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Northeastern Pennsylvania Alliance

**NEPA**

***March 6, 2024***

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## NEPA's Board of Directors 2023-2024

### CARBON COUNTY

Kathy Henderson	610-379-5000	khenderson@carboncountychamber.org
Wayne Nothstein (County Commissioner)	570-325-3611	waynenothstein@carboncounty.net
<b>(Executive Committee-Assistant Secretary)</b>		
Harold Pudliner	570-427-8640	weatherlyboro@gmail.com
Joseph Sebelin <b>(Executive Committee-Past Board Chairperson)</b>	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
Vacant (County Commissioner)		
(Vacant - Alternate)		
Alex Stark <b>(Executive Committee-Assistant Treasurer)</b>	570-558-5113	astark@id-logistics.com

### LUZERNE COUNTY

Stephen Barrouk <b>(Executive Committee-1st Vice-Board Chairperson)</b>	570-814-9114	stevebarrouk@gmail.com
Joseph Lettiere	570-455-1508	jlettieri@hazletoncando.com
Mary Malone	570-455-1509	mmalone@hazletonchamber.org
Michelle Mikitish	570-655-1424	mmikitish@pittstonchamber.org
Kerry Miscavage	570-704-3953	kmiscavage@timesleader.com
Vacant		

### 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 <b>(Executive Committee-Secretary)</b>	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 <b>(Executive Committee-Treasurer)</b>	570-832-1578	cobk@ptd.net
Matthew Osterberg (County Commissioner)	570-296-7613	mosterberg@pikepa.org
Antonio Perito		antonioimperito@gmail.com
Peter Wulforth	570-296-3405	ptw3@psu.edu

### 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
Bud Quandt	570-544-4775	bquandt@quandt.com
Vacant		

### 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 <b>(Executive Committee-Board Chairperson)</b>	570-253-2537	mbw@wedcorp.org

### AT-LARGE

Carl Beardsley	570-602-2000	cbeardsley@flyavp.com
Christopher Doherty	570-815-4918	chrisdoherty250@gmail.com
Anthony Gabello	570-746-8779	agabello@psbanking.com
Vincent Galko	570-751-3798	vgalko@mercuryllc.com
Larry Malski	570-963-6676	lmalski@pnrra.org
Ben May	570-643-6721	benmay@poconoraceway.com
Kit Pappas	570-629-1665	kpappas@kslresorts.com
Alana Roberts	570-348-1622	aroberts@pplweb.com

### EX-OFFICIO

Jeffrey Box	570-655-5581	jbox@nepa-alliance.org
Maria Montoro Edwards <b>(NCAC Board Chair)</b>	570-826-1777	mmedwards@mfhs.org
Kelly O'Brien <b>(PNE Board Chair)</b>	570-752-3612	kobrien@bida.com
(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  
MARCH 6, 2024



## AGENDA

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- I. **Call to Order** - *Mary Beth Wood, Board Chairperson*
  - \* Sound & Audio check
  
- II. **Pledge of Allegiance** - *Mary Beth Wood, Board Chairperson*
  
- III. **Roll Call** - *Donna Hritz, VP, Communications & Operations*
  
- IV. **Board Discussion & Action Items**
  - \* January 3, 2024, Meeting Minutes - *Mary Beth Wood, Board Chairperson* 1-4
  
  - \* Approval of the Fiscal Year 2023 Audit- *Phil Keaney, JH Williams & Wendi Holena* Handout
  
  - \* Approval of the Financial Report - *Wendi Holena, VP & CFO* 5-6
  
  - \* **Affiliate/Committee/Division Reports** 7-20
    - Business Development Services - *Steve Ursich*
    - Community & Economic Development Services - *Kurt Bauman*
    - Communications & Membership - *Donna Hritz*
    - Transportation Services - *Alan Baranski*
  
- V. **President & CEO Report** - *Jeffrey Box, President & CEO*
  
- VI. **Presentation** – *Tony Bandiero, Executive Director, Eastern Pennsylvania Alliance for Clean Transportation*
  
- VII. **Open Discussion** - *Mary Beth Wood, Board Chairperson*



**Board of Directors Report  
Minutes of  
Wednesday, January 3, 2024  
In Person/Video Meeting**

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**OFFICERS**

Mary Beth Wood, Board Chairperson  
Stephen Barrouk, 1st Vice-Board Chairperson  
William Kerstetter, Treasurer  
Mary Frances Postupack, Secretary  
Alex Stark, Assistant Treasurer  
Commissioner Wayne Nothstein

**CARBON**

Kathy Henderson  
Garry Wentz

**LACKAWANNA**

Philip Condron  
Katie Leonard  
John McNulty  
Brenda Sacco

**LUZERNE**

Kerry Miscavage

**MONROE**

Christopher Barrett  
Charles Leonard  
Marynell Strunk

**PIKE**

Cynthia DeFebo  
Comm. Matthew Osterberg  
Peter Wulfhorst

**SCHUYLKILL**

Robert Carl  
Courtney Fasnacht  
Micah Gursky

**WAYNE**

Comm. Jocelyn Cramer  
Michael Rollison

**AT-LARGE**

Carl Beardsley  
Vincent Galko  
Ben May  
Alana Roberts

**EX-OFFICIO**

John Augustine  
Jeffrey Box  
Kelly O'Brien  
Maria Montero Edwards

**STAFF**

Alan Baranski  
Kurt Bauman  
Tyler Day  
Wendi Holena  
Michael Skowronski  
Steve Ursich

**Board of Directors Report  
Minutes of  
Wednesday, January 3, 2024  
In Person/Video Meeting**

The NEPA Alliance held a Board of Directors Meeting on Wednesday, January 3, 2024, in-person and via video meeting. Board Chairperson Mary Beth Wood called the meeting to order at 1:00 pm.

