法马上获得“清白证明”（处理可能需要五个或更多个工作日）。从付款之日起五个工作日后，请通过 MyTax.DC.gov 要求获得“清白证明”。如果您仍然收到不合规通知，请发送电子邮件至 CleanHands.Cert@dc.gov 进行咨询。

联系 OTR 咨询问题的小技巧：

- 需要技术协助在 MyTax.DC.gov 上开设一个账户，请联系电子服务单位（202）759-1946，或者 e-services.otr@dc.gov。

Income Statement

Income statements (also known as profit and loss statements) document your business' streams of revenue and various expenses. Income statements provided for the Retail Bridge Fund **MUST be broken out monthly** – annual income statements will not be accepted. Please provide as much detail as possible on the categories making up your revenue and expenses. At a minimum, your income statement should clearly show each of the following categories by month:

- Total Revenue
- Total Expenses
- Rent/Mortgage Expenses
- Utilities Expenses
- Payroll Expenses (Salaries, Wages, & Payments to Independent Contractors. Employee benefits should be listed separately)

You may download the income statement from your accounting software (as long as it displays the above 5 categories) or use this [free template](#).

收入损益表

损益表（也称为利润亏损表）记录了您企业的收入流和各种费用。提供给零售桥梁基金的损益表必须**每月细分一次**，不接受年度损益表。请在构成您的收入和支出的类别中提供尽可能详细的信息。损益表至少应按月清楚显示以下各个类别：

- 总营业额
- 总成本
- 租金/房贷费用
- 水电费
- 员工工资费用（工资，薪资，和支付给独立合同工的报酬。员工福利应该单独罗列）

您可以从您的会计软件上下载这个收入损益表（只要显示上述五个类别）或使用 [免费样板](#)。

Payroll Roster

You will be prompted to upload an employee payroll roster for the month of September 2020. Include names, status (part-time: PT, full-time: FT, contractor: C), monthly payment amount, and states of residence. You can obtain this information from your payroll processor, or you can create a spreadsheet like the image below. Monthly expense should include salaries, wages, and payments to independent contractors only. Do not include the cost of employee benefits. **Be sure to remove any personally identifying information such as social security numbers and employee birthdates.**

Payroll Roster for September 2020							
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					5794.500	1349.64	4444.86

员工工资表

系统将提示您上载 2020 年 9 月的员工薪资花名册。包括姓名，状态（兼职：PT，全职：FT，承包商：C），每月付款金额和居住状态。您可以从薪资处理器获取此信息，也可以创建电子表格，如下图所示。每月支出应仅包括薪水，工资和对独立承包商的报酬。不包括员工福利成本。确保删除任何个人识别信息，例如社会安全号和员工出生日期。

请参见下方示例

2020 年 9 月工资名册							
员工姓名	雇用日期	雇用状态	居住州	工资率	毛收入	税费	净收入
Ebenezer Scrooge	2015 年 6 月 14 日	全职 (F/T)	不适用	25.25/小时	2020.00	626.20	1393.80
Mary Poppins	2019 年 4 月 21 日	全职 (F/T)	哥伦比亚特区	24.30/小时	1944.00	602.64	1341.36
Susanna Carmichael	2020 年 2 月 3 日	合同工 (C)	哥伦比亚特区	22.00/小时	1226.50	0	1226.50
William Wonka	2020 年 7 月 20 日	兼职 (P/T)	马里兰	15.10/小时	604.00	120.80	483.20
总计					5794.50	1349.64	4444.86

Important Dates

- Application Opens: Monday, December 14, 2020 at 11:00 AM EST
- Info Session #1: Wednesday, December 16, 2020 at 3:00 PM EST
- Info Session #2: Thursday, December 17, 2020 at 10:00 AM EST
- Application Closes: Friday, January 8, 2021 at 5:00 PM EST

If you are unable to attend one of the information sessions, a session recording will be posted to coronavirus.dc.gov/bridgefund.

重要日期

- 申请开放：星期一，2020 年 12 月 14 日上午 11:00 东部标准时间
- 信息会议 #1：星期三，2020 年 12 月 16 日下午 3:00 东部标准时间
- 信息会议 #2：星期四，2020 年 12 月 17 日上午 10:00 东部标准时间
- 申请截止：星期五，2021 年 1 月 8 日下午 5:00 东部标准时间

如果你无法参加信息会议，会议记录在：coronavirus.dc.gov/bridgefund。

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 Friday January 8, at 5:00 PM EST
2. The application is incomplete (e.g. missing required documentation)
3. The applicant's business does not meet the minimum eligibility requirements for the Retail Bridge Fund

信息审核

在正式审查程序之前，每个申请都将接受初步筛选，以确保申请完整且符合最低要求。在以下情况下，将不对申请进行评估：

1. 申请在截止日期之后才收到：星期五，1月8日下午 5:00 东部标准时间
2. 申请书不完整（例如缺少必要文件）
3. 申请者的企业不符合零售桥梁基金的最低资格要求

All application entries will be verified for accuracy based on supporting documentation. It is important to ensure that all documentation is accurate and legible. Applications deemed ineligible or incomplete will not be advanced for final award recommendation. Selected grantees will be notified by LEDC about next steps, including executing the grant agreement, completing the payment form (or ACH form), and submitting a W-9 form. Use of electronic transfer of funds is preferred for payment of grant funds (grantees are expected to provide banking information to process the transfer of funds).

Selected grantees will also be required to submit reporting on the use of funds during the performance period. Failure to do so could jeopardize the business' ability to take advantage of future grant opportunities.

所有的申请都将根据所提交的文件确认其准确性。确保所有文件都是准确且易读的将非常重要。被认为不合格或不完整的申请将不会被推荐授予。LEDC 将向选定的获补助者通知有关下一步的步骤，包括执行补助协议，填写付款表格（或 ACH 表格）以及提交 W-9 表格。最好使用电子资金转移来支付补助金（希望获补助人提供银行信息以处理资金转移）。

选定的获补助人还将需要在业绩期内提交有关资金使用的报告。否则，可能会损害企业利用未来获得补助金机会的能力。

APPLICATION GUIDE

This guide is designed to give applicants a walk-through of each question in the application and provide guidance on how to fill out the application.

The text in italics throughout this guide reflects the actual question text appearing on the application portal.

申请指南

本指南旨在让申请者快速浏览申请中的每个问题，并就如何填写申请提供指导。

在整篇指南中的斜体文本反映了申请门户上显示的实际问题文本。

About the Application Platform

To access the [application form](#), you'll need to register your email address and create an account. Once you've created an account, you'll be able to save your progress and resume the application at a later time. Please note that you'll only be allowed to submit **ONE application per email address**. If you are applying for multiple businesses, you'll need to create multiple accounts with different email addresses.

You will have the ability to contact LEDC directly in the application platform if you require technical assistance or have questions. You can also email LEDC at BFretail@ledcmetro.org. Frequently Asked Questions and example documents will be available to reference inside the application portal (you will need to be logged in to your account to view these links).

关于申请平台

要访问[申请表](#)，您需要注册您的电子邮件地址并创建一个账户。在您创建账户后，您将能够保存您的进度，并在以后继续申请。请注意，**每个电子邮件地址**只允许您提交一个**申请**。如果您要为多个企业申请，那么您需要用不同的电子邮件地址创建多个账户。

如果您需要技术协助或有疑问，您可以在申请平台上直接联系 LEDC。您也可以发送电子邮件至 LEDC：BFretail@ledcmetro.org。常见问题和示例文档将在申请门户内提供以供参考（您需要登录您的账户才能查看这些链接）。

PART 1: Eligibility Information

The applicant is required to meet initial eligibility criteria in order to continue to the application.

