

Received For Record At Plainfield CT
On SEP 22 2022 at 8:50am
Attest: Maime J. Talbot
Town Clerk

TOWN OF PLAINFIELD
AMERICAN RESCUE PLAN ACT (ARPA)
SMALL BUSINESS ECONOMIC RECOVERY GRANT
PROGRAM

Kevin M. Cunningham
First Selectman
8 Community Avenue
Plainfield, CT 06374

Approved by the Board of Selectmen on 09/12/2022

Effective 10/03/2022

Town of Plainfield
ARPA Small Business Economic Recovery Grant Program
Program Guidelines

TABLE OF CONTENTS

1. Introduction
2. Objective
3. Scope of Program
4. Non-Discrimination
5. Definitions
6. Application Process
7. Eligibility Requirements
8. Financial Assistance/Funding Limits
9. Eligible Properties/ Activities
10. Ineligible Properties/ Activities
11. Typical Review Process
12. Conflict of Interest
13. Further Information Contact

1. **Introduction**

The Town of Plainfield, Connecticut will operate a Small Business Economic Recovery Grant Program utilizing funds allocated to the Town by the American Rescue Plan Act (ARPA) of 2021 signed into law by President Joseph R. Biden on March 11, 2021. Funds from the American Rescue Plan must be used to respond to the negative impacts of the COVID-19 pandemic. These funds may be used to directly aid households, small businesses, and nonprofits in their recovery. The Town of Plainfield Small Business Economic Recovery Grant Program will provide grants to existing businesses and tax-exempt nonprofits in Plainfield and new businesses/nonprofit relocating to Plainfield. These grants may only be used on eligible expenses outlined in this policy and must address the short and/or long-term negative impacts of the COVID-19 Pandemic. Start-ups may apply but must demonstrate they are facing increased costs to starting the business due to the Pandemic, or that the business lost expected startup capital due to the Pandemic.

2. **Objective**

The objective of the ARPA Small Business Economic Recovery Grant Program is to provide financial assistance in the form of nonrepayable grants to existing and new businesses and tax-exempt non-profits in Plainfield for the purpose of directly addressing the negative economic impact of the COVID-19 public health emergency. The businesses must be located in, or relocating to, the Town of Plainfield, which also includes the villages of Moosup, Central Village and Wauregan. This program emphasizes the retention of existing businesses in Town, attracting new businesses to Town, job creation, and general recovery from the Pandemic.

3. **Scope of Program**

The scope of this Program may include the purchase or renovation of equipment, the renovation of real estate (construction/improvement), and the training of new employees for existing and new businesses and/or tax-exempt nonprofits as a means of promoting economic growth, health, and recovery from the COVID-19 Pandemic. Applicants may request nonrepayable grants not to exceed \$25,000. The Board of Selectmen reserves the right to award, partially award, or reject any application.

In addition to for-profit businesses, nonprofits have faced significant challenges due to the pandemic's increased demand for services and changing operational needs, as well as declines in revenue sources such as donations and fees. Nonprofits eligible for assistance through this program are those that experienced negative economic impacts or disproportionate impacts of the pandemic and meet the definition of "nonprofit"- specifically those that are 501(c)(3) or 501(c)(19) tax-exempt organizations. Tax-exempt nonprofits may also request funds to institute or continue programs that directly assist in the economic and social recovery of the COVID-19 Pandemic.

All applicants must describe how the COVID-19 Pandemic impacted them, and how these funds will be used to benefit their business as they continue to recover from the Pandemic. Applicants must demonstrate the financial impact the Pandemic had on them. For existing businesses, this may be loss of revenue, cost of expanding outdoor dining, or other costs associated with the Pandemic. For new businesses, this would be evidence of increased start-up costs, or loss of revenue because of the Pandemic.

It is the Town of Plainfield's express intent to upgrade and extend the economic life of businesses/nonprofits in the Town of Plainfield after the COVID-19 Pandemic. This Program applies to organizations that experienced loss during the period between March 3, 2021 and October 3, 2022. This grant does not apply to the pandemic period prior to March 3, 2021 per regulations of the US Treasury, and losses prior to March 3, 2021 cannot be considered in this application. Start-ups must be able to

describe how their ability to open was hindered during this period, and they must provide sufficient evidence.

