

State Economic Development Program Expenditures Database

Glossary of Terms¹ *Spring 2015*

Term	Definition
General Database Definitions	
State Economic Development Program Expenditures	State programs designed to address specific business needs to encourage success and growth, such as grants and loans, exclusive of capital outlay. Tax expenditures, defined as subsidies provided through the tax code, and expenditures at the sub-state level are not included in the Database.
Function	The general economic development objective targeted by the program.
Activity	Sub-category of Function, providing more detail on specific program goals, responsibilities, and tasks.
Fiscal Year	A 12-month state accounting period that usually varies from the calendar year and the federal fiscal year. It is the period during which obligations are incurred and appropriations are expended. In most states, the fiscal year runs from July 1 through the following June 30.
Budget Status	For each item included in the Database, C2ER uses the funding amount that most closely reflects actual state spending for a given fiscal year. For each line item, the most updated data published by the state may represent actual, appropriated or proposed spending. The terminology used to refer to the budget status (actual, appropriated, or proposed) may be identified in the budget document using alternate terminology, according to the state.
Actual	Expenditures that represent payments actually made in a given fiscal year, regardless of the state fiscal year in which the appropriations were reserved or encumbered for such payments. Data on actual spending is generally published after the end date of the relevant fiscal year.
Appropriated	Funding that has been authorized to a specific agency or program to make expenditures/incur obligations for a specified purpose and period of time. Appropriations are generally made by the state legislature during the annual budget legislation period. Some items are subject to continuous appropriations according to statutes, regulations or the legislature.
Proposed	Recommended appropriations (usually made by the governor but in some states also proposed by the legislative branches) for all operating funds of the State issued in one-or-two-year spending plans for the financial operation of state government.
Funding Sources	The specific source of funding for program activities. Programs may be funded from multiple sources.
General Revenues	This is the predominant fund used to finance state government programs. It is used to account for revenues that are not earmarked for a specific fund. For most states, the primary sources of general revenue are personal income taxes, sales and use taxes, and business taxes.

¹ The Database definitions were developed by C2ER staff based on prior experience and from materials used by the National Association of State Development Agencies in their historical surveys during the 1990s.

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Other State Funding	All other state funds from taxes, licenses and fees where the use of such revenues is restricted by law for particular functions or activities of government.
Other Nongovernment Funding	Funding from sources other than state, federal or local government revenue, such as funding from private sources or revenue from user fees charged through a public-private partnership.
Federal Funding	Funds received directly from an agency of the federal government.
Total State funding	The sum of General Revenues, Other State Funding, and Other Nongovernment Funding.
Total Funding	The sum of state and federal funding.
Agency	Any agency, department, board, commission, or office that is a unit of the state’s executive, legislative or judicial branches. Agencies are responsible for receiving and distributing program funding.
Program	The activities of an organization grouped on the basis of common objectives. Programs are comprised of elements, which can be further divided into components and tasks (the lowest defined program activity).
Budget Document	<p>The state produced document showing the state plan of operation for a specific period of time, expressed in financial terms. State budgets are released according to the budget schedule of each state. Budgets may be released as:</p> <ul style="list-style-type: none"> • Annual budget and annual legislative session • Biennial budget and annual legislative session • Biennial budget and biennial legislative session <p>States in the Database are updated either annually, biennially, or partially updated annually, according to each state’s budget release schedule.</p> <p>For the purposes of the Database, C2ER reviews each state agency within the budget document to collect budget data for every line item that falls into one of the economic development functional categories outlined below. Line items are units by which the state legislature appropriates money, consisting of language that outlines how the money may be spent, the amount, and the fund designation.</p> <p>C2ER aggregates budget data using the state-produced budget document that provides the highest level of detail for the line items of every state agency, including details on funding amounts, sources, purposes, and the most up-to-date data on expenditures for each fiscal year. For this reason, the budget document chosen to use as the reference document may be the governor’s proposed budget, interim or final legislative budget, historical budget data produced by the state budget or legislative analysis office, or another state-produced report.</p> <p>In most cases, the funding amounts listed in the Database are taken directly from the referenced budget document. However, due to the variation in state budget formats and schedules, some items listed in the Database are modified to fit the Database structure. Any modifications are described in the “Notes” field for each item, as are the page numbers in the reference document for each included item.</p>

