



BRIDGEPORT
CHAMBER OF COMMERCE
BRIDGEPORT REGIONAL BUSINESS COUNCIL

City of Bridgeport Financial Assistance for Local Businesses Impacted by COVID-19 Pandemic Bridgeport Small & Minority Business COVID Relief Grant Program

Overview

Through the provisions of the **US Coronavirus Aid, Relief, and Economic Security (CARES) Act**, the US Department of Housing and Urban Development (HUD) has granted financial assistance to the City of Bridgeport, to prevent, prepare and respond to the coronavirus, COVID-19. This CARES financial assistance is intended to address some of the community impacts of the COVID-19 Pandemic.

The City has allocated \$1 Million for financing to small and minority-owned for-profit businesses in Bridgeport which have suffered a harmful loss of business or revenue due to the Pandemic. For the purposes of this Grant Program, Applicants should have had less than \$1 Million in gross revenue in calendar year 2019, and employed 20 or fewer persons as of March 15, 2020.

The financing is anticipated to be awarded in grants of varying size, up to a maximum of \$25,000, dependent on the circumstances and plans of the Applicant's business. For consideration, businesses seeking financial assistance are required to complete the Application form. Award criteria and determinations may vary by applicant response and the eligibility of neighborhoods, based on HUD regulations and HUD's National Objectives, such as Low and Moderate Income Benefit (LMI).

Eligibility and Uses of Financing

The **Bridgeport Small & Minority Business COVID Relief Grant Program** is intended to prioritize and primarily benefit Bridgeport's small and minority-owned businesses that have experienced significant business revenue losses during the Pandemic, and those businesses in particular that are determined to have presented feasible plans for adapting to the business conditions and government restrictions of the Pandemic.

Previous participation or receipt of funding from recent federal or state initiatives will not disqualify applicants, but priority may be given to applicants that previously received no

funding or demonstrably inadequate funding from these programs. An Award of this funding cannot be used for the same purpose or specific expense that other funding was used for.

Applicants may be required to demonstrate a practical and feasible business strategy for surviving the Pandemic and thriving in the future. Applicants must have their primary business operations within the City of Bridgeport and engage in legal business activities that comply with all applicable federal, state, and local laws. Funds may not be used for payment of non-business expenses, for political or lobbying activities or for any other purpose deemed inappropriate or expressly prohibited by federal regulations.

Eligible Uses of Awards

- Short term working capital and operating expenses
- Inventory, payment to essential vendors
- Advertising or marketing expenses related to publicizing changes in business hours or offering
- Staff/ employee training in new operating procedures
- Newly acquired technology hardware and subscriptions related to adapting to the Pandemic.

Awards may have strict provisions for uses of funds. Prospective Applicants should note that certain types of businesses are ineligible for this Grant funding, listed below.

Application Questions and Process

Applications may be completed and submitted online to Fred Gee (Fred.Gee@Bridgeportct.gov) from the City of Bridgeport's Small & [Minority Business Enterprise Office \(SMBE\)](#) by 2:00 PM on Friday January 15, 2021. Applications may also be submitted via hard copy in person or mailed to the following address, but must be postmarked (if mailed) or delivered by 2:00 PM on Friday January 15, 2021.

Small & Minority Business Enterprise Office City
Hall Annex
999 Broad Street
Bridgeport, CT

Hard copy submissions should be in envelopes labeled "**Bridgeport Small & Minority Business COVID Relief Grant Program**".

Applicants will receive confirmation of their submission from the Small & Minority Business Enterprise Office. Applicants may be contacted by City officials or others to discuss ambiguities, omissions, or specific details in/of their submitted applications.

It is anticipated that Applications will be reviewed in order of receipt. Applicants are encouraged to submit as soon as possible. Notice of Awards will be made on a continual basis until the funding is entirely gone.

Awards may be conditioned on the execution of grant agreements, affidavits, and other documentation that may be requested by the City of Bridgeport. For assistance in completing the Application, Applicants may call the Small & Minority Business Enterprise Office, (203) 576-8473.

Applicants should register with the City of Bridgeport's [Purchasing Department](#).

The City reserves the right to revoke an Award Notice to an Applicant that fails to register as a City Vendor in a timely manner.



