

# Small Business First

Program Guidelines | February 2009

> ready > set > succeed



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## Section I – General

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### A. Introduction

The Small Business First (SBF) loan program is designed to stimulate the expansion and assist in the retention of small businesses for the purpose of creating new jobs and retaining existing jobs in Pennsylvania. SBF provides low-interest loan financing for a portion of the costs of land, building, machinery and equipment, and working capital to businesses unable to fully finance these projects with equity, bank financing, or other private and public sources.

SBF may be used in conjunction with other state financing programs or with programs operated by local and regional economic development providers. While the Pennsylvania Department of Community and Economic Development (DCED) has overall administrative responsibility for the SBF program, all loan applications are packaged, closed, and managed by a network of Area Loan Organizations (ALOs).

SBF is financed both by state funds and by funds from the United States Economic Development Administration (EDA). When EDA funds are used, the most recent EDA guidelines will apply to the loan instead of SBF's guidelines.

## Section II – Eligibility

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### A. Eligible Small Business Enterprises

An eligible small business enterprise is a for-profit corporation, limited liability company, partnership, proprietorship or other legal business entity located within the Commonwealth of Pennsylvania and having 100 or fewer full-time employees worldwide at the time of submission of the application. To be eligible for SBF financing, the small business enterprise must be located in a small business incubator or meet the definitions of one of the following enterprises:

1. **Agricultural Enterprise** – An enterprise that is engaged in either of the following:
  - The manufacture, development or preparation for sale of one or more farm commodities which adds value to those commodities.
  - The conversion of a farm product into a marketable form, including, but not limited to, livestock by slaughtering, fruits and vegetables by canning and freezing and forest products by secondary processing.
2. **Agricultural Producer** – A small business enterprise involved in the management and use of a normal agricultural operation for the production of a farm commodity. Such operations consist of, but are not limited to, the production, harvesting or preparation for market of poultry, livestock and their products (including bee products), agricultural crops, timber, horticultural crops (including flowers, fruits, vegetables and shrubs), and aquaculture crops including fish and plants grown in water. The enterprise must operate on not less than ten contiguous acres in area or operate on less than ten contiguous acres in area but with an anticipated yearly gross income of at least \$10,000.
3. **Industrial Enterprise** – An enterprise other than a mercantile, commercial, or retail business. Examples include: warehouse and terminal facilities, office buildings utilized as national or regional headquarters and computer or clerical operations centers.

4. **Manufacturing Enterprise** – An enterprise engaged in the giving of new shapes, new qualities or new combinations to matter by the application of skill and labor.
5. **Research and Development Enterprise** – An enterprise for the discovery of new, or the refinement of known, substances, processes, products, theories, and ideas, but does not include activities directed primarily to the accumulation or analysis of commercial, financial or mercantile data.
6. **Hospitality Enterprise** –
  - An enterprise that operates a hotel, motel or other lodging facility that employs at the time of submission of the application at least five full-time equivalent employees; or
  - Operates a restaurant or food service operation open to the public that has been in continuous operation (as a single, distinct, identifiable business, although not necessarily under the same ownership or management) for at least five years and employs at the time of submission of the application at least five full-time employees.
  - For a project to be eligible as a hospitality industry project, the applicant must demonstrate that the project is integrally related to the operation of such hotel, motel or other lodging facility, or to the operation of such restaurant or food service operation open to the public.
7. **Defense Conversion Enterprise** – An enterprise conducting defense conversion activities.
8. **Recycling Enterprise** – An enterprise for recycling municipal or commercial waste (other than organic wastes) or for manufacturing processes which involve significant use of recycled municipal or commercial waste materials (other than organic waste).
9. **Computer-Related Services Enterprise** – An enterprise engaged in the development of computer software; business to business computer related consulting solutions, including but not limited to network development or e-business applications or development of custom programs for businesses. Computer training providers are not eligible under this category.
10. **Construction Enterprise** – Building contractors that derive 80% or more of their income from the construction of new business-related or residential buildings.
11. **Child Day-Care Enterprise** – The start-up or expansion of a for-profit or non-profit child day care center licensed or in the process of being licensed by the Commonwealth of Pennsylvania which provides care simultaneously for seven or more children who are not related to the provider.

