



City of Bridgeport
American Rescue Plan Act (ARPA)/SLFRF Grant Funding Program
Solicitation for MOX012228-J

Small Business Expansion Grant

RFP Release Date: Monday, September 20, 2021

Application Deadline: Thursday, September 30, 2021 @ 2:00pm

Two (2) Hard Copies of Applications must be submitted to:

City of Bridgeport Purchasing Department

RE: RFP MOX012228-J

999 Broad Street, 2nd Floor

Bridgeport, CT 06604

SCHEDULE

1. Post on BidSync: **Monday, September 20th, 2021**
2. End of Questions: **4PM Monday, September 24th, 2021**
3. Opening: **2PM Thursday, September 30th, 2021**

Information and Application Package

The American Rescue Plan Act (ARPA) of 2021 was signed into law by President Biden on March 11, 2021. The legislation established the Coronavirus-19 State and local Fiscal Recovery Fund (SLFRF) which is intended to support state and local governments as they address the health and economic impacts of COVID-19 on their communities, residents, and businesses.

According to guidance issued by the U.S. Department of Treasury, “Fiscal Recovery Funds must be used in one of the four eligible use categories specified in the American Rescue Plan Act and implemented in the Interim Final Rule, which includes “respond[ing] to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality.”

Project Overview

The City of Bridgeport is seeking proposals that will address the economic impacts of COVID-19 through The expansion and improvement of small, Bridgeport-based businesses.

Small businesses were heavily impacted by COVID-19, experiencing large losses of revenue and additional costs for PPE, outfitting, and other expenses. In communities most heavily influenced by COVID-19, small businesses often do not have the means to expand or improve their businesses, which would help them attract and retain customers.

Businesses based in Bridgeport are asked to submit an application under this solicitation seeking **up to \$10,000** in funding for business expansion or improvement.

Businesses are encouraged to submit proposals to fund additional personnel, capital improvements, consultants, travel, equipment, supplies, accounting services, or other items that would help expand, improve, and/or grow the capacity of the business.

Eligibility:

- Applicants must be considered a “small” business, defined as having an annual gross revenue of no more than \$2 million annually.
- Applicants must be a Bridgeport-based business—that is, the principal place of business must be located within the municipal boundaries of the City of Bridgeport.
- Applicants must be a business that has been in existence for at least 18 months prior to the release of this solicitation.

Review Process:

All applications under this solicitation must contain all essential elements required by this solicitation, including a complete application and budget. If there are any material defects or omissions in the application, the City shall notify the submitter of said defects or omissions and provide a reasonable period of time to cure such defects or omissions. If such defects or omissions are not cured in a timely manner, the application shall be deemed non-responsive by the City and shall not be considered for funding.

There shall be a selection committee established for this solicitation that shall review all applications and make grant awards based on available funding. The selection committee shall be comprised of at least three non-conflicted (3) members which may include City staff, Council members, and/or members of the public. The selection committee will review all applications to make sure that the information presented is reasonable, understandable, achievable, and consistent with the solicitation. The selection committee may seek further information during the review process as necessary to make a full and informed decision on each application.

The selection committee shall review each complete application to ensure that the following three criteria are met:

- A) The proposal clearly demonstrates how a potential grant award would have a positive impact on the expansion or improvement of the business.
- B) The budget and breakdown of costs is reasonable and appropriate given the proposed expansion or improvement.

Based on a review of the application in light of these above criteria and the support documents submitted, the selection committee shall have complete discretion whether to award grant funds for the proposed expansion or improvement. The selection committee shall have the discretion to restrict the use of these grant funds for any of the requested line items and/or fund less than the full proposal.

Once the selection committee has made its allocations, the City shall issue a written award letter to each grant awardee, including the program that is being funded, the amount of such funding, the duration of such funding, and conditions placed on the grant award. The City shall require any funded organizations to sign a contract with the City as a condition of grant funding.

Multiple Applications

Small, Bridgeport-Based businesses are only allowed to submit one (1) proposal per business entity under this solicitation.

Applying for funding under this solicitation does not prevent small, Bridgeport-based businesses from applying for the City of Bridgeport's ARPA Storefront Improvement Program (SIP).

Funding Disbursements:

Businesses shall be eligible for the entire amount of the Small Business Expansion grant award upon receipt of a fully executed contract. The City may require that businesses supply invoices, receipts, or other documentation as a condition of the award.

Post Award Reporting Requirements:

ARPA grant awardees are expected to implement the funded program consistent with the grant award, as well as all applicable federal statutes and regulations.

