



# Building a Better Future Transformative Grant Program

Grant Guidelines | March 2022



**Erie County Coronavirus Fiscal Recovery Fund**

2.10 Aid to Nonprofit Organizations

# Section I. Introduction & Purpose of the Program

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## Introduction

### About Building a Better Future

The American Rescue Plan Act (ARPA) of 2021 is a federal relief package providing \$1.9 trillion in funding, program changes, and tax policies aimed at mitigating the continuing effects of the COVID-19 public health crisis. As a result of this historic legislation, Erie County is receiving a federal grant of \$52,391,502 from the Coronavirus State and Local Fiscal Recovery Fund (SLFRF). These grant funds will be devoted to a program Erie County is calling **Building a Better Future** and will be distributed to Erie County over two years. Half of the grant was disbursed in 2021 and the remaining funds will be awarded in 2022.

The Erie County Gaming Revenue Authority (ECGRA) is a subrecipient of Erie County's grant award and was awarded \$4 million in funding by Erie County Council in 2021 to fund transformative projects throughout Erie County. Erie County and its subgrantees must allocate or determine how grant dollars are to be used, by December 31, 2024, and spend all grant funding by December 31, 2026. Grant funds are being deployed over a five-year period to help Erie County recover from the impacts of the pandemic.

### About ECGRA

In 2008, ECGRA was incorporated in the Commonwealth of Pennsylvania for the purpose of creating and administering economic development grants with local share gaming revenue. ECGRA's mission is to elevate Erie County by galvanizing nonprofits and small business toward economic and community development and this is done through impact investing. This type of investing takes into account the social, cultural, and environmental effects of investments to both communities and municipalities.

### Aid to Nonprofits

The ECGRA partners with a vast network of nonprofits, municipalities, and economic development agencies engaged in community development, job creation, wealth building, local business growth, and strategic projects. Many of the projects initiated by these entities have the potential to be transformative to Erie County. Utilizing this network, ECGRA has developed a three-pronged approach for the Building a Better Future Transformative Grant Program. Each prong will provide financial support for important projects underway, vetted leadership teams in established organizations, and to implement community plans, such as municipal comprehensive plans and regional and countywide strategies. The three prongs are **1.) Entrepreneurship, 2.) Quality of Place, and 3.) Community Facilities**. Each of these areas have outcomes-based approaches tied to national models, local leadership, planning documents and studies, and the ability to leverage other sources of funding.

## **Purpose of the Building a Better Future Program**

The purpose of the federal Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Program is to:

- Fight the pandemic and support families and businesses struggling with its public health and economic impacts.
- Maintain vital public services, even amid declines in revenue resulting from the crisis
- Build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity.

In support of the goals of the SLFRF and Erie County's Build a Better Future Program, ECGRA will deploy grant funds as part of a county-wide Transformative Grant Program to meet immediate needs and make investments in long-term growth and economic opportunity.

Applicants will be required to demonstrate a public health or economic impact as a result of the pandemic and design a related and reasonable proportional response. ECGRA has identified three areas that the SLFRF and Erie County considers eligible and align with ECGRA's existing community revitalization programs.

### **1. Building Better Entrepreneurial Opportunities for Small Business**

Also known as economic gardening, entrepreneurship is a relatively low cost, high yield activity that creates jobs, fills vacant storefronts, and builds wealth. ECGRA specifically will support projects and programs designed to provide technical assistance for entrepreneurs and small businesses with an emphasis on those groups which were severely impacted by the pandemic to build a stronger, more equitable economy.

### **2. Building Better Quality of Place**

All existing community plans (Emerge 2040, Erie Refocused, Embrace Millcreek, et.al) include goals for promoting the reduction blight, improving public spaces, strengthening neighborhoods and commercial corridors, and providing support for parks and recreation. Investments in these places in Erie County have been successful when they are driven by strong, inclusive grassroots efforts and nonprofits with missions focused on community and neighborhood revitalization.

### **3. Building Better Community Facilities**

Using a modified U.S. Department of the Treasury definition of community facilities projects (for the Capital Project Fund), this category will support "improvements to buildings and programs that are designed to jointly and directly enable work, education, and health monitoring." Community facilities will include community centers, family support centers, missions and food pantries, job training facilities, youth development and/or after-school programs, etc. These facilities not only improve the basic quality of life but assist in the development and sustainability of Erie County.

## **Priority Areas**

The Erie County Building a Better Future Grant Program requires that grant-funded activities take place within Erie County with priority given to geographic areas and populations that have faced long-term economic challenges, disinvestment, and poverty.

Proposals or work elements with an emphasis on federally protected classes that were disproportionately impacted during the pandemic are acceptable regardless of location.

