Board of Directors Report

July 24, 2019

- Focus 81
- Local Gov. Assistance
- LTAP
- NEPA MPO

- Business Finance
- BFC 504
- International Business Dev.
- PTAC

- ARC
- Blue Ribbon Task Force
- Engage!
- NCAC
- Research & Information
NEPA’s Board of Directors 2019-2020

CARBON COUNTY
Kathy Henderson 610-379-5000 khenderson@carboncountychamber.org
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Harold Pudliner 570 427-8640 weatherlyboro@gmail.com
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Ida Castro 570-504-9647 icastro@tcmedc.org
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Tom Donohue 570-347-2056 tdonohue@lamar.com
John McNulty 570-963-4605 jomcnulty@lackawannacounty.org
(MICHAEL KELLER - Alternate)
Alex Stark 570-558-5112 astark@kaneisable.com

LUZERNE COUNTY
Stephen Barrouk (Executive Committee-2nd Vice-Board Chairperson) 570-814-9114 sbarrouk@citybrokersllc.com
Mary Malone 570-455-1509 mmalone@hazletonchamber.org
Tim McGinley (County Council) 570-825-1500 tim.mcginley@luzernecounty.org
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Michelle Mikitish 570-655-1424 mmikitish@pittstonchamber.org
Kevin O'Donnell 570-455-1508 kodonnell@hazletoncando.com
Ted Wampole 888-905-2872 theodore.wampole@luzerne.org

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Chris Barrett 570-421-5791 cbarrett@poconos.org
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Chuck Leonard 570-839-1592 cleonard@pmedc.com
John Christy (County Commissioner) 570-517-3102 jchristy@monroecountypa.gov
(Charles Garris - Alternate) 570-517-3102 cgarris@monroecountypa.gov
Mary Frances Postupack (Executive Committee-Assistant Secretary) 570-422-7920 mpostupack@esu.edu

PIKE COUNTY
Derek Bellinger 570-409-0057 derek.bellinger@waynebank.com
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William Kerstetter (Executive Committee-Assistant Treasurer) 570-832-1578 cobk@ptd.net
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Peter Wulfhorst 570-356-4045 ptw3@psu.edu

SCHUYLKILL COUNTY
Robert Carl 570-622-1942 rcarl@schuylkillchamber.com
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George Halcovage (County Commissioner) 570-628-1202 ghalcovage@co.schuylkill.pa.us
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Bud Quandel (Executive Committee-Past Board Chairperson) 570-544-4775 bquandel@quandel.com

WAYNE COUNTY
Joseph Adams (County Commissioner) 570-253-5970 jwadams@waynecountypa.gov
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AT-LARGE
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Vince Galko 570-751-3798 vgalko@mercuryllc.com
Larry Malski 570-963-6676 lmalski@pnrra.org
Josh Olerud 570-969-2255 jolerud@swbrailriders.com
Alana Roberts 570-348-1622 aroberts@pplweb.com

EX-OFFICIO
Charles Barber (NCAC Board Chair) 570-714-1570 charles@luzfdn.org
Jeffrey Box 570-655-5581 jbox@nepa-alliance.org
Michelle Bising (PNE Board Chair) 570-839-1992 mbsbing@pmedc.com
(John Augustine - Alternate) 570-883-0504 jagustin@pennsnortheast.com

EMERITUS
David Donlin 570-624-1796 dadmatd515p@comcast.net
Mahmoud Fahmy 570-675-0247 fazmy30@comcast.net
Paul Maher 570-825-7872 n/a
Ernest Prete 570-558-5970 epreate@comcast.net
AGENDA

I. **Call to Order** - Phil Condron, Board Chairperson

II. **Pledge of Allegiance** - Phil Condron, Board Chairperson

III. **Introduction of New Board Members** - Phil Condron/Jeffrey Box

IV. **Board Discussion & Action Items**

   * May 1, 2019 Meeting Minutes - Phil Condron, Board Chairperson 1-7

   * Treasurer’s Report - Wendi Holena, VP & CFO 8-9


   * Resolution 2019-03 authorizing the transfer of an existing EDA-RLF loan fund from NEPIRC to NEPA Alliance – Jeffrey Box/Steve Ursich 13-14

   * Resolution 2019-04 authorizing the closing for a loan from U.S. Department of Agriculture (USDA) for a Rural Microentrepreneur Assistance Program (RMPA) - Jeffrey Box/Steve Ursich 15

   * Resolution 2019-05 authorizing the submission of an application to the U.S. Department of Treasury (CDFI Fund) for certification from the CDFI Fund - Jeffrey Box/Steve Ursich 16

   * Resolution 2019-06 to form a subsidiary for profit entity seeking certification from the U.S. Department of Treasury as a Community Development Entity (CDE) with the goal of leveraging a NMTC allocation on behalf of the NEPA Region and the Commonwealth - Jeffrey Box/Kurt Bauman & Steve Ursich 17-18

   * Program/Committee/Affiliate Reports 19-43

      - Appalachian Regional Commission (ARC) Project Update - Kurt Bauman
      - Blue Ribbon Task Force (BRTF) - Jeffrey Box/Kurt Bauman
      - Communications & Membership - Alex Stark/Donna Hritz
      - Metropolitan Planning Organization (MPO)/Transportation - Alan Baranski
      - Business Development Services - Steve Ursich
      - Nonprofit & Community Assistance Center (NCAC) - Kurt Bauman

V. **President & CEO Report** - Jeffrey Box

VI. **Presentation** – NEPA 101 New Board Member Orientation - Jeffrey Box

VII. **Open Discussion** - Phil Condron, Board Chairperson

VIII. **Adjournment to MPO Policy Board Meeting** Carbon, Monroe, Pike & Schuylkill Counties Policy Board Members
OFFICERS
Phil Condron, Board Chairman
Steve Barrouk, 2nd Vice-Board Chairperson
Bill Kerstetter, Assistant Treasurer
Mary Frances Postupack, Assistant Secretary

CARBON
Comm. Wayne Nothstein

LACKAWANNA
Tom Donohue (conf. call)
Jack McNulty
Alex Stark

LUZERNE
Mary Malone (conf. call)
Tim McGinley
Michelle Mikitish
Kevin O’Donnell

MONROE
Derek Bellinger (conf. call)
Comm. Matt Osterberg (conf. call)
Peter Wulfhorst (conf. call)

PIKE

SCHUYLKILL
Bob Carl (conf. call)
Mike McCord

WAYNE
Dave Hoff
Craig Rickard (conf. call)

AT-LARGE
Matt Connell
Larry Malski

EX-OFFICIO
Charles Barber
Jeffrey Box

STAFF
Alan Baranski
Kurt Bauman
Wendi Holena
Donna Hritz
Kate McMahon
Steve Ursich
The NEPA Alliance held a Board of Directors Meeting on Wednesday, May 1, 2019, at the NEPA office in Pittston. Board Chairman Phil Condron called the meeting to order at 1:05pm.

Board Chairman Phil Condron asked the Board of Directors to join him in reciting the Pledge of Allegiance.

**ACTION ITEMS**

**Minutes** - A motion was made by Kevin O’Donnell and seconded by Bill Kerstetter to accept the minutes from the Board of Directors Meeting of March 6, 2019. *Motion carried*

**Treasurers Report** – Wendi reported that on the Statement of Activities as of March 31, 2019, NEPA has total revenues and expenses of approximately $2 million. She further reported that NEPA has a small increase in net assets of $1,843. Wendi noted that on the Statement of Financial Position NEPA has a very healthy cash balance of approximately $1.2 million, which is higher than NEPA’s normal cash balance of approximately $600,000. She further reported that NEPA has net assets of $1.37 million. Wendi stated that NEPA’s year end is June 30th and will be preparing for the annual audit.

A motion by Matt Connell and seconded by Bill Kerstetter to accept the Treasurer Report as presented. *Motion carried*

**Review of FY2020 Budget Report** – Jeff thanked the Budget & Finance Committee and the Executive Committee for meeting earlier to review the proposed Budget. He stated that the Budget is balanced at $3.4 million in revenues and expenditures. Jeff noted that NEPA is assuming level funding from state and federal sources. Jeff reported that there was a slight increase in the Defense Logistic Agency funding and a lower match requirement, which will allow NEPA to hire an additional full-time staff person to assist with the PTAC program. He further noted that there are capital expenditures listed in the budget (ie: exterior painting, HVAC unit replacements and sealing of the parking lot). He further stated that NEPA will be spending additional dollars on marketing, public relations, website development and logo redesign. Phil reported that there was a discussion regarding NEPA’s cash balances and if there was any value in investing them differently. Wendi reported that due to cash constraints throughout the course of a fiscal year NEPA’s funds are not suitable for long term investments.

A motion was made by Larry Malski and seconded Michelle Mikitish by to accept the FY 2020 Budget as presented. *Motion carried*

**Fiscal Year 2019-2020 NEPA Work Plan Adoption** - Jeff stated that the By-Laws require that NEPA submit the Work Plan annually for the NEPA Board’s consideration and adoption. He stated that in coordination with the budget that was just adopted the NEPA Work Plan is on pages 8 to 18 in the packet, which explains the five (5) operating divisions of NEPA and all of the programs and activities.

A motion was made by Alex Stark and Jack McNulty seconded by to accept the Fiscal Year 2019-2020 NEPA Work Plan as presented. *Motion carried*. 


Fiscal Year 2019-2020 Nominating Committee Recommendations for Board Membership

Steve Barrouk presented the Nominating Committee’s recommendations for the Fiscal Year 2019-2020, which was received from the respective counties and/or recommended by the Nominating Committee for reappointment to the Board of Directors for a 2-year term beginning July 1, 2019.

Carbon County
Joe Sebelin, Executive Director, Pocono Counties WIA

Lackawanna County
Tom Donohue, Vice President/General Manager, Lamar Advertising

Luzerne County
Steve Barrouk, Associate Partner, City Brokers Real Estate
Mary Malone, President, Greater Hazleton Chamber of Commerce

Monroe County
Chuck Leonard, Executive Director, Pocono Mts Economic Dev Corp
Mary Frances Postupack, Vice President, East Stroudsburg University

Pike County
Derek Bellinger, Assistant Vice President, Wayne Bank

Schuylkill County
Micah Gursky, Director of Development, St. Luke's Hosp. Miners Campus
Bud Quandel, President, Quandel Enterprises Inc.

Wayne County
Mark Graziadio, Retired Banker
Dave Hoff, President & CEO, Wayne Memorial Health System

Steve reported that the following recommendations have been received from the counties and/or recommended by the Nominating Committee for new appointments in their respective counties for a 2-year term beginning July 1, 2019.

Carbon County – Marlyn Kissner, Executive VP Northern Region, Greater Pocono Chamber of Commerce

Lackawanna County – Ida Castro, Vice President Community Engagement and Chief Diversity Officer at Geisinger Commonwealth School of Medicine

Luzerne County – Ted Wampole, Executive Director, Visit Luzerne County – Contingent upon approval by the Luzerne County solicitor.

Monroe County – Arthur Keith, General Manager, Kalahari Resorts & Conventions – Contingent upon approval of the Monroe County Commissioners.