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Function and Activity Definitions	
1. Business Finance	Business Finance represents direct and indirect lending programs designed to address capital access issues. Business Finance can encompass funding functions (borrowing, lending, investing) and access to capital for leverage, growth, merger, acquisition, or divestiture of the business.
1A. Fund Management	In most cases, states have identified a portion of the funds or have some budget for administration of the loans or grants. These administrative costs are allocated to staff or consultants to help market the program, package loans, manage the portfolio, pay for losses from defaults or delinquencies, and provide staff to address any issues that may arise during a loan's repayment.
1B. Loans available to Business	The bulk of business finance is allocated to the "principal" for the loan fund in the form of direct loans, authorization for loan guarantee, or other such allocations that are provided to eligible businesses. The principal funds may be recaptured in some form and reused in future years to assist businesses.
1C. Grants to business	Grants to business include any general support direct grants to firms that are not expected to be repaid. These grants provide for general purposes and not for specific purposes listed elsewhere (such as training or export promotion grants).
1D. Other business finance	Business finance programs that are not elsewhere classified, or fall into more than one activity category.
2. Strategic Business Attraction Fund	<p>A strategic business attraction fund (sometimes called a "rainy day" or "sunny day" fund) represents resources allocated to unique projects that may not be funded from a specific existing program. Without the Strategic Business Attraction Fund, the state (a) might not have been able to provide the incentive for a project or (b) might have required legislative authorization.</p> <p>A strategic business attraction fund generally has basic eligibility criteria, but its use is left up to the discretion of the head of the agency. The resources are allocated at the beginning of the fiscal year and used for economic development projects that the agency might not have expected to happen. The pre-authorization for these projects is done to provide the agency flexibility in responding to unique opportunities for the state.</p>
2A. Grants for strategic projects	Funding offered as a grant to the firm or community.
2B. Loans for strategic projects	Funding offered as a loan to the firm or community.
2C. Other strategic business attraction fund activities	Strategic business attraction fund activities that are not elsewhere classified, or fall into more than one activity category.
3. Business Assistance	Business assistance programs include small business development centers (SBDs) and counseling for small businesses. This element also includes procurement technical assistance, small business ombudsmen, and related regulatory assistance. These programs are often focused on helping the manager develop and improve their business management skills in the area of financial management and business strategy.

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Term	Definition
3A. Procurement	Assistance provided to businesses to assist them in securing federal, state and/or local government business. In some states, procurement programs have also been developed to increase the amount of local purchasing made by firms within the state.
3B. Small business development	Small business development assistance is generally aimed at providing specific services that a small business typically cannot afford, or general business planning. Assistance is often provided through SBDCs that receive state funding. Examples of technical assistance can include aid with preparing grant applications, training staff, applying for loans, and marketing products.
3C. Business retention/expansion	Business retention and expansion efforts are designed to help existing companies maximize their success in the state and in their communities. This element includes identifying company needs, helping companies cope with changing economic conditions and internal company problems, as well as creating a more favorable business environment.
3D. Industry association support	<p>Industry association assistance refers to financial or staff assistance provided to industry groups within the state. Some states provide matching funds for industry groups to help encourage business networking or to support information gathering on that particular industry.</p> <p>This is distinguished from financial and other assistance provided to protect or promote the products or services of a specific industry, included under Special Industry Assistance.</p>
3E. Other business assistance	Business assistance activities that are not elsewhere classified, or fall into more than one activity category.
4. International Trade and Investment	International trade programs may involve export promotion, international marketing and recruitment, foreign direct investment assistance, and an array of programs aimed at building stronger economic ties between the state and other parts of the world.
4A. Export promotion (excluding overseas representation)	<p>Export development can help a manufacturing or service company diversify its customer base, expand its operations and become more profitable.</p> <p>Export services include:</p> <ul style="list-style-type: none"> • Assessing company capacity for exporting • Market research • Information services (on exporting, trade regulations, transportation, etc.) • International lead generation • Trade shows/exhibitions • Promotional marketing trips
4B. Foreign direct investment (excluding overseas representation)	This category encompasses efforts to attract foreign companies or individuals to invest in or relocate to the state. Examples include trade missions, international trade shows, and promotion of the EB-5 Immigrant Investor visa program.
4C. Overseas representation	Includes all the costs and resources involved directly in the operation of overseas offices (i.e. overseas staff) and those indirectly required (i.e. domestic offices management, communications, travel).

