

Northeastern Pennsylvania Alliance

NEPA

Business Development



Community & Economic Development



Nonprofit & Community Assistance Center



Transportation



June 28, 2023

NEPA's Board of Directors 2022-2023

CARBON COUNTY

Kathy Henderson	610-379-5000	khenderson@carboncountychamber.org
Wayne Nothstein (County Commissioner)	570-325-3611	waynenothstein@carboncounty.net
Harold Pudliner	570-427-8640	weatherlyboro@gmail.com
Joseph Sebelin (Executive Committee-Past Board Chairperson)	570-657-8205	jsebelin@ptd.net
Garry Wentz	570-325-2462	gawentz@ptd.net

LACKAWANNA COUNTY

Philip Condron	570-344-6888	phil@condronsweda.com
Tom Donohue	570-347-2056	tdonohue@lamar.com
Dr. Katie Leonard	570-702-8903	kleonard@johnson.edu
John McNulty	570-561-6961	jackie6741@gmail.com
Jerry Notarianni (County Commissioner)	570-963-6800	notariannij@lackawannacounty.org
(Brenda Sacco - Alternate)	570-963-6830	saccob@lackawannacounty.org
Alex Stark (Executive Committee-Assistant Secretary)	570-558-5113	astark@id-logistics.com

LUZERNE COUNTY

Stephen Barrouk (Executive Committee-1st Vice-Board Chairperson)	570-814-9114	stevebarrouk@gmail.com
Joseph Lettiere	570-455-1508	jlettieri@hazletoncando.com
Mary Malone	570-455-1509	mmalone@hazletonchamber.org
Tim McGinley (County Council)	570-825-1500	tim.mcginley@luzernecounty.org
Michelle Mikitish	570-655-1424	mmikitish@pittstonchamber.org
Kerry Miscavage	570-704-3953	kmiscavage@timesleader.com

MONROE COUNTY

Christopher Barrett	570-421-5791	cbarrett@poconos.org
John Christy (County Commissioner)	570-517-3102	jchristy@monroecountypa.gov
Charles Leonard	570-839-1992	cleonard@pmedc.com
Mary Frances Postupack (Executive Committee-Secretary)	570-422-7920	mpostupack@esu.edu
Marynell Strunk	570-460-4772	read4fun@ptd.net

PIKE COUNTY

Cynthia DeFebo	570-296-2909	cdefebo@pikepa.org
William Kerstetter (Executive Committee-Treasurer)	570-832-1578	cobk@ptd.net
Matthew Osterberg (County Commissioner)	570-296-7613	mosterberg@pikepa.org
Peter Wulforth	570-296-3405	ptw3@psu.edu
Vacant		

SCHUYLKILL COUNTY

Robert Carl	570-622-1942	rcarl@schuylkillchamber.com
Courtney Fasnacht	570-622-0992	cfasnacht@nepamaec.com
Micah Gursky	570-645-8118	micah.gursky@sluhn.org
George Halcovage (County Commissioner)	570-628-1202	ghalcovage@co.schuylkill.pa.us
(Executive Committee-2nd Vice-Board Chairperson)		
Bud Quandt	570-544-4775	bquandt@quandt.com

WAYNE COUNTY

Jocelyn Cramer (County Commissioner)	570-253-5970	jcramer@waynecountypa.gov
James Hockenbury	570-251-6680	hockenbury@wmh.org
Craig Rickard	570-253-5970	crickard@waynecountypa.gov
Michael Rollison	570-253-8571	mike.rollison@waynebank.com
Mary Beth Wood (Executive Committee-Board Chairperson)	570-253-2537	mbw@wedcorp.org

AT-LARGE

Carl Beardsley	570-602-2000	cbeardsley@flyavp.com
Christopher Doherty	570-815-4918	chrisdoherty250@gmail.com
Ricky Durst	570-646-2300	rdurst@poconoraceway.com
Vincent Galko	570-751-3798	vgalko@mercuryllc.com
Larry Malski	570-963-6676	lmalski@pnrra.org
Kit Pappas	570-629-1665	kpappas@kslresorts.com
Alana Roberts	570-348-1622	aroberts@pplweb.com
Vacant		

EX-OFFICIO

Jeffrey Box	570-655-5581	jbox@nepa-alliance.org
Maria Montoro Edwards (NCAC Board Chair)	570-826-1777	mmedwards@mfhs.org
Andy Reilly (PNE Board Chair)	570-824-7214	andy.reilly@luzernecounty.org
(John Augustine - Alternate)	570-883-0504	jaugustine@pennsnortheast.com

EMERITUS

David Donlin	570-624-1796	dadmatd515p@comcast.net
Ernest Preate	570-558-5970	epreate@comcast.net

**BOARD OF DIRECTORS REPORT
JUNE 28, 2023**



AGENDA

- I. **Call to Order** - *Mary Beth Wood, Board Chairperson*
 - * Sound & Audio check
- II. **Pledge of Allegiance** - *Mary Beth Wood, Board Chairperson*
 - * Welcome Commissioner Jocelyn Cramer, Wayne County
- III. **Roll Call** - *Donna Hritz*
- IV. **Board Discussion & Action Items**
 - * March 1, 2023 Meeting Minutes - *Mary Beth Wood, Board Chairperson* 1-4
 - * Approval of the Financial Report - *Wendi Holena, VP & CFO* 5-6
 - * Fiscal Year 2023-2024 NEPA Budget Adoption - *Bill Kerstetter, Jeffrey Box & Wendi Holena* 7
 - * Fiscal Year 2023-2024 NEPA Work Plan Adoption - *Jeffrey Box/SRMGT Staff* 8-18
 - * Presentation – Community Advantage Lending Program - *Jeffrey Box & Steve Ursich*
 - * Resolution 2023-6 – Approving Community Advantage Lender Warehouse Financing - *Jeffrey Box & Steve Ursich* 19
 - * Fiscal Year 2023-2024 Nominating Committee Recommendations for Board Membership - *Steve Barrouk, Jeffrey Box & Donna Hritz* 20-21
 - * Fiscal Year 2023-2024 Committee Memberships - *Mary Beth Wood* 22-24
 - * Fiscal Year 2023-2024 Board Meeting Schedule - *Mary Beth Wood* 25
 - * **Affiliate/Committee/Division Reports** 26-41
 - Business Development Services - *Steve Ursich*
 - Community & Economic Development Services - *Kurt Bauman*
 - Communications & Membership - *Donna Hritz*
 - Transportation Services - *Alan Baranski*
- VI. **President & CEO Report** - *Jeffrey Box*
- VII. **Open Discussion** - *Mary Beth Wood, Board Chairperson*

**Board of Directors Report
Minutes of
Wednesday, March 1, 2023
In Person/Video Meeting**

OFFICERS

Mary Beth Wood, Board Chairperson
 Stephen Barrouk, 1st Vice-Board Chairperson
 Comm. George Halcovage, 2nd Vice Board Chairperson
 William Kerstetter, Treasurer
 Mary Frances Postupack, Secretary
 Alex Stark, Assistant Treasurer
 Comm. Wayne Nothstein

CARBON

Kathy Henderson
 Harold Pudliner
 Garry Wentz

LACKAWANNA

Philip Condron
 Thomas Donohue
 Dr. Katie Leonard
 Jack McNulty
 Brenda Sacco

LUZERNE

Michelle Mikitish
 Kerry Miscavage

MONROE

Chuck Leonard
 Marynell Strunk

PIKE

Cynthia DeFebo
 Peter Wulfhorst

SCHUYLKILL

Micah Gursky
 Courtney Fasnacht

WAYNE

Craig Rickard

AT-LARGE

Ricky Durst
 Vince Galko
 Alana Roberts

EX-OFFICIO

John Augustine
 Jeffrey Box
 Maria Montoro Edwards

STAFF

Alan Baranski
 Wendi Holena
 Donna Hritz
 Michael Skowronski
 Steve Ursich

GUEST

Phil Keaney (J.H. Williams)
 Ben May (Pocono Raceway)

**Board of Directors Report
Minutes of
Wednesday, March 1, 2023
In Person/Video Meeting**

The NEPA Alliance held a Board of Directors Meeting on Wednesday, March 1, 2023, in-person and via video meeting. Board Chairperson Mary Beth Wood called the meeting to order at 1:00pm.

Board Chairperson Mary Beth Wood asked the Board of Directors to join her in reciting the Pledge of Allegiance.

A roll call was given by Donna Hritz acknowledging those participating in today's meeting in-person and/or via video call.

ACTION ITEMS

Minutes - A motion was made by Michelle Mikitish and seconded by Micah Gursky to accept the minutes from the Board of Directors Meeting of January 4, 2023, as presented. **Motion carried.**

Approval of the Fiscal Year 2022 Audit- Wendi reported that J. H. Williams has completed the Audit as of June 30, 2022 and that the Audit was presented to the Executive Committee and Budget & Finance Committee. Phil Keaney, J.H. Williams & Co. reported that the financial statements and schedules for the year ending June 30, 2022, were a clean unqualified opinion. He reviewed the various statements and opinions within the NEPA Audit. He stated that the Audit did not detect any issues of noncompliance.

A motion was made by Harold Pudliner and seconded by Michelle Mikitish to accept the audit as presented. **Motion carried.**

Financial Report – Wendi reported as of January 31, 2023, NEPA has total revenue and total expenses of approximately \$4.2 million. She further reported that NEPA is showing an increase in net assets of \$31,658. Wendi stated that NEPA only budgeted an increase of \$1,359. She noted that she expects the net assets to increase in the coming months primarily due to loan fees from the Business Finance Center (BFC). Wendi reported that NEPA's Statement of Financial Position has an unrestricted cash balance of over \$1 million and net assets of approximately \$1.7 million.

A motion was made by Bill Kerstetter and seconded by Michelle Mikitish to accept the Financial Report as presented. **Motion Carried.**

Resolution 2023-5 - Approving the Annual Comprehensive Economic Development

(CEDs) Performance Plan - Jeff reported that CEDs Performance Plan is an annual plan that that is prepared, updated, and submitted every year to the Economic Development Administration (EDA), to qualify the region for federal funding from EDA.

A motion was made by Steve Barrouk and seconded by Jack McNulty to approve the CEDs Resolution as presented. **Motion Carried.**

**Board of Directors Report
Minutes of
Wednesday, March 1, 2023
In Person/Video Meeting**

Business Development Services – Steve Ursich reported NEPA applied to be a Community Advantage Program lender and was recently approved by the Small Business Administration (SBA), which allows NEPA to become a 7A lender statewide. He also reported that the Bring the World to Pennsylvania event will be held on Monday, October 2nd in northeast Pennsylvania and that additional details are forthcoming. Steve stated that the APEX (formally PTAC) is working with Congressman Matt Cartwright’s staff on a Department of Defense Day for some time in November. He noted that Business Finance team will be hosting a Lunch and Learn on March 22nd at the Electric City Trolley Museum in Lackawanna County. He noted that the event is by invitation only.

Community & Economic Development Services – Jeff reported NEPA has been vetting and assisting with four times the number of ARC applications than ever before because of demand and additional funds. He noted that there are still funds available. Jeff stated that NEPA will be rolling out in the spring, the Blue Ribbon Task Force name change to the Tobyhanna Defense Technology Partnership. Jeff stated that NEPA is also working on a fund-raising plan for the partnership.

Communications & Membership – Donna reported NEPA ended the 2022 membership campaign with 461 members for a total of \$286,123. She reported that the new campaign started on January 1st. Donna stated that as of February 28th, NEPA has 73 members for a total of \$57,425 and NEPA’s membership goal is 450. Donna reported that the Communications & Membership Committee met in January and agreed to raise the membership fees to \$295. She further reported that the Committee also agreed to increase the Networking Reception fee to \$100 per person for members and \$125 for non-members. She noted that NEPA recently held media events with Constantino’s Catering in Lackawanna County and Arrow Studio & Events in Schuylkill County. She stated that NEPA will be looking to schedule ARC media event for some time in April. Donna reported that nominating letters were sent out to board members whose terms will be expiring on June 30th. She noted that letters were also sent out to the County Commissioners advising them whose terms will be expiring in their respective counties. Donna further noted that the Nominating Committee will be meeting in April to prepare the new board slate. She stated that staff continues to work on the remaining websites.

