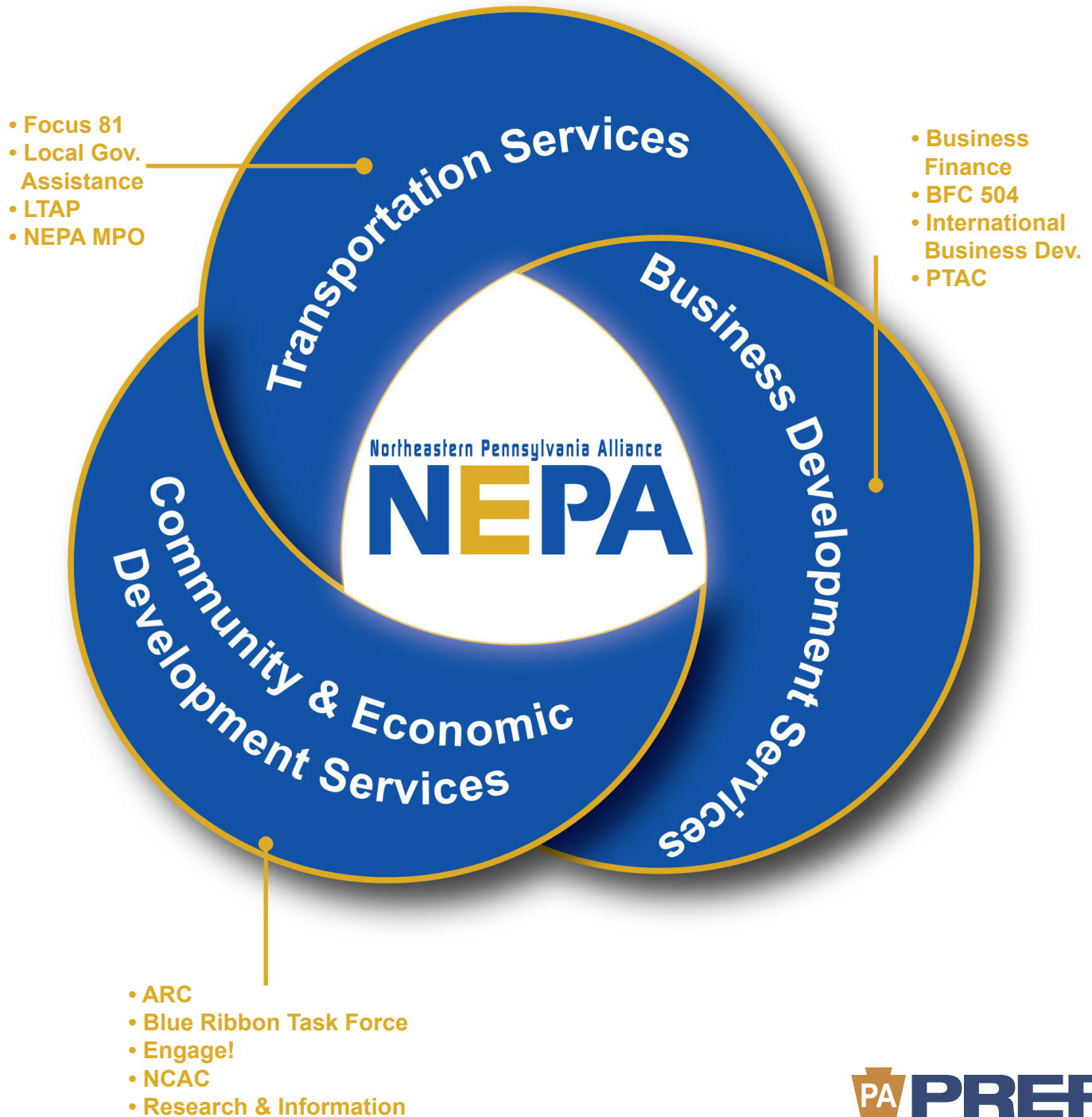


June 23, 2020

Board of Directors Report



NEPA's Board of Directors 2019-2020

CARBON COUNTY

Kathy Henderson	610-379-5000	khenderson@carboncountychamber.org
Marlyn Kissner	570-421-4433	marlyn@lehighvalleychamber.org
Wayne Nothstein (County Commissioner)	570-325-3611	waynenothstein@carboncounty.net
Harold Pudliner	570-427-8640	weatherlyboro@gmail.com
Joseph Sebelin (Executive Committee-1st Vice-Board Chairperson)	570-657-8205	jsebelin@ptd.net

LACKAWANNA COUNTY

Ida Castro	570-504-9647	icastro@som.geisinger.edu
Philip Condron (Executive Committee-Board Chairperson)	570-344-6888	phil.condron@condronandcompany.com
Tom Donohue	570-347-2056	tdonohue@lamar.com
John McNulty	570-963-4605	jomcnulty@pa.gov
Jerry Notarianni (County Commissioner)	570-963-6800	notariannij@lackawannacounty.org
(Brenda Sacco - Alternate)	570-963-6830	saccob@lackawannacounty.org
Alex Stark	570-558-5112	astark@kaneisable.com

LUZERNE COUNTY

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

MONROE COUNTY

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

PIKE COUNTY

Derek Bellinger	570-409-0057	derek.bellinger@waynebank.com
Cynthia DeFebo	570-296-2909	cdefebo@pikepa.org
William Kerstetter (Executive Committee-Assistant Treasurer)	570-832-1578	cobk@ptd.net
Matthew Osterberg (County Commissioner)	570-296-7613	mosterberg@pikepa.org
Peter Wulforth	570-296-3405	ptw3@psu.edu

SCHUYLKILL COUNTY

Robert Carl	570-622-1942	rcarl@schuylkillchamber.com
Micah Gursky	570-645-8118	micah.gursky@sluhn.org
George Halcovage (County Commissioner)	570-628-1202	ghalcovage@co.schuylkill.pa.us
(Executive Committee-Secretary)		
Michael McCord	570-773-3075	mmccord@pahouse.net
Bud Quandt (Executive Committee-Past Board Chairperson)	570-544-4775	bquandel@quandel.com

WAYNE COUNTY

Joseph Adams (County Commissioner)	570-253-5970	jwadams@waynecountypa.gov
Mark Graziadio (Executive Committee-Treasurer)	570-253-5289	mgraz@ptd.net
David Hoff	570-253-8274	hoff@wmh.org
Craig Rickard	570-253-5970	crickard@waynecountypa.gov
Mary Beth Wood	570-253-2537	mbw@wedcorp.org

AT-LARGE

Carl Beardsley	570-602-2000	cbeardsley@flyavp.com
Matthew Connell	570-369-1938	mconnell@northampton.edu
Steve Daniloff	570-706-7330	sdaniloff@pahomepage.com
Ricky Durst	570-646-2300	rdurst@poconoraceway.com
Vincent Galko	570-751-3798	vgalko@mercuryllc.com
Larry Malski	570-963-6676	lmalski@pnrra.org
Alana Roberts	570-348-1622	aroberts@pplweb.com
Vacant		

EX-OFFICIO

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

EMERITUS

David Donlin	570-624-1796	dadmatd515p@comcast.net
Paul Maher	570-825-7872	n/a
Ernest Preate	570-558-5970	epreate@comcast.net