The City shall, in compliance with federal law and regulations, require each grant awardee to provide regular reports, backup documents, or information in regards to any ARPA grant award, including invoices, receipts, photos, narratives, bank statements, cancelled checks, or other information necessary to ensure compliance with this solicitation and requirements of the American Rescue Plan Act and Part 200 of the Uniform Requirements for federal funding.

This solicitation incorporates the U.S. Department of Treasury's "Compliance and Reporting Guidance—State and Local Fiscal Recovery Funds" by reference.

<https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>

The City reserves the right to withhold any disbursement of funds if any requests for reports, backup, or other information are delinquent. More information on reporting will be provided at the time of award and is subject to change as the City receives further guidance from the U.S. Department of Treasury.

Application Deadline and Submission details

Two (2) hard copies of submissions are due by **2:00pm on Thursday, September 30, 2021.**

Hard copy submissions must be delivered to:

*City of Bridgeport Purchasing Department
RE: RFP MOX012228-J
999 Broad Street, 2nd Floor
Bridgeport, CT 06604*

All applications under this solicitation must be submitted in accordance with the date, time, place, and manner set forth in this solicitation. Late applications will NOT be accepted.

Contact/Questions:

For assistance or questions regarding this solicitation, please contact the City of Bridgeport by posting a question on BidSync (www.bidsync.com) or by emailing ARPAGrants@bridgeportct.gov.



American Rescue Plan Act Application
Addressing the Economic Impacts of COVID-19 through
Bridgeport Small Business Expansion
MOX012228-J

Business information *(Please Print)*

1. Name of Business:		
2. Street Address/PO Box:		
3. City:	4. State:	5. Zip Code:
6. Name of Contact: <i>(Name of the person completing the form/representative of the business)</i>		
7. Contact Phone:	8. Email:	
9. Client Fax #: <i>(if applicable)</i>	10. Mailing Address <i>(if different than above)</i>	

11. Race: *(Mark one or more)*

- Native American or Alaskan Native White Asian Black or African American
 Native Hawaiian or Other Pacific

12. Client Ethnicity:

- Hispanic Origin Not of Hispanic Origin

13. Is the principle of this business a Veteran?

- YES
 NO

14. Describe the nature of your business. What product or services does your business offer?

15. What percentage of the business do you own? %

16. When was your Business established? (MM/YYYY)

17. Do you conduct business online? YES NO

18. Are you a home-based business? YES NO

19. Total No. of Employees:

Full Time: Part Time:

A. How many of your employees are BPT residents?

20. What kind of legal entity is your business?

Sole Proprietorship

S-Corporation

LLC

Partnership

Corporation

Other (Specify):

21. Does your business hold a state certification as a MBE, WMBE, or DBE certified?

YES NO

If yes, which one: MBE WMBE DBE

22. What is the approximate annual revenue for your business? \$

23. Company Federal Employer Identification Number (FEIN)

24. North American Industrial Classification (NAICs):

25. Have you filed taxes the last 3 years personally and for your business? YES NO

26. Do you have a business bank account? YES NO

27. Does your business own or rent its current location(s)? Own Rent/Lease

28. How has your business been affected by COVID-19? Has there been a significant change in the way your business operates since COVID-19?

29. Has your business accumulated debt due to COVID-19? If yes, please explain.

30. Has your business received any kind of COVID-19 related grants or loans including, but not limited to, a SBA, PPP, EIDL or State DECD Bridge Loan? If yes, please provide details. *(Note that further documentation may be requested).*

31. Please write a narrative explaining your proposed business expansion or improvement. What do you plan to spend this money on? How will this funding help your business expand, improve, or build capacity in a meaningful way?

BUDGET DETAILS

City of Bridgeport
American Rescue Plan Act (ARPA)/SLFRF Grant Funding Program
Small Business Working Capital Expansion Grant

In the chart below, please provide information on the amount of funding requested for each category and a narrative/detailed breakdown of the costs for the proposed program.

Applications with incomplete narratives/breakdown of costs may not be considered for funding, so please be thorough.

Category	Requested Funding	Narrative/Detailed Breakdown of Costs
A. Personnel		
B. Capital Improvements		

C. Consultants/Contracts		
D. Equipment		
E. Supplies		

F. Accounting Services		
G. Other Costs (Be Specific)		
	Total:	

The following documents must be included with your complete application:

1. The attached budget.
2. An expenditure plan.
3. The business's most recent tax return.
4. Twelve (12) month's of bank statements demonstrating that the business has been in active operation.

Applicant's Signature

Date

→ By signing this application, I attest that all the information provided above is true.