Pike County – Cynthia DeFebo, Director, Pike County Workforce Development Agency
Steve reported that the following have been recommended by the Nominating Committee to the Board Chairperson for his action to **reappointment** them to **At Large Board Seats**.

Matt Connell, Dean, Northampton Community College Monroe Campus
Ricky Durst, Senior Director Marketing & Ticketing, Pocono Raceway
Larry Malski, Executive Director, PA NE Regional Railroad Authority
Josh Olerud, Team President & COO, Scranton/Wilkes-Barre RailRiders
Alana Roberts, Regional Affairs Director, PPL Electric Utilities

Steve reported that the following have been recommended by the Nominating Committee to the Board Chairperson for his **appointment** to **At Large Board Seats**.

Carl Beardsley, Executive Director, Wilkes-Barre/Scranton International Airport
Steve Daniloff, Vice President/General Manager, WBRE-TV

Steve reported that the following have been recommended by the Nominating Committee to be **reappointed** to **Ex-Officio Seats**.

Charles Barber, The Luzerne Foundation (Representing NCAC)
Jeffrey Box, NEPA Alliance
Michelle Bisbing, Penn’s Northeast (John Augustine alt.)

Steve reported that the following have been recommended by the Nominating Committee to be **reappointed to Emeritus Seats**.

Dave Donlin
Paul Maher
Mahmoud Fahmy
Ernie Preate

Steve reported that the following have been recommended by the Nominating Committee to serve as Officers for the coming year beginning July 1, 2019.

Phil Condron, Board Chairperson
Joe Sebelin, 1st Vice-Board Chairperson
Steve Barrouk, 2nd Vice-Board Chairperson
Mark Graziadio, Treasurer
Commissioner George Halcovage, Secretary
Bill Kerstetter, Assistant Treasurer
Mary Frances Postupack, Assistant Secretary
Bud Quandel, Past Board Chairperson

A motion was made by Dave Hoff and seconded by Commissioner Wayne Nothstein to accept the Nominating Committee recommendations as presented. **Motion carried**
Fiscal Year 2019-2020 Committee Memberships – Phil noted that the revised Committee Membership Report has been handed out. He stated that each Board Member has been assigned to a Committee. He noted that if you wish to serve on a different Committee, please call Jeff and/or Donna.

Fiscal Year 2019-2020 Board Meeting Schedule – Phil stated that there are two (2) questionable dates because of the holidays. He noted that staff will send out a Doodle Survey to reschedule the July meeting to the last 2 weeks and determine what date best meets the Board Member’s availabilities. However, if there is not enough attendance for a meeting, the Executive Committee will be convened to make any necessary decisions. Phil noted that a Doodle Survey will also be sent out to reschedule the January, 2020 meeting.

Committee/Affiliate Reports

Appalachian Regional Commission (ARC) Project Update – Kurt reported that NEPA has a request to submit six (6) full applications for projects from around the region. The projects are: NEPA Alliance/PREP, NCAC/Community Foundation Initiative, Northampton Community College, Pike County Sewer Project, Delaware & Lehigh National Heritage Corridor and AllOne Charities. He also noted that the applications have mostly been submitted in March and there are two (2) more to be submitted. Kurt stated that NEPA has opened solicitations for pre-applications for funding in October 2020. He noted that the deadline for the pre-applications is May 11th, which will be followed by the Regional Project Review Committee Meeting in June. Kurt reported that three (3) projects from the region have been submitted to ARC POWER Program.

Blue Ribbon Task Force (BRTF) – Kurt reported NEPA is preparing a grant application to the PA Military Community Enhancement Commission for next fiscal year for funding support, and also will be applying for an extension for the current grant. He noted that there is approximately $100,000 remaining on the current grant. Kurt also reported that NEPA is continuing to solicit Request for Qualifications (RFQ’s) for fundraising firms and hopes to award a contract by June 30th. He noted that the funds will be used to help support NEPA’s role in administering the Task Force, to raise money for lobbyist support in Washington, DC and to educate the public of the importance of the Depot. Kurt stated that a SWOT analysis of Tobyhanna’s competitors has been completed. Jeff stated that with the increase in defense spending, the message from congressional/administration sources are that there probably will not be a BRAC anytime soon. Jeff reported that Jon Cadmen, General Manager, Fox56 WOLF TV and Marlyn Kissner, Executive VP Northern Region, Greater Pocono Chamber of Commerce have recently joined the BRTF Management Group. He noted that there are still three (3) vacancies on the BRTF Management Group and welcomed Board members to join the committee. Jeff reported that the PA Military Community Enhancement Commission is Chaired by Senator John Blake, which is good for Northeastern PA and Tobyhanna. Kurt noted that NEPA has been invited to participate in the Armed Services Parade and Luncheon on May 16th.

Communications & Membership – Alex reported that as of April 30, 2019, NEPA has 355 members for a total of $255,429. He noted that last year at this time we had 366 members for a total of $259,252. NEPA’s goal this year is 450 members. Alex stated that NEPA is 4 months into the new campaign so there are still a number of non-renewing members, but they are coming in daily. Alex stated that NEPA picked up 61 members since the March Board Meeting.
Donna reported that the RFQ for Marketing, Media & Public Relations Professional Services closed yesterday. She noted that 8 submissions were received. Donna stated that the NEPA Staff will make a brief review of the submissions received and will then be forwarded to the Communications & Membership Committee for scoring and evaluation. She stated that it is anticipated that the selected top responding firms will be called in to give a presentation before the Committee. Donna noted that the process should be finalized by the end of June.

Donna reported that NEPA will be having a photo op with Carbondale Technology Transfer Center (CTTC) on May 23rd. She noted that CTTC received a $55,000 ARC and DCED grant, which will be used for major improvements at their facility. She further reported that there will also be a photo op on June 7th with Revive Chiropractic. Donna stated that Revive Chiropractic received a $55,000 loan through NEPA’s EDA loan fund to purchase land, building and renovations.

Donna also reported that NEPA is working with Josh Olerud, General Manager of the RailRiders, in securing a keynote speaker for the Annual Dinner in September.

Metropolitan Planning Organization (MPO)/Transportation – Alan reported that the preparation for the development of the next TIP update has begun with the engagement of the Financial Guidance Workgroup consisting of MPO and RPO representatives, and PennDOT and FHWA officials. He reported that Baker & Associates are preparing a strategic plan to identify roles and responsibilities of the MPO’s Technical and Policy Board Committees. Alan noted that the key participants were: Federal Highway Administration (FHWA), PennDOT, transit agencies and county representatives. He stated that Baker Associates overall objectives were transportation planning within the 4 county MPO region. Alan also reported that Baker Associates will be assisting with a Long-Range Transportation Plan update, which is a federal mandate. He reported that NEPA is in the final stages of finalizing the Jim Thorpe Parking Analysis and Complete Street analysis. He also reported that NEPA continues to participate in the planning activities for the restoration of rail service between Scranton and New York, which is being managed by the Pennsylvania Northeast Rail Authority. Alan noted that Nettie Ginocchetti attended a nationwide transportation GIS conference in Florida and demonstrated her drone at the conference. He also reported that the Focus 81 Truck Parking Roundtable is scheduled for June 6th at the Top of the 80’s Hazleton. Alan noted that Kate McMahon successfully completed a Freight Academy.

NEPA Business Finance Corporation (BFC)/Business Development Services – Steve Ursich reported that the Government Contracting Showcase (GCS) is scheduled for May 30th at Genetti’s in Wilkes-Barre. He noted that the staff is well out in front with planning for the event this year. Jeff reported that State Representative Eddie Day Pashinski is the welcome speaker and Congressman Matt Cartwright is the luncheon keynote speaker. Jeff welcomed all Board Members to attend at no charge.

NEPA Business Finance Corporation (BFC)/Business Development Services – Steve reported that Debbie Langan continues to be retrained on the International Business Development Program and that she recently attended a conference in Georgia. He noted that Debbie has been very active with clients and is meeting and succeeding her state goals.

Steve reported that an application to USDA has been approved. He noted that the $375,000 from USDA is a 20-year loan at 2%, which will be matched with $125,000 internal loan profits to create a $500,000 micro rural loan program. Steve stated that the program should be up and running by July 1st. Jeff stated
that NEPA will have a public roll out on the new program. Steve noted that the maximum loan amount is $50,000.

Steve reported that loan volumes continue to be very brisk with approvals and closings. He noted that there is a lot of activity with the PEDA program. He stated that one (1) loan was recently approved, one (1) is currently there and staff are working on an additional three (3). Steve reported that SBA portfolio is approximately $15.2 million as of today with three (3) loans have been approved pending closing. Steve stated that he will be presenting to Representative Aaron Kaufer’s constituents on June 6th regarding NEPA’s programs and services.

*Nonprofit & Community Assistance Center (NCAC)* – Kurt reported that there is a GrantMakers forum scheduled for tomorrow at Benco Dental in Pittston. He noted that seven (7) new funders and twenty-five (25) foundations will be in attendance. He noted that NEPA will be presenting on community development initiatives. Kurt further reported that PNC Foundation awarded NCAC with a $20,000 grant to support the New Market Tax Credits (NMTC) initiative.

*President & CEO Report* – Jeff thanked Phil Condron, Mark Graziadio and Mary Frances Postupack for reviewing and interviewing the consultant’s proposals for the NMTC process.

Jeff noted that the LDD’s are preparing a strategic plan, which will be finalized in mid-May. He thanked everyone that participated.

Jeff reported Frank Migenco, Government Procurement Manager participated in Veteran’s View on WBRE discussing opportunities in government contracting for veteran owned businesses.

Jeff reported that a Pittston area teacher was selected to participate in the ARC Oakridge National Laboratories for STEM learning opportunity. Kurt noted that several local teachers are on the waiting list.

Jeff thank the NEPA Management Team and Staff for their continued good work.

*Presentation* – Kate McMahon provided a power point on Risk to Transportation Funding in PA, Pennsylvania’s transportation need significantly exceed projected funding, Additional cost pressures further strain resources, Cost Pressures, Study Purpose, Risk Analyzed, Vehicle Sales Tax, Pennsylvania Turnpike Commissioner Pending Litigation, Pennsylvania State Police Transfer Statutory Revision and Reduced Motor License Fund Tax Receipts. A copy of the Transportation Funding Issues power point is available upon request.

There being no further business Board Chairman Phil Condron adjourned the meeting at 1:58pm.

