



## **Matching Grant Program**

### **OVERVIEW:**

The NYSID Board of Directors approved a Matching Grant Program in 2003 to improve the average wages paid to individuals with disabilities who work on NYSID commodities contracts. In 2012, the Board of Directors adopted an enhanced Priority Development System for commodities known as Phase II of the Matching Grants Program. This enhanced system was designed to allow NYSID to orchestrate product offerings at different price points (good, better, best) based upon customer or market demand for existing products in order for the NYSID brand to remain competitive in the marketplace and for members to continue to create jobs for individuals with disabilities.

In support of this priority development system, NYSID continues to offer a Matching Grant Program that funds up to \$25,000 in grants to members to not only improve wages and/or enhance productivity of individuals working on NYSID products, but also to develop new products that will increase employment opportunities for individuals with disabilities.

NYSID will provide grants of up to \$25,000 each that will be used to improve productivity within the member agency work center thereby increasing the average wage paid, or increasing overall job opportunities for individuals with disabilities based upon the approval of a new Preferred Source product. Each grant shall be matched by the member agency on a one-for-one cash basis. Examples of the type of projects eligible for funding include facility improvement, capital equipment, design engineering, technology utilization, shop floor control, etc.

It is recognized that productivity gains are likely to occur as a result of technological or other enhancements to the individual labor steps in the product or to the production process as a whole. It is equally important that the Value Added Labor remaining after the productivity project is complete continues to meet the required ratios, and that the reduction in disabled labor does not jeopardize the Preferred Source designation for that item.

However, it is understood that a new Cost Analysis and Value Added Statement will be prepared reflecting the changes resulting from the productivity enhancements. This Cost Analysis and Value Added Statement will be submitted to the NYS Office of General Services (OGS) during the normal course of business for notification purposes only. Should there be an actual price change, OGS approval will be required.

When a new commodity is introduced as a result of the Matching Grant Program, the established commodity application process will be required to be completed. Once OGS approval is obtained, the item will be added to the list of Preferred Source Offerings.

### **APPLICATION PROCESS**

The Matching Grant application shall minimally include:

- A general description of the project



- A description of how the project will improve productivity
- The number of individuals (or full time equivalents) and the number of hours worked that will be directly affected by increased wages and/or the loss of employment
- The anticipated increase in average wages
- With new products, the employment opportunities to be created - specifically the number and description of the type of job opportunities anticipated
- Evidence of estimates or bids for any consulting services or equipment
- The total cost of the project broken down into major categories including: consulting time, capital expenditures, equipment expenditures, etc.
- Background information and rates for any consultants used on the project. The applicant is encouraged to partner with local colleges.
- A statement indicating that funds are available to pay for 50% of project costs.
- The time frame to implement the project “start to finish”
- The name, title and contact information of the individual who will be responsible for the project
- The potential for achieving the anticipated wage increase or increase in employment opportunities
- A description of any ancillary or by-product improvements that might occur as a result of this project

### **Application Review and Project Completion**

Interested participants shall submit their applications to NYSID’s Controller.

NYSID shall approve or disapprove the application within 60 days of submittal.

Selected projects shall begin within 30 days of approval and be completed within 6 months of the start date.

### **Costs & Payments**

Project costs shall not include any indirect items such as overhead or general and administrative items or staff time.

- An initial payment equal to 25% of the project cost (50% of the NYSID share) shall be made by NYSID on the start date
- Additional payments (up to 90% of NYSID’s share of the project amount) will be made on an as needed basis upon submission of invoices indicating the total amount incurred to date
- The final 10% will be paid upon the submission of the Project Final Report. (See below)
- The calculation of the amount due shall be as follows:  
Total expense incurred up to \$25,000 multiplied by 50% (this will account for the participant’s required cash match) less initial payment



### **Project Final Report**

A Project Final Report shall be due within 30 days of the completion of the project and shall include:

- The date of completion and a general summary of results
- A new Cost Analysis and labor step summary

### **Measurement of Results**

The primary measurement of results will be the average wage increase or the number of jobs created (depending on the type of project) as measured by the Quarterly Employment Reports submitted for the 6-month period following completion of the project.