Transportation Services – Alan reported that the U.S. Census Bureau proposed to drastically change the criteria determining how urban areas are defined. The NEPA MPO strongly opposed the changes. Alan also reported that the NEPA MPO 2023 Transportation Improvement Program development is complete. He noted that the Statewide Transportation Improvement Program was submitted to the federal agencies for approval, which was received from USDOT. He noted that the 2023 TIP went into effect on October 1, 2022. Alan stated that NEPA MPO kicked off the update of the Long Range Transportation Plan last April. He noted that due to our Air Quality Conformity status, the LRTP is required to be updated every four years. Alan reported that the LRTP consultant, Michael Baker International, has developed a Scope of Services for the plan and a work order has been executed. He stated that the development of a regional freight study has been identified as a task in the current Unified Planning Work Program. He further stated that given the regional nature of freight movements, particularly due to the warehousing and distribution growth in the NEPA, MPO staff has been in discussions with neighboring Planning Partners about developing a collaborative regional freight plan. Alan noted that the five MPOs have agreed to conduct a joint freight plan as the Eastern Pennsylvania Freight Alliance – NEPA MPO, Lehigh Valley

**Board of Directors Report
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MPO, Lackawanna-Luzerne MPO, Reading MPO and Lebanon MPO. The group developed a framework, submitted an application to Central Office for supplemental planning funds for the initiative and was awarded \$280,000 in supplemental planning funds to be leveraged by a \$70,000 match provided by the participating MPOs.

President & CEO Report and Presentation – Jeff reported that several NEPA staff and Mary Beth Wood will be joining him at the Development District Association of Appalachia (DDAA) Conference in Arlington, Virginia later this month. He noted that he currently serves as the Board Chairperson of DDAA. Jeff further reported that he is scheduled for legislative visits on Capitol Hill with key legislative staff members and will be advocating for additional ARC funding. Jeff stated that NEPA is waiting for Governor Shapiro’s budget and is scheduling legislative visits for around the region.

Presentation – Ben May, President, Pocono Raceway provided a power point presentation regarding the Motorsports Impact, Scope & Scale, Legacy, Community Impact & Doing the Right Thing, Sustainability & Climate and Rare Air. A copy of Pocono Raceway’s power point is available upon request.

Micah Gursky reported that on March 9, 2023, the United States Post Office is issuing a new set of stamps for historic railroad stations. He noted that five (5) railroad stations from across the country will be featured in a book of stamps. Micah was proud to announce that the Tamaqua Train Station will be feature in the book of stamps. He noted the Tamaqua Train Station only exists today because of the work by the NEPA Alliance Transportation program.

Respectfully submitted,
Donna Hritz
Vice President of Communications & Operations
March 24, 2023

Statement of Activities

May 31, 2023

	Prior YTD	Current YTD	Budget	Percentage of Budget
Revenues:				
Grants/Projects	\$ 2,693,748	\$ 8,075,091	\$ 8,204,244	98%
Membership Fees	211,510	216,067	236,200	91%
Rental Income	29,241	26,511	28,921	92%
RLF Admin. Fees	35,069	39,219	15,000	261%
Match from Other Sources	50,654	71,059	42,000	169%
Other Receipts	4,317	27,549	3,500	787%
Contributed Services	23,856	26,832	20,000	134%
Total Revenues	3,048,395	8,482,328	8,549,865	99%
Expenses:				
Personnel	1,639,224	1,844,001	2,004,762	92%
Benefits	704,924	757,260	882,095	86%
Contractual	263,880	5,231,029	5,067,330	103%
Professional Fees	22,883	20,703	24,900	83%
Travel and Per Diem	17,098	55,663	35,414	157%
Meetings and Seminars	50,385	92,749	86,725	107%
Postage	2,443	3,687	3,300	112%
Supplies	35,756	86,359	76,300	113%
Publications and Memberships	34,624	47,925	52,320	92%
Printing	4,342	3,252	4,800	68%
Advertising	13,219	4,533	10,500	43%
Occupancy	58,179	59,546	65,300	91%
Equipment Rental & Maintenance	11,150	11,360	12,164	93%
Depreciation	52,816	52,082	59,816	87%
Telephone/Internet	23,345	24,851	28,780	86%
Insurance	9,797	29,437	32,042	92%
Interest	37,675	36,021	39,217	92%
Other Costs	22,567	46,197	42,741	108%
Contributed Services	23,856	26,832	20,000	134%
Total Expenses	3,028,163	8,433,487	8,548,506	99%
Increase (Decrease) in Net Assets	\$ 20,232	\$ 48,841	\$ 1,359	

Net Assets	
Beginning Balance	\$ 1,685,860
Increase (Decrease)	48,841
Current Balance	<u>\$ 1,734,701</u>

Statement of Financial Position

May 31, 2023

Assets	Prior Year	Current Year	Liabilities	Prior Year	Current Year
Unrestricted Cash Invested	\$ 805,735	\$ 1,306,520	Accounts Payable	138,831	385,512
Restricted Funds Invested	204,679	188,068	Deferred Project Funds	204,679	188,068
Membership Fees Receivable	83,650	12,650	Employee Benefits Payable	184,475	196,043
Advances/Deposits/Prepays	43,664	50,379	Payroll Withholdings	4,916	5,343
Accounts Receivable-Projects	1,077,124	1,027,050	Deferred Membership Fees	184,965	123,203
Depreciable Assets (Net)	630,406	573,523	Capital Lease Payable	550,947	525,320
			Total Liabilities	1,268,813	1,423,489
			Net Assets *	1,576,445	1,734,701
Total Assets	\$ 2,845,258	\$ 3,158,190	Total Liabilities & Net Assets	\$ 2,845,258	\$ 3,158,190

*Net Assets represents NEPA's equity. It is the surplus of Total Assets less Total Liabilities. Net Assets is not equivalent to cash.

**Northeastern Pennsylvania Alliance
General Activities Draft Budget**

Fiscal Year Ending June 30, 2024

Prepared 6-19-23

Revenue	FYE 22 Budget	FYE 23 Budget	FYE 24 Budget
Grants/Contracts	3,557,394	8,204,244	4,716,659
Match From Other Sources	60,000	42,000	44,000
Membership Fees	223,855	236,200	237,750
Rent and Related Receipts	30,329	28,921	28,921
RLF Admin Fees	15,000	15,000	25,000
Other Receipts	13,900	3,500	18,900
Contributed Services	16,000	20,000	28,000
Total Revenues	3,916,478	8,549,865	5,099,230
Expenses			
Personnel	1,803,906	2,004,762	2,181,050
Benefits	811,758	882,095	959,662
Contractual	731,955	5,067,330	1,287,765
Professional Fees	32,000	24,900	29,500
Travel & Per Diem	25,632	35,414	49,320
Meetings & Conferences	70,879	86,725	111,170
Postage	5,200	3,300	4,200
Supplies	61,419	76,300	46,190
Publications & Memberships	57,810	52,320	63,356
Printing & Publishing	5,100	4,800	4,700
Advertising	22,000	10,500	18,500
Utilities & Building Maintenance	67,300	65,300	65,050
Equipment - Rental & Maintenance	9,364	12,164	13,164
Depreciation	65,617	59,816	59,102
Telephone	26,280	28,780	27,930
Insurance	24,600	32,042	35,200
Interest	41,027	39,217	37,271
Other	36,016	42,741	76,286
Contributed Services	16,000	20,000	28,000
Total Expenses	3,913,863	8,548,506	5,097,416
Increase (Decrease) in net assets	2,615	1,359	1,814

Board of Directors Report

June 28, 2023



NEPA ALLIANCE WORK PLAN FOR FISCAL YEAR 2023-2024 JUNE 28, 2023

OUTLINE

1. **ADMINISTRATIVE SERVICES DIVISION**

- Accounting and Financial Services for all NEPA programs
- Community Advantage Lender Program Contract Management
- Contract Management for multiple NEPA and regional grants
- Facility Maintenance and Management
- Human Resources Management
- Insurance/Directors & Officers Coverage/Risk Management
- NEPA Membership Campaign accounting
- NEPA Vehicle Management

2. **BUSINESS DEVELOPMENT SERVICES DIVISION**

- APEX Accelerator Government Contracting Program & Newsletter
- Bring the World to PA Annual Event
- Business Finance Assistance/Revolving Loan Fund Programs/Community Advantage Lending Program
- DOD/DLA Procurement Technical Assistance Center (PTAC)
- International Business Development (Regional Export Network)
- NEPA Alliance Business Finance Corp/SBA 504 Loan Program Management
- Performance Measurement System/Executive Pulse System Management
- PREP Admin – Partnerships for Regional Economic Performance

3. **COMMUNICATIONS & OPERATIONS DIVISION**

- Annual Report Preparation
- Board and Executive Committee Organization and Support
- Bylaws Committee Organization and Support (as needed)
- Communications & Membership Committee Organization Support
- IT and website maintenance for NEPA Operations
- LDD Website Maintenance
- NEPA Alliance Annual Networking Reception
- NEPA Alliance Regional Leadership Award
- NEPA Membership
- NEPA Newslines Email Newsletter
- Nominating Committee Organization Support

4. **COMMUNITY & ECONOMIC DEVELOPMENT SERVICES DIVISION**

- ARC/EDA Project Development and ARC Regional Project Review Committee
- Comprehensive Economic Development Strategy (CEDS)
- Economic Impact Modeling Services
- Engage- Business Retention & Expansion Program
- ESU Economic Summit Support
- Get Connected
- NEPA Community Capacity & Consulting Support
- NEPA Research & Information Center

Board of Directors Report

June 28, 2023



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- New Market Tax Credit Program
 - Nonprofit & Community Assistance Center (NCAC) NEPA Grantmakers Forum, NEPA Gives, Program Administration and Community Foundation Initiative
 - StartUp NEPA Angel Investment Fund
 - Tobyhanna Defense Technology Partnership (TDTP) and PA Military Community Enhancement Commission

5. TRANSPORTATION PLANNING SERVICES DIVISION

- Annual Highway Performance Monitoring System (HPMS) Data Collection
- Coordinated Transit-Human Services Transportation Plan Update
- County Roads Task Groups (4 counties)
- Geographic Information System (GIS)
- I-81 Multi State Coalition (3 counties)
- Long Range Transportation Plan Update (NEPA MPO - 4 counties)
- NEPA *Interchanges* Transportation Program Newsletter
- NEPA MPO 2023-2026 Transportation Improvement Plan Administration (4 Counties)
- NEPA MPO 2025-2028 Transportation Improvement Plan Update (4 Counties)
- NEPA MPO Regional Bicycle/Pedestrian Active Transportation Plan
- NEPA MPO 2024-2025 UPWP Update
- PennDOT Assessment and Inventory of Local Transportation Assets (4 counties)
- PennDOT Connects
- PennDOT Local Roads Technical Assistance Program (LTAP) (7 counties)
- PennDOT NEPA Metropolitan Planning Organization (MPO) (4 Counties)
- Public Involvement Plan, Title VI Plan and Limited English Proficiency Plan Updates
- Regional Eastern Pennsylvania Freight Alliance Plan – Multi-MPO
- Roadway Safety Audits/Reviews
- Rt. 611 Corridor Study
- Wetland Mitigation Planning

Board of Directors Report

June 28, 2023



NEPA ALLIANCE WORK PLAN FOR FISCAL YEAR 2023-2024 JUNE 28, 2023

NARRATIVE

1. ADMINISTRATIVE SERVICES DIVISION

Accounting and Financial Services

NEPA maintains a computerized accounting system and prepares all financial statements and reports. NEPA prepares an annual detailed budget and monitors the status throughout the year. NEPA is audited annually and has always received an unqualified "clean audit" opinion. The Budget & Finance Committee reviews the budget, audit and financial statements. NEPA also prepares the annual Form 990. NEPA performs accounting services for the Northeastern Pennsylvania Nonprofit and Community Assistance Center, Penn's NE, the Tobyhanna Defense Technology Partnership, the NEPA Business Finance Corporation, the NEPA Community Impact Group and the StartUp NEPA.