Respectfully submitted:
Donna Hritz,
Communications & Operations Manager
May 2, 2019
Statement of Activities

June 30, 2019

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<td>Contributed Services</td>
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</tbody>
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**Increase (Decrease) in Net Assets**

- $47,883
- $9,013
- $1,945

<table>
<thead>
<tr>
<th>Net Assets</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>$1,372,872</td>
</tr>
<tr>
<td>Increase (Decrease)</td>
<td>9,013</td>
</tr>
<tr>
<td>Current Balance</td>
<td>$1,381,885</td>
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</table>
### Statement of Financial Position

**June 30, 2019**

<table>
<thead>
<tr>
<th>Assets</th>
<th>Prior Year</th>
<th>Current Year</th>
<th>Liabilities</th>
<th>Prior Year</th>
<th>Current Year</th>
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<tbody>
<tr>
<td>Unrestricted Cash Invested</td>
<td>$ 707,146</td>
<td>$ 765,396</td>
<td>Accounts Payable</td>
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<td>128,402</td>
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<td>Restricted Funds Invested</td>
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<td>40,130</td>
<td>Deferred Project Funds</td>
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<td>40,130</td>
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<td>Membership Fees Receivable</td>
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<td>84,200</td>
<td>Employee Benefits Payable</td>
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<td>Advances/Deposits/Prepaids</td>
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<td>Payroll Withholdings</td>
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<tr>
<td>Accounts Receivable - Projects</td>
<td>1,109,625</td>
<td>676,943</td>
<td>Deferred Membership Fees</td>
<td>162,602</td>
<td>158,614</td>
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<tr>
<td>Loan Receivable - NEPABFC</td>
<td>80,235</td>
<td>81,101</td>
<td>Capital Lease Payable</td>
<td>635,142</td>
<td>615,871</td>
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<tr>
<td>Depreciable Assets (Net of Deprec.)</td>
<td>793,679</td>
<td>772,689</td>
<td>Total Liabilities</td>
<td>1,414,792</td>
<td>1,068,377</td>
</tr>
</tbody>
</table>

| Net Assets *                            | 1,372,872  | 1,381,885    |

**Total Assets**  

$ 2,788,664  $ 2,450,262

**Total Liabilities & Net Assets**  

$ 2,787,664  $ 2,450,262

*Net Assets represents NEPA's equity. It is the surplus of Total Assets less Total Liabilities. Net Assets is not equivalent to cash.*
RESOLUTION OF THE
NORTHEASTERN PENNSYLVANIA ALLIANCE BOARD OF DIRECTORS
ADOPTING THE FISCAL YEAR 2019-2020
APPALACHIAN REGIONAL COMMISSION PROJECT PRIORITIES

WHEREAS, The Northeastern Pennsylvania Alliance (NEPA) is a designated Local Development District of the Appalachian Regional Commission and the Commonwealth of Pennsylvania; and

WHEREAS, In this capacity, NEPA is required to establish regional priorities for ARC funding consideration by the Pennsylvania Department of Community and Economic Development (PA-DCED). Projects must relate and conform to the existing ARC legislation and program guidelines, strategic goals and objectives as well as the Pennsylvania State Appalachian policies and plan; and

WHEREAS, The strategic goals that guide ARC program investments focus on 1) economic opportunity; 2) ready workforce; 3) critical infrastructure; 4) natural and cultural assets; and 5) leadership and community capacity; and

WHEREAS, The NEPA Regional Project Review Committee has been established to evaluate ARC funding requests and make recommendations to the NEPA Board of Directors; and

WHEREAS, The NEPA Regional Project Review Committee met on June 20, 2019, and reviewed and ranked these ARC projects.

NOW, THEREFORE, BE IT RESOLVED, THAT:

1. The project listing set forth represents the Northeastern Pennsylvania Local Development District Fiscal Year 2019-2020 priorities for Appalachian Regional Commission funding consideration.

2. The NEPA President & CEO is authorized to transmit copies of this resolution as well as related project proposals to appropriate officials at the PA-DCED.

ADOPTED THIS 24th DAY OF JULY, 2019

ATTEST:

Jeffrey K. Box, President & CEO                      Phil P. Condron, Board Chairperson
Area Development Projects

1. **Northeastern Pennsylvania (NEPA) Alliance**
   Northeastern Pennsylvania Partnerships for Regional Economic Performance (PREP)
   $400,000
   Provide value-added programs and services in support of business development and expansion resulting in sales growth and market diversification, job creation and retention and increased investment in Northeastern Pennsylvania communities.

2. **Wayne Economic Development Corporation - $132,500**
   Wayne County Dairy Plant Equipment
   ARC grant funds are requested to purchase equipment for a proposed dairy processing plant; development of the facility is a critical, proactive step in combating the decline of the dairy industry in Wayne County, PA.

3. **Pocono Mountains Industries, Inc. - $120,000**
   Monroe County Mentoring/Internship Program
   To develop a county-wide mentoring/internship program that empowers high school students from challenged backgrounds to achieve college and career success through employment and soft-skills training and meaningful work experiences.

4. **The University of Scranton Small Business Development Center, - $56,750**
   Women’s Entrepreneurship Center: Online StartUP Series
   To sponsor two face-to-face StartUP entrepreneurship education series and develop a website to offer the series online, so we can teach and empower more low-income women, those in transition or those trying to make a better life for themselves and their families to start their own businesses.

5. **Lackawanna College - $60,000**
   Licensed Practical Nursing (LPN) Program at Lackawanna College
   Lackawanna College will develop and implement a Licensed Practical Nursing (LPN) Program.

6. **Monroe County Industrial Development Authority - $108,570**
   Smithfield Gateway (Sewage Pump Stations Expansion Project)
   The improvement and expansion of two Authority-owned sewage pumping stations that will serve not only the existing community and its expected growth but also this diverse retail, professional, medical, and service industry mixed use project spurring employment as well as residential opportunities within the project boundary.

7. **Wayne Economic Development Corporation - $148,750**
   Wayne County Broadband Expansion
   ARC grant funds are requested to purchase telecommunications equipment (two specialized routers) that would be used for an innovative solution to enhance broadband and telecommunications services in an underserved rural county.

8. **Misericordia University - $70,000**
   Simulation in Diagnostic Medical Sonography Education
   To purchase state of the art simulation-based Sonography lab equipment that can best prepare students in the Diagnostic Medical Sonography certificate program to transition into their clinical requirements and ultimately connecting them to a health-related career path.

9. **Earth Conservancy- $97,045.93**
   Environmental Workforce Training Program
   EC, in partnership with Penn State (PSU) Wilkes-Barre, will deliver skills and technology training in surveying and environmental cleanup to 25 unemployed/underemployed/dislocated workers recruited from 12 counties in
northeastern Pennsylvania, as well as provide ongoing support in their search for a self-sustaining career or for further education.

10. Lackawanna College - $60,000
   *Purchase of Equipment for the Additive Manufacturing Program at Lackawanna College*
   Lackawanna College proposes to purchase equipment to be utilized in an Additive Manufacturing Certificate Program.

11. Irem Temple Restoration Project – $100,000
   *Irem Temple Building Planning and Design*
   The Irem Temple Restoration Project seeks funding to complete an engineering design study to that will prepare the Main Hall of the Irem Temple Building, in downtown Wilkes-Barre, Pennsylvania to create a premiere venue space in the heart of the city.

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**Access Roads**

1. **Borough of Coaldale-$403,622**
   *Coaldale Rural Hospital Pedestrian Facilities & Road Project*
   Reconstruction of an access road with traffic calming design, bus shelter (public transportation & school bus) and pedestrian accommodation to permit job growth at a small 49-bed rural hospital in the Coaldale Medically Underserved Area.

2. **Lackawanna County - $800,000**
   *Lackawanna County Stauffer Road Paving Project Phase 3*
   Phase 3 Construction of Stauffer Road that services the Stauffer Industrial Park, a 17-tenant developed business park that has never been formally paved.

3. **Monroe County Industrial Development Authority - $550,000**
   *Smithfield Gateway (Loop Road, Phase II)*
   The completion of the Loop Road through the project will provide the critical transportation link between SR 0209 and SR 0447 to serve not only the existing community and its expected growth but also this diverse retail, professional, medical, and service industry mixed use project spurring employment as well as residential opportunities within the project boundary.
NORTHEASTERN PENNSYLVANIA ALLIANCE
RESOLUTION 2019-03

RESOLUTION

OF THE
BOARD OF DIRECTORS OF THE NORTHEASTERN PENNSYLVANIA ALLIANCE (NEPA) AUTHORIZING THE TRANSFER OF AN ECONOMIC DEVELOPMENT ADMINISTRATION (EDA) REVOLVING LOAN FUND (RLF) FROM NORTHEASTERN PENNSYLVANIA INDUSTRIAL RESOURCE CENTER (NEPIRC)

WHEREAS; the Northeastern Pennsylvania Alliance (NEPA) has operated a number of financing programs for small business development in its seven (7) county service area, and

WHEREAS; the Economic Development Administration (EDA) provides financing to assist small businesses, and

WHEREAS; the Northeastern Pennsylvania Industrial Resource Center (NEPIRC) currently operates an EDA RLF in their region of operation, and

WHEREAS; NEPIRC no longer wishes to manage this EDA fund and has approached NEPA Alliance about taking over the EDA revolving loan fund.

WHEREAS; EDA has acknowledged that NEPA Alliance is in good standing with their agency and currently operates under an existing five-year plan with NEPA Alliances current EDA RLF fund(s), and

WHEREAS; the NEPA Alliance Board of Directors acknowledges that NEPA Alliance will operate the loan fund in the counties currently designated through the current work plan. The current counties are: Carbon, Lackawanna, Luzerne, Schuylkill, Sullivan, Tioga and Wyoming Counties, and

WHEREAS; NEPA Alliance has negotiated an agreement with The Northern Tier Regional Planning & Development Commission to allow NEPA Alliance to management this EDA fund within its area of operation, and

WHEREAS; Jeffrey Box, President & CEO of NEPA Alliance, shall be authorized by the Board of Directors of NEPA Alliance to execute all related documents associated with assuming EDA Fund from NEPIRC.
NOW THEREFORE, BE IT RESOLVED, that the NEPA Board of Directors authorizes Jeffrey Box, President & CEO of NEPA Alliance to execute all necessary documents in order to assume the existing NEPIRC Revolving Loan fund to be utilized in the seven (7) County service area, as previously designated in the EDA work plan with NEPIRC.

ADOPTED THIS 24th DAY of July 2019

ATTEST:

__________________________  ____________________________
Jeffrey K. Box, President & CEO      Philip P. Condron, Chairperson
RESOLUTION

OF THE
BOARD OF DIRECTORS OF THE NORTHEASTERN PENNSYLVANIA ALLIANCE (NEPA) AUTHORIZING THE CLOSING FOR THE LOAN FROM THE U.S. DEPARTMENT OF AGRICULTURE (USDA) FOR A RURAL MICROENTREPRENEUR ASSISTANCE PROGRAM LOAN FUND

WHEREAS, the Northeastern Pennsylvania Alliance (NEPA) has operated a number of financing programs for small business development in its seven (7) county service area, and

WHEREAS, the USDA Rural Microentrepreneur Assistance Program (RMAP) provides financing to assist small businesses in rural areas, and

WHEREAS, the USDA Program enables small business to attract private capital resulting in new jobs in this region, and

WHEREAS, the NEPA Board of Directors had previously given its authorization to apply for the USDA RMAP lending program.

WHEREAS, the USDA has approved NEPA Alliance for a $375,000 loan to create the RMAP loan fund. Matching funds of $125,000 will be provided by NEPA Alliance.

WHEREAS, Jeff Box, President & CEO of NEPA Alliance, shall be authorized by the Board of Directors of NEPA Alliance to execute all related documents associated with closing the $375,000 RMAP Loan From USDA.

