

Clean Energy Manufacturing Mini-Grant Program

MINI-GRANT AWARDEE REQUIREMENTS

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SECTION I – GENERAL INFORMATION

A. Introduction

The Clean Energy Manufacturing Mini-grant Program is funded by the Appalachian Regional Commission through the Tri-State Net Zero POWER Grant, administered through Catalyst Connection, the Manufacturing Extension Partnership (MEP) of southwestern Pennsylvania, in partnership with the Southwestern Pennsylvania Commission (SPC), WVU Office of Corporate Sponsored Research, MAGNET (part of Ohio MEP) and JARI. This initiative provides deeper dive analyses to small and medium enterprise (SME) manufacturers by the Clean Energy Manufacturing partners to help them understand opportunities in green energy supply chains and/or ways they can reduce the carbon footprint in their own businesses. This will include two assessments offered to manufacturers: 1) **Supply Chain Expansion Assessment** is an individually-tailored supply chain opportunity evaluation of strategies to help a company enter, expand, and boost production and jobs in clean energy sectors, and/or 2) **Greener Factory Assessment** includes a tailored plan for emissions reductions and cleaner energy approaches within the factories, facilities, and operations.

The Clean Energy Manufacturing Mini-Grant Program will provide technical and funding support for SME manufacturers to implement opportunities identified in one or both of these assessments for factory upgrades, equipment upgrades, process upgrades, R&D or prototyping activities, operational improvement projects, or other such initiatives consistent with the clean energy goals of this project. Funding will be used for projects provided by MEP centers, Industrial Assessment Centers, or private vendors paid by SPC/Catalyst for those technical assistance services. This project expects to provide mini-grants over the three-year project, of up to \$10,000 per company project. The Clean Energy Manufacturing initiative covers a 47-county region of Appalachia in Ohio, Pennsylvania and West Virginia.

B. Program Eligibility

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

1. **SME Manufacturer** – defined as a company having less than 500 employees at their location where the project takes place and registered in D&B with a NAICS code beginning with 31-33.
2. **Location** – facility is located within one of the 47 counties of the Clean Energy Manufacturing initiative that includes 10 counties in Ohio (Ashtabula, Belmont, Carroll, Columbiana, Harrison, Holmes, Jefferson, Mahoning, Trumbull, and Tuscarawas); 12 counties in Pennsylvania (Allegheny, Armstrong, Beaver, Butler, Cambria, Fayette, Greene, Indiana, Lawrence, Somerset, Washington, and Westmoreland); and 25 counties in West Virginia (Berkeley, Boone, Braxton, Brooke, Hancock, Jefferson, Kanawha, Marion, Marshall,

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Mason, Mercer, Monongalia, Monroe, Morgan, Nichols, Ohio, Pleasants, Putnam, Randolph, Raleigh, Summers, Taylor, Tyler, Upshur, and Wetzel).

3. **Funding** – 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 payment documentation equivalent to the total project costs including match. Vendor invoices with corresponding proof of payment are required for reimbursement.
4. **Timing** - the project will be initiated no earlier than February 1, 2023, and complete implementation and payment of total project costs completed within 12 months of approval and no later than July 31, 2025 (whichever occurs first).
5. **Assessment** - completed a Supply Chain Expansion and/or Greener Factory Assessment by Catalyst Connection, MAGNET, WVMEP, JARI, or other pre-approved organization.
6. **Surveys** - participate in post-award surveying to collect information on project status, economic impacts, and other information as requested.

C. Funding Availability and Matching Requirements

Awards will be made first come, first served to eligible project applicants. Once all Clean Energy Manufacturing funds have been depleted, applications will be placed on a waiting list for consideration should additional funds become available.

Applicants may request funding support up to 50% of the total project cost up to \$10,000 for Projects. The amount and source of matching funds shall be detailed within the application and be an 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 project budget may result in a proportional decrease in funding award to maintain the minimum 50% match requirement. The committed match must be from state or private funding sources. Other federal grant dollars are not allowable match to this ARC grant.