BEFORE YOU BEGIN: Check our Eligibility Chart to ensure your business type falls under the Bridge Fund grant you selected above.

[Bridge Fund Eligibility Chart](#)

Licensing, Location, and Revenue

Confirm you meet the basic eligibility requirements of the Retail Bridge Fund:

Businesses must meet all of the following requirements to be eligible for the Retail Bridge Fund. Select all that apply to your business.

- *Principal office physically located in the District*
- *Chief executive officer and highest-level managerial employees maintain their offices and perform their managerial functions in the District*
- *Is properly licensed under DC law*
- *Is subject to tax under DC law (Chapter 18 of Title 47)*
- *Under \$6 million in annual revenue for 2019*
- *Less than \$4.5 million in revenue as of September 30, 2020*

第 1 部分：资格信息

申请人必须满足初始资格标准才能继续申请。

在您开始之前：请查看我们的资格图表，以确保您的企业类型属于您在上面对应的桥梁基金补助。

[桥梁基金资格图表](#)

Licensing, Location, and Revenue

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Select all that apply to your business.

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- *Is properly licensed under DC law*
- *Is subject to tax under DC law (Chapter 18 of Title 47)*
- *Under \$6 million in annual revenue for 2019*
- *Less than \$4.5 million in revenue as of September 30, 2020*

执照发放、位置和收入

请确认您符合零售桥梁基金的基本资格要求：

企业必须满足以下全部要求，才符合零售桥梁基金的资格。勾选适用于您企业的所有选项。

- 总部实际地点设在特区
- 首席执行官及最高级别管理人员在特区内有办公室并且履行管理职能
- 根据哥伦比亚特区法律获得了适当的执照
- 需根据哥伦比亚特区法律（第 47 编第 18 章）纳税
- 2019 年的年度收入低于 600 万美元
- 截至 2020 年 9 月 30 日收入少于 450 万美元

Established Date

Enter the date you first registered your business with DCRA. Businesses must have been established prior to March 17, 2020 to be eligible.

Established Date (When did you first register your business with DCRA?)

Business Corporate Structure

Indicate whether your business is a for-profit or non-profit entity. You must have a for-profit business to

be eligible for this grant.

Business Corporate Structure Type

- For-profit
- Nonprofit

成立日期

请输入您首次在 DCRA 为您的企业登记的日期。企业的成立日期必须在 2020 年 3 月 17 日以前才符合资格。

成立日期（您何时首次在 DCRA 为您的企业登记？）

企业公司结构

请指出您的企业是营利性还是非营利性实体。您的企业必须是营利性才符合此补助的资格。

企业公司结构类型

- 营利
- 非营利

Local Business Enterprise

Please indicate whether your business qualifies as a Local Business Enterprise based on ownership, sales, employment, or assets. You must meet one of these criteria to be eligible.

Do one or more of the following statements apply to your business?

Check all that apply.

- 50% or more of the owners are District residents
- 50% or more of gross receipts for your business originate in the District
- 50% or more of your employees are District Residents
- 50% or more of assets, excluding bank accounts, are in the District
- None

Business Operating Status

Select the current operational status of your business based on the definitions below:

- Open, but in limited capacity = (1) physical location is closed to the public but selling products online for store pickup or delivery, or (2) physical location is open but with reduced hours
- Temporarily closed = physical location is closed to the public and not selling products online for store pickup or delivery, but plans to reopen on or before January 15, 2021.

If your business is temporarily or permanently closed, it is automatically deemed ineligible for this grant program.

What is the current operational status of your business?

- Open
- Open, but in limited capacity
- Temporarily Closed
- Permanently Closed

If temporarily closed, when did your business close? Enter date your business closed

- Provided that restrictions are lifted, do you plan to reopen on or before January 15?
 - Yes
 - No
 - If no, please explain why you plan to be temporarily closed beyond January 15.

本地企业

请基于所有权、销售额、雇用或资产指出您的企业是否符合本地企业的资格。您必须符合以下标准之一才合格。

以下一条或多条表述是否适用于您的企业？

请勾选所有适用项。

- 50% 或以上的所有者为特区居民
- 您企业的 50% 或以上的总收入来自特区
- 50% 或以上的员工是特区居民
- 50% 或以上的资产（不包括银行账户）位于特区
- 无

企业经营状态

根据以下定义，选择您的企业的当前经营状态：

- 营业，但能力有限 = (1) 实体位置对公众关闭，但在网上卖产品，可到店提货或配送，或 (2) 实体位置营业，但减少营业时间
- 暂时关闭 = 实体位置对公众关闭，也不在网上卖产品，不可到店提货或配送，但计划在 2021 年 1 月 15 日或之前重新开业。

如果您的企业永久关闭，那么您被自动视为不符合此补助计划的资格。

您的企业的当前经营状态是什么？

- 营业
- 营业，但能力有限
- 暂时关闭
- 永久关闭

如果暂时关闭，您的企业是何时关闭的？输入您的企业关闭的日期

- 假设解除限制，您是否计划在 1 月 15 日或之前重新开业？
 - 是
 - 否
- 如果否，请解释为什么您计划在 1 月 15 日前暂时关闭。

Businesses with a Tavern License

If your business has a tavern license, it is ineligible for this grant, but may be eligible for the [Restaurant](#) or [Entertainment](#) portions of The Bridge Fund. Check the list of eligible businesses [here](#).

Does your business have a tavern license?

- No
- Yes

Type of Business (Ineligible)

If your business is in any of the categories listed, it is not eligible for this grant.

Does your business fall into any of the following ineligible categories?

Select all that apply

- No
- A business type that falls under one of the other Bridge Funds (Restaurant, Entertainment, Hotel.) View our [Eligibility Chart](#) to confirm.
- E-commerce businesses
- Home-based businesses

- Seasonal businesses (only open for part of the year)
- Health care and social assistance (physicians, dentists, acupuncture and chiropractor offices, etc.)
- Child care providers
- Financial Institutions (banks, credit unions, check cashing establishments, pay day lenders, etc.)
- Professional Services (accountant, insurance, law office, 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

持酒馆执照的企业

如果您的企业持酒馆执照，那么您不符合此补助的资格，但可能符合桥梁基金中[餐厅](#)或[娱乐](#)部分的资格。请在[这里](#)查看合格企业的清单。

您的企业是否有酒馆执照？

- 否
- 是

企业类型（不合格）

如果您的企业属于所列出的任何类别，那么您不符合此补助的资格。

您的企业是否属于以下任何不合格类别？

选择所有适用项

- 否
- 属于其他桥梁基金的企业类型（餐厅、娱乐、酒店） 查看我们的[资格图表](#)以确认。
- 电子商务企业
- 居家型企业
- 季节性企业（仅在一年中部分时间营业）
- 医疗保健和社会援助（医师、牙医、针灸和脊椎按摩师办公室等）
- 儿童保育提供者
- 金融机构（银行、信用社、支票兑现机构、发薪日贷款机构等）
- 专业服务（会计师、保险、律师事务所等）。
- 建筑和房地产（总承包、建筑、开发、物业管理、房地产商等）
- 不拥有或租赁零售门店的自由职业者（按摩师、发型师、美容师、美甲师、健身教练、舞蹈教师等）
- 在共享零售空间卖产品，但不拥有或租赁零售门店的制造商

Acknowledgement of Eligibility Requirements

Select Yes to acknowledge that you understand the eligibility requirements of this grant program.