NOW THEREFORE, BE IT RESOLVED, that the NEPA Board of Directors authorizes the Jeff Box, President & CEO of NEPA Alliance to execute the USDA loan documents to fund and create the RMAP Loan fund to be utilized in NEPA Alliances seven (7) County service area.

ADOPTED THIS 24th DAY of July 2019

ATTEST:

__________________________________  ____________________________________
Jeffrey K. Box, President & CEO          Philip P. Condron, Chairperson
NORTHEASTERN PENNSYLVANIA ALLIANCE
RESOLUTION 2019-5

RESOLUTION OF THE
BOARD OF DIRECTORS OF THE NORTHEASTERN PENNSYLVANIA ALLIANCE
(NEPA ALLIANCE) AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE
U.S. DEPARTMENT OF TREASURY (CDFI FUND) FOR CERTIFICATION FROM THE
CDFI FUND

WHEREAS, the Northeastern Pennsylvania Alliance (NEPA) has operated a number of financing
programs for small business development in its seven (7) county service area, and

WHEREAS, the mission of the CDFI Fund is to expand economic opportunity for underserved
people and communities by supporting the growth and capacity of a national network of community
development lenders, investors and financial service providers, and

WHEREAS, the mission and vision of NEA Alliance and its Board of Directors is similarly aligned
with the mission of the CDFI Fund, and

WHEREAS, the NEPA Alliance Board of Directors and staff recognize that certification by the CDFI
Fund provides opportunities that will align with the mission and vision of NEPA Alliance, and

WHEREAS, the NEPA Alliance Board of Directors recognizes said certification will allow access
to CDFI Fund assistance and programs that will benefit the NEPA Alliance service area.

NOW THEREFORE, BE IT RESOLVED, that the NEPA Board of Directors authorizes the Jeff
Box, President & CEO of NEPA Alliance to authorize the pursuit of and execute the related
documents necessary to apply for certification from the CDFI Fund.

ADOPTED THIS 24th DAY of July 2019

ATTEST:

__________________________________    ________________________________
Jeffrey K. Box, President & CEO           Philip P. Condron, Chairperson
RESOLUTION

OF THE
BOARD OF DIRECTORS OF THE NORTHEASTERN PENNSYLVANIA ALLIANCE (NEPA) AUTHORIZING THE FORMATION OF NEW FOR PROFIT SUBSIDIARY TO SERVE AS A COMMUNITY DEVELOPMENT ENTITY FOR THE PURPOSES OF MAKING APPLICATION FOR AND LEVERAGING NEW MARKETS TAX CREDIT TO SERVE THE REGION AND THE COMMONWEALTH OF PENNSYLVANIA

WHEREAS, the Northeastern Pennsylvania Alliance (NEPA) is seeking to form a new for profit subsidiary, which will be known as the NEPA Community Impact Fund, LLC (the “CDE”) and include a service area that encompasses the entire Commonwealth of Pennsylvania and

WHEREAS, NEPA will be 99% owner and the Northeastern Pennsylvania Business Finance Corporation will be 1% owner of the newly formed CDE, and

WHEREAS, the NEPA Board of Directors Executive Committee will serve as the Board of Directors of the newly formed CDE; and

WHEREAS, the newly formed CDE will seek to make application for and leverage an allocation of New Markets Tax Credits (“NMTC”) under Section 45D of the Internal Revenue Code of 1986 from the Community Development Financial Institutions Fund of the U.S. Department of the Treasury (the “CDFI”) to be used for eligible projects that serve as a catalyst for the revitalization of distressed communities across the Commonwealth of Pennsylvania. NEPA Board of Directors had previously given its authorization to participate in USDA lending programs.

WHEREAS, the newly formed CDE, per CDFI requirements, will develop an advisory Board compromised of business, government and nonprofit leaders that represent community development interested and particularly severely distressed communities.

WHEREAS, the newly formed CDE shall be authorized to collect submissions of applications for NMTC allocation or provide assistance or consulting services to assist developers in the submission of such applications to other community development entities, and underwrite, administer and close out loans under the NMTC and any other services relating thereto or otherwise permitted under law.

WHEREAS, Jeffrey K. Box, President & CEO of NEPA, shall serve as the director and be authorized by the Board of Directors of NEPA to execute all related documents on behalf of the CDE;

NOW THEREFORE, BE IT RESOLVED, that the foregoing recitals shall be incorporated herein as if set forth in full.
BE IT FURTHER RESOLVED, that the NEPA Board of Directors authorizes the formation of the for profit CDE, known as the NEPA Community Impact Fund, LLC, an organization to make applications for NMTC and otherwise assist in leveraging the NTMCs and providing other services for the region and the Commonwealth of Pennsylvania.

BE IT FURTHER RESOLVED, that pursuant to the terms of an operation and services agreement with the newly formed CDE in a form approved by NEPA’s Jeffery Box in his professional discretion, NEPA is hereby authorized to execute such operation and services agreement and assist the CDE in undertaking the preparation of the application for NMTCs in any funding cycle, service and administer any loans under the NMTC program or other any other program permitted by law for the CDE, undertake any other services furthering the CDE’s mission and purpose as permitted under law.

BE IT FURTHER RESOLVED, that all actions taken by NEPA professionals and staff in furtherance of this Resolution are hereby ratified and approved.

ADOPTED THIS 24th DAY of July 2019

ATTEST:

__________________________________  ____________________________________
Jeffrey K. Box, President & CEO        Philip P. Condron, Chairperson
June 12, 2019

Jeffrey Box
President & CEO
Northeastern Pennsylvania Alliance
1151 Oak Street
Pittston, PA 18640-3726

Dear Jeff,

I want to thank you and your team for the recognition of Finch as the PTAC Client of the Year. Finch is proud to receive the award. We also enjoyed the event, Government Contracting Showcase, and Congressman Cartwright's positive comments were appreciated. As you are aware, any recognition helps a smaller business, such as us, compete against larger players and try to expand our capabilities and team.

I want to especially thank Karen for her assistance throughout the last year as we endeavored to learn how to compete on government contract solicitations. Debbie's assistance with the grant made our ISO 9001:2015 certification feasible. We are also working with Stephen to look at financing options.

Your team's support and assistance has been extremely important to our growth and our measures to enhance our products and services. NEPA is always there to help when we call, or they introduce us to others that can - such as NEPIRC!

Again, Finch thanks the NEPA team!

Sincerely,

Robert O. Zinnen, Jr.
President & CEO
BUSINESS DEVELOPMENT SERVICES
ACTIVITIES

The following is a summary of NEPA’s Loan Activity and the NEPA/BFC’s Loan Activities for the past four months:

**Abington Equine Hospital**, 1300 Halfmoon Valley Road, Port Matilda, has been approved by SBA 504 for a loan debenture totaling $908,000 for commercial real estate, renovations, equipment, and soft costs for a total project cost of $2,520,000. Abington Equine Hospital P.C. is an equine veterinary specialty and emergency hospital providing surgical, emergency surgical, reproductive services as well as on-farm ambulatory care to clients in the Central PA area.

**AMPP Café, LLC dba Retro Café**, 1137-1139 Capouse Ave, Scranton, has been approved for a LCIDA loan in the amount of $35,000 for renovations and buildouts to their business location as part of a total project costs of $192,280. AMPP Café, LLC dba Retro Café is a start-up business that will offer hot and cold beverages along with a limited drink menu. The project will revitalize an abandoned house in downtown Scranton and will also offer apartments for rent on the second and third floors.

**Manbeck’s Farm**, 302 Manbeck Road in Schuylkill Haven, has been approved for a PIDA loan in the amount of $400,000 for the construction of an additional 2,400 head hog finishing facility part of a total project costing $800,000. Manbeck’s farm, is a fourth generation family business, currently operating a 2,200 head hog finishing facility on the 110 acre farm.

**Creek Road Rentals**, 388 Starrucca Creek Road, Susquehanna, has been approved for and closed on a loan in the amount of $63,500 for the purchase of a building from NEPA Rural Development Micro Loan and NEPA Rural Development USDA funds as part of a total project costing $129,000. Creek Road Rentals currently offers tents, chairs, tables, lighting, and linens for party related events. Through the loan they plan to acquire a store front and a barn for storage for their expansion of inventory.

**ID Group, LLC**, 211-213 South State Street, Clarks Summit, has been approved for and closed on a loan in the amount of $25,000 for renovations to their new business location from Lackawanna County micro-loan (LCIDA) funds as part of a total project costing $325,000. ID Group is a marketing and strategic planning firm that has been in business for over two decades.

**10X Fitness, LLC**, 124 N Mountain Blvd, Mountain Top, has closed on a loan in the amount of $60,000 for the purchase of new equipment from NEPA-EDA funds as part of a total project costing $135,000. Officially opening in January 2018, management’s intention for the fitness center operation was to fill a niche in the Mountain Top area as at the time, there were no fitness centers nearby.

**Family Eye Care of N.E.PA., P.C.**, 3319 Lake Ariel Highway, Honesdale, has closed on an SBA 504 loan in the amount of $510,000 for the construction of a new office, equipment, fixtures, and professional costs as part of a total project costing $1,241,050. Family Eye Care of N.E.PA., P.C. is an almost 25-year old complete eye care facility. They offer traditional services, advanced technology screenings, therapeutic services and preventative practices to their clients.
CARBON COUNTY

Government Procurement - An “active client” is a U.S. business with which the PTAC has recorded at least 30 minutes of “counseling time” and/or has attended at least one “participated event” during the 12 month period that ends on the reporting period end date. A “new client” is a business that meets the standard for “active client”, which did not meet the standard for the previous reporting period and was not reported as an “active client” for that period.

• 40 North Marketing • AP Thermoforming, LLC • Ford Kovatch, Inc. • Heritage Sign & Display • Hydra Tech Pumps • Mazzella Enterprises LLC • Sudpro LLC • TrueNorth Advertising and Marketing

Export - An Export Client is a business that receives sustained technical, marketing or other assistance to sell products or services into international markets from the Northeastern Pennsylvania Alliance.

• AMETEK Chemical Products • AP Thermoforming, LLC • Architectural Polymers, Inc. • Hydra-Tech Pumps, Inc. •

Finance - A Finance Client is a business that has received a direct loan from the Northeastern Pennsylvania Alliance and has an outstanding balance.

• AP Thermoforming, LLC • Architectural Polymers, Inc. • BTM Inc. • Heritage Sign & Display • John Lalor Joyce • The Inn at Jim Thorpe •

TOTAL IMPACT - Businesses report on their total sales, government sales and export sales. Aggregate totals for these businesses from July 1, 2018 to June 30, 2019 are listed below.

