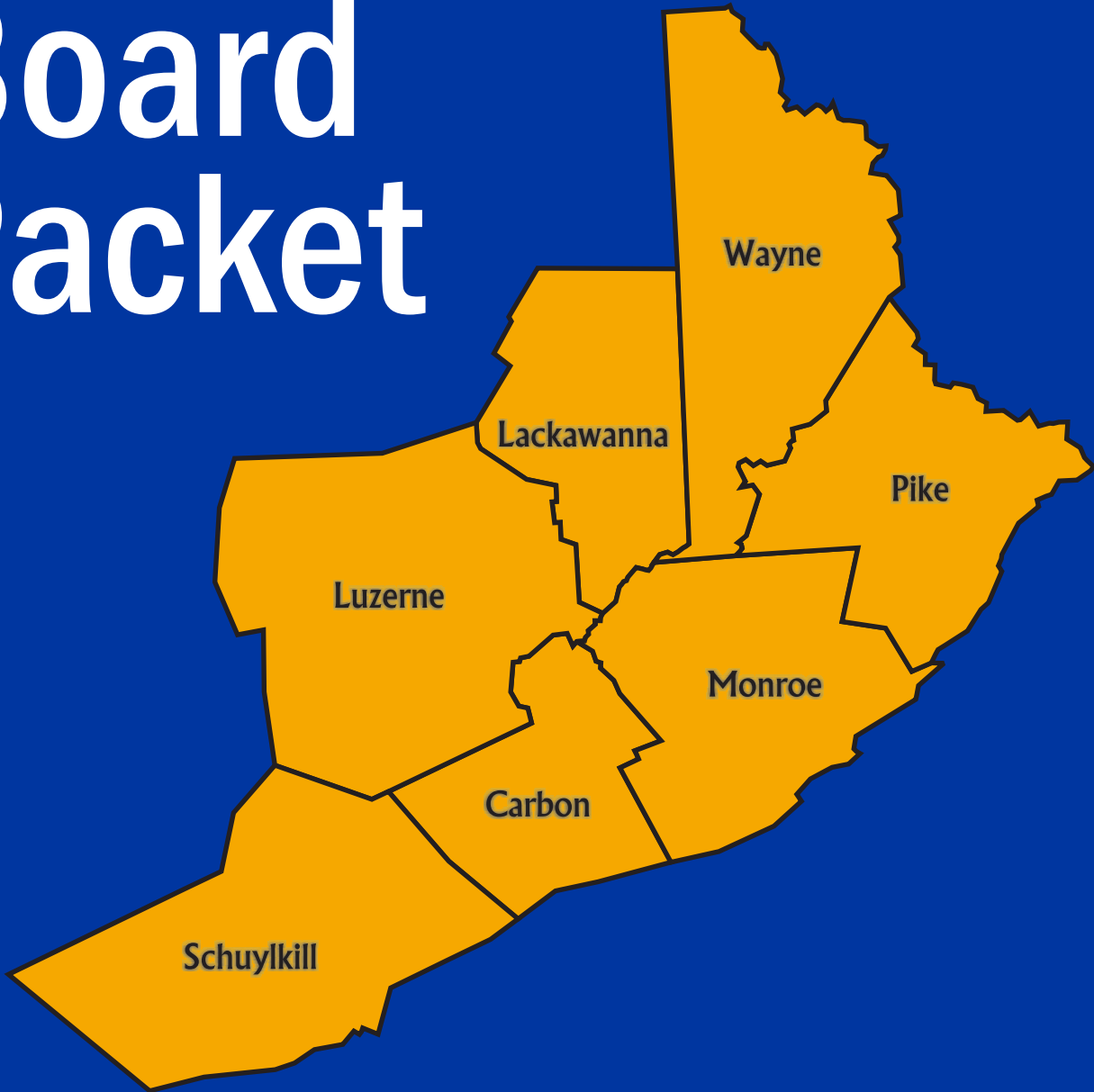


Northeastern Pennsylvania Alliance

NEPA

Board Packet



May 7, 2025

NEPA's Board of Directors 2024-2025

CARBON COUNTY

Wayne Nothstein (County Commissioner)
(Executive Committee - Secretary)
Harold Pudliner
Joseph Sebelin
Jared Soto
Garry Wentz

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610-379-5000
570-325-2462

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jsoto@carboncountychamber.org
gawentz@ptd.net

LACKAWANNA COUNTY

Philip Condron
Tom Donohue
Kristin Magnotta
John McNulty
Dr. Katie Pittelli
Alex Stark **(Executive Committee - Treasurer)**

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570-558-5113

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jackie6741@gmail.com
kpittelli@johnson.edu
astark@id-logistics.com

LUZERNE COUNTY

Stephen Barrouk **(Executive Committee - Board Chairperson)**
Lindsay Griffin-Boylan
Joseph Lettiere
Mary Malone
Michelle Mikitish
Kerry Miscavage

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mmalone@hazletonchamber.org
mmikitish@pittstonchamber.org
kmiscavage@timesleader.com

MONROE COUNTY

Christopher Barrett
John Christy (County Commissioner)
Charles Leonard
Mary Frances Postupack
(Executive Committee - 2nd Vice-Board Chairperson)
Debra Raneri

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570-422-7920
570-369-1800

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mpostupack@esu.edu
draneri@northampton.edu

PIKE COUNTY

Cynthia DeFebo **(Executive Committee - Assistant Treasurer)**
Matthew Osterberg (County Commissioner)
Antonio Perito
Jennifer Passenti
Vacant

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570-226-4625

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SCHUYLKILL COUNTY

Robert Carl
Courtney Fasnacht
Micah Gursky
Bud Quandt **(Executive Committee - 1st Vice-Board Chairperson)**
Michael Tobash

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WAYNE COUNTY

Jocelyn Cramer
(County Commissioner) **(Executive Committee - Assistant Secretary)**
James Hockenbury
Craig Rickard
Michael Rollison
Justin Taylor

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AT-LARGE

Carl Beardsley
Christopher Doherty
Anthony Gabello
Vincent Galko
Larry Malski
Ben May
Kit Pappas
Alana Roberts

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kpappas@kslresorts.com
aroberts@pplweb.com

EX-OFFICIO

Jeffrey Box
Megan Kennedy **(NCAC Board Chair)**
Kelly O'Brien **(PNE Board Chair)**
(John Augustine - Alternate)