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4D. Advertising (international)	Includes the creation of effective sales and promotional materials, identification of cost-effective media and marketing tools to help deliver marketing messages to international business clients.
4E. Other international trade and investment	International trade and investment activities that are not elsewhere classified, or fall into more than one activity category. Examples include assisting in the development of joint ventures between international and domestic businesses.
5. Domestic Recruitment/Out-of-State	The attraction and recruitment of companies to relocate or to set up a new branch or operation in a state or community, including efforts to clarify a state's competitive position in changing economic conditions and identify those industries where they have (or will create) a competitive advantage.
5A. Advertising (domestic)	Includes the creation of effective sales and promotional materials, identification of cost-effective media and marketing tools that help to deliver marketing messages to business clients. Public relations, publications, sales materials, website marketing, and direct response are examples of tools that development organizations tailor to meet their sales goals, markets, and budget.
5B. Marketing/prospect development (domestic)	<p>Marketing is the analysis, planning, implementation and management of a carefully formulated program designed to influence the level, timing and character of demand in selected target markets for the purpose of achieving an economic development organization's objectives. Marketing focuses on the needs of the prospect, matching the state/community (as a product) with the prospect's needs.</p> <p>It includes all expenditures and personnel associated with identifying and developing business leads (i.e. identifying the decision makers within the targets, confirming the targets site parameters and timing, confirming the company's decision making process, and confirming the company's interest to consider an investment within the state, region and/or community). Marketing includes client and project management as these leads are moved to opportunity generation and closing.</p>
5C. Prospect site location assistance	Development organizations provide new, expanding or relocating businesses assistance for locating sites that fit the needs of their facilit(ies). These services include providing information on existing buildings, sites, and organizing visitation programs. States use digital databases and collateral materials to make this process easier for the prospective business.
5D. Other domestic recruitment/out-of-state	Domestic recruitment/out-of-state activities that are not elsewhere classified, or fall into more than one activity category.
6. Workforce Preparation and Development	Workforce preparation and development focuses on the education, training and recruitment of workers with programs concentrating on improving the skill base and job placement of a state and/or community's labor base. For economic development, these programs are almost always employer or firm focused.
6A. Customized training	Customized training refers to building specific skills tailored to an individual business or group of like businesses. The programs are often targeted to firms creating new jobs or to workers who are changing jobs as a career enhancement strategy.

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6B. Incumbent worker training	Programs to encourage businesses to provide technical skills and life-skill training to their existing workers to upgrade their skills. The business need not be required to increase the number of employees in order to qualify for assistance, but the public purpose is to help workers increase their pay and/or career opportunities.
6C. Apprenticeships	Apprenticeship programs provide access to resources to hire staff that need additional on-the-job training. These programs may provide partial or full funding for salaries/wages in addition to training and other services.
6D. Sector-specific training (all non-manufacturing industries)	Training activities intended to build the state's talent pipeline to staff companies as part of specific sector (or industry specific) strategies. States may offer training programs to address industry-wide needs for a consortia of companies currently operating in the state, or these efforts may be part of the state's domestic recruitment efforts to grow targeted industries in the state through workforce development. The applicant for these funds is often a training service provider (e.g., a community college, university, or private training provider), but the indirect beneficiary is a company or group of companies.
6E. Sector-specific training (manufacturing)	This category has the same definition as the previous category, but focuses only on state sector strategies aimed at manufacturing industries. Manufacturing is separated out because many states have particular strategies for advancing the manufacturing industry in their state.
6F. Other workforce preparation and development	Workforce preparation and development activities that are not elsewhere classified, or fall into more than one activity category.
7. Technology Transfer	"Technology transfer" is an abbreviated reference to the various programs aimed at enhancing the development and adoption of new ideas in a business. Process and product improvements are included.
7A. Technology commercialization	<p>There can be a number of programs in each state related to technology commercialization including:</p> <ul style="list-style-type: none"> • Facilitating financing for technology-based firms and programs • Developing technology-oriented research parks or other commercial space to enhance public/private technology investment • Facilitating the patenting and licensing of technologies • Providing assistance in commercializing new technologies <p>It is common for technology councils consisting of industry to collaborate with university research.</p>
7B. Research and development	<p>Research and development (R&D) investments are made in a variety of industries and technologies, e.g., biotechnology, nanotechnology, aerospace, etc. These programs are aimed at increasing basic research and encouraging investment in applied research by companies in these targeted technology areas.</p> <p>Some of the resources included here are legislated for R&D and the funds can be distributed in/among the industry(ies) deemed most important by the state's strategy, at the discretion of the Governor or the agency's executives. Research and development activities specific to an industry are included under the category Special Industry Assistance.</p>