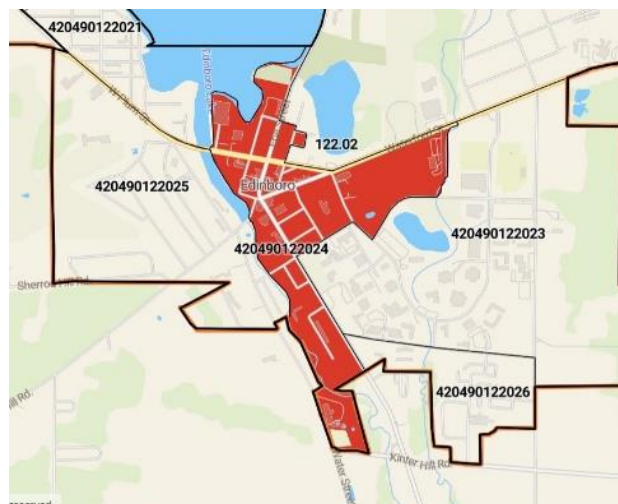
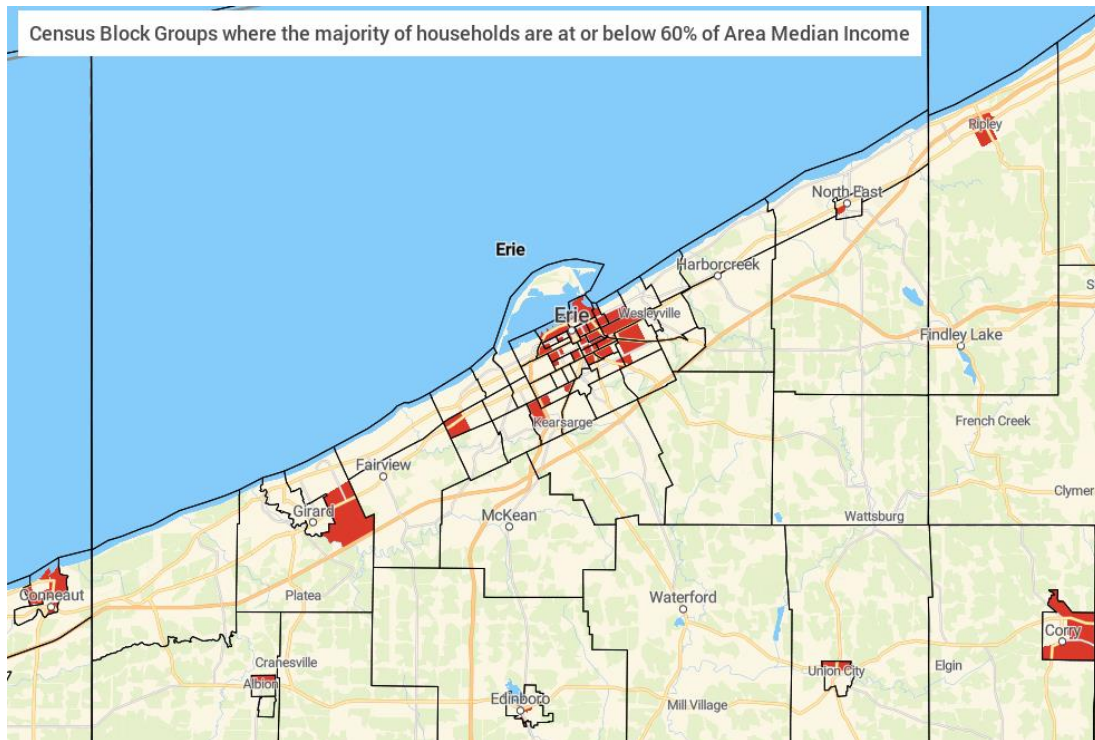
There are three criteria to determine if projects will be considered targeting economically disadvantaged communities. Projects taking place in these geographic areas do not need justification in terms of reaching disadvantaged populations.

1. In HUD Qualified Census Tracts (QCT);
2. Where primary beneficiaries earn less than 60% of median income for Erie County; or
3. Where 25% of the primary beneficiaries are below the federal poverty level.

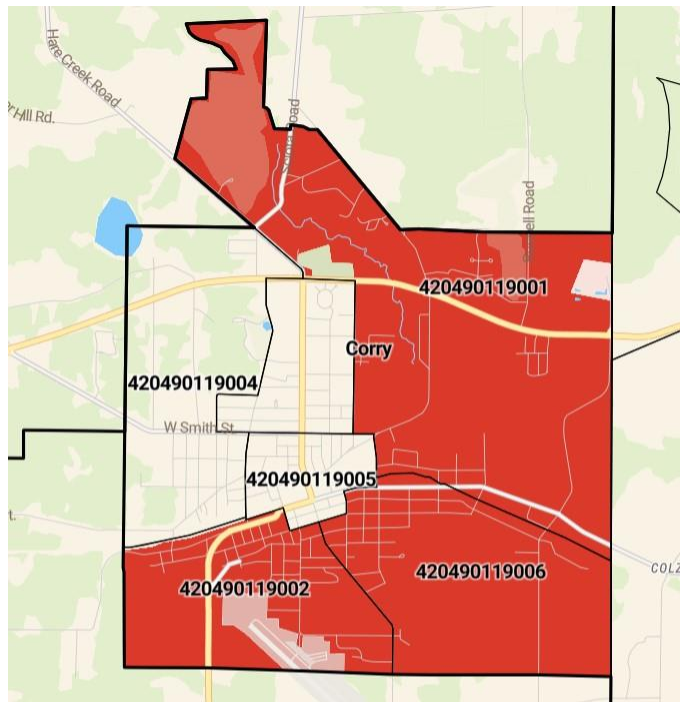
When proposing the use of BBF funds in census tracts where the majority of residents may not fall within the target income levels, applicants should be prepared to discuss how their proposals will target the population which falls within the recommended income range as well as members of any protected class.

The following maps generally illustrate the location of the Census Tracts or Census Block Groups which fall into the county parameters. Projects and programs are not restricted to these locations.

