

# Energy & Manufacturing Mini-Grant Program

## MINI-GRANT AWARDEE REQUIREMENTS

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## **SECTION I – GENERAL INFORMATION**

### **A. Introduction**

The Energy & Manufacturing Mini-grant Program is funded by the Appalachian Regional Commission through the Manufacturing the New Energy Economy in Appalachia (ARISE) Grant, administered through Catalyst Connection, the Manufacturing Extension Partnership (MEP) Affiliate of southwestern Pennsylvania, in partnership with Reimagine Appalachia, Maryland MEP, West Virginia MEP, New York MEP (AMT), Ohio MEP (MAGNET), and other Pennsylvania MEPs (Innovative Manufacturing Center PA, Northeast Pennsylvania Industrial Resource Center, Northwestern PA Industrial Resource Center, MANTEC, and Manufacturers Resource Center(MRC). This initiative provides deeper dive analyses to small and medium enterprise (SME) manufacturers by the 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 the **Energy Manufacturing Economy Assessment** that includes: 1) Energy Markets & Capabilities and Products section is an individually-tailored supply chain opportunity evaluation of strategies to help a company enter, expand, and boost production and jobs in energy sectors, and/or 2) Energy Efficiency Awareness and Opportunities section includes a tailored plan for emissions reductions and energy approaches within the factories, facilities, and operations.

The Energy & Manufacturing Mini-Grant Program will provide technical and funding support for SME manufacturers to implement opportunities identified in the assessment for factory upgrades, process upgrades, R&D or prototyping activities, operational improvement projects, or other such initiatives consistent with the energy goals of this project. Funding will be used for projects provided by MEP centers, Industrial Assessment Centers, or private vendors paid by Catalyst for those technical assistance services. This project expects to provide mini-grants over the four-year project, of up to \$10,000 per company project. The Energy Manufacturing initiative covers a 156-county region of Appalachia in Maryland, New York, 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.

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2. **Location** – facility is located within one of the 156 counties of the Energy Manufacturing initiative that includes 3 counties in Maryland (Allegany, Garrett, Washington); 14 counties in New York (Allegany, Broome, Cattaraugus, Chautauqua, Chemung, Chenango, Cortland, Delaware, Otsego, Schoharie, Schuyler, Steuben, Tioga, Tompkins); 10 counties in Ohio (Adams, Ashtabula, Athens, Belmont, Brown, Carroll, Clermont, Columbiana, Coshocton, Gallia, Guernsey, Harrison, Highland, Hocking, Holmes, Jackson, Jefferson, Lawrence, Mahoning, Meigs, Monroe, Morgan, Muskingum, Noble, Perry, Pike, Ross, Scioto, Trumbull, Tuscarawas, Vinton, Washington); 52 counties in 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, Wyoming); and 55 counties in West Virginia (Barbour, Berkeley, Boone, Braxton, Brooke, Cabell, Calhoun, Clay, Doddridge, Fayette, Gilmer, Grant, Greenbrier, Hampshire, Hancock, Hardy, Harrison, Jackson, Jefferson, Kanawha, Lewis, Lincoln, Logan, Marion, Marshall, Mason, McDowell, Mercer, Mineral, Mingo, Monongalia, Monroe, Morgan, Nicholas, Ohio, Pendleton, Pleasants, Pocahontas, Preston, Putnam, Raleigh, Randolph, Ritchie, Roane, Summers, Taylor, Tucker, Tyler, Upshur, Wayne, Webster, Wetzel, Wirt, Wood, Wyoming).
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 to Catalyst Connection for project match amount.
4. **Timing** - the project will be initiated no earlier than November 1, 2023, and complete implementation and payment of total project costs completed within 12 months of approval and no later than June 30, 2027 (whichever occurs first).
5. **Assessment** - completed a Supply Chain Expansion and/or Energy Efficiency Assessment found at <https://energy.mfgsupplychain.org/>.
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 Energy Manufacturing funds have been depleted, applications will be placed on a waiting list for consideration should additional funds become available.

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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.

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 the Energy Manufacturing Project Manager. Companies may refer to [www.wemakeithere.org/energy](http://www.wemakeithere.org/energy) to contact the project manager concerning questions regarding potential projects, eligibility, or application completion.

Applications will be accepted on an ongoing basis starting November 1, 2023 through June 30, 2027 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
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 \$50,000. A full RFP process in accordance with [2CFR200](#) is required for purchases of \$250,000 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 Energy & Manufacturing Program Review Committee. Committee members include representatives from Catalyst Connection who ensure applications meet award criteria, Commonwealth of Pennsylvania, and federal requirements.

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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 round or if they will need to reapply in a future round.

#### **D. Award Criteria**

Applications will be reviewed and approved if the following criteria are met, and funding is available:

1. All program eligibility criteria are met (see **Section I, B. Program Eligibility**).
2. A clearly defined project and scope of work (see **Section I, D. Eligible Uses**).
3. Budget within cost parameters that include required match of 50%. (see **Section I, 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
- Applicants' W-9
- Signed Grant Close Out Checklist
- An invoice to Catalyst Connection for match amount

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## **Contingency of Payment on Federal Fund Disbursement**

Payment for services under this Technical Assistance award is contingent upon the receipt of federal funds allocated through the grant. While provisions for advance payment requests have been made, the awarding entity shall not be liable for payment if federal funds are not received. In the event of a delay or non-disbursement of funds from the federal government, no payment obligation shall be incurred by the awarding entity, and the recipient acknowledges the risk of non-payment under such circumstance.

## **G. Reporting and Record Keeping Requirements**

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.

## ***SECTION III – Contact for Manufacturers***

Contact for more information:

### **Catalyst Connection**

#### **Energy & Manufacturing Project Manager**

4501 Lytle Street, Suite 301

Pittsburgh, PA 15207

Phone: 412.918.4300

Website: <http://www.wemakeithere.org/cleanenergy>

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