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7C. Modernization/manufacturing extension	Modernization programs help businesses improve the design of their products or production processes. One of the most important national programs delivered at the state level is the Manufacturing Extension Partnership (MEP). MEP programs (found in every state) are designed to improve business productivity through the adoption of modern technologies and business practices. The MEP takes a holistic approach to the modernization of manufacturers by addressing needs in: (1) Management, (2) Marketing, (3) Manufacturing, (4) Information Technology and (5) People.
7D. Company quality enhancement	Some states have specific programs targeted to the enhancement of business. Quality enhancement can include a commitment to continuous improvement, quality assurance, quality controls, quality design, and quality management systems. Supplier evaluation and partnerships are also important aspects of assuring quality. These programs often include a quality awards program, developed with criteria that are similar to the federal government's Malcolm Baldrige Quality Awards.
7E. Other technology transfer	Technology transfer activities that are not elsewhere classified, or fall into more than one activity category.
8. Entrepreneurial Development	Entrepreneurial development includes all forms of assistance aimed at enhancing the likelihood that a new firm will survive, including any program that has an explicit or implicit age-of-firm requirement (focused on helping only "young firms"). These programs are distinct from small business development programs aimed at firms (of any age) below a certain size. Entrepreneurial development is focused on programs geared toward helping a firm in the first two to three years (including equity capital programs or incubator assistance).
8A. Assistance to start-ups	There can be a wide variety of programs designed to nurture entrepreneurship, including entrepreneurial education. This assistance is provided in the form of in-kind support, such as mentoring, counseling, advising, or consulting (even if on a fee-for-service basis), excluding financial assistance or access to equipment/facilities for new firms.
8B. Incubator development/operations support	Incubators are mechanisms to encourage and support a wide variety of young companies until they become viable. They provide new firms with affordable space, assist them with technical and management support, help them to secure equity and long-term debt financing, and help them locate qualified employees.
8C. Seed/venture capital	The identification of seed capital, development and management of relations with venture capital investors seeks to support business starts and growth. Venture capital is an investment made where there is a possibility of very substantial returns (as much as 40% within a short period). It is usually invested in dynamic, growing and developing enterprises, rather than start-ups. Seed capital refers to financing obtained by a company before it has completed developing a prototype of its product. Similar to venture capital, seed capital is offered at the pre-production stage. For both types of financing, the capital is subject to considerable risk and uncertainty.

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8D. Other entrepreneurial development	Entrepreneurial development activities that are not elsewhere classified, or fall into more than one activity category.
9. Minority business development	Programs designed to meet a wide variety of the under-served needs of Small Disadvantaged Business Enterprises (SBDEs) (i.e. women, immigrants, native Americans, etc.) – particularly in the areas of contracting, business development and financing. This category excludes business development programs, such as SBDCs, that are structured to target a certain percentage of their overall services to minority businesses.
9A. Bonding and contracting, lending, and grant assistance	<p>The portion of a state’s business financing programs for separate programs to provide bonding and contracting, direct loan and guarantee, or grant assistance for businesses owned by traditionally disadvantaged individuals.</p> <ul style="list-style-type: none"> • Bonding and contracting assistance helps businesses secure bonding and enter into contracts to do business with both the public and private sectors. • Lending and grant assistance programs provide financial aid to businesses owned by traditionally disadvantaged individuals. In some cases, they require that participating firms be qualified for designation as a minority-owned enterprise under SBA’s Section 8(a) program.
9B. Business development assistance	Minority business development centers (in collaboration with the federal Minority Business Development Agency) that meet the unique needs of traditionally disadvantaged business owners, including African-American, Hispanic, Native-American, and women-owned enterprises.
9C. Other minority business development	Minority business development activities that are not elsewhere classified, or fall into more than one activity category.
10. Community Assistance	Community development covers a broad range of issues from the design and development of the community as a "product" to the design and development of a group of communities as a regional product.
10A. Infrastructure (e.g., road/sewer/telecommunications)	<p>The ongoing planning/design, investment and maintenance of an affordable and competitive infrastructure needed to support ongoing private sector investment and an acceptable quality of life. Types of infrastructure include road, sewer, telecommunications (digital and non-digital), water, etc.</p> <p>This category only includes infrastructure funding by economic and community development agencies. Other state agencies involved in building and operating state infrastructure, such as departments of transportation and energy, are not included. This category also includes federal community development block grant funding.</p>
10B. Project-specific infrastructure	The planning/design, investment and maintenance in infrastructure that is needed for a specific economic development project. These are often major projects that affect the future of a region that have been identified due to a unique opportunity (such as a new business facility). For example, the expansion of a water treatment facility to take care of the needs of a food processing manufacturer would be project specific infrastructure.

