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Northeastern Pennsylvania Alliance

NEPA

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May 1, 2024

NEPA's Board of Directors 2023-2024

CARBON COUNTY

Kathy Henderson	610-379-5000	khenderson@carboncountychamber.org
Wayne Nothstein (County Commissioner) (Executive Committee-Assistant Secretary)	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
Vacant (County Commissioner) (Vacant - Alternate)		
Alex Stark (Executive Committee-Assistant Treasurer)	570-558-5113	astark@id-logistics.com

LUZERNE COUNTY

Stephen Barrouk (Executive Committee-1st Vice-Board Chairperson)	570-814-9114	stephenbarrouk@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 (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
Antonio Perito		antonioeperito@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 (Executive Committee - 2nd Vice-Board Chairperson)	570-544-4775	bquandel@quandel.com
Michael Tobash	570-617-9660	miket@tobashins.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
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 (NCAC Board Chair)	570-826-1777	mmedwards@mfhs.org
Kelly O'Brien (PNE Board Chair)	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
MAY 1, 2024



AGENDA

- 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**
 - * March 6, 2024, Meeting Minutes - *Mary Beth Wood, Board Chairperson* 1-4

 - * Approval of the Financial Report - *Wendi Holena, VP & CFO* 5-6

 - Affiliate/Committee/Division Reports** 7-21
 - 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*
 - * Introduction of staff members:
 - Frank Migneco & Kara Smith
 - Jonathan Shaw

- VI. **Presentation** - *CEDS Data Dashboard & StartUP NEPA Angel Fund - Kurt Bauman & Tyler Day*

- VII. **Open Discussion** - *Mary Beth Wood, Board Chairperson*

**Board of Directors Report
Minutes of
Wednesday, March 6, 2024
In Person/Video Meeting**

OFFICERS

Mary Beth Wood, Board Chairperson
Stephen Barrouk, 1st Vice-Board Chairperson
Bud Quandel, 2nd Vice-Board Chairperson
William Kerstetter, Treasurer
Alex Stark, Assistant Treasurer
Commissioner Wayne Nothstein, Assistant Secretary
Joseph Sebelin, Past Board Chairperson

CARBON

Kathy Henderson
Harold Pudliner
Garry Wentz

LACKAWANNA

Philip Condron
Thomas Donohue
Katie Leonard
John McNulty

LUZERNE

Michelle Mikitish

MONROE

Charles Leonard

PIKE

No Attendees

SCHUYLKILL

Robert Carl
Michael Tobash

WAYNE

Comm. Jocelyn Cramer
Michael Rollison

AT-LARGE

Carl Beardsley
Chris Doherty
Anthony Gabello
Vincent Galko
Ben May

EX-OFFICIO

John Augustine
Jeffrey Box
Maria Montero Edwards

STAFF

Alan Baranski
Kurt Bauman
Wendi Holena
Donna Hritz
Madison Kuzdro
Kate McMahan
Michael Skowronski
Steve Ursich

GUEST

Phil Keaney, J. H. Williams & Co.
Tony Bandiero, Eastern Pennsylvania Alliance for Clean Transportation

**Board of Directors Report
Minutes of
Wednesday, March 6, 2024
In Person/Video Meeting**

The NEPA Alliance held a Board of Directors Meeting on Wednesday, March 6, 2024, in-person and via video meeting. Board Chairperson Mary Beth Wood called the meeting to order at 1:00 pm.

Jeff welcomed and introduced Mike Tobash who has joined the Board representing Schuylkill County. Jeff noted that Mike was a former Pennsylvania State Representative. Mike noted that he appreciates participating today and looks forward to serving on the NEPA Board.

Jeff reported that Alan Baranski will be retiring effective June 30, 2024. He thanked Alan for his twenty-two years of service to the NEPA Alliance.

Jeff further reported that Kate McMahon will be taking over as the Vice President of Transportation Services Division effective July 1, 2024. Kate noted that she has been with NEPA Alliance since 2011 and worked directly with Alan. She noted that she is fully immersed in all transportation plans and programs at NEPA.

Jeff introduced Madison Kuzdro as the new Accountant in the Administrative Services Division. Madison stated that she recently graduated from Marywood University with a Bachelor Degree in Accounting and Financial Planning. She noted that she was an accounting intern at NEPA for over a year.