I understand that if my business does not meet the eligibility requirements listed above, my application will be disqualified in the review process.

- Yes

确认资格要求

选择是，确认您理解本补助计划的资格要求。

我理解，如果我的企业不满足上述资格要求，那么将在审查过程中取消我的申请的资格。

- 是

Documentation

The required documentation (based on your established date) will appear. Please indicate that you have all required documents before proceeding. You will upload these documents later in the application. These documents should be in Excel or PDF format (a .jpg of business owner identification only is acceptable).

Required Documents: General

I have the following required documentation available.

- *Business Owner Identification*
- *Current Valid DC Basic Business License*
- *Certificate of Clean Hands (obtained from OTR within 90 days of application)*
- *Certificate of Occupancy*
- *2020 Income Statement in Monthly Format for (January 1 - September 30, 2020)*
- *Number of full- and part-time employees for each quarter of 2020 (Jan-Sept)*
- *Employee Roster including employee name, state of residency and full-time and part-time status as of September 30, 2020*

Required Documents: 2018 (if applicable)

- *2018 Tax Return*

Required Documents: 2019 (if applicable)

- *2019 Tax Return*
- *2019 Income Statement in Monthly Format*

Required Documents: Established in 2020 (if applicable)

- *EIN Letter*

If using an EIN for Federal Tax ID. If using SSN, then upload a personal tax document including your SSN.

I understand that I must submit the required documentation with my application in the proper format. Applications missing documentation will be disqualified in the review process.

- Yes

Confirm Required Documents

Please confirm that you have all required documents above before proceeding.

证明文件

将显示必要的证明文件（基于您的成立日期）。请在往下继续前指出您有全部的必要文件。您将在稍后申请时上传这些文件。这些文件应使用 **Excel** 或 **PDF** 格式（单独的企业所有者身份证明可以使用 .jpg 文件）。

必要文件：一般

我能提供以下要求的证明文件。

- *企业所有者身份证明*
- *当前有效的哥伦比亚特区基本营业执照*
- *清白证明 (Certificate of Clean Hand) (在申请前 90 天获取自 OTR)*
- *占用证书*

- o 2020 年月度损益表 (2020 年 1 月 1 日至 9 月 30 日)
- o 2020 年 (1 月至 9 月) 每个季度的全职与兼职员工人数
- o 员工名册, 包括截至 2020 年 9 月 30 日的员工姓名、居住州和全职与兼职状态

必要文件: 2018 年 (如适用)

- o 2018 年纳税申报表

必要文件: 2019 年 (如适用)

- o 2019 年纳税申报表
- o 2019 年月度损益表

必要文件: 在 2020 年成立 (如适用)

- o EIN 信函

如果用 EIN 作为联邦纳税 ID。如果使用 SSN, 请上传包括您的 SSN 的个人纳税文件。

我理解, 我必须随我的申请表以正确格式提交必要证明文件。缺失证明文件的申请表将在审查过程中被取消资格。

- o 是

确认必要文件

请在往下继续前确认您有以上全部的必要文件

Eligibility Check & Part 2

At this point, you need to save your application and check your eligibility before the application will allow you to proceed. Select "Show" to show Part 2 questions.

Please click the blue "save" button to determine your eligibility.

If eligible, return to "edit" mode and select "show" to advance your application.

Throughout the application, if you would like to pause your progress in a Part before completing all required fields, you may "hide" the Part and click save to do so.

Otherwise, all required questions of a Part must be filled in order to save progress.

Check eligibility & show Part 2 of 7: Contact Information

- o Hide
- o Show

资格检查和第 2 部分

此时, 您需要保存您的申请表并检查您的资格, 之后申请表才允许您往下继续填写。选择“显示”, 显示第 2 部分问题。

请点击蓝色的“save (保存)”按钮, 确定您的资格。

如合格, 请返回到“edit (编辑)”模式, 然后选择“show (显示)”以推进您的申请。

在整个申请过程中, 如果您想在完成所有必填字段之前暂停某一部分的进度, 那么您可以“隐藏”该部分, 并点击保存。

否则, 必须填写一个部分的所有必填问题才能保存进度。

检查资格并显示第 2 部分 (共 7 部分): 联系信息

- o 隐藏
- o 显示

Based on your answers to the previous questions, the eligibility check will turn up at least one of the following responses:

1. *Eligible*

- *Your business passes the initial eligibility check.*
- *It is important to note that not all eligible businesses and businesses that apply will receive funding.*
- *Please complete your application to secure up to \$25,000 in financial support.*

2. *Ineligible*

- *Regretfully your business is ineligible for the Retail Bridge Fund.*
- *We encourage you to review all other funding options available at <https://coronavirus.dc.gov/page/recovery-businesses>.*

3. *Alternative Grant Opportunity*

- *Unfortunately, businesses that possess tavern licenses are not eligible for the Retail Bridge Fund.*
- *You may, however, be eligible for the Restaurant Bridge Fund or Entertainment Bridge Fund.*

根据您对前面问题的回答，资格检查将引发至少以下一个回复：

1. 合格

- 您的企业通过了初步资格检查。
- 请务必注意，并非所有合格企业和申请的企业都能获得资助。
- 请完成您的申请，以获取最多 **25,000** 美元的经济支持。

2. 不合格

- 很遗憾，您的企业不符合零售桥梁基金的资格。
- 我们鼓励您在 <https://coronavirus.dc.gov/page/recovery-businesses> 查看所有其他资助选项。

3. 其他补助机会

- 很遗憾，持有酒馆执照的企业不符合零售桥梁基金的资格。
- 但是，您可能符合餐厅桥梁基金或娱乐桥梁基金的资格。

PART 2: Contact Information

Representative Contact Information

Please indicate whether you own the business that is applying for this grant, or whether you are someone authorized to apply on their behalf. If you are not the business owner, please provide your contact details and describe your relationship to the owner (e.g. Store Manager, accountant, etc.). This contact information will be used should we have any questions on the application and to notify grantees of awards.

Are you the business owner?

- Yes
- No, but authorized to apply on their behalf

If you select “No, but authorized to apply on their behalf,” the following questions will appear:

Your First Name

Your Last Name

Your Email Address

Your Phone Number

What is your relationship to the business owner?

第 2 部分：联系信息

代表联系信息

请指出您是否为申请此补助的企业的所有者，或者您是否获得授权代表他们申请。如果您不是企业所有者，请提供您的联系详细信息，并描述您与该所有者的关系（例如，商店经理、会计师等）。如果我们对申请有任何疑问，我们将使用此联系信息通知受资助者。

您是否为企业所有者？

- 是
- 否，但获得授权代表他们申请

如果您选择“否，但获得授权代表他们申请”，那么将显示以下问题：

您的名字

您的姓氏

您的电子邮件地址

您的电话号码

您与企业所有者的关系是什么？

Owner Information

Please provide the contact information for one owner who will execute the grant agreement if the business is selected for an award.

If there is more than one owner, only enter information for one. That person will be responsible for communicating and executing documents related to this grant.

Owner First Name

Owner Last Name

Owner Email Address

Owner Phone Number

Does this business have more than one owner?