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

Board Chairperson Mary Beth Wood welcomed Ben May, President, Pocono Raceway to the NEPA Board of Directors.

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

**ACTION ITEMS**

**Minutes** - A motion was made by Bill Kerstetter and seconded by Mike Rollison to accept the minutes from the Board of Directors Meeting of November 1, 2023, as presented. **Motion carried.** Ben May abstained from the motion.

**Financial Report** – Wendi reported as of November 30, 2023, NEPA has total revenues of \$1,536,696 and total expenses of \$1,498,244. She noted that NEPA is showing an increase in net assets of \$38,452, which is \$37,000 more than what was budgeted, primarily due to the management fees for the loan volume. Wendi reported that NEPA's Statement of Financial Position has an unrestricted cash balance of approximately \$1.4 million and net assets of approximately \$1.8 million. She noted that the audit will be presented at the March meeting.

A motion was made by Commissioner Wayne Nothstein and seconded by Carl Beardsley to accept the Financial Report as presented. **Motion Carried.**

**Resolution 2024-1 – Authorizing Approval of a Metropolitan Transportation Planning (MPO) Work Program Contract Between NEPA and the Commonwealth of Pennsylvania Department of Transportation (PennDOT)** – Jeff reported that the MPO contract is NEPA's annual contract with PennDOT and that the MPO serves Carbon, Monroe, Pike and Schuylkill counties. Alan reported that the contract goes beyond to other planning services that NEPA provides throughout the region (i.e. LTAP Program) and other transportation related services working along with Lackawanna and Luzerne counties securing earmarks within the NEPA region. He further reported that the value of the contract is \$850,000, which is matched by local dollars.

A motion was made by Chuck Leonard and seconded by Jack McNulty to approve the authorization for the MPO work program contract between NEPA and PennDOT as presented. **Motion Carried.**

**Resolution 2024-2 – Adopting the 2023 Comprehensive Economic Development Strategy (CEDs) Annual Performance Report for Northeastern Pennsylvania** – Jeff reported that CEDs Performance Plan is an annual plan that is prepared and submitted every year to the Economic Development Administration (EDA). Kurt noted that the report is required by NEPA's contract with EDA. He reported that a list of projects that are in the planning/ongoing stages are listed in the report. Kurt stated that NEPA is always looking to add projects. He further noted that this year the CEDS Committee will convene to review and update a five (5) year plan. Kurt stated that the county data profiles has been

**Board of Directors Report  
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Wednesday, January 3, 2024  
In Person/Video Meeting**

updated. Mary Frances recommended including the names of the seven counties. Jeff replied that staff will address her recommendation.

A motion was made by Mary Frances Postupack and seconded by County Commissioner Wayne Nothstein to approve the CEDs Resolution as presented with the inclusion of the amendment. **Motion Carried.**

Kurt reported that NEPA and SEDA COG applied for a \$480,000 Economic Development Administration (EDA) grant that will be utilized to create the CEDs into an online document and assist with the 2024-2029 update.

**Resolution 2024-3 – Approve submitting a Redevelopment Assistance Capital Program Grant Application to the Commonwealth of Pennsylvania Office of the Budget and for NEPA to serve as a Fiscal Sponsor on behalf of Keystone Service Systems, Inc.** – Kurt reported that resolution is a repeat resolution and was previously approved last year for Keystone Human Services, which is the parent non-profit. He noted today's resolution is for Keystone Services System Inc., which is their non-profit affiliate that will own and operate the houses that they will build in Luzerne County.

A motion was made by Commissioner Jocelyn Cramer and seconded by Vince Galko to approve the Keystone Services Systems Inc. grant application as presented. **Motion Carried.**

*Business Development Services* – Steve Ursich reported that the International Business Development has completed three (3) webinars and is in the planning stages for the Bring the World to Pennsylvania event scheduled for March 11, 2024. He also reported that the APEX Accelerator will be hosting a DOD Industry Day in Scranton, and that additional information is forthcoming. He reported that loan volume has been very busy with fourteen (14) loans closed. The SBA Community Advantage program had fifteen (15) total approvals. Steve reported that NEPA's line of credit documentation was sent to SBA and has been approved.

*Community & Economic Development Services* – Kurt reported that regarding the ARC project list the Coaldale Borough project had a cost overrun on a previous project that was approved for \$420,000. He noted that an additional application was submitted for \$221,000 to help with the St. Luke's facility. Kurt also reported that the Dunmore Borough Local Access Road project was increased from \$1.2 million to \$1.6 million. He stated that all the full applications will be completed and submitted to DCED in January or February. Kurt reported that Tyler Day has been working with the PREP Partners on the ENGAGE program to engage businesses in calling efforts to identify challenges and opportunities. He stated that the Angel Fund has five (5) investments to date and received three (3) intakes from local firms.

*Communications & Membership* – Michael reported that NEPA is scheduled for a media event with Ashley Machine & Tool in Luzerne County on January 31<sup>st</sup>. The media event with Lehigh Valley Children's Centers Inc. in Carbon County with Congresswoman Wild is still pending. Michael noted detailed information has been submitted to Design Done Right for the NEPA Grantmakers website, which is the final website to be redesigned. He reported that Donna is currently scheduling meetings for Jeff to meet with the County Commissioners in each of the seven (7) counties. Wendi reported that the membership campaign ended December 31, 2023, and NEPA ended with 439 members for a total of \$292,720. She noted that NEPA's goal was 450 members, however, NEPA received approximately \$6,600 additional dollars from the previous year due to the increase in membership fees.