Jeff thanked Bud Quandel for returning to the NEPA Executive Committee representing Schuylkill County, which was recommended by the Schuylkill County Commissioners.

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 Phil Condron and seconded by Michelle Mikitish to accept the minutes from the Board of Directors Meeting of January 3, 2024, as presented. **Motion carried.** Mike Tobash abstained from the motion.

Approval of the Fiscal Year 2023 Audit- Wendi reported that J. H. Williams has completed the Audit as of June 30, 2023, 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, 2023, were a clean unqualified opinion and did not detect any issues of noncompliance. He reviewed the various statements and opinions within the NEPA Audit.

A motion was made by Harold Pudliner and seconded by Bill Kerstetter to accept the Fiscal Year 2023 Audit as presented. **Motion carried.** Mike Tobash abstained from the motion.

Financial Report – Wendi reported as of January 31, 2024, NEPA has total revenues of \$2,366,418 and total expenses of \$2,299,438. She noted that NEPA is showing an increase in net assets of approximately \$67,000, which far exceeds the \$1,814 that NEPA budgeted. Wendi stated that she expects the net assets to continue to increase until the end of the fiscal year. Wendi reported that NEPA's Statement of

**Board of Directors Report
Minutes of
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Financial Position has an unrestricted cash balance of approximately \$1.2 million and net assets of approximately \$1.9 million. Wendi reported that NEPA is currently going through an ARC audit, which is very time consuming. She noted that she has begun working on the 2025 Budget that will be presented at the June 26, 2024, Board meeting.

A motion was made by Steve Barrouk and seconded by Commissioner Wayne Nothstein to accept the Financial Report as presented. **Motion Carried.** Mike Tobash abstained from the motion.

Business Development Services – Steve Ursich reported that the Bring to World to Pennsylvania (BTWPA) is scheduled for Monday, March 11, 2024, at the Venue in Avoca. He noted that twenty-three (23) businesses are registered for the event. Steve reported that APEX is scheduled to host a Doing Business with the Federal Government event on Tuesday, April 23, 2024, at the Hilton in Scranton. He noted that Frank Migneco has submitted his retirement effective July 31, 2024. Steve noted that there is currently an APEX Specialist position vacant and NEPA is actively interviewing for both positions. He reported that the Business Finance Center has approximately 250 active loans in the portfolio. Steve further reported that the current portfolio is at \$58.5 million. He stated that Carrie Sykes, NEPA’s Business Development intern has accepted the Business Finance Specialist position upon her graduation. Steve noted that her first day will be June 3, 2024.

Community & Economic Development Services – Kurt reported that NEPA is assisting Steve Barrouk with a parking garage in the City of Wilkes-Barre with EDA assistance. He noted that NEPA partnered with SEDA COG in securing a \$480,000 grant from Economic Development Administration (EDA). He noted that the grant will be used to create the CEDs into an online document and assist with the 2024-2029 update. Kurt noted that NEPA has been hitting a peak with some of the ARC grant opportunities that NEPA was able to leverage over the past three (3) years. He reported that StartUp continues to make investments. Kurt stated that there are three (3) local pitches that are forthcoming. He reported that NEPA assisted several companies applying for new RCAP grants. Kurt noted that Tobyhanna Defense Technology Partnership continues to raise fundraising dollars. He reported that currently the campaign is over \$50,000. Kurt noted that the primary use of the fundraising dollars will be to hire a Washington, DC advocacy group to bring new workloads to Tobyhanna. He stated that NEPA is working with East Stroudsburg University on the upcoming Economic Summit scheduled for May. Steve Barrouk asked for the EDA listing be revised to read Hotel Conference Center amount leveraged \$40 million.

Communications & Membership – Donna reported that as of February 29, 2024, NEPA had 305 members for a total of \$248,165. She noted that the new membership campaign started on January 1st. Donna noted that NEPA recently held two (2) successful media events at Ashley Machine & Tool in Luzerne County and the Lehigh Vally Children’s Center in Carbon County in Carbon County. She reported that NEPA worked with Condron Sweda Media to design a new multi-division marketing brochure. Donna noted that the Communication & Membership Committee is scheduled to meet on March 20th at 10am via Zoom. She also noted that a Nominating Committee Meeting will be scheduled once NEPA hears back from all seven (7) counties regarding the vacancies/reappointments. Donna reported that staff is reviewing the NEPA Grantmakers website for final edits before making it live. She noted that social media numbers are located on page 17 of the board packet.