BOARD OF DIRECTORS REPORT JUNE 23, 2020

AGENDA

-
- I. **Call to Order** - *Phil Condron, Board Chairperson*
- II. **Pledge of Allegiance** - *Phil Condron, Board Chairperson*
- III. **Board Discussion & Action Items**
- * March 4, 2020 Meeting Minutes - *Phil Condron, Board Chairperson* 1-5
 - * Treasurer's Report - *Wendi Holena, VP & CFO* 6-7
 - * Fiscal Year 2020-2021 NEPA Budget Adoption – *Bill Kerstetter, Jeffrey Box & Wendi Holena* 8
 - * Resolution 2020-10 - Interstate Building Material Redevelopment Assistance Capital Program (RACP) - *Jeffrey Box & Steve Ursich* 9
 - * Resolution 2020-11 approving the Appalachian Regional Commission Project Priority List for 2020-2021 – *Jack McNulty, Jeffrey Box & Kurt Bauman* 10-12
 - * Fiscal Year 2020-2021 NEPA Work Plan Adoption - *Jeffrey Box & Senior Management* 13-23
 - * Fiscal Year 2020-2021 Nominating Committee Recommendations for Board Membership - *Steve Barrouk, Jeffrey Box & Donna Hritz* 24-25
 - * Fiscal Year 2020-2021 Committee Memberships - *Phil Condron & Jeffrey Box* 26-28
 - * Fiscal Year 2020-2021 Board Meeting Schedule - *Phil Condron & Jeffrey Box* 29
 - * Program/Committee/Affiliate Reports 30-39
 - Appalachian Regional Commission (ARC) Project Update - *Kurt Bauman*
 - Business Development Services - *Steve Ursich*
 - Communications & Membership - *Alex Stark/Donna Hritz*
 - Community & Economic Development Services - *Kurt Bauman*
 - Transportation Services - *Alan Baranski*
- IV. **President & CEO Report** - *Jeffrey Box*
- V. **Presentation** – *Consultants for Angel Fund Creation* 40-47
- VI. **Open Discussion** - *Phil Condron, Board Chairperson*
- VII. **Adjournment** - *Phil Condron, Board Chairperson*

Board of Directors Report Minutes of Wednesday, March 4, 2020

OFFICERS

Philip Condron, Board Chairperson
Joseph Sebelin, 1st Vice-Board Chairperson
Stephen Barrouk, 2nd Vice-Board Chairperson
Mark Graziadio, Treasurer
William Kerstetter, Assistant Treasurer

CARBON

Comm. Wayne Nothstein

LACKAWANNA

John McNulty
Brenda Sacco
Alex Stark

LUZERNE

Kevin O'Donnell
Theodore Wampole

MONROE

Christopher Barrett
Charles Leonard

PIKE

Derek Bellinger (conf. call)
Cynthia DeFebo
Peter Wulfhorst (conf. call)

SCHUYLKILL

Micah Gursky

WAYNE

Comm. Joseph Adams
David Hoff
Mary Beth Wood (conf. call)

AT-LARGE

Matthew Connell (conf. call)
Steve Daniloff
Vincent Galko
Alana Roberts

EX-OFFICIO

John Augustine
Jeffrey Box

STAFF

Alan Baranski
Kurt Bauman
Wendi Holena
Donna Hritz
Steve Ursich

GUESTS

Phil Keaney, JH Williams & Co.
Mary Kolessar, DiscoverNEPA

Board of Directors Report Minutes of Wednesday, March 4, 2020

BOARD OF DIRECTORS MEETING MINUTES MARCH 4, 2020

The NEPA Alliance held a Board of Directors Meeting on Wednesday, March 4, 2020, at the NEPA office in Pittston. Board Chairperson Phil Condrón called the meeting to order at 1:00pm.

Board Chairperson Phil Condrón asked the Board of Directors to join him in reciting the Pledge of Allegiance and to remain standing for a moment of silence for the passing of Schuylkill County Commissioner Frank Staudenmeier.

Board Chairperson Phil Condrón asked Board Members and Staff to introduce themselves and their business affiliation.

Board Chairperson Phil Condrón welcomed new Board Member Brenda Sacco representing the Lackawanna County Commissioners. Brenda noted that she is the Director of Planning and Economic Development for Lackawanna County and looks forward to serving on the Board.

ACTION ITEMS

Minutes - A motion was made by Mark Graziadio and seconded by Jack McNulty to accept the minutes from the Board of Directors Meeting of January 16, 2020. **Motion carried**

Review of 2019 Audit Report - Phil Keaney, CPA, J.H. Williams & Co. reported that the financial statements and schedules for the year ending June 30, 2019, were a clean “unqualified” opinion. He reviewed the various statements and opinions within the NEPA Audit. Phil stated that there were no material weaknesses found in the internal controls. He stated that the Audit did not detect any questions, costs or issues of noncompliance. Commissioner Adams thanked NEPA for adding the two (2) years of comparative data.

A motion was made by Ted Wampole and seconded Mark Graziadio by to accept the 2019 Audit Report as presented. **Motion carried**

Treasurers Report – Wendi noted that on the Statement of Activities as of January 31, 2020, NEPA has total revenues and total expenses of approximately \$1.9 million. She further reported that there is a small increase in net assets of approximately \$1,701. Wendi stated that NEPA’s total net assets are approximately \$1.4 million. She reported that on the Statement of Financial Position, NEPA has unrestricted cash of approximately \$390,000. Wendi noted that she will begin working on Fiscal Year 2021 Budget very shortly and it will be presented at the May meeting.

A motion was made by Ted Wampole and seconded by Mark Graziadio to accept the Treasurer Report as presented. **Motion carried**

Resolution 2020-09 authorizing PennDOT contract to provide transportation program – Jeff noted that the resolution to renew NEPA’s contract with PennDOT to perform the Metropolitan Planning Organization (MPO) services to Carbon, Monroe, Pike and Schuylkill counties. Alan reported that NEPA prepares a work program every two (2) years. He stated that the value of the contract is \$730,000 yearly and \$1.5 million over two (2) years.

Board of Directors Report Minutes of Wednesday, March 4, 2020



A motion was made by Steve Barrouk and seconded by Bill Kerstetter to authorize the contract between NEPA and PennDOT to provide transportation planning. **Motion carried**

Committee/Affiliate Reports

Appalachian Regional Commission (ARC) Project Update – Kurt reported that on page 14 of the Board packet is a table summarizing the full applications that have been requested by the State for ARC funding. He noted that all the applications have been reviewed by Harrisburg. Kurt further noted that two (2) projects from Monroe County have withdrawn because they are not ready to submit. He stated that NEPA's goal is open solicitation rounds for new projects on April 1st for Area Development and Access Road projects. Kurt further stated that there are initiatives in the region that are focused on leveraging ARC POWER funding. He noted that the POWER process is a separate process where you directly apply to the State. Kurt reported that NEPA is working with the LDD counterparts on a broadband and entrepreneurship POWER application. Jeff noted that the ARC Access Road Program funding has increased to \$5million statewide.

Business Development Services - Steve Ursich reported that the 504 program has 8 loans approved with a balance of \$5.4 million. He noted that there are 17 outstanding 504 loans valued at approximately \$16 million. Steve noted that there are four (4) PIDA loans approved with a balance \$2.3 million and one (1) closed since the January meeting. He noted that Staff continues to close loans vigorously through the internal funds program even though there is a lack dollars available.

Steve reported that Debbie has been busy with webinars to increase the international business sales and continues to gather outcomes.

Steve reported that Government Contracting Showcase is scheduled for June 11, 2020 at the Radisson in Scranton. He noted that Staff is scheduled to attend the Association Procurement Technical Assistance Center (APTAC) Conference in Chicago. Phil asked how to replenish NEPA's loan funds. Steve noted that the CDFI application has been submitted for certification approximately three (3) weeks ago, however, NEPA will be missing this year's funding round because loan funds came out sooner than expected.

Communications & Membership – Alex reported as of February 29, 2020, NEPA has 165 members for a total of \$196,725. He noted that last year at this time NEPA had 295 members for a total of \$238,080. He noted that NEPA is behind 130 members and \$41,355. Alex stated that Jeff and Phil Condron tweaked the membership letter, which resulted in the invoices being mailed a couple weeks later than usual. He stated that NEPA should be back on target by next month. Alex noted that Memberships continue to come in daily. He stated that NEPA's goal this year remains 450 members.

Donna reported that on Friday, March 27th at 11am NEPA will be at the Holiday Inn Express in Pittston for a photo op. She noted that the Holiday Inn Express received an SBA 504 loan through the NEPA Alliance BFC for property renovations. Donna also reported that on April 16th at 2pm NEPA will be hosting PTAC client Pasqualichio Brothers, Inc. for a Success Story/Media Event.

Donna reported that the Nominating Committee met on February 27th to review the Board structure for the new Fiscal Year beginning July 1st. She noted that a Board slate will be presented at the May meeting for Board approval. Donna further reported that the Communications/Membership Committee is scheduled to meet on Thursday, March 26th to discuss membership. Jeff noted that the Committee will be discussing the Annual Dinner planning.