4. **Non-Discrimination**

The Town of Plainfield commits to the operation of the Program and will follow State nondiscrimination as per Section 109 of the Housing and Community Development Act of 1974, as amended, which requires that no one shall be discriminated against on the grounds of race, creed, color, national origin, ancestry, religion, sex, gender identity or expression, marital status, age, lawful source of income, familial status, learning disability or physical/mental disability, sexual orientation or families with children Eligible business owners, as a condition of obtaining Program assistance, must comply with all applicable requirements imposed by or pursuant to regulations effecting Title VI of the Civil Rights Act of 1964 or Title VII of the Civil Rights Act of 1964.

5. **Definitions**

The following are definitions of various terms as used with respect to the Town of Plainfield's ARPA Small Business Economic Recovery Grant Program.

a. **Annual Income**

The term Annual Income means adjusted gross income as defined for the purpose of reporting under the Internal Revenue Service (IRS) Form 1040 for individual Federal annual income tax purposes.

b. **Applicant**

The term Applicant refers to the business owner requesting assistance. In a partnership, the applicant is the authorized partner requesting assistance.

c. **Application Process**

Application shall be completed and submitted by the owner or authorized partner with the requested supporting documentation.

d. **Business Owner**

The term business owner refers to an individual(s) or legal entity having legal title to the business receiving financial assistance.

e. **Contract Documents**

For funds being requested to complete construction/improvement projects, contract documents are written specifications and/or drawings including general conditions and related documents that describes the proposed improvements and related documents that are signed between the property owner and contractor.

f. **Contractor**

A firm or individual hired by the property owner to perform the proposed construction/improvements. All contractors must be properly licensed and insured for the intended construction/improvements and not debarred by the State or Federal Government from entering into a Federally funded contract.

g. **Nonrepayable Grant**

The funding award made by the Board of Selectman to an applicant. These awards do not require repayment by the grantee.

- h. Grant Agreement
The written agreement between the Town of Plainfield and the grantee outlining the conditions of the grant.
- i. Municipality
The term Municipality refers to the Town of Plainfield and/or the Program Manager. The Town's Program Manager has the authority to act on behalf of the Town for the purpose of administering and implementing the Town's ARPA Small Business Economic Recovery Grant Program.
- j. Program
The term Program refers to the Town of Plainfield's ARPA Small Business Economic Recovery Grant Program. This Program is funded through the American Rescue Plan Act of 2021 signed into law by President Joseph R. Biden on March 11, 2021
- k. Program Manager
Shall mean any individual or firm employed the by the Town acting as its designated agent, who shall administer the Program on behalf of the Town.
- l. Property Owner
The term property owner refers to an individual(s) having legal title to the property where the business is being operated. This may be the same person/people as the business owner.
- m. Construction/Improvement
Construction/improvements shall mean the physical repair, renovation, alternation, removal or improvement to a property in accordance with the rules and regulations of the Town of Plainfield's ARPA Small Business Economic Recovery Grant Program.
- n. Construction/Improvement Assistance
The term Construction/Improvement Assistance shall refer to the ARPA Small Business Economic Recovery Grant Program funds expended by the Town for the improvement of structures.
- o. Sub-Contractor
A firm or individual hired by the Contractor to perform the proposed construction/improvements. All sub-contractors must be properly licensed and insured for the intended construction/improvements and not debarred by the State or Federal Government from entering a Federally funded contract
- p. Small Business
A small business is defined as employing not more than 500 employees having operations in Plainfield, CT and considered a small business as defined in section 3 of the Small Business Act (15 U.S.C. 632). Unincorporated sole proprietors are eligible to apply.
- q. Non-profit
Organizations that are organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, educational or other specified purposes - specifically those that are 501(c)(3) or 501(c)(19) tax-exempt organizations.

6. Application Process

Applications are available at the Plainfield Town Hall in the Economic Development Office and on the Town's website (www.plainfieldct.org). Submit the completed application and related attachments to the Economic Development Office.

The Board of Selectman must vote to establish an opening and closing date for the application process. If all grant funding is not obligated during the first round, the Board is responsible for approving opening and closing dates for all future rounds.

It is the applicant's responsibility to provide any and all information requested by the Town in reviewing the application. Construction/improvement projects to any leased property must provide written approval by the property owner when applying. The Town reserves the right to request further information at any point during the review process.

Non-profits must provide proof of tax-exempt status.