Transportation Services – Alan reported that the NEPA MPO kicked off the development of the 2050 Long Range Transportation Plan (LRTP) last April. He also reported that development of the 2025-2028 Transportation Improvement Program (TIP) is nearing completion. Alan noted that the development of a regional freight study has been identified as a task in the current UPWP with the five (5) MPO’s

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Minutes of
Wednesday, March 6, 2024
In Person/Video Meeting**

agreeing to conduct a joint freight plan as the Eastern Pennsylvania Freight Alliance. He reported that 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.

President & CEO Report – Jeff reported that he is proud of the NEPA Team and that they have done a great job of demonstrating all the good things they are doing in the region. Jeff thanked the Board members who wish to serve another term on the NEPA Board. He noted that if anyone wants additional information regarding the Fiscal Year 2023 Audit, please call him and/or Wendi. Jeff reported that the Governor’s proposed budget calls for level funding. He stated that Senator Bob Casey and Congressman Matt Cartwright were instrumental in securing \$15 million within the ARC budget that will be dedicated to the states in Pennsylvania, New York, Ohio, and Maryland. He noted that the additional dollars bring \$2.6 million to Pennsylvania for projects.

Presentation – Kate McMahon welcomed and introduced Tony Bandiero, Executive Director, Eastern Pennsylvania Alliance for Clean Transportation. Tony provided a power point on Clean Cities & Communities Program, Where is EP-ACT, EP-ACT, Snapshot of Performance, By-The-Numbers, Benefits and Let’s Get Started. A copy of Eastern Pennsylvania Alliance for Clean Transportation is available upon request.

Open Discussion – Phil Condron reported that Jack McNulty will serve as the Grand Marshall of the Scranton St. Patrick’s Day parade.

There being no further business Board Chairperson Mary Beth Wood adjourned the meeting at 2:10pm.

Respectfully submitted,
Donna Hritz
Vice President of Communications & Operations
March 12, 2024

Statement of Activities

March 31, 2024

	Prior YTD	Current YTD	Budget	Percentage of Budget
Revenues:				
Grants/Projects	\$ 7,250,793	\$ 2,702,234	\$ 4,716,659	57%
Membership Fees	176,700	178,313	237,750	75%
Rental Income	20,838	21,691	28,921	75%
RLF Admin. Fees	36,301	20,372	25,000	81%
Match from Other Sources	69,159	93,792	44,000	213%
Other Receipts	20,408	54,205	18,900	287%
Contributed Services	24,799	24,481	28,000	87%
Total Revenues	7,598,998	3,095,088	5,099,230	61%
Expenses:				
Personnel	1,516,489	1,597,102	2,181,050	73%
Benefits	613,830	631,994	959,662	66%
Contractual	4,938,988	301,115	1,287,765	23%
Professional Fees	20,703	23,550	29,500	80%
Travel and Per Diem	44,105	31,055	49,320	63%
Meetings and Seminars	81,857	49,035	111,170	44%
Postage	3,134	1,966	4,200	47%
Supplies	68,894	41,513	46,190	90%
Publications and Memberships	44,497	61,698	63,356	97%
Printing	3,126	4,712	4,700	100%
Advertising	4,333	16,522	18,500	89%
Occupancy	50,658	48,713	65,050	75%
Equipment Rental & Maintenance	10,030	7,694	13,164	58%
Depreciation	42,612	42,612	59,102	72%
Telephone/Internet	20,266	22,278	27,930	80%
Insurance	434	563	35,200	2%
Interest	29,590	28,143	37,271	76%
Other Costs	34,832	44,085	76,286	58%
Contributed Services	24,799	24,481	28,000	87%
Total Expenses	7,553,177	2,978,831	5,097,416	58%
Increase (Decrease) in Net Assets	\$ 45,821	\$ 116,257	\$ 1,814	