**Board of Directors Report  
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*Transportation Services* – Alan reported that NEPA’s MPO kicked off the development of the 2050 Long Range Transportation Plan (LRTP) last April. The LRTP development is being coordinated by consultant, Michael Baker International. The LRTP includes a background profile of the region and a list of eligible projects. He further reported that a 30-day public comment period was held from November 17<sup>th</sup> to December 18<sup>th</sup>. A public meeting and comments on the LRTP have been incorporated into the plan. The Technical Committee will consider endorsement of the 2050 Long Range Transportation Plan and Air Quality Conformity Resolution on December 19<sup>th</sup> and refer it to the MPO Policy Board for approval on January 3<sup>rd</sup>. Alan noted that the NEPA MPO 2023 Transportation Improvement Program was submitted to the federal agencies for approval, which was received from USDOT on September 29, 2022. Alan reported that on December 19<sup>th</sup>, NEPA cosponsored a successful rally to Restore Passenger Rail Service at Kalahari Resort with Congressman Cartwright, the Pocono Chamber of Commerce, Pocono Mountains Visitors Bureau, the Greater Scranton Chamber of Commerce and Kalahari Resorts and Conventions. He noted that the development of a regional freight study has been identified as a task in the current UPWP with the five (5) MPOs agreeing to conduct a joint freight plan as the Eastern Pennsylvania Freight Alliance.

**President & CEO Report** – Jeff noted that additional information is forthcoming regarding the Governor’s Economic Development Strategy Plan in preparation for the Governor’s budget announcement in February. Kurt provided a highlight on the ARC’s Summer Study Programs in Entrepreneurship and STEM for middle school students and teachers. Jeff stated that NEPA is solid financially and programmatically.

**Presentation** – Kurt Bauman and Tyler Day presented a power point on the Economic Impact of Tobyhanna Army Depot and the fund-raising campaign. A copy of his power point is available upon request.

**Open Discussion** – Commissioner Wayne Nothstein thanked NEPA on behalf of the County Commissioners Association for their letter of support for the 911 fee bill. Commissioner Cramer and Commissioner Osterberg also thanked NEPA and noted that the issue is crucial.

There being no further business Board Chairperson Mary Beth Wood adjourned the meeting at 2:00pm.

Respectfully submitted,  
Donna Hritz  
Vice President of Communications & Operations  
January 22, 2024



## Statement of Activities

January 31, 2024

	Prior YTD	Current YTD	Budget	Percentage of Budget
<b>Revenues:</b>				
Grants/Projects	\$ 3,988,433	\$ 2,043,113	\$ 4,716,659	43%
Membership Fees	137,333	138,688	237,750	58%
Rental Income	16,871	16,871	28,921	58%
RLF Admin. Fees	22,621	13,075	25,000	52%
Match from Other Sources	67,069	93,292	44,000	212%
Other Receipts	9,785	43,043	18,900	228%
Contributed Services	8,939	18,336	28,000	65%
<b>Total Revenues</b>	<u>4,251,051</u>	<u>2,366,418</u>	<u>5,099,230</u>	<u>46%</u>
<b>Expenses:</b>				
Personnel	1,176,787	1,231,889	2,181,050	56%
Benefits	468,679	487,324	959,662	51%
Contractual	2,239,596	262,845	1,287,765	20%
Professional Fees	20,264	16,350	29,500	55%
Travel and Per Diem	29,948	20,238	49,320	41%
Meetings and Seminars	71,298	50,172	111,170	45%
Postage	2,467	1,346	4,200	32%
Supplies	19,369	15,478	46,190	34%
Publications and Memberships	34,411	30,790	63,356	49%
Printing	3,019	3,750	4,700	80%
Advertising	4,333	13,543	18,500	73%
Occupancy	42,096	36,596	65,050	56%
Equipment Rental & Maintenance	8,426	6,023	13,164	46%
Depreciation	33,143	33,143	59,102	56%
Telephone/Internet	15,026	16,591	27,930	59%
Insurance	-	-	35,200	0%
Interest	23,105	21,987	37,271	59%
Other Costs	18,487	33,037	76,286	43%
Contributed Services	8,939	18,336	28,000	65%
<b>Total Expenses</b>	<u>4,219,393</u>	<u>2,299,438</u>	<u>5,097,416</u>	<u>45%</u>
		-		
<b>Increase (Decrease) in Net Assets</b>	<u>\$ 31,658</u>	<u>\$ 66,980</u>	<u>\$ 1,814</u>	

Net Assets	
Beginning Balance	\$ 1,813,430
Increase (Decrease)	66,980
Current Balance	<u>\$ 1,880,410</u>

## Statement of Financial Position

**January 31, 2024**

<b>Assets</b>	<b>Prior Year</b>	<b>Current Year</b>	<b>Liabilities</b>	<b>Prior Year</b>	<b>Current Year</b>
Unrestricted Cash Invested	\$ 1,001,577	\$ 1,241,947	Accounts Payable	1,855,132	74,441
Restricted Funds Invested	273,215	106,841	Deferred Project Funds	273,215	106,841
Membership Fees Receivable	18,975	18,975	Employee Benefits Payable	196,043	217,697
Advances/Deposits/Prepays	47,374	45,101	Payroll Withholdings	4,816	5,990
Accounts Receivable-Projects	2,731,024	970,122	Deferred Membership Fees	83,832	126,083
Depreciable Assets (Net)	592,461	535,645	Capital Lease Payable	534,070	507,169
			Total Liabilities	<u>2,947,108</u>	<u>1,038,221</u>
			<b>Net Assets *</b>	1,717,518	1,880,410
<b>Total Assets</b>	<u><u>\$ 4,664,626</u></u>	<u><u>\$ 2,918,631</u></u>	<b>Total Liabilities &amp; Net Assets</b>	<u><u>\$ 4,664,626</u></u>	<u><u>\$ 2,918,631</u></u>

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

# Board of Directors Report

## March 6, 2024



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Dear Board Members,

I hope everyone is having a good winter season and I'm sure everyone is looking forward to Springtime!