## Section III – Program Requirements

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### A. Loan Amount

1. The maximum loan amount for land, buildings, machinery and equipment is \$200,000 or 50% of the total eligible project cost, whichever is less.
2. The maximum loan amount for working capital is \$100,000 or 50% of the total eligible project cost, whichever is less.
3. An applicant may not receive more than \$200,000 in new financing under the SBF program in any 12 month period.

## **B. Private Investment Requirement**

Loans must be made in conjunction with another source or sources of financing for the eligible costs incurred, such as another lender or equity from the owners or investors. Funds from other sources must equal at least 50% of eligible project costs and must have either equivalent or longer terms than the SBF loan.

Land and building and machinery and equipment purchases made within a 12 month period prior to the filing of an application may be eligible as private match towards an SBF loan project.

## **C. Employment Requirement**

1. Except for loans to agricultural producers, one full-time job must be demonstrated to be preserved, or created and maintained through the end of the three year monitoring term for each \$25,000 loaned from SBF.

## **D. Loan Security**

1. All loans must be secured at the highest lien position available on one or more of the following assets: land, buildings, machinery, equipment, accounts receivable, and inventory.
2. SBF may require personal or corporate guarantees or may require other types of collateral as circumstances allow.
3. SBF must have a collateral lien position on the assets being funded unless specifically waived and have a loan to value ratio of 90% or lower on similar lien assets.

## **E. Repayment Terms**

1. Loans used for real estate may have a repayment period of up to 15 years.
2. Loans used for machinery and equipment may have a repayment period of up to 10 years.
3. Loans used for working capital may have a repayment period of up to 3 years.
4. In projects where two or more uses of SBF funds are planned, loan terms may be blended.
5. A small business enterprise may prepay a SBF loan at anytime without financial penalty.

## **F. Interest Rates**

Effective October 1, 2008, the interest rate shall be an annual fixed rate of 3%. For loans to agricultural producers, interest rates may be reduced to 2% under certain circumstances if the area where the project is located has been included within a natural disaster declaration issued by the Governor. Contact DCED Small Business Financing Division for further details.

## Section IV – Limitations and Restrictions

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### A. Limitations

1. A small business enterprise is permitted to lease up to 49% of the space in a building it occupies to tenants who would qualify as eligible small business enterprises under SBF.
2. Eligible costs of land, buildings, and machinery and equipment are limited to out-of-pocket costs incurred by small business enterprises. Unrealized appreciation in value may NOT be considered in determining eligible costs.
3. DCED recognizes the long lead times involved in acquiring, constructing, or renovating land and buildings and in ordering machinery and equipment. Therefore, the applicant, with the approval of the ALO, may request a “letter of no prejudice” from DCED. If DCED grants such a letter, the applicant may continue with the project while its loan is under review. In these instances, the applicant is continuing at its own risk in the event the ALO or DCED does not approve the loan.

If the applicant does not receive a “letter of no prejudice,” the applicant may place orders, sign sales agreements, and make security deposits on machinery and equipment and land and buildings prior to approval of the loan by the ALO or DCED without making its project ineligible. However, unless there is a “letter of no prejudice” in place, the applicant may not, prior to the ALO and the applicant accepting DCED’s Loan Approval Memorandum and returning it to DCED, transfer title or occupy the land or buildings to be financed with the loan; install or use the machinery and equipment except pursuant to a short-term lease or similar arrangement subject to cancellation by the applicant without substantial penalties; and finance any working capital needs.

4. The Department of Community & Economic Development, Small Business First Program will allow one retention loan per company for the same jobs.

For Example: In January 2004, ABC Company received a \$100,000 loan based upon retaining its existing four employees. In January 2005, ABC Company is not eligible for a retention loan for the same four employees.

