



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

**Bridgeport Small Business  
Storefront Improvement Program (SIP)**

**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-K

999 Broad Street, 2<sup>nd</sup> 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

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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: Improvements to small, Bridgeport-based business storefronts. 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 make improvements to their businesses, which would help them attract and retain customers.

Businesses in Bridgeport with visible storefronts are asked to submit the attached application seeking **up to \$25,000** for any material storefront improvement projects including, but not limited to, window replacements or repairs, signage improvements, sidewalk improvements, decals, or any other reasonable exterior improvements.

The goal of the program is two-fold:

1. Assist small Bridgeport-based businesses with storefront improvements in order to make them more economically viable and to cover the costs of necessary repairs/improvements.
2. Improve the image of Bridgeport by making tangible, visible improvements to small business storefronts throughout our City.

### Eligibility:

- Applicants must be considered a “small” business, defined as having an annual gross revenue of no more than \$2 million annually.
- Applicants must have a visible storefront in 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.
- Applicants must comply with all state and local zoning and building rules and regulations including pulling permits for work if required.

## **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 proposed storefront improvements must be deemed either necessary or reasonable improvements that will make a material, tangible, and visible improvement to the storefront (due to age, physical condition, safety issues, or other similar factors).
- B) The quotes provided for the storefront improvements must be deemed reasonable in price and scope.
- C) The timeframe for the work to be conducted must be deemed reasonable and appropriate for the work being conducted.

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 storefront improvements. The selection committee shall have the discretion to restrict the use of these grant funds for certain improvements and/or fund less than the full storefront improvement 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**

A business with more than one Bridgeport storefront may apply for multiple projects if they have more than one location; however, the City shall only provide funding for more than one storefront for a single business entity if all other eligible business entities that apply for this grant have been awarded at least one storefront improvement project and funds are available. Applying for funding under this solicitation does not prevent small, Bridgeport-based businesses from applying for the City of Bridgeport's ARPA Small Business Expansion Grant.

## **Funding Disbursements:**

Businesses shall be eligible for the initial disbursement of fifty percent (50%) of the grant award upon receipt of a fully executed contract. After the work has been completed, and any all required photos, invoices, receipts, or other documentation or reporting has been obtained by the City, the City shall provide the second disbursement of fifty percent (50%) of the grant award. The City may, at its sole discretion, determine that circumstances require the second disbursement of funds be made, either in part or in whole, prior to the completion of the work.

## **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-K  
999 Broad Street, 2<sup>nd</sup> 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](http://www.bidsync.com)) or by emailing [ARPAGrants@bridgeportct.gov](mailto:ARPAGrants@bridgeportct.gov).



# American Rescue Plan Act Application

Addressing the Economic Impacts of COVID-19 through  
Bridgeport Small Business Storefront Improvements  
MOX012228-K

## Business information *(Please Print)*

<b>1. Name of Business:</b>		
<b>2. Street Address:</b>		
<b>3. City:</b>	<b>4. State:</b>	<b>5. Zip Code:</b>
<b>6. Name of Contact:</b> <i>(Name of the person completing the form/representative of the business)</i>		
<b>7. Contact Phone:</b>	<b>8. Email:</b>	
<b>9. Client Fax #:</b> <i>(if applicable)</i>	<b>10. Mailing Address</b> <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 storefront improvement. What are the improvements that you are seeking to make? Why is it necessary or helpful to your business to conduct these storefront improvements?**



# **BUDGET DETAILS**

**City of Bridgeport  
American Rescue Plan Act (ARPA)/SLFRF Grant Funding Program  
Storefront Improvement Program (SIPS)**

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.

<b>Category</b>	<b>Requested Funding</b>	<b>Narrative/Detailed Breakdown of Costs</b>
<b>A. Window Improvements or Replacement</b>		
<b>B. Signage Improvements or Replacement</b>		

<b>C. Sidewalk Improvements or Replacement</b>		
<b>D. Decals</b>		
<b>E. Awnings</b>		

<b>F. Other Costs (Be Specific)</b>		
	<b>Total:</b>	

**The following documents must be included with your complete application:**

1. A photo or photos of the current storefront demonstrating the need or desire for improvement.
  2. Quotes or proposals from vendors for the work to be conducted, which should include the scope of work, the cost of the project, and the anticipated timeline for such work. Businesses are encouraged to supply the City with any renderings, pictures, etc. that would further explain the work being proposed or what the storefront would look like after the improvements are made.
  3. An expenditure plan.
  4. The business's most recent tax return.
  5. Twelve (12) month's of bank statements demonstrating that the business has been in active operation.
  - 6a. Proof of ownership of the building where the storefront improvement is taking place;
- OR,
- 6b. Written permission from the landlord allowing the storefront-related work stated in this proposal to occur.

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**Applicant's Signature**

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**Date**

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