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EMERITUS

David Donlin
Ernest Preate

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BOARD OF DIRECTORS REPORT
MAY 7, 2025



AGENDA

- I. **Call to Order** – *Steve Barrouk, Board Chairperson*
 - * Sound & Audio check

- II. **Pledge of Allegiance** - *Steve Barrouk, Board Chairperson*

- III. **Roll Call** – *Donna Hritz, VP Communications & Operations*

- IV. **Board Discussion & Action Items**
 - * March 5, 2025, Meeting Minutes - *Steve Barrouk, Board Chairperson* 1-4
 - * **Motion**

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

 - * Resolution 2025 -6 - Approving the appointment of the Board of Directors for the NEPA Alliance Economic Growth Fund- *Jeffrey Box & Steve Ursich* 7-8
 - * **Motion**

 - * Resolution 2025 -7 - Approving the transfer of NEPA Alliance Defederalized EDA loan assets to the NEPA Alliance Economic Growth Fund- *Jeffrey Box & Steve Ursich* 9-10
 - * **Motion**

 - Presentation** - Celina Pena, The Eckblad Group - *Jeffrey Box & - Steve Ursich*

- VI. * **Affiliate/Committee/Division Reports** 11-24
 - Business Development Services - *Steve Ursich*
 - Community & Economic Development Services - *Kurt Bauman*
 - Communications & Membership – *Donna Hritz*
 - Transportation Services - *Kate McMahon*

- VII. **President & CEO Report** - *Jeffrey Box, President & CEO*

- VIII. **Open Discussion** - *Steve Barrouk, Board Chairperson*



**Board of Directors Report
Minutes of
Wednesday, March 5, 2025
In Person/Video Meeting**

OFFICERS

Bud Quandel, 1st Vice Board Chairperson
Mary Frances Postupack, 2nd Vice-Board Chairperson
Alex Stark, Treasurer
Commissioner Wayne Nothstein, Secretary
Commissioner Jocelyn Cramer, Assistant Secretary
Cynthia DeFebo, Assistant Treasurer

CARBON

Joseph Sebelin
Garry Wentz

LACKAWANNA

Philip Condron
Thomas Donohue
John McNulty
Katie Pittelli

LUZERNE

Lindsay Griffin-Boylan
Mary Malone
Michelle Mikitish

MONROE

Charles Leonard
Debra Raneri

PIKE

No Attendees

SCHUYLKILL

Courtney Fasnacht
Micah Gursky
Michael Tobash

WAYNE

James Hockenbury
Craig Rickard

AT-LARGE

Christopher Doherty
Anthony Gabello
Larry Malski
Ben May
Alana Roberts

EX-OFFICIO

John Augustine
Jeffrey Box

STAFF

Kurt Bauman
Nettie Ginocchetti
Wendi Holena
Kate McMahon
Michael Skowronski
Steve Ursich

**Board of Directors Report
Minutes of
Wednesday, March 5, 2025
In Person/Video Meeting**

The NEPA Alliance held a Board of Directors Meeting on Wednesday, March 5, 2025, in-person and via video meeting. 1st Vice Board Chairperson Bud Quandel called the meeting to order at 1:00 pm.

1st Vice Board Chairperson Bud Quandel asked the Board of Directors to join him in reciting the Pledge of Allegiance.

ACTION ITEMS

Minutes - A motion was made by Joe Sebelin and seconded by Cynthia DeFebo to accept the minutes from the Board of Directors Meeting of January 8, 2025, as presented. **Motion carried.**

Financial Report - Wendi reported as of January 31, 2025, NEPA has total revenues of \$2,616,325 and total expenses of \$2,577,858. She noted that NEPA is showing an increase in net assets of \$38,467. Wendi noted that NEPA has unrestricted cash of \$986,506 and net assets of \$1.9 million. She reported that she will be starting on NEPA's 2026 budget and will be presented at the June Board meeting.

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

Resolution 2025-2 - RACP grant application and fiscal sponsorship for Little Leaf PA LLC – Kurt stated that Little Leaf Farms PA RACP award is \$1.5 million for facility expansion. He reported that they currently have three (3) greenhouses and are looking to expand. He noted that the project is in Carbon County.

A motion was made by Jack McNulty and seconded by Jim Hockenbury authorizing the RACP grant application as presented. **Motion Carried.**

Resolution 2025-3 - RACP grant application and fiscal sponsorship for Interstate Building Materials Inc.

Kurt reported that Interstate Building Materials Inc. is in their third RACP award and are looking at expansion and renovation. He noted that the project is in Luzerne County and the total amount of the award is \$1.5 million.

A motion was made by John Augustine and seconded by Michelle Mikitish authorizing the RACP grant application as presented. **Motion Carried.**

Resolution 2025-4 - RACP grant application and fiscal sponsorship for WVIA - Kurt stated that WVIA is in their second RACP award for facility improvements and renovations. He noted that the award is \$750,000 and that the project is in Luzerne County.

A motion was made by Commissioner Wayne Nothstein and seconded by Jim Hockenbury authorizing the RACP grant application as presented. **Motion Carried.**

Resolution 2025-5 - RACP grant application and fiscal sponsorship for Downtown Shenandoah, Inc.

Kurt reported that Downtown Shenandoah Inc. is in their second RACP award for \$500,000 to add a second floor to the facility. He stated that NEPA has served as the fiscal sponsor for their first award. Kurt noted that the project is in Schuylkill County.

**Board of Directors Report
Minutes of
Wednesday, March 5, 2025
In Person/Video Meeting**

A motion was made by Cynthia DeFebo and seconded by Michelle Mikitish authorizing the RACP grant application as presented. **Motion Carried.**

Presentation - Annette Ginocchetti provided a presentation on GIS Services regarding drone and mapping capabilities. Additional information can be found at <https://nepa-gis-nepa-alliance.hub.arcgis.com/pages/transportation>

Business Development Services – Steve reported that the Bring the World to Pennsylvania is scheduled for September 18th and additional information is forthcoming. He noted that the business finance activity has really spiked over the past few weeks with debt refinance projects. Steve stated that as of January 31st NEPA’s portfolio is at \$85.5 million. He noted that he expects to fund an additional \$5.5 million in the coming weeks. Steve reported that the entity formation for the CDFI program has been completed, and the business finance team has started evaluating loans. He stated he will be looking to take action at the May Board meeting to create a loan portfolio within the CDFI entity. Jeff noted that Kurt has been looking for technical assistance funding from ARC and EDA on the startup of the CDFI program.

