

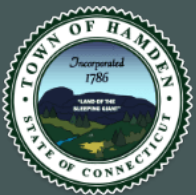
# Town of Hamden, CT

## ARPA Small Business Grants Webinar: Award Process

Presented by:

Town of Hamden

UHY Advisors



LAND OF THE  
SLEEPING GIANT



# ARPA Small Business Grants Webinar

## Welcome to today's Webinar: ARPA Small Business Grants

- **Presenters:** Carol Hazen, Hamden Director of Grants & Capital Projects  
UHY Advisors, ARPA Consultants
- Please note that all microphones will be muted during the presentation.
- You are encouraged to submit any questions via the CHAT box throughout the session. We will address all questions at the end. Alternatively, you can ask questions directly after the presentation, at which point we will un-mute microphones.
- A recording of the webinar, along with the slide presentation, will be emailed to you and posted to the town website.



# Webinar Agenda

- I. Review of Beneficiary Agreement
- II. Review of Federal Uniform Guidance Procurement Provisions
- III. Review of Beneficiary Reimbursement Process and Forms
- IV. Reminders
- V. Question & Answer Session



# I. Beneficiary Agreement

## **Review of Beneficiary Agreement:**

**Please review the terms of your Beneficiary Agreement thoroughly and in full, as it is a binding contract.**

You will receive a Beneficiary Agreement that includes your business name, the awarded amount, and the budget specifics for your review and signature.

- **Agreement Overview:** [ARPA Beneficiary Agreement](#)
- **EXHIBIT A - Small Business Grant Program Detailed Budget**
  - Expense categories for which you have been awarded funds. You are required to adhere to this budget.
- **EXHIBIT B - ARPA Grant Awards Draw Down Request Form**
  - Summary form used to request the reimbursement payment of your grant funds. We will review this in detail later.
- **EXHIBIT C - Expense Ledger Form**
  - Detailed form to be attached to Exhibit B used to request payment of your grant funds. We will review this in detail later.
- **EXHIBIT D - Duplication of Benefits Certification for Federal ARPA Funds**
  - This certification ensures grant funds are not used to cover costs already paid by other funding sources i.e. federal, state, local, charitable, etc.



# I. Beneficiary Agreement

## Beneficiary Agreement - Action Items:

- 1. Review Thoroughly:** Ensure you understand each component of the Agreement and its requirements before signing.
- 2. Initial Pages:** Initial every page of your Agreement in the space provided at the lower right corner.
- 3. Sign & Date Agreement:** Sign and date page 5 of your Agreement.
- 4. Review, Sign & Date Exhibit A - Detailed Budget:** Confirm that the detailed budget aligns with the application you submitted. Note that the Detailed Budget may not include all expenses initially applied for, as some may have been denied due to ineligibility according to Federal or Town criteria.



# I. Beneficiary Agreement

## Beneficiary Agreement - Action Items, continued:

5. **Review, Sign & Date EXHIBIT D - Duplication of Benefits Certification**
6. **Return your signed Agreement:** Return the signed agreement, including all exhibits, *electronically* to [ARPA @ Hamden.com](mailto:ARPA@Hamden.com) by 4 PM Friday, October 11, 2024.
7. **Submit for Reimbursement of Funds:** Once your executed agreement has been received and processed by the Town, you may submit your request for reimbursement. You must complete all documentation requirements for all expenses and submit only **ONE** request for the total awarded funds.

***Reimbursement requests and required documentation must be submitted no later than July 15, 2025.***



# II. Procurement Provisions

## **Procurement:**

- Procurement is the process of acquiring goods, services, or materials necessary for your business operations. As a Beneficiary of federal American Rescue Plan Act (ARPA) funds, you must adhere to the allowable cost and procurement guidelines outlined in the Federal Uniform Guidance.
- Federal Uniform Guidance is a set of rules and requirements for federal grants.
- To ensure that the Town can process reimbursement of your awarded funds, you must comply with the Town's procurement guidelines.

