



ARC PA MAKES Mini-Grant Program Technical Assistance Program

MINI-GRANT AWARDEE REQUIREMENTS

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SECTION I – GENERAL INFORMATION

A. Introduction

The ARC PA MAKES Mini-grant Program is a grant program funded by the Appalachian Regional Commission, administered through Catalyst Connection in partnership with NWIRC, NEIRC and IMC. The PA Makes Mini-grant is designed to assist coal impacted community's response to negative economic factors by diversifying and growing small and medium sized manufacturers through strategic efforts to build capacity, improve efficiencies and demand locally, stimulate job creation, and drive economic impact. For additional information on Catalyst Connection and partnering Centers visit:
<https://www.pamade.org/network/>

B. Program Eligibility

Applicants requesting mini-grant assistance through this program must meet all of the criteria listed below to be eligible for funding consideration:

- Be a privately held small to medium sized manufacturer located within ARC's 52 county region of Pennsylvania https://www.arc.gov/appalachian_region/CountiesinAppalachia.asp . (Small and medium sized manufacturers are defined as those having less than 250 employees per location, and registered in D&B with a NAICS code beginning with 31-33.)
- Have not received an ARC mini grant through the previous round of the SWPA PA Makes mini-grant Program.
- Have completed a technical assessment and assistance process by Catalyst Connection, NWIRC, NEIRC or IMC.
- Have a clearly defined and ready advanced technology or improvement project which aligns with the recommendations resulting from the technical assessment and assistance process.
- Provide at least a 50% match to total project cost. Applicants must be able to cover the total project costs until grant reimbursement is issued. Grant reimbursement requires an invoice accompanied by proof of payment documentation equivalent to the total project costs including match. Vendor invoices with corresponding cancelled checks documenting payment are required for reimbursement.
- Initiate the project no earlier than February 1, 2019 and complete implementation with company payment of the total project costs by January 31, 2020
- Participate in post-award surveying to collect information on project status, economic impacts, and other information as requested.

Grant funds are for the implementation of Advanced Manufacturing Technology (AMT) or improvement processes. AMT is the use of new process/materials to do things faster, cheaper and with higher quality results. This can include technologies for continuous improvement and leveraging access to high speed internet to reach new customers or markets, receive orders, collaborate on new designs, share information, track orders, and/or monitor equipment and productivity. It can also include technologies to manage risks such as cyber threats as well as disruptive technologies such as additive manufacturing.

The following are examples of the types of projects which are not eligible for grant funding:

- Projects which are solely focused on training not project implementation.
- Purchase of equipment (defined as items with a value > \$5,000 and a useful life of longer than one year).

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- Purchase of marketing/advertising and/or relocation services.

C. Funding Availability and Matching Requirements

- Applicants may request a grant up to **50%** of the total advanced manufacturing technology project cost from a minimum of \$1000 to a maximum of \$10,000 (web site related projects are limited to a maximum grant award up to \$5,000).
- The amount and source of matching funds shall be detailed within the application and be allowable expense. Any change to the project scope post-award must have prior written approval of Catalyst Connection. **In addition, a post award decrease in the total project budget may result in a proportional decrease in grant award in order to maintain the minimum 50% match requirement.**
- Committed match must be cash match from state or private funding sources. Other federal grant dollars are not allowable match to this ARC grant.
- Awards will be made on a first come, first served basis with priority given to impactful projects from first time applicants in communities with significant economic impacts from changes in the coal industry.
- Once funds have been depleted, applications will be placed on a waiting list for consideration on a first come first serve basis should additional funds become available.
- Only one mini-grant assistance award per eligible company or organization will be made during the mini grant cycle from September 1, 2018-August 31, 2020.

D. Eligible Uses

- Mini-grant funds are intended specifically for projects arising out of the assessment and technical assistance provided as part of this program.
- Mini-grant dollars may be used to support direct, project-related consulting costs, contracted services, software purchases, supplies, and one-time costs related to the implementation of advanced manufacturing technology or process improvement cost.
- Costs must be allowable, directly allocable to this project, and reasonable.

Mini-grant dollars **cannot** be used to:

- Purchase equipment (defined as items with a value > \$5,000 and a useful life of longer than one year)
- Support recurring costs related to connectivity
- Support internal salary costs of the applicant
- Replace existing grant funds received by the applicant or support costs already paid for by another government grant (duplicate funding)
- Pay for travel
- Support indirect costs
- Support other costs prohibited by ARC, state or federal law (for example: Lobbying, Advertising or Relocation costs)

The project must be completed and fully paid for by **January 31, 2020**

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SECTION II – THE APPLICATION PROCESS

A. Application Submission

- **Point of Contact** – Interested applicants should contact their IRC either by phone or through the website at <https://www.pamade.org/network/>
 - The point of contact can answer questions regarding applicant or project eligibility or application completion.
 - In addition, it is required the project be the result of a Project Assessment by a participating IRC Business Advisor or Consultant.
 - Applications must be submitted electronically as one pdf file to their participating IRC.
- **Deadline** – Applications will be accepted on an ongoing basis starting February 1, 2019 through November 30, 2019 or until all funds are obligated whichever is sooner. Applications received by the close of business on the first Monday of the month will be considered during the next round of application reviews. Application reviews will be held monthly starting February 15, 2019 at which time all applications received by the close of business one-week prior (February 7) will be reviewed. Review rounds will continue until all funding is awarded. After which, applications will be placed on a waiting list for consideration.