<table>
<thead>
<tr>
<th>Total Sales</th>
<th>Aggregate Loan Amounts</th>
<th>Government Sales</th>
<th>Export Sales</th>
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<tbody>
<tr>
<td>$15,794,249</td>
<td>$1,215,500</td>
<td>$0</td>
<td>$4,826,216</td>
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</tbody>
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LACKAWANNA COUNTY

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• Acker Drill Company Inc. • Advanced Metals Machining • American Homecare Supply Co. • American Infusion Services • Ballard Print and Design Inc. • BedRock Technology • Benko Masonry • Carbondale Tech Transfer Center • Click Video LLC • Cocciardi & Associates Inc. • Condon Media • Crew Systems Corporation • Dartdrones LLC • Datom Products, Inc. • Dempsey Uniform & Linen Supply • Dunbar’s Evergreen Landscaping, Inc. • Dunmore Roofing and Supply Co. • Epic Industries/Columbo Realty • Facility Layouts, LLC • Fischer Brothers LLC • General Dynamics Ordnance & Tactical Systems • Gentex Corporation • Golden Technologies Inc. • Grand Array LLC • Gregg Betti’s Landscaping • GWR LLC • Industrial Electronics Inc. • Inspired Studio, LLC • Ivy Oaks Analytics • J & E Industries, Inc. • JamWorks LLC • Karmic Taco PLLC dba Checkmate • KBA Engineering PC • Kevin's Wholesale LLC •
Export - An Export Client is a business that receives sustained technical, marketing or other assistance to sell products or services into international markets from the Northeastern Pennsylvania Alliance.

- Acker Drill Co., Inc. • Batzel Engineering Inc. • Concrete Countertop Solutions • Crew Systems Corporation • Galaxy Brushes Inc. • Gecco, Inc. • Gentex Corporation • Grasselli SSI • Language That Matters • Lockheed Martin Missile and Fire Control • LOH Enterprises, LLC • Master Supplements, Inc. • Noble Biomaterials Asia • Sampaio LLC • Skinner System Inc. • Space Age Plastics, Inc. • Steinmetz Polymers • Sustainable Energy Management Systems, LLC • Taravina LLC • United Gilsonite Laboratories •

Finance - A Finance Client is a business that has received a direct loan from the Northeastern Pennsylvania Alliance and has an outstanding balance.

- All American Self Storage • AMPP Ideas, LLC • Constantino’s Catering • Datom Products, Inc. • David Elliot Poultry • Epic Industries/Colombo • Fireside Martini Grill • ID Group, LLC/SJT Realty, LLC. • J & E Industries, Inc. • Marwen, Inc. • McGregor Industries, Inc. • PA Bedding, Inc. • Roots & Shoots Daycare • The Anthracite Center • Valley Supermarket Inc. •

TOTAL IMPACT - Businesses report on their total sales, government sales and export sales. Aggregate totals for these businesses from July 1, 2018 to June 30, 2019 are listed below.

<table>
<thead>
<tr>
<th>Total Sales</th>
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<th>Government Sales</th>
<th>Export Sales</th>
</tr>
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<tbody>
<tr>
<td>$383,131,066</td>
<td>$2,663,400</td>
<td>$103,964,199</td>
<td>$24,609,945</td>
</tr>
</tbody>
</table>

LUZERNE COUNTY

Government Procurement - An “active client” is a U.S. business with which the PTAC has recorded at least 30 minutes of “counseling time” and/or has attended at least one “participated event” during the 12 month period that ends on the reporting period end date. A “new client” is a business that meets the standard for “active client”, which did not meet the standard for the previous reporting period and was not reported as an “active client” for that period.

- A & E Group • A. M. Drilling Services Inc. • Accessibility Advantage Inc. • Acton Lift, Inc. • Acton Technologies Inc • Adhesives & Chemicals • American Asphalt Paving Co • Amish Furniture by David • AMP Global Strategies • Arris Engineering Group Ltd. • Assured Partners of Pennsylvania • Aviation Technologies Inc. • Belrick Corp. • Benco Dental • Best Equipment Solutions Technologies, Inc. • Borton Lawson • C.E. Ankiewicz Construction & Excavation Inc. • CAF Medical Transcription Service • Capie Sprinkler Inspections • Carpet Mill Direct Outlet, Inc. • Casey Dental • Central Air Freight Services, Inc. • Cleaning with a Purpose • Connection Energy LLC • Connection Energy LLC • Corcoran Printing Inc. • Custom Seats, Inc. • D & R Murphy Co. • Data Makes the Difference • Don Cooper Plumbing & Heating • Dupont Tool & Machine Company • EthosGen LLC • Federal Hearings & Appeals Svs Inc. •

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Export - An Export Client is a business that receives sustained technical, marketing or other assistance to sell products or services into international markets from the Northeastern Pennsylvania Alliance.

Finance - A Finance Client is a business that has received a direct loan from the Northeastern Pennsylvania Alliance and has an outstanding balance.

TOTAL IMPACT - Businesses report on their total sales, government sales and export sales. Aggregate totals for these businesses from July 1, 2018 to June 30, 2019 are listed below.
Board of Directors Report
July 24, 2019

month period that ends on the reporting period end date. A “new client” is a business that meets the standard for “active client”, which did not meet the standard for the previous reporting period and was not reported as an “active client” for that period.

• A1 Enterprises LLC • Agape Traders • Alan Gross • Alvin Ziegler • Brock Construction Group LLC • Carbon/Monroe/Pike MH DS • Computergraphic1 Design • Essential Home Improvement LLC • J & J Custom Woodworking • J.A. Reinhardt & Co., Inc. • MegaPhase LLC • Monroe County Transit Authority • Naughton Energy • Paul’s House -Major Paul Syverson Veterans Sanctuary • Pocono Bio Agricultural • POZ Environmental LLC • Regina Farms & Garden Center • Riley and Company, Inc. • Schaedler Yesco • Security Products • Spring Fresh Indoor Air Quality Associates LLC • The Rescue Step/EME Inc. •

Export - An Export Client is a business that receives sustained technical marketing or other assistance to sell products or services internationally from the Northeastern Pennsylvania Alliance.

• Agape Trader • Bridal Buddy, LLC. • BWC Technologies Inc. • East Stroudsburg University • Game Face Grooming • MegaPhase LLC • Monadnock Non-Woven, LLC • Naughton Energy • Robertson Racing LLC • Terrafina USA llc • The Rescue Step/EME Inc. •

Finance - A Finance Client is a business that has received a direct loan from the Northeastern Pennsylvania Alliance and has an outstanding balance.

• American Candle (3 Wishes, Inc) • Chestnut Grove Resort • Harmony Labels, Inc. • Kariz Cutz • United Fuel Sales • Vacuum Works •

TOTAL IMPACT - Businesses report on their total sales, government sales and export sales. Aggregate totals for these businesses from July 1, 2018 to June 30, 2019 are listed below.

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</thead>
<tbody>
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<td>$84,802,403</td>
<td>$2,239,400</td>
<td>$10,543,705</td>
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</tr>
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</table>

PIKE COUNTY

Government Procurement - An “active client” is a U.S. business with which the PTAC has recorded at least 30 minutes of “counseling time” and/or has attended at least one “participated event” during the 12 month period that ends on the reporting period end date. A “new client” is a business that meets the standard for “active client”, which did not meet the standard for the previous reporting period and was not reported as an “active client” for that period.

• BCL Business Services, Inc. • Connexicore LLC • Cory Associates • County News Fax Inc.dba Quiyon • Geonor, Inc. • Industrial Hose and Supply • Jordon Educational Consulting Co. • NKG Photography LLC • Spiral Tool Corporation d/b/a STC Industries • Techno Metal Post of Northeast Pennsylvania • Uncontained Ltd. •

Export - An Export Client is a business that receives sustained technical, marketing or other assistance to sell products or services into international markets from the Northeastern Pennsylvania Alliance.

• New Gear Medical • Spiral Tool Corporation d/b/a STC Industries •
Finance - A Finance Client is a business that has received a direct loan from the Northeastern Pennsylvania Alliance and has an outstanding balance.

• There are no loans in Pike County •

TOTAL IMPACT - Businesses report on their total sales, government sales and export sales. Aggregate totals for these businesses from July 1, 2018 to June 30, 2019 are listed below.

<table>
<thead>
<tr>
<th>Total Sales</th>
<th>Aggregate Loan Amounts</th>
<th>Government Sales</th>
<th>Export Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>$410,056</td>
<td>$0</td>
<td>$215,056</td>
<td>$0</td>
</tr>
</tbody>
</table>

SCHUYLKILL COUNTY

Government Procurement - An “active client” is a U.S. business with which the PTAC has recorded at least 30 minutes of “counseling time” and/or has attended at least one “participated event” during the 12 month period that ends on the reporting period end date. A “new client” is a business that meets the standard for “active client”, which did not meet the standard for the previous reporting period and was not reported as an “active client” for that period.

• Alfred Benesch & Company • Blaschak Coal Corp • FCI Schuylkill • Fromm Electric • Highwood USA • J F Enterprises Sales and Services • Levkulic Associates • MI-JO Pallet Co Inc. • No Sweat Service Group, Inc. • Total Accessibility LLC • Tri-Vet Contracting Company, Inc. • Valley Precision Tool & Technology, Inc. •

Export - An Export Client is a business that receives sustained technical, marketing or other assistance to sell products or services into international markets from the Northeastern Pennsylvania Alliance.

• Ashland Technologies, Inc. • Blaschak Coal Corp. • van Hoekelen Greenhouse, Inc. •

Finance - A Finance Client is a business that has received a direct loan from the Northeastern Pennsylvania Alliance and has an outstanding balance.

• Artists in Motion – To Go LLC • Hepler Family Farm • Revive Chiropractic • SKAD Solutions LLC • Stokers Brewing Company •

TOTAL IMPACT - Businesses report on their total sales, government sales and export sales. Aggregate totals for these businesses from July 1, 2018 to June 30, 2019 are listed below.

<table>
<thead>
<tr>
<th>Total Sales</th>
<th>Aggregate Loan Amounts</th>
<th>Government Sales</th>
<th>Export Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>$76,915,041</td>
<td>$655,000</td>
<td>$19,076,160</td>
<td>$2,086,475</td>
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</tbody>
</table>

WAYNE COUNTY

Government Procurement - An “active client” is a U.S. business with which the PTAC has recorded at least 30 minutes of “counseling time” and/or has attended at least one “participated event” during the 12
month period that ends on the reporting period end date. A “new client” is a business that meets the standard for “active client”, which did not meet the standard for the previous reporting period and was not reported as an “active client” for that period.

- Ace Home Repairs • Aldenville Log and Lumber • BGM Fastener Co., Inc. • Crum Construction LLC d/b/a/ Crum Tree Service • Dakan Enterprises Inc. • Garing Enterprises LLC • Human Resource Center Inc. • J & J Log & Lumber Corp • Kitty Hawk Technologies • Lake Regional Micro Electronics • Legg Cyber Security Consultants LLC • Northeast Infrastructure LLC • Northeast Med-Equip • Prompton Tool Inc. • Stephens Pharmacy • Stockport Mountain Corporation LLC • STS Delta Aerospace

Export - An Export Client is a business that receives sustained technical marketing or other assistance to sell products or services internationally from the Northeastern Pennsylvania Alliance.

- J & J Log & Lumber Corp • Loveshaw Corp. • PTubes

Finance - A Finance Client is a business that has received a direct loan from the Northeastern Pennsylvania Alliance and has an outstanding balance.

- Antler Ridge Winery, Inc. • Boyce Products • Creek Road Rentals, LLC • Family Eye Care • Sutphen East Corp • Vinny’s Original Brooklyn Bagel

TOTAL IMPACT - Businesses report on their total sales, government sales and export sales. Aggregate totals for these businesses from July 1, 2018 to June 30, 2019 are listed below.