Board of Directors Report Minutes of Wednesday, March 4, 2020

Transportation Services – Alan reported that Staff continues to work on the 2020-2021 Transportation Improvement Program (TIP) update, which is a four (4) year program of bridge, highway and transit projects that will be receiving funding cuts of approximately 30%. He noted with the support of Senator Dave Argall, Congressman Dan Meuser and other legislative delegation were able to get a discretionary grant application submitted to U.S. DOT last week for the reconstruction of Rte. 61 in Schuylkill County.

Alan also reported that the Jim Thorpe Parking Analysis and Complete Streets Study is completed. He noted that he would be providing copies to the steering committee and stakeholders. Alan stated that there is an action plan that will layout potential projects and funding sources.

Alan reported that the Milford Borough Traffic Study is underway. He noted that a kickoff meeting with the project steering committee was held on January 21st. Alan further noted that the consultant, Michael Baker International, will begin data collection in the borough when the weather breaks. He stated that the next conference call with the steering committee will be held in late March. Jeff thanked Chris Barrett for providing local match dollars for both projects.

Community & Economic Development Services - Kurt Bauman reported that ENGAGE is a business retention and calling program. He noted that NEPA and its partners call on businesses and try to look for opportunities for them to grow and to mitigate any potential issues. Kurt reported that the program is in its 2nd year with the State. He noted that an application for an additional \$148,000 to the original \$192,000 grant for FY2019-2020 was approved by the Pennsylvania Department of Community & Economic Development (DCED). Kurt noted that the regional 15 partners will be meeting with approximately 250 businesses and conducting roundtable discussions.

Kurt reported that Community Development Financial Institutions Fund applied for \$36 million through the United States Department of the Treasury and should find out by July 31st if they were successful. He noted that Staff is working with the consultant on projects for next year's application. Kurt reported NEPA is writing the RACP grant application and preparing an economic impact model for Shenandoah Downtown Inc., for an educational facility, incubator and makers space.

Kurt noted that there will be a grant writing workshop on May 1st at the Lackawanna County 911 Center.

Kurt reported that the Blue Ribbon Task Force (BRTF) successfully leveraged a \$44,000 grant from Pennsylvania Military Community Enhancement Commission. He also reported that NEPA annually prepares an economic impact analysis for the Depot.

Kurt noted that the Comprehensive Economic Development Strategy (CEDS) was submitted to the Economic Development Administration (EDA) on February 28th.

Kurt further noted that NEPA will be forming a Broadband Committee. He will be asking each county to identify three (3) different contacts in each county to serve. He noted he will be emailing county commissioners and the economic development partners by this Friday. Kurt noted that the goal is to find out what's happening in each county, share success stories, identify needs and to collaborate on common needs.

President & CEO Report - Jeff noted that the Board packet has been reduced to a more manageable size. He thanked the Senior Management Team and Staff for their dedication and hard work.

**Board of Directors Report
Minutes of
Wednesday, March 4, 2020**



Jeff reported that NEPA is working with the six (6) LDD's partners across the Commonwealth to organize I80 ARC Congressional Tour. He noted that the intent is to identify key ARC investments in the State. Jeff also reported that the seven (7) LDD's will be submitting two (2) POWER applications as a group. He noted that he is currently serving as the LDD Chairperson.

Presentation – Mary Kolessar, Executive Director, DiscoverNEPA provided a video on the ten (10) county regional marketing initiatives. She also provided a breakdown of the DiscoverNEPA website regarding Things to Do, Support a Cause and Live in NEPA.

Mark noted that the Honesdale Borough has a distressed property that is being acquired by Habitat for Humanity and will be constructing three (3) housing units. He welcomed anyone to contact him if interested in supporting the cause.

There being no further business Board Chairman Phil Condron adjourned the meeting at 2:05pm.

Respectfully submitted:

Donna Hritz

Communications & Operations Manager

March 9, 2020

Statement of Activities

May 31, 2020

	Prior YTD	Current YTD	Budget	Percentage of Budget
Revenues:				
Grants/Projects	\$ 2,344,362	\$ 2,653,364	\$ 3,117,764	85%
Membership Fees	212,667	208,076	227,000	92%
Rental Income	24,101	22,301	28,921	77%
RLF Admin. Fees	21,509	33,110	20,000	166%
Match from Other Sources	61,389	101,216	39,667	255%
Other Receipts	14,385	32,898	10,200	323%
Contributed Services	22,592	30,362	38,000	80%
Total Revenues	<u>2,701,005</u>	<u>3,081,327</u>	<u>3,481,552</u>	<u>89%</u>
Expenses:				
Personnel	1,380,202	1,461,115	1,601,078	91%
Benefits	559,197	583,323	672,453	87%
Contractual	335,213	542,279	663,498	82%
Professional Fees	15,689	25,488	19,500	131%
Travel and Per Diem	38,955	34,888	32,531	107%
Meetings and Seminars	62,612	60,038	65,412	92%
Postage	4,439	4,433	5,750	77%
Supplies	20,673	39,767	47,171	84%
Publications and Memberships	29,869	40,478	39,225	103%
Printing	4,953	3,686	6,800	54%
Advertising	11,437	18,753	18,500	101%
Occupancy	49,617	41,704	66,340	63%
Equipment Rental & Maintenance	15,640	12,285	18,282	67%
Depreciation	51,139	63,869	64,507	99%
Telephone/Internet	15,750	18,984	21,320	89%
Insurance	22,735	31,712	26,500	120%
Interest	41,972	36,990	44,275	84%
Other Costs	15,893	29,779	27,797	107%
Contributed Services	22,590	30,362	38,000	80%
Total Expenses	<u>2,698,575</u>	<u>3,079,933</u>	<u>3,478,939</u>	<u>89%</u>
Increase (Decrease) in Net Assets	<u>\$ 2,430</u>	<u>\$ 1,394</u>	<u>\$ 2,613</u>	

Net Assets	
Beginning Balance	\$ 1,388,571
Increase (Decrease)	<u>1,394</u>
Current Balance	<u>\$ 1,389,965</u>

Statement of Financial Position

May 31, 2020

Assets	Prior Year	Current Year	Liabilities	Prior Year	Current Year
Unrestricted Cash Invested	\$ 1,121,495	\$ 396,372	Accounts Payable	\$ 493,162	246,690
Restricted Funds Invested	25,656	95,509	Deferred Project Funds	25,656	25,509
Membership Fees Receivable	22,900	20,400	Employee Benefits Payable	122,157	137,940
Advances/Deposits/Prepays	603	32,987	Payroll Withholdings	3,486	3,706
Accounts Receivable - Projects	714,777	1,211,775	Deferred Membership Fees	109,464	110,288
Loan Receivable - NEPABFC	80,883	-	Capital Lease Payable	513,089	596,931
Depreciable Assets (Net of Deprec.)	676,002	753,986	Total Liabilities	1,267,014	1,121,064
			Net Assets *	1,375,302	1,389,965
Total Assets	\$ 2,642,316	\$ 2,511,029	Total Liabilities & Net Assets	\$ 2,642,316	\$ 2,511,029

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

**Northeastern Pennsylvania Alliance
General Activities Draft Budget**

Fiscal Year Ending June 30, 2021

Prepared 6-16-20

Revenue	FYE 19 Budget	FYE 20 Budget	FYE 21 Budget
Grants/Contracts	3,368,373	3,117,764	3,177,212
Match From Other Sources	62,667	39,667	6,000
Membership Fees	232,000	227,000	225,000
Rent and Related Receipts	21,289	28,921	28,921
RLF Admin Fees	15,000	20,000	15,000
Other Receipts	9,000	10,200	14,300
Contributed Services	39,000	38,000	29,000
Total Revenues	3,747,329	3,481,552	3,495,433
Expenses			
Personnel	1,533,901	1,601,078	1,690,639
Benefits	644,238	672,453	710,068
Contractual	1,000,468	663,498	447,071
Professional Fees	32,400	19,500	29,000
Travel & Per Diem	44,921	32,531	32,681
Meetings & Conferences	73,350	65,412	51,145
Postage	7,650	5,750	4,950
Supplies	38,921	47,171	81,537
Publications & Memberships	37,025	39,225	57,586
Printing & Publishing	10,200	6,800	4,300
Advertising	24,000	18,500	17,000
Utilities & Building Maintenance	62,300	66,340	67,200
Equipment - Rental & Maintenance	21,200	18,282	14,464
Depreciation	51,909	64,507	66,903
Telephone	16,720	21,320	23,420
Insurance	26,000	26,500	32,236
Interest	49,834	44,275	41,027
Other	31,347	27,797	92,172
Contributed Services	39,000	38,000	29,000
Total Expenses	3,745,384	3,478,939	3,492,399
Increase (Decrease) in net assets	1,945	2,613	3,034

NORTHEASTERN PENNSYLVANIA ALLIANCE RESOLUTION 2020 -10

Resolution to Approve Submitting a Redevelopment Assistance Capital Program Grant Application to the Commonwealth of Pennsylvania Office of the Budget.