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10C. Community center revitalization	Efforts to generate increased economic and cultural activity in either traditional or new community centers in the state. Community centers may be set in large urban areas, or smaller, rural locations with “village centers”. This category only includes initiatives which utilize state funding for downtown revitalization. This activity includes such items as historic preservation and Main Street programs.
10D. Technical assistance/capacity building to communities (including rural)	<p>Any activities that build capacity at the local level to support economic development. In particular, it is focused on helping staff develop and implement project ideas and working with local leaders to develop plans and strategies, as well as to understand their role in promoting economic growth. This category could include such items as leadership development or community/economic development education.</p> <p>Leadership development is a systematic approach that identifies and prepares citizens for effective participation in introducing and managing economic growth and diversity to their state and communities. Community/economic development education builds the understanding and skills necessary among community leaders directly involved in economic development (including professionals, boards, volunteers and other state/local decision makers) to be effective at economic development.</p>
10E. Grants to local/regional development organizations	Grants could cover a wide variety of purposes. Examples include financial assistance provided to help communities develop organizations, hire economic developers, or support strategic planning efforts.
10F. Funding for targeted geographic zones	Targeted investments or grants to enterprise and other targeted zones are designed to help state-designated distressed communities address local problems. In some cases, this funding may provide state staff to support local efforts, and in other cases, the state may provide pass through funding for projects or programs designed by and for the zone community.
10G. Site preparation and development	This category includes funding for redevelopment of large commercial or industrial sites that are idle, abandoned, or underutilized. Activities may include demolition, environmental remediation (including Brownfields programs), or site-specific improvements to advance the site to shovel-ready status or enhance the site’s market attractiveness. This category includes recovery project funding for companies affected by major natural and man-made disaster events that had large regional impacts.
10H. Other community assistance	Community assistance activities that are not elsewhere classified, or fall into more than one activity category.
11. Tourism/Film	Many states consider tourism as a base (primary) sector industry creating new wealth when it attracts visitors and dollars into the state. The development of recreation, amenities and entertainment opportunities (along with supporting businesses) can also lead to the improvement of the overall quality of life and infrastructure. Tourism can be found located within state commerce and development departments, or may operate as an independent organization.

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11A. Tourism advertising	<p>Tourism advertising targets a different client than economic development. It includes the creation of effective sales and promotional materials, identification of cost-effective media, and marketing tools that help to deliver marketing messages to in-state, out-of-state, and international clients to increase tourism to a state.</p> <p>Public relations, publications, sales materials, website marketing and direct response are examples of tools that tourism organizations tailor to meet their sales goals, markets, and budget.</p>
11B. Tourism promotion (excluding advertising)	<p>In addition to advertising, tourism promotion can include resources utilized for a wide range of activities. Examples include visitor information centers, trade and travel shows, tourism and travel associations, and travel and tour operators.</p>
11C. Tourism development	<p>Would include the expenditures related to a wide range of activities related to creating product designed to attract tourists, including programs, products and services. Programs can include a diverse range of ongoing tourist attraction activities, often meant to highlight the unique recreational opportunities available in the state. Tourism development products and services could include such attractions as convention centers, and other ongoing tourism infrastructure installations. Funding included in this section is directed toward operating needs, not capital expenditures for constructing tourism attractions.</p>
11D. Film promotion	<p>Proactive marketing of a state or community to attract film or television production to the area. The purpose of film promotion can be for a state to build their film production industry, raise tax revenue from film production, or build publicity for their state. i.e., greater awareness and development of the state's image.</p>
11E. Major Events/Festivals	<p>Includes activities and expenditure related to the development and support of new or existing major events and festivals targeted at in-state and out-of-state customers. Examples include state fairs, major sporting events, and trade shows.</p>
11F. Other tourism/film	<p>Tourism/film activities that are not elsewhere classified, or fall into more than one activity category.</p>
12. Special Industry Assistance	<p>This area is focused on state investments in developing and promoting new products in areas of specific interest to the state. In general, it includes special promotion efforts identified in an agency's budget to help traditionally important or emerging state industries. Some of the more common industries that receive special treatment are identified in the activities of this functional area. Specialized Research and Development (R&D) activities within that industry might either be included here or in R&D (see Technology Transfer), depending on the managing agency's discretion in determining where the resources will be spent.</p>
12A. Energy and environment	<p>The environmental industry includes environmental protection, assessment, environmental regulations compliance efforts, pollution control, waste management, remediation of contaminated property, and the provision and delivery of environmental resources. The energy industry sector involves all of the industries involved in the production and sale of energy, including fuel extraction, manufacturing, refining and distribution.</p>