Community & Economic Development Services – Kurt reported for the second year in a row NEPA continues to leverage the largest portion of the access road funding from the 52-county region of Pennsylvania. He reported NEPA is partnering with the Keystone Space Collaborative (KSC) to seek \$10 million investment in Pennsylvania, Ohio and West Virginia to support the space and aerospace supply chain. Kurt stated NEPA is closing out the economic impact analysis for the Tobyhanna Army Depot. He noted that a legislative breakfast is scheduled for May 2nd to inform the new legislators of the importance of the Depot.

Communications & Membership – Donna reported as of February 28th, NEPA had 302 members for a total of \$240,591. She noted that the Communications Committee is scheduled to meet on Wednesday, April 23rd. Donna stated that the Nominating Committee will be meeting in the coming weeks to discuss the Board slate for the upcoming new fiscal year. She noted that NEPA is in the process of preparing a list of potential media events for the coming months. Donna noted NEPA social media numbers are located on page 19.

Transportation Services – Kate reported a corridor study of Route 611 in Monroe County has been identified in the NEPA MPO’s Work Program as a priority task. She noted that a request for \$200,000 in Supplemental Planning Funds for the development of the Route 611 Corridor Study was approved by Central Office. A 20% match of \$50,000 is required and will be provided by the Pocono Mountains Visitors Bureau. Jeff and Kate both thanked Chris Barrett for his assistance. Kate stated that the development of the 2027-2030 Transportation Improvement Program (TIP) has kicked off and she anticipates level funding. Kate noted that staff continues working on the Coordinated Transit Plan and the Active Transportation Plan that are nearing completion and will be brought to the Technical Committee and Policy Board for approval in June. She reported that staff also continue to work on the SR 2001 Reconstruction Project Alternatives Study in Pike County. Kate noted that the study is to identify alternates for the reconstruction of SR 2001 Section 405. The Reconstruction of SR 2001 has been Pike County’s number one project for over 30 years.

President & CEO Report – Jeff reported that federal funding is concerning because approximately 50% of the NEPA budget is federal funded. He stated ARC is in good shape and is not aware of any funding cuts and is moving forward with project applications. Jeff noted that there are concerns at the Tobyhanna



**Board of Directors Report
Minutes of
Wednesday, March 5, 2025
In Person/Video Meeting**

Army Depot with senior leadership regarding a closure process. He further noted that the workforce is down by 150 +/- employees due to the federal buy out severance package. Jeff stated NEPA will assist them through the Tobyhanna Defense Technology Partnership program. He noted that NEPA is scheduling county commissioner and legislator meetings. Jeff reported that he, Tyler and Kurt will be attending the DDAA Annual Conference in Arlington, VA and have meetings scheduled with Cong. Rob Bresnahan and Cong. Dan Meuser's staff.

John Augustine reported Site Selection Magazine ranked Northeastern Pennsylvania in the top 10 (ten) for the past 5 (five) years in the entire United States.

There being no further business, 1st Vice Board Chairperson Bud Quandel adjourned the meeting at 1:47 pm.

Respectfully submitted,
Donna Hritz
Vice President Communications & Operations
March 31, 2025

Statement of Activities

March 31, 2025

	Prior YTD	Current YTD	Budget	Percentage of Budget
Revenues:				
Grants/Projects	\$ 2,702,234	\$ 3,042,113	\$ 4,289,985	71%
Membership Fees	178,313	182,509	243,345	75%
Rental Income	21,691	17,337	23,116	75%
RLF Admin. Fees	20,372	47,661	50,000	95%
Match from Other Sources	93,792	48,668	46,500	105%
Other Receipts	54,205	50,316	56,200	90%
Contributed Services	24,481	23,927	28,000	85%
Total Revenues	<u>3,095,088</u>	<u>3,412,531</u>	<u>4,737,146</u>	<u>72%</u>
Expenses:				
Personnel	1,597,102	1,742,076	2,249,123	77%
Benefits	631,994	661,782	989,614	67%
Contractual	301,115	455,086	761,607	60%
Professional Fees	23,550	33,550	30,040	112%
Travel and Per Diem	31,055	51,394	77,951	66%
Meetings and Seminars	49,035	98,841	112,400	88%
Postage	1,966	2,471	3,050	81%
Supplies	41,513	33,659	44,840	75%
Publications and Memberships	61,698	43,555	84,495	52%
Printing	4,712	3,812	4,900	78%
Advertising	16,522	3,999	24,400	16%
Occupancy	48,713	59,958	63,232	95%
Equipment Rental & Maintenance	7,694	4,558	9,000	51%
Depreciation	42,612	44,845	56,779	79%
Telephone/Internet	22,278	23,207	30,370	76%
Insurance	563	1,277	42,100	3%
Interest	28,143	26,588	35,177	76%
Other Costs	44,085	58,735	86,607	68%
Contributed Services	24,481	23,927	28,000	85%
Total Expenses	<u>2,978,831</u>	<u>3,373,320</u>	<u>4,733,685</u>	<u>71%</u>
Increase (Decrease) in Net Assets	<u>\$ 116,257</u>	<u>\$ 39,211</u>	<u>\$ 3,461</u>	

Net Assets	
Beginning Balance	\$ 1,906,150
Increase (Decrease)	39,211
Current Balance	<u><u>\$ 1,945,361</u></u>

Statement of Financial Position

March 31, 2025

Assets	Prior Year	Current Year	Liabilities	Prior Year	Current Year
Unrestricted Cash Invested	\$ 1,137,978	\$ 1,378,532	Accounts Payable	54,902	117,154
Restricted Funds Invested	585,584	78,658	Deferred Project Funds	585,584	78,658
Membership Fees Receivable	18,975	26,675	Employee Benefits Payable	217,697	231,056
Advances/Deposits/Prepays	52,244	49,160	Payroll Withholdings	6,172	5,144
Accounts Receivable-Projects	1,113,376	983,346	Deferred Membership Fees	148,168	201,094
Depreciable Assets (Net)	536,545	535,304	Capital Lease Payable	502,492	473,208
			Total Liabilities	<u>1,515,015</u>	<u>1,106,314</u>
			Net Assets *	1,929,687	1,945,361
Total Assets	<u><u>\$ 3,444,702</u></u>		Total Liabilities & Net Assets	<u><u>\$ 3,444,702</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.