Community Advantage Lender Program Contract Management

NEPA will administer the newly approved SBA Community Advantage Loan program involving extensive accounting work over and above the normal RLF accounting provided.

Contract Management

NEPA administers approximately 25 federal, state and local contracts and eleven (11) revolving loan fund programs. Reports are prepared regularly for funding agencies to ensure that NEPA complies with all grant, contract and match requirements. In-Kind documentation is calculated and used toward match requirements where applicable.

Facility Maintenance and Management

NEPA has a long term capital lease with the Northeastern Pennsylvania Nonprofit and Community Assistance Center (NCAC) who owns the building where NEPA is located. NEPA is responsible for all upkeep and maintenance of the building including, repair, cleaning, HVAC, and landscaping.

Human Resource Management

NEPA performs payroll processing and benefit administration for approximately 25 employees plus interns. NEPA's employee benefits include health insurance, short term disability, long term disability, life insurance, retirement plan, and vacation time. All employee benefits and benefit carriers are reviewed on a regular basis to ensure cost efficiency. Administrative Services also prepares and maintains the NEPA Employee Handbook and ensures compliance.

Insurance/Directors & Officers Coverage/Risk Management

NEPA administers insurance policies for the building, business owners, automobile, umbrella, workers compensation and directors and officers. NEPA will periodically review policies and carriers to ensure sufficient coverage and cost efficiency.

NEPA Membership Campaign Accounting

NEPA continues to look for ways to improve our membership numbers, value and return on investment for our members. Administrative services prepares invoices and handles payments to track NEPA membership.

Board of Directors Report

June 28, 2023



NEPA Vehicle Management

Administrative Services coordinates vehicle use and maintenance for the two (2) vehicle NEPA fleet.

2. BUSINESS DEVELOPMENT SERVICES DIVISION

APEX Accelerator Government Contracting Newsletter

This electronic newsletter is prepared by the NEPA APEX Accelerator staff. It is sent to NEPA APEX's Accelerator Government Contracting clients to help keep them informed of contracting opportunities, workshops, registration and certification updates, as well as changes in federal, state, and local contracting rules and regulations.

Bringing the World to Pennsylvania Annual Event

This event brings the Pennsylvania Overseas Trade Representatives to our region for meetings with local companies. This event will once again be held in person on October 2, 2023. NEPA Alliance stands ready to assist in the marketing and promotion of this event once additional details are available.

Business Finance Assistance/Revolving Loan Funds Programs /Community Advantage Lending Program

NEPA administers 12 small business lending programs. These programs are funded through federal and state sources. NEPA generally loans millions annually from these programs, leveraging millions more in private funds, with specific requirements for job retention and/or creation. NEPA performs program marketing, loan review and analysis, loan closing with legal counsel, loan servicing, loan reporting and loan collection activities. All loans are approved through the NEPA Loan Review Committee or the Business Finance Corporation, as are loan write-offs and major revisions to closed loans including collateral amendments, revised repayment terms. In Fiscal Year 2024, NEPA will continue to evaluate opportunities to add additional revolving loan funds to our portfolio to support regional business projects. NEPA's loan portfolio is approaching \$50 million, up significantly over the last 5 years.

DOD/DLA APEX Accelerator (Formerly PTAC)

The NEPA APEX Accelerator assists local companies with securing government contracts/sub-contracts through a full range of technical and market assistance services and one-on-one counseling including bid-matching, using the Internet, VOSB/SDVOSB and WBE/MBE Certifications, SAM registration, procuring UEI # etc. NEPA APEX Accelerator also provides various educational programs on federal/state procurement topics and will participate in a myriad of seminars and workshops throughout the region.

NEPA APEX Accelerator will continue to coordinate a Government Contracting event in 2023/2024. This event brings businesses together with government agencies, including NASA and DOD and features various topical workshops and exhibitors explaining their procurement process and related market intelligence. In recent years this event has been held in partnership with other agencies.

International Business Development (Regional Export Network)

NEPA works with businesses throughout Northeastern Pennsylvania to help develop international sales opportunities. The Commonwealth Office of International Business Development (OIBD) currently has 13 overseas trade representatives. NEPA works with clients daily to assist them in selling their products overseas. Major work elements include counseling, technical assistance, developing market entry strategies, market intelligence, working with trade representatives to provide support on international trade shows and conducting educational programs.

Board of Directors Report

June 28, 2023



NEPA Alliance Business Finance Corporation/SBA 504 Loan Program Management

The NEPA Alliance Business Finance Corporation continues to operate in compliance with all Small Business Administration (SBA) statutes and maintains a high rating under the SBA rating system. NEPA Alliance BFC will be rolling out the Community Advantage Program in the 2023 Fiscal year. This will allow NEPA Alliance to do SBA 7(a) lending as well as the SBA 504 program. Under a Management Agreement, NEPA provides administrative, marketing, loan approval, loan closing and operational related services to the NEPA Alliance BFC. NEPA Alliance Business Finance Corporation provides small businesses access to below market fixed rate financing on asset acquisition projects that help create and retain jobs in outreach area.

Performance Measurement System and Executive Pulse System Management

NEPA surveys all active clients to report on the impact of its Business Development Programs in terms of jobs and sales. Clients also report on their satisfaction with NEPA services. The PTAC, Export and Loan Programs also have separate reporting requirements to their funding sources. PREP reporting will be maintained through Executive Pulse.

PREP Admin – Partnerships for Regional Economic Performance (PREP)

NEPA serves Northeast Pennsylvania PREP as the Program Coordinator and the fiscal and contracting agent for the participating nine (9) economic development corporations in this region.

NEPA will also serve as the reporting agent for the full PREP Northeast Network which also includes the two (2) Small Business Development Centers and two (2) Industrial Resource Centers serving in this region.

3. COMMUNICATIONS & OPERATIONS DIVISION

Annual Report Preparation

The preparation of the NEPA Alliance Annual Report is completed for the Annual Dinner. We continue to simplify and improve the quality of the report for our members, clients, board members and funding agencies.

Board and Executive Committee Organization and Support

The division monitors and records Board Member attendance. Provide meeting minutes and all organizational activities including Board Packet and agendas.

Bylaws Committee Organization and Support (as needed)

Monitor and record recommendations. Provide meeting minutes and supporting documentation on organizational activities including agendas and other materials on an as needed basis.

Communications & Membership Committee Organization Support

The Communications Committee meets routinely to discuss upcoming events and NEPA Marketing activities. The committee provides input on the NEPA Networking Reception and other activities.

IT and Website maintenance for NEPA Operations

NEPA has a full-time IT Manager who monitors the network and server systems on a daily basis. He also reviews equipment needs and maintains a replacement/modernization program for all internal equipment.

LDD Website Maintenance

NEPA staff members will monitor the LDD website on a regular basis for accuracy.

Board of Directors Report

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NEPA Alliance Annual Networking Reception

According to the Bylaws, the NEPA Annual Networking Reception is held every year and is organized and managed by the Communication & Operations Division.

NEPA Alliance Regional Leadership Award

The Communications & Membership Committee meets to recommend and discuss potential nominees and upon consensus, choose the winner of the award. The award will be presented at NEPA's Annual Networking Reception event.

NEPA Membership

Assists in coordinating the membership campaign, and membership incentives offered to businesses, government and nonprofits throughout the region. NEPA had 461 members in 2022, which is eleven over the goal of 450.

NEPA Newslines Email Newsletter

NEPA's electronic newsletter, the NEPA Newslines, is sent monthly. Special event emails are sent as needed.

Nominating Committee Organization Support

Monitor and report on Board attendance at Board of Director's Meetings. Prepare spreadsheets of Board Members terms that are about to expire. Contact Board and County Commissioners on reappointments and/or new appointments to the Board.

4. COMMUNITY & ECONOMIC DEVELOPMENT SERVICES DIVISION

ARC/EDA Project Development and ARC/EDA Regional Project Review Committee

NEPA actively assists project sponsors in the development of ARC and EDA Pre-Applications and Applications for grant assistance. We also solicit candidates for ARC Leadership Institute and Summer STEM programs.

NEPA is the Local Development District (LDD) as designated by the Appalachian Regional Commission and the PA DCED. NEPA serves as the local delivery system for the Appalachian Regional Commission (ARC) funding for projects within our region. The Project Review Committee reviews and prioritizes pre-application proposals for ARC grant assistance and makes recommendations to the NEPA Board of Directors.

Comprehensive Economic Development Strategy (CEDS)

NEPA develops a Comprehensive Economic Development Strategy (CEDS) for the United States Department of Commerce, Economic Development Administration (EDA). The CEDS analyzes the regional economy and serves as a guide for establishing regional goals and objectives, developing and implementing a regional plan of action, and identifying investment priorities and funding sources.

Economic Impact Modeling Services

NEPA provides Economic Impact Modeling Services using IMPLAN to partners and clients. NEPA completes approximately 6-10 economic impact studies per year.

Engage – Business Retention & Expansion Program

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

Board of Directors Report

June 28, 2023



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.

ESU Economic Summit Support

NEPA will update and further develop the annual economic indicator report for Monroe County and present the data at the annual event.

Get Connected

NEPA received funding through DCED PREP and Lackawanna County to support our Get Connected e-commerce initiative. Get Connected provides \$3,500 vouchers to assist small businesses with the development of websites and/or e-commerce platforms to reach more and new clients.

NEPA Community Capacity & Consulting Support

NEPA will provide ARPA support for counties and local governments. NEPA serves as a consultant/fiscal sponsor for RACP, LSA, USDA REAP and other grants.

NEPA Research & Information Center

NEPA provides demographic and statistical information for clients and partners. NEPA also maintains relevant regional demographics on the NEPA website.

New Market Tax Credit Program

Utilizing funding from ARC and the PNC Foundation, NEPA has launched a New Market Tax Credit (NMTC) program that seeks to develop organizational (board and staff) capacity to apply to become a Community Development Entity and to seek a direct allocation of available NMTCs. The NMTC program was established in 2000 to stimulate investment and economic growth in low income urban neighborhoods and rural communities that lack access to the patient capital needed to support and grow businesses, create jobs and improve local economies.

Nonprofit & Community Assistance Center (NCAC) NEPA Grantmaker Forum

The NEPA Grantmakers initiative brings grantmaking organizations and agencies together to more efficiently and effectively address the grantmaking needs of communities within Northeastern Pennsylvania. The consortium allows for open discussion on grantmaking activities and best practices, local service deficiencies, peer collaborations, investment insight and legal challenges. The initiative has led to systemic improvements in grantmaking activities throughout the region that have provided greater efficiencies and impacts to both funders and grant recipients. NEPA staff administers and facilitates the NEPA Grantmakers Forum and website.

Nonprofit & Community Assistance Center (NCAC) NEPA Gives

NEPA will support the annual NEPA Gives by seeking sponsors, convening funders and supporting the marketing and onboarding of nonprofits into the portal.

Nonprofit & Community Assistance Center (NCAC) Program Administration

NEPA continues to provide staff support and administration to NCAC through our affiliation and agreements revised in 2006. NEPA staff maintains the NCAC Resource Center including The Foundation Center Funder Information Network, Guidestar Premium and over 100 print resources for nonprofits in the region. NEPA provides counseling on grant seeking, nonprofit administration and best practices. NEPA's assist smaller nonprofits and multi-organizational groups with grant preparation. NEPA staff offer several workshops including Grant Writing Basics, Grant Seeking, Letter of Intent, Capital Campaigns, and Board Governance.

Board of Directors Report

June 28, 2023



Nonprofit & Community Assistance Center (NCAC) Community Foundation Initiative

NCAC has submitted an ARC grant that will provide start-up support for a community foundation in Monroe County. This project will conclude this fiscal year.

StartUp NEPA - Angel Investment Fund

NEPA, in partnership with the Appalachia Investment Alliance, have developed an Angel Investment Fund to assist start-up and early stage businesses gain the mentorship and capital necessary to further develop their business model, ultimately creating jobs and economic growth.