WHEREAS, the Pennsylvania Capital Facilities Debt Enabling Act authorizes funding for eligible economic development capital projects through the Redevelopment Assistance Capital Program (RACP); and

WHEREAS, Governor Wolf signed Act No. 52 on October 30, 2017, which authorizes 5,000,000 for *“Acquisition, construction, infrastructure, renovation, redevelopment and other related costs for an economic development project”* in Pittston Township; and

WHEREAS, the Commonwealth of Pennsylvania Office of the Budget recently opened a funding round for this program; and

WHEREAS, a condition of receiving RACP funding is the submission of a Business Plan to the Pennsylvania Office of the Budget; and

WHEREAS, the Pennsylvania Local Development Districts are authorized to submit applications for RACP funding; and

WHEREAS, NEPA Alliance supports community and economic development in our seven county service area of Northeastern Pennsylvania; and

NOW THEREFORE BE IT RESOLVED, that Penn Strategies, LLC is authorized to file the required RACP Business Plan on behalf of the Northeastern Pennsylvania Alliance for a project being completed by Interstate Building Materials, Inc. in the amount of \$ 1,000,000 for this project. Northeastern Pennsylvania Alliance, by and through its President and CEO, is further authorized to execute all necessary documents as required by the Commonwealth of Pennsylvania.

This Resolution is hereby approved by the Executive Committee of Northeastern Pennsylvania Alliance this 23rd Day of June 2020.

ATTEST:

Jeffrey K. Box, President & CEO

Philip P. Condrón, Chairperson

**NORTHEASTERN PENNSYLVANIA ALLIANCE
RESOLUTION 2020-11**

**RESOLUTION OF THE
NORTHEASTERN PENNSYLVANIA ALLIANCE BOARD OF DIRECTORS
ADOPTING THE FISCAL YEAR 2020-2021
APPALACHIAN REGIONAL COMMISSION PROJECT PRIORITIES**

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

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

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

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

WHEREAS, The NEPA Regional Project Review Committee met via video/phone conference on June 15, 2020, and reviewed and ranked these ARC projects.

NOW, THEREFORE, BE IT RESOLVED, THAT:

1. The project listing set forth represents the Northeastern Pennsylvania Local Development District Fiscal Year 2020-2021 priorities for Appalachian Regional Commission funding consideration.
2. The NEPA President & CEO is authorized to transmit copies of this resolution as well as related project proposals to appropriate officials at the PA-DCED.

ADOPTED THIS 23rd DAY OF JUNE, 2020

ATTEST:

Jeffrey K. Box, President & CEO

Phil P. Condon, Board Chairperson

ARC Project Proposal Summaries

Regional Project Review Committee Proposed Ranking

2020-2021

Area Development Projects

1. Northeastern Pennsylvania (NEPA) Alliance - \$400,000

Northeastern Pennsylvania Partnerships for Regional Economic Performance (PREP)

Provide value-added programs and services in support of business development and expansion resulting in sales growth and market diversification, job creation and retention and increased investment in Northeastern Pennsylvania communities.

2. Johnson College - \$75,000

Johnson College Mobile Training Laboratory

Johnson College will develop a mobile training laboratory to deliver hands-on training and technology pipeline development at off-campus locations assuring a seamless education and filling essential jobs throughout the region.

3. East Stroudsburg University – \$70,000

Entrepreneurship Launchpad: Developing a Regional Ecosystem of Student Entrepreneurs

To develop a regional ecosystem of student entrepreneurs (high school and college) who are trained in entrepreneurial mindset skills, customer discovery, ideation and business concept validation with the goal of facilitating startup businesses and empowering the next generation of entrepreneurs.

4. Northampton County Area Community College - \$87,700

Expanding the Regional Sustainable Energy Workforce

To purchase the high technology equipment needed to establish a Sustainable Energy specialized diploma program that will prepare students to meet labor force demands for sustainable energy professionals across industry clusters.

5. Lehigh Carbon Community College - \$75,000

LCCC Schuylkill County Nursing Program Expansion

Lehigh Carbon Community College (LCCC) requests \$75,000 for equipment to expand its Associate Degree Nursing (ADN) Program at its Morgan Center campus in Tamaqua to increase the number of registered nurses in response to the growth of two of the region's largest employers--St. Luke's University Health Network and Lehigh Valley Health Network.

6. Schuylkill Economic Development Corporation (SEDCO)- \$35,000

Feasibility Study for Schuylkill County Water Service Extension

ARC funds are requested to finance a feasibility study to determine the potential to extend water service from Schuylkill County Municipal Authority's (SCMA) Tremont System in Newtown, Reilly Township, PA to the I-81/SR 25 interchange, complete with required pumping, treatment communication and water storage needs to supply domestic and public fire protection service.

7. City of Carbondale – \$25,000

Torch Property Revitalization Project Study

The purpose of the Torch Property Revitalization Project is to undertake a development plan and feasibility study of a 55 acre site that will identify the best possible reuse of the respective property in order to promote community and economic development in the City of Carbondale's census tract with the largest low to moderate income population.

8. Earth Conservancy (EC)- \$21,000

Solar Feasibility Study for Earth Conservancy Lands

EC will develop a feasibility study for solar development on ±6,000 acres of EC-owned abandoned mine land (AML) in Luzerne County, PA. The report will allow EC to earmark tracts for solar development, understand opportunities and constraints of each site, and market the properties effectively.

9. Greater Wilkes-Barre Industrial Fund - \$225,000

Project EVOLVE

An initiative to stabilize, pivot, and grow our businesses AND community in Northeastern PA, by leveraging the expertise and innovation existing in our network. EVOLVE seeks to establish a strong, collaborative, and vibrant ecosystem to “evolve” our (1) Businesses; (2) Mentorship; (3) Workforce; and (4) Community.

10. Wayne Economic Development Corporation (WEDCO)- \$175,000

Wayne County Dairy Plant Equipment

ARC grant funds are requested to purchase equipment for a proposed dairy processing plant; development of the facility is a critical, proactive step in combating the decline of the dairy industry in Wayne County, PA.

Access Roads

1. Orwigsburg Borough -\$640,000

Orwigsburg Industrial Park

The project seeks to improve critical infrastructure by rehabilitating the existing paved portion (.28 miles) and pave the existing (0.13 mile) stone roads within Industrial Park (known as Industrial Drive and Long Avenue), into a reconstructed paved road. The project also includes stormwater facilities, stormwater BMP's, shoulders, curbs, widening of travel lanes and a sanitary sewer extension. The roads are located within the Industrial Park.