RESOLUTION 2025-6

**OF THE
NORTHEASTERN PENNSYLVANIA ALLIANCE (NEPA) BOARD OF DIRECTORS
TO APPROVE THE APPOINTMENT OF THE BOARD OF DIRECTORS FOR THE NEPA
ALLIANCE ECONOMIC GROWTH FUND**

WHEREAS, the Economic Development Council of Northeastern Pennsylvania, d/b/a Northeastern Pennsylvania Alliance (the "Alliance"), is committed to fostering economic growth and development in the region; and

WHEREAS, the Alliance has established the Northeastern Pennsylvania Alliance Economic Growth Fund (the "Fund") to support and promote economic development initiatives in the region through the Community Development Financial Institution (CDFI); and

WHEREAS, the Board of Directors of the Alliance (the "Board") desires to appoint members to the Board of the Fund to ensure effective governance and management of the Fund; and

WHEREAS, the Board of Directors of the Alliance hereby appoints the following individuals as initial members of the Board of the Northeastern Pennsylvania Alliance Economic Growth Fund:

1. Jeffrey Box, President & CEO, NEPA Alliance
2. Tom Campbell, Director, Housing Initiatives at Pocono United Way
3. Jesse Ergott, Chief Advancement Officer, AllOne Foundation
4. Lindsay Griffin-Boylan, President & CEO, Greater Wyoming Valley Chamber of Commerce
5. Andrew Kudasik, Vice President, PNC Bank N.A.
6. Nancy Lawton-Kluck, Chief Philanthropy Officer, Geisinger Health System
7. Nico Makuta, Economic Development Manager, Can Do, Inc.
8. Vicky Perez, Branch Manager, Community Bank N.A.
9. Shane Powers, Chief Operating Officer, NeighborWorks Northeast PA

WHEREAS, the terms of office for the appointed Board members shall commence on May 7, 2025 and continue until their successors are appointed and qualified, or until their terms have expired; and

WHEREAS, the Board of Directors of the Alliance authorizes the President & CEO, or any other officer or agent of the Alliance duly authorized by the Board, to execute and deliver on behalf of the Alliance all documents and instruments necessary or desirable to finalize the appointment of the Board members of the Fund; and

WHEREAS, that the Board of Directors acknowledges that the appointed Board members are qualified and capable of effectively governing and managing the Fund in a manner consistent with the mission and objectives of the Alliance and Fund; and

WHEREAS, a copy of this resolution shall be filed with the Alliance's records and made available for inspection by the members, directors, and any other interested parties as required by law, and

This Resolution is hereby approved by the Board of Directors of the Northeastern Pennsylvania Alliance on the 7th Day of May 2025 and the President/CEO is authorized to execute any and all documents related to this approval.

Stephen M. Barrouk
Board Chairperson
NEPA Alliance Board of Directors

Jeffrey K. Box
President & CEO
NEPA Alliance

RESOLUTION 2025-7

**OF THE
NORTHEASTERN PENNSYLVANIA ALLIANCE (NEPA) BOARD OF DIRECTORS
TO APPROVE THE TRANSFER OF NEPA ALLIANCE DEFEDERALIZED EDA LOAN ASSETS
TO NEPA ALLIANCE ECONOMIC GROWTH FUND**

WHEREAS, the transfer of assets shall include, but not be limited to, all outstanding loans currently held by NEPA Alliance, as well as designated cash and cash equivalents as of the date of this resolution and outlined in Exhibit A; and

WHEREAS, the transfer of assets shall be effected in accordance with all applicable laws and regulations governing the transfer of assets by nonprofit organizations, including but not limited to the Pennsylvania Nonprofit Corporation Act and any applicable federal laws; and

WHEREAS, the Board of Directors authorizes the President & CEO, or any other officer or agent of NEPA Alliance duly authorized by the Board, to execute and deliver on behalf of NEPA Alliance all documents and instruments necessary or desirable to finalize the transfer of assets to the NEPA Alliance Economic Growth Fund; and

WHEREAS, the Board of Directors acknowledges that the transfer of assets is in the best interest of NEPA Alliance and its mission, and that NEPA Alliance Economic Growth Fund is capable of managing and utilizing the transferred assets in a manner consistent with the organization's mission and objectives; and

WHEREAS, a copy of this resolution shall be filed with NEPA Alliance records and made available for inspection by the members, directors, and any other interested parties as required by law.

This Resolution is hereby approved by the Board of Directors of the Northeastern Pennsylvania Alliance on the 7th Day of May 2025 and the President/CEO is authorized to execute any and all documents related to this approval.

Stephen M. Barrouk
Board Chairperson
NEPA Alliance Board of Directors

Jeffrey K. Box
President & CEO
NEPA Alliance

Exhibit A

Name	Address	Loan Amount	Term (years)	Rate	Balance	Status
Birney Medical, LLC	10 Harrison Ave, Carbondale, PA	\$ 100,000.00	15	3.00%	\$ 78,056.00	Funded
Birney Medical, LLC	10 Harrison Ave, Carbondale, PA	\$ 40,000.00	7	4.00%	\$ 20,572.00	Funded
City Line Dollar	156 Cottage St, Carbondale, PA	\$ 100,000.00	15	3.00%	\$ 84,753.00	Funded
Route 6 Sales and Service LLC	194 Grandview Ave, Honesdale, PA	\$ 100,000.00	15	6.00%	\$ 100,000.00	Approved
Lakeside Tipple LLC	5154 Hamilton St, Saylorsburg, PA	\$ 150,000.00	10	6.00%	\$ 150,000.00	Approved
Econo Lodge Scranton	1175 Kane St, Scranton, PA	\$ 100,000.00			\$ 100,000.00	Pending
Total		\$ 590,000.00			\$ 533,381.00	

Board of Directors Report

May 7, 2025



Dear Board Members,

I wish everyone a wonderful Springtime. The NEPA Team is hard at work with all our programs, and we are generating excellent results for the region. The following is an update on several matters in NEPA Alliance world.

Federal and State Funding Streams

We are cautious about our approach to the budget process underway in both Washington and Harrisburg. We have not been advised of any federal cuts and Governor Shapiro's proposed budget has our funding level. It is a wait and see process currently on both federal and state funding streams.