Tobyhanna Defense Technology Partnership (TDTP) and PA Military Community Enhancement Commission

NEPA will continue to provide administrative support to the TDTP and TDTP Management Group. This service will continue include convening meetings and legislative updates, websites updates, accounting services, monitoring of the BRAC process and administration of grants from the Commonwealth to support the TDTP and Tobyhanna.

5. TRANSPORTATION PLANNING SERVICES DIVISION

Annual Highway Performance Monitoring System (HPMS) Data Collection

Beginning in fiscal year 2019, the NEPA Alliance was given responsibility for the annual collection of data for the Highway Performance Monitoring System (HPMS). The collection involves fieldwork at over 90 locations identified by PennDOT Central Office.

Coordinated Transit-Human Services Transportation Plan Implementation

The NEPA Alliance will convene the Transit Subcommittee to update the NEPA MPO's Coordinated Public Transit/Human Services Plan and initiate the engagement of other specialized transportation services targeted to assist marginalized populations.

County Roads Task Groups (4 counties)

NEPA will work with Carbon, Monroe, Pike and Schuylkill counties toward developing countywide task groups of municipal transportation officials and local agency stakeholders to serve as a forum to better coordinate services and develop resolutions to shared challenges within local transportation networks.

Geographic Information System (GIS)

NEPA will further develop its GIS services through the creation of computer-generated maps in support of the transportation program and related initiatives. This technology displays various natural and man-made physical features over a landscape in a series of layers for location analysis and use as a decision support and planning tool.

I-81 Multi State Coalition

As funding permits, program staff will continue to monitor I-81 initiatives in partnership with Lackawanna Luzerne Metropolitan Planning Organization (MPO) and PennDOT. The extent of the region's I-81 corridor purview includes the full length of the interstate in all of Lackawanna, Luzerne and Schuylkill counties. Activities include the I-81 Multi State Coalition involving the 6 states of the I-81 Corridor. The Coalition has formally established itself within Virginia Tech University and NEPA will continue to monitor the Coalition's activities and represent the interests of Northeastern Pennsylvania to explore initiatives to address traffic flow, economic and safety improvements. Major initiatives underway and continuing this coming program year include Freight Planning, Traffic Incident Management and a reconstruction of key segments in Lackawanna and Luzerne counted including a P-3 additional lane capacity adding project.

Board of Directors Report

June 28, 2023



Long Range Transportation Plan Update (4 MPO counties)

The NEPA Alliance will maintain the NEPA MPO Long Range Transportation Plan (LRTP) adopted in May 2020 and ensure continued compliance with current federal transportation legislation and consistency with Highway and Transit financial guidance. Because the NEPA MPO includes an air quality non-attainment county, the LRTP must be updated every four years. The LRTP Update was initiated this past program year with the engagement of professional consultant services. Adoption of the LRTP update is required by May 2024 but will be completed for adoption by January 2024 to avoid conflict with the development and adoption of the 2025 TIP.

NEPA Interchanges Transportation Program Newsletter

A Transportation Program Newsletter (*Interchanges*) will continue to be issued quarterly to keep our constituency up-to-date on the growing services and developments in the NEPA Transportation Planning Services Division and Federal and State transportation issues.

NEPA MPO 2023-2026 Transportation Improvement Program Administration (4 Counties)

In collaboration with PennDOT and FHWA, NEPA transportation program staff will continue to convene the NEPA MPO Technical Committee and Policy Board to engage in all administrative and advisory responsibilities under the PennDOT Program Contract. Activities include regular administrative actions and processing of TIP amendments necessary to continue the implementation of the 2023-2026 TIP.

NEPA MPO 2025-2028 Transportation Improvement Program Update (4 Counties)

In collaboration with PennDOT and FHWA, NEPA transportation program staff will continue to coordinate the development and adoption of the 2025 update of the region's Transportation Improvement Program (TIP) with the Technical Planning Committee and MPO Policy Board. The full document is expected to be completed in draft form by April, with public comment and adoption actions in May-June 2024.

NEPA MPO Regional Bicycle/Pedestrian Active Transportation Plan

This past program year, NEPA Alliance staff has secured Supplemental Planning funds to develop a comprehensive Bicycle/Pedestrian Plan (Active Transportation) and other critical policy and planning documents for the NEPA MPO region. Task completion will be dependent on available supplemental planning and other funding sources.

NEPA MPO 2024-2025 UPWP Update Development Process

All MPOs and RPOs will be required to develop a one-year 2024-2025 UPWP to incorporate program activities and goals cited in the current Transportation Reauthorization Bill – Infrastructure Investment and Jobs Act (IIJA). This will be an opportunity to break the UPWP development task off the same two-year TIP update schedule and thereafter will be back on a two-year UPWP cycle. The process will begin later this summer and conclude with final submission to PennDOT by the end of January 2024.

PennDOT Assessment and Inventory of Local Transportation Assets (4 counties)

NEPA will continue the process of surveying transportation infrastructure features of local transportation assets using guidance established by PennDOT and the MPO/RPOs. Assets already inventoried include the locally owned bridges less than 20 ft. and locally owned non-federal aid roadways. This effort will continue in the upcoming program year addressing sidewalk ADA curbramp and crosswalk inventories particularly in boroughs, villages and urban clusters. As a multiyear project, future inventorying may include signage, traffic signals, retaining walls, ITS, guiderail, drainage systems and transit facilities. This effort is being conducted in consultation with PennDOT, municipal roadmasters and public works officials.

Board of Directors Report

June 28, 2023



PennDOT Connects

PennDOT will continue its effort to improve the project planning processes and increase local involvement in projects. In coordination with the PennDOT Districts 4-0 and 5-0, NEPA will continue to engage local officials and organizations during the project development process to ensure coordination, communication and continuity with local interests and related plans. Activities will include project initiation forms and scoping field views, incorporation of the PennDOT Connects processes during the LRTP development and PennDOT Connects outreach and training to municipalities at the direction of PennDOT Central Office.

PennDOT Local Roads Technical Assistance Program (LTAP) (7 counties)

NEPA will continue to coordinate the Local Technical Assistance Program (LTAP) classes throughout the region which provides transportation, safety and infrastructure training to local municipal road and street department personnel, elected officials and municipal administrators including best practices for road maintenance, worker safety and operations. This activity includes an annual LTAP training program of at least 12 LTAP classes customized to the surveyed needs of the NEPA Alliance region including a comprehensive program outreach campaign and the preparation of annual reports fully documenting program year participation, outcomes and recommendations to PennDOT program managers.

PennDOT NEPA Metropolitan Planning Organization (MPO) (4 Counties)

NEPA will continue to administer and manage the Transportation Improvement Program in coordination with the Northeastern Pennsylvania Metropolitan Planning Organization Technical Committee and MPO Policy Board through our contract with PennDOT. The NEPA MPO is a federally recognized transportation planning region responsible for the development of a Long Range Transportation Plan and Transportation Improvement Plan setting forth bridge, highway and transit system project priorities in compliance with federal and state statutes. The MPO region includes Carbon, Monroe, Pike and Schuylkill Counties.

Public Involvement Plan (PIP), Title VI Plan and Limited English Proficiency (LEP) Plan Updates

These documents provide a process and structure to ensure that all stakeholders and citizens can become involved in the region's transportation planning and programming processes. Program staff will review and evaluate the effectiveness of the procedures and strategies contained in the current PIP, Title VI and LEP plans and complete a comprehensive update of them utilizing Supplemental Planning and other funding sources to ensure full compliance with current federal and state statutes and policies.

Regional Eastern Pennsylvania Freight Alliance Plan

Initiated this past program year, NEPA Alliance will continue participating in the development of a regional freight inventories and freight corridors planning study. Five MPOs have agreed to conduct a joint freight plan as the Eastern Pennsylvania Freight Alliance – NEPA MPO, Lehigh Valley MPO, Lackawanna-Luzerne MPO, Reading MPO and Lebanon MPO. The project was awarded \$280,000 in supplemental planning funds which were leveraged by a \$70,000 match provided by the participating MPOs. The plan is expected to be completed by the beginning of 2024. The Lehigh Valley Planning

Roadway Safety Audits/Reviews

Transportation Program staff will conduct road safety audits/reviews in collaboration/consultation with PennDOT Districts 4-0 and 5-0 and FHWA that will involve safety field views of high crash locations, pedestrian, bicycle and vehicular conflicts, assist in the development of potential solutions through Road Safety Audit/Reviews Studies and identify potential funding sources to address the identified safety concerns.

Board of Directors Report June 28, 2023



Rt. 611 Corridor Study

The NEPA Alliance will work with PennDOT District 5-0 staff, the Monroe County Planning Department and local municipal officials in the development of a study of the Rt. 611 corridor in Monroe County east and west of the current I-80 reconstruction project limits. The study will take into consideration the first two phases of the Interstate 80 widening project once a design alternative is selected. The intent is to identify cumulative development impacts on the Rt. 611 highway corridor and adjoining local roads network which will then serve as the basis for prioritization of future traffic network improvement projects.

Wetland Mitigation Planning

The NEPA Alliance will work with PennDOT, FHWA and DEP to create an inventory of wetlands to be the basis for a regional wetland bank that will assist with efforts to address suitable locations for consideration in wetland mitigation. Partnerships will be pursued with local Land Trusts and the William Penn Foundation for expertise and funding.

RESOLUTION 2023-6
OF THE
NORTHEASTERN PENNSYLVANIA ALLIANCE SEEKING WAREHOUSE
FINANCING UP TO \$1,500,000

WHEREAS, the Small Business Administration has approved NEPA Alliance Business Finance Corporation to be an eligible entity to participate in its Community Advantage Lender program; and,

WHEREAS, NEPA Alliance Business Finance Corporation has dedicated \$125,000 to initially fund the program; and,

WHEREAS, NEPA Alliance Business Finance Corporation requires additional funds to properly meet the potential funding requirements of the Community Advantage Lending Program; and,

WHEREAS, NEPA Alliance is the managing entity of the NEPA Alliance Business Finance Corp; and,

WHEREAS, NEPA Alliance Business Finance Corporation seeks a warehouse line of credit up to \$1,500,000 to support the funding requirements of the program; and,

WHEREAS, NEPA Alliance and NEPA Alliance will jointly apply for said warehouse line of credit to support the application requirements of the financial institution issuing the warehouse line of credit; and,

WHEREAS, NEPA Alliance BFC and NEPA Alliance may be required to jointly guarantee said warehouse line of credit to support the application; and,

WHEREAS, NEPA Alliance Board of Directors hereby approves securing the needed warehouse financing/line of credit; and,

NOW THEREFORE, BE IT RESOLVED, that NEPA Alliance Board of Directors authorizes the President & CEO, Vice President of Business Development and Vice President/CFO to seek said funding from a local financial institution and they are further authorized to execute all necessary documents as required to complete the process.

ADOPTED THIS 28TH DAY of June 2023

ATTEST: NEPA Alliance

Jeffrey K. Box, President/CEO

Marybeth Wood, Board Chairperson

NOMINATING COMMITTEE REPORT

June 28, 2023

NEPA Alliance Nominating Committee Recommendations for Membership on the Board of Directors for 2023-2024

The following recommendations have been 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, 2023.

Carbon County

Joe Sebelin, (Retired) Pocono Workforce Investment Board
Garry Wentz, (Retired) Pocono Workforce Investment Board

Lackawanna County

Tom Donohue, Vice President/General Manager, Lamar Advertising
Dr. Katie Leonard, President & CEO, Johnson College

Luzerne County

Steve Barrouk, Associate Broker, Lewith & Freeman Real Estate
Mary Malone, President, Greater Hazleton Chamber of Comm
Kerry Miscavage, Publisher, Times Leader Media Group

Monroe County

Chuck Leonard, Executive Director, Pocono Mts Economic Dev Corporation
Mary Frances Postupack, Vice President, Economic Development & Entrepreneurial Innovation Center

Pike County

Cynthia DeFebo, Director, Pike County Workforce Development

Schuylkill County

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

Wayne County

Jim Hockenbury, Director of Ancillary Services, Wayne Memorial Health System
Mike Rollison, Vice President, Wayne Bank

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, 2022.