Board of Directors Report

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NEPA ALLIANCE WORK PLAN FOR FISCAL YEAR 2020-2021 JUNE 23, 2020

OUTLINE

1. **ADMINISTRATIVE SERVICES DIVISION**

- Accounting and Financial Services for all NEPA programs
- Contract Management for multiple NEPA and regional grants
- Facility Maintenance and Management
- Human Resources Management
- Insurance/Directors & Officers Coverage
- NEPA Membership Campaign
- NEPA Vehicle management

2. **BUSINESS DEVELOPMENT SERVICES DIVISION**

- Bring the World to PA
- Business Finance Assistance/Revolving Loan Fund Programs
- DOD/DLA Procurement Technical Assistance Center (PTAC)
- Government Contracting Showcase (GCS)
- International Business Development (Regional Export Network)
- NEPA Alliance Business Finance Corp/SBA 504 Loan Program Management
- NEPA Defense Transition Partnership Program Implementation
- Performance Measurement System/Executive Pulse System
- PREP Admin – Partnerships for Regional Economic Performance
- PTAC Client of the Year Award
- PTAC Government Contracting Newsletter

3. **COMMUNICATIONS & OPERATIONS DIVISION**

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

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

- Angel Investment Fund
- ARC/EDA Project Development
- ARC/EDA Regional Project Review Committee
- Blue Ribbon Task Force (BRTF) and PA Military Community Enhancement Commission
- Comprehensive Economic Development Strategy (CEDS)
- Economic Impact Modeling Services
- EDA CARES Act Economic Adjustment Assistance
- Engage- Business Retention & Expansion Program

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-
- ESU Economic Summit
 - Lackawanna County - Regional Economic and Community Recovery Task Force-Workforce
 - Local Defense Group program grant administration
 - NEPA Broadband Committee
 - NEPA Defense Transition Partnership Project Management
 - NEPA Research & Information Center
 - New Market Tax Credit Program
 - Nonprofit & Community Assistance Center (NCAC) NEPA Grantmakers Forum
 - Nonprofit & Community Assistance Center (NCAC) NEPA Gives
 - Nonprofit & Community Assistance Center (NCAC) Program Administration
 - Nonprofit & Community Assistance Center (NCAC) Community Foundation Initiative

5. TRANSPORTATION PLANNING SERVICES DIVISION

- Annual Highway Performance Monitoring System (HPMS) Data Collection
- Back Mountain Community Partnership (BMCP)
- Commuter Services of Pennsylvania
- Coordinated Transit-Human Services Transportation Plan Implementation
- County Roads Task Groups (4 counties)
- Focus81 and I-81 Multi State Coalition (3 counties)
- Functional Classification Update
- Geographic Information System (GIS)
- Long Range Transportation Plan
- Milford Borough Traffic Circulation, Parking Analysis and Complete Streets Evaluation
- NEPA Interchanges Transportation Program Newsletter
- NEPA MPO 2021-2024 Transportation Improvement Plan Update (4 Counties)
- NEPA MPO Regional Bicycle/Pedestrian Plan
- PennDOT Assessment and Inventory of Local Transportation Assets (4 counties)
- PennDOT Connects
- PennDOT Local Roads Technical Assistance Program (LTAP) (7 counties)
- PennDOT NEPA Metropolitan Planning Organization (MPO) (4 Counties)
- Reactivation of Passenger Rail Service between New York City and the City of Scranton
- Regional Freight Inventories and Corridors
- Roadway Safety Audits/Reviews
- Rt. 611 Corridor Study
- Wetland Mitigation Planning

Board of Directors Report

June 23, 2020

NEPA ALLIANCE WORK PLAN FOR FISCAL YEAR 2020-2021 JUNE 23, 2020

NARRATIVE

1. ADMINISTRATIVE SERVICES DIVISION

Accounting and Financial Services

NEPA maintains a computerized accounting system and prepares all financial statements and reports. NEPA prepares an annual detailed budget and monitors the status throughout the year. NEPA is audited annually and has always received an unqualified “clean audit” opinion. The Budget & Finance Committee reviews the budget, audit and financial statements. NEPA also prepares an annual Form 990. NEPA performs accounting services for Northeastern Pennsylvania Nonprofit and Community Assistance Center Penn’s NE, the Blue Ribbon Task Force, the Back Mountain Community Partnership and the NEPA Business Finance Corporation.

Contract Management

NEPA administers approximately 20 federal, state and local contracts and ten (10) revolving loan fund programs. Reports are prepared regularly for funding agencies to ensure that NEPA complies with all grant, contract and match requirements. In-Kind documentation is calculated and used toward match requirements where applicable.

Facility Maintenance and Management

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

Human Resource Management

NEPA performs payroll processing and benefit administration for approximately 20 employees. NEPA’s employee benefits include health insurance, short term disability, long term disability, life insurance, retirement plan, and vacation time. All employee benefits and benefit carriers are reviewed on a regular basis to ensure cost efficiency. Administrative Services also prepares and maintains the NEPA Employee Handbook and ensures compliance.

Insurance/Directors & Officers Coverage

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

NEPA Membership Campaign

NEPA continues to look for ways to improve our membership numbers, value and return on investment for our members.

NEPA Vehicle Management

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

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2. BUSINESS DEVELOPMENT SERVICES DIVISION

Bringing the World to Pennsylvania – International Business Development

This event brings the Pennsylvania's Foreign Trade Representatives to our region for meetings with local companies. This will tentatively begin statewide on September 14, 2020 and will conclude September 25, 2020, an event that traditionally saw the 15 trade representatives travel across the state meeting with businesses. This year, due to the COVID-19 pandemic, the event is being planned as a virtual tour with the details currently being worked out.

Business Finance Assistance/Revolving Loan Funds Programs

NEPA administers ten small business lending programs including several microloan programs. These programs are funded through federal and state sources. NEPA generally loans \$1.5 to \$2 million annually from these programs, leveraging another \$2 to \$3 million in private funds, with specific requirements for job retention and/or creation. Microloans are directed toward entrepreneurs and very small businesses. NEPA performs program marketing, loan review and analysis, loan closing with legal counsel, loan servicing, loan reporting and loan collection activities. All loans are approved through the NEPA Loan Review Committee as are loan write-offs and major revisions to closed loans including collateral amendments, revised repayment terms.

DOD/DLA Procurement Technical Assistance Center (PTAC)

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

Government Contracting Showcase (GCS)

As its premier event, the NEPA PTAC will continue to organize and conduct its Government Contracting Showcase. This event brings businesses together with government agencies and features various topical workshops and exhibitors explaining their procurement process and related market intelligence. Due to the COVID-19 response the June 2020 event was cancelled, but we look to bring this back in May or June 2021.

International Business Development (Regional Export Network)

NEPA works with businesses throughout Northeastern Pennsylvania to help develop international sales opportunities. The Commonwealth Office of International Business Development (OIBD) currently has 15 overseas trade representatives. NEPA works with clients daily to assist them in selling their products overseas. Major work elements include counseling, technical assistance, developing market entry strategies, market intelligence, working with trade representatives to provide support on international trade shows and conducting educational programs.

NEPA Alliance Business Finance Corporation/SBA 504 Loan Program

The NEPA Alliance Business Finance Corporation continues to operate in compliance with all Small Business Administration (SBA) statutes and maintains a high rating under the SBA rating system. Under a Management Agreement, NEPA provides administrative, marketing, loan approval, loan closing and operational related services to the NEPA Alliance BFC. NEPA Alliance Business Finance Corporation provides small businesses access to below market fixed rate financing on asset acquisition projects that help create and retain jobs in our outreach area.

Board of Directors Report June 23, 2020

NEPA Defense Transition Partnership Program Implementation

The NEPA Business Development Services Division is integrally involved in the implementation of this Program. NEPA will provide direct services to affected businesses in the implementation of this diversification plan primarily through the PTAC and Export Programs.

Performance Measurement System and Executive Pulse System

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

PREP Admin – Partnerships for Regional Economic Performance (PREP)

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

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

PTAC Client of the Year Award

The PTAC Staff and NEPA Senior Management meet to recommend and discuss potential nominees and upon consensus, chose the business meeting award criteria. The award will be presented at the PTAC's Government Contracting Showcase.

PTAC Government Contracting Newsletter

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

3. COMMUNICATIONS & OPERATIONS DIVISION

Annual Report Preparation

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

Board and Executive Committee Organization and Support

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

Bylaws Committee Organization and Support (as needed)

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

Communications & Membership Committee Support

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

Board of Directors Report June 23, 2020

IT and Website maintenance for NEPA Operations

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

NEPA Alliance Annual Dinner

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

NEPA Alliance Regional Leadership Award

The Communications & Membership Committee meet to recommend and discuss potential nominees and upon consensus, chose this name to revitalize the award. The award will be presented at NEPA's Annual Dinner.

NEPA Membership

Assists in coordinating the membership campaign, and membership incentives offered to businesses, government and nonprofits throughout the region.

NEPA Newslines Email Newsletter

NEPA's electronic newsletter, the NEPA Newslines, is sent monthly. Special event emails are sent as needed. Our subscription numbers are at 3,737 active contacts.

