DMPED
OFFICE OF THE DEPUTY MAYOR FOR
PLANNING & ECONOMIC DEVELOPMENT

WE ARE WASHINGTON DC
GOVERNMENT OF THE
DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

District of Columbia
Economic Recovery Microgrants

Application Guide + Troubleshooting Tips

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Thank you for filling out this application; we know it takes both time and strength during this difficult time. The DC community stands behind our workers and businesses, and we will work together to help our local economy recover from this public health emergency.

General Tips

- Complete the application on your computer, rather than your phone.
- Complete the application using Google Chrome or Firefox, if possible.
- After you have passed the eligibility section in the application, do *not* click your browser's back button. Navigate sections by clicking on the navy bars along the top of the application.
- It's easiest to complete the application in one sitting. Create an account, check that you are eligible, and then gather the following information so you're ready to go as you fill out the application.
    - Business or Independent Contractor Application
    - Nonprofit Application

If you're a **business or independent contractor**…	
Gather the following documents	**Tips as you're gathering documents**
1. Federal Employer Identification Number (EIN) or Social Security Number (SSN)	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.
2. Documentation of the business owner or owners' state residency *(if DC resident)*	A photo of your DC driver's license or a bill to your DC home will work.
3. Payroll or roster of employees and their states of residence	You'll want to pull the payroll from the week of January 27, 2020, if applicable.
4. 2020 year-to-date income statement showing monthly sales	Feel free to use whatever format you normally use - if you use accounting software, just share the downloaded file. Use this free template if needed.
5. 2019 income statement showing monthly sales	Feel free to use whatever format you normally use - if you use accounting software, just share the downloaded file. Use this free template if needed.
6. 2017 and 2018 Federal Tax Returns	If you haven't been in operation for one or both of these years, just provide documents for the years you have been in operation. If you're an independent contractor or self-employed, we'll accept personal returns if business returns are not available.
7. Bank statements from January - March in 2017, 2018, 2019, and 2020	If you haven't been in operation as far back as 2017, just provide as many years as you can.
8. A completed revenue worksheet	The template can be found here.
9. Other Supporting Documentation *(optional)*	This could be something like proof of canceled revenue-generating events.

If you're a **nonprofit**…	
Gather the following documents	**Tips as you're gathering documents**
1. Federal Employer Identification Number (EIN)	Look for this 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.
2. Payroll or roster of employees and their states of residence	You'll want to pull the payroll from the week of January 27-31, 2020.
3. 2017 and 2018 Federal Informational Tax Returns (Form 990)	If you need help finding your organization's 990s, look them up on 990 Finder. If you haven't filed 990s, you will be asked to provide an explanation.
4. 2019 statement of activities showing revenues less expenses	Feel free to use whatever format you normally use - if you use accounting software, just share the downloaded file.
5. 2020 year-to-date statement of activities showing revenues less expenses	Feel free to use whatever format you normally use - if you use accounting software, just share the downloaded file.
6. Bank statements from January - March in 2017, 2018, 2019, and 2020	If you haven't been in operation as far back as 2017, just provide as many years as you can.
7. A completed revenue worksheet	The template can be found here.
8. Other Supporting Documentation	This could be something like proof of canceled revenue-generating events.

Frequently Asked Questions

What does "local" mean exactly?
You are considered "local" if your main office is in DC. The main office is wherever the chief executive officer and highest level managerial employees manage and lead the business or organization. If you are an independent contractor or self-employed, you must live in DC. If you are a nonprofit, your services should not extend beyond the DMV region, unless you are an arts or cultural organization (such as a touring dance company based in the District).

Can I see the whole application before I get started?
Yes! Check out the complete business and independent contractor application and the complete non-profit application before you get started.

Can I ask a question about my materials before submitting my application?
Yes! Please email dmped.grants@dc.gov with your question and as much detail as possible.

I arrived at a page that says that I'm not eligible. What should I do now?
Unfortunately, you're not eligible for the DC Economic Recovery Microgrant, but we want to make sure you get the help you need. Check out these other resources for small business recovery.

You may be eligible for low-interest, long-term repayment Disaster Loan Assistance from the federal U.S. Small Business Administration. The loan can cover payroll, debt payments, and accounts payable. Apply for a federal loan now.

I made a mistake answering the eligibility questions. How can I fix it?
If you think you made an error in the "Step 1: Learn about my eligibility" section, you can restart your application here if you are a business or independent contractor, and here if you are nonprofit. You can review the answers you provided on the "Sorry, you're not eligible" page.

I need to update my email address, but I have already submitted my application.
Once your application is submitted, you cannot edit your application. If you have made an error in your contact information, please send an e-mail to dmped.grants@dc.gov

Technical Troubleshooting Tips

I've lost the correct links.
We've got you!
- If you are a **business** or **independent contractor** and want to start a new application, click here.
- If you are a **nonprofit** and want to start a new application, click here.
- If you have started an application and want to finish it, click here.

