

Pennsylvania Department
of Community and
Economic Development

Emergency Responders Resources & Training Program

Program Guidelines 2003 - 2004

Commonwealth of Pennsylvania
Edward G. Rendell, Governor
www.state.pa.us

Department of Community and Economic Development
Dennis Yablonsky, Secretary
www.inventpa.com



January 2004

Table of Contents

Section I	Introduction	1
	A. Introduction	1
	B. Definitions	1
	C. Eligibility.....	1
Section II	The Application Process	2
	A. General	2
	B. Procedures	3
Section III	Limitations and Penalties	4
Section IV	Contact Information	5

ARCHIVED

ARCHIVED

Section I – Introduction

A. Introduction

The Emergency Responders Resources & Training Program (ERRTP) provides grants for qualified emergency responders' projects throughout the Commonwealth. ERRTP funds may be used for projects that are defined in Section I.C.2. of these guidelines.

Applicant care in preparation of the application will assist DCED in processing the application. **Applicants should not submit more than one application per fiscal year. Additional applications do not enhance opportunity for funding. DCED reserves the right to reject additional applications from the same applicant, without notice to the applicant.**

B. Definitions

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

Application - The DCED Single Application for Assistance

ERRTP – Emergency Responders Resources & Training Program

DCED - The Department of Community and Economic Development

C. Eligibility

1. Eligible Applicants

The following applicants are eligible:

- General purpose units of local government, including, but not limited to, counties, cities, boroughs, townships and home rule municipalities.
- Non-profit corporations incorporated under the laws of the Commonwealth who demonstrate a direct benefit to the applicant organization.
- Any single entity or partner authorized to act on behalf of two or more municipalities.
- Community organizations engaged in activities consistent with the provisions of the program guidelines as determined by the DCED.

2. Eligible Projects

ERRTP funds may be used for emergency responder improvement projects. These projects must demonstrate benefit to community activities associated with police, fire, ambulance or related public safety services. To receive funding, eligible projects must meet one or more of the following criteria under:

- Acquisition, construction and rehabilitation of or upgrades to facilities and equipment to support the operation of fire, ambulance and emergency medical services;
- Operational support for fire, ambulance and emergency medical services that enhances the health, safety and welfare of Pennsylvania citizens;

- Emergency services training activities;
- Projects that improve the stability and public safety of the community.

Projects for the sole benefit of a for-profit entity are not eligible for program funding.

Section II – The Application Process

A. General

1. Project applications must be submitted using the DCED Single Application for Assistance. The application is available by calling the Customer Service Center, the DCED Regional Offices or at the DCED Web Site. The Single Application for Assistance is also available for on-line submission via our web site: www.inventpa.com. Applications will be accepted throughout the fiscal year up to the April 16, 2004 submission deadline.

2. Applications should be submitted to the following address:

Department of Community and Economic Development
 Customer Service Center
 Commonwealth Keystone Building
 400 North Street, 4th Floor
 Harrisburg, PA 17120-0225
 1-800-379-7448

Applicants should not submit more than one application per fiscal year. Additional applications do not enhance opportunity for funding. DCED reserves the right to reject additional applications from the same applicant without notifying the applicant.

3. Applications are accepted anytime throughout the fiscal year, subject to the provisions of Section II.B. Applicants are strongly discouraged from submitting more than one application for this program during the FY 2003-2004.
4. An applicant must follow the detailed instructions for completing the DCED Single Application for Assistance when applying for ERRTP, especially with regard to completion of the Project Narrative, Project Budget and Profiles sections. A typewritten (or computer generated) Project Narrative must accompany the Single Application for Assistance, as well as provide a detailed and comprehensive description of the project. Applicants must explain who they are and what they are going to do with the grant funds. The narrative must specifically address each of the cost items identified in the Project Budget section of the application. In general, the narrative should include:
 - Specific problems to be addressed or improvement to be financed - Identify the problem that needs to be resolved. Please include brief background information, including general purpose and/or mission of the organization.
 - Project description - What do you plan to accomplish with this project and how do you plan to accomplish it?
 - Expected outcomes - Examples of measurable outcomes include jobs created or retained, people trained, land or buildings acquired, park constructed, feet of road repaired, etc.
 - Projected schedule and key milestones and dates - A detailed project schedule must accompany the application, including key milestones and dates.

