



Pilot Project Grants

Grant Guidelines | January 2018

Section I. Introduction

About ECGRA

An impact investor, ECGRA's mission is to elevate Erie County by galvanizing nonprofits, local government, and small business toward economic and community development. Since February 2008, ECGRA has invested more than \$46 million in Erie County.

The Erie County Gaming Revenue Authority was incorporated in February 2008 in the Commonwealth of Pennsylvania for the purpose of creating and administering a grantmaking process for gaming funds that come from the Pennsylvania Department of Revenue.

Purpose of the Funding

Pilot Project Grants are designed to explore programs, concepts, and potential solutions which address documented problems and deficiencies within the Erie County community. Pilots are funded when they fall outside traditional grant programs and existing ECGRA grant programs. In addition, pilot projects will be funded when the ECGRA staff and board deem the idea worthy of a trial period to establish long-term feasibility, to attract additional funding, to refine a program, and to fulfill a need within Erie County. Pilots must fall within the following five impact areas: **Municipalities, Youth & Education, Quality of Place, Small Business Development, and Neighborhoods & Communities.**

Pilot Project applicants are encouraged to find creative and cooperative ways to operate in the most effective and cost-efficient manner possible. Pilot Project Grants will provide vital matching funds to encourage leveraging other funding sources.

Award limits are at the discretion of the ECGRA board.

Section II. Eligibility

Eligibility Criteria for Primary Applicant

-  An IRS-designated 501(c)(3), a municipal authority, council of governments, an incorporated intergovernmental group, or a school district
-  Headquartered in Erie County
-  In good standing with the IRS, state, and local taxing bodies
-  In good standing with ECGRA's reporting requirements to date

Ineligible Primary Organizations

-  A library
-  A local government
-  A state or federal park
-  An airport or transportation facility
-  A healthcare or long-term care facility
-  A state or federally owned facility or agency
-  A public safety organization or facility, including volunteer fire departments
-  Any organization that was part of the settlement agreement with ECGRA, entered into 12/13/10

Eligible Uses of Funds

-  Personnel
-  Marketing
-  Construction – **see Appendix B for policy on prevailing wage**
-  Facility expense
-  Equipment & supplies
-  Professional consultants
-  Contracted services
-  Outcomes measurement and impact tracking

Ineligible Uses of Funds

-  Debt service
-  Conference attendance
-  Memberships/subscriptions
-  Acquisition of real estate
-  Traffic or congestion studies
-  Road or bridge construction or repair
-  Water, sewer, storm water, and other utility infrastructure

Section III. Budget Form & Cash Match

Each application shall be completed in its entirety in order to be eligible. It will also demonstrate the following in the form of a budget:

-  Requested amount from ECGRA
-  Your contribution in the form of cash (do not list in-kind)
-  Other agency or funder contributions – include source; cash only
-  Total project cost – cash only
-  A 1:1 cash match. Existence of an endowment does not count toward the match

The following are generally considered cash-match contributions:

-  Cash contributed by your organization
-  Equipment or supplies to be purchased via your collaboration for project activities
-  Personnel to be hired by the organization(s) to help with the project, who will not be hired if the grant is not funded
-  Paying for a project brochure and/or its dissemination
-  Grants from other government agencies or foundations (except gaming funds; gaming funds from other sources cannot be used toward match)

The following are generally considered in-kind contributions:

-  Personnel time given to the project
-  A person on loan from another organization
-  Use of existing equipment or supplies
-  Use of existing laboratory equipment or facilities
-  Waived or unrecovered indirect cost amount
-  Office space

Section IV. Approval Process & Terms

Application Assistance

Application for ECGRA Pilot Project Grants shall be completed online at bit.ly/ECGRAGrants, in accordance with these guidelines, after the staff has reviewed a letter of interest and requested a full proposal.

Program Inquiries should be directed to:

Tom Maggio
ECGRA Grants Manager
(814) 897-2694
tmaggio@ECGRA.org

Pre-approval Process

Receipt: Upon submission of the full proposal and required supporting material, the staff, working with the ECGRA board of directors' review committee, will determine eligibility.

Review: The review committee will evaluate the proposal and determine if it meets the required parameters outlined by the board.

Approval: ECGRA's board of directors will receive funding recommendations from the review committee.

Notification: ECGRA will notify all applicants via email.