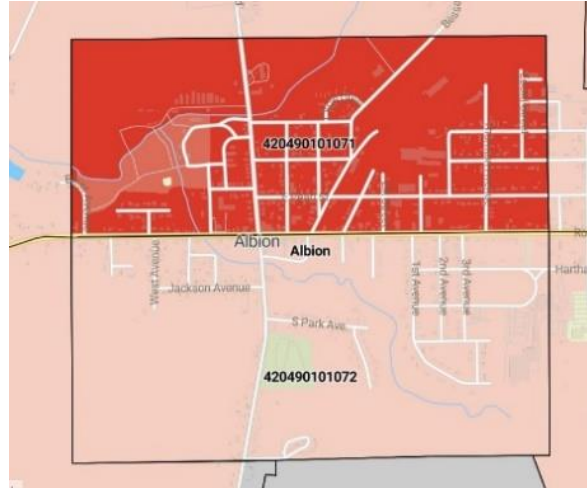
**Erie County Census Block Groups where the majority of households have incomes less than 60% of the Area Median Income (AMI).**



**Edinboro**

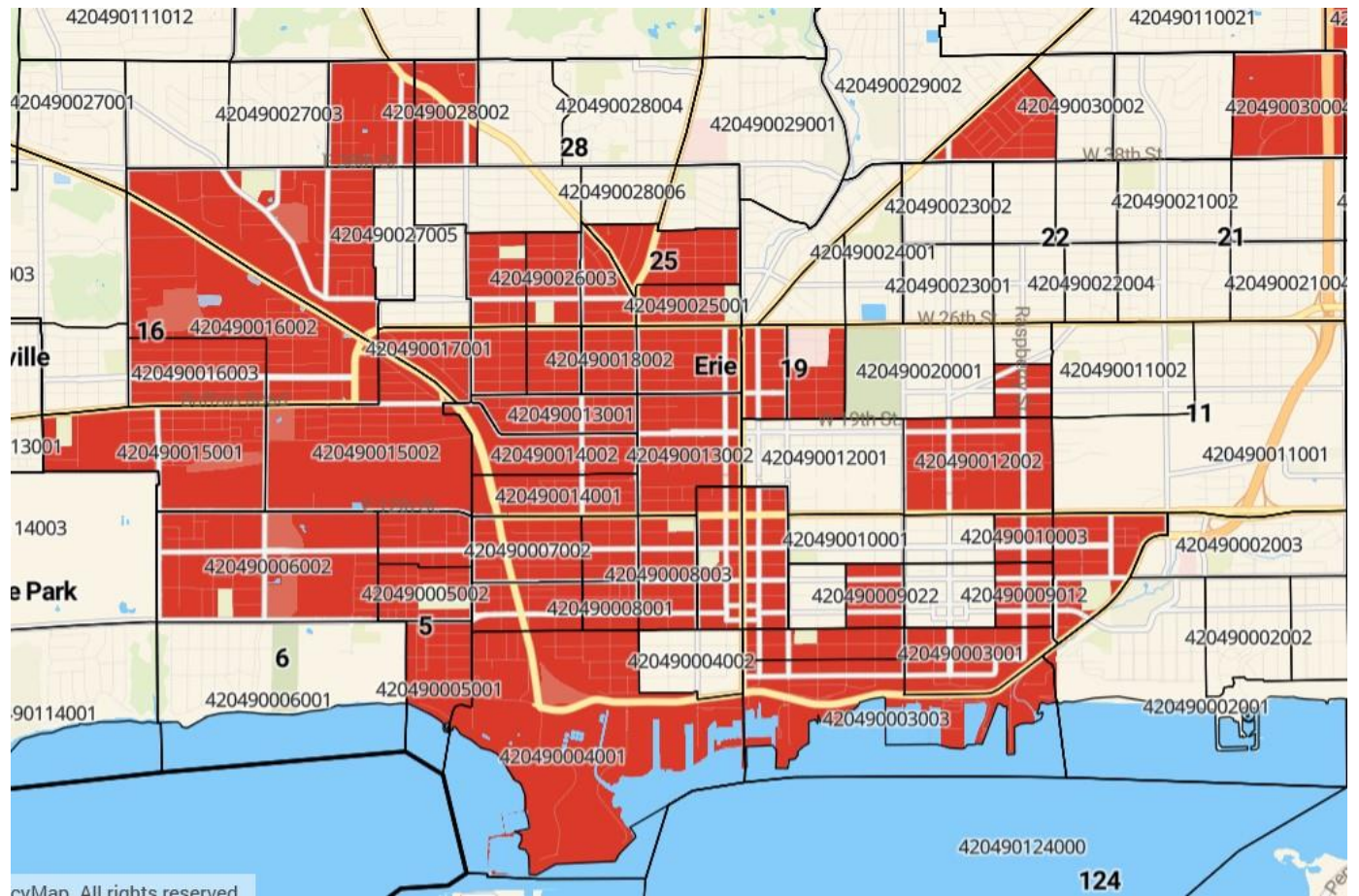


**Corry**

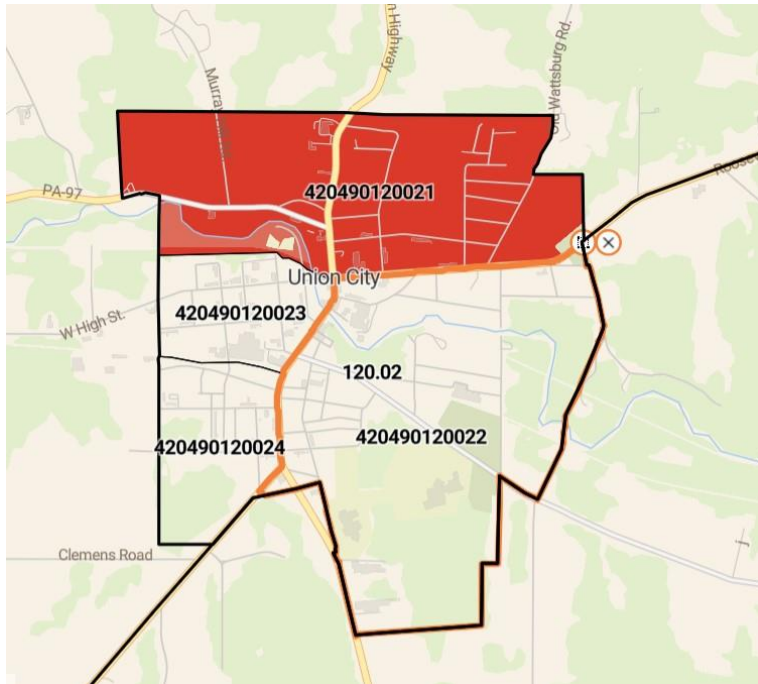


**Albion**

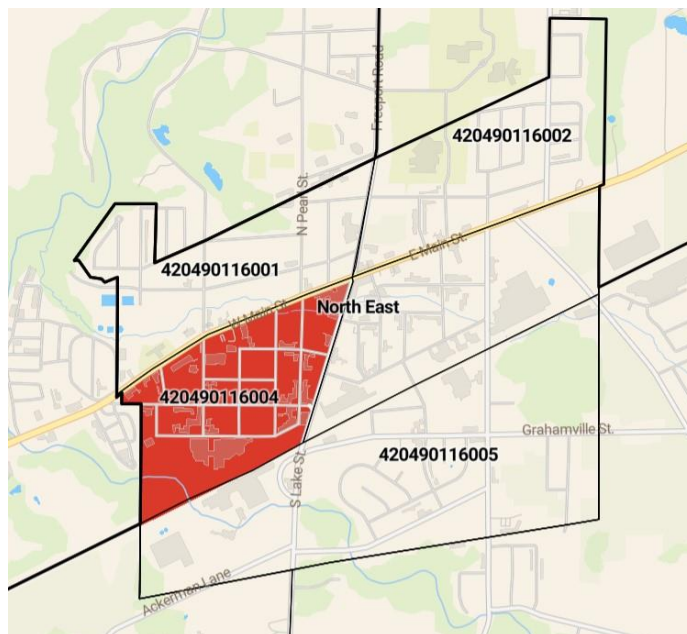




## City of Erie

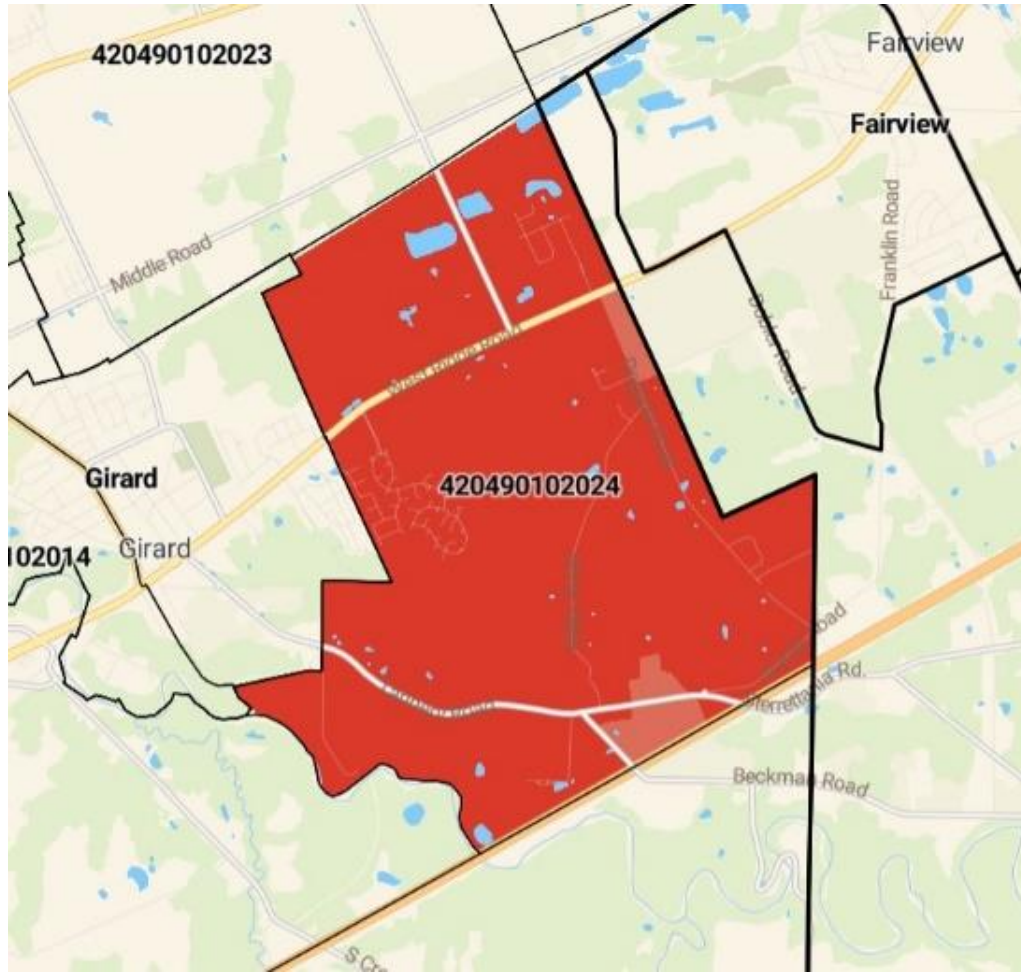