### B. Restrictions

1. The applicant and its principals may not be delinquent in or in default of any existing loans relating to the applicant, unless they have entered into a workout agreement satisfactory to the respective creditor(s) and are fully in compliance with the terms of that agreement, the applicant and its principals will be required to execute an affidavit to that effect. For purposes of the program, a “principal” of an applicant is any record or beneficial owner of 20% or more of an ownership interest in the applicant.
2. The applicant and its principals must be current in payment of all applicable state and local taxes unless they have entered into a workout agreement satisfactory to the respective taxing authority and are fully in compliance with the terms of that agreement.
3. The applicant and its principals and managerial officers must disclose any potential conflicts of interest with any officials or employees of DCED or with any officials or employees of the ALO involved in submission of the applicant’s project.
4. The applicant may not use SBF funds to relocate from one area of the Commonwealth to another without at least a 25% increase in net employment. For purposes of this provision, no relocation which is either (i) within the same county, or (ii) within the same labor market as determined by the United States Department of Labor shall be deemed to be relocation from one area of the Commonwealth to another.

5. The applicant may not use SBF loans in combination with Machinery and Equipment Loan Fund (MELF) loans in equipment projects and with Pennsylvania Industrial Development Authority (PIDA) loans for real estate projects.
6. The total project cost for real estate projects may not exceed \$800,000 unless previously approved by DCED. Applicants are encouraged to use PIDA or other sources of funding for real estate projects exceeding \$800,000.

### **C. Eligible Use of Funds**

#### **1. Land Costs**

Land costs may include, but are not limited to, acquisition, site preparation, and testing, utilities, site mapping, landscaping, legal, and other related costs. Land costs must be directly associated with the purchase, renovation, or new construction of a building or production facility.

#### **2. Related Cost**

Building costs may include, but are not limited to, building acquisition, construction, rehabilitation, and engineering, architectural, legal, and other related costs.

#### **3. Machinery and Equipment Cost**

Machinery and equipment costs may include, but are not limited to, costs of acquisition, delivery, and installation. Such costs are eligible if associated with acquisition of machinery and equipment that the applicant has newly purchased, even if such machinery had previously been in service with another user. Costs of mobile equipment are eligible if, and only if, such equipment is not titled or registered for highway use.

#### **4. Working Capital**

Capital used by a small business enterprise for operations, including without limitation, personnel and training costs.

### **D. Ineligible Use of Funds**

The following activities may not be funded through the SBF Loan.

1. Refinancing any portion of the total project cost, except for short-term “bridge” financing where the bridge financing is being promptly replaced by the proceeds of the loan and the bridge financing has been disclosed to the ALO in connection with its review of the loan.
2. Providing funds, directly or indirectly, for payment, whether as loan repayment, dividend distribution, return of capital, loans, or otherwise, to owners, partners or shareholders of the small business enterprise, except as ordinary compensation for services rendered.
3. Related party transactions, i.e., costs associated with a less than arms length transaction where the buyer and the seller are one and the same or are related to each other by marriage, blood, or law.
4. Projects which have commenced, or to which the small business enterprise has committed, before receiving approval of the SBF loan, unless the small business enterprise has received a letter of non prejudice to commence.
5. Fees charged to the small business enterprise by brokers, finders, financing consultants and economic agencies are not eligible project costs, except the fees payable to DCED, if any, and fees and expenses charged to the applicant by the ALO may be included as part of the eligible project cost. Reasonable loan processing fees may be charged to the applicant by the ALO, provided they are set forth in the commitment letter for the loan. The applicant should check with the ALO regarding the fees that will be charged to the applicant for processing a loan application and/or in closing a loan under the SBF program.

DCED retains the right to set standards for fees charged by Area Loan Organizations.