- Yes
- No

If yes, an additional question will appear: *How many owners does this business have?*

所有者信息

如果该企业被选中获得拨款，请提供将签订补助协议的一名所有者的联系信息。

如果有多名所有者，请仅输入一名所有者的信息。此人将负责传达和签订与此补助相关的文件。

所有者名字

所有者姓氏

所有者电子邮件地址

所有者电话号码

该企业是否有多名所有者？

- 是
- 否

如果是，将显示一道额外问题：*该企业有多少名所有者？*

Owner Identification

Please upload a copy of valid identification for **each** owner in .pdf or .jpeg format.

Owner Identification

Upload Valid Owner Identification showing state of residency (e.g. License, passport, state-issued identification). If there is more than one owner, upload identification for all of them.

Mailing Address

Enter the mailing address for the business:

Mailing Address

Mailing Address 2 (Apt, Unit, etc.)

Mailing City

Mailing State

Mailing Zip Code

Show Part 3

You must save your progress before moving on to Part 3 of the application. Select "Show" to show Part 3 questions.

Please save now before selecting to "show" Part 3 to ensure progress is not lost.

A successful save is indicated by the blue "edit" button replacing the "save" button.

Part 3 of 7 - Business Information

- Hide
- Show

所有者身份证明

请以.pdf 或 .jpeg 格式上传每名所有者的有效身份证明的副本。

所有者身份证明

上传显示居住州的有效所有者身份证明（例如，执照、护照、州颁发的身份证明）。如果有多名所有者，请上传全部所有者的身份证明。

邮寄地址

输入该企业的邮寄地址：

邮寄地址

邮寄地址 2（公寓、单元等）

邮寄城市

邮寄州

邮寄邮政编码

显示第 3 部分

在进入申请的第 3 部分前，您必须保存您的进度。选择“显示”，显示第 3 部分问题。

请在选择“显示”第 3 部分前先保存，以确保不丢失进度。

若出现蓝色“edit（编辑）”按钮代替“save（保存）”按钮，说明保存成功。

第 3 部分（共 7 部分）- 企业信息

- 隐藏
- 显示

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. Then enter the name your business is known as to the public or any DBA name (Doing Business As).

Business Legal Name

Business Trade Name or DBA (If the same as your legal name, enter your legal name again)

Business License

Enter your active business license number. The business license number can be found on your business license in the top right corner. The business license must be issued by the District of Columbia and must not expire before March 1, 2021. *If you are unable to obtain, or do not have, a valid business license, your business is ineligible to apply for this grant.* Then upload a .pdf copy of your DCRA-issued business license. To obtain a copy of your business license, please visit [DCRA's My Business Center](#).

Business License Number

Upload a DCRA Business License

Copy of current DCRA-issued Business License (e.g. Basic Business License). Business License must be current and must not expire prior to March 1, 2021

[Example Basic Business License](#)

第 3 部分：企业信息

企业名称

请输入您企业的合法名称。请包括公司全名（包括后缀）。示例：[企业名称] Inc；[企业名称] LLC。然后，输入您的企业为公众所熟知的名称或任何 **DBA** 名称（商业名称）。

企业合法名称

企业交易名称或 **DBA**（如果与您的合法名称相同，请再次输入您的合法名称）

营业执照

输入您的有效营业执照号码。营业执照号码可以在您的营业执照右上角找到。营业执照必须由哥伦比亚特区签发，到期日不得早于 2021 年 3 月 1 日。如果您无法获得或没有有效的营业执照，那么您的企业就没有资格申请该补助。然后上传一份您的 DCRA 颁发的营业执照的 .pdf 副本。想要获取您的营业执照的副本，请访问 [DCRA 的我的企业中心](#)。

营业执照号码

上传 DCRA 营业执照

最新 DCRA 颁发的营业执照的副本（例如，基本营业执照）。营业执照必须是最新的，并且不得在 2021 年 3 月 1 日之前过期。

[基本营业执照示例](#)

Business Address

If your business address is different from the mailing address above, please include that here. This address should match the address on your business license.

Is your business street address different from your mailing address above?

- No
- Yes

If you select Yes, the following fields will appear:

Business Street Address

Business City

Business State

Business Zip Code

Federal Tax ID Type

Please enter your 9-digit Federal Tax ID number (Employer Identification Number, or EIN) number in the field on the application. If you don't have an EIN, indicate that you are entering a SSN. A new field will pop up for you to enter your SSN.

If your business was established in 2020 and thus you do not have a 2018 or 2019 tax return, you will be prompted to upload an EIN letter for verification.

Does your business use an Employer Identification Number (EIN) or Social Security Number (SSN)?

- EIN
- SSN

You'll be prompted to enter the number selected above.

Employer Identification Number (EIN)

Social Security Number (SSN)

If you were established in 2020, it will prompt you to upload an EIN letter or a 2019 personal return showing the SSN associated with the business.

EIN Letter Upload

[Example EIN Letter](#)

2019 Personal Taxes

Federal tax document which includes the SSN used for the business

企业地址

如果您的企业地址与上文邮寄地址不同，请在这里注明企业地址。此地址应匹配您的营业执照上的地址。

您的企业街道地址是否与上述您的邮寄地址不同？

- 否
- 是

如果您选择是，将显示以下字段：

企业街道地址
企业所在城市
企业所在州
企业邮政编码

聯邦納稅 ID 類型

请在申请表中的字段输入您的 9 位数联邦纳税 ID 号码（雇主识别号码，或简称 EIN）。如果您没有 EIN，请指出您将要输入 SSN。将弹出一个新字段，让您输入您的 SSN。

如果您的企业是 2020 年成立的，没有 2018 年或 2019 年纳税申报表，那么将提示您上传 EIN 信函以供验证。

您的企业是否使用雇主识别号码 (EIN) 或社会安全号码 (SSN)？

- EIN
- SSN

将提示您输入在上面选择的号码。

雇主识别号码 (EIN)
社会安全号码 (SSN)

如果您的企业于 2020 年成立，那么将提示您上传 EIN 信函或显示了与该企业相关的 SSN 的 2019 年个人申报表。

EIN 信函上传

[EIN 信函示例](#)

2019 年个人税款

注明了对该企业所用 SSN 的联邦纳税文件

Other Business Info

Answer a few additional questions related to your business. To look up your ward information please visit DC Office of Planning's [What's My Ward Tool](#).

Which ward is your business located in?

If you are not sure which ward your business is located, please visit:

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

Business Website

Brief description of business

In one sentence, what does your business do? Examples: My business is a barbershop. My store sells art supplies.

其他企业信息

回答与您的企业相关的几个额外问题。若要查询区信息，请访问哥伦比亚特区规划办公室的[我的区工具是什么](#)。

您的企业位于哪个区？

如果您不确定您的企业位于哪个区，请访问：<https://planning.dc.gov/whatsmyward>

企业网站

企业的简要描述

请用一句话说明您的经营范围？示例：我的企业是理发店。我的商店卖美术用品。

Business Category

Use the drop-down menu to select the category of your business. If "Other", please describe your business in ten (10) words or less.

Which of these categories best describe your business?