Net Assets	
Beginning Balance	\$ 1,813,430
Increase (Decrease)	116,257
Current Balance	\$ 1,929,687

Statement of Financial Position

March 31, 2024

Assets	Prior Year	Current Year	Liabilities	Prior Year	Current Year
Unrestricted Cash Invested	\$ 957,659	\$ 1,137,978	Accounts Payable	4,408,569	54,902
Restricted Funds Invested	217,604	585,584	Deferred Project Funds	217,604	585,584
Membership Fees Receivable	18,975	18,975	Employee Benefits Payable	196,043	217,697
Advances/Deposits/Prepays	49,248	52,244	Payroll Withholdings	5,112	6,172
Accounts Receivable-Projects	5,391,183	1,113,376	Deferred Membership Fees	128,930	148,168
Depreciable Assets (Net)	582,992	536,545	Capital Lease Payable	529,722	502,492
			Total Liabilities	5,485,980	1,515,015
			Net Assets *	1,731,681	1,929,687
Total Assets	<u>\$ 7,217,661</u>	<u>\$ 3,444,702</u>	Total Liabilities & Net Assets	<u>\$ 7,217,661</u>	<u>\$ 3,444,702</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 May 1, 2024

Dear Board Members,

It is hard to believe it is May already. Three quarters of our Fiscal Year is completed. People always say this, but time is flying by.

The NEPA Staff have been very busy in all divisions and our programming is strong.

Here are some highlights of activities in which we are involved.

Legislative and County Meetings

We have been meeting with our elected officials at the federal, state and county levels throughout the region.

We were successful at the federal level in securing a \$1.5 million dollar set aside in the ARC budget for New York, Pennsylvania, Ohio, and Maryland. These four (4) states are defined as Northern Appalachia. The designation of the additional \$15 million means Pennsylvania will receive \$2.6 million in more funding. Senator Casey and Congressman Cartwright were very helpful in this effort.

Nominating Process

We continue to work through the nominating process. Thank you to all of you who have severed and who may be leaving our board! Thank you also to all of you who are continuing on the Board of Directors! The Nominating Committee will meet on May 2nd and the slate will be presented to the full board in June.

Annual Networking Reception

The Annual Networking Reception will be held on September 26, 2024, at Kalahari Resorts. The event will be in the same format as recent years, beginning with a short board meeting at 4:00PM. We will have more details in the coming weeks.

Tobyhanna Defense Technology Partnership

The TDTP fundraising campaign is well underway. We have considerable commitments so far and continue to contact contributors. Please note, these funds are not for NEPA's use, they are for contracting with representation that will help bring work to the Depot from any government source.

AVP Support

We have continually supported the Wilkes-Barre/Scranton International Airport with some marketing funds for their efforts to expand air carrier service. We believe expanded air service is an economic benefit to the region.

New Staff Members & Staff Promotions

An FYI about staff changes and a re-cap on some of the changes.

Kate McMahon will succeed Alan Baranski on July 1, 2024, as the Vice President of Transportation Planning Services. Alan is retiring June 30, 2024.

Kara Smith will succeed Frank Migneco on August 1, 2024, as the new Government Procurement (APEX) Program Manager. Frank will retire July 31, 2024.

Jonathan Shaw has joined the NEPA MPO Transportation Services Division as Manager. Jonathan will assume many of Kate's former duties as she elevates to the Vice President role.

Board of Directors Report May 1, 2024



Carrie Sykes will join our Business Finance team effective June 3, 2024. Carrie has been a finance team intern for several months and will join us full-time after college graduation.

The APEX Accelerator (Government Contracting Program) has two (2) vacancies. We have an offer out to one (1) individual and will continue the search for another to get back to full complement.

NEPA 2024-2025 Budget

We will begin work soon on the new Fiscal Year Budget. Funding looks flat in most programs from the federal and state source based on information we have to date. At least everything appears stable at this point.

Thank you for the opportunity to serve this agency and this region!

Please call me if you have any questions about anything happening here at NEPA.

