

ARCHIVED

Business Retention & Expansion

Program Guidelines | July 2008

> ready > set > succeed



Table of Contents

Section I	General	1
A.	Introduction	1
B.	Definitions	1
C.	Eligibility	1
Section II	The Application Process	3
A.	General	3
B.	Procedures	4
Section III	Limitations and Penalties	4
Section IV	Contact Information	5
Section V	Vendor Registration	5

ARCHIVED

Section I – Introduction

A. Introduction

The Pennsylvania Business Retention & Expansion Program was established in 1997 to forge better working relationships and stronger collaboration among various public, private, state and local economic development organizations, with the goal of enhancing the efficiency and effectiveness of efforts to retain and grow existing Pennsylvania businesses.

B. Definitions

The following words and terms, when used in these guidelines, have the following meanings, unless the context clearly indicates otherwise:

- Application – The DCED Single Application for Assistance
- DCED – The Department of Community and Economic Development
- BREP – The Pennsylvania Business Retention & Expansion Program

C. Eligibility

1. Eligible Applicants

Applicants eligible to receive grants under this program are the ten regional coordinators from the following regions: Central, Lehigh Valley, North Central, Northeast, Northern Tier, Northwest, South Central, Southeast, Southern Alleghenies and Southwest.

2. Eligibility of Projects

- a. Funds may be used to conduct face-to-face visits with the CEO, CFO, or the senior manager of a business at the business site, for the purpose of identifying issues and problems facing the business and providing solutions to the problems raised. Firms visited should be a representative sample of the job and wealth generators in each region. Businesses must fall within one of the Targeted Industry Sectors identified by the Department and must have 5 or more employees. With the exception of businesses that fall within the Educational Services Industry Sector (NAICS 61) and Hospitals (NAICS 622), visits to non-profit organizations are not eligible.
- b. Targeted Industry Sectors are:
 - Agriculture, Forestry, Fishing, Hunting
 - Mining
 - Utilities
 - Construction
 - Manufacturing
 - Wholesale Trade
 - Transportation & Warehousing
 - Information
 - Finance & Insurance

- Real Estate & Rental & Leasing
- Professional Scientific & Technical Services
- Management of Companies and Enterprises
- Administrative & Support & Waste Management & Remediation Services
- Educational Services
- Healthcare & Social Assistance
- Arts, Entertainment & Recreation
- Accommodation & Food Services

3. **Grant Conditions**

- a. Match Requirements. Grant funds require an in-kind match of a minimum of 30% of the total grant funds awarded.
- b. It is the responsibility of the Regional Coordinator to:
 - Submit quarterly reports.
 - Monitor the performance of all Business Liaisons/County Partners and Regional Service providers to insure compliance with BREP Policy and Procedures.
- c. Submit an independent audit 120 days after the contract expires. The audit and/or questions regarding the audit should be directed to:

PA Department of Community & Economic Development
Audits & Compliance Division
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

Section II – The Application Process

A. General

1. Project applications must be submitted using the DCED Electronic Single Application for Assistance via www.newPA.com <http://www.newPA.com/programFinder.aspx>. Only one application per region, per fiscal year, will be accepted. Electronic applications for FY 10-11 will be accepted March 1 through March 20, 2010.
2. An applicant must follow the detailed instructions for completing the DCED Electronic Single Application for Assistance. The application must include:
 - a. The total number of visits planned for FY 10-11 which includes a breakdown of the anticipated number of visits per quarter.
 - b. A listing of the Business Liaisons who will be conducting visits is required. The listing should include the name, title, organization, email address, area of responsibility, # years of experience in economic, community and/or workforce development, # years of other related/professional experience, and the level of BREP database access granted.
 - Business Liaisons must be staff members of the regional organization, staff members of the counties or regional partners, or contracted by the region. Volunteers, students, temporary employees, and/or interns may not serve in the capacity of a BREP Business Liaison.
 - Copies of all contracts with each entity/interviewer must be provided with the application. A termination clause must be built into the contracts stating that if a Business Liaison does not fulfill his or her BREP responsibilities and/or goals in any area of the program, their contract will be terminated.
 - c. The Business Liaisons and Service Providers must receive regular, periodic training to maximize skill sets, productivity and the ability to forge relationships with business owners. At a minimum, two training sessions must be held during the fiscal year. Describe the trainings planned for interviewers and service providers. Include the dates of the 2010-2011 Regional Partner Meetings with Business Liaisons and Service Providers.
 - d. Provide an Excel listing of the BREP Service Providers in your region. The information required is the region/county, contact name – job title, company/organization, address, phone number, fax number, email address, and the level of BREP database access granted.
 - e. Provide letter of support by the partner organizations/agency in the region confirming their commitment to support the goals of the PA Business Retention and Expansion Program – to stimulate growth, retain jobs and promote Pennsylvania.
 - f. Include a FY 10-11 project budget which includes DCED funds and regional match dollars.
 - Also include the amounts the region pays its partners for visits and the amount that the region keeps for administrative costs per visit.
3. DCED reserves the right to request additional information, explanation, clarification or revision of funding requests.