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

Furniture Store

Grocery Store

Gyms / Yoga, Dance, or Fitness Studios

Hair Salon / Barbershop

Hardware Store

Home Goods

Jeweler

Laundromat

Manufacturer with On-Site Retail

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)

企业类别

使用下拉菜单选择您的企业的类别。如果是“Other（其他）”，请用不超过十（10）个字描述您的企业。

以下哪个类别最能描述您的企业？

美术馆

美术用品店

书店

卡片、礼品、派对商店

服装/特殊服装店

寄售店

便利店

街角小店

干洗店

电子产品商店

地板材料中心

花店

家具店

杂货店

健身房/瑜伽、舞蹈或健身工作室

发廊/理发店

五金店

家居用品

珠宝店

自助洗衣店

现场零售的制造商

按摩治疗

美甲沙龙

宠物用品店

药房

打印和标牌制作店

特色食品店

特种产品（如珠子、香、蜡烛）

专业零售店

燕尾服/礼服租赁店

打蜡中心

葡萄酒商店

酒厂、啤酒厂、蒸馏厂（有制造商执照）

Certified Business Enterprise

Is your business 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/>

- Yes
- No

If you select yes, the following fields will appear.

Is this business a certified Disadvantaged Business Enterprise (DBE)?

Has your business been certified by DSLBD as a CBE with an additional DBE designation? If you are unsure, visit the CBE Search Portal to confirm: <https://dslbd.secure.force.com/public/>

- Yes
- No

[View more information](#) about the DBE designation.

Please enter your CBE Certification Number

You can find your Certification Number by visiting the CBE Search Portal. Search for your business, open the record by clicking on your business name, and the Certification Number will be located in the "Certification Information" section: <https://dslbd.secure.force.com/public/>.

- Yes
- No

认证企业

您的企业是在哥伦比亚特区小型及地方企业发展部 (DSLBD) 登记的认证企业 (CBE) 吗？

如果您不确定，请访问 CBE 搜索门户进行确认：<https://dslbd.secure.force.com/public/>

- 是
- 否

如果您选择是，将显示以下字段。

该企业是认证的弱势企业 (DBE) 吗？

您的企业是否经过 DSLBD 认证为 CBE，并额外被指定为 DBE？如果您不确定，请访问 CBE 搜索门户进行确认：<https://dslbd.secure.force.com/public/>

- 是
- 否

[查看关于 DBE 类别的更多信息。](#)

请输入您的 CBE 认证号码

您可以访问 CBE 搜索门户来查找您的认证号码。搜索您的企业，点击您的企业名称来打开记录，将在“Certification Information（认证信息）”部分找到认证号码：

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

- 是
- 否

Small Business Enterprise

Is your business considered small by the federal government?

The federal government would consider your business small if your revenue or gross receipts over the last three years are less than the industry standards outlined by the U.S. Small Business Administration. If you're not sure, [find your NAICS code](#) and [try this interactive tool](#) to check whether your business qualifies as small.

- Yes
- No

Own or Lease

Indicate whether you own or lease the space where your business is located. If you lease, please select the end date of your current lease.

Do you own or lease your space?

- Own
- Lease

When does your current lease end?

小型企业

您的企业是否被联邦政府视为小型企业？

如果您在过去三年的收入或总收入款低于美国小型企业管理局概述的行业标准，那么联邦政府将视您的企业为小型企业。如果您不确定，[请查找您的 NAICS 代码](#)，[并尝试此互动工具](#)来检查您的企业是否符合小型企业的条件。

- 是
- 否

拥有或租赁

指出您的企业的经营场所是拥有还是租赁的。如果是租赁，请选择您的当前租约的结束日期。

您的场所是拥有还是租赁的？

- 拥有

- 租赁

您的当前租约何时结束？

Certificate of Occupancy

Upload a .pdf copy of your Certificate of Occupancy. *If your business does not have a Certificate of Occupancy, your business is ineligible for this grant.*

Upload Certificate of Occupancy

[Example Certificate of Occupancy](#)

Certificate of Clean Hands

Indicate whether your business has a current Certificate of Clean hands and upload a .pdf copy. View instructions on how to request your updated certificate online [here](#). *No substitutions are acceptable for Clean Hands Certificate. All documentation will be verified.*

Does your business have a Certificate of Clean Hands dated within 90 days prior to the date of this application submission?

View instructions on how to request your updated certificate online:

<https://otr.cfo.dc.gov/page/certificate-clean-hands>

- Yes
- No

Upload Certificate of Clean Hands

Dated within 90 days prior to the date of application submission

[Example Certificate of Clean Hands](#)

占用证书

上传一份您的占用证书的 .pdf 副本。 *如果您的企业没有占用证书，则您的企业不符合此补助资格。*

上传占用证书

[占用证书示例](#)

清白证明

请指出您的企业是否有最新的清白证明，并上传一份 .pdf 副本。请在[这里](#)在线查看如何索要您的更新证明的说明。 *对于清白证明，不接受替代文件。所有证明文件都将被核实。*

您的企业是否有清白证明，其日期是在此申请表提交日期之前的 90 天内？

在线查看如何索要您的更新证明的说明： <https://otr.cfo.dc.gov/page/certificate-clean-hands>

- 是
- 否

上传清白证明

日期是在申请表提交日期之前的 90 天内

[清白证明示例](#)

Show Part 4

You must save your progress before moving on to Part 4 of the application. Select “Show” to show Part 4 questions.

*Please save now before selecting to "show" Part 4 to ensure progress is not lost.
A successful save is indicated by the blue "edit" button replacing the "save" button.
Part 4 of 7 - Financials & Employment*

- Hide
- Show

显示第 4 部分

在进入申请的第 4 部分前，您必须保存您的进度。选择“显示”，显示第 4 部分问题。

*请在选择“显示”第 4 部分前先保存，以确保不丢失进度。
若出现蓝色“edit（编辑）”按钮代替“save（保存）”按钮，说明保存成功。
第 4 部分（共 7 部分）- 财务和雇用*

- 隐藏
- 显示

PART 4: Financial & Employment

Annual Revenue for 2018 & 2019

If applicable, enter your business' annual revenue for 2018 and for 2019. Upload the 2018 and 2019 federal tax returns when prompted, including all schedules. These questions will not appear if you were not in operation in 2018 and/or 2019.

2018 Financials

What was your 2018 Annual Revenue?

Upload your 2018 Tax Return

2019 Financials

What was your 2019 Annual Revenue?

Upload your 2019 Tax Return

第 4 部分：财务和雇用

2018 与 2019 年度收入

如适用，请输入您的企业在 2018 和 2019 年的年度收入。看到提示时请上传 2018 与 2019 年联邦纳税申报表，包括所有时间表。如果您未在 2018 和/或 2019 年经营，那么以下问题不会显示。

2018 年财务

您的 2018 年年度收入是多少？

上传您的 2018 年纳税申报表

2019 年财务

您的 2019 年年度收入是多少？

上传您的 2019 年纳税申报表

Monthly Revenue 2019

Enter the revenue amounts for each month of 2019. Enter 0 if you were not in operation for any of the months in 2020. Upload your 2019 Monthly Income Statement. Rent/mortgage, utilities, and payroll expenses should be clearly visible. Payroll expenses should include salaries, wages, and contractor payments only. The cost of employee benefits should be listed separately.

2019 Monthly Revenue Breakdown

Please enter 0 if you were not in operation for any of the months in 2019.

January 2019

July 2019

February 2019

August 2019

March 2019

September 2019

April 2019

October 2019

May 2019

November 2019

June 2019

December 2019

2019 Monthly Income Statement showing revenue less expenses

Income statements without a monthly breakdown will not be accepted. Payroll expenses should include salaries, wages, and contractor payments only - do not include benefits.

