

# American Rescue Plan Act

## Information Technology Upgrades

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### Guidelines and Application

#### OVERVIEW OF PROGRAM

##### A. Purpose of Program

The purpose of the IT Upgrades program is to provide businesses with capital to assist with necessary information technology upgrades to support production, sales, and administration all of which will directly impact operations by creating efficiencies, revenue growth, and financial recovery from the COVID-19 response efforts.

Businesses may use this funding for system upgrades that include, but are not limited to, sales and administration supportive software, CNC software, Enterprise Resource Planning (ERP) systems, switches, production machine controller upgrades, firewalls, and point of sales systems, all of which are necessary to support day-to-day operations.

##### B. Source of Funds

This program is funded by the American Rescue Plan Act of 2021. The U.S. Department of Treasury is responsible of overseeing this unprecedented program that provides a substantial infusion of resources to eligible state, local, territorial, and tribal governments to help reverse the negative impacts of the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery. The IT Upgrades program funding is limited to \$300,000.

##### C. Funding Structure and Awards

Awards are structured as fifty-percent grant and fifty-percent forgivable loan. The loan portion of the award will be forgiven if measurables as stated by the applicant are met by December 31, 2026. See Section IV.

Awards will assist with up to seventy-five percent of the total project costs in amounts not to exceed \$100,000 with a minimum of \$5,000. A minimum of twenty-five percent of the total project costs will be the responsibility of the applicant.

Funding assistance is available to eligible business owners who meet the requirements of Section I.

Awards will be determined on the strength of the project. Each project will be rated based on criteria that is outlined in Section III.

#### **D. Program Exclusions**

Purchasing laptop computers for the purpose of working from home is an ineligible item and will not be supported by this program.

## **SECTION I – ELIGIBILITY**

#### **A. Eligible Businesses**

Businesses must be in good standing with no litigation, as of March 30, 2022 which would have a material adverse effect on its financial condition. Businesses that have filed bankruptcy, or sought protection from creditors are not eligible for funding. Businesses that have received citations for a violation of federal, state, or local laws or regulations with respect to labor practices, hazardous wastes, environmental pollution or operating practices are not eligible for funding. There must be no outstanding judgements or liens pending against the business or its principals, other than liens in the normal course of business.

To be eligible, business owners must:

- Be current on all city, county, and school taxes.
- Be current on Board of Public Utilities accounts.
- Be a for-profit business. Not-for-profits are not eligible for funding
- Businesses cannot be a national chain.

#### **B. Eligible Activities**

Assistance may be used for the following:

- Sales and administrative support systems
- CNC software
- ERP systems
- Switches
- Production machine controller upgrades
- Firewalls
- Point of Sales system
- Other IT updates used in all forms of manufacturing or sales

## **SECTION II – APPLICATION REQUIREMENTS**

#### **A. Applications**

Applications will be received from June 15, 2022 through July 15, 2022, and will be reviewed by an Evaluation Committee of three (3) Department of Development (DOD) staff by August 17, 2022. Along with an application for assistance, businesses must submit:

1. A business plan for utilizing the IT Upgrades funds that includes:
  - Sources of all project funding in addition to IT Upgrades
  - A description and history of the business including significant developments in operations and financial condition
  - Current number of employees
  - Detailed description of project: attach a IT equipment to be purchased with IT Upgrades assistance
  - Expected return on investment in terms of production, sales, profits, job retention and creation, etc.

- Benefits to the City of Jamestown Community
- 2. A description of the negative economic and/or health impacts from COVID-19 on your business
- 3. Profit and Loss Statement from 2020 and 2021
- 4. Balance Sheet from 2020 and 2021
- 5. Projected 3-year Profit and Loss Statements
- 6. Commitment letters from all finance institutions involved with project
- 7. Invoices detailing any monies expended to date on project for which application is made.

#### **B. Minimum Best Practice Standards**

- Businesses should have a marketing strategy in place and a compatible marketing budget.
- Manufacturers are encouraged to contact the Manufacturers Association of the Southern Tier for support and networking, and the Chautauqua County Industrial Development Agency to seek additional funding opportunities.
- Downtown businesses are encouraged to contact the Jamestown Area Chamber of Commerce for support and networking, and the Jamestown Renaissance Corporation to seek additional funding and support.