<table>
<thead>
<tr>
<th>Total Sales</th>
<th>Aggregate Loan Amounts</th>
<th>Government Sales</th>
<th>Export Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>$54,081,303</td>
<td>$1,348,500</td>
<td>$10,537,327</td>
<td>$5,902,000</td>
</tr>
</tbody>
</table>
LDD CUSTOMER SATISFACTION SURVEY FORMS

Fourteen (14) out of seventeen (17) LDD Customer Satisfaction Survey forms were completed by NEPA clients who received assistance through NEPA’s Business Financing, Procurement Technical Assistance and International Business programs for assistance received during the 3rd quarter of 2018-2019. Fourteen (14) clients indicated they were very satisfied/satisfied with the assistance they received through NEPA. **This gives an overall satisfaction rate of 100% from surveys received for the 3rd quarter of 2018-2019.**

The following represents the number of responses from clients who indicated they were very satisfied / satisfied with the specific assistance they received:

<table>
<thead>
<tr>
<th></th>
<th>*Timeliness of Assistance</th>
<th>*Quality of Assistance</th>
<th>*Value of Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loans</td>
<td>7</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Procurement</td>
<td>6</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Export</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
</tbody>
</table>

Comments:

“Frank was very timely in visiting my office after my phone call. He followed up. He is assisting us with bidding. He is always referring jobs our way” - Tri Vet Contracting Co., Inc. (PTAC Client)

*Some surveys contain data for more than 1 program. Therefore, the number of responses does not match the total number of surveys received.
BUSINESS DEVELOPMENT SERVICES DIVISION
INTERNATIONAL BUSINESS DEVELOPMENT PROGRAM

The International Business Program partnered with the Northeast Pennsylvania Defense Transition Partnership, NEPA PTAC, and PREP Northeast to present a full day Export Controls seminar on June 12 at the NEPA offices in Pittston. The seminar was presented by Team Worldwide and 11 individuals attended.

April 1 through June 30 staff recorded 20 counseling sessions and generated 41 International Projects. Program clients participated in three Global Access Program funded activities. Clients attended trade shows and conducted sales trips to Germany, China, Vietnam, United Arab Emirates, Lebanon, and Egypt. Staff processed applications and reimbursements for the Global Access Program grant.

Staff participated in technical trainings including “Product Classification,” “SBA Trade Finance Tools” (webinar), “INCOTERMS” (webinar), and “Embargos and Sanctions” (webinar). Staff also participated in several outreach and networking opportunities including Schuylkill Women in Business, Carbon County Women in Business, and the Pocono Chamber Annual Awards Dinner events.

Looking forward, the International Program will be hosting Pennsylvania’s 15 Authorized Trade Representatives at its annual “Bringing the World to Northeastern Pennsylvania” event on Tuesday, September 10, 2019. The program will be held at the Hilton Scranton & Conference Center.

Staff also continued to publish the program’s newsletter, “International Business Explorer.” The newsletter provides businesses with international trade information, opportunities, resources and activities. NEPA promotes international trade events and activities of the Pennsylvania Office of International Business Development, the Regional Export Networks, other State agencies and the U.S. Commercial Service to businesses in northeastern Pennsylvania.
BUSINESS DEVELOPMENT SERVICES DIVISION
PROCUREMENT TECHNICAL ASSISTANCE PROGRAM

NEPA Alliance PTAC for has conducted twenty-seven (27) initial counseling sessions to area small businesses during the quarter beginning April 1, 2019 through June 30, 2019.

Additionally, NEPA PTAC also conducted five hundred and five (505) follow-up sessions during the quarter. Follow-up counseling sessions consist of assisting clients with registrations in various electronic government purchasing and payment systems, i.e. (DIBBS, WAWF, NEECO, SAM.GOV, PA Supplier Portal etc.,) and websites, i.e. (HUBZone, SAM, VetBiz, WBE/MBE and SBA 8(a) Program Certification, WOSB and EDWOSB Certifications, etc.) as well as provide assistance when responding to government RFP’s and quotes, understanding military specifications and standards, industry standards, providing procurement histories, and pricing information for specific items purchased by the government.

PTAC staff send clients a monthly PTAC Government Contracting Newsletter and a quarterly article is submitted to the NEPA Newlines. Staff also survey clients on program satisfaction and a contract award survey to collect data for reporting purposes. These surveys are sent on a quarterly basis as a DLA requirement.

The following is the list of activities in which PTAC staff participated during the quarter:

- PTAC underwent its annual Defense Contract Management Agency (DCMA) review. This review is requested by Defense Logistics Agency (DLA) and is performed each year that the NEPA Alliance is awarded its Cooperative Agreement to maintain funding for the program. The PTAC was awarded its Cooperative Agreement in June to support PTAC program activities.

- PTAC staff attended and participated in several regional events throughout the quarter. Some of these included: Tobyhanna Army Depot’s Industry Day, Judge Munley’s Veterans Views segment taping for WBRE, Greater Wilkes-Barre Chamber Women’s Luncheon, Back Mountain Chamber Expo at Misericordia University and many more.

- On May 30th, the NEPA Alliance PTAC hosted its annual Government Contracting Showcase event at the Best Western Genetti Hotel & Conference Center located in downtown Wilkes-Barre. The event provided workshops on Selling to the State and Federal Governments. State Representative Eddie Day Pashinski provided a Welcome to the Area Presentation while U.S. Congressman Matt Cartwright provided the Luncheon Keynote Presentation. The annual Client of the Year Award was won by a West Pittston, Luzerne County firm, Finch Manufacturing & Technology, LLC.

- On June 12th, the NEPA Alliance PTAC, International Business Development and OEA NEPA Defense Transition Partnership programs sponsored the International Traffic in Arms Regulations (ITAR) Compliance Workshop.
COMMUNITY & ECONOMIC DEVELOPMENT SERVICES DIVISION

APPALACHIAN REGIONAL COMMISSION

As the designated Local Development District (LDD) for the Appalachian Regional Commission (ARC) and the Pennsylvania Department of Community & Economic Development (DCED), the NEPA Alliance provides technical assistance to those organizations seeking ARC grant assistance.

NEPA has prepared an investment package of Pre-Apps for 2019. The priority list of applicants is included as a separate handout.

ENGAGE!

On behalf of the Northeast Pennsylvania Partnerships for Regional Economic Performance (PREP) partners, the NEPA Alliance submitted an application to launch the Engage! initiative within its seven-county region. Engage! is a Pennsylvania statewide business retention and expansion (BRE) program designed to regularly and proactively interact with targeted companies. The overall goal of Engage! is to retain existing businesses in a community and to help them grow and expand by building solid relationships with business owners or key decision makers and economic development partners and their representatives. An application for a $192,600 grant for FY 19-20 with the possibility of additional funding is being reviewed by the PA Department of Community & Economic Development.

NORTHEASTERN PENNSYLVANIA DEFENSE TRANSITION PARTNERSHIP

The Northeastern Pennsylvania Defense Transition Partnership is a new initiative designed in collaboration with the Commonwealth of Pennsylvania’s Department of Community & Economic Development (DCED) and the Northeast Pennsylvania Partnership for Regional Economic Performance (PREP) team members. The initiative provides support to Department of Defense (DoD) contractors and supply chain vendors to diversify their products and services in the wake of decreased DoD spending and sequestration. The partners develop market diversification plans to create new opportunities and jobs for local businesses that have experienced decreased DoD contracts. The initiative is in its third phase and is being funded by a $200,000 grant through the PA DCED and DoD Office of Economic Adjustment (OEA). The NEPA Alliance and the initiative partners are actively working with 12 clients under the initiative.

<table>
<thead>
<tr>
<th>Client</th>
<th>County</th>
<th>Voucher Amount</th>
<th>Service Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finch Manufacturing &amp; Technology, LLC</td>
<td>Luzerne</td>
<td>$10,000.00</td>
<td>ISO 9001:2015 Certification</td>
</tr>
<tr>
<td>Wyman Gordon</td>
<td>Luzerne</td>
<td>$5,000.00</td>
<td>Corrective Action and Leadership Consulting</td>
</tr>
<tr>
<td>Production Systems Automation (PSA)</td>
<td>Luzerne</td>
<td>$7,500.00</td>
<td>ISO Implementation Plan Development and Project Management</td>
</tr>
<tr>
<td>Total Vouchers</td>
<td></td>
<td>$22,500.00</td>
<td></td>
</tr>
</tbody>
</table>
NEW MARKET TAX CREDIT LAUNCH

NEPA intends to seek Community Development Entity (CDE) certification from the Community Development Financial Institutions (CDFI) Fund to leverage available New Markets Tax Credits (NMTC). NMTC will be used to finance eligible and impactful projects in low-income communities throughout the region. NEPA was awarded a $80,000 grant from ARC to assist with the launch of this initiative. NEPA has selected a consultant from Maryland (CBO Financial) and a law firm (NeePlata) from New Jersey to assist in achieving these three goals:

* Become a Community Development Financial Institutions (CDFI) Fund Certified Community Development Entity (CDE),
* Develop a Vision & Strategic Alliances for the CDE, and
* Prepare and submit a New Markets Tax Credit (NMTC) Allocation Application.

NORTHEASTERN PENNSYLVANIA NONPROFIT & COMMUNITY ASSISTANCE CENTER

NEPA Grantmakers Forum: NCAC continues to facilitate a Regional Association of Grantmakers (RAG) to more efficiently and effectively address the grant making needs of the communities in Northeastern Pennsylvania. A NEPA Grantmakers Leadership team meeting was held in early June and Forum was held in May.

NCAC has received funding from ARC to help advance the Greater Pike Community Foundation and help form/launch the Carbon County Community Foundation. Each county received $32,000 in funding through subrecipients agreements. For Pike County the funding has helped the foundation with outreach, website update, program development and the assembling of a consultant staff team. For Carbon County, the funding has served as the catalyst for the formal incorporation process. NCAC has assisted with the facilitation of a founders committee, organizing meetings, identifying best practices for community foundations, offering workshops on grant seeking and grant writing, coordinating educational training for professional advisors, and developing a mission statement.

- Funder: ARC
- Amount: $110,000
- Contract Term: October 1, 2016 - June 30, 2018

This Grant was successfully closed in September 2018. Although funding was able to be used for fundraising, it is clear that the grant has allowed both organizations to build capacity, add staff and grow their endowments. The tables below demonstrate their growth during the grant period.

<table>
<thead>
<tr>
<th>Greater Pike Community Foundation</th>
<th>February 2016</th>
<th>January 2017</th>
<th>June 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Endowment Growth</td>
<td>$2,350,000*</td>
<td>$2,479,069</td>
<td>$2,812,297</td>
</tr>
<tr>
<td># Endowment Funds</td>
<td>2</td>
<td>3</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Carbon County Community Foundation</th>
<th>February 2016</th>
<th>January 2017</th>
<th>June 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Endowment Growth</td>
<td>$0</td>
<td>$206,424</td>
<td>$520,695</td>
</tr>
<tr>
<td># Endowment Funds</td>
<td>0</td>
<td>1</td>
<td>6</td>
</tr>
</tbody>
</table>

*Estimate
**Community Foundation of Monroe County:** NCAC continues to support the founders committee for the Community Foundation of Monroe County. NCAC has referred several foundation peers to the group to help explain the importance of a community foundation and best practices to launch. NCAC also referred Attorney Robert Kelly to the group who will be completing the formation and filings pro bono. NCAC has prepared an ARC pre-application to support the start-up of the foundation.