Pike County – Antonio Perito, Assistant Community Office Manager, Wayne Bank

The following have been recommended by the Nominating Committee to the Board Chairperson for her action to **reappointment** them to **At Large Board Seats**.

Carl Beardsley, Executive Director, Wilkes-Barre/Scranton International Airport
Chris Doherty, Doherty Strategies
Ricky Durst, Senior Director Marketing & Ticketing, Pocono Raceway

NOMINATING COMMITTEE REPORT

June 28, 2023

Vince Galko, Senior Vice President, Mercury Public Affairs
Larry Malski, Executive Director, PA NE Regional Railroad Authority
Kit Pappas, Vice President, Asset Performance East, Camelback Resorts
Alana Roberts, Regional Affairs Director, PPL Electric Utilities

The following have been recommended by the Nominating Committee to the Board Chairperson for his **appointment** to an **At Large Board Seat**.

Anthony Gabello, President & CEO, PS Bank

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

Maria Montoro Edwards, President and CEO, Maternal & Family Health Services (Representing NCAC)
Jeffrey Box, NEPA Alliance
Andy Reilly, Penn's Northeast (John Augustine alt.)

The following have been recommended by the Nominating Committee to be reappointed to **Emeritus Seats**.

Dave Donlin
Ernie Preate

The following have been recommended by the Nominating Committee to serve as Officers for the coming year beginning July 1, 2023.

Mary Beth Wood, Board Chairperson
Stephen Barrouk, 1st Vice-Board Chairperson
Commissioner George Halcovage, 2nd Vice-Board Chairperson
Bill Kerstetter, Treasurer
Mary Frances Postupack, Secretary
Alex Stark, Assistant Treasurer
Commissioner Wayne Nothstein, Assistant Secretary
Joe Sebelin, Past Board Chairperson

The NEPA Board Chair will call for a motion to approve the Nominating Committee recommendations as listed above.

**CHAIRMAN'S APPOINTMENT
FY 2023-2024
WEDNESDAY, JUNE 28, 2023**



Executive Committee (8)

Mary Beth Wood Joe Sebelin (Board Chair) - Wayne
Steve Barrouk (1st Vice Chair) - Luzerne
Comm. George Halcovage (2nd Vice Chair) - Schuylkill
Bill Kerstetter (Treasurer) - Pike
Mary Frances Postupack (Secretary) - Monroe
Alex Stark (Asst. Treasurer) - Lackawanna
Comm. Wayne Nothstein (Assistant Secretary)
Joe Sebelin (Past Board Chair) - Carbon

Budget & Finance Committee (12)

Bill Kerstetter, (Chair)
Michelle Mikitish, (Vice Chair)
Bob Carl
Courtney Fasnacht
Anthony Gabello
Dr. Katie Leonard
Mary Malone
Jack McNulty
Harold Pudliner
Mike Rollison
Garry Wentz
Mary Beth Wood, Board Chair

Blue Ribbon Task Force Management Group (14)

Kevin Toolan, (BRTF Co-Chair)
Jeffrey Box, (BRTF Co-Chair)
Chris Barrett
Carl Beardsley
Phil Condrón
Edward (Ned) George
Jon Cadman
Robert Durkin
Vince Galko
Chuck Leonard
Jack McNulty
Dr. Jill Murray
Garry Wentz
Mary Beth Wood, NEPA Board Chair
Nancy Lescavage (DCED PA Military CPC)
Peter Witmer (DCED PA Military CPC)
John Blake (Non voting)
April Niver (Non voting)
Patti Monahan (Non voting)
Anthony Ferreira (Non voting)
Matt Beavers (Non voting)
Brenda Fiorani (Non voting)
Darryl White (Non voting)
Rob Lantka (Non voting)
Brandon Gatto (Non voting)
Kristyn Smith (Non voting)
Melissa Flowers (Non voting)
Danielle Weinschenk (Non voting)
Katlin Edmunds (Non voting)
Andrea Vozzi (Non voting)
Tracy Kraftchisin (Non voting)

By-Laws Committee (11)

Jack McNulty, (Chair)
Micah Gursky
Kathy Henderson
James Hockenbury
Chuck Leonard
Dr. Katie Leonard
Joe Lettiere
Larry Malski
Mary Frances Postupack
Peter Wulforth
Mary Beth Wood, Board Chair

Communications & Membership Committee (13)

Alex Stark, (Chair)
Chris Barrett
Phil Condrón
Cynthia DeFebo
Chris Doherty
Tom Donohue
Ricky Durst
Micah Gursky
Kathy Henderson
James Hockenbury
Michelle Mikitish
Kerry Miscavage
Mary Beth Wood, Board Chair

**CHAIRMAN'S APPOINTMENT
FY 2023-2024
WEDNESDAY, JUNE 28, 2023**



NEPA MPO Policy Board (Appointments are made by the NEPA Board of Directors for a 2-year term ending 6/30/22)

David Alas, PennDOT Central Office (Alternate)
Chris Barrett, Pocono Mountains Visitors Bureau
Micah Gursky, Director of Development, St. Luke's Miners Memorial Hospital*
Kathy Henderson, Carbon Chamber & Economic Development Corp.*
Matt Osterberg, Pike County Commissioner*
Bud Quandel, President, The Quandel Group, Inc. (Alternate)*
Joseph Sebelin, (Retired), Executive Director, Pocono Counties WIA (Alternate)*
Kristin Mulkerin, PennDOT Central Office

NEPA MPO Technical Planning Committee (Appointments are made by County Commissioners except for PennDOT, Transit and NEPA Board Appointees for a 2-year term ending June 30, 2022)

David Bodnar, (Chair) Carbon County Planning & Development
Susan Smith, (Vice-Chair) Schuylkill County Planning
David Alas, PennDOT Central Office
David Bekisz, Schuylkill County Transit
Marie Bishop, PennDOT District 4-0
Greg Christine, Monroe County (Alternate)
John Christy, Monroe County Commissioner
Roger Christman, Ross Township (Alternate)
Brendan Cotter, LANTA
Carl "Chuck" Gould, Chestnuthill Township Board of Supervisors
Bob Gress, Monroe County Transportation Authority (Transit Alternate)
Doyle Heffley, State Representative
Peggy Howarth, Monroe County Transportation Authority
Vanessa Koenigkramer, PennDOT District 5-0
Eric Koopman, Monroe County Planning Commission (Alternate)
Chuck Leonard, Pocono Mountain Economic Development Corporation
Lisa Mahall, Schuylkill County (Alternate)
John Malinchok, Schuylkill County Planning Commission
Gary Martinaitis, Schuylkill County Transit (Transit Alternate)
Christine Meinhart-Fritz, Monroe County Planning Commission
Michael Mrozinski, Pike County Community Planning
Matthew Osterberg, Pike County
Harold Pudliner, Weatherly Borough (Alternate)
Jason Skrimcovsky, Carbon County Planning & Development (Alternate)
Matt Smoker, FHWA (Non-Voting Member)
Brian Snyder, Pike County Community Planning (Alternate)
AJ Jordan, CCCT/LANTA (Transit Alternate)
Tom Yashinsky, ARRO Group (Alternate)

NEPA Representatives to the NCAC Board (4)

Maria Montoro Edwards
Jack McNulty
Alana Roberts
Marynell Strunk

**CHAIRMAN'S APPOINTMENT
FY 2023-2024
WEDNESDAY, JUNE 28, 2023**



Nominating Committee (11)

Steve Barrouk, (Chair)
Chris Barrett
Cynthia DeFabo
Courtney Fasnacht
Micah Gursky
Kathy Henderson
Mary Malone
Larry Malski
Craig Rickard
Garry Wentz
Mary Beth Wood, Board Chair

Revolving Loan Fund Committee (13)

Bill Kerstetter, (Chair)
VACANT (Vice Chair)
Stacia Arnaud First Keystone Community Bank
Ryan Barhight, Landmark Community Bank
Paul Browne, Carbondale Technology Transfer Center
Maria Bruno, Accountant
Matthew Colgan, NBT Bank
Gino DeGiosio, Jim Thorpe Neighborhood Bank
J. Patrick Dietz, Peoples Security Bank & Trust
John Ferrett, Fidelity Deposit & Dis. Bank
James Gorman, BB&T Bank
John Strellish, FNCB Bank
VACANT

Regional Project Review Committee (14)

Jack McNulty, (Chair)
Steve Barrouk
Carl Beardsley
Phil Condon
Ricky Durst
Vince Galko
Micah Gursky
Dr. Katie Leonard
Antonio Petero
Mary Frances Postupack
Alana Roberts
Mike Rollison
Garry Wentz
Mary Beth Wood, Board Chair

BOARD of DIRECTORS REPORT
June 28, 2023



NEPA ALLIANCE
FISCAL YEAR 2023-2024
MEETING SCHEDULE

Listed below is the Fiscal Year 2023-2024 Board of Directors meeting schedule. Please mark the noted dates on your calendars. These meetings are held bi-monthly on the **first Wednesday** with the exception of holidays and the end of Fiscal Year Meeting in June.

<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
September 28, 2023	4:00PM	Networking Reception (The Woodlands Inn)
November 1, 2023	1:00PM	NEPA Alliance Office/Video
January 3, 2024	1:00PM	NEPA Alliance Office/Video
March 6, 2024	1:00PM	NEPA Alliance Office/Video
May 1, 2024	1:00PM	NEPA Alliance Office/Video
June 26, 2024	1:00PM	NEPA Alliance Office/Video

Board of Directors Report

June 28, 2023



Dear Board Members,

It is difficult to believe that another Fiscal Year is coming to a close. The NEPA Staff has performed remarkably well this past year. Our metrics are solid, our program menu continues to grow and our presence is felt throughout the region.

It has often been said that successful management and successful organizations have one common denominator, and that is the people in the organization. I have worked very hard for many years to ensure this staff is the best available. We have achieved that goal. I am confident when I say that we have the right people in the right positions for the agency and the region.

As we head into Fiscal Year 2024, we are facing some staffing challenges, but financially we are stable and growing our programs and services.

Here is a brief summary of key programming:

ARC Projects

We have assisted with approximately four times the usual number of projects this year. We have seen a steady increase in ARC project dollars flowing into the region.

Fiscal Year 2024 Budget

The Fiscal Year 2024 Budget, which is contained in the following pages, is balanced, fiscally responsible and prepares NEPA for future staffing needs. We need two new staffers in Business Finance and a new accountant. Our increased loan volume and program expansion has created the need for more staff.

We are also in the process of replacing a staff member in Community and Economic Development Services to replace someone who departed.

Fiscal Year 2024 Work Plan

The Fiscal Year 2024 Work Plan, which accompanies the budget, is a complete outline of all of NEPA's activities for the coming year. Many programs are carryover, however, many are new also.

Community Advantage Lending Program

We have been approved by SBA as a Community Advantage lender through the Business Finance Corporation. In order to support the startup of this program we need a line of credit. There will be a presentation on the merits of the program and the need for the funding at the Board Meeting.

State Budget/OIBD/REN's

NEPA, as a Regional Export Network for the Pennsylvania Office of International Business Development (OIBD), has been working with the other 9 REN partners across the state to secure an increase in funding.

Board of Directors Report

June 28, 2023



Annual Networking Reception

Our premier event, the Annual Networking Reception will be held on Thursday, September 28, 2023. We are looking forward to a great event again this year.

Bring the World to Pennsylvania

Our annual Bring the World to Pennsylvania will be held on October 2, 2023. NEPA will be the first region to hold the event this year. All 13 trade offices from around the globe will be here.

DDAA Board Meeting

NEPA will be hosting the Development District Association of Appalachia (DDAA) Summer Board Meeting next month at Camelback Resort. This event will bring approximately twenty of my LDD colleagues from all of Appalachia to Northeastern Pennsylvania. We will also be hosting ARC Federal Co-Chair Gayle Manchin for part of the event. The event will be held July 17-20.

Respectfully,
Jeff

Board of Directors Report

June 28, 2023



International Business Development Program

The International Business Development staff recorded thirty-two (32) Export Actions and generated twenty-five (25) International Projects to Pennsylvania's Authorized Trade Representatives from February 17 through June 12, 2023. Staff processed five (5) Global Access Program (GAP) applications and two (2) reimbursement packets during this timeframe. GAP is an export promotion grant administered by the Pennsylvania Office of International Business Development (OIBD) under a State Trade Expansion Program (STEP) award from the U.S. Small Business Administration.

