

**Town of West Hartford**  
**Small Business & Non-Profit Recovery Grant Program**  
**Frequently Asked Questions (FAQs)**

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**GRANT**

**1.1 What Type of Grants are Available?**

- COVID-19 Relief Assistance Grant up to \$10,000
- New or Enhanced Program Assistance Grant up to \$10,000

**1.2 Can you apply for each grant (COVID-19 Relief Assistance Grant and New or Enhanced Program Assistance Grant)?**

- Yes, a separate application must be submitted for each and you must indicate which one you consider the priority. Refer to 'Appendix A' for eligibility
- Note: the second grant will only be approved if all other eligible entities that applied for these grants have been awarded and funding is still available

**1.3 What are the eligible dates for the COVID-19 Relief Assistance Grant?**

This is a reimbursement grant and all supporting documents should be dated between March 3, 2021 through December 31, 2022

Note: The Department of Treasury Final Rule states: "SLFRF Funds may only be used for costs incurred within a specific time period, beginning March 3, 2021 with all funds obligated by December 31, 2024..." this grant program allows expenses dated through December 31, 2022

**1.4 Who is Eligible?**

**Small Business:**

A small business is defined as a Sole Proprietorship, Limited Liability Corporation (LLC), Partnership or Corporation (C or S Corp) registered with the Connecticut Secretary of State or a Trade Name Certificate (DBA) with Town of West Hartford

- Must be physically based in West Hartford, CT
- Not more than 50 FTE employees (min. 35 hours week w/benefits)
- Must currently be in business and have been in operations as of January 1, 2020
- All Town licenses and permits must be current
- Must be current on taxes for the 2021 Grand List

**A Non-Profit Organization:**

Address organized and operated for a collective, public or social benefit

- Files a 501(c)3 or 503(c)19
- Fall in one of two sectors:
  - (1) Community arts, cultural, and humanities organizations; or

(2) Community based human services organizations

- Must be physically based in West Hartford, CT
- Not more than 50 FTE employees (min. 35 hours week w/benefits)
- Must currently be in business and have been in operations as of January 1, 2020
- All Town licenses and permits must be current
- Must be current on taxes for the 2021 Grand List
- Good Standing with State of CT-Department of Revenue Services (status letter)

**1.5 How will the amount of grant be determined?**

The amount of the grant directly relates to the amount of the request and the supporting documentation

**1.6 Please provide a list of uses of these funds.**

Some examples for COVID-19 Relief Assistance Grant: Mitigate financial hardship, technical assistance, counseling, implement COVID-19 prevention or mitigation tactics, recovery programs

Some examples for New or Enhanced Program Assistance Grant: grief counseling, art venues to subsidize exhibits, programs for substance abuse, mental health programs, marketing programs to inform public on how to receive help from non-profits

Refer to Appendix 'A' in the grant guidelines for a complete list of eligible items

**1.7 Does an application submitted early have an advantage over application submitted later?**

No, all applications will be rated on the eligibility criteria as noted in the grant guidelines and will be reviewed after the application close date of August 10<sup>th</sup>. All decisions will be made after this date

**1.8 Timing of Grant Award?**

- Application process opens on July 20, 2022
- Application process close on August 10, 2022
- Committee reviews, evaluates and ranks the application
- Committee will submit recommendations to Town Council for first meeting in September, 2022
- Once approved a grant acceptance letter will be sent out
- Checks will be issued within 30 days after receiving the signed grant acceptance letter, W-9, Good Standing Letter from the State of Connecticut along with all supporting documentation

**1.9 What is the Grant Acceptance Letter?**

The Grant Acceptance Letter is specific to the business/organization that identifies how much the award is, the specific use of the funds, period of performance, compliance and reporting requirements, funding distribution and certification

**1.10 Is the grant limit of \$10,000 a hard cap?**

Yes, this award amount has been approved by the Town Council to offer business/organization some relief due to the pandemic

**1.11 Is this only for the Town of West Hartford?**

Yes, it is up to each municipality on how they will utilize these funds

**1.12 What is the grant application period?**

8:30 a.m. on July 20, 2022 through 4:30 p.m. on August 10, 2022

**GRANT ELIGIBILITY**

**2.1 What does duplication of benefits mean?**

A duplication of benefits occurs when a person, household, business, government or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance

**2.2 If the business/organization received grants before March 2021 do we have to report it on the application?**

Yes, all grants related to COVID-19 should be disclosed regardless of the date

**2.3 If the business/organization has received assistance (PPP grants, EIDL loan, unemployment comp. etc.) can they still apply?**

Yes, within the application process you will need to disclose the assistance, what it actually covered and for the period of time it covered, if applicable

**2.4 If PPP money was received for salaries for 4-months, can we request assistance for salaries for the rest of year?**

Yes, as long as the request is not for the same 4-month period

**2.5 If PPP money was received for salaries, can funds be obtained under this program for revenue loss only or is this only for out of pocket expenses?**

Yes, you can apply for revenue loss (as long as you document you have received PPP for salaries along with period of time it covered). This program is also to assist businesses/organizations for out of pocket expenses directly related to COVID-19

**2.6 If the business/organization is trying to locate the acceptance letter from the idle grant (PPP, EIDL, etc.) and cannot locate it, what can I do?**

Request through the Small Business Association or your business/organization's financial institution. Also, document on the application the source of proof, total allocation and specify what it covered

**2.7 If a business/organization received a second draw from EIDL is that considered double dipping?**

It is only considered double dipping if the request is for the same reimbursement (i.e. same time period for payroll, same month for rent, or reimbursement for the same item purchased, etc.)