### **SECTION III – CRITERIA FOR PROJECT SELECTION**

All applications will be reviewed and scored by the Evaluation Committee of three (3) DOD staff. A matrix has been developed by which all applications will be evaluated with the following criteria applied:

Ratings of Highly Advantageous, Advantageous, or Not Advantageous, will be given for each of the following criteria:

- Severity of COVID-19 Impact on Business
- Strength of Business Plan for Use of ARPA Funds
- Experience and Stability of Business
- Minority, Women, Veteran, Low-Income Owned
- Equity
- Collaboration
- Impact
- Leverage
- Sustainability
- Workforce/Job Creation
- Impact to Revenue
- Innovation
- Resiliency
- Community Benefit

## SECTION IV – CRITERIA & TRACKING OF OUTCOMES FOR LOAN FORGIVENESS

- **Output Measures-** How many businesses funded, jobs created or retained, revenue increased, etc. (Quantitative)
- **Outcome Measures-** How have businesses utilized funds and what impacts have funds made on business operations, growth, sustainability, et. (Qualitative)
- **Serving Disproportionally Impacted Communities-** Does the program serve disproportionately impacted communities? How and how is that measured?
- **Program Specific Performance Indicators-** Additional criteria and data based on specific program and as required by oversight body.
- **ARPA Funding Expenditure Category(ies)-** What expenditure category or categories (US Treasury allowable use classification) are being allocated to project and program activities?

## IT Upgrade Assistance APPLICATION

Name of Business: \_\_\_\_\_

President of Business: \_\_\_\_\_

Contact Name of Applicant: \_\_\_\_\_

Legal Mailing Address:

Address of Project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: (     ) \_\_\_\_\_

Email: \_\_\_\_\_

### IT UPGRADE PROJECT SUMMARY

Please describe the proposed IT upgrades and attach at least two color photographs that show the IT items you wish to purchase with this grant.

Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

### EMPLOYMENT AND OPERATIONS:

How many full-time employees currently? \_\_\_\_\_ Part time? \_\_\_\_\_

How will project help to sustain current employment levels? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How many new jobs will be created by project? Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

### SCHEDULES

ATTACH SCHEDULE A - Business plan for utilizing the BPPII funds that includes:

- Sources and uses of all project funding in addition to BPPII

- A description and history of the business including significant developments in operations and financial condition
- Current number of employees
- Detailed description of project: attach a diagram/survey and pictures of the property or building involved with the project
- Expected return on investment in terms of production, sales, earnings, job creation, etc.
- Benefits to the City of Jamestown Community

ATTACH SCHEDULE B - Description of the negative economic and/or health impacts from COVID-19 on your business

ATTACH SCHEDULE C - Profit and Loss Statement from 2020 and 2021

ATTACH SCHEDULE D - Balance Sheet from 2020 and 2021

ATTACH SCHEDULE E - Projected 3-year Profit and Loss Statements

ATTACH SCHEDULE F - Commitment letters from all finance institutions involved with Project

ATTACH SCHEDULE G - Invoices detailing any monies expended to date on project for which application is made.

ATTACH SCHEDULE H - Detail how business will redirect monies that would have been spent on these capital improvements back in to their operations creating opportunities for business expansion, increased production, efficiencies, and revenues.

### **CERTIFICATION**

I hereby certify that all statements made on this application are true and correct to the best of my knowledge. I understand that any willful false statement or withholding of material fact will be grounds for automatic disqualification.

**Name of Grant Applicant (Printed)** \_\_\_\_\_

**Signature of Grant Applicant (Required)** \_\_\_\_\_

*\*By typing your name in the Signature box, the applicant indicates that they have carefully read and understand the eligibility criteria for the program as described in the Application Guidelines and herein. The applicant accepts the terms and conditions of the grant and agrees to provide additional information as requested. The applicant confirms to the best of their knowledge that the statements in this application are complete and accurate.*

**DATE:** \_\_\_\_\_

**PLEASE RETURN TO:**

Stephanie Wright, Economic Development Coordinator  
Department of Development  
3rd Floor, Municipal Building  
Jamestown, New York 14701  
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[wright@jamestownny.gov](mailto:wright@jamestownny.gov)