Staff also hosted three (3) educational webinars:

- March 15 - Export Documentation and Procedures
- April 18 – Understanding Duties and Tariffs
- May 10 - Certificates of Origin

PA Office of International Business Development Performance Measurements FY 2022 -2023

Performance Measurement	Goal	YTD Totals
Active Clients	50	48
Export Actions	105	158
Exporting Companies	13	7
Export Sales	\$22,609,296.90	\$25,692,588.43
Projects	101	82
ATR Attributed Sales	\$9,269,811.73	\$141,738.32
New Clients	7	13
Total (weighted and capped measure) <i>Calculated 6/12/23</i>		97.18%

APEX Accelerator

Counseling Activity (2-01-2023 to 04-30-2023)

New Active Clients for the Period:	29
Active Clients for the Period	262
Initial Introductory Counseling Sessions for the Period	29
Follow-up Counseling Sessions for the Period	124
Events	4

The Procurement Technical Assistance Center (PTAC) worked with new client registrations in the PA Supplier Portal to do business with the Commonwealth and System for Award Management to be able to

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sell to the Federal Government. Follow-up sessions support client registration updates, and new certification applications such as but not limited to: HUBZone, 8(a), SDVOSB/VOSB, and WOSB.

Contract Awards Activity (2-01-2023 to 04-30-2023)			
Award Type	Number of Awards	Number of Clients	Total Value
Federal Prime	2368	17	\$72,814,931
State & Local Prime	12	6	\$42,165,9378

During this period, Active PTAC clients received contract awards primarily from Federal Agencies acting as a prime contractor. Contract award reporting follows Defense Logistics Agency terms.

The PTAC worked with clients during this period on either SBA or CVE certifications for their business.

Certification Activity (2-01-2023 to 04-30-2023)		
Certification Type	Applications Submitted/Pending	Certifications Approved
SD/VOSB	1	1
WOSB	2	2
HUBZone	1	0

Business Finance Center

The Business Finance Center has been able to close 11 loans totaling \$2,482,000. Through these loan closings, the small businesses are expected to create 32 jobs and retain 39 jobs in the next 3 years within the service area of NEPA Alliance and NEPA Alliance BFC. Loans closed since that last meeting include the following business sectors:

- Funeral Homes
- Retail Spaces
- ATV Park
- Restaurants

NEPA BFC continues to offer a menu of loan programs while also evaluating alternative loan programs that are available to offer. Strategies have shifted to informing bank lenders and the small business community of the benefits of the extended term and lower down payment in the increasing rate environment. The portfolio continues to perform as anticipated with all loans in modified repayment adhering to schedules.

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SBA 504		
	Number	Balance
Approved Loans	15	\$ 22,889,000.00
Closed Since Last Meeting	6	\$ 1,872,000.00
Outstanding Loans	43	\$ 31,102,171.67
Total	56	\$ 55,863,171.67
PIDA		
	Number	Balance
Approved Loans	4	\$ 3,368,000.00
Closed Since Last Meeting	0	\$ 0.00
Outstanding Loans	83	\$ 9,599,334.00
Total	87	\$ 12,967,334.00
Internal Funds		
	Number	Balance
Approved Loans	7	\$ 619,750.00
Closed Since Last Meeting	5	\$ 610,000.00
Outstanding Loans	137	\$ 7,152,151.96
Total	149	\$ 8,381,901.96

Other Items:

- Community Advantage Deployment
- Community Development Block Grant
- Thirty-two (32) out of thirty-three (33) LDD Customer Satisfaction Survey forms were completed by NEPA clients who received assistance through NEPA's Business Financing, APEX Accelerator (formerly Procurement Technical Assistance Center) and International Business Programs for assistance received during the 3rd quarter of 2022-2023 which represented an 97% response rate. Thirty-two (32) 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 2022-2023.**
- The following represents the number of responses from clients who indicated they were very satisfied / satisfied with the specific assistance they received:

	*Timeliness of Assistance	*Quality of Assistance	*Value of Assistance
Loans	2	2	2
APEX Accelerator	28	28	28
International	5	5	5

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COMMUNITY & ECONOMIC DEVELOPMENT SERVICES DIVISION

EDA

Development District (LDD) for the Economic Development Administration (EDA), NEPA provides technical assistance to those organizations seeking EDA grant assistance.

Organization	Project	CO	EDA Grant Request Amount	Funding Leveraged	Status
Downtown Shenandoah, Inc.	Shenandoah Innovation Center	SC	\$2M	\$6M	Declined
City of Wilkes-Barre	Parking Garage	LU	\$3M	\$3M	In Progress
Lackawanna College	Center for Technology Innovation	LA	\$2M	\$9M	Waiting on final design

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), NEPA provides technical assistance to those organizations seeking ARC grant assistance.

2023 Current Projects

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Organization	Project	CO	ARC Grant Request Amount	Funding Leveraged	Status
NEPA Alliance	PREP	RE	\$400,000	\$400,000	Funded
Johnson College	Flying High to New Careers in Aviation Technology	LA	\$126,186	\$126,186	Funded
Lackawanna County	Montage Mountain Economic Development Plan	LA	\$100,000	\$100,000	In review at ARC
Maternal and Family Health Services	Circle of Care Maternity Medical Home	LA	\$200,000	\$200,000	Funded
Scranton Cultural Center at the Masonic Temple	Sound Enhancements for the Weinberg Theater	LA	\$125,000	\$125,000	Funded
Wayne County	Wayne County Food Locker Pilot Program	WA	\$239,223	\$239,223	Funded
Downtown Shenandoah, Inc.	Shenandoah Innovation Center	SC	\$136,000	\$136,000	Funded
Oregon Township	Beardsley Road Widening and Safety Improvements	WA	\$300,000	\$500,000	Full application in progress
Commonwealth Dental Care Initiative	Commonwealth School of Dentistry Feasibility Study	LA	\$77,000	\$77,000	Withdrawn by applicant
Lackawanna County	Stauffer Road Paving Project Phase 3	LA	\$630,294	\$282,574	Funded
NEPA Alliance BFC	Community Advantage Loan Program	LA	\$200,000	\$200,000	In review at ARC
Lackawanna College	Center for Innovation Technology	LA	\$1M	\$1.5M	In review at DCED
Salem Township	Salem Township Public Water Expansion Project	LU	\$129,350	\$129,350	In review at DCED
Lehigh Valley Child Care Center	Carbon County Child Care Expansion	CA	\$138,000	\$138,000	Full application in process

ENGAGE!

On behalf of the Northeast Pennsylvania Partnerships for Regional Economic Performance (PREP) partners, NEPA annually applies for the *Engage!* initiative. *Engage!* is a Pennsylvania statewide business retention and expansion (BRE) program designed to interact with targeted companies regularly and proactively. The overall goal of *Engage!* is to retain existing businesses and to help them grow and expand by building solid relationships with business owners or key decision makers and economic development partners. NEPA received \$195,000 for *Engage!* for FY 22-23 and has subcontracted with 13 partners to complete the project deliverables.

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In response to the COVID-19 Pandemic, NEPA is offering, through the “Get Connected” initiative, e-commerce technical assistance to businesses. NEPA has contracted with three web development/tech firms to assist the launch of this initiative, which offers a free suite of services to develop an online sales platform that will assist in stabilizing the business and generate sales and clients during the pandemic. Thus far, NEPA has assisted over 70 businesses. Phase 5 business recipients are listed below. Clients in Phase 5 received \$3,500 in consulting support and training services from the University of Scranton SBDC and the Wilkes University SBDC for their business and e-commerce platform. Funding in the amount of \$141,500 was received from the Lackawanna County Department of Planning and Economic Development for Phase 5. This funding will allow us to assist 32 firms in Lackawanna County through the Get Connected program. **Funding in the amount of \$72,334 for Phase 6 has just been approved by the Pennsylvania Department of Community & Economic Development. This funding will allow us to assist additional firms throughout the seven-county region. NEPA received an Impact Award from the National Association of Development Organizations (NADO) for its Get Connected program. This award was under its Technology category. A firm in Phase 6 is listed below.**

Completed Phase 5 Clients (Lackawanna County Businesses Are Eligible)

Business	Contact	Consultant Assigned	County
LMJ Shed Sales	Jenna Urban	Coal Creative	Lackawanna
Stately Pet Supply	Rebecca Martino	Coal Creative	Lackawanna
Electric City Solar Co.	William Notarianni	BlackOut Design	Lackawanna
Bloomin’ Idiots Floral and Garden Center	Donna Jezorwski	Design Done Right	Lackawanna
Damon’s Getaways	Damon Spady	Coal Creative	Lackawanna
TNT Professional Cleaning Services	Edward Ferraro	Design Done Right	Lackawanna
Blackwatch Café	Patrick Hinton	BlackOut Design	Lackawanna
National Bakery	William Fox	Coal Creative	Lackawanna
Northbranch Tackle and Fishing Guide Service	Ryan Alunni	Coal Creative	Lackawanna
S & S Pools & Spas, Inc.	Anthony Shamnoski	Design Done Right	Lackawanna
Lawn and Order Landscaping, LLC	Bob Urban	Coal Creative	Lackawanna
S & S Snow & Ice Division	Anthony Shamnoski	Design Done Right	Lackawanna
Lawn and Order Landscaping, LLC	Jenna Urban	Coal Creative	Lackawanna
S&S Snow & Ice Division	Anthony Shamnoski	Design Done Right	Lackawanna
Nina's Pizza	Maria McLaine	Design Done Right	Lackawanna
Vecina LLC	Jamie Durkin	Design Done Right	Lackawanna
Ryan Leckey Media	Ryan Leckey	AIC	Lackawanna
LinSandy (Howell-Summa Bakery)	Alisha Summa	Coal Creative	Lackawanna
C Hairston Notary Title & Tag	Courtney Hairston	Design Done Right	Lackawanna
Mills Property Maintenance	Jason Mills	Coal Creative	Lackawanna
Credit Card Grit, LLC	Dana Tamberelli	Coal Creative	Lackawanna
Alpacas of Windy Haven Farm	Carina Havenstrite	Coal Creative	Lackawanna
Mendola & Associates	Matt Mendola	Design Done Right	Lackawanna
Electric City Sweets LLC	Michele Polito	Design Done Right	Lackawanna

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Business	Contact	Consultant Assigned	County
Nutrition Works	Anny Ha	Coal Creative	Lackawanna
Sensify	Thomas Ohop	Design Done Right	Lackawanna
E-Motion Fitness	Joya Whittington	Design Done Right	Lackawanna

Completed Phase 6 Clients (Businesses in All Seven Counties Are Eligible)

Business	Contact	Consultant Assigned	County
GR Translating Services	Geysa Rodriguez	Coal Creative	Luzerne
Bearded Ladies & Co	Danielle Mimms	Coal Creative	Luzerne
Antonia's Jewelry & Repair	Robert Christman	Coal Creative	Luzerne
Musical Energi	Jay Notartamoso	Coal Creative	Luzerne
Mia Bella Candles	Robert Scocozzo	Coal Creative	Luzerne
Mia Bella Candles	Robert Scocozzo	Coal Creative	Luzerne

StartUp NEPA

NEPA has raised \$750,000 in support of our Angel Fund initiative. The official launch meeting was held in January 2022, and member meetings have been held monthly. To date, over 10 businesses have made pitches, and two investment commitments have been made. NEPA staff continue to recruit new investors and vet potential pitches from businesses and entrepreneurs.

In November 2022, \$50,000 was invested to Conservation Labs, a water management company based in Pittsburgh. Their technology, H2know takes measurements from your pipe every second and uses a patented technology and machine learning approach to translate those signals to accurate water flow estimates, leak alerts, and water insights. In March 2023, \$50,000 was invested in Buoy, a health and wellness company that produces clean hydration drops that can be added to any beverage. The drops have been used to treat individuals with chronic illnesses to aid in their hydration and overall wealth. The company is based in California and was referred to StartUp NEPA through the Angel Fund Network. In May 2023, \$185,000 was invested into LifeAire, an air purification company based in the Lehigh Valley.