## Section V – Application Procedures

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### A. Single Application Instructions

1. Applicants ready to apply for funding must utilize the electronic on-line DCED Single Application for Assistance.
  - a. The Single Application be accessed at: [www.esa.dced.state.pa.us](http://www.esa.dced.state.pa.us).
  - b. For assistance in completing the application, please contact the DCED Customer Service Center at 1-800-379-7448 or 717-787-3405 or e-mailing: [radcedcs@state.pa.us](mailto:radcedcs@state.pa.us).
  - c. Applications may be submitted at any time.
  - d. Completed SBF Loan Applications should be submitted to the ALO responsible for the County in which the business is located. Applications submitted to DCED by an Applicant will be returned to the applicant with instructions to contact the appropriate ALO.
2. Instructions for completing electronic on-line DCED Single Application for Assistance are as follows: Complete pages 1 thru 6 of the Single Application and attach:
  - a. A narrative description of the overall project and a description of the specific items identified on the Project Budget as listed on pages 3 thru 5. The application must be signed and dated by the ALO and by the proposed applicant.
  - b. Company Ownership Profile and Company Marketing Information forms.
  - c. A certified resolution of the ALO board of directors approving the loan application.
  - d. The SBF Set-Aside Request/Tax Liability Clearance form.
  - e. The ALO's Summary of Terms and Conditions, which identifies the terms of the loan.

### B. Application Submission and Approval Procedure

1. The ALO must review and approve an SBF application submitted by an applicant before the application may be submitted to DCED. During the course of its review, the ALO shall request DCED to confirm that funds are available for the loan request and to “set aside” sufficient funds.
2. DCED will review each application in the order received from the ALOs.
3. DCED will formally notify the ALO of its decision to approve or reject a loan application within 10 business days of receipt of the completed loan application.
4. Approved projects will receive a Loan Approval Memorandum which the ALO must sign and return within 30 days. Once accepted by the ALO, the Loan Approval Memorandum is valid for a period of 90 days.
5. Before DCED will authorize disbursement of loan funds, the ALO must confirm:
  - a. That all other sources of funding will be in place at the time of closing.
  - b. That the use of all funds remains as presented in the project application.
  - c. That there are no material changes to collateral or other terms and conditions of the loan as previously approved by DCED.

- d. Whether the loan will close into an escrow account.
  - e. That all conditions of the ALO's commitment letter with the applicant have been satisfied.
  - f. The FEIN and Social Security numbers of the applicant, occupant, and all guarantors.
6. Any material changes in the project application, collateral, or terms must be reviewed and approved by the ALO, and recommended to and approved by DCED.
  7. The ALO will make arrangements to close the SBF loan within 10 business days of the selected closing date. If the loan does not close within that time period, the ALO must return the SBF funds to DCED.
  8. Loans will be disbursed at the loan closing between the ALO and the applicant. Loan proceeds may be disbursed to the applicant or placed into an escrow account with a commercial lending institution. Interest will accrue on the loan from the date of closing.
  9. Unless otherwise agreed to by the ALO, with the approval of DCED, regular amortization payments of principal and accrued interest on the loan will begin at time of closing-- whether or not the loan is disbursed in whole or in part into escrow.
  10. The first payment of principal and interest will be due the first day of the second calendar month following the calendar month in which closing occurs and will include a lump-sum payment of the interest that has accrued from the date of the check issued for closing. Thereafter, payments of principal and interest will be due the first day of each month.
  11. Escrow accounts must be established when the SBF project includes working capital. No escrow account may extend beyond 12 months without the prior written consent of DCED.

## **Section VI – Application Evaluation Criteria**

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### **A. Business Evaluation**

The ALO will evaluate the historical and financial performance of a small business enterprise to assess its ability to repay the SBF loan. The ALO will also assess the eligibility of the Project under these SBF guidelines.

### **B. Public Benefit Criteria**

ALOs should consider the following in submitting SBF loans to DCED for funding:

1. The total number of jobs to be created or preserved by the proposed project.
2. The number of jobs to be created or retained per SBF dollar invested.
3. The dollar amount of the private investment to be leveraged as a result of the SBF investment.
4. The strategic importance of the industry to the Commonwealth and the applicant being assisted and/or the area being served.

