



Guidelines for the City of Hartford's 2019 Small Business Grant Program

Overview

This \$150,000 grant program will provide at least twenty grants of up to \$7,500 each. Grant funding is for small, for-profit businesses that are looking to increase business activity within their neighborhood, retain jobs, build capacity, and make their neighborhood more attractive for future investments. Priority will be given to businesses on main commercial corridors.

This program is funded through the U.S. Department of Housing and Urban Development's Community Development Block Grant program.

If you have any questions about eligibility and requirements for this program, please call the City of Hartford's Department of Development Services at 860-757-9040 or email Don Chapman (ChapD001@Hartford.gov) or Lynda Crespo (CresL001@Hartford.gov).

This document contains guidelines for applying. To obtain the application, contact the staff members above or please visit Hartford.gov/DDS and click on the "2019 Small Business Grant Program."

Program Eligibility and Requirements

- 1. This program is open to existing Hartford-based businesses, and priority will be given to businesses located along or near main commercial corridors. Businesses must meet the requirements outlined by the Department of Housing and Urban Development (HUD) per CPD Notice 96-01:**
 - a. Businesses must have a physical address; not a PO box, mail drop or be located in an Incubator or other temporary space
 - b. Applicant(s) are not in arrears with state, federal or local taxes (this will be verified)
 - c. Proof of business registration with CT Secretary of State

d. Business must be registered with City of Hartford Town Clerk's Office (if the business is operating under a DBA different than Secretary of State registered name)

e. Business owner must have a qualifying low to moderate household income or the business must serve Hartford residents from low to moderate income households.

1 person – \$ 46,100

2 people – \$ 52,650

3 people – \$ 59,250

4 people – \$ 65,800

5 people – \$ 71,100

6 people - \$ 76,350

f. Be able to provide documentation to meet income requirements (Certified IRS tax forms)

g. Business must have ten or fewer employees, including the owner

h. Business must be a for-profit business operating for 1 year or more.

i. Business must be registered with the CT Secretary of States' office for at least 1 year

j. Non-profit businesses are not eligible for this grant

2. Grant amount – Up to \$7,500 (This is a one-time grant)

3. Grant may be used for the following purposes (other proposed uses will be considered on a case by case basis):

a. Acquisition or leasing of furniture, equipment, fixtures, machinery and supplies

b. Improving internet connectivity

c. Business Consulting – Legal or Accounting services

d. Façade improvements or aesthetic improvements

4. Grant cannot not be used for:

- a. Payroll
- b. Taxes
- c. Debt services
- d. Rent

Application Process & Criteria

Applications may be downloaded at Hartford.gov/DDS or you can email Don Chapman (ChapD001@Hartford.gov) or Lynda Crespo (CresL001@Hartford.gov).

Public Information Meeting: At NRZ Meetings throughout May/June 2019

Application Deadline: Friday, June 21, 2019 by 5 PM
Late applications will not be accepted

Please Deliver to: Hand Delivered Applications (Monday – Friday, 8 AM to 5:00 PM)

Don Chapman, Director
City of Hartford
Development Services, Small Business &
Community Development Division
250 Constitution Plaza, 4th floor
Hartford, CT 06103

OR by Email: ChapD001@Hartford.gov or
CresL001@Hartford.gov

Notification of Awards: July 30, 2019

All materials should be submitted in the following manner:

- By the deadline posted
- Hand delivered or by email only
- In a 8.5" x 11" sealed envelope (if hand delivered)
- Application must be completed (typed or printed clearly)
- All required documents must be submitted on 8.5" x 11" paper (letter size)

- Paperclips preferred

Applications will not be considered which:

- Are submitted after the deadline
- Do not appear in the proper format as outlined in the grant guidelines and application
- Do not meet eligibility criteria
- Do not contain the required attachments
- Are submitted by businesses or individuals that are the subject of unresolved findings on noncompliance relating to any illegal activities of any kind
- Are submitted by businesses or individuals owing any form of tax or fee to the City of Hartford or its legal entities

Criteria for Reviewing Grant Applications

Economic Impact

Examples include but are not limited to:

- Potential to grow capacity
- Potential to increase revenue

Management Plan

Examples include but are not limited to:

- Clarity and feasibility of request including budget, timeline, and implementation plan
- Ability to demonstrate plan's likelihood of success

Sustainability

Examples include but are not limited to:

- Plan's ability to spark other investments
- Relationship to other business activity or investment

Grant Conditions

Payments shall be made to reimburse grantees for eligible expenses on a monthly basis or will be directly made to third-party payees for equipment purchases.

Successful applicants are required to acknowledge the support of the City of Hartford in all promotional materials related to the project (brochures, posters, programs, flyers, newsletters, websites, etc.) with the City of Hartford logo, and the use of the phrase "supported by the City of Hartford's **2019** Small Business Grant Program." All expenditures must take place by June 30, 2020.

How to obtain a DUNS Number

To obtain a DUNS number, recipients can use the online web-form process at <http://fedgov.dnb.com/webform>. For assistance, registrants should call toll free: 866-705-5711 – Press Option 4, Grantee. The process of obtaining a DUNS number is free for all entities doing business with the Federal government. Responses to web-form submittals online are generally returned within 1-2 business days, the process for obtaining a DUNS number using the telephone should take 10 to 15 minutes. The following information is requested when applying for a DUNS number:

- Legal company name
- Headquarters company name and address
- Trade-style or DBA company name
- Physical address: including city, state and zip code
- Mailing address
- Telephone number
- Contact name and title
- Number of employees at the company's physical location

When requesting a DUNS number be sure to use the Employer/Taxpayer Identification Number (EIN/TIN and the Employer/Taxpayer Name) used when filing a return or making a payment to the Internal Revenue Service (IRS). Organizations should also provide the Zip Code using the Zip Code plus four code (Zip+4). After obtaining a DUNS number, you should wait 24 to 48 hours to register with the Central Contractor Registration (CCR) so that the records can become activated in the Dun and Bradstreet database.

If you are not sure if you already have a DUNS number, you can call the toll-free number, select option 4 and ask the operator if you already have a DUNS number at the specified address.