Nominating Committee Organizational Support

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

4. COMMUNITY & ECONOMIC DEVELOPMENT SERVICES DIVISION

Angel Investment Fund

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

ARC/EDA Project Development

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

ARC/EDA Regional Project Review Committee

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

Blue Ribbon Task Force (BRTF) and PA Military Community Enhancement Commission

NEPA will continue to provide administrative support to the BRTF and BRTF Management Group. This service will continue include convening meetings and legislative updates, websites updates, accounting

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services, monitoring of the BRAC process and administration of grants from the Commonwealth to support the BRTF and Tobyhanna.

Comprehensive Economic Development Strategy (CEDS)

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

Economic Impact Modeling Services

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

EDA CARES Act Economic Adjustment Assistance

NEPA will develop a plan that compliments the CEDS and focuses COVID-19 Pandemic. NEPA will also provide technical assist to communities and businesses related to response, recovery and developing resilience in the wake of the COVID-19 Pandemic.

Engage – Business Retention & Expansion Program

Engage! is a Pennsylvania statewide business retention and expansion (BRE) program designed to regularly and proactively interact with targeted companies. The overall goal of *Engage!* is to retain existing businesses in a community and to help them grow and expand by building solid relationships with business owners or key decision makers and economic development partners and their representatives.

ESU Economic Summit

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

Lackawanna County - Regional Economic and Community Recovery Task Force-Workforce

NEPA will serve on this committee, assist in the development of a plan and provide updates on related funding opportunities to assist in the implementation of the recovery plan.

NEPA Broadband Committee

NEPA staff will assist our communities in the identification of broadband needs/gaps/deficiencies, opportunities for deployment/expansion, funding opportunities and best practices.

NEPA Defense Transition Partnership Management

NEPA is the sub-grantee to PA DCED under an Office of Economic Adjustment Grant that provides services for defense dependent businesses within the DoD supply chain.

NEPA Research & Information Center

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

New Market Tax Credit Program

Utilizing funding from ARC and the PNC Foundation, NEPA has launched a New Market Tax Credit (NMTC) program that seeks to develop organizational (board and staff) capacity to apply to become a Community Development Entity and to seek a direct allocation of available NMTCs. The NTMC

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program was established in 2000 to stimulate investment and economic growth in low income urban neighborhoods and rural communities that lack access to the patient capital needed to support and grow businesses, create jobs and improve local economies.

Nonprofit & Community Assistance Center (NCAC) Assoc. of Fundraising Professionals (AFP) NEPA Chapter Administrative Services

NEPA staff will provide administrative support services for the AFP NEPA Chapter. Services will include seminar planning and preparation, board meeting support and other administrative functions.

Nonprofit & Community Assistance Center (NCAC) NEPA Grantmaker Forum

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

Nonprofit & Community Assistance Center (NCAC) NEPA Gives

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

Nonprofit & Community Assistance Center (NCAC) Program Administration

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

Nonprofit & Community Assistance Center (NCAC) Community Foundation Initiative

NCAC has submitted an ARC grant that will provide start-up support for a community foundation in Monroe County.

5. TRANSPORTATION PLANNING SERVICES DIVISION

Annual Highway Performance Monitoring System (HPMS) Data Collection

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

Back Mountain Community Partnership

NEPA will continue to provide administrative assistance and professional guidance to a partnership of seven municipalities in the Back Mountain area of Luzerne County. The objective is to help these municipalities develop collaborative services and secure program funding to better serve the region.

Board of Directors Report

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Commuter Services of Pennsylvania

Commuter Services will continue to provide its services in the NEPA MPO region through the end of the federal fiscal year to reduce traffic congestion by helping commuters find alternatives, other than driving alone, and by reaching out to employers to help their workforce find those options.

Coordinated Transit-Human Services Transportation Plan Implementation

The NEPA Alliance will convene the Transit Subcommittee to engage in activities stemming from the NEPA MPO's Coordinated Public Transit/Human Services Plan as well as other specialized transportation services targeted to assist marginalized populations.

County Roads Task Groups (4 counties)

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

Focus 81 & I-81 Multi State Coalition

As funding permits, we will continue to administer the Focus 81 initiative in partnership with Lackawanna Luzerne Metropolitan Planning Organization (MPO). The extent of the I-81 corridor purview includes the full length of the interstate in all of Lackawanna, Luzerne and Schuylkill counties. The I-81 Multi State Coalition was formed in September of 2007 and involves the 6 states of the I-81 Corridor. The Coalition has formally established itself within Virginia Tech University and NEPA will continue to represent the interests of Northeastern Pennsylvania to explore initiatives to address traffic flow, economic and safety improvements. Major initiatives to be developed this coming program year include Freight Planning, Traffic Incident Management, additional lane capacity project development and a redesign of the Focus 81 website.

Functional Classification Update

NEPA staff in consultation with PennDOT program staff will be concluding a review and evaluation of the roadway network in the four county MPO region. Traffic volumes, critical linkages, service functions and freight movements will be reviewed in the context of proper functional road classification and service level considerations.

Geographic Information System (GIS)

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

Long Range Transportation Plan

The NEPA Alliance will maintain the NEPA MPO Long Range Transportation Plan (LRTP) adopted in May 2020 and ensure continued compliance with current federal transportation legislation and consistency with Highway and Transit financial guidance. Because the NEPA MPO is an air quality non-attainment MPO, the LRTP must be updated every four years.

Milford Borough Traffic Congestion, Pedestrian and Bicycle Circulation Study

NEPA Transportation Program staff will work with the Pike County Planning Department staff, Milford Borough officials and local interests to initiate a study of traffic congestion, circulation, pedestrian movements, parking issues and bicycle routing in Milford Borough. This study will be conducted by a consultant in a manner similar to the study completed in Jim Thorpe Borough.

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The NEPA MPO was awarded \$60,000 in PennDOT/Federal Planning Funds, which is leveraged by 20% in local match. NEPA engaged a consultant to assist in the development of the study but, has been delayed due to pandemic impacts that have skewed traffic volume in the Borough. The study is now expected to be completed by the end of the next fiscal year. Project recommendations and funding opportunities identified in the plan will be pursued in collaboration with local groups at the conclusion of the study.

NEPA Interchanges Transportation Program Newsletter

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

NEPA MPO 2021-2024 Transportation Improvement Program Update (4 Counties)

In collaboration with PennDOT, NEPA transportation program staff will conclude the coordination, development and adoption of an update of the region's Transportation Improvement Program (TIP) with the Technical Planning Committee and MPO Policy Board. The TIP Update was developed following a review of the bridge, highway and transit projects currently on the TIP and their progress with consideration of the current transportation needs of the region.

NEPA MPO Regional Bicycle/Pedestrian Plan (Supplemental Planning Funds Request and other funding sources)

NEPA Alliance staff will pursue Supplemental Planning funds to develop a comprehensive Bicycle/Pedestrian Plan for the NEPA MPO region. Task completion will be dependent on available supplemental planning funds.

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

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

PennDOT Connects

PennDOT will continue its effort to improve planning processes and increase local involvement in projects. In coordination with the PennDOT Districts 4-0 and 5-0, NEPA will engage local officials and organizations during the project development process to ensure coordination and continuity with local interests and related plans.

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

NEPA will continue to coordinate the Local Technical Assistance Program (LTAP). This program provides transportation, safety and infrastructure training to local municipal road and street department personnel, elected officials and municipal administrators including best practices for road maintenance, worker safety and operations.

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

NEPA will continue to manage the Transportation Improvement Program in coordination with the Northeastern Pennsylvania Metropolitan Planning Organization Technical Committee and MPO Policy Board through our contract with PennDOT. The MPO region includes Carbon, Monroe, Pike and Schuylkill Counties.

Reactivation of Passenger Rail Service between New York City and the City of Scranton

NEPA will be engaging federal, state and regional agencies and elected officials in consultation with the Pennsylvania Northeast Regional Rail Authority and the Lackawanna-Luzerne MPO to coordinate project development activities associated with the restoration of rail service between Scranton and New York City. With the recent development of a segment of the rail extension in the western portion of New Jersey and the possibility of funding under provisions of future Infrastructure and/or the Federal Highway Reauthorization Bill, NEPA will be pursuing a strategy for advancing the development of the project into northeastern Pennsylvania.