CDFI/NEPA Alliance Economic Growth Fund

We continue to move forward with our new CDFI. The NEPA Alliance Economic Growth Fund. There are two (2) significant actions the board must take at the meeting. Two (2) Resolutions must be adopted to begin capitalizing the CDFI and appointing the Board of Directors. NEPA Alliance remains the controlling entity over the CDFI under the bylaws and operating agreement. Please see the Resolutions in the packet.

Legislative and County Visits

We continue our outreach to our legislators and counties to tell the NEPA story. Several meetings are scheduled in the coming months.

Nominating Process

The Nominating process for renewing and new board members is underway and will be finalized at the June 25th meeting.

TDTP/Tobyhanna Support

We have a legislative briefing scheduled for Friday, May 2, 2025, regarding our support for Tobyhanna Army Depot. We will brief our legislative delegation on the importance of the Depot to the regional economy.

Annual Networking Reception

The date has been set by the Marketing & Communications Committee for September 25, 2025, at a location in the Scranton area. Donna is working on a location.

Thank you all for the opportunity to help this region grow and prosper! Please contact me with any questions.

Respectfully,
Jeff



10 March 2025

Northeastern Pennsylvania Alliance
Mr. Stephen Barrouk, Board Chairman
Mr. Jeffrey Box, President and CEO
1151 Oak Street
Pittston, PA 18640

Mr. Barrouk, Mr. Box and NEPA Board Members:

I write to express my deep gratitude for the support NEPA provided me over the last several years during which I have been growing a fledgling small business. In early 2020, I transitioned from being a lifelong government employee to a small business owner. Fortuitously, a smart person told me to call NEPA for help and I have been fortunate to take full advantage of the many services NEPA offers new business owners like myself. My company remains small, but still growing thanks to the help NEPA has provided.

In particular, I wish to specifically acknowledge Kara Smith and Bella Ceccoli for their expansive knowledge, resourcefulness, professionalism, patience and perseverance. Teaching a career law enforcement officer to be a successful small business owner is no easy task, but Kara and Bella guided me through every step of the way. They were unfailingly cheerful and eager to help, and followed-up regularly to make sure I was doing my homework to obtain the many designations and certifications I needed to be competitive with other businesses in my market sector.

SAM portal, SAP portal, UEIDs, CAGE codes, NAICS codes, eMarketplace, SBA, COSTARS...it is a daunting, frustrating forest of acronyms and systems to navigate. Without Kara and Bella, I would probably have just given up and my dream company would have remained nothing more than a name on a piece of paper from the IRS. Kara and Bella are an absolute credit to NEPA and should be recognized for the great work they do for folks like me.

Thank you for being a trusted resource for small business owners. Rest assured your efforts are effective and appreciated. Warmest regards,




DAVID M. BAKER
President/Owner

**Board of Directors Report
 May 2025**

APEX Accelerator

Counseling Activity (2-20-2025 to 4-15-2025)
New Active Clients for the Period: 3
Active Clients for the Period: 89
Initial Introductory Counseling Sessions for the Period: 3
Follow-up Counseling Sessions for the Period: 286
Events: 5

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 (2-20-2025 to 4-15-2025)			
Award Type	Number of Awards	Number of Clients	Total Value
Federal Prime	122	17	\$20,505,568.98
State/Local Prime	2	2	\$400,420.00
Federal/State Subcontracts	7	2	\$2,606,784.82

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.

Set Aside Award Activity (2-20-2025 to 4-15-2025)		
Certification Type	Awards	Total Value
SD/VOSB	1	\$ 69,370.85
WOSB	0	\$ 0
HUBZone	7	\$ 1,195,393.88

Board of Directors Report May 2025



International Business Development Program

As of April 16, 2025, the International Business Development Program staff processed twenty-four (24) Global Access Program applications this fiscal year for a total request of \$192453.79. GAP is an export promotion grant administered by BusinessPA International under a State Trade Expansion Program (STEP) award from the U.S. Small Business Administration.

NEPA will host Pennsylvania’s Authorized Trade Representatives for the Bringing the World to Northeastern Pennsylvania event on Thursday, September 18, 2025. This is the International Business Development Program’s premier annual event where local companies meet one-on-one with the Trade Representatives.

PA Office of International Business Development Performance Measurements FY 2023 -2024		
Performance Measurement	Goal	YTD Totals
Active Clients	56	47
Export Actions	117	154
Exporting Companies	14	2
Export Sales	\$25,121,441	\$2,028,228.24
Projects	112	47
ATR Attributed Sales	\$10,299,790.81	\$1,485,493.02
New Clients	8	10
Total (weighted and capped measure) <i>Calculated 4/16/25</i>		53.24%

Business Finance Center

The Business Finance Center has been able to close 16 loans totaling \$6,568,900.00. Through these loan closings, the small businesses are expected to create 23 jobs and retain 78 jobs in the next 3 years. Loans closed since that last meeting include the following business sectors:

- General Retail
- Furniture Manufacturing
- Food Manufacturing
- Golf Courses

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.

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SBA 504		
	Number	Balance
Approved Loans	14	\$ 18,711,000.00
Closed Since Last Meeting	3	\$ 4,443,000.00
Outstanding Loans	81	\$ 60,020,580.00
Total	98	\$ 83,174,580.00
SBA Community Advantage		
	Number	Balance
Approved Loans	2	\$ 398,000.00
Closed Since Last Meeting	6	\$ 974,000.00
Outstanding Loans	37	\$ 5,350,265.00
Total	45	\$ 6,722,265.00
PIDA		
	Number	Balance
Approved Loans	1	\$ 772,650.00
Closed Since Last Meeting	1	\$ 453,200.00
Outstanding Loans	21	\$ 8,421,170.00
Total	23	\$ 9,647,020.00
Internal Funds		
	Number	Balance
Approved Loans	6	\$ 650,000.00
Closed Since Last Meeting	6	\$ 698,700.00
Outstanding Loans	147	\$ 8,298,255.00
Total	159	\$ 9,646,955.00
NEPA BFC Active Portfolio	302	\$ 88,659,170.00

Twenty-one (21) out of twenty-three (23) LDD Customer Satisfaction Survey forms completed by NEPA clients who received assistance through NEPA’s Business Financing, APEX Accelerator and International Business Programs were received for the 3rd quarter of 2024-2025 which represented a 91% response rate. Twenty-one (21) out of twenty-three (23) 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 2024-2025.**

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	5	5	5
APEX Accelerator	12	12	12
International	6	6	6

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Community and Economic Development Services Division

COMMUNITY FINANCE & FUNDING

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 GrantAmount	Funding Leveraged	Status
SEDA-COG & NEPA	Data dashboard – CEDS Improvement project	RE	\$480,000	\$100,000	Awarded October 2023
Wayne/Pike CTC	CTC	WA/PI	TBD	TBD	Considering application
LCCC	Hazleton Expansion Project	LU	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 Area Development and Local Access Road grant assistance.