**Union City**



**North East Borough**



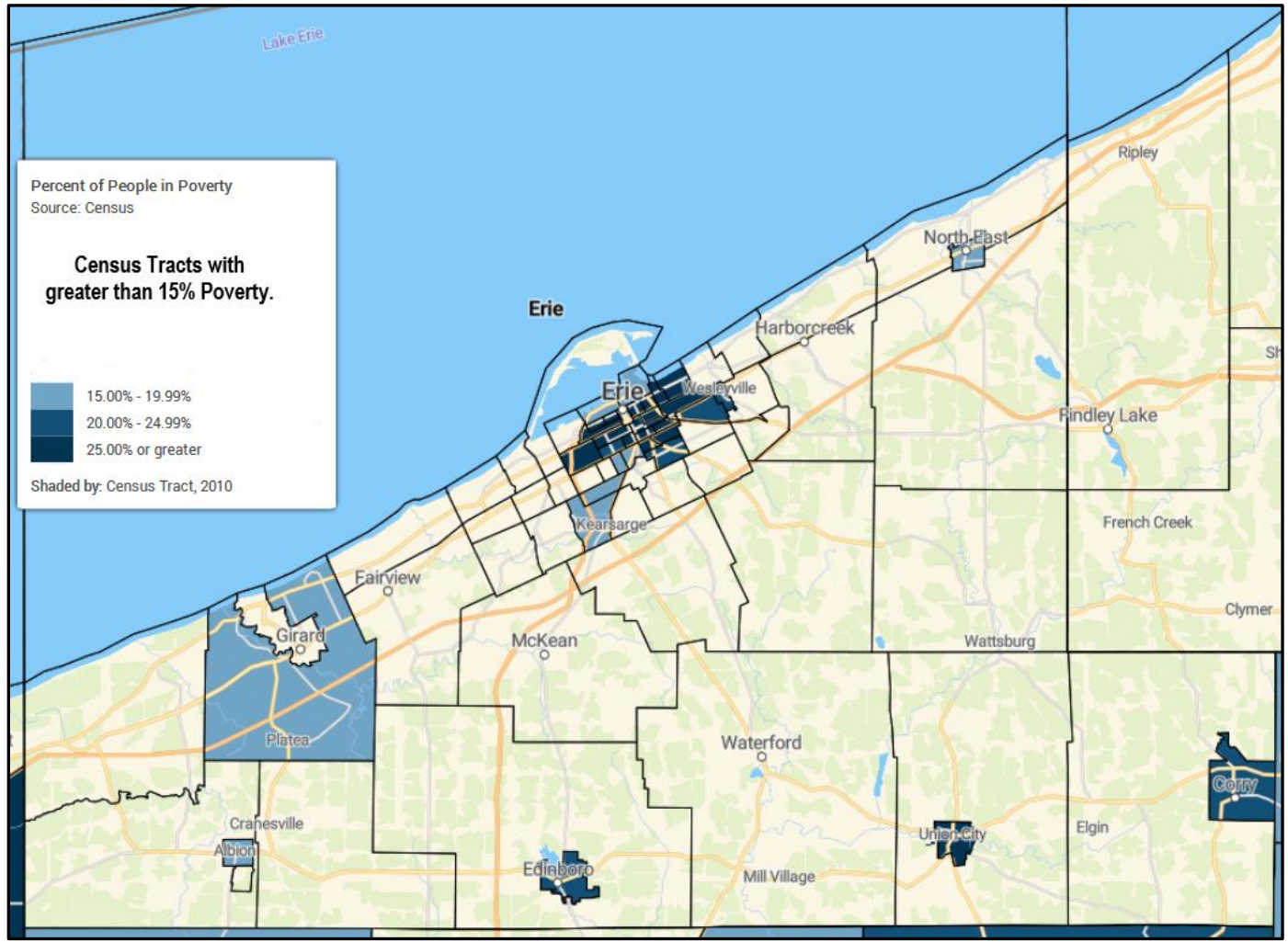


## Girard Borough

## **2022 HUD Qualified Census Tracts (QCT) in Erie County**



## Erie County Census Tracts with over 15% Poverty



## **Section II. Program Specific Eligibility Criteria and Guidelines**

### **Building Better Entrepreneurial Opportunities for Small Business**

**\$1,875,000 available**

The pandemic created significant hardship for small businesses and magnified the difficulties many businesses have in terms of securing financing and other support necessary to succeed. This program provides funding to support an inclusive approach, enhance, and expand services to reach even more small and potential businesses.