## Section VII – Penalties and Inspections

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### A. Penalties

1. Failure to meet any of the terms or conditions of the loan may result in an increase in the interest rate to a rate not exceeding 2% above the current prime interest rate on the outstanding principal for the remainder of the loan unless it is determined by DCED that failure was due to circumstances beyond the control of the business.
2. Any material misrepresentation in any application or use of loan funds for ineligible activities may be cause for rejection of an application or for calling an SBF loan in default. In addition, the matter may be referred to the appropriate authorities for criminal investigation.

### B. Inspections

Upon reasonable request of DCED or the ALO, the applicant shall permit duly authorized employees of the Commonwealth and the ALO to inspect the plant, books and records of the small business enterprise.

## Section VIII – Contact Information

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Program inquires should be directed to the ALO serving your country (see Appendix 1) or to:

Department of Community and Economic Development  
Center for Business Financing  
400 North Street, 4<sup>th</sup> Floor  
Commonwealth Keystone Building  
Harrisburg, Pennsylvania 17120-0225  
Phone: (717) 783-5046  
Fax: (717) 787-0879  
E-mail: ra-dcedsbfo@state.pa.us

## Section IX – First Industries Program

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Agriculture and tourism – two of Pennsylvania's largest industries – are longtime contributors to the Commonwealth's economic health. Through the First Industries Program, low-interest loans are being made available to assist production agriculture and tourism related enterprises. Funds available under this section shall be administered in accordance with Sections I – VIII of these guidelines. Those instances where the First Industries Program requirements differ from the Small Business First Program requirements are identified below.

### A. Eligible Small Business Enterprise

To be eligible for First Industries funds, a for-profit small business enterprise having 100 or fewer employees worldwide at the time of application must be engaged in one of the following activities:

1. Production agriculture, which is the production of farm commodities or farming. Farm commodities include: agricultural, horticultural, aquacultural, vegetable, fruit and floricultural products; livestock and meats; wools; hides; furs; poultry and eggs; dairy products; nuts; mushrooms; honey products; and forest products.
2. Agribusiness (for example, food processing).
3. The sale of farm commodities at wholesale.
4. The sale of farm commodities at retail by urban and rural supermarkets located in underserved areas. Supermarkets are retail stores operated on a self-service basis, primarily selling groceries, produce, meat, baked goods and dairy products. Convenience stores do not qualify as supermarkets. Underserved area is defined as a low or moderate income census tract, an area of below average supermarket density or an area having a supermarket customer base with more than 50% living in a low income census tract or other area demonstrated to have significant access limitations due to travel distance as determined by the Commonwealth Financing Authority.
5. Farmers' markets.
6. Energy-related activities impacting production agriculture or agribusiness.
7. Activities which implement best management practices related to agricultural waste, waste products and byproducts, or fertilizer.
8. Destination sites located in Pennsylvania, including but not limited to historic, heritage, cultural, sporting, amusement, nature, outdoor recreational, or retail venues.
9. Hospitality establishments, including lodging and restaurants, retail establishments, and outdoor activity-based businesses in close geographic proximity to a Pennsylvania destination site or part of the marketing effort that targets a Pennsylvania destination site.
10. Businesses that develop and market travel packages for the purpose of bringing out of state visitors into Pennsylvania to enjoy attractions and stay in overnight, paid accommodations.
11. Public/private partnerships formed to enhance or optimize the use of Commonwealth owned resources such as state-owned parks and state game lands.
12. Tourism related activities or events that promote overnight visits in Pennsylvania.

## **B. Application Evaluation**

In addition to the ALO's evaluation of the historical and financial performance to assess the ability of a small business enterprise to repay the SBF loan, the application will be evaluated by DCED. Final approval will be made by the Commonwealth Financing Authority. Priority consideration will be given if the project demonstrates one or more of the following:

### **For tourism projects –**

1. The project will demonstrate a significant economic impact to the Commonwealth or the host municipality in which it will be located, and it will enhance the tourism industry within the Commonwealth.
2. The project will result in cost-effective and efficient marketing of regional assets related to tourism.
3. The project will promote a public/private partnership for the utilization of a Commonwealth-owned resource.