[Example & Template Income Statement](#)

2019 年月度收入

输入 2019 年每个月的收入金额。如果您在 2020 年的任何月份都没有经营，请输入 0。上传您的 2019 年月度损益表。租金/按揭贷款、公用事业费和工资支出应清晰可见。工资支出应只包括薪水、工资和合同工付款。员工福利费用应单独列出。

2019 年月度收入明细

如果您在 2019 年的任何月份都没有经营，请输入 0。

2019 年 1 月

2019 年 7 月

2019 年 2 月

2019 年 8 月

2019 年 3 月

2019 年 9 月

2019 年 4 月

2019 年 10 月

2019 年 5 月

2019 年 11 月

2019 年 6 月

2019 年 12 月

显示收入减去支出的 2019 年月度损益表

没有月度明细的损益表将不被接受。工资支出应只包括薪水、工资和合同工付款 - 不包括福利。

[损益表示例和范本](#)

Monthly Revenue 2020

Enter the revenue for January – September of 2020. Enter 0 if you were not in operation for any of the months in 2020. Upload 2020 Monthly Income Statement for January – September 2020.

Rent/mortgage, utilities, and payroll expenses should be clearly visible. Payroll expenses should include salaries, wages, and contractor payments only. The cost of employee benefits should be listed separately.

2020 Financials

What is your annual revenue through September 30, 2020?

2020 Monthly Revenue Breakdown

Please enter 0 if you were not in operation for any of the months in 2019.

January 2020

June 2020

February 2020

July 2020

March 2020

August 2020

April 2020

September 2020

May 2020

2020 to-date Monthly Income Statement showing revenue less expenses, with core expenses broken out and clearly labeled (rent/mortgage, utilities, payroll).

Income statements without a monthly breakdown will not be accepted. Payroll expenses should include salaries, wages, and contractor payments only - do not include benefits.

[Example & Template Income Statement](#)

2020 年月度收入

输入 2020 年 1 月至 9 月的收入。如果您在 2020 年的任何月份都没有经营，请输入 0。上传 2020 年 1 月至 9 月的 2020 年月度损益表。租金/按揭贷款、公用事业费和工资支出应清晰可见。工资支出应只包括薪水、工资和合同工付款。员工福利费用应单独列出。

2020 年财务

到 2020 年 9 月 30 日，您的年度收入是多少？

2020 年月度收入明细

如果您在 2019 年的任何月份都没有经营，请输入 0。

2020 年 1 月

2020 年 6 月

2020 年 2 月

2020 年 7 月

2020 年 3 月

2020 年 8 月

2020 年 4 月

2020 年 9 月

2020 年 5 月

2020 年至今的月度收入损益表，显示收入减去支出，核心支出明细列出并明确标注（租金/按揭贷款、公用事业费、工资单）。

没有月度明细的损益表将不被接受。工资支出应只包括薪水、工资和合同工付款 - 不包括福利。

[损益表示例和范本](#)

September 2020 Core Expenses

Enter September 2020 expenses for rent/mortgage, utilities, and payroll. Payroll expenses should include salaries, wages, and independent contractor payments only - do not include the cost of employee benefits.

Rent

Utilities

Payroll

2020 Quarterly Employment Information

Enter the maximum number of full-time employees, part-time employees and independent contractors who worked for your business at any one time in the first, second, and third quarters of 2020.

Number of employees (full- and part-time) and independent contractors by quarter.

Since your employment numbers may have fluctuated throughout this time period, list the maximum number of employees working at any one time during that quarter.

Employees Q1 2020

Employees Q2 2020

Employees Q3 2020

2020 年 9 月核心支出

输入 2020 年 9 月的租金/按揭贷款、公用事业费和工资支出。工资支出应只包括薪水、工资和独立合同工付款 - 不包括员工福利的费用。

租金

公用事业

工资

2020 年季度雇用信息

输入 2020 年第一、二、三季度任何时候为您的企业工作的全职员工、兼职员工和独立合同工的最多数量。

每季度的员工（全职和兼职）和独立合同工的数量。

由于您的员工人数在此时间段内可能有波动，所以请列出当季内任何时候工作的最多员工人数。

2020 年第 1 季度员工
2020 年第 2 季度员工
2020 年第 3 季度员工

September 2020 Employment Information

Enter the number of full-time and part-time employees and independent contractors you had as of September 30, 2020. Do not include any employees that may be furloughed as of September 2020.

As of September 30, 2020, how many employees (full- and part-time) and independent contractors did you have?

As of September 30, 2020, how many of those employees (full- and part-time) and independent contractors were District residents?

Upload Employee Payroll Roster for The Month Of September 2020

Payroll roster of employees dated for September 2020.

Include names, status (part-time: P/T, full-time: F/T, contractor: C), monthly payment amount, and states of residence. You can obtain this information from your payroll processor, or you can create a spreadsheet similar to the attached image below. Monthly expense should include salaries, wages, and payments to independent contractors only. Do not include the cost of employee benefits. Do not include employees who were furloughed as of September 2020. Please be sure that the payroll roster does not include any personal identifying information, such as SSN or employee birthdates.

[Example Payroll](#)

See the image below for guidance.

2020 年 9 月雇用信息

输入截至 2020 年 9 月 30 日您的全职和兼职员工以及独立合同工的数量。不要包括截至 2020 年 9 月可能被裁的任何员工。

截至 2020 年 9 月 30 日，您有多少名员工（全职和兼职）和独立合同工？

截至 2020 年 9 月 30 日，其中有多少名员工（全职和兼职）和独立合同工是特区居民？

上传 2020 年 9 月的员工工资名册

日期在 2020 年 9 月的员工工资名册。

包括姓名、状态（兼职：P/T，全职：F/T，合同工：C）、月度付款金额、居住状态。您可以从您的工资处理机构获得这些信息，或者您可以创建一个类似于下图的电子表格。每月支出应只包括工资、薪资和支付给独立合同工的费用。不要包括员工福利的费用。不要包括截至 2020 年 9 月被裁的员工。请确保工资名册不包括任何个人识别信息，如 SSN 或员工出生日期。

[工资单示例](#)

请看下图，了解指导意见。

Payroll Roster for September 2020							
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					5794.5.00	1349.64	4444.86

2020 年 9 月工资名册							
员工姓名	雇用日期	雇用状态	居住州	工资率	毛收入	税费	净收入
Ebenezer Scrooge	2015 年 6 月 14 日	全职 (F/T)	弗吉尼亚	25.25/小时	2020.00	626.20	1393.80
Mary Poppins	2019 年 4 月 21 日	全职 (F/T)	哥伦比亚特区	24.30/小时	1944.00	602.64	1341.36
Susanna Carmichael	2020 年 2 月 3 日	合同工 (C)	哥伦比亚特区	22.00/小时	1226.50	0	1226.50
William Wonka	2020 年 7 月 20 日	兼职 (P/T)	马里兰	15.10/小时	604.00	120.80	483.20
总计					5794.5.00	1349.64	4444.86

Show Part 5

You must save your progress before moving on to Part 5 of the application. Select "Show" to show Part 5 questions.