The NEPA staff continues to excel throughout our program menu. We are meeting, and in most cases exceeding our program metrics as set by our funding partners. We continue to expand services where we can best bring service. I am very proud of the effort the team has put forth!

Here is a brief update on the many activities NEPA is working on.

### **APEX Accelerator**

We have several changes coming to this program over the next several months. Frank Migneco has announced his retirement effective July 31, 2024. Frank has served as the manager of the program for a number of years. He has built the government contracting program from a two (2) person operation to a four (4) person operation. We have continually grown this program in service to our government clients. Our clients reported sales of approximately \$449 million in Fiscal Year 2023. I believe that is an all-time record. We congratulate Frank on his retirement!

### **Alan Baranski's Retirement**

Alan Baranski has announced that he will retire effective June 30, 2024. Alan has admirably served NEPA managing our transportation planning services. He started with NEPA in 2002 managing our Rural Planning Organization (RPO). This was a precursor to the MPO that we all know today. Alan was instrumental in managing our transportation planning in the formation of the four (4) county MPO in 2013. Please join me in congratulating Alan on his well deserved retirement!

### **Bring the World To PA**

NEPA will be the first stop on the statewide tour of the Pennsylvania Authorized Trade Representatives (ATR's). We will be hosting the ATR's and the Office of International Business Development staff at the Venue at the Wilkes-Barre/Scranton International Airport. We will have numerous regional companies meeting with them to explore business opportunities across the world.

### **Governor Shapiro's Budget Proposal**

As you are aware, Governor Shapiro introduced his proposed 2024-2025 fiscal year budget two (2) weeks ago. In terms of economic development funding, there are no new dollars proposed for any of the providers. It is disappointing that the new administration has not asked for more funds for the economic development delivery system. There are funds proposed for shovel ready sites.

### **Business Financing**

The finance team is doing a tremendous job with our fourteen (14) programs. We have continually expanded our loan programming over the years to the point that our portfolio is approaching \$70 million. That number has grown significantly over the last decade when we were at approximately \$5.5 million in our loan portfolio.

### **ARC Projects**

We continue to advance as many ARC projects funding requests as possible. The application process has changed a great deal in recent years. We used to rank projects via a committee, but now the applications are vetted and advanced by Kurt and his team on a rolling basis. We have advanced more ARC projects in the region in recent years than ever before.

## Board of Directors Report

### March 6, 2024



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#### **TDTP Fundraising**

We continue our effort to raise money for the Tobyhanna Defense Technology Partnership. If you will recall, we are changing the mission of the old Blue Ribbon Task Force from defensive to offensive posture, but we will pivot to trying to bring new work for Tobyhanna. We intend to secure Washington based representation to advocate for additional work for Tobyhanna outside of the normal channels that Tobyhanna uses themselves. This is a significant change in mission for our volunteer group.

#### **Nominating Committee**

The nominating process is fully underway. Those of you whose terms end on June 30<sup>th</sup> were contacted by Donna asking if you want to be reappointed. We have also notified the Commissioners in all seven (7) counties of who wants reappointment and who does not. We will wait for the counties to reply and then schedule a Nominating Committee to address the complement of the Board for July 1<sup>st</sup>.

Respectfully,

Jeff

**Board of Directors Report**  
**March 6, 2024**



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**International Business Development Program**

The International Business Development staff recorded twenty-five (25) Export Actions and generated three (3) International Projects to Pennsylvania's Authorized Trade Representatives from December 12, 2023, through February 23, 2024. Staff also processed five (5) Global Access Program (GAP) 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.

The International Business Development Program concluded its winter webinar series:

- November 29, 2023 – Pricing Your Product for the Export Marketplace
- December 12, 2023 – Incoterms 2020 in Practice
- January 10, 2024 – Choosing the Correct Payment Option for Your Exports

NEPA will host Bringing the World to Northeastern Pennsylvania on Monday, March 11, 2024 at The Venue / Culinary Creations by Metz in Dupont, PA from 10:00 am to 3:00 pm. This is the Program's premier annual event when NEPA hosts Pennsylvania Authorized Trade Representatives for one-on-one meetings with companies.

<b>PA Office of International Business Development Performance Measurements FY 2023 -2024</b>		
<b>Performance Measurement</b>	<b>Goal</b>	<b>YTD Totals</b>
Active Clients	50	39
Export Actions	105	102
Exporting Companies	13	2
Export Sales	\$22,609,296.90	\$2,612,000
Projects	101	33
ATR Attributed Sales	\$9,269,811.73	\$0
New Clients	7	5
Total (weighted and capped measure) <i>Calculated 2/23/24</i>		44.49%

**Board of Directors Report**  
**March 6, 2024**



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**APEX Accelerator**

**Counseling Activity (12-01-2023 to 01-31-2024)**

**New Active Clients for the Period: 11**

**Active Clients for the Period: 218**

**Initial Introductory Counseling Sessions for the Period: 21**

**Follow-up Counseling Sessions for the Period: 451**

**Events: 2**

The APEX Accelerator 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 sell to the Federal Government. Follow-up sessions support client registration updates, and new/renewal certification applications such as but not limited to: HUBZone, 8(a), SDVOSB/VOSB, and WOSB. Support is also provided in areas not limited to solicitation reviews, bid matching, and marketing.