- Full-application Submitted: March 2019
- Amount: $65,000
- Award date anticipated: August 2019

**Workshop Summary:** NCAC conducts and serves as a partner in conducting many workshops throughout the region. These workshops are attended by individuals from throughout NCAC’s seven-county region. NCAC conducted 29 workshops with over 1,200 attendees over the last 2 years.

**NCAC Program & Service Summary**

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
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<th></th>
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</thead>
<tbody>
<tr>
<td>Nonprofit Counseling</td>
<td>49</td>
<td>51</td>
<td>8</td>
<td>4</td>
<td>6</td>
<td>3</td>
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<td>8</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>7</td>
<td>2</td>
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<tr>
<td>Resource Center Visits</td>
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<td>63</td>
<td>3</td>
<td>4</td>
<td>4</td>
<td>2</td>
<td>3</td>
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<tr>
<td>Workshop Attendees</td>
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<td>472</td>
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<td>111</td>
<td>26</td>
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<td>Grant Proposal Reviews</td>
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<td>Nonprofit Start-up Assistance</td>
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<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>4</td>
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<tr>
<td>Demographics/Statistics Info.</td>
<td>25</td>
<td>26</td>
<td>3</td>
<td>1</td>
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<td>42</td>
<td>40</td>
<td>79</td>
<td>104</td>
<td>16</td>
</tr>
</tbody>
</table>

**BLUE RIBBON TASK FORCE (BRTF) / TOBYHANNA ARMY DEPOT**

NEPA manages the Blue Ribbon Task Force (BRTF), which was organized in 1992 to provide regional community support for the preservation and protection of Tobyhanna Army Depot from the base closure process known as Base Realignment and Closure (BRAC).

* NEPA annually prepares an Economic Impact Analysis of the Depot. In the last update, it was established that the total impact of the Depot is an estimated $2.7 billion in economic activity, an
estimated 9,406 jobs, and an estimated $630.7 million in labor income within an eleven (11) county region in Northeast Pennsylvania.

**RESEARCH & INFORMATION PROGRAM**

**Data Requests:** The following table describes the geographic origin and type of technical assistance and information requested.

<table>
<thead>
<tr>
<th>Technical Assistance &amp; Information Requests</th>
<th>Carbon</th>
<th>Lackawanna</th>
<th>Luzerne</th>
<th>Monroe</th>
<th>Pike</th>
<th>Schuylkill</th>
<th>Wayne</th>
<th>Adjacent Counties/States</th>
<th>Commonwealth of PA</th>
<th>Total</th>
</tr>
</thead>
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<td>Agriculture Statistics</td>
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<tr>
<td>Demographic Data Based on a Radius</td>
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<td>Economic Census</td>
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<td>Employment by Occupation</td>
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<td>Largest Employers</td>
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<tr>
<td>Minority-Owned and Women-Owned Businesses</td>
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<td>Number of Businesses</td>
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## Technical Assistance & Information Requests

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### Featured Article: This month’s article presents the not seasonally adjusted unemployment rates for the nation, state, region and each of the NEPA Alliance’s seven counties.

### Not Seasonally Adjusted Unemployment Rates

According to the first chart, the not seasonally adjusted unemployment rates, as provided by the PA WorkStats Program of the Center for Workforce Information & Analysis at the PA Department of Labor & Industry, indicate that the average regional unemployment rate was 5.4 percent from June 2017 to May 2018 and 4.9 percent from June 2018 to May 2019. The average national unemployment rate from June 2017 to May 2018 was 4.2 percent and it decreased to 4.0 percent from June 2018 to May 2019. The average state unemployment rate from June 2017 to May 2018 was 4.6 percent and it decreased to 4.0 percent from June 2018 to May 2019.

According to the second chart, the difference in the monthly not seasonally adjusted unemployment rates between the region and nation was 1.1 percentage points in June 2017 before fluctuating to its maximum of 1.8 percentage points in February 2018 and then decreasing to its minimum of 0.8 percentage points in May and June 2018 and April 2019. It then increased to 1.1 percentage points in May 2019. During the 24-month period, the average not seasonally adjusted unemployment rate was 4.0 percent in the nation and 5.1 percent in the region.

In June 2017, the difference in the monthly not seasonally adjusted unemployment rates between the region and state was 0.5 percentage points before fluctuating to its maximum of 1.2 percentage points in January and February 2018 and then decreasing to its minimum of 0.4 percentage points in June 2018. It then fluctuated to 0.7 percentage points in May 2019. During the 24-month period, the average not seasonally adjusted unemployment rate in Pennsylvania was 4.3 percent.
Average Not Seasonally Adjusted Unemployment Rates

Percent

United States
Pennsylvania
Northeastern Pennsylvania
Carbon County
Lackawanna County
Luzerne County
Monroe County
Pike County
Schuylkill County
Wayne County

2017  2018  June 2017 - May 2018  June 2018 - May 2019
Difference in the Monthly Not Seasonally Adjusted Unemployment Rates from June 2017 to May 2019

- US - NE PA
- PA - NE PA
TRANSPORTATION PLANNING & PROGRAMMING

2019-2022 TIP Update: The draft 2019-2022 TIP and related documents were advertised for a 30-day public comment period from June 15, 2018 to July 17, 2018. The public hearing on the draft 2019-2022 TIP was held on July 17th at the Monroe County Transportation Authority in Swiftwater. Remote locations for the public hearing were offered in Milford, Jim Thorpe and Pottsville. A joint Technical Committee and Policy Board meeting followed the public hearing. The 2019-2022 TIP and related documents were approved by the committees. The TIP package was submitted to PennDOT Central Office in early August for inclusion in the Statewide Transportation Improvement Program (STIP). The State Transportation Commission approved the STIP on August 17th and it was submitted to the federal agencies. All of the 2019-2022 TIP documents can be found on the NEPA website here- http://www.nepa-alliance.org/transportation/transportation-improvement-program-tip/

The STIP was reviewed by the federal agencies (FHWA, FTA and EPA) and was approved on September 26, 2018. The 2019-2022 STIP went into effect on October 1, 2018. The 2019-2022 TIP includes over $692 million in highway, bridge and transit funding for the next four years.

2021-2024 TIP Update: Preparation for the development of the next TIP update has begun with the engagement of the Financial Guidance Workgroup consisting of MPO and RPO representatives, and PennDOT and FHWA officials. The Workgroup is reviewing funding streams and formula allocations that will be the basis for project funding on the 2021-2024 TIP. The funding formulas will be shared with the Planning Partners at a statewide meeting on July 16th.

2020-2022 Unified Planning Work Program (UPWP): Staff continues to participate in the UPWP Work Group as it develops the program guidance for the next UPWP. Staff participated in the kickoff conference call for the UPWP Work Group on December 12th and ensuing meetings on February 20th and March 26th. Staff continues to participate in conference calls to develop the UPWP guidance. Conversations with PennDOT districts and the NEPA MPO UPWP subcommittee will begin this summer.

NEPA MPO Strategic Plan: Last fall, NEPA staff developed a Request for Qualification (RFQ) for a consultant for the development of a Strategic Plan for the NEPA MPO. The development of the strategic plan was identified as a priority task for the first year of the NEPA MPO Unified Planning Work Program. The RFQ was also for an open-end agreement for a consultant to assist in the update of the NEPA MPO Long Range Transportation Plan and other planning initiatives as deemed necessary.

The NEPA MPO Technical Committee reviewed the RFQ at the September 18th meeting and the RFQ was advertised on Thursday, September 20th. Following advertisement and presentations by top three firms, the NEPA MPO Technical Committee scored the proposal and Michael Baker International was selected as the consultant for the NEPA MPO Strategic Plan and open-end agreement for consulting services.

Following the NEPA MPO Technical Committee business meeting on February 19th, Michael Baker International presented the project scope and timeline for the Strategic Plan and conducted a SWOT analysis of the NEPA MPO committee. A discussion of this process was shared with the NEPA MPO Policy Board at the meeting on March 6th.

A survey of NEPA MPO Technical Committee and Policy Board members was distributed in early March. A board retreat with Technical Committee and Policy Board members was be held on March 19th.
A draft of the Strategic Plan was shared with the committee members in early April and was reviewed at the April 16th Technical Committee meeting. Comments on the draft plan were incorporated into the document. The Strategic Plan was endorsed by the Technical Committee on May 22, 2019 and referred to the Policy Board for approval. The Policy Board approved the Strategic Plan by email ballot in June. Staff will work over the coming months to implement the recommendations in the Strategic Plan as we developed the next UPWP and Long Range Transportation Plan.

**Long Range Transportation Plan Update:** The development of a Long Range Transportation Project (LRTP) for the four-county MPO is required by FHWA and PennDOT and identifies the major transportation projects, programs and policies needed for the next twenty-five years. The LRTP establishes the vision and goals that guides future decisions affecting transportation facilities, infrastructure and services in the region.

The next formal update of the LRTP is due March 2020. Staff has begun the LRTP Update process. As part of the MPO Strategic Plan RFQ solicitation, Michael Baker International has an open-ended agreement with NEPA to complete portions of the LRTP update. Michael Baker has developed a scope and schedule for the development of LRTP. They were shared with the LRTP Steering Committee at the kickoff meeting on May 22nd. Development of the LRTP will continue over the summer and fall with public outreach events to be held in the coming months.

**PennDOT Connects:** At the direction of Secretary Leslie Richards, PennDOT has initiated a new effort to improve the project planning processes and increase local involvement in projects. PennDOT has developed a formal policy on this new effort and outreach efforts to municipalities are being held on projects on the current TIP that have not started the PE phase.

NEPA staff has been participating in many PennDOT Connects meetings with PennDOT staff, municipal officials and stakeholders for upcoming TIP projects, maintenance projects and Multimodal Transportation Fund projects. Additional meetings will be held in the coming months on current and future projects.

The next phase of the PennDOT Connects effort will involve training for municipalities regarding project planning and engineering factors to be considered during project development. The training will be held in conjunction with the outreach sessions beginning later this summer for the NEPA MPO’s Long Range Transportation Plan update.

**Functional Classification Review:** The functional classification review is a major project for the Transportation Division which was initiated last year. Thus far, NEPA GIS staff has completed the necessary GIS mapping changes and corresponding data to justify any functional classification changes for Pike County and Monroe County. A meeting with District 4-0 staff to review the changes in Pike County was held on January 28th. A meeting with District 5-0 staff to review the changes in Monroe County was held on January 31st.