B. Contents of the Application

All applications must include the following components:

- Application Form signed by both the applicant and Sponsoring IRC.
- Completion of the Project Assessment by a participating IRC.
- Detailed Project Proposal/ scope of work (Project Description; Objectives / goals; Tasks/ implementation plan; Vendor bids / selection process; Risks; Estimated Impacts / ROI.)
- Detailed Budget/Cost Proposal – Pay particular attention that the budget detail adds up to what is reflected in the application budget summary. The budget narrative should include the vendor selection process and be accompanied by the selected vendor bid and any other supporting documentation.
- An estimate of the economic impacts and the Return on Investment (ROI) of the project to include new and retained sales, new and retained jobs, cost savings, and investments.

C. Application Review and Approval Process

- Upon receipt, applications will be reviewed to ensure that the parameters for eligibility are met and that all required application components are included.
- Applicants submitting incomplete applications will be asked to resubmit and consideration of their project request may be delayed depending on the timing of application resubmission.
- Applications will be reviewed by a funding committee on a monthly basis. The ARC PA MAKES Mini-grant Review Committee includes representatives from Catalyst Connection, NWIRC, NEIRC, IMC and IRC Network to ensure grant purposes are met within federal requirements. Other subject matter experts may advise as appropriate.
- In some cases, the applicant may be asked to provide clarification and/or to submit additional documentation in support of its application. The extent of the information required and the timeliness of response will determine whether the project can be considered within the current application round or if the applicant will need to reapply in a future round.

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D. Award Criteria

All eligibility criteria must be met. The applicant requirements include:

1. Must be a privately held small or medium sized manufacturing company in good standing with the federal government and the state (less than 250 employees per location, 33-33#### NAICS code)
2. Be located in the 52 county ARC region of Pennsylvania (Allegheny, Armstrong, Beaver, Bedford, Blair, Bradford, Butler, Cambria, Cameron, Carbon, Centre, Clarion, Clearfield, Clinton, Columbia, Crawford, Elk, Erie, Fayette, Forest, Fulton, Greene, Huntingdon, Indiana, Jefferson, Juniata, Lackawanna, Lawrence, Luzerne, Lycoming, McKean, Mercer, Mifflin, Monroe, Montour, Northumberland, Perry, Pike, Potter, Schuylkill, Snyder, Somerset, Sullivan, Susquehanna, Tioga, Union, Venango, Warren, Washington, Wayne, Westmoreland, and Wyoming counties)
3. Company has not received an ARC mini grant through the previous round of the ARC SWPA POWER mini-grant Program.

Applications meeting the eligibility requirements will be reviewed and evaluated on the following basis:

- Project is a direct result/link to an IRC Project Assessment, and/or Plan.
- Project scope directly involves the use/need for Advanced Manufacturing Technology or continuous process improvement.
- A clearly defined, impactful project allowing for company growth, increased use of advanced manufacturing technology or continuous process improvement.
- Implementation timeline between February 1, 2019 and January 31, 2020 – the project must be completed and fully paid for by the company by **January 31, 2020**
- Reasonable budget that includes required match of 50%. Grant requests cannot exceed \$5,000 for website related projects or \$10,000 for all others. Grant must be less than 50% of total allowable project costs.
- Competitive process is required for selection of vendors and will need to be documented by the Manufacturer applicant. In addition, vendors cannot be related to the Manufacturer applicant and a certification is required.

E. Post-Approval Process

- Applicants will receive written notification of application status within 30 days of the application deadline.
- Award notifications will include additional instructions and details on next steps and contractual requirements.
- Any changes in project specs, scope of work, timeline, budget and/or match will require written approval of the project sponsor and Catalyst Connection. **A post award decrease in the project budget may result in a proportional decrease in grant award in order to maintain the minimum 50% match requirement.**

F. Disbursement of Funds

- Mini-grant awards are paid on a cost reimbursement basis following completion of the project and the applicant's submission of an invoice accompanied by satisfactory documentation of paid expenses (W-9, vendor invoices and corresponding cancelled checks) equivalent to the total project budget/costs.
- Requests for payment and supporting documentation shall be submitted via your IRC project sponsor for review and processing.

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G. Reporting and Record Keeping Requirements

- Awardees are responsible for complying with all state and federal rules regarding the maintenance of appropriate contractual and accounting documentation. These files must be maintained and available for review by the Federal/ARC, auditors, the project sponsor, and/or fiscal agent upon request.
- Awardees are responsible for keeping their IRC sponsor updated as to the status of the project and shall report any issues at once.
- Awardees are required to participate in post project impact surveys to collect quantitative and qualitative data on the results of the implemented projects, which may include, but are not limited to, jobs created/retained, new/retained sales, cost savings, new/retained customers, investments, increased community access to broadband, and success stories.

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SECTION III – Contacts for Manufacturers

Contact your Industrial Resource Center (IRC) for more information:

Catalyst Connection

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Pittsburgh Technology Center
Pittsburgh, PA 15219
Phone: 412.918.4300
Email: cpalucka@catalystconnection.org
Website: www.catalystconnection.org

NWIRC

Gerry Schneggenburger

Northwest Industrial Resource Center
8425 Peach Street
Erie, Pa 16509
Phone: 814.217.6063
Email: gschneggs@nwirc.org
Website: www.nwirc.org

IMC

Dan Manetta

Innovative Manufacturers' Center (IMC)
One College Ave., DIF 32
Williamsport, PA 17701
570.329.3200
www.imcpa.com

NEPIRC

Eric Esoda

Northeastern PA Industrial Resource Center (NEPIRC)
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Hanover Twp., PA 18706
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www.nepirc.com

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