Respectfully,

Jeff

Board of Directors Report

May 1, 2024



International Business Development Program

The International Business Development staff recorded forty-three (43) Export Actions and generated four (4) International Projects to Pennsylvania’s Authorized Trade Representatives from January 1, 2024, through March 31, 2024. Staff also processed three (3) Global Access Program (GAP) reimbursement packets during the quarter. GAP is an export promotion grant administered by the Pennsylvania Office of International Business Development 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 this quarter by hosting the final webinar, Choosing the Correct Payment Option for Your Exports, on January 10, 2024.

In partnership with the Pennsylvania Department of Community & Economic Development Office of International Business Development (OIBD), staff hosted Bringing the World to Northeastern Pennsylvania on Monday, March 11, 2024, at The Venue / Culinary Creations by Metz, Dupont, PA. This is the Export Marketing Program’s premier event, when the NEPA Alliance, as the Regional Export Network partner for OIBD, hosts Pennsylvania’s Authorized Trade Representatives (ATRs) for one-on-one meetings with businesses interested in, or currently exporting. Eighteen (18) companies participated, generating approximately ninety (90) meetings.

PA Office of International Business Development Performance Measurements FY 2023 -2024		
Performance Measurement	Goal	YTD Totals
Active Clients	50	50
Export Actions	105	129
Exporting Companies	13	2
Export Sales	\$22,609,296.90	\$2,612,000
Projects	101	41
ATR Attributed Sales	\$9,269,811.73	\$0
New Clients	7	11
Total (weighted and capped measure)		54.92%
<i>Calculated 4/18/24</i>		

**Board of Directors Report
 May 1, 2024**

APEX Accelerator

Counseling Activity (02-01-2024 to 03-31-2024)
New Active Clients for the Period: 18
Active Clients for the Period: 220
Initial Introductory Counseling Sessions for the Period: 8
Follow-up Counseling Sessions for the Period: 39
Events: 8

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 (02-01-2024 to 03-31-2024)			
Award Type	Number of Awards	Number of Clients	Total Value
Federal Prime	3013	10	\$12,652,397
State/Local Prime	0	0	\$0
Subcontracts	2	2	\$337,658

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 (02-01-2024 to 03-31-2024)		
Certification Type	Applications Submitted/Pending	Certifications Approved
SD/VOSB	3	2
WOSB	4	2
HUBZone	0	0

Board of Directors Report

May 1, 2024



Business Finance Center

The Business Finance Center has been able to close 11 loans totaling \$11,311,000. Through these loan closings, the small businesses are expected to create 89 jobs and retain 53 jobs in the next 3 years. Loans closed since that last meeting include the following business sectors:

- Manufacturing
- Restaurant
- Funeral Home
- Logistics

NEPA Alliance BFC continues to look to assist small businesses that are affected by the rate increases and limited credit offerings through conventional banks due to industry pullback.

SBA 504		
	Number	Balance
Approved Loans	15	\$ 18,854,000.00
Closed Since Last Meeting	6	\$ 10,564,000.00
Outstanding Loans	58	\$ 39,744,773.00
Total	79	\$ 69,162,772.55
SBA Community Advantage		
	Number	Balance
Approved Loans	2	\$ 350,100.00
Closed Since Last Meeting	4	\$ 657,000.00
Outstanding Loans	12	\$ 1,211,225.00
Total	18	\$ 2,218,325.00
PIDA		
	Number	Balance
Approved Loans	3	\$ 2,521,200.00
Closed Since Last Meeting	0	\$ 0.00
Outstanding Loans	21	\$ 7,544,254.00
Total	24	\$ 8,754,851.00
Internal Funds		
	Number	Balance
Approved Loans	6	\$ 671,000.00
Closed Since Last Meeting	1	\$ 90,000.00
Outstanding Loans	153	\$ 8,314,451.00
Total	160	\$ 8,985,451.00
NEPA BFC Active Portfolio	255	\$ 68,125,703.00

Board of Directors Report May 1, 2024



Thirty (30) out of thirty-two (32) 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 3rd quarter of 2023-2024 which represented an 94% response rate. Thirty (30) 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 2023-2024.**

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	3	3	3
APEX Accelerator	23	23	23
International	6	6	6