NEPA Community Impact Fund

NEPA's new affiliate organization, the NEPA Community Impact Fund, was formally certified a Community Development Entity (CDE) and is actively seeking an allocation of New Markets Tax Credits (NMTC) from the U.S. Department of the Treasury. NEPA is actively seeking tax credits on behalf of three clients. We were unsuccessful in securing a NMTC allocation from the 2020 and 2021 rounds. NEPA is soliciting projects from the Commonwealth of PA with capital costs ranging from \$5M-\$60M that need NTMC subsidies to make the project viable. We will submit our next application for the 2024 round in December 2023

Capital Financing Services – Pennsylvania Redevelopment Assistance Capital Program (RACP)

NEPA has partnered with CBO Financial, our NMTC consultant, to offer RACP grant writing assistance and Financial Request Package support for the clients in the table below.

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Client	Location	NMTC Request	RACP Request	Status
2022 (Application August 19, 2022)				
Riverfront Sports Complex*	Scranton, PA	NA	\$2,000,000	Under State Review
WVIA*	Jenkins Twp	NA	\$2,250,000	Funded
Hyatt Place*	Scranton, PA	NA	\$3,000,000	Under State Review
NexUS-1*	Hazleton, PA	NA	\$3,000,000	Under State Review
Interstate Building & Supply*	Pittston, PA	NA	\$750,000	Funded
2022 (Application March 13, 2021)				
Keystone Human Services*	TBD, Luzerne County	NA	\$2,700,000	Awarded \$1.25M
Little Leaf Farms, LLC*	McAdoo, PA	NA	\$2,000,000	Awarded \$1.4M
2021 (Application August 13, 2020)				
Downtown Shenandoah, Inc.*	Shenandoah, PA	\$8,000,000	\$3,000,000	Awarded \$1.5M RACP

*NEPA is serving as the applicant.

NORTHEASTERN PENNSYLVANIA NONPROFIT & COMMUNITY ASSISTANCE CENTER

NCAC Membership: NCAC currently has over 100 active members. Membership renewal notices are being sent prior to the end of the month, and most all members that receive renewal notices do continue their membership.

NCAC hosted two Finding the Funding and Grantwriting Basics workshops in Monroe County on December 1st and March 30th with over 30 attendees at each session. NCAC also hosted a board development workshop in conjunction with the Pocono United Way in April with over 25 attendees.

NCAC has provided technical support and grant writing assistance to the Scranton Cultural Center, West Scranton Wrestling Alumni Association, and the NEPA Youth Arts Coalition.

NCAC is now providing custom subject area searches (beginning at \$250) to interested nonprofit organizations in the area. These in-depth searches provide local, state, and federal funding opportunities on the specific topic.

NEPA Grantmakers Forum: In collaboration with the Harry & Jeannette Weinberg Foundation, the McGowan Charitable Trust, The Luzerne Foundation, the Scranton Area Community Foundation, and the Margaret Briggs Foundation, NCAC launched the NEPA Grantmakers initiative. NCAC hosted a Grantmakers Leadership meeting in April of 2023, and hosted its 20th Grantmakers Forum at WVIA on June 14th. Over 13 different funders were present, with over 25 attendees total. 4 local nonprofit organizations presented their upcoming capital campaigns.

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Monroe County Community Foundation: Community Foundation board meetings have been held monthly since May 2022. Condron Media, the marketing firm chosen through a competitive process, worked with board members to develop a logo, mission, values, and vision statement, and website. NCAC completed its support of the Community Foundation in April 2023 and submitted the ARC grant closeout report on May 30th.

TOBYHANNA DEFENSE TECHNOLOGY PARTNERSHIP / TOBYHANNA ARMY DEPOT

NEPA manages the Tobyhanna Defense Technology Partnership (formally called the Blue Ribbon Task Force), 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 received several grants from the Pennsylvania Military Community Enhancement Commission to support the Depot. NEPA is currently collaborating with a consultant, Edwards+Strunk, Inc., a consulting firm based in region, to develop and implement a fundraising plan.

NEPA annually prepares an Economic Impact Analysis of the Depot. In the last update, which is for FY 2021, it was established that the total impact of the Depot is an estimated \$3.3 billion in economic activity, an estimated 8,744 jobs, and an estimated \$715.5 million in labor income within an eleven (11) county region in Northeast Pennsylvania.

NEPA annually prepares an Economic Impact Analysis of the Depot. In the last update, which is for FY 2021, it was established that the total impact of the Depot is an estimated \$3.3 billion in economic activity, an estimated 8,744 jobs, and an estimated \$715.5 million in labor income within an eleven (11) county region in Northeast Pennsylvania.

RESEARCH & INFORMATION CENTER

NEPA provided several economic impact modeling reports summarized in the table below. Note: In the Studies Column, O is for Operations, C is for Construction and V is for Visitation.

Fiscal Year 2022 – 2023						
#	Client	Project Title	Purpose	CO	Month - Year	Studies
1	Wayne Economic Development Corporation	Wayne County Advanced Manufacturing Facility	LSA/RACP Funding Application	WA	November 2022	O/C
2	Lehigh Valley Underground, LLC	The Economic Impact of a Warehouse and Distribution Facility in Coolbaugh Township	Presented before decision makers	MO	August 2022	O/C/V
3	Northern Tier RP&DC	Regional Export Network - Annually	Annual Report of Export Program to PA Office of Int'l Bus. Dev.		August 2022	
4	North Central RP&DC	Regional Export Network - Annually	Annual Report of Export Program to PA Office of Int'l Bus. Dev.		August 2022	

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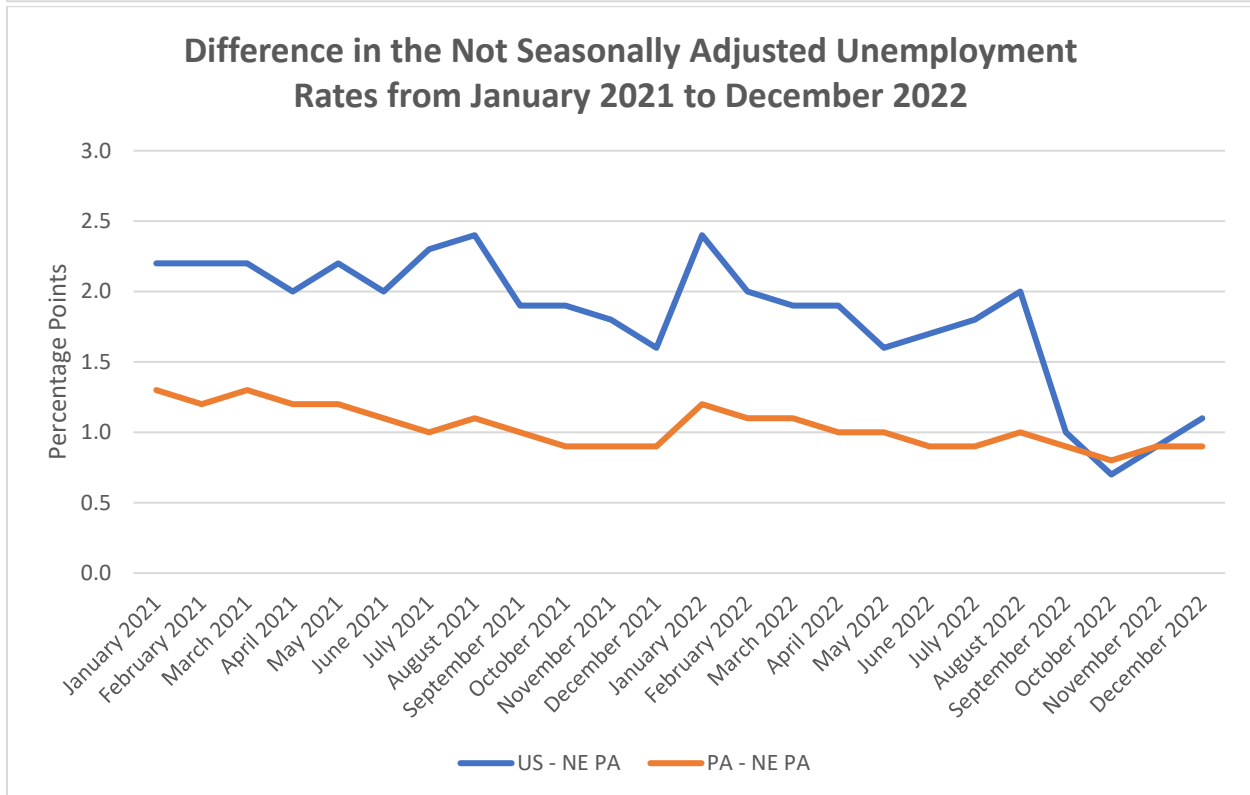
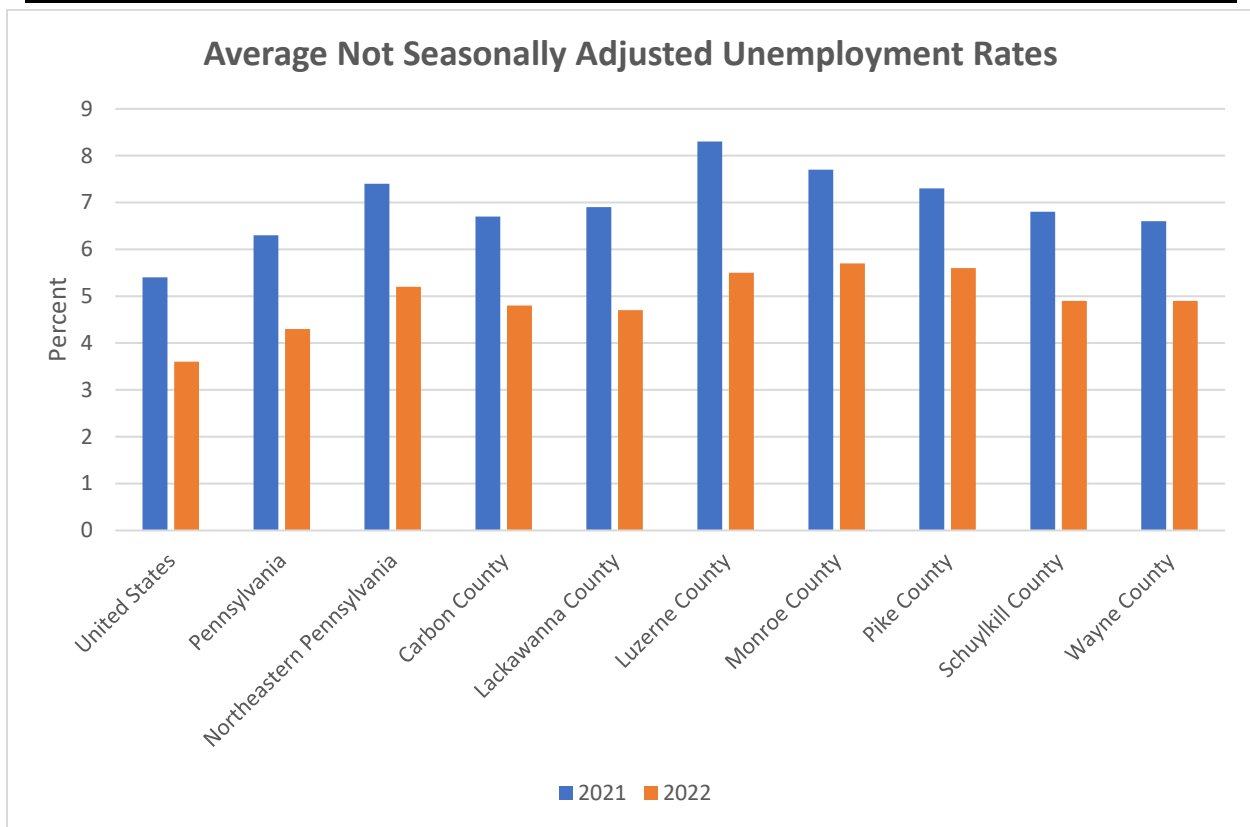
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Fiscal Year 2022 – 2023						
#	Client	Project Title	Purpose	CO	Month - Year	Studies
5	Northwest RP&PC	Regional Export Network - Annually	Annual Report of Export Program to PA Office of Int'l Bus. Dev.		August 2022	
6	Northern Tier RP&DC	Quarterly Report	Quarterly Report of Jobs Created and Retained for ARC Reporting		July 2022	
7	North Central RP&DC	Quarterly Report	Quarterly Report of Jobs Created and Retained for ARC Reporting		July and September 2022	
8	Northwest RP&PC	Quarterly Report	Quarterly Report of Jobs Created and Retained for ARC Reporting		July and September 2022	
9	Geisinger Health System	Geisinger School of Nursing Expansion	Capital Campaign	CO	May 2023	O/C/V