- Applicants must be 501 (c)(3) organizations.
- The maximum request is \$250,000 and the minimum request is \$10,000.
- The duration of the grant may be up to three years.
- Emphasis should be on classes that were disproportionately impacted during the pandemic.
- Activities must take place within Erie County with priority given to geographic areas and populations that have faced long-term economic challenges, disinvestment, and poverty.
- Entrepreneurial support activities include training, research, coaching, financial literacy, assistance with preparation of business plans, marketing, product development, and legal guidance.
- Proposals will be reviewed and ranked based on the experience of the teams, approach to reach and serve classes and populations which have historically not had access to such services, and a collaborative approach to fostering the small business ecosystem.

**Eligible Use of Funds:** Staff time, equipment, supplies, rental of office space, materials, software and software licenses, consultants and professional services, and utilities.

*See Section III for more details on eligible and ineligible grant expenses*



## **Building Better Quality of Place**

### **Multi-Municipal Collaboration Grant Program (MMC)**

**\$450,000 available**

The Multi-Municipal Collaboration (MMC) Program is designed to incentivize local governments, municipal authorities, and 501(c)(3) organizations to find creative and cooperative ways to operate government in a more effective and cost-efficient manner.

Proposals should identify pandemic-related issues or problems that require a collaborative approach to solve or present a multi-party solution to problems rooted in long-term disinvestment, inequity, or discrimination that were magnified as a result of the pandemic.

- The MMC program must have a 501 (c)(3) as the applicant and a minimum of two municipalities collaborating on the project.
- Organizations must be headquartered in Erie County and activities must take place in Erie County.
- Applicant must have letters of commitment in the form of a Memorandum of Understanding (MOU) signed by at least two collaborating municipal entities. – **see Appendix B for sample MOU**
- Capital improvements exceeding \$25,000 must use Pennsylvania Prevailing Wage.
- Projects may be up to three years in duration.
- Minimum grant request is \$10,000 and the maximum request is \$100,000.
- Details for the public input process and outreach should be included in the proposal.

**Ineligible Primary Organizations:** Library, healthcare or long-term care facility, a public safety organization or facility, including volunteer fire departments, an institution that predominantly provides primary, secondary, or higher education/training.

**Eligible Use of Funds:** Feasibility studies, joint comprehensive plans, merging of services or governments, cooperative programs or services, shared equipment

**Ineligible Uses of Funds:** Traffic or congestion studies, road or bridge construction/repair, water, sewer, storm water, and other infrastructure construction or repair

*See Section III for more details on eligible and ineligible grant expenses*



## **Mission Main Street Grant Program (MMS)**

### **\$600,000 available**

The purpose of Mission Main Street is to create a targeted impact on Erie County's commercial corridors known as "main streets." Following the National Trust for Historic Preservation's four-point main street approach, this program recognizes that each municipality in Erie County is distinct and hosts small business, special events, historic structures, and central parks. Revitalizing Erie County main streets is an economic and community development strategy that creates jobs, promotes tourism, and impacts the region's economy. Projects addressing areas of long-term disinvestment are encouraged.

- Applicants must be 501 (c)(3) organizations.
- Organizations must be headquartered in Erie County
- The maximum request is \$250,000 and the minimum request is \$25,000.
- Capital improvements exceeding \$25,000 must use Pennsylvania Prevailing Wage
- The duration of the grant may be three years.

### **Eligible Improvements include:**

- |  |                                 |
|--|---------------------------------|
| • Streetscapes                         | • ADA accessibility, elevators  |
| • Parks, landscaping, trees, greenways | • Branding, marketing           |
| • Facades, storefronts                 | • Buy Local related campaign    |
| • Signs, awnings, banners              | • Utilities, telecommunications |
| • Building/structural improvements     | • Programming, events           |

**Eligible Uses of Funding include:** Paid Staff (full-time and temporary), marketing/Outreach/Engagement, Programming Related, Insurance, Equipment & Supplies, Contracted Services, Construction, Outcomes Measurement & Impact Tracking

**Ineligible Uses of Funds:** Traffic or congestion studies, road or bridge construction/repair, water, sewer, storm water, and other infrastructure

*See Section III for more details on eligible and ineligible grant expenses*

## **Parks, Fields, & Trails Program**

### **\$450,000 available**

The Parks, Fields, and Trails Grant program provides funding for capital projects to create, protect, or improve publicly accessible parks, athletic fields, and trails throughout Erie County. Funding can also be used to increase or improve access to recreational facilities.

Erie County health assessments continue to show a decline in physical activity and an increase in preventable illnesses such as heart disease and diabetes. Investment in parks, fields, and trails can encourage healthy lifestyles, move towards equitable distribution of park opportunities, and even attract athletic competitions which enhance local tourism. Additionally, an investment in parks can help rejuvenate neighborhoods and Main Streets throughout Erie County.

- Applicants must be 501 (c)(3) organizations.
- The maximum request is \$50,000
- Capital improvements only. No Programming is available for this round of funding
- Capital improvements exceeding \$25,000 must use Pennsylvania Prevailing Wage
- Purchase of maintenance equipment and vehicles are not eligible for funding.
- Projects exceeding \$25,000 are subject to Pennsylvania's Prevailing Wage Law.
- Construction of trails for motorized uses are not eligible.
- Designs should reflect public input and consider the needs of all user groups.
- Project sponsors should discuss construction requirements such as the Americans with Disabilities Act (ADA) with their local authorities. More information about the ADA can be found here: ([www.access-board.gov/guidelines-and-standards/recreation-facilities](http://www.access-board.gov/guidelines-and-standards/recreation-facilities))
- Land acquisition is not eligible.
- Engineering, design, and construction management may be considered as the project match with ECGRA staff approval.

