



**EAST OF THE RIVER
 SMALL BUSINESS ECONOMIC RELIEF GRANT PROGRAM**

Thank you for your interest. The Department of Housing and Community Development (DHCD) is committed to using its resources to help our local economy recover from the effects of this public health emergency.

General Tips

- Complete the application on your computer, rather than your phone. Complete the application through [ZoomGrants](#) using Google Chrome or Firefox, if possible.
- It’s easiest to complete the application in one sitting. Create an account, check you are eligible, and then gather the following information so you’re ready to go as you fill out the application.
- Once you have created your [ZoomGrants](#) account, use it to create and submit applications on behalf of your business to any organization that uses [ZoomGrants](#) to capture applications.

DHCD SMALL BUSINESS ECONOMIC RELIEF GRANT PROGRAM FOR WARDS 7 AND 8

Eligibility	<ul style="list-style-type: none"> • Defined as a small business as defined by the SBA • For-profit businesses located in Wards 7 and 8 in Washington DC • Businesses located in a low-moderate area census tract, serves a low/moderate clientele and provides jobs to low-moderate individuals. • Businesses in need of short-term working capital to avoid job loss caused by business closures related to social distancing. • Demonstrated need for working capital to retain jobs held by low- and moderate-income persons
Prohibitive Businesses	<ul style="list-style-type: none"> • Liquor, tobacco stores, cannabis dispensaries, adult entertainment, banks, financial services and e-commerce or seasonal businesses
Common Eligibility/Threshold Requirements	<ul style="list-style-type: none"> • Economic injury due to COVID-19 (25% decrease of revenue or more using SBA worksheet)
Documentation Requirements	<ul style="list-style-type: none"> • 2 years of financials (2017, 2018 tax returns) • 2019 Profit & Loss Statement • Basic Business License • Schedule of Liabilities • Evidence of Liability insurance • Clean Hands Certificate • Debarment affidavit
Funding	<ul style="list-style-type: none"> • Up to an overall maximum of \$10,000
Eligible Uses	<ul style="list-style-type: none"> • Short term working capital to fund wages to avoid job loss caused by business closures or reduction in business due to social distancing, rent, utilities, interim operating expenses.

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Setting Up Your Applicant Account and Creating Applications

You'll need to have a [ZoomGrants](#) account in order to be able to submit an application to an organization that is using [ZoomGrants](#) to receive applications.

Setting Up Your Applicant Account

You can create a [ZoomGrants](#) account by **following this link**. Use the New [ZoomGrants](#) Account box on the right side of the page to create your account.

Once your account has been created, you'll receive a confirmation/welcome email from Notices@ZoomGrants.com. Because nearly all notifications from ZoomGrants come from that email address, please be sure to flag that message as not spam, add that email address to your list of safe senders, or add the [ZoomGrants](#) domain to your whitelist to ensure that messages from [ZoomGrants](#) are delivered to your inbox.

Creating Applications

After you've created your account, you can create your first application by clicking the Apply button next to the appropriate program.

The Generous Foundation

Open Programs [How do I do this?](#)

Open Programs

2016 CDBG Public Service Grants
Community Development Department
12/31/2020 - Organizations Only

Apply Preview

The page will reload to display your newly created application. If the admin is requesting an application or project title, fill in that field so that you can quickly identify which application you are working on. If you're going to be completing your application in one sitting, click the grey Refresh Page button in the top right section of the page.

After you've created your account and your application(s), you can continue to log in via the link provided

Auto-Save Feature

As you work through the application, remember that the system will automatically save your changes when you leave each field. You can click on each tab to access the content within it, or you can use the Previous and Next buttons to move sequentially through the application. You do not need to finish the application in one sitting nor do you need to intentionally save it.

Check for Completion

When you're ready to submit your application, ZoomGrants will check to ensure that you have answered the questions presented to you and that you have uploaded files in each 'required' document slot.

How it Works

The **check for completion** ensures that:

1. All of the questions presented in the live version of the application have been answered
2. There is something uploaded in each 'required' document slot

Check Results

If fields are incomplete, the system will provide a list, in red font, that indicates what is missing, like this:

Some fields are missing answers:

Application Questions Question 15
Application Questions Question 16

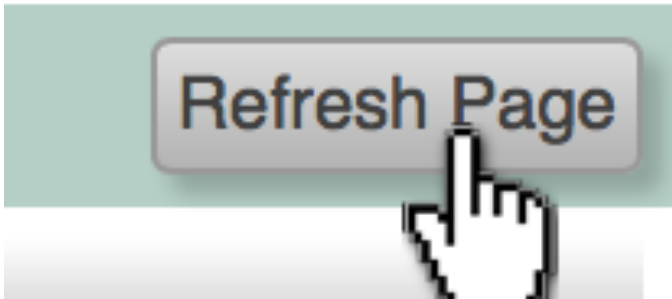
The first part indicates which **tab** that field is in, and the second part indicates which **field** is blank.

"Application Questions Question 15", for example, means that the answer to question 15 in the Application Questions tab is missing an answer.

If there are any skipped any questions in the application, those questions will be highlighted in red. If any required documents are missing, a message will be displayed.

Repeating the Check

When you've verified that you've completed the **entire** application, can use the Refresh Page button (in the top right section of the page, below the Help and Logout links) to reload the page.



After refreshing, click the Submit button to run the check again. If everything has been completed, you'll be able to enter your initials in the presented box and click the Submit button to officially submit the application.

How do I save a copy of my application?

Remember that the application content will be saved automatically as you move through the application, so there's no need to save the online version of the application. However, if you want to view or save a PDF version of your application, you can do that in multiple locations:

- When you're looking at the *online version* of your application, you can click the Print/Preview button to open the print preview of your current application.
- On the *My Account Home* page, click the printer icon next to any application to open the print preview of that application.

In the print preview window, you can use the links in the upper right corner to **email the preview link**, **save the preview as a PDF**, or **print the preview**.

This preview is a great way for you to double check your application content, since accessing it via your account or via the emailed link will present the latest version of whatever you have in your application. Just be sure to refresh or reload the print preview page after making changes in the online version of the application to see the most recently saved data.

What happens next?

Once your application is officially submitted, you will be notified by email that the application will be reviewed and forwarded to one of our Community-Based Organizations (CBOs). The email will identify the name of the CBO who will contact you to assist in processing your application. DHCD will make the final determination on all grant applications.