Regional Freight Inventories and Corridors

The NEPA Alliance will initiate the development of regional freight inventories and freight corridors, and identify appropriate interests and representation for inclusion in a Freight Advisory Committee. This effort will be coordinated with the Focus 81 Committee members and the Lackawanna-Luzerne MPO.

Roadway Safety Audits/Reviews

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

Rt. 611 Corridor Study

The NEPA Alliance will work with PennDOT District 5-0 staff, the Monroe County Planning Department and local municipal officials in the development of a study of the Rt. 611 corridor in Monroe County east and west of the current I-80 reconstruction project limits. The study will take into consideration the Interstate 80 widening project selected design alternative and identify its impacts which will then serve as the basis for prioritization of future traffic network improvements.

Wetland Mitigation Planning

The NEPA Alliance will work with PennDOT, FHWA and DEP to create an inventory of wetlands to be the basis for a regional wetland bank that will assist with efforts to address suitable locations for consideration in wetland mitigation.

NOMINATING COMMITTEE REPORT

June 23, 2020

NEPA Alliance Nominating Committee Recommendations for Membership on the Board of Directors for 2020-2021

The following recommendations have been received from the respective counties and/or recommended by the Nominating Committee for **reappointment** to the Board of Directors for a 2-year term beginning July 1, 2020.

Carbon County

Kathy Henderson, Director, CCEDC
Harold J Pudliner, Borough Manager, Weatherly Borough

Lackawanna County

Philip Condron, CEO, Condron Media
Jack McNulty, Mediator, Pennsylvania Department of Labor & Industry
Alex Stark, Director of Marketing, Kane is Able, Inc.

Luzerne County

Michelle Mikitish, Executive Vice President, Gr Pittston Chamber of Commerce
Kevin O'Donnell, President, CAN DO, Inc.

Monroe County

Chris Barrett, President/CEO, Pocono Mountains Visitors Bureau

Pike County

William Kerstetter, Retired Banker
Peter Wulforst, Community Development Agent, Penn State Cooperative Extension

Schuylkill County

Robert Carl, President & CEO, Schuylkill Chamber of Commerce
Michael McCord, Legislative Assistant, Representative Neal Goodman

Wayne County

Craig Rickard, Director, Wayne County Planning Commission
Mary Beth Wood, Executive Director, WEDCO

The following recommendations have been received from the counties and/or recommended by the Nominating Committee for **new appointments** in their respective counties for a 2-year term beginning July 1, 2020.

Monroe County – Vacant

Pike County - Vacant

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

Carl Beardsley, Executive Director, Wilkes-Barre/Scranton International Airport

NOMINATING COMMITTEE REPORT

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Matt Connell, Dean, Northampton Community College Monroe Campus
Steve Daniloff, Vice President/General Manager, WBRE-TV
Ricky Durst, Senior Director Marketing & Ticketing, Pocono Raceway
Vince Galko, Senior Vice President, Mercury Public Affairs
Larry Malski, Executive Director, PA NE Regional Railroad Authority
Alana Roberts, Regional Affairs Director, PPL Electric Utilities

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

Anthony (Tony) Carlucci, President, Mohegan Sun Pocono

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

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

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

Dave Donlin
Paul Maher
Ernie Preate

The following have been recommended by the Nominating Committee to serve as Officers for the coming year beginning July 1, 2020.

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

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

CHAIRMAN'S APPOINTMENT FY 2020-2021 TUESDAY, JUNE 23, 2020

CHAIRMAN'S APPOINTMENTS TO STANDING COMMITTEES 2020-2021

Executive Committee (8)

Joe Sebelin (Board Chair) - Carbon
Mark Graziadio (Vice Chair) - Wayne
Steve Barrouk (2nd Vice Chair) - Luzerne
Comm. George Halcovage (Treasurer) - Schuylkill
Bill Kerstetter (Secretary) - Pike
Mary Frances Postupack (Asst. Treasurer) - Monroe
Alex Stark (Assistant Secretary) - Lackawanna
Phil Condron (Past Board Chair) - Lackawanna

Budget & Finance Committee (11)

William Kerstetter (Chair)
Michelle Mikitish (Vice Chair)
Bob Carl
Ida Castro
Mark Graziadio
Mary Malone
Marlyn Kissner
Jack McNulty
Harold Pudliner
Ted Wampole
Joe Sebelin, Board Chair

Blue Ribbon Task Force Management Group (15)

Kevin Toolan, (BRTF Co-Chair)
Jeffrey Box, (BRTF Co-Chair)
Carl Beardsley
Carl Biscontini
Jon Cadman
Joe Sebelin, NEPA Board Chair
Matt Connell
Robert Durkin
Marlyn Kissner
Chuck Leonard
Jack McNulty
Mark Volk
Mary Beth Wood
VACANT
VACANT
Peter Witmer (DCED PA Military CPC)
Nancy Lescavage (DCED PA Military CPC)
Bob Morgan (Non voting)
Aimee Wechsler (Non voting)
Anthony Ferreira (Non voting)
Robert Haas (Non voting)
Marti Verbontiz (Non voting)
Frank Zardecki (Non voting)

By-Laws Committee (11)

Jack McNulty, (Chair)
Mary Frances Postupack
Micah Gursky
Kathy Henderson
Dave Hoff
Larry Malski
Ernie Preate
Kevin O'Donnell
Chuck Leonard
Peter Wulfhorst
Joe Sebelin, Board Chair

Communications & Membership Committee (11)

Alex Stark (Chair)
Cynthia DeFabo
Anthony Carlucci
Tom Donohue
Ricky Durst
Mark Graziadio
Micah Gursky
Kathy Henderson
Michelle Mikitish
Craig Rickard
Joe Sebelin, Board Chair

**CHAIRMAN'S APPOINTMENT
FY 2020-2021
TUESDAY, JUNE 23, 2020**



NEPA MPO Policy Board (Appointments are made by the NEPA Board of Directors for a 2-year term ending 6/30/20)

Matt Connell, (Chair) Dean of Northampton Community College, Monroe County Campus*
Derek Bellinger, Wayne Bank*
Vacant, Monroe County (Alternate)*
Ray Green, PennDOT Central Office (Alternate)
Micah Gursky, Director of Development, St. Luke's Miners Memorial Hospital*
Kathy Henderson, Carbon Chamber & Economic Development Corp.*
Matt Osterberg, Pike County Commissioner (Alternate)*
Bud Quandel, President, The Quandel Group, Inc. (Alternate)*
Joseph Sebelin, Executive Director, Pocono Counties WIA (Alternate)*
Larry Shifflet, PennDOT Central Office

NEPA MPO Technical Planning Committee (Appointments are made by County Commissioners except for PennDOT, Transit and NEPA Board Appointees)

Christine Meinhart-Fritz, (Chair) Monroe County Planning Commission
David Bodnar, (Vice Chair) Carbon County Planning & Development
David Bekisz, Schuylkill County Transit
Marie Bishop, PennDOT District 4-0
Greg Christine, Monroe County (Alternate)
Brendan Cotter, CCCT/LANTA
Tanya Goode, Monroe County Transportation Authority (Transit Alternate)
Carl "Chuck" Gould, Chestnuthill Township Board of Supervisors
Ray Green, PennDOT Central Office
Steven Guccini, Pike County (Alternate)
Doyle Heffley, State Representative
Peggy Howarth, Monroe County Transportation Authority
Vanessa Koenigkramer, PennDOT District 5-0
Eric Koopman, Monroe County Planning Commission (Alternate)
Lisa Mahall, Schuylkill County (Alternate)
Gary Martinaitis, Schuylkill County Transit (Transit Alternate)
Matthew Osterberg, Pike County
Harold Pudliner, Weatherly Borough (Alternate)
Ryan Richards, Carbon County Planning & Development (Alternate)
Matt Smoker, FHWA (Non-Voting Member)
Brian Snyder, Pike County Planning (Alternate)
Tiana Williams, CCCT/LANTA (Transit Alternate)
Tom Yashinsky, ARRO Group (Alternate)
VACANT, (NEPA Board Appointee)

NEPA Representatives to the NCAC Board (3)

Matt Connell
Jack McNulty
Joe Sebelin

**CHAIRMAN'S APPOINTMENT
FY 2020-2021
TUESDAY, JUNE 23, 2020**

Nominating Committee (11)