Post-approval Process

Following approval by the ECGRA board of directors, the executive director will issue a letter of agreement to the grantee, which must be signed by an officer of the organization and returned within 30 days of the date of said letter. The agreement may detail additional requirements with which the grantee must comply, including but not limited to: project audit, financial grant closeout report, maintenance of records, public relations, and any other information the board or staff deem relevant.

The grant contract agreement and any subsequent amendments will not be executed until all of the following have been resolved to the satisfaction of the executive director:

-  The grantee must be in compliance with ECGRA's policies on audits relative to the submission of closeout reports on any previous contracts with ECGRA, regardless of the program or funding source.
-  The grantee must provide all supplemental documentation requested by ECGRA.
-  The grantee must be in compliance with IRS reporting standards.
-  The grantee must be current in payment of all federal, state, and local taxes unless it has entered into an agreement satisfactory to the respective taxing authority and is fully in compliance with the terms thereof.

-  The grantee must not discriminate against any employee or against any applicant for employment because of race, religion, color, handicap, national origin, age, or sex.

After the grant agreement has been fully executed and the proper documentation provided to ECGRA, the payment to the grantee will be made by check.

ECGRA will monitor the activities of the applicant and the grant contract agreement to ensure that the grantee fulfills the conditions of the grant. This may include a site visit or random audit of income and expenses. Upon request and as required by the agreement, the grantee must furnish ECGRA with all data, reports, contracts, documents, and other information relevant to the activities of the applicant.

Recognition

Grantees will abide by the co-branding agreement and recognize funding support by ECGRA in printed materials, press conferences, published items, etc.

Contract Terms

-  Grant contracts for Pilot Project Grants funding shall be for a period of 12 months.
-  One (1) option to extend the terms of the contract for a period of six (6) months may be granted by ECGRA. Detailed, written justification for the contract extension shall be submitted to ECGRA for review and consideration.
-  If the funds allocated to the applicant are not expended on or before the expiration of the grant contract, including the extension period, the unused portion of funds shall be returned to ECGRA.

Closeout Requirements

-  All recipients of funds are required to submit an online closeout report at bit.ly/ECGRAgrants quantifying the progress toward accomplishing approved deliverables.
-  Closeout reports are due no later than 30 days after the contract end date.
-  All grant recipients will be required to submit financial documentation as part of the online closeout report.
-  **Non-compliance** with these requirements may prevent the grantee from obtaining funding or payment from any ECGRA grant program and/or funding from ECGRA's programmatic partners.
-  If it is determined that the grantee provided any material misrepresentations or that funds were used for activities not permitted under the terms of the grant contract agreement, the grant contract agreement will be considered in default and immediate repayment will be demanded. In addition, the matter may be referred to the appropriate authorities for investigation.
-  ECGRA reserves the right to conduct a project audit up to two years after the contract end date.

Section V. 2016 Pilot Project Grant LOI and Proposal Process

1. The executive director will initiate the process by requesting a letter of interest from the entity.
2. The letter of interest, completed through the ECGRA online grant system, will contain the following information:
 - Name of organization
 - Type of organization
 - Brief description of organization
 - Brief program description
 - Justification of program
 - Total program budget
 - Amount of grant request
3. The staff will review the request for suitability, feasibility, conformity with ECGRA's strategic plan, and the ability of the project to be completed within a 12-month period.
4. If the staff, with board interaction, feels the proposed project has merit, ECGRA will request a full proposal from the applicant. (The ECGRA board reserves the right to invite the applicant to present at a board meeting prior to requesting a full proposal.)
5. The applicant will submit a full proposal (see Appendix A) online at bit.ly/ECGRAgrants and will include all requested supporting documentation for staff review, committee review, and full board review.
6. The applicant will be invited to make a presentation to the board at a regularly scheduled monthly meeting.
7. The board will vote to fund or deny the project.