The functional classification review process has wrapped up in Carbon County. Meetings with Carbon County were held on January 25th and May 31st. The proposed changes were reviewed with District 5-0 on June 13th. The review process will next begin in Schuylkill County with the first meeting expected to be held in August. The functional classification review is expected to wrap up by year’s end at which time all proposed classification modifications will be formally submitted to PennDOT and FHWA for approval.
Jim Thorpe Parking Analysis and Complete Streets Study: The NEPA MPO was awarded funding for the completion of a Parking Analysis and Complete Streets Study for downtown Jim Thorpe. As a year-round, four-season destination offering a plethora of tourism and visitor activities, the borough has been experiencing a growing problem of accommodating adequate parking in the downtown area for residents, visitors, private retail shops and services and as a County seat, government business activity. The Parking Analysis and Complete Streets Study will identify short and mid-range recommendations to minimize conflicts between modes, maximize parking facilities, and accommodate efficient movement of pedestrians, vehicles and bicyclists, safely and efficiently.

The NEPA MPO was awarded $80,000 in PennDOT/Federal Planning Funds, which is leveraged by 20% in local match being provided by Jim Thorpe Borough, Carbon County Chamber and Economic Development and the Pocono Mountains Visitors Bureau. A steering Committee representative of local interests was established and engaged with the project consultant Chance Management Advisors.

The consultant has been on-site in Jim Thorpe at various events throughout the year gathering data collections including video data that they feel very positive about for their resulting analysis. The project consultant for the County Parking Lot Trail Separation Project funded by the PennDOT Transportation Alternatives Program ($404,000) was provided with the contact information from our consultant as there is an opportunity to collaboratively incorporate some possible design considerations or improvements from the Chance/Alta camp into the County project. The County Traffic Assessment Report related to the County Office Building/Parking Garage project is also being considered.

The consultant provided a presentation of their preliminary findings to the Carbon County Commissioners and the Project Steering Committee on November 13th. The presentations included information on data collected including pedestrian movements and parking data in downtown Jim Thorpe. The consultant also provided information on preliminary options to improve pedestrian safety, provide additional parking options and a potential parking garage. Many of the recommended solutions require PennDOT approval since they will occur on state roads.

The consultant is working to complete the action plan portion of the study. Improvement concepts have been presented to District 5-0 Traffic and Design staff at a meeting on March 21st. An End of Project Schedule is being drafted. Upon completion, it will be presented to the steering committee, borough council and county commissioners on July 18th. The final plan is expected to be completed in later this summer. The project is expected to wrap up by September 2019.

Milford Borough Traffic Study: Milford Borough and Pike County officials have expressed interest in conducting a traffic congestion and parking study. Staff met with borough elected officials and Pike County Planning staff on January 7th to discuss the proposed scope of the study. The study would potentially address traffic circulation and congestion issues, traffic signals and signage, turning movements, pedestrian safety and parking shortages. The NEPA MPO Technical Committee authorized NEPA to seek Supplemental Planning Funds from PennDOT for the study. Staff submitted an application for funding to PennDOT Central Office at the end of February.

$60,000 in funding was awarded to the Milford Borough Traffic Study in May. $15,000 in matching funds will be pursued from local sources. A steering committee is being established to guide and review the study. A kickoff meeting will be held in the coming weeks once a consultant for the project is selected.

Passenger Rail Service Restoration Between New York City and the City of Scranton: NEPA continues to participate in planning activities for the restoration of rail service between Scranton and New
York being managed by the Pennsylvania Northeast Regional Rail Authority. Focus is upon an initial segment of the rail extension within the western portion of New Jersey and the possibility of funding under provisions of the FAST Act. NEPA staff has participated in advisory committee meetings with the PNRRA, Congressman Cartwright’s staff, Senator Blake’s staff, Lackawanna and Monroe counties and other stakeholders to further discuss a strategy for advancing the development of the project. NEPA staff most recently attended meetings on May 30th and June 20th to discuss next step strategies toward advancing the project. The Advisory Committee has engaged an engineering consultant to provide cursory structural assessments of two key concrete railroad bridges and railbed conditions in the targeted segment. The committee has secured $400,000 in Local Share Account funds and is actively seeking other potential funding sources to develop a full engineering cost and ridership update. The committee is also engaging with officials in New Jersey and a meeting is scheduled in July with key legislative and rail agency representatives.

**Local Asset Inventory**: NEPA staff has completed the roadway and bridge information in the four NEPA MPO counties. NEPA staff is now internally reviewing data prior to submission for PennDOT quality analysis. NEPA staff plans to initiate an inventory of ADA ramps in the four-county MPO region in the coming months.

**Geographic Information Systems (GIS)**: GIS staff is continuing to more fully develop its GIS capabilities. Staff has been engaged in the development of the LRTP, particularly the project selection process and the Title VI/Environmental Justice Plan and the development of the Transportation Improvement Plan Updates. Staff has constructed a more developed GIS profile on the NEPA website of NEPA’s Transportation Maps & Applications and can be viewed on [NEPA’s ArcGIS Online Homepage](#). GIS staff has been engaged during the TIP development process and has mapped all TIP projects in the four-county area. GIS technology has been applied to all transportation program and planning activities, and is being further enhanced to aid with project tracking and public information awareness. Most recently, GIS staff completed functional classification mapping for Monroe and Carbon Counties, LTAP mapping, and county bridge locators. Staff also applied GIS technology to NEPA’s other program offerings, including NEPA BFC client mapping, New Markets Tax Credit mapping, Tobyhanna Army Depot employment mapping, CEO Weinberg Food Pantry mapping and PA Local Development District mapping. NEPA GIS staff attended the ESRI Mid-Atlantic Users Conference on November 28-29 in East Rutherford, NJ. Staff is also on the planning conference committee for the AASHTO GIS for Transportation Symposium which was held in Kissimmee, FL on April 23-26.

**Focus 81 Committee**: The Focus 81 Full Committee met on April 9th. The committee received updates on PennDOT’s roadwork projects for the upcoming year on Interstate 81 and the PA Turnpike’s Scranton Beltway Project.

NEPA has issuing an RFP/RFQ for marketing and event planning activities and website updates. Proposals were due by April 30th. Submissions are being reviewed and a consultant is expected to be selected later this summer.

Staff is developing two subcommittees to address freight issues and incident management. The first meeting of the Freight Subcommittee was held on December 3rd. The Freight Subcommittee identified several action items for staff including a truck parking roundtable with FHWA, a freight corridor study using supplemental planning funds and freight facility inventory and mapping.

The truck parking roundtable with FHWA was held on June 6th. About 25 attendees representing truck parking stakeholders were at the event. The roundtable included a lively discussion about the truck parking
issues in Northeastern Pennsylvania. Several action items were identified to improve truck parking along the I-81 corridor. NEPA staff is currently drafting a Truck Parking Action Plan document which will summarize the issues and solutions identified at the event. We plan to share the document with the Focus 81 Committee at the next meeting.

The next Focus 81 Committee meeting is scheduled for October 8th.

**Lackawanna/Luzerne, Lehigh Valley and Reading MPOs:** NEPA staff continues to correspond and collaborate with representatives of the Lackawanna/Luzerne, Reading and Lehigh Valley MPOs in the interest of coordinating transportation planning and programming activities between the adjoining MPOs and the NEPA MPO. NEPA is a designated voting member on the Lackawanna-Luzerne Technical Committee and regularly attends these meetings to report on the activities of the Focus 81 Committee and discuss potential collaborations toward addressing common transportation issues facing the greater region as well. Staff most recently attended the Lackawanna-Luzerne MPO Technical Committee meeting on July 17th at the Avoca International Airport.

**Pike County Road Task Force:** NEPA staff attended the Pike County Road Task Force Meeting on May 16th and June 20th. NEPA staff discussed the local asset inventory project and the upcoming LTAP class schedule with the task force. NEPA GIS staff has developed maps for each municipality that shows transportation infrastructure based upon existing data and newly developed local bridge and road asset inventory data.

**Schuylkill County Chamber of Commerce Transportation Task Force:** NEPA staff attended the Chamber Transportation Task Force meeting in Pottsville on May 9th, June 13th and July 11th and continued to provide updates on the Focus 81 initiative and the NEPA MPO TIP and LRTP development.

**Equitable Transit Planning Council/NEPA Moves:** NEPA has been participating in the Equitable Transit Planning Council led by the Scranton Area Community Foundation and Federal Reserve Bank of Philadelphia. The group was formed as a multi-disciplinary collaboration of interest groups to address the current transportation barriers that limit economic growth and development opportunities in NEPA region, particularly focusing on the Scranton/Wilkes-Barre urbanized corridor. The Planning Council was organized in response to the increase in local residents in Northeastern PA, and many of the organizations that serve them, who have shared that transportation challenges are a particularly significant barrier for low to moderate income individuals, and other specific populations. The Equitable Transit Council has recently rebranded itself as NEPA Moves. Staff attended a leadership meeting conducted on February 8th and a regular meeting on March 6th. Staff has been in discussions with NEPA Moves and the Scranton Area Foundation to conduct mapping of business park locations.

**Commuter Services of Pennsylvania:** Commuter Services is a professionally staffed organization funded by federal Congestion Mitigation & Air Quality (CMAQ) funds, providing services to reduce traffic congestion by helping commuters find alternatives, other than driving alone, and by reaching out to employers so they can help their workforce find those options. In 2014, the MPO Technical Planning Committee approved a motion in support of adding funding for Commuter Services in the 2015-2018 TIP Update. A continuation of funding for Commuter Services was included in the 2017-2020 TIP. The four-year contract with Commuter Services was initially stipulated.

Recently, the Federal Highway Administration (FHWA) raised concerns about the use of CMAQ funding during the development of the 2019-2022 Transportation Improvement Program. Currently, several MPOs and RPOs in the Commonwealth that are classified as attainment counties for air quality still receive CMAQ.
funding. Beginning with the 2021-2024 Transportation Improvement Program, those MPOs and RPOs will no longer receive CMAQ funds. In addition, in multi-county MPOs and RPOs, CMAQ funding will only be eligible for use in the non-attainment counties. As a result, in the NEPA MPO region CMAQ funds will only be eligible for use in Carbon County beginning in FY 2021.

The NEPA MPO Technical Committee reviewed options regarding future funding for Commuter Services and voted to discontinue funding Commuter Services on the 2019-2022 TIP Update, but permit the expenditure of funds appropriated on the current TIP until the originally allocated funding is expended. The four-year MOU with Commuter Services expired on September 30, 2018. An amended MOU was approved by the Technical Committee and Policy Board to continue Commuter Services activities in the NEPA MPO region until the remaining funds are expended or until September 30, 2020, whichever comes first.

Local Technical Assistance Program (LTAP): NEPA has partnered with PennDOT to deliver the LTAP training series in the Lackawanna-Luzerne Metropolitan Planning Organization (MPO) region, the NEPA MPO region and Wayne County.

The following classes have been held thus far in fiscal year 2018-2019.

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Board of Directors Report  
July 24, 2019

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Classes for Summer and Fall 2019 are currently being scheduled with 10 confirmed classes and several others pending.
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Annette Ginocchetti
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NEPA’s Mission

The Northeastern Pennsylvania Alliance (NEPA) is a regional multi-country economic development agency providing leadership, planning, expertise and services to regional and local governments, businesses, institutions, and individuals through innovative and beneficial collaborations and partnerships to enhance the economic development and quality of life in the area.