When I go to the links above, I get an error message.
Please wait ten minutes and try again. If that doesn't help, take a picture or screenshot of the message and e-mail MS_DMPEDGRANTS_Grantmaking@blackbaud.com.

I've forgotten my password.
No problem! Click the "Forgot Password" link available on the account login page. Your new password is everything immediately after "Your password is:" and before the period. When you click the link in the email, copy and paste this new password into the "current password" field, and then type your new password into the "new password" and "confirm new password" fields.

I've started an application and can't find it again.
If you've started an application and want to finish it, click here. Log in, and then click on your "in progress" application.

If you try to create another account with an email you used to create an account before, you will get an error message saying: "Invalid email or password." If you do, click "Return to login" and then "Forgot Password" to recover your password.

I want to start a new application.
If you are a business, self-employed, or an independent contractor and want to start a new application, click [here](#). If you are a nonprofit and want to start a new application, click [here](#).

I've clicked the back button in my browser and I can't get back into the application.
Click [here](#) and then click on your "in progress" application.

My files are too big and I can't upload them.
You should be able to upload large files, it may just take a few minutes.

I'm having technical difficulties with the application.
Please email MS_DMPEDGRANTS_Grantmaking@blackbaud.com with your question and as much detail as possible, including screenshots.

Can I navigate back on my application or go to the previous step if I made an error?
You can use the normal browser "back" arrow in the "Step 1: Learn about my eligibility" section. When on the application (every section starting from "Step 2: Get Ready"), we recommend navigating using the blue rectangles along the top of the page.

How do I know my application was submitted?
After you submit the application, you will receive an email from "Office of the Deputy Mayor for Planning and Economic Development" that the proposal was successfully submitted. If you do not receive this email, please be sure to check your SPAM filter.

If your application was saved but not submitted, you will receive an email saying: "Your application has been saved but not yet submitted." To submit your application, please return to your account via the link in the email. You can resume your application at any point before the deadline.

Instructions for Small Businesses

Click here to access the application.

STEP 1 OF 11: LEARN ABOUT YOUR ELIGIBILITY
Question 1: Certify that your business's main physical address is in Washington DC. If you are self-employed and live in Washington DC, you can also select "Yes."

Question 2: Ensure that your business is not one of the following categories:
- adult entertainment
- a bank
- financial services
- E-commerce
- seasonal (only operates part of the year)
- a liquor store, tobacco store, or cannabis dispensary
- a franchise

Question 3: Your small business also must be in Good Standing. There cannot be any outstanding judgements, tax debts over $200 without a payment plan, or active/pending lawsuits affiliated with your business.

Question 4: One of the following must apply to your small business. This is to ensure that a majority of business operations take place in Washington, DC:
- More than 50% of the business is owned by District residents.
- More than 50% of my gross receipts originate in the District. (more than half of sales are in DC)
- More than 50% of my employees are District residents.
- I am an independent contractor or self-employed individual and a District resident.

Question 5: Your business must fall under the federal definition of a "small business" as set forth by the Small Business Administration (SBA). You qualify if:
- Your revenue is less than the industry standard. The linked document provides either the revenue or employee size maximum to be considered a small business. The document is organized by NAICS Code, which you can look up here. SBA also has an interactive tool you can use to see if your business qualifies as small here.

Question 6: Your business must have seen a drop in revenue by at least 25% due to COVID-19 from January 31 - March 20, 2020. You can compare 2020 revenue to the average revenue from the similar period from 2017-2019.

This should be calculated using the interactive spreadsheet linked on the application. You'll need to ensure that you are able to account for your *total revenue* from January to March of 2017, 2018, and 2019 (for the years you were operational) and from January 31 to March 20, 2020. You may be able to acquire this information from your business's accounting software, income statements, bank statements containing sales/receivables, or executed contracts. The spreadsheet will help you calculate your *Total Loss Percentage* (Cell B22). If it is greater than 25%, you are eligible to apply for the microgrant.

Question 7: Great Streets grantees from FY20 (October 1, 2019 - September 31, 2020) are not eligible for a microgrant. Grantees who were awarded in a fiscal year other than FY20 are eligible.

STEP 2 of 11: GET READY
Prior to starting the application, please make sure to have the documentation listed above available.

STEP 3 of 11: TELL US ABOUT YOURSELF
Fill out all applicable information.

STEP 4 of 11: TELL US ABOUT YOUR BUSINESS
Fill out all applicable information, including your [Employer Identification Number (EIN)](#).

STEP 5 of 11: TELL US ABOUT YOUR EMPLOYEES
Fill out all applicable information. Also make sure to upload a roster of employees and their addresses to verify residency. The roster should be dated to the week of January 27, 2020. An example of a roster is below:

Name	State of Residence	Full-Time / Part-Time
John Smith	Washington, DC	Part-Time

STEP 6 OF 11: TELL US HOW YOUR BUSINESS HAS BEEN AFFECTED BY THE COVID-19 PUBLIC HEALTH EMERGENCY
Fill out all applicable information. It is important to clearly show how your revenue and costs were affected due to COVID-19.