Appendix A – Sample Questions: Pilot Project Grant Proposal

-  Brief project summary
-  Goals (broad) and objectives (specific) of the project
-  Project Narrative
-  Description of why the pilot is important and necessary (short term and long term), including documentation of the problems, surveys, and/or research.
-  Do you anticipate other funding sources? Please explain.
-  Description of who will benefit and how.
-  Description of the people to be served or targeted (demographics information).
-  Project budget:
 - Total project cost
 - Total grant request
 - Detailed project budget (separate form)
 - Description of match (please note that ECGRA funding requires a 1:1 cash match)
-  Is there a long-term plan to continue the project?
-  Describe project partners and how they will be involved.
-  Provide evidence of support for the project (letters of support, cooperation, collaboration, memoranda of understanding)
-  Description of qualifications and experience of the project administrators and project leaders
-  Describe your ability to complete the project within the allotted time.
-  Timeline with key milestones (1-year schedule)
-  Description of how you will analyze the outcomes and gauge success of the project.

Appendix B – Prevailing Wage Act

Summary of Applicable Provisions of the

PREVAILING WAGE ACT

43 P.S. §§ 165-1 et seq

34 Pa. Code §§ 9.101 et seq

1. The Prevailing Wage Act (the “Act”), 43 P.S. §§ 165-1 et seq., and the various laws and regulations governing the Act apply to Public Works projects funded by the Erie County Gaming Revenue Authority (“ECGRA”). A Public Work is defined as including construction, reconstruction, demolition, alteration and/or repair work other than maintenance work, done under contract and paid for in whole or in part out of the funds of a public body where the estimated costs of the entire project exceed \$100,000.

2. ECGRA fund recipients shall require their contractor, if any, and contractors shall agree to require their subcontractors, to comply with the Act and the associated laws and regulations issued pursuant thereto.

3. Wage rates paid workmen employed in the Work shall not be less than the rates determined in the applicable wage rate determination by the Secretary of Labor and Industry for the Commonwealth of Pennsylvania and no workmen may be employed in the Work except in accordance with the classifications in Secretary’s determination.

4. The recipient of ECGRA funds shall be required to obtain the aforementioned public wage minimum rate determination prior to drafting project specifications or engaging in a contract with a contractor on a Public Work project.

5. Workmen employed or working in the Work shall be paid unconditionally, regardless of whether a contractual relationship exists or the nature of the contractual relationship. Payments shall be at least once a week and be the full amounts due at the time of payment, computed at the rates applicable to the time worked in the appropriate classification, without deduction or rebate, on any account, either directly or indirectly, except authorized deductions.

6. The contractor and each subcontractor shall post, for the entire period of construction, the wage determination decisions of the Secretary, including the effective date of changes thereof, in a prominent and easily accessible place or places at the site of the Work and at the places used by them to pay workmen their wages. The posted notice of wage rates shall comply with the requirements of the Pennsylvania Code, Title 34.

7. The contractor and subcontractor shall keep an accurate record showing the name, craft or classification, number of hours worked per day and the actual hourly rate of wage paid, including employee benefits, to each workman employed by him in connection with the Public Work. The record shall include deductions from each workman. The record shall be preserved for two (2) years from the date of payment and shall be open at reasonable hours to

the inspection of ECGRA and to the Secretary of the Department of Labor and Industry or his authorized representatives.

8. Apprentices shall be limited to the numbers in accordance with a bona fide apprenticeship program registered with and approved by The Pennsylvania Apprenticeship and Training Council and only apprentices whose training and employment are in full compliance with the Apprenticeship and Training Act (43 P.S. §§ 90.1 – 90.10), as approved July 14, 1961, and the regulations issued thereto, shall be employed on the Public Work project. A workman using the tools of a craft who does not qualify as an apprentice shall be paid the rate predetermined for journeymen in that particular craft or classification.

9. Payment of compensation to workmen for work performed on a Public Work in a lump sum basis, or a piece work system, or a price certain for the completion of a certain amount of work, or the production of a certain result shall be deemed a violation of the Act and associated regulations, regardless of the resulting average hourly wage.

10. Each contractor and subcontractor shall file a statement each week and a final statement at the conclusion of the work with the recipient of ECGRA funds, under oath and in a form satisfactory to the Secretary of the Department of Labor and Industry, certifying that workmen have been paid wages pursuant to the contract and the Act, or if wages remain unpaid, to set forth the amount of wages due and owing to each workman respectively.

11. The provisions of the Act, and its associated regulations shall be incorporated by reference in each contract.

This document is provided solely for informational purposes only and is not for the purpose of providing legal advice. You should contact your attorney to obtain advice with respect to compliance with the Prevailing Wage Act. Use of this document does not create an attorney-client relationship between the user and legal counsel to ECGRA.