- Documentation to support projected budget costs - This documentation may consist of an itemized line-by-line listing of how you arrived at the specific budget items for the project, bids or cost quotations, contractor estimates, appraisals, engineer estimates. A specific explanation is needed for any amounts in an “Other” or “Indirect Costs” budget category.
 - Documentation of matching dollars, such as commitment letters, receipts, etc.
 - Religious disclaimer - If an applicant has a religious affiliation, the applicant must provide a disclaimer assuring that DCED funds will not be used for religious purposes.
5. DCED reserves the right to:
- Request additional information regarding proposed use of funds;
 - Verify non-DCED funding sources;
 - Require explanation or revision of the project’s budget;
 - Require clarification of the project’s narrative.

B. Procedures

1. ERRTP grant awards are made in two funding rounds during the fiscal year. DCED will grant approximately 50% of the program appropriation in each round. DCED will make every effort to allocate program funds in accordance with these targets, but is not bound to them.
 - a. Applicants should not apply in each round, and should apply only once during the 2003-2004 Fiscal Year. Grant applications not funded in a round will be rolled into the next round for consideration.
 - b. Application deadline and tentative announcement dates for each round are outlined in the chart below.

Funding Round	Application Deadline Date	Target Announcement Date
Round 1	Friday, February 13, 2004	April 2004
Round 2	Friday, April 16, 2004	June 2004

The first round consideration will include all applications received by the Department between July 1, 2003 and February 13, 2004.

The second round will include applications received by April 16, 2004, and applications not approved in the first round.

Target grant announcement dates are subject to change without notice at the discretion of the Department.

2. Any ERRTP funds remaining after the second round may be awarded by DCED up to the end of the fiscal year.
3. Letters advising applicants that they have not been funded will not be sent after each funding round. Applicants that do not receive funding during any of the FY 03-04 rounds should re-submit in July 2004 to reapply for the next fiscal year.

4. Follow up information on the status of submitted grant applications may be obtained by contacting the DCED Customer Service Center. However, calls are not encouraged. The account manager letter is confirmation of receipt of the application. Please remember that demand for this program is very high, and staff may not be familiar with each individual application. Applicant care in preparation of the application will assist the Department in processing the application.
5. DCED reserves the right to reject, without notification, applications received after April 16, 2004 for the 2003-2004 fiscal year appropriation.
6. ERRTP grant award notifications will be made by letter. After the award letter has been mailed, the applicant will receive a contract document that must be signed by the grantee and returned to DCED for execution on behalf of the Commonwealth. No grants will be awarded without a fully executed contract.
7. The applicant must maintain full and accurate records with respect to the project. DCED will have free access to such records including invoices of material and other relevant data and records, as well as the right to inspect all project work. The applicant will furnish upon request of DCED all data, reports, contracts, documents, and other information relevant to the project.
8. Approved grants in the amount of \$100,000 or more require the grantee to provide an audit of the grant by a certified public accountant, prepared at the expense of the grantee, in compliance with Pennsylvania State law. A federal single audit will not be accepted in lieu of a state program audit.
9. Approved grants under \$100,000 require the grantee to submit a detailed financial statement and a close out report of the use of State funds consistent with the contract. An audit is recommended, although not required.
10. Applications from grant recipients who did not fulfill their audit requirements under previous contracts will not be considered and will be placed on hold until such audit requirements are met.
11. Funds will be disbursed according to the provisions in the contract between the applicant and DCED.
12. All applications not acted on favorably during FY 03-04 must be resubmitted in FY 04-05 to be considered for FY 04-05 funding.

Section III – Limitations and Penalties

This section identifies program limitations or penalties, or both, that may result from the misuse of the grant funds.

- An applicant may not make or authorize any substantial change in an approved project without first obtaining consent of DCED in writing.
- If the full amount of the grant is not required for the project, the unused portion of the grant shall be returned to DCED.
- Failure to comply with procedures may result in penalties, including repayment of funds with interest.

Section IV – Contact Information

All applications and inquiries should be directed to:

Department of Community and Economic Development
Customer Service Center
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225
1-800-379-7448
e-mail: ra-dcedcs@state.pa.us

Note: Inquiries regarding applications that have been received by DCED and assigned an Account Manager should be directed to the Account Manager. Please reference the assigned application number.

The Single Application for Assistance is available for on-line submission via our web site: www.state.pa.us or www.inventpa.com. Type “Single Application” in the search field.

ARCHIVED