**2.8 Is Mortgage, Taxes and Payroll for the last 12-months eligible for this program?**

Yes, receipts must be dated between March 3, 2021 through December 31, 2022 and there was no prior reimbursement for these items. Also, the business/organization can demonstrate that there were additional expenses due to COVID and that it was a challenge to keep the business/organization open during this time

**2.9 If the owner of a business/organization has recorded no income or owner profit during COVID-19 is this an eligible expense?**

If your business suffered revenue loss that eventually results in less profit for the business where the owner did not receive income or owner profit during this time. The revenue loss is an eligible expense as long as supporting documents can identify the loss

**2.10 Can this grant be used to catchup on expenses?**

No, this grant opportunity is not to catch up on expenses rather to reimburse you for an expense that has already occurred

**2.11 Is an expansion of a business an eligible expense?**

No, expansion of a business is not an eligible expense, but a new or an enhanced program is. Please see Appendix 'A' for complete list of eligible programs

**2.12 If I own a landscaping business in town am I eligible to apply for these grants?**

Yes as long as you were in business as of January 1, 2020, still in business and meet all other criteria as written in the grant guidelines

**2.13 If some use of money is used for a business/organization operating outside of the town (i.e. rent) but the program offered directly assists West Hartford residents, can I apply?**

The program and business/organization needs to physically be located in West Hartford, otherwise does not meet the criteria

**2.14 As a social enterprise we are small business and would qualify for the COVID relief assistance, however we are also affiliated with a parent organization that is a 501c3 that provides services which address mental health services are we eligible to apply for both the relief assistance grant and the new or enhanced program assistance grant?**

Yes, both are eligible just as both organizations are physically located in West Hartford and meet all the criteria listed in the grant guidelines.

**2.16 If a business started 4/5/2021, can they apply? They were working in West Hartford as a sole proprietor since 2017.**

In order to be eligible for this grant program, a business must have been in operation in West Hartford since January 2020.

**2.17 Does everyone get the \$10k or is there a formula for how much is awarded? If so, what is that formula?**

There is no formula to determine the grant, it is based on what the business/organization is requesting up to \$10,000

## **APPLICATION/SUPPORTING DOCUMENTATION**

**3.1 What is considered adequate supporting documentation?**

Supporting documentation may vary depending on what is being requested. Please provide invoices and proof of payment for goods and services; payroll records (journals, pay stubs, etc) for payroll; or tax forms if claiming revenue loss.

Examples:

- (1) If you purchased barriers or plexi-glass and submitting a grant request to be reimbursed for that a copy of an invoice and cancelled check would be the supporting documentation
- (2) If requesting reimbursement for payroll, then pay stubs, payroll register, 941's for the quarter would be supporting documentation

**3.2 Who will be rating the applications and how is the amount of the grant is determined?**

The amount of the grant is based on the request by the business/organization up to \$10,000

The Committee that will be reviewing and rating the application according to the criteria outlined in the grant guidelines consist of several town staff and a couple of advisors that are town residents

**3.3 Is a Certificate of Good Standing from the State of Connecticut a must?**

Yes. Eligible, current on Town taxes, permits and licenses along with a letter of good standing from the State of Connecticut.

Note: If certificate is not available at time of application submittal, it may be submitted at the time the grant acceptance letter is signed

**3.4 If the organization received ARPA funding previously will the proposal get a lower review in the review?**

No, the determination is based on the request, meeting the criteria and supplying all the appropriate documentation

**3.5 If I need assistance with completing grant application, is there help available?**

Yes, on Monday's in Town Hall during July 20<sup>th</sup> and August 10<sup>th</sup> 9am to 4 pm  
Diane Whitford from the Small Business Association will be available to offer free,

confidential assistance to the business/organization in completing the application

**3.6 Will applications be accepted by mail?**

No, currently we are only receiving applications online. If you are having difficulties, please contact the [ARPAGrants@westhartfordct.gov](mailto:ARPAGrants@westhartfordct.gov) and we will assist you in getting the application submitted

**3.7 On the application it mentions to submit the 2019 & 2020 tax returns or a quarterly 941 or CT941 for same quarter in 2019, 2020, is it both or either one?**

All grant applications should include a copy of the 2019 and 2020 tax return for the business/organization. Only include quarterly 941 or CT941 if requesting reimbursement for payroll expenses.

**3.8 How do I submit an application?**

A seamless.doc application can be completed and submitted directly from the website:

<https://westhartford.seamlessdocs.com/f/APRAApplication>

Note: In order to save the application and return later, you will be required to create an account

All supporting documentation should be uploaded on the website prior to submission

Once application has been certified and submitted you will receive an email confirmation

**3.9 What is required to get the release showing no past taxes are due?**

On the Town's website under the revenue department you will be able to find your business and print the screen showing your business is current with taxes

**ADDITIONAL INFORMATION**

**4.1 I missed the informational session, can I still view it?**

Yes, below are the links:

Session 1 - 7/6/22 [https://youtu.be/a2ez9K11l\\_4](https://youtu.be/a2ez9K11l_4)

Session 2 - 7/12/22 <https://youtu.be/phyTPYQQZnU>

**4.2 If I need additional information, where can I look?**

Appendix 'A' of grant guidelines OR U.S. Treasury Final Rule

**4.3 Is the grant considered income and taxable?**

The grant is considered a reimbursable grant. Business/organization should refer this question to their tax professional

**4.4 If I still have questions, what should I do?**

Email: [ARPAGrants@westhartfordct.gov](mailto:ARPAGrants@westhartfordct.gov)