B. Procedures

1. BREP Grant awards are generally made at the onset of the fiscal year.
2. Information on the status of submitted grant applications may be obtained from the DCED Customer Service Center. An “assignment of account manager” letter constitutes confirmation of receipt of the application.
3. Grant award notifications will be issued by letter. The applicant will receive a contract and a payment requisition form to be signed and returned to DCED. All contracts are subject to availability of funds and subject to the applicant providing all information required by DCED.
4. After the award, requisitions for funding will be accepted. Funding requisitions must be submitted by the Regional Coordinator. Requisitioned amounts must be derived by using this formula: (Amount of Requisition = # of Visits x \$340). An initial request of funds equal to 20% of the region’s annual visit goal may be made at the start of the fiscal year. Funds will be directly deposited in grantees’ bank accounts via Automatic Clearing House (ACH) transfer of funds in accordance with the grant contract.
5. The Commonwealth reserves the right to withhold funding from the region if the regional coordinator does not exercise the authority to perpetuate the success of the region, if the region does not meet the minimum visit goals agreed to, and/or if the region/regional partners do not follow BREP protocol and/or policy and procedures. The Commonwealth reserves the right to withhold \$10,200, the equivalent of 30 visits, until the fiscal year ends and/or outstanding program obligations are met.
5. Applications from organizations that are not compliant with audit or closeout report requirements for prior contracts with DCED are ineligible to receive additional financial assistance from DCED until such audit or closeout report requirements are met.

Section III – Limitations and Penalties

- A. An applicant may not make or authorize any substantial change to an approved application without first obtaining DCED’s consent in writing.
- B. If the full amount of the grant is not required for the project, the unused portion shall be returned to DCED.
- C. Failure to comply with these Guidelines may result in penalties, including repayment of funds with interest. To be eligible for reimbursement, visits must adhere to region and state visit preferences.
- D. When a project is funded, the recipient must place the grant funds in an interest bearing account. Interest earned on such invested grant funds must be returned to the Commonwealth.

Section IV – Contact Information

All application inquiries should be directed to:

PA Department of Community and Economic Development
Customer Service Center
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

1-866-466-3972
E-mail: ra-dcedcs@state.pa.us

Note: If you receive a funding notice from DCED, please direct any inquiries to the Account Manager identified in the notice. Also, please have the assigned application number available when you contact the Account Manager.

Section V – Vendor Registration

Note: Grantee organizations must be registered with the Commonwealth's Vendor Registration System before a grant may be approved. The system tracks information regarding all vendors that do business with or receive grant funds from the Commonwealth and assigns a Vendor Number to the organization. In the event an application is funded, the grantee must be registered in this system before a contract can be issued.

If you have any questions regarding Vendor Registration status, please contact the Vendor Data Management Unit at the address and phone number below. Please have your nine digit Federal Identification number available when you call.

Commonwealth of Pennsylvania
Vendor Data Management Unit
Payable Services Center
9th Floor, Forum Place
555 Walnut Street
Harrisburg, PA 17101

1-877-435-7363

If an organization is not registered with the Vendor Registration System, please visit <http://www.vendorregistration.state.pa.us>. Click on the Non-Procurement Registration Form link and follow the instructions.

The Single Application for Assistance will be accepted only as an on-line submission via <http://www.newPA.com/programFinder.aspx> found on DCED's website www.newPA.com.