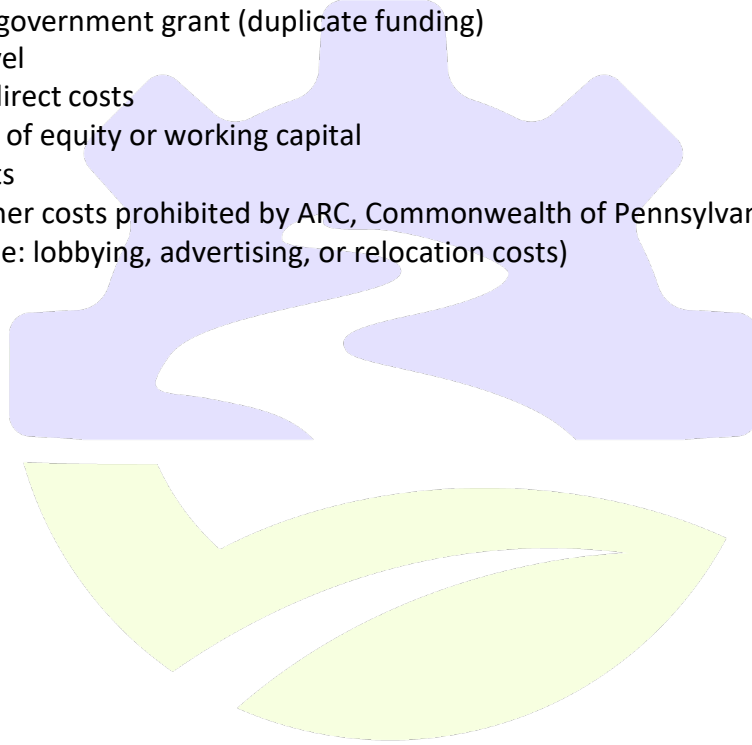
D. Eligible Uses

Mini-grant funds are intended specifically for projects arising out of the Supply Chain Expansion and/or Greener Factory Assessment(s) 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. Costs must be allowable, directly allocable to this project, and reasonable.

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Technical Assistance dollars **cannot** be used for the following expenses:

1. Purchase of equipment
2. Support recurring costs related to connectivity
3. Support internal salary costs of the applicant
4. Replace existing grant funds received by the applicant or support costs already paid for by another government grant (duplicate funding)
5. Pay for travel
6. Support indirect costs
7. Investment of equity or working capital
8. In-kind costs
9. Support other costs prohibited by ARC, Commonwealth of Pennsylvania, or federal law (for example: lobbying, advertising, or relocation costs)



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SECTION II – THE APPLICATION PROCESS

A. Application Submission

Catalyst Connection and its partners have staff available to assist SME manufacturers through the technical assistance process from assessment, project selection, scoping, and application. The Catalyst Connection Point of Contact is Tom Reed, Clean Energy Manufacturing Project Manager. Interested parties should contact him either by phone (412) 918-4269 or email treed@catalystconnection.org concerning questions regarding potential projects, eligibility, or application completion.

Applications will be accepted on an ongoing basis starting February 1, 2023 through July 31, 2025 or until all funds are obligated (whichever is soonest). Applications received by the close of business on the fifteenth of each month will be reviewed by the end of that month. Monthly review rounds will continue until all funding is awarded. After which, applications will be placed on a waiting list for consideration on a first-come, first-served basis. Applications must be submitted by email as one pdf file to the point of contact.

B. Contents of the Application

1. **Completed Application Form** - signed by the applicant
2. **Detailed Project Proposal/ Scope of Work** – include as relevant: objectives/goals, tasks/implementation plan, risks, estimated impacts/return on investment
3. **Assessment** – completed Supply Chain Expansion and/or Greener Factory Assessment by Catalyst Connection, MAGNET, WVMEP, JARI, or other pre-approved organization.
4. **Detailed Budget/Cost Proposal** – budget detail must match what is reflected in the application budget summary
5. **Vendor Selection Process** – two or more vendor rates/prices are needed for purchases over \$10,000. A full RFP process in accordance with [2CFR200](#) is required for purchases of \$150,000 or more.