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APPLICATION QUESTIONS: (R) INDICATES REQUIRED INFORMATION

1. Business Legal Name: (R)													
2. Business dba, if applicable:													
3. Business TIN, EIN, or SSN, as applicable: (R)													
4. Business Type (check one): (R)	<table border="0"> <tr> <td>Sole Proprietor</td> <td><input type="checkbox"/></td> <td>Partnership</td> <td><input type="checkbox"/></td> </tr> <tr> <td>C-Corporation (Inc.)</td> <td><input type="checkbox"/></td> <td>S-Corporation</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Limited Liability Company (LLC)</td> <td><input type="checkbox"/></td> <td>Other</td> <td><input type="checkbox"/></td> </tr> </table>	Sole Proprietor	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	C-Corporation (Inc.)	<input type="checkbox"/>	S-Corporation	<input type="checkbox"/>	Limited Liability Company (LLC)	<input type="checkbox"/>	Other	<input type="checkbox"/>
Sole Proprietor	<input type="checkbox"/>	Partnership	<input type="checkbox"/>										
C-Corporation (Inc.)	<input type="checkbox"/>	S-Corporation	<input type="checkbox"/>										
Limited Liability Company (LLC)	<input type="checkbox"/>	Other	<input type="checkbox"/>										
5. Business Address: (R)													
6. Website:													
7. Social Media:													
8. Business Owner(s) Name: (R)													
9. Business Owner(s) Email: (R)													
10. Business Owner(s) Phone: (R)													
11. Number of Employees as of Application Date: (R)	Full-time: _____ Part-time: _____ Total Bridgeport residents: _____												
12. Have you obtained the SBA Paycheck Protection Program forgivable loan, Economic Injury Disaster Loan, the State's DECD Bridge Loan, or some other form of recovery financing in response to the COVID-19 pandemic? (R)	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, Documentation may be required. If No, Affidavit may be required.												
13. How long has your business been operating in Bridgeport?													

<p>14. What are your greatest challenges due to the Pandemic in the operation of your business? (Check all that apply)</p>	<input type="checkbox"/> Dramatic decrease in business/sales <input type="checkbox"/> Dramatic cost increases of inventory and other expenses <input type="checkbox"/> Inconsistent availability of inventory <input type="checkbox"/> Cashflow - payroll, rent, utilities <input type="checkbox"/> Access to capital <input type="checkbox"/> Hiring back or training qualified employees <input type="checkbox"/> Employing social distance guidelines for your employees and customers or complying with other government restrictions. Implementing adequate disinfecting and cleaning procedures Marketing, bringing back my customer base All of the above Other
<p>15. Do you have any significant past-due business obligations? If so, please list with approximate \$ amounts. (R)</p>	
<p>16. Have you laid off, furloughed, or reduced the hours of any employees since March 15, 2020? (R)</p>	<p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>If yes, please provide details:</p>
<p>17. Have you taken or planned any steps to permanently change the way your business operates? For planned activities/projects, have you developed budgets or estimated costs? If so, please describe.</p>	
<p>18. Amount of Grant Requested (Attach Expenditure Plan for Grant) (R)</p>	
<p>19. Do you have a Vendor Number with the City of Bridgeport?</p>	<p>Yes <input type="checkbox"/></p> <p>If yes, please provide it: _____</p> <p>No</p>

20. DUNS Number for the business entity.	
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I affirm that the information presented in this application is true and accurate.

Signature

Date

Name

APPLICANTS MAY ATTACH ADDITIONAL DOCUMENTS THAT ADDRESS THESE QUESTIONS.

Additional Required Documentation.

Please attach with this application or submit by email to Fred.Gee@Bridgeportct.gov.

- *Documentation of any of the following you may have obtained: SBA Paycheck Protection Program Loan, Economic Injury Disaster Loan, CT's DECD Bridge Loan, DSSD Pandemic Relaunch Grant, or any other form of recovery financing received in response to the COVID-19 Pandemic.*
- *Expenditure Plan for Grant (list).*
- *IRS Form W-9, dated within one week of the submission of the Application.*
- *City of Bridgeport Request for Vendor Identification Numbers and Certification Form.*
- *Two most current signed Federal Tax returns, if they exist. Businesses must demonstrate an operating history of a minimum of eighteen (18) months at the date of application.*
- *Formal documentation of business revenues and expenses (examples: bank statements, year-end or quarterly financial statements).*
- *Any other evidence (documentation) of adverse financial impact due to the COVID-19 Pandemic.*