**Contract Awards Activity (12-01-2023 to 01-31-2024)**

<b>Award Type</b>	<b>Number of Awards</b>	<b>Number of Clients</b>	<b>Total Value</b>
<b>Federal Prime</b>	<b>4,455</b>	<b>12</b>	<b>\$19,709,346</b>
<b>State/Local Prime</b>	<b>0</b>	<b>0</b>	<b>\$0</b>
<b>Subcontracts</b>	<b>1</b>	<b>1</b>	<b>\$726,304</b>

During this period, Active APEX Accelerator clients received contract awards primarily from Federal Agencies acting as a prime contractor. Contract award reporting follows Department of Defense Office of Small Business Program terms. The APEX Accelerator worked with clients during this period on three types of SBA certifications for their business.

**Certification Activity (12-01-2023 to 01-31-2024)**

<b>Certification Type</b>	<b>Applications Submitted/Pending</b>	<b>Certifications Approved</b>
<b>SD/VOSB</b>	<b>1</b>	<b>1</b>
<b>WOSB</b>	<b>1</b>	<b>0</b>
<b>HUBZone</b>	<b>0</b>	<b>0</b>

# Board of Directors Report

## March 6, 2024



### Business Finance Center

The Business Finance Center has been able to close 18 loans totaling \$2,945,500. Through these loan closings, the small business is expected to create 22 jobs and retain 9 jobs in the next 3 years. Loans closed since that last meeting include the following business sectors:

- Entertainment Center
- Medical Office
- Restaurant
- Stone Saw Shop

NEPA Alliance BFC continues to look to assist small businesses that are affected by the rate increases.

<b>SBA 504</b>		
	<b>Number</b>	<b>Balance</b>
<b>Approved Loans</b>	16	\$ 25,441,000.00
<b>Closed Since Last Meeting</b>	4	\$ 1,646,000.00
<b>Outstanding Loans</b>	58	\$ 38,319,428.00
<b>Total</b>	78	\$ 66,406,428.00
<b>SBA Community Advantage</b>		
	<b>Number</b>	<b>Balance</b>
<b>Approved Loans</b>	4	\$ 558,300.00
<b>Closed Since Last Meeting</b>	9	\$ 886,500.00
<b>Outstanding Loans</b>	3	\$ 349,984.00
<b>Total</b>	16	\$ 1,794,784.00
<b>PIDA</b>		
	<b>Number</b>	<b>Balance</b>
<b>Approved Loans</b>	2	\$ 1,021,200.00
<b>Closed Since Last Meeting</b>	0	\$ 0.00
<b>Outstanding Loans</b>	21	\$ 7,733,651.00
<b>Total</b>	23	\$ 8,754,851.00
<b>Internal Funds</b>		
	<b>Number</b>	<b>Balance</b>
<b>Approved Loans</b>	6	\$ 617,500.00
<b>Closed Since Last Meeting</b>	5	\$ 413,000.00
<b>Outstanding Loans</b>	148	\$ 8,105,926.00
<b>Total</b>	159	\$ 9,136,426.00
<b>NEPA BFC Active Portfolio</b>	248	\$ 58,466,489.00

## Board of Directors Report March 6, 2024



Nineteen (19) out of twenty-nine (29) LDD Customer Satisfaction Survey forms completed by NEPA clients who received assistance through NEPA's Business Financing, APEX Accelerator and International Business Programs for assistance were received during the 2<sup>nd</sup> quarter of 2023-2024 which represented an 66% response rate. Nineteen (19) 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 2nd quarter of 2023-2024.**

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

	<b>*Timeliness of Assistance</b>	<b>*Quality of Assistance</b>	<b>*Value of Assistance</b>
Loans	3	3	3
APEX Accelerator	15	15	15
International	5	5	5



# Board of Directors Report

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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
City of Wilkes-Barre	Parking Garage	LU	\$3M	\$3M	Considering application
Lackawanna College	Center for Technology Innovation	LA	\$2M	\$14M	Waiting on final design
SEDA-COG & NEPA	Data dashboard – CEDS Improvement project	RE	\$480,000	\$576,000	Awarded October 2023
SEDCO	Infrastructure Feasibility Study	SC	TBD	TBD	Considering application

#### 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.

#### **2023-24 Current Projects**

Organization	Project	CO	ARC	ARC Grant Request Amount	Funding Leveraged	Status
Greater Scranton YMCA	Childcare Expansion	LA	AD	\$249, 277	\$249,277	Full App Revisions in Progress
Mid Valley School District	STEAM Education Advancement – Biomedical Science	LA	AD	\$124,000	\$124,000	Full App Submitted
Orwigsburg Borough (LAR)	Orwigsburg Industrial Park – (Industrial Drive and Long Avenue) – Phase 2	SC	LAR	\$1,229,828	\$100,000	Full App in Progress
Coaldale Borough	Kline Hill Road – Phase II	CA	LAR	\$221,276	\$0	Full App Revisions in Progress
Dunmore Borough (LAR)	Keystone Industrial Park Road Improvement	LA	LAR	\$1,135,840	\$200,000	Full App Submitted
NEPA	PREP	RE	AD	\$461,425	\$461.425	Pre App in Progress
Keystone College	LEEP	LA	A	\$150,000	\$200,000	Full App in Review
Pocono Family YMCA	Increasing Child Day Care Capacity	MO	AD	\$535,566	\$533, 536	PreApp in Review
Wilkes-Barre Connect	Connect Inclusive Program	LU	AD	\$230,750	\$230, 750	PreApp in Review
Wayne County Workforce Alliance	Recovery to Work Ecosystem Expansion	WA	I	\$347,760	\$347, 760	LOI Submitted
Outreach	Recovery to Work for Justice-Involved Juveniles and Adults	LA	I	\$500,000	\$500,000	LOI Submitted
Dress for Success	Project Clean Break	LU	I	\$332, 000	\$332, 000	LOI Submitted
Lackawanna County Department of Health	Lackawanna County Recovery Initiative	LA	I	\$500,000	\$500,000	LOI Submitted