Board of Directors Report May 1, 2024

Community and 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 Submitted
Mid Valley School District	STEAM Education Advancement – Biomedical Science	LA	AD	\$124,000	\$124,000	Awarded
Orwigsburg Borough (LAR)	Orwigsburg Industrial Park – (Industrial Drive and Long Avenue) – Phase 2	SC	LAR	\$1,229,828	\$100,000	Full App Submitted
Coaldale Borough	Kline Hill Road – Phase II	CA	LAR	\$221,276	\$0	Full App Submitted
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 Revisions in Progress
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
The Institute	Food Insecurity Study in Appalachia Pennsylvania	RE	AD	\$75,000	\$75,000	Full App in Progress
Wayne County Workforce Alliance	Recovery to Work Ecosystem Expansion	WA	I	\$347,760	\$347,760	Full App Submitted
Outreach	Recovery to Work for Justice-Involved Juveniles and Adults	LA	I	\$500,000	\$500,000	Full App Submitted
Dress for Success	Project Clean Break	LU	I	\$332,000	\$332,000	Full App Submitted

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Lackawanna County Department of Health Services (LCDHS)	Lackawanna County Recovery Initiative	LA	I	\$500,000	\$500,000	Withdrawn by Applicant
United Neighborhood Centers	CEDAR Center	LA	P	\$500,000	\$500,000	Full App Submitted
Strong Towns	Blue Zones	LA	A	\$500,000	\$500,000	LOI in Progress
Johnson College	Planning for Vehicle Maintenance Technology Jobs of the Future	LA	P	\$50,000	\$50,000	Full App Submitted
The University of Scranton	Center for Workforce Development, Applied Research and Outreach Equipment	LA	P	\$1,000,000	\$1,000,000	Full App Submitted
Gesinger Health Systems	Economic Transformation to STEM Careers in Health	RE	P	\$1,000,000	\$1,000,000	Full App Submitted
WVIA	Tech Accelerator – Advancing Our Mission in Rural Pennsylvania		AD	\$788,925	\$788,925	PreApp Submitted

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 94 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 6 investment commitments have been made. NEPA staff continue to recruit new investors and vet potential pitches from businesses and entrepreneurs.

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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
UpContent	Tech	\$50,000	Pittsburgh, PA
Voxel Innovations	Electrochemical Manufacturing	\$50,000	Raleigh, NC

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
2022 (Application August 19, 2022)			
WVIA*	Jenkins Twp	\$2,250,000	Awarded \$2.25M
Interstate Building & Supply*	Pittston, PA	\$750,000	Awarded \$750,000
2022 (Application March 13, 2021)			
Keystone Human Services*	TBD, Luzerne County	\$2,700,000	Awarded \$1.25M
Little Leaf Farms, LLC*	McAdoo, PA	\$2,000,000	Awarded \$1.4M
2021 (Application August 13, 2020)			
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.

Schuylkill County COVID-19 ARPA Nonprofit Support Grants: In 2023, NEPA Alliance was tasked with the administration of \$500,000 in grant funding for nonprofit organizations in Schuylkill County for organizations impacted by COVID-19. In the Fall of 2023, 49 organizations submitted an intake, and 34 moved forward with a full application. In the Spring of 2024, 29 organizations were notified of grant awards ranging from \$1,000 to \$20,000 based on eligibility. A total of \$423,424 is being distributed to awardees throughout the month of April, and NEPA has been awarded \$40,000 for the administrative services.

NORTHEASTERN PENNSYLVANIA NONPROFIT & COMMUNITY ASSISTANCE CENTER

NCAC Membership: NCAC currently has 109 active members. 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).

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 has cultivated and vetted a list of nonprofit consultants referred by members in addition to a list of national and regional businesses offering corporate match programs. Both lists have been added as new benefits to members. NCAC staff have recently obtained two new Candid Certifications, *Foundation*

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Directory Online Expert and *Foundation Directory Online Trainer*, which will allow NCAC to host Candid-sponsored workshops at no cost to participants. NCAC has also earned Candid’s Bronze Seal of Transparency and is working toward the Silver Seal.

NCAC staff recently presented at the Greater Pike Foundation’s Nonprofit Workshop and will host workshops for grantseekers in Schuylkill and Carbon counties in May and June, respectively. NCAC will also be presenting on Board Participation & Governance to Leadership Lackawanna’s graduating cohort in June.