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12B. Information and technology	This sector includes research, development and distribution of technologically based goods and services, including businesses revolving around the manufacturing of electronics, creation of software, computers or products, and services relating to information technology. Information technology can be defined as the collection of technologies that deal specifically with processing, storing, and communicating information, including all types of computer and communications systems as well as reprographics methodologies.
12C. Agriculture and agribusiness	Agriculture involves the production of crops, livestock, or poultry. Agribusiness is the business of agricultural production, including agrichemicals, breeding, crop production (farming and contract farming), distribution, farm machinery, processing, and seed supply, as well as marketing and retail sales. This activity does not include farmland preservation.
12D. Biotechnology and life sciences	Biotechnology is the use of biological processes, organisms, or systems to manufacture products intended to improve the quality of human life. Life sciences are the sciences concerned with the study of living organisms, including biology, botany, zoology, microbiology, physiology, biochemistry, and related subjects.
12E. Advanced manufacturing	Advanced manufacturing is a family of activities that (a) depend on the use and coordination of information, automation, computation, software, sensing, and networking, and/or (b) make use of cutting edge materials and emerging capabilities enabled by the physical and biological sciences, for example nanotechnology, chemistry, and biology. It involves both new ways to manufacture existing products, and the manufacture of new products emerging from new advanced technologies. (Source: President’s Council of Advisors on Science and Technology)
12F. Aerospace and defense	Aerospace and defense can include a large range of industries, including but not limited to commercial and military aircraft, naval platforms, military land vehicles, arms, armaments, defense contracting services, aircraft manufacturing, aircraft engines and parts manufacturing, military maintenance, airline repair centers and space launch activities.
12G. Racing and gaming	Activities related to developing the racetrack, gambling, and motorsports industries in the state.
12H. Sector-building strategies	This section is often focused on addressing the adverse impact of changes in a traditionally important industry. Examples of industries that have been the subject of such programs include defense-dependent firms, lumber and wood products, fisheries, marine and boatbuilding, furniture, textiles, steel, etc. These programs are focused on “easing the transition” for firms rather than on helping to foster or encourage that specific industry in the state.
12I. Other	Special Industry activities related to industries that are not elsewhere classified, or fall into more than one industry category.
13. Program Support	There are several functions needed to support economic development efforts at a state, community or local level. These functions are not to be considered as administrative costs or overhead.

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13A. Policy and planning	This activity includes research, management and dissemination of information on economic development competitors, policies, and best practices. This information is used to assist decision makers in new economic development policymaking and assessment of the impact of current and new policy.
13B. Economic research	This activity can include: <ul style="list-style-type: none"> • Maintenance of information on the state’s business community - especially those that are new wealth creators • Competitive assessments of states, regions, and communities • Information about targeted industries and businesses • Prospect proposal development efforts • Research performed by a state Labor Market Information office
13C. Data dissemination/web site	Resources allocated to the management and dissemination of information via traditional and electronic media to businesses, other development organizations/stakeholders, and the state’s citizens. In some states, the Census Bureau’s State Data Center may be located within the state economic development agency.
13D. Public relations/ intergovernmental	Resources allocated to communication activity between the agency and the various constituencies that economic development needs to inform.
13E. Secretary/Director's office	Resources allocated to the operation and staffing requirements related to the agency director and support office(s). This office provides the executive leadership to the economic development efforts.
13F. In-State regional offices	Resources allocated to the operation and staffing requirements of any regional offices that the state economic development agency may operate.
13G. Other program support	Program support activities that are not elsewhere classified, or fall into more than one activity category.
14. Administration	This function includes all of the overhead required to support all of the functions above. This could include information systems, accounting, personnel, travel, etc.
14A. Information systems, accounting, human resources, etc.	Administrative activities performed as part of running a state agency or division within an agency, excluding administrative activities connected to specified programs. Only administrative activities within the state’s primary economic or community development agencies are included in this category.
15. Other Program Areas	Any non-traditional functions related to economic development or other activities that do not fit any other functional definition.