Please save now before selecting to "show" Part 5 to ensure progress is not lost. A successful save is indicated by the blue "edit" button replacing the "save" button.
 Part 5 of 7 - Operations & Recovery

- Hide
- Show

显示第 5 部分

在进入申请的第 5 部分前，您必须保存您的进度。选择“显示”，显示第 5 部分问题。

*请在选择“显示”第 5 部分前先保存，以确保不丢失进度。
 若出现蓝色“edit（编辑）”按钮代替“save（保存）”按钮，说明保存成功。
 第 5 部分（共 7 部分）- 经营和恢复*

- 隐藏
- 显示

PART 5: Operations & Recovery

Concerns About Closing Your Business

Indicate whether you are concerned you may be forced to close your business in 2021. If this is a concern, please indicate how many more months you believe your business can operate in the current climate.

Are you concerned that your business may be forced to close permanently within the next few months?

- Yes
- No

If you select Yes, the following question will appear:

How many more months do you think you will be able to continue operating in this climate?

- 1 - 3 months
- 3 - 6 months
- 6 - 9 months

第 5 部分：经营和恢复

关业顾虑

请指出您是否担心您可能在 2021 年被迫关业。如果担心，请指出您认为您的企业在当前环境下还能再经营多少个月。

您是否担心您的企业可能在接下来几个月被迫永久关闭？

- 是
- 否

如果您选择是，将显示以下问题：

您认为在这种环境下，您还将能够继续经营多少个月？

- 1 - 3 个月
- 3 - 6 个月
- 6 - 9 个月

Business Assistance

Select the type of assistance that would be helpful to sustaining your business in the current climate.

What assistance would be helpful to your business right now? Select all that apply.

- Business preparedness planning/training*
- Information about financing options*
- Information about legal assistance*
- Understanding local rules and regulations for businesses*
- Other/comment*
- Prefer not to answer*

Other COVID Financial Assistance

If your business received other COVID-19 related financial assistance, please indicate the programs that provided funding.

Select other COVID-19 related financial assistance your business has received. Select all that

apply.

Your answer will not impact eligibility for this fund, though it may impact your final award amount.

- SBA PPP
- Great Streets
- DC Small Business Microgrant
- Small Business Resiliency Fund Amount
- DC East of the River Small Business Economic Relief
- Other
- N/A (Not applicable)

Enter the corresponding amount of funding in the fields that appear based on your previous selections.

SBA PPP Amount

Great Streets Amount

Small Business Microgrant Amount

Small Business Resiliency Fund Amount

DC East of the River Small Business Economic Relief

What "Other" COVID-19 related financial assistance has your business received? Please list specific program.

How much other assistance did you receive?

企业援助

选择在当前环境下将有助于维持您的企业的援助类型。

哪种援助现在将有助于您的企业？选择所有适用项。

- 业务准备规划/培训
- 关于融资选项的信息
- 关于法律援助的信息
- 了解当地的企业规则和条例
- 其他/评论
- 不愿意回答

其他 COVID/冠状病毒经济援助

如果您的企业获得了与 COVID-19/冠状病毒相关的其他经济援助，请注明提供资助的计划。

选择您的企业收到的与 COVID-19/冠状病毒相关的其他经济援助。选择所有适用项。

您的回答不会影响您获得该资金的资格，但可能会影响您的最终拨款金额。

- SBA PPP
- 伟大街道计划 (Great Streets)
- 哥伦比亚特区小型企业微补助 (DC Small Business Microgrant)
- 小型企业复苏基金 (Small Business Resiliency Fund) 金额
- 哥伦比亚特区河东岸小型企业经济救济 (DC East of the River Small Business Economic Relief)
- 其他
- N/A (不适用)

根据您之前的选择，在出现的字段中输入相应的资助金额。

SBA PPP 金额

伟大街道计划 (Great Streets) 金额

小型企业微补助 (Small Business Microgrant) 金额

小型企业复苏基金 (Small Business Resiliency Fund) 金额

哥伦比亚特区河东岸小型企业经济救济 (DC East of the River Small Business Economic Relief)
您的企业还收到了哪些“其他”与 COVID-19/冠状病毒相关的经济援助？请列出具体的计划。
您收到了多少其他援助金额？

Show Part 6

You must save your progress before moving on to Part 6 of the application. Select “Show” to show Part 6 questions.

*Please save now before selecting to "show" Part 5 to ensure progress is not lost.
A successful save is indicated by the blue "edit" button replacing the "save" button.*

Part 6 of 7 - Demographic Information

- Hide
- Show

显示第 6 部分

在进入申请的第 6 部分前，您必须保存您的进度。选择“显示”，显示第 6 部分问题。

*请在选择“显示”第 5 部分前先保存，以确保不丢失进度。
若出现蓝色“edit（编辑）”按钮代替“save（保存）”按钮，说明保存成功。*

第 6 部分（共 7 部分）- 人口统计信息

- 隐藏
- 显示

PART 6: Demographic Information

Majority Resident Ownership

Indicate whether 51% of the business owners are District residents.

Is this business at least 51% owned by DC residents?

If there are multiple owners, are more than half of them DC residents?

- Yes
- No
- Prefer not to say

Economically Disadvantaged Individuals

Indicate whether 51% of the business owners are economically disadvantaged individuals.

Is this business at least 51% owned by economically disadvantaged individuals?

"Economically disadvantaged individual" is defined in DC Code § 2–218.02(7) as an individual whose ability to compete in the free enterprise system is impaired because of diminished opportunities to obtain capital and credit as compared to others in the same line of business where such impairment is related to the individual's status as socially disadvantaged. An individual is socially disadvantaged if the individual has reason to believe that the individual has been subjected to prejudice or bias because of his or her identity as a member of a group without regard to his or her qualities as an individual.

- Yes
- No
- Prefer not to say

第 6 部分：人口统计信息

多数居民所有权

请指出企业 51% 的所有者是否为特区居民。

此企业是否至少 51% 由哥伦比亚特区居民所有？

如果有多位所有者，是否超过半数为哥伦比亚特区居民？

- 是
- 否
- 不愿意回答

经济弱势人群

请指出企业 51% 的所有者是否为经济弱势人群。

此企业是否至少 51% 由经济弱势人群所有？

"经济弱势人群"在《哥伦比亚特区法规》(DC Code) 第 2–218.02(7) 节的定义是，由于获取资本和信贷的机会相比于同行业内其他人减少，导致在自由企业制度下竞争能力受到损害的人，其中此类损害是与此人的社会弱势地位相关。如果一个人有理由相信，他或她由于其作为某一群体成员的身份（而不是他或她是否作为一名个人符合条件）受到偏见对待，那么此人处于社会弱势地位。

- 是
- 否
- 不愿意回答

Women Ownership

Indicate whether 51% of the business owners identify as women or non-gender binary.

Is this business at least 51% women-owned?

If there are multiple owners, are more than half of them women or non-binary?

- Yes
- No
- Prefer not to say

Gender

Indicate the gender(s) with which the owner(s) identify.

What gender does/do the business owner(s) identify with?

Select all that apply.

- Female
- Male
- Non-binary
- Prefer not to say

Veteran Ownership

Indicate whether any of the business owners are veterans of the United States Armed Services (Army, Marine Corps, Navy, Air Force, Space Force and Coast Guard).

Are any of the business owner(s) veterans?

