

Consideration of subrecipients moved (switched) to beneficiary status/compliance City of Bristol, CT

Rationale:

The subrecipients listed below select for “beneficiary” status based on the following criteria:

- Total Project cost does not exceed \$50,000
- Project can be completed in 6 months (*exception Italian Social Club*)
- Project expenses can be reimbursed with one (1) drawdown request
- Project procurement does not require public notice of sealed bids
- Project is an end user of ARPA funds
- Project impact easily measured (e.g., # of customers served, # of visitors, etc.)

American Clock Museum (non-profit) – parking lot repair - \$20,367.50
Augie’s Café (small business) – public bathroom renovation - \$12,500
Beulah AME Church (non-profit) – Cleaning of Church - \$10,000
Cindy’s Nails (small business) – Building - Interior painting - \$5,000
Emily’s Catering Group (small business) – parking lot repair - \$17,500
GP Financial (small business) – roof repair - \$13,000
Harvest Bakery (small business) – new kitchen equipment - \$25,000
Hearthstone Holdings (small business) – storm drainage repair - \$15,000
Hearthstone Holdings (small business) – outdoor seating - \$7,500
Italian Social Club (non-profit) – outdoor seating - \$5,000
Montage Hair Design (small business) – renovations to building - \$23,700
Shear Design (small business) - \$4,325 - Septic System Repair
Shear Design (small business) - \$2,500 – flooring replacement
Vrinda Enterprises (small business) – new refrigeration system - \$17,500

Total Beneficiary allocations: \$178,892.50

All projects are under the BBBGP Matching Grant Program, except for Beulah AME Church who has declined their first round Subrecipient Award (\$10,000).

Required documentation to City for Beneficiaries:

- Executed Beneficiary Agreement (*project completed in 6 months, one (1) reimbursement & match (if BBBGP)*)
- IRS Form W-9 dated after 1/1/2023
- Verification FEIN
- Connecticut Letter of Good Standing dated after 1/1/2023 (provided by CT Dept. of Revenue)
- Project Work plan & budget (attached to Beneficiary Agreement)
- Leases for property/equipment, contractor agreements, verbal/sealed bids for work performed, etc.
- Timesheets/payroll/payment documentation for employee expense
- Project Drawdown Request form, Expense Ledger & supporting documentation
- End of Project Reporting – form provided by City (close out letter sent by City)

Notes: The City will verify by entity name/FEIN in SAM.Gov the beneficiary is not prohibited from doing business on behalf of the federal government. The City may also wish to require insurance coverage by the business for commercial liability/umbrella liability should accident/injury/death occur at the project site with use of ARPA funding.

Martha McCabe – UHY Advisors – Feb. 2, 2023