24-25 Current Projects:

Organization	Project	CO	ARC	ARC Request Amount	Status
Delaware & Lehigh National Heritage Corridor, Inc.	D&L Luzerne Trail Study	CA	AD	\$75,000	Full App under ARC Review
Misericordia University	Advancing the Education and Workforce Development of High-Demand Nursing	LU	AD	\$75,000	Full App under ARC Review
Scranton Area Community Foundation	Lackawanna County Micro Transit Feasibility Study for Workers and Their Employers	LA	AD	\$55,000	Full App under ARC Review
United Neighborhood Centers of NEPA	UNC Skilled Childcare Workers Capacity Expansion	LA	AD	\$515,524	Full App under ARC Review
Nesquehoning Borough	Nesquehoning Borough Business Park - Industrial Road (extends between Stock St (SR0054) to Park Ave)	CA	LAR	\$893,972	Full App under ARC Review
Hazleton Area School District	New Access Road for School District	LU	LAR	\$1,145,986	Pre-App under DCED Review
Wayne County	Community Health, Wellness, & Innovation Campus – Rt. 191 & Spinner Rd Improvements	WA	LAR	\$699,866	Full App Revisions in Progress
Johnson College	Planning for Vehicle Maintenance Technology Jobs of	LA	AD	\$50,000	Full App under DCED Review

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Organization	Project	CO	ARC	ARC Request Amount	Status
	the Future				
Volunteers in Medicine	Increase Access to Free Healthcare	LU	AD	\$200,000	Full App Under DCED Review
St. Joseph's Center	Sain Joseph's Center Workforce Development Training Center	LA	AD	\$100,000	Full App in Progress
Total:				\$3,810,348	

NEPA Special Project

NEPA is aiding the Delaware Valley, Wallenpaupack Area, Wayne Highlands, and Western Wayne School Districts in the creation and development of a Wayne/Pike Career & Technical Center. We have developed a comprehensive list of funding sources and developed an action plan and schedule to begin capital raise.

NEPA Launch

NEPA is partnering with the Keystone Space Collaborative (KSC) that seeks a \$10M investment in Pennsylvania, Ohio and West Virginia to support the space and aerospace supply chain. If awarded, NEPA would receive \$1M in funding for our region for the NEPA Launch program. NEPA Launch's objective is to accelerate the build-out and growth of Northeastern Pennsylvania's aerospace and space exploration (collectively referred to hereafter as "aerospace") supply chain by supporting businesses in adopting innovative technologies, improving their operations, developing new products and successfully navigating and overcoming any barriers to entry. We anticipate an award by July 2025.

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 submitted the application for the Northeast Region to DCED in early September. The region was awarded \$195,000. The *Engage!* visits were split between NEPA and our 13 partners and visits will take place in all seven counties. To date, over 130 businesses have been interviewed as a result of the *Engage!* program.

Pocono Tourism Roundtable: As part of the *Engage!* program, NEPA Alliance and the Pocono Mountains Visitors Bureau held a roundtable discussion with resort owners and general managers from the Pocono region. Attracting entry level employees, workforce housing, and regulations were identified as challenges for Pocono tourism. The new approach by the state tourism office and the Pennsylvania: The Great American Getaway campaign were praised.

StartUp NEPA

NEPA has raised \$750,000 in support of our Angel Fund initiative. The official launch meeting was held

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in January 2022, and member meetings have been held monthly. To date, over 30 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.

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
2024 (Application January 2024)			
WVIA*	Jenkins Twp	\$750,000	Awarded \$750k
Interstate Building & Supply*	Pittston, PA	\$1,500,000	Awarded \$1.5M
Little Leaf Farms, LLC*	McAdoo, PA	\$1,500,000	Awarded \$1.5M
Downtown Shenandoah, Inc.*	Shenandoah, PA	\$500,000	Awarded \$500k

*NEPA is serving as the applicant.

NORTHEASTERN PENNSYLVANIA NONPROFIT & COMMUNITY ASSISTANCE CENTER

NCAC Membership: NCAC currently has 106 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.

NCAC has recently earned Candid’s Gold Seal of Transparency and is working toward the Platinum Seal. On April 23rd, NCAC hosted a free webinar in partnership with StratSimple to teach both members and nonmembers about the basics of AI for nonprofits. 13 participants attended.

NCAC will also be hosting a free Strategic Planning Workshop in partnership with StratSimple at Benco Dental on April 30; 20 participants are expected to attend.

NCAC staff have been invited to present one session to the Luzerne Foundation’s inaugural Nonprofit Accelerator cohort. NCAC will present on the Candid platform, grant seeking, and prospecting to 8 nonprofit professionals from 4 local nonprofit organizations participating in the program on May 1st.

NCAC Technical Support Highlights:

- SEEDS – FDO Access
- Shine Women’s Center – Strategic Consultation and Guided Funding Search
- St. Ann’s Passionist Monastery – FDO Access
- Wyoming Valley Meals on Wheels – Guided Funding Search

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- Dress for Success Luzerne County – Guided Funding Search
- Coffee Inclusive – Strategic Consultation
- Integrated Mind and Body Services – NCAC Consultation

Luzerne County Grant Writing Seminar: On May 1, NEPA Alliance presented at a grant writing seminar hosted by Rep. Brenda Pugh. NEPA discussed funding programs such as ARC, EDA, RACP, and LSA. Other presenters included DCED, PennDOT, and DCNR.

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 \$152,750 in pledges by various community partners in support of this project.