- Yes
- No
- Prefer not to say

女性所有权

请指出企业 51% 所有者是否认同为女性或非二元性别。

该企业是否至少 51% 由女性所有？

如果有多位所有者，是否超过半数为女性或非二元性别？

- 是
- 否
- 不愿意回答

性别

请指出所有者认同的性别。

企业所有者认同为什么性别？

选择所有适用项。

- 女性
- 男性
- 非二元性别
- 不愿意回答

退伍军人所有权

请指出是否有任何企业所有者是美国陆海空三军的退伍军人（陆军、海军陆战队、海军、空军、太空部队和海岸警卫队）。

是否有任何企业所有者是退伍军人？

- 是
- 否
- 不愿意回答

Disabled Ownership

Indicate whether any of the business owners have a physical or mental impairment that substantially limits one or more major life activity.

Do any of the business owner(s) have a disability?

- Yes
- No
- Prefer not to say

Race & Ethnicity

Indicate whether the business is minority-owned, and which race(s) the owner(s) identify with. In the following field, indicate whether any of the owners identify as Hispanic or Latino.

Is this business at least 51% minority-owned?

If there are multiple owners, are more than half of them racial or ethnic minorities?

- Yes
- No
- Prefer not to say

What race(s) does the business owner(s) identify with?

Select all that apply.

- Alaska Native and American Indian
- Asian
- Black or African American
- Native Hawaiian and Pacific Islander
- White
- Prefer not to say

What ethnicity does the business owner(s) identify with?

Select all that apply.

- Hispanic/Latino
- Non-Hispanic/non-Latino
- Prefer not to say

残疾人士所有权

请说明是否有企业所有者有身体或精神上的障碍，严重限制了一项或多项主要生活活动。

是否有任何企业所有者有残疾？

- 是
- 否
- 不愿意回答

种族和民族

请指出该企业是否为少数族裔所有，以及所有者认同为什么种族。在以下字段，指出是否有任何所有者认同为西班牙裔或拉丁裔。

该企业是否至少 **51%** 由少数族裔所有？

如果有多位所有者，是否超过半数为少数种族或民族？

- 是
- 否
- 不愿意回答

企业所有者认同为什么种族？

选择所有适用项。

- 阿拉斯加原住民和美洲印第安人
- 亚裔
- 黑人或非裔美国人
- 夏威夷土著和太平洋岛民
- 白人
- 不愿意回答

企业所有者认同为什么民族？

选择所有适用项。

- 西班牙裔/拉丁裔
- 非西班牙裔/非拉丁裔
- 不愿意回答

Show Part 7

You must save your progress before moving on to Part 7 of the application. Select "Show" to show Part 7 questions.

Please save now before selecting to "show" Part 7 to ensure progress is not lost.

A successful save is indicated by the blue "edit" button replacing the "save" button.

Part 7 of 7 - Certifications

- Hide
- Show

显示第 7 部分

在进入申请的第 7 部分前，您必须保存您的进度。选择“显示”，显示第 7 部分问题。

请在选择“显示”第 7 部分前先保存，以确保不丢失进度。

若出现蓝色“edit（编辑）”按钮代替“save（保存）”按钮，说明保存成功。

第 7 部分（共 7 部分）- 证明

- 隐藏
- 显示

PART 7: Certifications

In this section, you will certify that you have reviewed all Bridge Fund materials and have submitted an accurate application meeting all the Fund's requirements.

I certify that I have read the District of Columbia Retail Bridge Fund Program application materials fully. I understand that this is a competitive award and that not all businesses will be funded through this program. I further certify that I believe my business to be eligible for this program.

- Yes

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.

- Yes

I understand that I will need to submit proof of insurance if I am selected to receive this grant.

- Yes

Retail Bridge Fund Terms & Conditions

By submitting this application, you are agreeing to the terms & conditions.

[Read Terms & Conditions](#)

第 7 部分：证明

在此部分，您将证明您已查看所有桥梁基金材料，并已提交了满足所有基金要求的准确申请表。

兹证明，本人已完整阅读哥伦比亚特区零售桥梁基金计划申请材料。本人知道这是一个竞争性资助，并不是所有的企业都能通过该计划获得资金。本人进一步证明，本人认为本人的企业符合该计划的资格。

- 是

兹证明，据本人所知，本申请中所提交的信息均正确且准确。本人也明白，任何虚假陈述及/或信息不完整均有可能导致申请被拒或补助资金被撤销。

- 是

我理解，如果我被选中接受此补助，那么我将需要提交保险证明。

- 是

零售桥梁基金条款与条件

通过提交此申请，您同意这些条款与条件。

[阅读条款与条件](#)

Submit

When you are ready to submit your completed application:

Select "Submit Application" below and click save to finalize your submission.

You will receive a confirmation to your email that the application is received.

提交

当您准备好提交完成的申请表时：

选择下面的“**Submit Application**（提交申请）”并点击保存以最终完成您的提交。

您将收到一封确认电子邮件，表明收到您的申请。

NEXT STEPS

Applications will be reviewed for accuracy and completeness prior to entering the verification and qualification review. No modifications may be made to applications after submission. Should we need to contact you about your application, a member of the LEDC team will contact you directly.

If selected, potential grantees will be notified of their award via email from LEDC beginning in late January. Notifications may continue through February.

This is a competitive grant process. Applying for the Retail Bridge Fund does not commit DMPED to make a grant award. DMPED reserves the right to accept or deny any or all applications if it is determined to be in the best interest of DMPED to do so. Applicants will be notified if their application is rejected. DMPED may suspend or terminate the application process or issue addenda and/or amendments after the application is open. DMPED reserves the right to request additional information from any applicant.

后续步骤

在进入验证和资格审核之前，申请将进行准确性和完整性审查。提交申请后，不得对申请作出任何修改。如果我们需要就您的申请联系您，那么 LEDC 团队的一名成员将直接联系您。

如果被选中，那么潜在受资助者将在 1 月底开始通过电子邮件收到 LEDC 的拨款通知。通知可能持续至 2 月份。

这是一项竞争性补助流程。申请零售桥梁基金并不代表 DMPED 承诺给予补助金。DMPED 保留接受或拒绝任何或所有申请的权利，如果 DMPED 确定这样做符合其最佳利益的话。如果申请被拒绝，申请者会得到通知。DMPED 可能会暂停或终止申请流程，或在申请开放后发布附录和/或修正。DMPED 保留要求任何申请者提供额外信息的权利。

RESOURCES & CONTACT INFORMATION

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 retailbridgefund@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 BFretail@ledcmetro.org.

资源和联系信息

如需其他协助，请参阅以下选项：

如需语言协助，请联络下列办公室获取翻译协助：

- 拉丁裔事务市长办公室：(202) 671-2825
- 亚裔及太平洋岛民事务市长办公室：(202) 727-3120
- 非洲裔事务市长办公室：(202) 727-5634

如需视力或听力受损方面的协助：

请联系 retailbridgefund@dc.gov

对于申请平台的任何技术问题：

如果您在技术方面遇到问题，并且在获取补助信息和材料、上传所需文件或任何其他技术问题上需要帮助，请联系 BFretail@ledcmetro.org。

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

- [DC Main Streets Program](#)
- [Business Improvement Districts](#)
- [Community-Based Organizations \(CBOs\)](#)

For all other inquiries related to the Retail Bridge Fund:

Please contact retailbridgefund@dc.gov

如需填写申请和/或必要证明文件相关问题方面的协助，请参阅下方资源：

- [哥伦比亚特区主要街道计划 \(DC Main Streets Program\)](#)
- [企业改进区](#)
- [社区组织 \(CBO\)](#)

关于零售桥梁基金的所有其他问询：

请联系 retailbridgefund@dc.gov