## Board of Directors Report March 6, 2024



Organization	Project	CO	ARC	ARC Grant Request Amount	Funding Leveraged	Status
Services (LCDHS)						
United Neighborhood Centers	CEDAR Center	LA	P	\$500,000	\$500,000	LOI in Progress
Strong Towns	Blue Zones	LA	A	\$500,000	\$500,000	LOI in Progress

### **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 23-24 and has subcontracted with 13 partners to complete the project deliverables. The *Engage!* Mid-Year Report was submitted to DCED prior to the January 30, 2024 deadline. A total of 42 businesses have participated in an *Engage!* interview so far during this program year. 1 business walk took place in Milford.

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 90 businesses. 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 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.**

### **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 25 businesses have made pitches, and 5 investment commitments have been made. NEPA staff continue to recruit new investors and vet potential pitches from businesses and entrepreneurs.

Business	Industry/Sector	Investment Amount	Location
Conservation Labs	Utility/Tech	\$50,000	Pittsburgh, PA
Buoy	Health	\$50,000	San Diego, CA
LifeAire	Indoor Air Quality	\$185,000	Allentown, PA
Gilson Snow Boards	Recreation	\$50,000	Snyder/Union Counties PA

## Board of Directors Report March 6, 2024



UpContent	Tech	\$50,000	Pittsburgh, PA
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### Capital Financing Services – Pennsylvania Redevelopment Assistance Capital Program (RACP)

NEPA offers RACP fiscal sponsorship and grant writing assistance for large capital projects.

Client	Location	RACP Request	Status
<b>2022 (Application August 19, 2022)</b>			
WVIA*	Jenkins Twp	\$2,250,000	Awarded \$2.25M
Interstate Building & Supply*	Pittston, PA	\$750,000	Awarded \$750,000
<b>2022 (Application March 13, 2021)</b>			
Keystone Human Services*	TBD, Luzerne County	\$2,700,000	Awarded \$1.25M
Little Leaf Farms, LLC*	McAdoo, PA	\$2,000,000	Awarded \$1.4M
<b>2021 (Application August 13, 2020)</b>			
Downtown Shenandoah, Inc.*	Shenandoah, PA	\$3,000,000	Awarded \$1.5M
Little Leaf Farms, LLC*	McAdoo, PA	\$3,000,000	Awarded \$2M

\*NEPA is serving as the applicant.

### NORTHEASTERN PENNSYLVANIA NONPROFIT & COMMUNITY ASSISTANCE CENTER

**NCAC Membership:** NCAC currently has 106 active members, and will complete a quarterly membership renewal campaign on April 1<sup>st</sup>. 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. Additionally, NCAC has begun to offer access to Candid's Nonprofit Compensation Report, available to both members and nonmembers at tiered rates (\$65 and \$95, respectively). The annual updates to the List of NEPA Foundations have been completed and is now being distributed to members.

NCAC has completed a market scan with similar groups in other states serving both nonprofits and grantmakers to determine ways to continue building capacity and offering increased value to members. NCAC is developing a list of nonprofit consultants referred by members in addition to a list of national and regional businesses offering corporate match programs. Both lists will be added benefits to members. NCAC recently met with Candid representatives to prepare to obtain new training certifications that enable the NCAC to offer Candid-approved training facilitated by NCAC staff. NCAC is the process of developing new training sessions for nonprofits on grant seeking to be offered before the close of FY 24.

#### NCAC Technical support:

- For Pete's Sake Cancer Respite Foundation – Custom Funding Search
- Autism Collaborative Centers of Excellence – Custom Funding Search
- Volunteers in Medicine, Schuylkill and Carbon Counties – FDO Guidance
- Nativity Miguel School, Scranton – FDO Guidance
- St. Ann's Monastery – FDO Guidance
- GAIT Therapeutic Riding Center – FDO Guidance
- Wayne County Historical Society – FDO Guidance
- The Lake Foundation – Strategic Planning Guidance
- Mountaintop Rotary Club – Nonprofit Startup Consultation

# Board of Directors Report

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- Sexual Trauma Services of NEPA – Nonprofit Startup Consultation

### **TOBYHANNA DEFENSE TECHNOLOGY PARTNERSHIP / TOBYHANNA ARMY DEPOT**

NEPA manages the Tobyhanna Defense Technology Partnership (TDTP), 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. The funding will be used for various initiatives including legislative outreach, economic impact studies, fundraising, etc. To date, TDTP has received a commitment of over \$80,000 in pledge for various community partners in support of this project.

NEPA Alliance staff submitted an application to the PA Military Community Enhancement Commission for Local Defense Group grant funding on January 31, 2024. Feedback was received from the Commission and staff are working to address the questions posed by the Commission.

### **RESEARCH & INFORMATION CENTER**

**Comprehensive Economic Development Strategy:** The NEPA Alliance’s Research & Information Center composed and continues to update the “2019 – 2024 Comprehensive Economic Development Strategy Five-Year Plan for Northeastern Pennsylvania.” The 2023 CEDS Annual Performance Report has been completed, as required by EDA.

**East Stroudsburg University Economic Outlook Summit:** The NEPA Alliance Research and Information Center provided data for the Pocono Economic Scorecard that will be presented to the community during the 2024 Economic Outlook Summit.