Recent Activities:

- NEPA staff attended the Association of Defense Communities National Summit in Washington, DC. Follow-up conversations with ADC and other DC based advocacy groups have been scheduled as a result of the conference.
- 2025 Tobyhanna Army Depot Legislative Breakfast – A legislative breakfast was held which included a report on new activities at Tobyhanna Army Depot, an update from TDTP, and a briefing from the Pennsylvania Military Community Enhancement Commission.
- NEPA submitted four proposals to the PA Military Community Enhancement Commission for consideration for their annual Local Defense Grant. Projects included the formation of a new entity, marketing, an ambassador program, and travel funds for future ADC events.
- TDTP is supporting the upcoming Microelectronics ribbon cutting on June 5 and the Change of Command ceremony on June 25.

RESEARCH & INFORMATION CENTER

Comprehensive Economic Development Strategy: The NEPA Alliance’s Research & Information Center has begun the process of creating a new CEDS five year plan. NEPA, through its role as the regional Economic Development District, is required by EDA to develop and maintain a five year CEDS. On February 4, 2025, NEPA held its first CEDS Planning Meeting that brought together over 100 community leaders with representation from all 7 NEPA counties. Additional planning meetings were held on March 18 and April 14. NEPA expects the process to be completed by Spring 2025.

NEPA has partnered with our sister agency, SEDA-COG, to develop an online CEDS Data Dashboard. This dashboard will be interactive and provide live data from various sources.

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.

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Impact Studies						
#	Client	Project Title	Purpose	CO	Month - Year	Studies
1	For Pete's Sake	Cancer Respite Center	New Construction	PI / WA	Sep. 2024	C/O
2	Tobyhanna Army Depot	Tobyhanna Army Depot	Annual Impact Report	RE	Dec. 2024	C/O/V

Social Media

Last 30 Days

FACEBOOK



1,701 Followers
9 New Followers
4,726 Reach/Views

INSTAGRAM



1,826 Followers
231 Reach/Views

LINKEDIN



2,188 Followers
18 New Followers
1,157 Impressions

X (TWITTER)



1,907 Followers

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Transportation Planning Services Division

2025-2027 Unified Planning Work Program (UPWP)

- The 2025-2027 Unified Planning Work Program (UPWP) was approved by the NEPA Board of Directors at the January meeting and submitted to PennDOT Central Office. At the request of Central Office, language in the UPWP was amended to be consistent with recent Executive Orders related to transportation programs and resubmitted. FHWA reviewed and approved the revised UPWP in April. The UPWP runs from July 1, 2025 to June 30, 2027. An amendment to add the Route 611 Corridor Study is currently under review.

Route 611 Corridor Study

- A corridor study of Route 611 in Monroe County has been identified in the NEPA MPO's Work Program as a priority task. The Route 611 corridor has witnessed a concerning trend of car and bicycle crashes, resulting in fatalities and serious injuries. In addition, congestion on Route 611 has become a major issue, especially during peak tourism season. This congestion will only grow as the Interstate 80 Reconstruction Projects begin construction in 2026.
- NEPA secured \$200,000 in Supplemental Planning Funds for the development of the Route 611 Corridor Study. A 20% match of \$50,000 is being provided by the Pocono Mountains Visitors Bureau. Michael Baker International is the consultant on the study and has developed a scope of work including a review of the current traffic conditions including congested areas and locations of crashes and will propose targeted interventions to increase safety and improve traffic flow. The study is expected to kick off in July 2025 and be completed by June 2026.

2027-2030 Transportation Improvement Program (TIP)

- Development of the 2027-2030 Transportation Improvement Program (TIP) has kicked off. Meetings of the Financial Guidance Work Group and General and Procedural Guidance Work Group are underway. The guidance documents will be released this summer. The State Transportation Commission launched a public survey which closed at the end of April and held an online public forum. Meetings with the PennDOT districts to discuss projects for inclusion in the 2027-2030 TIP will be held this fall.

Active Transportation Plan Development

- Development of the NEPA MPO's first Active Transportation Plan is nearing completion. 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, projects and funding sources to be considered in future programs. A steering committee meeting was held in March to review the draft recommendations and projects for inclusion in the plan. The next steering committee meeting is scheduled for May 19th to review a draft of the final plan. The Active Transportation Plan is scheduled for approval at the June 17th NEPA MPO meeting.

Coordinated Transit-Human Services Transportation Plan Update

- The update of the NEPA MPO Coordinated Transit- Human Services Transportation Plan is also nearing completion. It was last updated in November 2016. The plan aims to improve transportation services for persons with disabilities, older adults, and individuals with lower incomes by ensuring that communities coordinate resources available for public transportation.
- Interviews with stakeholders including public transit operators, county human services and veteran affairs offices, healthcare providers, senior centers and independent living centers have

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been conducted. An online survey was open until April 11th to get additional input on the transit needs in our region. A steering committee meeting is scheduled for May 8th. The plan is scheduled for approval at the June 17th NEPA MPO meeting.

Eastern PA Regional Freight Study

- The Eastern Pennsylvania Freight Alliance is a 10-county region, including 5 MPOs (NEPA MPO, Lackawanna-Luzerne MPO, Lehigh Valley Transportation Study, Reading Area Transportation Study and Lebanon MPO). The Eastern Pennsylvania Freight Infrastructure Plan is a blueprint for future investments and policies aimed at mitigating the impacts of freight traffic within the region, while also managing the expected continued expansion of freight uses within Eastern Pennsylvania.
- All five MPOs have approved the plan. The next step is for the five participating MPOs to adopt an MOU to formally establish the Eastern Pennsylvania Freight Alliance to implement the plan recommendations. A website for the Eastern Pennsylvania Freight Alliance is under development. A copy of the Eastern Pennsylvania Freight Infrastructure Plan can be found here- <https://www.nepa-alliance.org/wp-content/uploads/2024/12/EPFA-Freight-Plan-December-2024.pdf>.

SR 2001 Reconstruction Project Alternatives Study

- A study to identify alternates for the reconstruction of SR 2001 Section 405 in Pike County is underway. Reconstruction of SR 2001 has been Pike County's number one project for over 30 years. In that time, the estimated cost of the project has continued to grow. Work on the study is ongoing. A meeting with the National Park Services was held in April. Michael Baker International, the study consultant, has conducted an alternatives analysis for SR 2001. Five sections of the corridor identified for improvements and cost estimates for each section are being developed. The study is expected to be completed by December 2025.