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 the Clean Energy Manufacturing Program Review Committee. Committee members include representatives from Catalyst Connection who ensure applications meet award criteria, Commonwealth of Pennsylvania, and federal requirements. 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

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timeliness of response will determine whether the project can be considered within the current round or if they will need to reapply in a future round.

D. Award Criteria

Applications will be reviewed and recommendation for award to those that meet the following criteria:

1. All program eligibility criteria are met (see **Section 1, B. Program Eligibility**).
2. A clearly defined project and scope of work (see **Section 1, D. Eligible Uses**).
3. Budget within cost parameters that include required match of 50%. (see **Section 1, C. Funding Availability and Matching Requirements**)
4. Documentation of a Vendor Selection Process for purchases.

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.

Catalyst Connection will provide project management support to awardees to assist with reporting and invoicing requirements. Any changes in project specs, 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 award to maintain the minimum 50% match requirement.**

F. Disbursement of Funds

Technical Assistance awards are paid on a reimbursement basis following completion of the project and the applicant's submission of satisfactory documentation of paid expenses (applicant's W-9, vendor invoices and corresponding proof of payment) equivalent to the total project budget/costs. Requests for payment and supporting documentation shall be submitted to the project sponsor for review and processing.

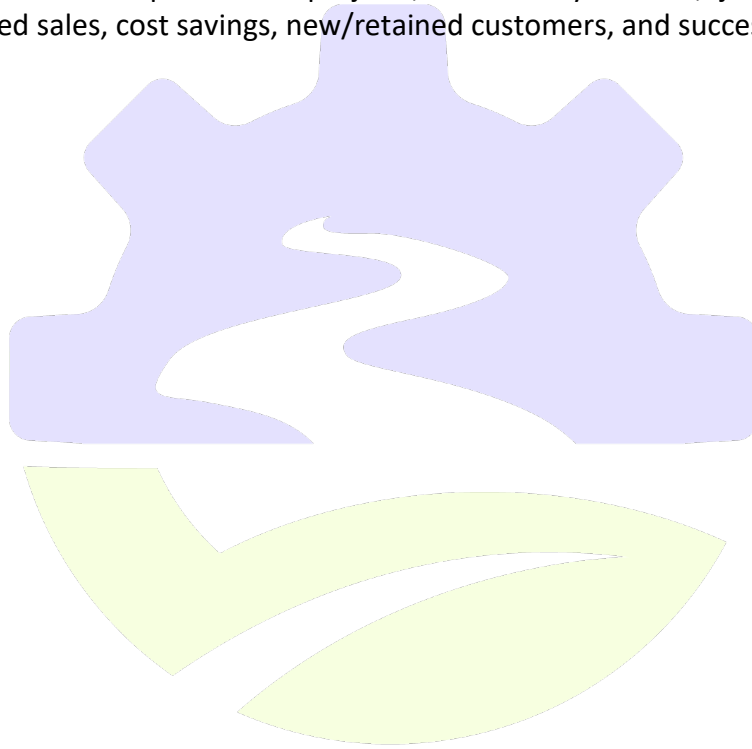
Funding reimbursement requires an invoice accompanied by payment documentation equivalent to the total project costs including match. Vendor invoices with corresponding cancelled checks documenting payment are required for reimbursement.

G. Reporting and Record Keeping Requirements

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Awardees are responsible for the following reporting and record keeping requirements:

1. Comply with all state and federal rules regarding the maintenance of appropriate contractual and accounting documentation. These files must be available for review by the Commonwealth, auditors, the project sponsor, and/or fiscal agent upon request.
2. Report updates to the project status to Catalyst Connection when they occur.
3. Participate in post project impact surveys to collect quantitative and qualitative data on the results of the implemented projects, which may include, jobs created/retained, new/retained sales, cost savings, new/retained customers, and success stories.



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SECTION III – Contact for Manufacturers

Contact for more information:

Catalyst Connection

Tom Reed, Clean Energy Manufacturing Project Manager

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Pittsburgh, PA 15207

Phone: 412.918.4269

Email: treed@catalystconnection.org

Website: <https://www.catalystconnection.org>



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