***All procurement documents must be submitted electronically.***



# II. Procurement Provisions

## Procurement Guidelines:

1. **\$2,500:** Purchases **up to \$2,500** may be made without obtaining competitive price or rate estimates.
  - The [non-Federal] entity must consider the price reasonable based on research, experience, and purchase history, using known and reliable sources, and document it accordingly.
  - ***Attach a written memo/justification describing the purchase process to your reimbursement request (Exhibits A & B).***
  
2. **\$2,500.01- \$25,000:** Purchases of goods or services **\$2,500.01- \$25,000** shall be awarded to the most “qualified” vendor based on the results of **three (3) or more electronic or written estimates received from vendors.** **The estimates must include a description of the goods & services; the estimates must be for the same exact goods & services being requested.**
  - Must obtain three (3) vendor estimates. You must use the vendor with the lowest estimate. If the lowest estimate is not selected, explain why the contractor/vendor selected was the most “qualified.”
  - ***Attach the 3 vendor estimates and the written memo/justification of the selected vendor to your reimbursement request (Exhibits A & B).***

**Prior written approval is required if the lowest estimate is not selected.**





# II. Procurement Provisions

## Procurement Guidelines:

3. **Greater than \$25,000:** Purchases of goods or services greater than **\$25,000** – shall be awarded on the results of a formal bid process, except as [provided by Town’s policy]. Purchaser shall invite sealed bids by Request For Performance “RFP”. Purchaser shall award the contract or make the purchase from the lowest qualified bidder, the bidder deemed to be in the best interest of the [Town]. If there are two or more responsible bids or proposals which are equal in price and specification, the award is to be made based on additional criteria.
  - Must attach RFP, bid tally sheet, a written memo/justification of the selected bidder, the accepted proposal/executed contract to your request for reimbursement.



# II. Procurement Provisions

## Procurement Guidelines: Estimates

The Town requires that estimates be specifically for goods and services eligible for reimbursement by the ARPA grant. Please adhere to the following guidelines:

- **Approved Budget:** Obtain estimates ***only*** for goods and services listed in your approved budget (Exhibit A). Do not seek estimates for items or amounts not included in Exhibit A.
- **Funding Sources:** Do not combine estimates for goods or services partially funded by ARPA, with goods and services funded by your business or another source.
- **Competitive Estimates:** The 3 estimates obtained must be competitive estimates:
  - Estimates must each include the description of goods and/or services acquiring. The description of goods and/or services must be the same for all 3 estimates to be comparable or “competitive” estimates.
  - Each estimate must provide cost(s) for goods and/or services



# II. Procurement Provisions

## Procurement Guidelines: Estimates

### **Example:**

A restaurant plans to buy three freezers. The Agreement approves ARPA funds for one freezer at \$10,000 (as detailed in Exhibit A). The restaurant will fund the other two freezers independently. You should:

- Obtain three estimates specifically for the single freezer approved for ARPA reimbursement.
- Avoid requesting estimates for all three freezers together. If the estimates include all three freezers in a single proposal totaling \$30,000, this exceeds the \$25,000 threshold for which simple written vendor estimates are acceptable. Consequently, you would need to issue an RFP and conduct a sealed bid process, which is complex and unnecessary for this situation.
- A combined estimate for all three freezers would make you ineligible for reimbursement of the single freezer due to noncompliance with procurement guidelines.

***Please contact the Town before purchasing if you have any questions.***



# III. Reimbursement Process

## **Reimbursement Process:**

Grant funds are reimbursed for expenses paid upfront by your business.

Only expenses per your approved budget (Exhibit A) are eligible. **Expense Period:** March 3, 2021, to June 30, 2025.

- 1. Pay Expenses Upfront:** All expenses must be paid in full before submission. Ensure you follow procurement guidelines prior to purchasing supplies, equipment, or hiring vendors.
- 2. Submit Proof of Payment & Other Required Documentation (slide 13):**
  - a) Business Check:** Provide a copy of the canceled check.
  - b) Business Debit Card/Online Payment/ACH:** Submit a business bank statement showing the payment.
  - c) Business Credit Card:**
    1. (I) Provide a credit card statement showing the payment to the vendor.
    2. (II) Submit a statement showing the card was paid in full, along with a bank statement showing the credit card payment.
- 3. Reimbursement:** After all documentation is received and approved, the Town will reimburse you for eligible expenses per your approved budget (Exhibit A).



# III. Reimbursement Process

## **Reimbursement Process - Required Documentation:**

- 1. Complete the Drawdown Form:** Fill out Exhibit B.
- 2. Prepare and Attach Documentation:** Fill out Exhibit C.
  - Combine Exhibit C and all supporting documents **into one (1) pdf attachment.**
  - Include the following, as applicable:
    - **Procurement documentation:** For goods or services over \$2,500 (slides 8-11) provide:
      - Three written vendor estimates and written justification if lowest estimate is not selected
      - Vendor contract for services if applicable, or accepted proposal.
    - **Invoice:** From the vendor, including date, description, cost per item, and total.
    - **Rental expenses:** Include the executed lease agreement with terms and monthly payment amount.
    - **Proof of payment:** Refer to slide 12 for acceptable proof of payment documentation. Proof of payment must be provided for each expense you are seeking reimbursement for.