**Economic Impact Modeling Services:** 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.

Impact Studies						
#	Client	Project Title	Purpose	CO	Month - Year	Studies
1	SEDCO	Highridge Business Park	Expansion	SC	Sep. 2023	O/C/V
2	PA DCED OIBD	Regional Export Network (REN)	Annual Performance Report	PA	Aug. 2023	O
3	Tobyhanna Army Depot	Tobyhanna Army Depot	Annual Impact Report	RE	Sep. 2023	O/C/V

# Social Media

Last 30 Days

## FACEBOOK



**1,532 Followers**  
**18 New Followers**  
**3,117 Reach/Views**

## INSTAGRAM



**1,630 Followers**  
**207 Reach/Views**

## LINKEDIN



**1,889 Followers**  
**41 New Followers**  
**7,058 Impressions**

## X (TWITTER)



**1,865 Followers**  
**1,000 Impressions**

# Board of Directors Report

## March 6, 2024



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### **TRANSPORTATION PLANNING SERVICES DIVISION**

#### **Long Range Transportation Plan Update**

- The NEPA MPO kicked off the development of the 2050 Long Range Transportation Plan (LRTP) last April. Due to our Air Quality Conformity status, our LRTP is required to be updated every four years. The LRTP development is being coordinated by our consultant, Michael Baker International. The LRTP includes a background profile of the region and a list of eligible projects.
- The 30-day public comment period was held from November 17<sup>th</sup> to December 18<sup>th</sup>. A public meeting for final citizen input was held on December 5<sup>th</sup> at four locations and virtually. Comments on the LRTP have been incorporated into the plan and responses to commenters have been sent. The Technical Committee endorsed the 2050 Long Range Transportation Plan and Air Quality Conformity documents on December 19<sup>th</sup> and the MPO Policy Board approved the LRTP and Air Quality Conformity documents on January 3<sup>rd</sup>.
- The 2050 LRTP was submitted to PennDOT Central Office on January 25<sup>th</sup>. Central Office formally submitted it to the Federal Highway Administration and Federal Transit Administration on January 31<sup>st</sup> for their review of the LRTP and approval of the Air Quality Conformity documents. The date of the approval by the federal agencies will determine the deadline for the development of the next LRTP in four years. A copy of the LRTP can be viewed [here](#).

#### **Transportation Improvement Program (TIP) Development**

- Development of the 2025-2028 Transportation Improvement Program (TIP) is nearing completion. Meetings with the PennDOT Districts to discuss carryover projects and new projects have been conducted. The draft Bridge and Highway TIP was submitted to Central Office by the end of December. A meeting was held on January 23<sup>rd</sup> of NEPA staff, PennDOT District staff, the County planning directors and PennDOT Central Office staff to review the draft TIP projects and the TIP development process.
- The transit TIP development, the documentation of the TIP development process and environmental justice analysis are underway. The Interstate TIP and Air Quality Conformity Report are expected to be provided by Central Office in the coming weeks. The tentative timeline for the public comment period and TIP adoption is below.

April 16, 2024- Technical Committee Authorizes 30-day TIP Comment Period

May 6, 2024- TIP Public Comment Period Opens

May 21, 2024- TIP Public Meeting (prior to Technical Committee meeting)

June 14, 2024- TIP Public Comment Period Ends

June 18, 2024- Joint MPO Tech Committee/Policy Board Meeting to Consider TIP Adoption

#### **Public Participation Plan, Title VI Plan and Limited English Proficiency Plan Updates**

- A scope of services for an update of our Public Participation Plan, Title VI Plan, Limited English Proficiency Plan was approved by the Technical Committee last October. These plans were previously developed by McCormick Taylor and were adopted in 2015. Our public participation processes have changed significantly in the past 8 years, especially in light of the Covid pandemic and advances in internet media accessibility. In addition, with new federal regulations, our Title VI Plan and Limited English Proficiency Plan need to be updated to ensure compliance.

## Board of Directors Report

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- Michael Baker International has been engaged to update the plans. Staff has participated in several calls with MBI to review the current plans and provide information on our current processes. MBI also recently completed an update of these plans for the Lackawanna-Luzerne MPO so they are up to date on the current requirements. We plan to have the updated plans completed prior to the beginning of the 2025-2028 TIP Update Public Comment Period. A draft of the updated plans is anticipated by the end of February. The Public Participation Plan requires a 45-day public comment period prior to adoption. The schedule for review and adoption is below.

March 1, 2024- 45-day Public Comment Period Opens

March 19, 2024- Public Comment Meeting (prior to Technical Committee meeting)

April 15, 2024- 45-day Public Comment Period Closes

April 16, 2024- Joint Technical Committee and Policy Board Meeting to Consider Adoption

#### **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 has conducted a survey for stakeholders to provide public input on freight issues and received over 4,200 responses. In-person stakeholder outreach sessions in the NEPA MPO and in the other MPO regions have been completed. WSP has reviewed the recent Pennsylvania Transportation Advisory Committee (TAC) Statewide Truck Parking Study and is incorporating the information into the freight plan. A draft plan is expected in March. The final plan is expected by June.

#### **Active Transportation Plan Development**

- A scope of services and work order has been prepared by our consultant, Michael Baker International, for the development of an Active Transportation Plan for the NEPA MPO region. This task is currently included in our 2022-2024 Unified Planning Work Program (UPWP). The Active Transportation Plan will address the needs of bicycle and pedestrian transportation and will guide future decision-making with respect to these modes, along with recommended policies and projects to be considered in future programs. The plan will be guided by a steering committee and a kickoff meeting will be held in March. We anticipate that development of the Active Transportation Plan will take about 10 months and completion is expected by the end of 2024.