*See Section III for more details on eligible and ineligible grant expenses*

## **Building Better Community Facilities**

### **\$1,825,000 available**

Erie County Community Centers proved to be an invaluable lifeline during the pandemic as they delivered meals, provided childcare, offered medical services, enabled school children to access the internet, and were the source of other vital assistance. The unprecedented stress on the centers and their staffs, revealed the need for significant capital improvements at the centers. The Community Facilities grant program addresses those capital improvement needs.

ECGRA considers community centers neighborhood or community hubs whose primary focus is social, educational, cultural, and/or recreational activities serving a particular segment of the community such as children or senior citizens. Community centers in Erie County have provided residents with basic health and well-being needs, job training, mentoring, education, nutrition, and other benefits to a large cross-section of the community. Strategically located, community centers are vital to rural and urban areas alike.











- Applicants must be 501 (c)(3) organizations.
- The maximum request is \$150,000
- Projects must be for capital improvements
- Capital improvements exceeding \$25,000 must use Pennsylvania Prevailing Wage
- Engineering, design, and construction management may be considered as the project match with ECGRA staff approval.

*See Section III for more details on eligible and ineligible grant expenses*


## Section III. Eligibility for All Programs

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### Eligibility Criteria

-  Applicant must be an IRS-designated 501(c)(3) organization. No other entities may apply for the Building a Better Future Transformative Grant Program per Erie County rules.
-  Organizations must be headquartered in Erie County.
-  Applicant must align proposed projects and programs with priorities and recommendations identified by Emerge 2040, as well as any other relevant existing community plans.
-  Applicant must provide a cash match of 25%. In-kind donations cannot serve as match.
-  Other American Rescue Plan (ARPA) funding may not match the ECGRA BFF Program.
-  Applicant must adhere to contemporary practices/policies with regards to diversity, equity, and inclusion and reflect the spirit and intent of Erie County's Diversity Commitment Statement (Appendix C.)
-  Applicant must identify a negative economic impact as a result of or aggravated by the pandemic and design a related and reasonably proportional response.
-  Proposals must demonstrate a substantive public participation process.
-  All applicants must be in good standing with the IRS and state and local taxing bodies.
-  All applicants must be good standing with ECGRA's reporting requirements to date.

### Ineligible Grant Recipients











-  A public safety organization or facility, including volunteer fire departments.

### Eligible Uses of Funds

- |   |   |
|---|---|
|  Staff time (Up to 15% of grant award) |  Marketing/Promotion   |
|  Equipment/Supplies                    |  Professional Services |
|  Utilities                             |  Outcomes Measurement  |
|  Office space rental                   |  Contracted Services   |
|  Construction*                         |   |
| <i>*Not available for the Building Better Entrepreneurial Opportunities Program</i>                                       |   |

*(Grant expenses must relate to the delivery of approved grant activities.)*

### Ineligible Uses of Funds

- |  |   |
|--|---|
|  Advocacy/lobbying                                |  Personal cell phones          |
|  Conference attendance                            |  Personal awards/gifts         |
|  Memberships/subscriptions                        |  Executive/Board Insurance     |
|  Meals/food/drink                                 |  Property Acquisition          |
|  Any other cost that ECGRA deems to be ineligible |  Travel outside of Erie County |

## Section IV. Application, Approval Process, & Terms

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### Application Assistance

Application for ECGRA grants shall be completed online at: [ecgra.org/BBF](http://ecgra.org/BBF)

Program inquiries should be directed to:

Tom Maggio, AICP  
ECGRA Grants Manager  
(814) 897-2694  
[tmaggio@ecgra.org](mailto:tmaggio@ecgra.org)

### Grant Application Process

**The Building a Better Future Transformative Grant Program will use a two-part process:** a letter of interest (LOI) and a formal grant application. All proposals will be submitted through the ECGRA online grant system.

The LOI is a brief application that describes the project and how it will respond to the intent of the federal SLFRF as well as Erie County program goals. ECGRA will review the project for suitability and issue a request for a full application if approved.





If a full application is requested, applicants will be required to provide an application with a detailed work schedule, program goals, deliverables, and budget.

Applications will be reviewed by ECGRA staff and Board. The ECGRA Board will make final determination.

### Contracting Process

Following formal approval by the board of directors, ECGRA will issue a letter of agreement to the grantee, which must be signed by an officer of the organization and returned within 30 days. 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 the following have been resolved to the satisfaction of the executive director:







-  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 an electronic funds transfer. Some grants may be paid in installments at the discretion of ECGRA.

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.

## **Contract Terms**

-  Grant contracts for BBF Transformative Grant funding shall be for a maximum period of thirty-six (36) 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. Extensions are not automatic.
-  Applicants must incur costs by 12/31/2024
-  Any funds not obligated by 12/31/2024 must be returned.
-  Any funds obligated by 12/31/2024, but not expended by 12/31/2026 must be returned.
-  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.

## **Reporting and Closeout Requirements**

-  All recipients of funds will be required to submit an online closeout report quantifying the progress toward accomplishing approved deliverables. Multi-year programs will require annual progress reports.
-  Closeout reports are due no later than 30 days after the grant agreement expires.
-  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.