NCAC Technical support:

- A Home of Our Own – Custom Funding Search
- St. Ann’s Monastery – Strategic Consultation
- SEEDS Group – Strategic Consultation
- Northeast Regional Cancer Institute – FDO Guidance
- Non-Profit Start Up Consultations:
 - Mental Health Counseling Group
 - Mental Health Education
 - Reuse Center, Lackawanna County
 - 570 Legacy Youth Sports
 - Gravity Slope Committee

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, the TDTP membership campaign has received a commitment of over \$134,750 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 to support the Partnership. Through a previous year’s Local Defense Group grant, NEPA received funding to attend the 2024 Installation Innovation Forum hosted by the Association of Defense Communities which will be held in October. Goals of attending this conference include identifying new grant opportunities, connecting with DC based advocates who could potentially provide services to TDTP, and making partnerships with similar installations.

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. NEPA has partnered with our sister agency, SEDA-COG, to develop an online CEDS Data Dashboard. NEPA Alliance has engaged The Institute for Public Policy and Economic Development to partner on the Data Dashboard and upcoming CEDS update.

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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



1,548 Followers
10 New Followers
1,865 Reach/Views

INSTAGRAM



1,657 Followers
387 Reach/Views

LINKEDIN



1,925 Followers
22 New Followers
4,199 Impressions

X (TWITTER)



1,870 Followers
881 Impressions

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Transportation Planning Services Division

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 23rd 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. Copies of the draft Bridge and Highway and Interstate TIP were shared with the MPO committees in April.
- The Transit TIP development, the documentation of the TIP development process and environmental justice analysis are underway. The Air Quality Conformity Report is expected to be provided by Central Office in the coming weeks. The tentative timeline for the public comment period and TIP adoption is below.

May 1, 2024- Technical Committee Authorizes 30-day TIP Comment Period

May 6, 2024- TIP Public Comment Period Opens

May 21, 2024- TIP Public Comment 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

- The Public Participation Plan, Title VI Plan, Limited English Proficiency Plan for the NEPA MPO have been updated to reflect our public participation processes and ensure compliance with new federal regulations. Michael Baker International was engaged to update the plans. Staff participated in several calls with MBI to review the current plans and provide information on our current processes.
- A 45-day public comment period was held from March 1st to April 15th. On April 16th, the NEPA MPO Technical Committee recommended adoption of the plan to the Policy Board. The Policy Board took subsequent action to approve the Public Participation Plan, Title VI Plan and Limited English Proficiency Plan. The processes outlined in each plan will be followed for the 2025 TIP Update.

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.

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- 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 was received in March and is currently under review by staff. 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 the coming weeks. We anticipate that development of the Active Transportation Plan will take about 10 months and completion is expected by the end of 2024.

Congressional Directed Community Project Funding

- Each year, members of the U.S. House of Representatives and U.S. Senate have been directed by the Appropriations committees that they can submit projects to receive funding through the federal appropriations bills. In 2023, NEPA staff worked with the Congressional offices and PennDOT to identify appropriate transportation projects for possible inclusion in these bills. On March 9th, a package of several FFY2024 Appropriations bills including the Transportation-HUD Appropriations bill became law. The bill includes funding for earmark transportation projects, including three that NEPA requested:
 - SR 6 over Delaware River Bridge (Pike County)- \$980,000 (Casey, Cartwright)
 - SR 209 Hamilton West Resurfacing (Monroe County)- \$980,000 (Cartwright)
 - SR 903 over Mud Run Bridge Replacement (Carbon County)- \$1 million (Wild)
- Congressional members are currently considering projects for fiscal year 2025. Staff are in discussions with the PennDOT districts and House and Senate offices to identify and submit requests for transportation projects for 2025.

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>. The mapping is being updated for the 2025 TIP.
- Staff has created a HUB site for the transportation program- <https://nepa-gis-nepa-alliance.hub.arcgis.com/pages/transportation>
- 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>

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Regional Meetings

Staff attended the following regional meetings and conferences-

- Schuylkill Chamber Infrastructure Committee Meeting- March 14
- Pike County Road Task Force Meetings- March 21- and April 18
- PennDOT Planning Partners Call- March 20
- Freight Work Group Meeting- March 20
- GIS for Transportation Conference- April 1-4
- LTAP Roadway Maintenance and Safety Symposium- April 14-16

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. Eleven classes are scheduled for Spring and Summer 2024 including three Chainsaw Safety classes. LTAP will also continue to offer courses in an online format.