#### **PennDOT Connects Municipal Outreach**

- PennDOT is continuing to provide outreach to municipalities through PennDOT Connects. Similar to the outreach conducted last spring, PennDOT will hold municipal outreach sessions in each PennDOT District. These sessions will include an overview of the PennDOT Connects



## Board of Directors Report March 6, 2024



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Municipal Resources Program, information on the Infrastructure Investment and Jobs Act (IIJA) (also known as the Bipartisan Infrastructure Law, or BIL) grant opportunities and success stories.

- Below are the dates and locations of the sessions in District 4 and District 5. They will also be offered virtually. Click [here](#) for more information.

### District 4-0 PennDOT Connects Session ([Register here](#))

Tuesday, May 7, 2024 – 9:00am to 11:00am

PennDOT District 4-0

55 Keystone Industrial Park

Dunmore, PA 18512

### District 5-0 PennDOT Connects Session ([Register here](#))

Thursday, May 16, 2024 – 1:00pm to 3:00pm

PennDOT District 5-0

1002 Hamilton St.

Allentown, PA 18101

## **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>
- A Story Map outlining the development of the 2050 Long Range Transportation Plan has been created. <https://arcg.is/1O08GD>

## **Regional Meetings**

Staff attended the following regional meetings and conferences-

- Schuylkill County Hazard Mitigation Plan Meeting- January 9
- Schuylkill Chamber Infrastructure Committee Meeting- January 11
- Pike County Road Task Force Meetings- January 18 and February 15
- PennDOT Project Selection and Prioritization Workshop- January 19
- Carbon County COG Presentation- January 23
- PennDOT Planning Partners Call- January 24

## **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. Six classes were held in Fall 2023. Scheduling for Spring and Summer 2024 is underway. LTAP will also continue to offer courses in an online format.



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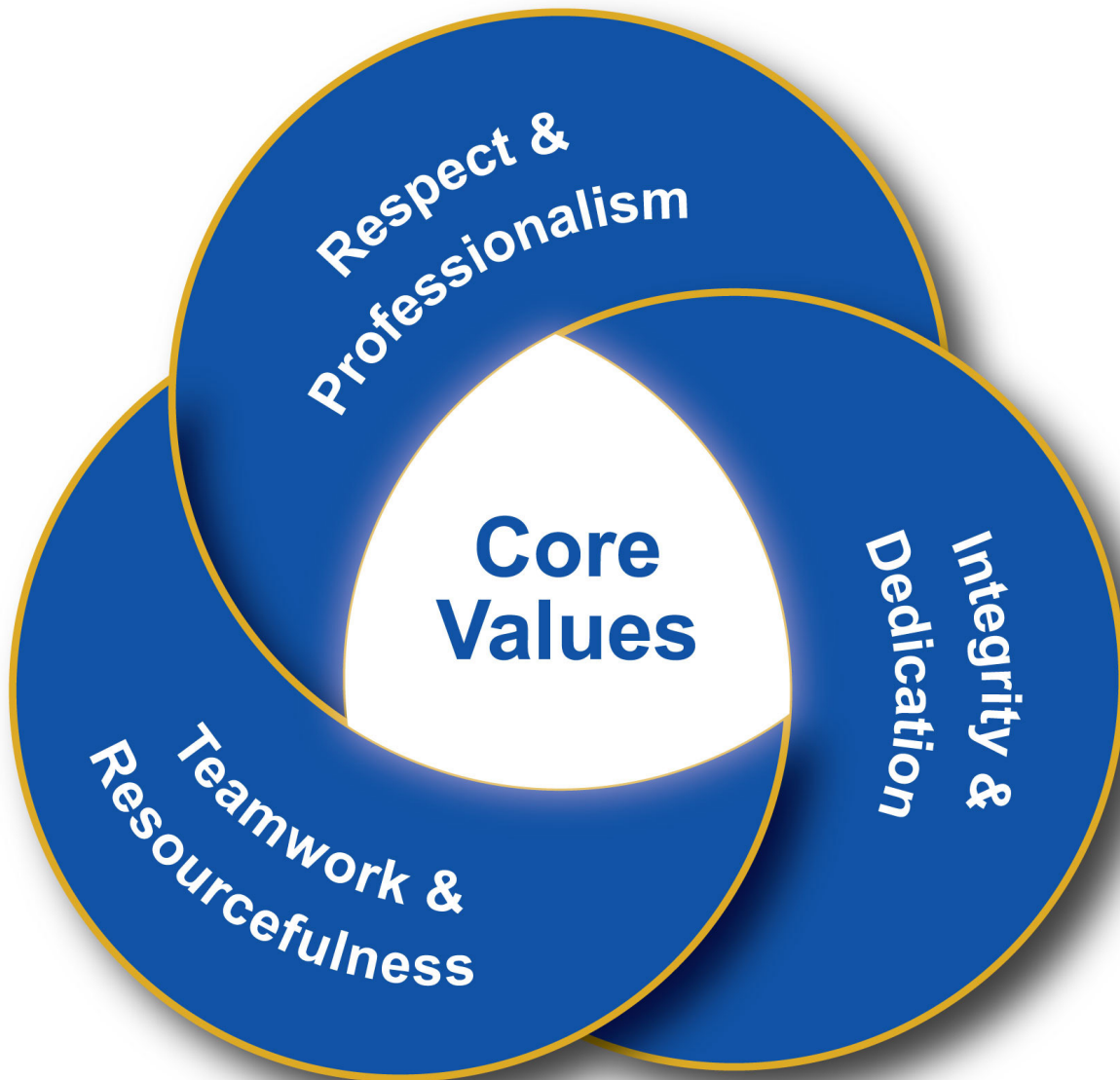
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## NEPA's Mission

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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