# III. Reimbursement Process

## Reimbursement Process - Required Documentation:

**3. Submit Documentation (in the following order):** Exhibit B, Exhibit C, and all supporting documents in **1 PDF file**, scanned electronically.

- Email PDF file to [ARPA@Hamden.com](mailto:ARPA@Hamden.com)
- Submit documentation as soon as you have paid for your final expense.
- **Final Deadline:** Requests must be received by 7/15/2025. Late submissions may jeopardize payment.

**4. Town Review:** The Town will notify you if any documentation is missing and will request the necessary documents.

- Incomplete submissions will not be processed for payment.

**5. Payment:** After the Town has received and approved a complete reimbursement request, please allow up to 30 days for payment.



# III. Reimbursement Process

## **Reimbursement Process - Required Documentation: 4 Categories of Allowable Expenses:**

**Reminder:** Only expenses per your approved budget (Exhibit A) are eligible. **Expense Period:** March 3, 2021, to June 30, 2025.

### **1. Utilities:**

- 1. Provide Utility Bill:** Full copy of the utility bill, include all pages. The bill must be in your business's name and show the business address.
- 2. Provide proof of payment:** Include one of the following: copy of the cancelled check, business bank statement showing online payment, or business credit card statement with proof that the credit card has been paid. (See slide 12).

### **2. Rent:**

- 1. Provide Lease Agreement:** Provide a copy of the fully executed lease. The lease must include:
  - Names and addresses of both Lessor (Landlord) and Lessee (Tenant).
  - Lease term, monthly payment amount, and payment due dates.
  - Ensure the Lessee is your business if you are claiming rent expenses (as per Exhibit A).
- 2. Provide proof of payment:** Provide evidence that the lease payment was made by your business to the Lessor.
  - Include one of the following: copy of the cancelled check, business bank statement showing online payment, or business credit card statement with proof that the credit card has been paid. (See slide 12).



# III. Reimbursement Process

## **Reimbursement Process - Required Documentation: 4 Categories of Allowable Expenses:**

**Reminder:** For goods or services costing more than \$2,500, adhere to procurement guidelines before purchasing supplies or equipment or hiring vendors. **NOTE: You may not purchase inventory, equipment, or supplies for resale.**

### **3. & 4. Equipment and Supplies:**

- 1. Provide 3 Estimates:** Obtain three written vendor estimates for goods or services over \$2,500.
  - Estimates must include descriptions and amounts, and all must be for comparable goods and services.
- 2. Provide Documentation of Selected Vendor:** Submit a written memo or justification if you choose a vendor other than the one providing the lowest estimate.
  - **Prior Approval:** Get written approval from the Town if the lowest estimate is not selected. Send your justification to [ARPA@Hamden.com](mailto:ARPA@Hamden.com) before finalizing the vendor agreement.
- 3. Provide the accepted proposal or vendor agreement:** Attach the accepted proposal or vendor agreement.
- 4. Provide Vendor Invoice:** Attach a copy of the paid vendor invoice.
- 5. Provide Proof of Payment:** Include a copy of the canceled check, a business bank statement showing online payment, or a business credit card statement with proof that the credit card has been paid. (See slide 12).







# IV. Reminders

## 1. Eligible Expenses:

- Only expenses listed in your approved budget (Exhibit A) are eligible for reimbursement.

## 2. Expense Period:

- March 3, 2021, to June 30, 2025.

## 3. Procurement Guidelines:

- For goods and services over \$2,500, follow procurement guidelines before purchasing. Expenses not compliant with these guidelines will not be reimbursed.

## 4. Submission Instructions:

- Submit all documents electronically. No hard copies will be accepted.
- Submit only one reimbursement request.
- Email all documents to [ARPA@Hamden.com](mailto:ARPA@Hamden.com).

## 5. Final Deadline:

- Requests must be received no later than July 15, 2025. Late requests will be at risk for non-reimbursement.

## 6. Document Retention:

- Retain all related documentation for five (5) years after project completion; Requirement: December 31, 2031.



# V. Question & Answer Session

- Please submit your final questions in the Chat box or raise your hand to ask a question
- A copy of the webinar slides, along with the recording, will be emailed to you
- The Beneficiary Agreement will be emailed to you by 4 PM Monday, September 30, 2024.
- Contact: [ARPA@hamden.com](mailto:ARPA@hamden.com) with any follow-up questions
  - *Please allow two business days (48 hours) for a reply.*