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TRANSPORTATION PLANNING SERVICES DIVISION

Transportation Improvement Program (TIP) Development

- The [NEPA MPO 2023 Transportation Improvement Program](#) was approved and being administered. The Statewide Transportation Improvement Program was submitted to the federal agencies for approval which was received from USDOT by letter dated 9/29/2022. The 2023 TIP went into effect on October 1, 2022.
- The NEPA 2023 TIP totals \$677.5 million and includes:
 - ❖ 96 Bridge and Highway projects, totaling \$250.7 million.
 - ❖ 22 Transit projects, totaling \$11.3 million.
 - ❖ 11 Interstate projects, totaling \$415.5 million.
- The development of the 2025-2028 Transportation Improvement Program is underway. Staff participated in the Financial Guidance Work Group and General and Procedural Work Group which help guide the Commonwealth's MPOs and RPOs with development of their respective TIPs. Final guidance documents from both work groups were recently issued. The timeline for developing the guidance documents has been accelerated to provide more time to the PennDOT districts and Planning Partners to develop the draft TIP. Meetings with the PennDOT Districts to begin discussing carryover projects and new potential projects will be held with NEPA staff and the county planners in the coming weeks.

2024-2025 Unified Planning Work Program (UPWP) Development Process

- PennDOT and FHWA have announced that all MPOs and RPOs will be required to develop a one-year 2024-2025 UPWP to incorporate program activities and goals cited in the current Transportation Reauthorization Bill – Infrastructure Investment and Jobs Act (IIJA). This will be an opportunity to break the UPWP development task off the same two-year TIP update schedule and thereafter will be back on a two-year UPWP cycle. The process will begin later this summer and conclude with final submission to PennDOT by the end of January 2024.

Congressionally Directed Community Project Funding

- This spring, NEPA staff worked with the Congressional offices and PennDOT to identify appropriate Congressionally-directed transportation projects for possible inclusion in the Fiscal Year 2024 Appropriations bills. Congressman Cartwright, Senator Casey and Congresswoman Wild submitted the following requests to the House and Senate Appropriations Committee for consideration. Funding of these projects is not guaranteed and will need to be included in the final version of the Appropriations bills which are expected to pass by the end of the calendar year.
 - SR 6 over Delaware River Matamoras Bridge, Pike County- \$5 million (Rep. Cartwright) and \$2 million (Sen. Casey)
 - Hamilton West (SR 209) Resurfacing, Monroe County- \$5 million (Rep. Cartwright)
 - 903 over Mud Run Bridge, Carbon County- \$3.2 million (Rep. Wild)

Long Range Transportation Plan Update

- The NEPA MPO kicked off the update of the Long Range Transportation Plan last April. Due to our Air Quality Conformity status, our LRTP is required to be updated every four years. The LRTP development will be guided by our consultant, Michael Baker International. A background profile of the region has been developed. A series of over 20 stakeholder interviews were

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conducted with county planners, PennDOT, transit providers, airports and freight operators and our federal partners. Public outreach sessions in each county will be held later this summer. A meeting of the LRTP Steering Committee will be held on June 20th. Adoption of the LRTP is on track for the end of the calendar year.

Eastern PA Regional Freight Study

- The development of a regional freight study has been identified as a task in the current UPWP. Given the regional nature of freight movements, particularly due to the warehousing and distribution growth in the NEPA MPO and the greater region, staff has been in discussions with neighboring Planning Partners about developing a collaborative regional freight plan.
- Five MPOs have agreed to conduct a joint freight plan as the Eastern Pennsylvania Freight Alliance – NEPA MPO, Lehigh Valley MPO, Lackawanna-Luzerne MPO, Reading MPO and Lebanon MPO. The group developed a framework, submitted an application to Central Office for supplemental planning funds for the initiative and was awarded \$280,000 in supplemental planning funds to be leveraged by a \$70,000 match provided by the participating MPOs.
- WSP USA, Inc. was selected as the consultant for the plan. WSP has gathered GIS data on freight conditions including existing freight generators and planned warehousing developments and developed a profile of the freight operations in the 10-county region. A survey of freight stakeholders and discussions with county planning and economic development staff will be completed in coming weeks. Completion of the plan is expected later this year.

Transportation Funding Opportunities

- PennDOT's Transportation Alternatives Set Aside (TASA) Program is now open. TASA provides funding for projects that enhance pedestrian and bicycle facilities, improve access to public transportation, create safe routes to schools, preserve historic transportation structures, provide environmental mitigation, create trails that serve a transportation purpose, and promote safety and mobility. The maximum award is \$1.5 million.
- During the past months, NEPA staff has been discussing the feasibility of using the TASA application process for soliciting eligible Carbon Reduction Program and CMAQ eligible projects within the NEPA MPO. Since many similarly eligible project types can be funded within these programs, efficiencies would be gained to solicit projects within our MPO and then vet them through the PennDOT project proposal and review process platform for possible funding under the most appropriate program. The NEPA MPO receives annual formula funding under the CRP and CMAQ programs and are allocated on the TIP. Applications for TASA projects located within the NEPA MPO would compete for statewide TASA funds. The CRP and CMAQ project application framework would follow the statewide TASA project submission, review and timeline process. CMAQ eligible projects would be restricted to Carbon County.
- A pre-application for the above program funds is due by July 17th. Following submission of the pre-application, project sponsors must meet with local PennDOT district staff and MPO staff to discuss their project. The final project application is due by September 15th. More information can be found in the TASA Guidance Document [here](#).

Intercity Passenger Rail Service

- The Pennsylvania Northeast Regional Railroad Authority (PNRRA) in cooperation with PennDOT has prepared a funding proposal to the Federal Railroad Authority (FRA) for an

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extension of passenger rail service from Scranton to New York City within the Northeast Corridor. A joint application by PennDOT, New Jersey Transit and PNRRA was submitted in March. Amtrak is expected to announce the first awards through this program in September. NEPA staff will continue to monitor and provide support for the reestablishment of this important mode of transportation in the region.

Geographic Information Systems (GIS)

- GIS staff is continuing to complete mapping activities for the transportation program. Staff recently developed a map of the bridge and highway projects on the 2023 TIP- <https://arcg.is/4WHz50>
- Staff has created a HUB site for the transportation program and the 2023 TIP and Environmental Justice- <https://nepa-gis-nepa-alliance.hub.arcgis.com/pages/transportation>
<https://nepa-gis-nepa-alliance.hub.arcgis.com/pages/tip-ej>
- Staff developed a NEPA Membership Hub with statistics about NEPA Members and the benefits of membership. <https://arcg.is/1vHW5z>

Regional Meetings

Staff attended the following regional meetings and conferences-

- Schuylkill Chamber Infrastructure Committee Meeting- April 13th, May 11th
- Pike County Road Task Force Meetings- March 16th, April 20th, May 18th
- Lackawanna-Luzerne MPO Meeting- May 2nd
- PennDOT Planning Partners Calls- March 15th, April 19th
- PennDOT Connects Municipal Outreach Sessions- March 28th, May 16th

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. Twelve classes have been scheduled in fiscal year 2022-2023. <https://www.nepa-alliance.org/additional-plans-and-programs/>. Scheduling for Fall 2023 is also underway. LTAP will also continue to offer courses in an online format.

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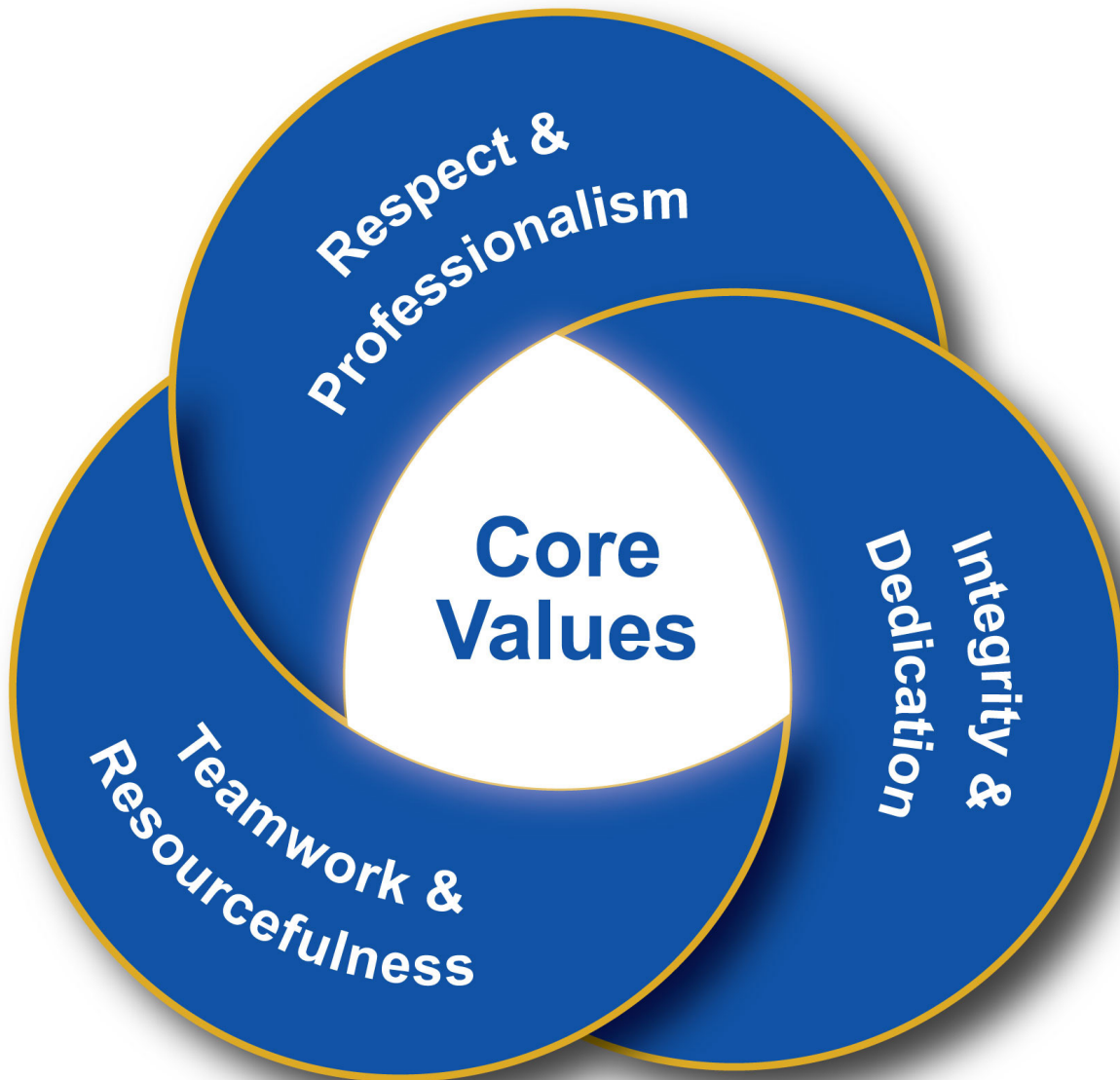
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NEPA's Mission

The Northeastern Pennsylvania Alliance (NEPA) is a regional, multi-county, community and economic development agency providing leadership, planning, and services to businesses, communities, entrepreneurs and institutions lacking adequate access to capital and financial resources that enhance and revitalize distressed communities within the region.



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