4. The project will generate significant room night demand for overnight accommodations and will draw tourists from outside a 100-mile radius of the proposed site.
5. The project will define or interpret the heritage of neighborhoods, communities, or regions of the Commonwealth.
6. The project will capture the location character.
7. The project is ready to proceed.
8. The project will positively impact economic conditions in an economically distressed area of the Commonwealth.
9. The project will leverage significant local matching funds.
10. The project adheres to sound land use principles.
11. The project requires public financial assistance to move forward or to be competitive with similar projects in the region.

**For agriculture projects –**

1. The project will demonstrate a significant economic impact to the Commonwealth or the host municipality in which it will be located, and it will enhance the agricultural industry within the Commonwealth.
2. The impact of the project, if any, on prime farmland.
3. The project is ready to proceed.
4. The project will positively impact economic conditions in an economically distressed area of the Commonwealth.
5. The project will leverage significant local matching funds.
6. The project demonstrates partnerships between private sector corporations and public sector and/or non-profit organizations.
7. The project adheres to sound land use principles.
8. The project requires public financial assistance to move forward or to be competitive with similar projects in the region.
9. The project is working in conjunction with other programs promoting urban and rural supermarket development, including, but not limited to, the Fresh Food Financing Initiative.

**C. Interest Rate**

An annual fixed rate of 3% is effective October 1, 2008. However, a project involving a farmer or business whose land is enrolled in a farmland preservation program or an Agricultural Security Area (ASA) or a project involving urban or rural supermarkets may receive a 1% reduction in the interest rate normally assessed for SBF loans, but the interest rate to be applied may not be less than 2%.

#### **D. Application Forms**

Applicants for First Industries SBF loans will use the electronic on-line DCED Single Application for Assistance. Completed First Industries SBF Applications should be submitted to the ALO responsible for the County in which the business is located. Applications submitted to DCED by an Applicant will be returned to the Applicant with instructions to contact the appropriate ALO. After review and approval by the ALO, two copies of the application must be submitted to DCED. Two copies of the supplemental information to the application will need to be mailed to DCED if in electronic format; the supplemental information can be e-mailed to [ra-dcedcbf@state.pa.us](mailto:ra-dcedcbf@state.pa.us). Please be sure to reference the identification number for the application submitted online if you are mailing or e-mailing supplemental information.

# Appendix I – Area Loan Organizations

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An Area Loan organization is a non-profit economic development organization certified by the Department of Community and Economic Development to package loan applications, evaluate and approve loans, and administer those loans under the Small Business First loan program. For the most current listing, visit [www.newPA.com/programDetail.aspx?id=33](http://www.newPA.com/programDetail.aspx?id=33).

## **Adams County Economic Development Corporation (ACEDC) (*Adams*)**

Robin Fitzpatrick, President  
1300 ProLine Place  
Gettysburg, PA 17325-2506  
717-334-0042 Fx-717-337-1628  
Email: [rfitzpatrick@acedc.org](mailto:rfitzpatrick@acedc.org)

## **Bucks County Economic Development Corporation (BCEDC) (*Bucks*)**

Robert F. Cormack, Executive Director  
Jim Pawlikowski, Loan Mgr.  
2 East Court Street  
Doylestown, PA 18901  
215-348-9031 Fx-215-348-8829  
Email: [rhc@bcedc.com](mailto:rhc@bcedc.com)  
Email: [jjp@bcedc.com](mailto:jjp@bcedc.com)

## **Capital Region Economic Development Corporation (CREDC) (*Dauphin and Cumberland*)**

David E. Black, President & CEO  
Linda Goldstein, VP/COO  
Melissa M. McLaughlin, Business Finance Officer  
3211 North Front Street, Suite 201  
Harrisburg, PA 17110  
717-232-4099 Fx-717-232-5184  
Email: [mmclaughlin@hbgrc.org](mailto:mmclaughlin@hbgrc.org)

