



City of Newburgh Business Grant Program - Guidelines 2023

Background

The City of Newburgh has allocated up to \$200,000 of its federal American Rescue Plan Act award to support Small Businesses effected by COVID-19. This program is intended to respond to the negative economic impacts of the COVID-19 public health emergency by focusing on the needs of for-profit small businesses within City limits. Grant awards of up to \$10,000 will help businesses keep their doors open, protect local jobs, support community recovery, and increase resiliency.

Eligible businesses may apply for cash assistance to help mitigate the impacts of revenue reductions associated with the pandemic. The City expects to award approximately 20 businesses a one-time cash grant, distributed through each of the City's four wards.

Eligibility

These funds are available to City of Newburgh business that meet the following:

- Be a for-profit business based within City of Newburgh limits;
- Have 50 or fewer employees;
- Be registered to do business in the State of New York;
- Be independently owned and operated and not be dominant in its field of operation;
- Have been operating in the City of Newburgh prior to March 15, 2020;
- Not be facing any pending litigation or legal action; Not have any business owners, including all managing members and/or officers, who have been convicted of financial crimes within the past three years;
- Not have received alternate federal, state, or local grant funding to cover the same costs and/or uses included in the application;
- Not be suspended or debarred from the use of federal funds;
- Not be a franchise, unless the franchise is not a subsidiary of a larger corporation

Eligible Use of Funds

Businesses may use funds to mitigate financial hardship, such as declines in revenue resulting from periods of closure. Expenses incurred between March 3, 2020 and March 3, 2021 that were not covered by other grants, are eligible for reimbursement.

Grants funds may be used for:

- Payroll and cost of benefits
- Rent
- Mortgage
- Utilities
- Installed Equipment (e.g., oven, refrigerator)
- Other Equipment (e.g., computer, software)

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- Signage (with proof of City Building Permits)
- Product inventory
- Improvements to ventilation
- Personal Protective Equipment
- Other physical improvements to processes or location to comply with social distancing or other directives issued by the County or State due to the pandemic (e.g., outdoor dining furniture)

This is a reimbursement program; award payments will be made following execution of a City/Grantee contract and the City's receipt, review, and acceptance of expense documentation. Grantees will be reimbursed for eligible expenses with appropriate documentation in an amount of up to \$10,000.

Expenses must have been incurred between March 3, 2020 and March 3, 2021.

To expedite reimbursement, evidence of expenditures must include sufficient information for the City to determine what the expense was for, to whom it was paid, and when it was paid. Supporting documentation may include copies of cancelled checks, bank statements, credit card statements, and/or vendor receipts.

Required Documentation

The following documentation is required for *every* application.

- Grant Application Form, notarized
- Copy of IRS W-9 Tax Form
- Copies of tax returns for the three most recent completed fiscal years the business has been in operation
- Two most recent business account bank statements
- Revenue Summaries for each of the following years: 2019 (if in business), 2020, 2021, and 2022.
- Proof of payroll to verify employee numbers and wages
- All other financial documentation that provides clear evidence or proof of revenue loss due to the negative impact of COVID-19 on the business (e.g., audits for 2019 through 2021; copies of invoices demonstrating an increase in cost of operations since January 31, 2020; past-due mortgage/rent statements; past-due utility bills; copies of invoices or evidence of pandemic-related expense incurred;
- Copies of reimbursable costs per the Eligible Use of Funds, if available

Application Process and Timeline

Application Packets must be delivered no later than 4pm, Friday July 28, 2023 to:

City of Newburgh
Office of Planning and Development

Mail to: 83 Broadway
Newburgh, NY 12550

By Hand: 123 Grand Street
Newburgh, NY 12550

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All applications are due by or before the Due Date. Staff will review all grant applications for completeness and eligibility. Only those applications that meet both completeness and eligibility requirements will be considered. Applications received before the Due Date may have an opportunity for preliminary staff review for completeness; however all information must be received by the application Due Date. The City shall not be responsible for any delays in application response.

Not more than 45 days after the close of the Due Date, staff will score the applications based on the factors below, and present a rubric of those score to the City Council for final selection. It is expected that all disbursements will be presented prior to October 31, 2023. Businesses may be required to participate in certain Press or Public Relations activities in order to receive their funds.

Scoring Criteria

Scoring of each Application will be based on the following criteria: Questions on the application that correspond to scoring criteria are designated with asterisks (***)

1. MBE, WBE, and/or VBE businesses: New York State MWBE Certification or Newburgh MWBE/ VBE Attestation (10 Points)
2. Vulnerable Sectors: NAICS Industry Sector Code (10 points)
3. Micro-businesses: Proof of payroll to verify 10 or less employees. (15 Points)
4. “Disproportionately impacted: Evidence of a negative economic impact caused by the pandemic. (Max 30 points) Types of evidence may include:
 - Decreased revenue or gross receipts
 - Increased costs created directly by the pandemic
 - Reduced capacity to weather financial hardship created by the pandemic
 - Challenges covering payroll, rent, mortgage, and other operating costs
5. City Resident-owned Business (10 Points)
6. Statement of Need (max 25 Points)

Applications will be sorted by ward, with an aim to evenly award grants per ward (5 grants for each of the 4 wards for a total of 20 awards). In the event that any ward does not have at least 5 complete and eligible applications, addition city-wide awards will be drawn to reach 20 awards total.

For questions about the application or eligibility, please contact:

The Office Planning and Development
845-569-9400