NY-MEP

Manufacturing and Technology Resource Consortium
Program Description and In-take Form

The MTRC at Stony Brook University is New York’s Manufacturing Extension Partnership (NY-MEP) center for the Long Island region. The center is designed to assist small to medium-sized manufacturing companies develop business growth and increase competitiveness. Through our partners, we assist in incorporating new technologies, developing new products, improving productivity, assist companies to accelerate commercialization, prototyping, product validation, as well as aide in identifying potential funding.

The MTRC helps companies assess their needs, define projects, and connects companies with the appropriate program partner resource match. Though our cluster focus is biotechnology, MTRC provides support to many different types of companies in the Long Island region. Through our team of experts in research and development, continuous improvement, technology development, workforce training and development, and consulting services, we are with you every step of the way.

MTRC SUPPLEMENTAL AWARD ELIGIBILITY

MTRC provides supplemental awards to qualified manufacturers to offset the cost of the company’s project.

1. Company must have a registered Dun & Bradstreet (D&B) number
2. A manufacturing NAICS code registered in the D&B profile:
   - NIST qualifying manufacturing NAICS Codes:
     - 310000 – 39999, 423510, 488991
     - 541330, 541380, 541710-541719, 561910, 811310
     (If you are unclear how to acquire a mfg. NAICS code in your D&B profile or need assistance as to how to register for a D&B # please contact cynthia.colon@stonybrook.edu)
3. Company must provide cash investment into the proposed project. Commitment to pay for their portion of the project is crucial for the company to receive the supplemental award.
4. The project narrative should detail the job creation and/or layoff prevention that the company proposes.
PROGRAM REQUIREMENTS

Funding and Eligibility Guidelines
Program funding and parameters are established by NY Empire State Development. The award is funded only after the recipient has met all conditions of the program. In all circumstances, funding should be viewed by the applicant as a percentage reimbursement for work completed following grant approval.

The grant award recipient should expect to execute a Funding Agreement with MTRC. Grant amounts are awarded at the maximum allowable award for each project. If you are applying to MTRC with more than one project you must indicate that clearly on the application.

Post – Award Client Survey Requirement
Completed projects are reported to NIST quarterly. Once your project is completed and reported, the company will go into queue to be surveyed, by a third party, on the economic impact of the award. Sample questions asked are in the agreement. If the survey is not completed within the allotted time, the company will be invoiced for the amount of the supplemental award.

APPLICATION PROCESS
The process for working with the MTRC and obtaining supplemental funding for your project is relatively simple if the project qualifies. It is highly recommended that a preliminary meeting be arranged between the MTRC staff and the decision-makers involved with the project from the company. We like to learn about your company’s history, growth potential and proposed or developing project. In addition, this initial meeting explains the MTRC procedures, agreement requirements, required paperwork and other important issues involving the project in further detail. At the very least, a telephone conversation can resolve most application questions.

1. Prepare and submit the following to MTRC:
   • Completed in-take form
   • Brief (one-page) company biography
   • Project narrative including potential economic impact (i.e. Job creation and/or layoff prevention)
   • Detailed budget for proposed project

2. After staff review, if the project qualifies under one of the grant objectives, an agreement will be drafted and sent to the company representative for approval and signature. If the agreement is not signed within 30 days of receipt, the agreement is voided.

3. For each project, there is a condition/milestone that must be met before the supplemental funding is dispersed. Once that condition is met, the award will be submitted for payment directly to the company.
MTRC CLIENT IN-TAKE FORM

Company Name: ________________________________ DBA: ________________________

Company Address: ____________________________, ________________________, NY __________

Company Website: _____________________________________________________________

Company Contact: ________________________________ Title: _________________________

Phone Number: __________________________ Email: ________________________________

Company D&B Number: ________________________ NAICS Code(s): ____________________

Is the company a registered MWBE company: Yes or No

Does the company work with the Department of Defense: Yes or No

Description of Project/Need (Please check one):

☐ Manufacturing Expansion
☐ Process Improvement and Quality Assurance
☐ Prototype / New Product Development
☐ Research and Development
☐ Testing and Evaluation
☐ Workforce Training and Development:
☐ Consulting: ________________________________

Is the project affiliated with any one of the following MTRC partners? (Please check all that apply):

☐ Brookhaven National Lab or Cold Spring Harbor
☐ CCE – Center for Corporate Education
☐ CPC – Composite Prototype Center
☐ SBDC (Circle which: SBU or Farmingdale)
☐ Tenant in an incubator space (Circle which: AEC, Calverton, CEWIT, LIHTI)
☐ SPIR
☐ SCCC, NCCC, NYIT, Hofstra, Farmingdale
☐ NONE

How did you hear about MTRC?

______________________________________________________________________________

______________________________________________________________________________
Project Detail & Budget

You may use this template or generate one on a spreadsheet. If your project pertains to the purchase of equipment for manufacturing expansion, then fill out part B only.

A. Manufacturing Project Budget:

<table>
<thead>
<tr>
<th>Estimated Total Budget:</th>
<th>$_______________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Amount of Company Cash Investment to the project</td>
<td>$_______________________</td>
</tr>
<tr>
<td>Additional Project Funding (NIH SBIR/STTR):</td>
<td>$_______________________</td>
</tr>
</tbody>
</table>

B. Manufacturing Expansion Budget:

<table>
<thead>
<tr>
<th>%Time</th>
<th>Salary</th>
<th>Fringe Benefits</th>
<th>Total</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Equipment:</th>
<th>(Give description of equipment desired and attach a copy of the quote for the equipment from the distributor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>On separate sheet, list the equipment and attach a copy of the quote for the equip from the distributor. You may also include a copy of the company’s deposit if one has been made already.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supplies:</th>
<th>(Itemized)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Personnel:</th>
<th>(This is not considered cash investment)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Itemized)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Expenses:</th>
<th>(Truck Wraps, etc)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Itemized)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total:</th>
</tr>
</thead>
</table>

C. Number of jobs this project anticipates creating:  ______

D. Number of layoffs this project anticipates preventing:  ______

Additional Notes:

____________________________________________________________________________________________
____________________________________________________________________________________________