7. **Eligibility Requirements**

The following are eligible to apply:

- a) Any business or tax-exempt nonprofit located in Plainfield that experienced loss during the period between March 3, 2021 and October 3, 2022. This also includes fully licensed home occupation businesses located in Plainfield.
- b) Any established business or tax-exempt nonprofit moving into Plainfield that experienced loss during the period between March 3, 2021 and October 3, 2022.
- c) Start-ups that can demonstrate they faced increased costs to starting the business due to the Pandemic, or that the business lost expected startup capital due to the Pandemic (during the period between March 3, 2021 and October 3, 2022)

Loss can be demonstrated as

- Decreased Revenues (donations and fees for nonprofits)
- Financial insecurity
- Increased costs
- Capacity to weather financial hardship
- Challenges covering payroll, rent or mortgage, and other operating costs

Note: Business owners who live in Plainfield, but own businesses outside of Town are ineligible to apply. Businesses which receive grants but relocate to another Town within 3 years of receiving the award may be required to return the grant funds in accordance with the established grant agreement.

8. **Financial Assistance/Funding Limits**

Interested applicants may request funding not to exceed \$25,000. Prior to final action by the Board of Selectmen, the Program Manager and Economic Development Commission will review all applications. Following that review, recommendations on applications will then be forwarded to the Board of Selectmen for final action. The Board of Selectmen will determine, and approve, the terms of the Grant Agreement including, but not limited to, construction limitations, reporting requirements, etc. based on the recommendations of the Economic Development Commission and the Program Manager.

The Municipality reserves the right to refuse funding to any applicant who is unable to provide evidence of sufficient personal and/or financial history, proof of up-to-date real and personal property taxes by the

business owner(s), an adequate business plan/model (if funding is provided to a start-up) or any other reason which the Municipality determines is not in compliance with the requirements of the Program.

Construction/improvement projects may be determined infeasible, and not provided funding, for a variety of reasons including but not limited to the following: overall condition of the property, ownership disputes, insufficient equity, insufficient Program funds, the project would use a disproportionate amount of available funding, excessive cost, inability to meet construction/improvement standards upon completion, permanent relocation, the owner's inability to secure additional funding from private lenders, or any other condition which the Municipality feels is in its best interest. Scope of work and associated quotes (minimum of 3) will be reviewed by Town Building and Zoning Officials.

9. Eligible Usage/Activities

In general, grants can be used for a variety of business-related expenses including:

- a) Purchase or renovation of equipment. Applicants must demonstrate how the Pandemic hindered their ability to purchase/renovate this equipment (loss of revenue, increased cost, etc.), or how it will assist in recovering from the COVID-19 Pandemic (build a more resilient business, create jobs, etc.).
- b) Construction/Improvements of real estate. Applicants must demonstrate how the Pandemic impacted their ability to complete the desired work (loss of revenue, increased cost, etc.), or how it will assist in recovering from the COVID-19 Pandemic (build a more resilient business, create jobs, etc.). APPLICANTS MUST SUBMIT AT LEAST 3 DETAILED QUOTES OF PROPOSED WORK. Alteration to any leased property must provide written approval by the property owner when applying.
- c) Employee training (CNA Certification, CPR Certification, etc)
- d) Tax-exempt nonprofits may also request funds to institute or continue programs that directly assist in the economic and social recovery of the COVID-19 Pandemic.

10. Ineligible Properties/Activities

Grants MAY NOT be used for

- a) Non-business-related expenses.
- b) Purchase of rolling stock.
- c) Refinancing.
- d) Debt financing.

11. Typical Review Process

- a. The applicant will turn in their application with all required attachments.
- b. The Program Manager will review each application and may request further information from the applicant before presenting the applications to the Economic Development Commission (EDC) and Board of Selectmen.
- c. The Economic Development Commission (EDC) will review all requests and determine which applications they wish to recommend to the Board of Selectmen. The EDC reserves the right to request additional information.
- d. Upon recommendation by the EDC, the Board of Selectmen will review each application and vote on an action. They may make a full award, partial award, or reject an application. The BOS reserves the right to request additional information.

- e. Upon approval by the Board of Selectmen, the Program Manager will prepare the final grant agreement, and any associated paperwork, to be signed by the First Selectman, the applying business owner and the property owner (for construction/renovation projects).
- f. Funds for non-construction projects may be eligible for immediate release. The release of funds for construction projects will be determined on a case-by-case basis to ensure best practices (ex. funds may not be released until a contractor has completed the project).

17. Conflict of Interest

No member of the Town's Board of Selectmen, any employee or agent of the Town shall directly or indirectly benefit from this program.

18. For Further Information Contact

Jordan Lumpkins
Grant Writer/Economic Development
(860) 230-3003

8 Community Ave.
Plainfield, CT 06374
jlumpkins@plainfieldct.org

The Program Guidelines above may be modified at any time by the Town or by changes/revisions to State or Federal regulations or directives. The determination of any interpretation or applicability of any requirement of the Guidelines is at the sole discretion of the Town