



## Get Retail Bridge Fund Ready

### What is the Retail Bridge Fund?

To meet the existing and future COVID-19 related needs for DC's businesses, the District is strategically investing in The Bridge Fund to sustain the hospitality, entertainment, and retail industries and mitigate the ongoing impact of COVID-19 on workers and businesses. Local brick-and-mortar retail establishments, such as bookstores, clothing stores, salons, massage establishments, fitness studios, art galleries, and dry cleaners are eligible to apply. The funds will support general operational expenses (rent/mortgage expense, payroll, insurance, and/or utilities), as well as operating expenses related to COVID-19.

The Retail Fund is a competitive grant program; grantees will be selected based on business viability, number of employees, and tenure. Additionally, 15% of the funds (\$2.25M) 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; or
- at least 51% woman-owned; or
- or a certified Disadvantaged Business Enterprise (DBE).

### Am I Eligible?

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. Must have Certificate of Occupancy.
- Currently open or temporarily closed with plans to reopen on or before January 15, 2021.
- Must have been revenue generating prior to March 17, 2020.
- Must be Local Business Enterprise (LBE) eligible.
- Maximum of \$6 million in annual revenue for 2019 and \$4.5 million in revenue as of September 30, 2020
- Must demonstrate financial distress (25% decrease in revenue) during COVID-19 public health emergency.
- Sole proprietors with a physical storefront are eligible if they are District residents.
- Must have a current Certificate of Clean Hands (dated within 90 days prior to application date).

### What Documents Do I Need to Apply?

Before you start your application, please prepare the following documents:

- 2018 and 2019 Tax Return
- 2019 Monthly Income Statement showing revenue less expenses
- 2020 Monthly Income Statement to date, showing revenue less expenses with core expenses displayed clearly (rent, payroll, utilities)
- DC Basic Business License (Request [here](#))
- Certificate of Occupancy
- Certificate of Clean Hands (dated within 90 days prior to application date). [Learn how to request your certificate.](#)
- Proof of valid identification for owner (Driver's license, state-issued ID, passport)
- Payroll roster (full and part-time employees & independent contractors) with state of residency as of September 30, 2020.

### How Do I Apply?

The application will open on December 14, 2020 and close on January 8, 2021. The application along with an Application Guide and FAQs will be posted on [The Bridge Fund page](#).

## Retail Bridge Fund Scenario Chart

| SCENARIO  | ELIGIBILITY |
|---|-------------|
| Franchises that are independently owned and operated  | ✓           |
| Business is incorporated in another state, but main business office location is in DC   | ✓           |
| My business has a brick-and-mortar retail location as well as an online store   | ✓           |
| My business has a physical location providing aesthetic and wellness services (e.g. massage establishment; hair salon; gyms; yoga, dance, or fitness studios) | ✓           |
| My business is permanently closed   | ✗           |
| I am a freelance hair stylist or massage therapist or fitness instructor who does not own or lease a storefront retail location.                              | ✗           |
| Businesses with a revoked or expired DC business license and/or Certificate of Occupancy and/or Certificate of Clean Hands                                    | ✗           |
| I sell my products inside DC retail spaces or at DC outdoor markets but do not own or lease a storefront retail location.                                     | ✗           |
| I am an online-only retailer / e-commerce business  | ✗           |

## Commonly Asked Questions

- **How do I know if my business is eligible for the Retail Bridge Fund?** [Click here](#) to view our eligibility chart.
- **When will I receive my award notification letter?** We anticipate that notifications will begin in late January.
- **What are the minimum and maximum amount of funds that I can receive?** The minimum is \$5,000 and the maximum is \$25,000.
- **I have multiple businesses. Can I apply for more than one business to the Retail Bridge Fund?** You may apply for each business that has an EIN and separate business license. However, a maximum of five (5) applications may be submitted per owner.
- **What if I can't provide my documents in time?** To be eligible for funding, businesses must provide all required documentation with their application.
- **Can I submit the application via email?** No. All applications must be submitted on the designated online portal no later than Friday, January 8th, 2020 at 5:00 PM/ET. DMPED and its program partners are not responsible for unreadable, incomplete, and/or out-of-order submissions.
- **Can I submit the same Certificate of Clean Hands that I used for the Microgrant Program?** No. A current Certificate (dated within 90 days prior to application date) must be submitted with application.

## Where Can I Find Assistance?

### For technical assistance with completing and submitting your application, contact:

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

### For language translation assistance, contact:

- Mayor's Office on Latino Affairs: (202) 671-2825
- Mayor's Office on African Affairs: (202) 727-5634
- Mayor's Office on Asian and Pacific Islander Affairs: (202) 727-3120
- Applicants who are hearing or vision impaired and need assistance may contact us at [retailbridgefund@dc.gov](mailto:retailbridgefund@dc.gov).

**Have Questions?** For all other inquiries related to the Retail Bridge Fund, contact [retailbridgefund@dc.gov](mailto:retailbridgefund@dc.gov).