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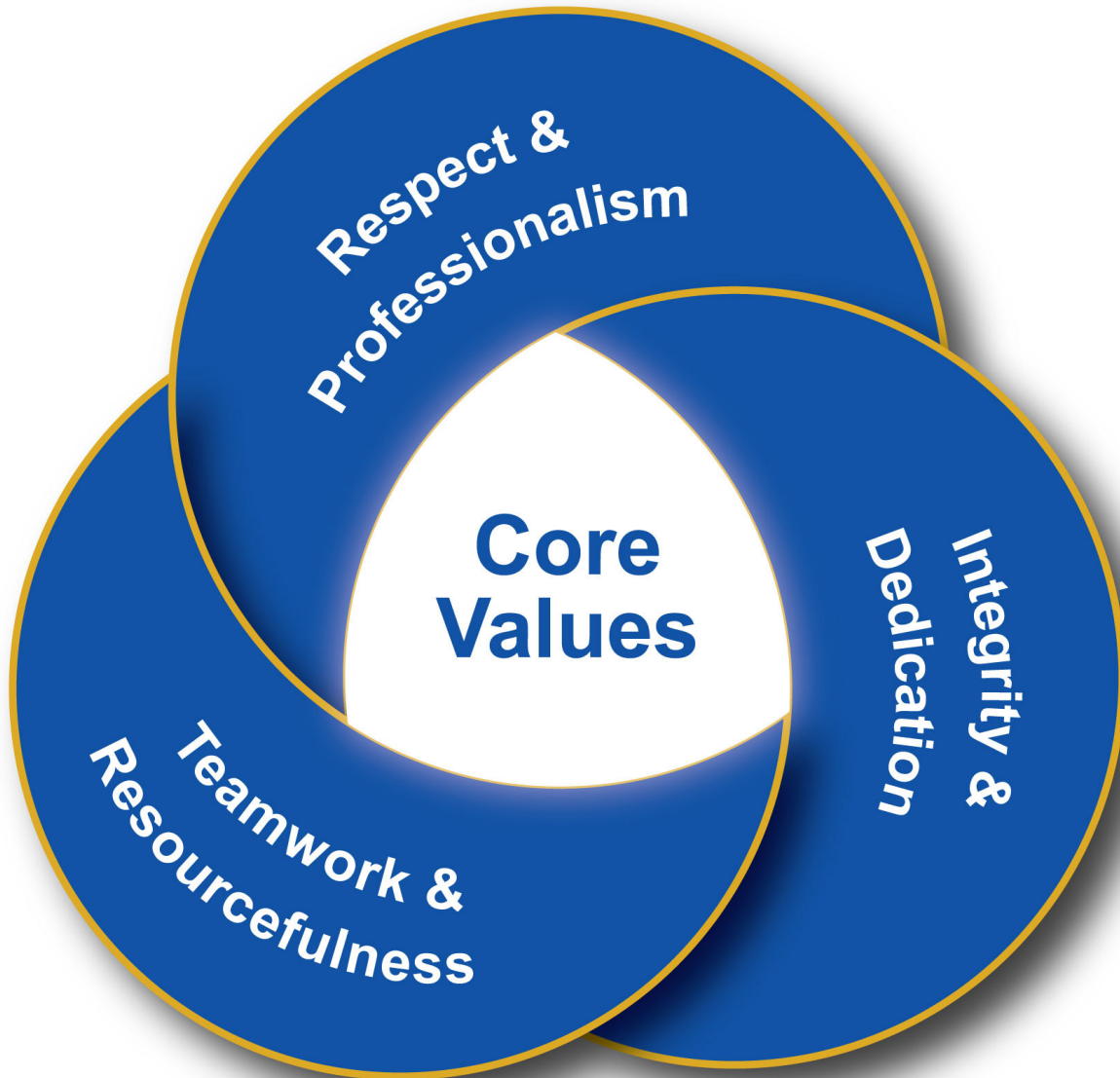
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NEPA's Mission

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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