Electric Vehicle Infrastructure Planning

- PennDOT's National Electric Vehicle Infrastructure (NEVI) Program has awarded funding for EV charging stations on the interstates. PennDOT has now asked MPOs and RPOs to identify priorities for electric vehicle charging locations within communities. NEPA staff developed a [survey](#) specifically for the NEPA MPO region through ESRI's Survey 123 platform. The NEPA survey was open from January 15th to February 28th. Marketing materials for the survey were created and the information was shared on NEPA's social media platforms and with members of the NEPA MPO committees. NEPA GIS staff developed a dashboard to summarize the results of the survey. It can be viewed [here](#). Staff has shared the list of potential EV charging locations with the MPO committee members for comments. The prioritized list is due to PennDOT by September. NEPA staff presented at a PennDOT Peer Exchange on our EV charging outreach on March 25th.

Geographic Information Systems (GIS)

- Nettie Ginocchetti, GIS Manager, attended the GIS for Transportation conference in Portland in April and presented at a workshop about using drones for mapping applications. In addition, Nettie is on the board of directors for Keystone GIS and presented at the PA GIS conference at a session about professional development.
- Staff has created a HUB site for the transportation program- <https://nepa-gis-nepa-alliance.hub.arcgis.com/pages/transportation>.

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- A Story Map outlining the development of the 2025-2028 TIP has been created. <https://arcg.is/1WDFa90>. It includes drone imagery of several key TIP projects in the NEPA MPO region.
 - Staff has created a Story Map for the development of the Active Transportation Plan- <https://arcg.is/1j5TTH0>. It will be updated as the plan development continues.
 - Staff has updated the Local Technical Assistance Program (LTAP) mapping with a dashboard of the 2023-2024 classes- <https://arcg.is/1rmWmr0>. Mapping of the 2024-2025 classes is also available- <https://arcg.is/14v0Xe>.

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. 14 classes have been held or scheduled for the 2024-2025 year. In addition, three Chainsaw Safety Workshops are scheduled in May and June. Staff continues to schedule and attend LTAP technical assistance sessions for municipalities to receive guidance on specific issues.

Regional and Statewide Meetings

Staff attended the following regional meetings and conferences:

- PennDOT Planning Partners Call- March 19
- PennDOT Connects Municipal Outreach Sessions- March 27, April 8
- Pike County Road Task Force Meetings- March 20, April 17
- Schuylkill Chamber Infrastructure Committee Meetings- March 13, April 10
- Lackawanna-Luzerne MPO Meeting- April 8
- NEPA Trails Forum Meeting- March 28
- 9-11 Memorial Trail Anthracite Connector Study Meetings- February 28, April 25

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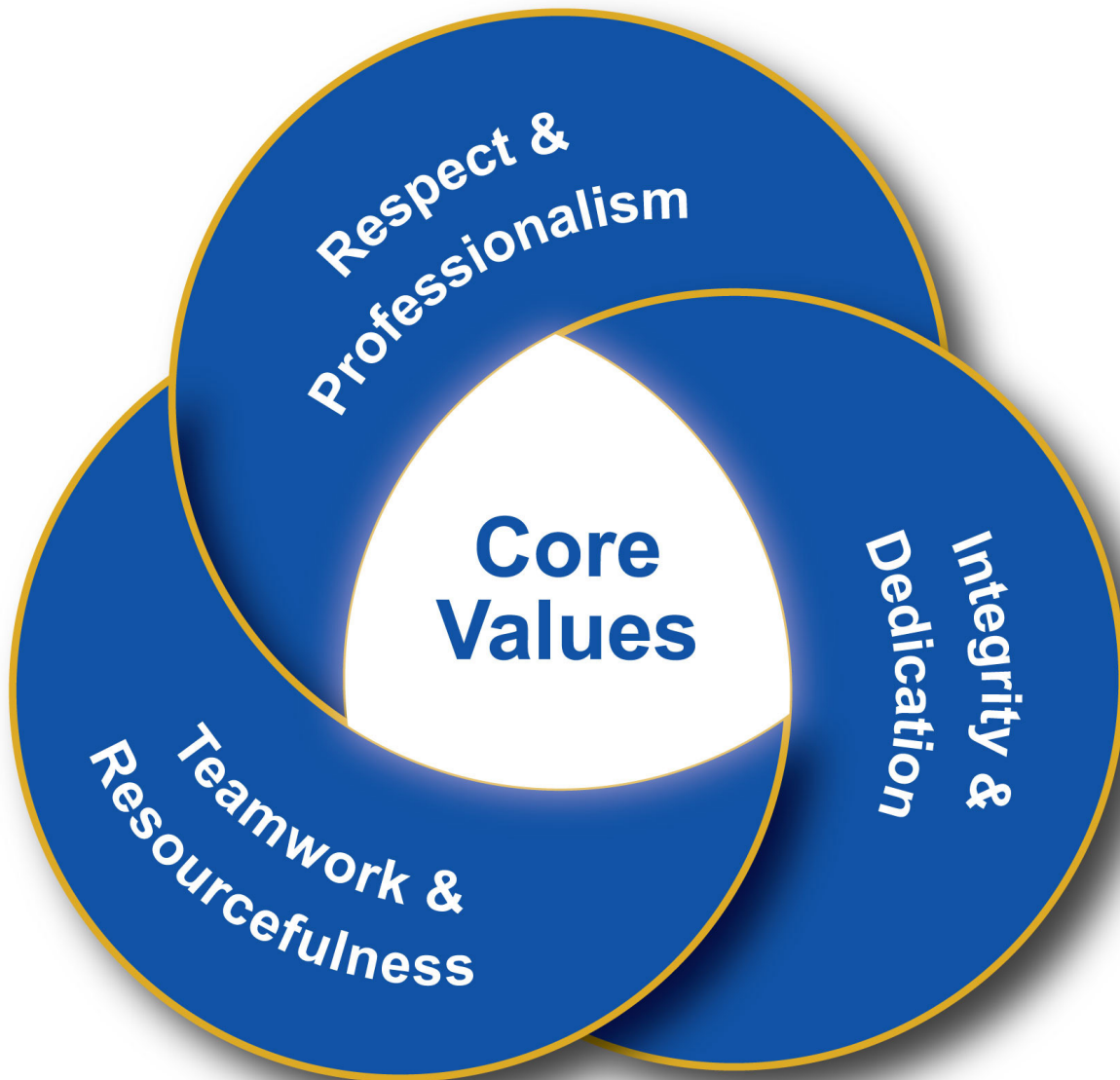
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NEPA's Mission

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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