## **Chester County Economic Development Council (CCDC) (*Chester*)**

Gary W. Smith, Executive Director  
Chuck Evans, Loan Manager x242,  
Linda Mulgrew, AA x216  
737 Constitution Drive  
Exton, PA 19341  
610-458-5700 Fx 610-458-7770  
Email: [cevans@cceconomicdevelopment.com](mailto:cevans@cceconomicdevelopment.com)  
Email: [lmulgrew@cceconomicdevelopment.com](mailto:lmulgrew@cceconomicdevelopment.com)

## **Delaware County Economic Development Oversight Board (DCEDOB) (*Delaware*)**

J. Patrick Killian, Commerce Director  
Robert J. Leitzell, Finance Director  
200 East State Street Ste 205  
Media, PA 19063  
610-566-2225 Fx 610-566-7337  
Email: [bob@delcopa.org](mailto:bob@delcopa.org)  
Email: [jpk@delcopa.org](mailto:jpk@delcopa.org)

## **EDC Finance Corporation (EDFC) (*Lancaster*)**

David K. Nikoloff, Executive Director  
John Biemiller, Assistant Director  
Southern Market Center  
100 South Queen Street, P.O. Box 1558  
Lancaster, PA 17608-1558  
717-397-3531 Fx-717-293-3159  
Email: [biemiller@edclancaster.com](mailto:biemiller@edclancaster.com)

## **Franklin County Area Development Corporation (FCADC) (*Franklin*)**

L. Michael Ross, President  
Judy Evans-Ops Mgr;  
1900 Wayne Road  
Chambersburg, PA 17202-8836  
717-263-8282 Fx-717-263-0662  
Email: [mike@fcadc.com](mailto:mike@fcadc.com)  
Email: [judy@fcadc.com](mailto:judy@fcadc.com)

## **Greater Berks Development Fund (GBDF) (*Berks*)**

Edward J. Swoyer, Jr. President  
Christopher S. Witmer, Director of Project Development  
P.O. Box 8621  
19 North 6th Street, Suite 200  
Reading, PA 19603-8621  
610-376-6739 Fx-610-478-9553  
Email: [eswoyer@readingpa.com](mailto:eswoyer@readingpa.com)  
Email: [cwitmer@readingpa.com](mailto:cwitmer@readingpa.com)

**Johnstown Industrial Development Corporation (JIDC)** (*Armstrong, Cambria, Fayette, Greene, Indiana, Somerset Washington & Westmoreland*)  
Michelle Clapper, VP, Economic Dev.  
325 Market Street, Suite 200  
Johnstown, PA 15901  
814-535-8675 Fx-814-535-8677  
Email: mclapper@jari.com

**Lebanon Valley Economic Development Corporation (LVEDC)** (*Lebanon*)  
Charles Blankenship, President  
Susan Eberly, Vice President  
445 Schaeffer Road/P.O. Box 52  
Lebanon, PA 17042  
717-274-3180 Fx-717-274-1367  
Email: cblankenship@lvedc.org  
Email: seberly@lvedc.org

**Lehigh's Economic Advancement Project, Inc. (LEAP)** (*Lehigh and Northampton*)  
Samuel J. Jones, President  
Judy Yanega, Fin. Mgr.  
John Kingsley, VP Economic Development  
2158 Avenue "C" Suite 200  
Bethlehem, PA 18017  
610-266-6775 Fx-610-266-7623  
Email: jyanega@lehighvalley.org  
E-mail: jkingsley@lehighvalley.org

**Montgomery County Development Corporation (MCDC)** (*Montgomery*)  
Gerald J. Birkelbach, Executive Director  
John Elias, Loan Officer  
1430 DeKalb Street  
Human Services Center, 5th Floor  
Norristown, PA 19401  
610-278-5950 Fx 610-278-5944  
Email: gbirkelb@mail.montcopa.org  
Email: jelias@mail.montcopa.org

**North Central Pennsylvania Regional Planning & Development Commission (NCPRPDC)** (*Cameron, Clearfield, Elk, Jefferson, McKean, and Potter*)  
Eric M. Bridges, Executive Director  
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