## Section V. 2022 Grant Schedule

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**April 2022** – ECGRA releases the **Building a Better Future Transformative Grant Program** Grant Application and Guidelines and posts to [ecgra.org/BBF](https://ecgra.org/BBF)

**Spring 2022** – Grant workshop held via Zoom (Dates and times to be announced)

Please refer to <https://www.ecgra.org/grant-calendar> for the most current grant calendar.

## **Appendix A. Pennsylvania Prevailing Wage Act Summary**

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### Summary of Applicable Provisions of the

#### PREVAILING WAGE ACT

43 P.S. §§ 165-1 et seq

34 Pa. Code §§ 9.101 et seq

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 **\$25,000**.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.*

## **Appendix B. Sample MMC Memorandum of Understanding (MOU)**

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### **Memorandum of Understanding for Multi-Municipal Collaboration**

WHEREAS, [Primary Applicant], [Partner 1] and [Partner 2], etc. have come together to collaborate and to make an application for ECGRA's Multi-Municipal Collaboration grant; and WHEREAS, the partners listed below have agreed to enter into a collaborative agreement in which [Primary Applicant] will be the lead agency and named applicant and the other agencies will be partners in this application; and WHEREAS, the partners herein desire to enter into a Memorandum of Understanding setting forth the services and funding to be provided by the collaborative; and WHEREAS, the application prepared and approved by the collaborative through its partners is to be submitted to the Erie County Gaming Revenue Authority on or before \_\_\_\_\_, 20\_\_;

#### **I) Description of Partner Agencies**

For each member of the collaborative, provide some background on the agency, organization, authority or municipality and its work regarding the collaborative project.

#### **II) History of Relationship**

Provide a brief history of the collaborative relationship between the partners, including when and under what circumstances the relationship began and when each partner joined the collaboration. Specify how often the collaborators meet.

Describe any changes in the collaboration, including an explanation or description of any new or additional partners that have been added, or any partners that would no longer participate.

Describe the critical and long-range goals of the collaboration.

#### **III) Development of Application**

Discuss the circumstances under which this application began and how recent collaboration aided in the development of the application.

Specify the extent of each party's participation in developing the application.

#### **IV) Roles and Responsibilities**

NOW, THEREFORE, it is hereby agreed by and between the partners as follows: Clearly state the roles and responsibilities each agency, organization, authority or municipality will assume to ensure the success of the proposed project. Describe the resources each partner will contribute to the project either through time, in-kind contribution or with the use of grant funds, e.g., office space, project staff, training.

Identify the representatives of the planning and development team who will be responsible for planning, developing, and implementing project activities and describe



how they will work together and work with project staff. Demonstrate a commitment on the part of all partners to work together to achieve stated project goals and to sustain the project once grant funds are no longer available.

- 1) [Primary Applicant] will provide [specify type of program/assistance/service] to the project including:
- 2) [Partner 1] will provide [specify type of program/assistance/service] to the project including:
- 3) [Partner 2] will provide [specify type of program/assistance/service] to the project including:
- 4) [Primary Applicant] and [Partner 1] will collaborate in the following manner:
- 5) [Primary Applicant] and [Partner 2] will collaborate in the following manner:
- 6) [Partner 1] and [Partner 2] will collaborate in the following manner:

#### V) Timeline

The roles and responsibilities described above are contingent on [Primary Applicant] receiving funds requested for the project described in the grant application. Responsibilities under this Memorandum of Understanding would coincide with the grant period, \_\_\_\_\_, 20\_\_ through \_\_\_\_\_, 20\_\_.

#### VI) Commitment to Partnership

- 1) The collaboration service area includes [specify municipalities in Erie County].
- 2) The partners agree to collaborate and provide [specify type of service/assistance] to project pursuant to the program narrative of the grant application attached to this agreement.
- 3) Grant funds for non-lead partners' contribution to this project will be provided as outlined in the attached budget detail worksheet.
- 4) We, the undersigned have read and agree with this MOU. Further, we have reviewed the proposed project and approve it.

Name: \_\_\_\_\_

[Title, Primary Applicant]

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

[Title, Partner 1]

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

[Title, Partner 2]

Signature: \_\_\_\_\_

## Appendix C. Erie County Statement Regarding Diversity, Equity, and Inclusion

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### Erie County Diversity Commitment Statement

Erie County government values the power of diversity. Our goal is to develop an inclusive workforce that will uphold racial equity, support the diversity of employee experiences, and include unique perspectives. Through our commitment to inclusion and diversity, Erie County will provide repeated opportunities for training and professional development that will support on-going positive change. We affirm a zero-tolerance attitude toward any form of discrimination. We pledge to maintain our mission to promote justice and equity in the community we serve.

### Defined Diversity, Equity, and Inclusion for Erie County

**Diversity** is simply the presence of differences. Diversity is achieved when we ensure that the county employs and engages individuals at a level that reflects the population it serves.

**Equity** is promoting fairness (not a one size fits all approach) providing as much as possible to support individual needs. Equity exists when current and future employees have access to opportunities necessary to satisfy essential needs and advance their well-being and achieve their full potential as a county employee.

**Inclusion** is creating a space where all diversities are empowered to contribute to decision making. Inclusion occurs when the structures and practices that support employees make them feel welcomed, affirmed, and respected across the county system.