STEP 7 OF 11: PROVIDE DOCUMENTATION FOR YOUR BUSINESS
Upload all necessary and applicable documentation. This can include anything that shows the comparative loss of revenue due to COVID-19. Electronic documentation showing cancelled contracts, orders, or services can be provided as supplemental information.

STEP 8 OF 11: READ AND AGREE TO THE TERMS AND CONDITIONS
Fill out all applicable information and electronically sign your application.

STEP 9 OF 11: ADDITIONAL INFORMATION (OPTIONAL)
If you are comfortable sharing, please tell us a little more about your business. These questions are VOLUNTARY, have no influence on your award determination, and are for data collection purposes only.

STEP 10 OF 11: YOU'RE ALMOST FINISHED!
Review the next steps in the application process and decide if you're ready to submit.

STEP 11 OF 11: REVIEW AND SUBMIT YOUR APPLICATION
Take one final look at your application and fill out any fields or upload any documents you may have missed. Click Submit. The application will not be uploaded for review, and you will be notified of the status of the application.

Instructions for Nonprofits

Click here to access the application.

PART 1: ELIGIBILITY
Question 1: Certify that your business's main physical address is in Washington DC. If you are self-employed and live in Washington DC, you can also select "Yes".

Question 2: Acknowledge whether or not your business is registered at a nonprofit with the District Department of Consumer and Regulatory Affairs (DCRA)

Question 3: Your nonprofit also must be in Good Standing. There cannot be any outstanding judgements, tax debts over $200 without a payment plan, or active/pending lawsuits affiliated with your business.

Question 4: Your services cannot extend beyond the DMV Region. Your nonprofit is not a national organization with a DC Office.

Question 5: Your nonprofit cannot be a religious or political/lobbying organization.

Question 6: Your business must have seen a drop in revenue by at least 25% due to COVID-19 from January 31, 2020-Present. You can compare 2020 revenue to the average revenue from the similar period from 2017-2019.

This can also be calculated using the interactive spreadsheet linked on the application (recommended). Otherwise you can do the following:

- First, ensure that you are able to account for your *total revenue* from January 31, 2020 to present. You may be able to acquire this information from your business's accounting software, income statements, bank statements containing sales/receivables, or executed contracts.
- Divide your total revenue from January 31 - March 20, 2020 by the number of weeks your business was operational during this time period. This gives you your *2020 average weekly revenue*.
- Next, determine the average weekly revenue from the period of time your business was in operation from 2017-2019. You must utilize the following formula if you are starting from yearly revenue:
  - Divide the yearly total revenue for a year by the number of months in operation that year (must be 1-12 months). This will give you the *average monthly revenue*
  - Divide the *average monthly revenue* by 4. This will give you the *average weekly revenue* for a year
    - Example (Total Revenue in 2017 is $12,000, and your small business was in operation for 12 months) $12,000/12= $1,000 average monthly revenue. $1,000/4= $250 average weekly revenue.
- Do this calculation for all years in operation from 2017-2019. Then take the average of all *average weekly revenues* and divide by the number of years you were in operation from 2017-2019 (value must be 1,2, or 3). This will give you your *2017-2019 Average Weekly Revenue.* Please note, it is not mandatory to have been in business since 2017.
  - Divide the *2020 average Weekly Revenue* by the *2017-2019 Average Weekly Revenue,* then subtract by 1. This will give you your *Total Loss Percentage*.
    - Example $100/$250 = 0.4
    - 1-0.4= 0.6 x 100% = 60% *Total Loss Percentage*

- Your *Total Loss Percentage* must be greater than 25% to apply for the microgrant.

PART 2: APPLICATION

Prior to starting the application, please make sure to have the documentation listed above available.

Section 1: About You Fill out all applicable information.

Section 2: Your Organization Fill out all applicable information, including your [Employer Identification Number (EIN)](#).

Section 3: Your Employees Fill out all applicable information. Also make sure to upload a roster of employees and their addresses to verify residency. An example of a roster is below:

Name	State of Residence	Full-Time / Part-Time
Jane Smith	Washington, DC	Full-Time

Section 4: Impact on Organization Fill out all applicable information. It is important to clearly show how your revenue and costs were affected due to COVID-19.

Section 5: Documentation Upload all necessary and applicable documentation. This can include anything that shows the comparative loss of revenue due to COVID-19. Electronic documentation showing cancelled contracts, orders, or services can be provided as supplemental information.

Section 6: Terms Fill out all applicable information and electronically sign your application.

Section 7: Review and Submit Take one final look at your application and fill out any fields or upload any documents you may have missed. Click Submit. The application will not be uploaded for review, and you will be notified of the status of the application.