Steve Barrouk (Chair)
Chris Barrett
Cynthia DeFabo
Micah Gursky
Kathy Henderson
Mary Malone
Mike McCord
Larry Malski
Craig Rickard
Ted Wampole
Joe Sebelin, Board Chair

Revolving Loan Fund Committee (13)

William Kerstetter (Chair)
Donna Simpson - (Vice Chair) - Univ. of Scranton SBDC
Stacia Arnaud – First Keystone Community Bank
Ryan Barhight – Landmark Community Bank
Paul Browne Carbondale Technology Transfer Center
Maria Bruno - Accountant
Matthew Colgan - NBT Bank
Gino DeGiosio – Jim Thorpe Neighborhood Bank
J. Patrick Dietz – Peoples Security Bank & Trust
John Ferrett - Fidelity Deposit & Dis. Bank
James Gorman – BB&T Bank
Don Olszewski - NEPIRC
John Strellish - FNCB Bank

Personnel Committee (10)

Jack McNulty (Chair)
Chris Barrett
Steve Barrouk
Bob Carl
Micah Gursky
Kathy Henderson
Chuck Leonard
Mary Beth Wood
Peter Wulforth
Joe Sebelin, Board Chair

Regional Project Review Committee (15)

Jack McNulty (Chair)
Steve Barrouk
Carl Beardsley
Anthony Carlucci
Phil Condron
Matt Connell
Ricky Durst
Vince Galko
Micah Gursky
Dave Hoff
Marlyn Kissner
Mary Frances Postupack
Alana Roberts
Mary Beth Wood
Joe Sebelin, Board Chair

BOARD of DIRECTORS REPORT
June 23, 2020



NEPA ALLIANCE
FISCAL YEAR 2020-2021
MEETING SCHEDULE

Listed below is the Fiscal Year 2020-2021 Board of Directors meeting schedule. Please mark the noted dates on your calendars. These meetings are held bi-monthly on the **first Wednesday** with the exception of holidays and conflicting meeting dates.

<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
September 24, 2020	(TBD) (TBD)	Board Meeting (TBD) Annual Dinner (TBD)
November 4, 2020	1:00PM	NEPA Alliance Office
January 6, 2021	1:00PM	NEPA Alliance Office
March 3, 2021	1:00PM	NEPA Alliance Office
May 5, 2021	1:00PM	NEPA Alliance Office

BOARD of DIRECTORS REPORT

June 23, 2020



Dear Board Members,

The last few months have been difficult for everyone. We have learned a great deal at NEPA regarding our ability to work remotely and our ability to continue our mission without being in a central office location. Our NEPA Team has performed admirably during the pandemic. Our business and nonprofit assistance has increased during the last few months and will continue through the COVID economic recovery process.

COVID19 Recovery

NEPA delivered millions of dollars in loans and many hours of business consultation for businesses impacted by the pandemic. We continue to work with businesses on their recovery.

EDA RLF & Economic Planning Grants

The Economic Development Administration has provided new funding for us to recapitalize our EDA loan funds, which will be in the \$1.9 million dollar range.

Our economic development planning process will get an increase of approximately \$400,000. These funds will offset anticipated cuts in our state funding later this year.

PTAC Program

We are engaged in a search for a new PTAC Government Contracting Specialist. This process will bring us back to full complement after staff changes earlier this year.

ARC Projects for 2021

The Regional Project Review Committee has ranked projects for ARC funding for 2021. The recommended rankings are in the board packet. I thank the committee, lead by Jack McNulty, for their work in ranking these projects. Thanks to Kurt and Athena for all the effort they put into this.

Business Finance Corporation

The NEPA Business Finance Corporation Board of Directors has approved the repayment of the \$75,000 loan that NEPA Alliance provided when the BFC/SBA 504 loan program was created. This program has been developed into a strong job creation program by providing low interest loans for major projects. Thanks to our BFC Board and Steve and his team for pushing loans out the door.

NEPA Reopening Plan

We have been monitoring all federal and state guidelines regarding the phased reopening of the office. I have also been in contact with my colleagues at the other LDD's and routinely speaking with DCED. DCED does not have a target date for reopening their offices. The other LDD's are also being cautious. Most are not opening until after the July 4th holiday weekend and then only at about 50% capacity two (2) days per week in the office and three (3) days per week working virtual. Safety precautions and building safety will be paramount.

Virtual Meetings

All of our board and committee meetings will be virtual through the end of June. We will re-evaluate once we get into July and follow Governor Wolf's guidelines at that time.

Thank you all for your continued support and understanding.

Stay well!
Jeff

Board of Directors Report

June 23, 2020

BUSINESS DEVELOPMENT SERVICES DIVISION

Business Finance Center

The Business Finance Center has been able to close eight (8) loans totaling \$2,039,166 and leverage \$2,646,389 in private investment. In addition to the standard loan programs, NEPA BFC was able to provide 78 loans to businesses for COVID disaster relief totaling over \$6,235,000. The Business Finance Center continues to build a strong loan pipe-line with over \$24 million in potential loans. Of the approved loans, the majority are expected to close by the end of the calendar year. Loans closed since that last meeting include the following business sectors:

- Restaurants
- Towing Companies
- Medical Professionals
- Hog Farms

Through these loan closings, the businesses are expected to create 16 full time positions and retain 10 full time positions across the 7 counties of Northeast Pennsylvania. Additionally, a borrower was able to reduce their material waste through PIDA Pollution Prevention loans and 78 other borrowers were able to receive working capital to support them through the COVID-19 crisis from the state. There was also an agricultural loan that did not require any employment metrics to be met funded through a state program.

SBA 504		
	Number	Balance
Approved Loans	5	\$ 3,543,000.00
Closed Since Last Meeting	3	\$ 1,360,000.00
Outstanding Loans	17	\$ 16,763,709.48
Total	25	\$ 21,666,709.48
PIDA		
	Number	Balance
Approved Loans	2	\$ 1,900,000.00
Closed Since Last Meeting	2	\$ 419,166.00
Outstanding Loans	10	\$ 1,669,594.00
Total	14	\$ 3,998,760.00
Internal Funds		
	Number	Balance
Approved Loans	5	\$ 380,000.00
Closed Since Last Meeting	3	\$ 260,000.00
Outstanding Loans	81	\$ 4,599,159.00
Total	89	\$ 5,239,159.00
PIDA CWCA		
	Number	Balance
Closed Loans	78	\$ 6,235,000.00

Board of Directors Report June 23, 2020

International Business Development Program

The International Business Development staff recorded twenty-three (23) export actions and generated eight (8) International Projects to Pennsylvania's Authorized Trade Representatives during March and April. The staff also processed two (2) Global Access Program reimbursements for two (2) clients. Staff also hosted two (2) webinars. "Export Documentation and Procedures" was held on March 11th and generated twenty-one (21) participants and "International Logistics" was held on April 14th and generated twenty (20) participants.

The International Business Development Program will host two (2) final webinars this fiscal year. "Import Operations" will take place on May 12th, and "NAFTA and USMCA: What Will Change and How to Comply" will take place on June 17th. Staff is surveying clients for training needs in the next fiscal year.

PA Office of International Business Development Performance Measurements		
Performance Measurement	Goal	Year to Date Total
Active Clients	56	55
Export Actions	117	181
Exporting Companies	14	15
Export Sales	\$25,121,441.00	\$32,171,541.28
Projects	112	71
ATR Attributed Sales	\$10,299,790.81	\$7,446,442.58
New Clients	8	14
Total (weighted and capped measure)		104.67%
<i>Calculated 5/6/2020</i>		

Procurement Technical Assistance Center

Counseling Activity (01-01-2020 to 05-31-2020)	
New Active Clients for the Quarter	43
Active Clients for the Quarter	177
Initial Introductory Counseling Sessions for the Quarter	21
Follow-up Counseling Sessions for the Period	2,105

The Procurement Technical Assistance Center (PTAC) worked with new client registrations in the PA Supplier Portal to do business with the Commonwealth and System for Award Management to be able to sell to the Federal Government. Follow-up sessions support client registration updates, and new certification applications such as but not limited to: HUBZone, 8(a), SDVOSB/VOSB, and WOSB.

Board of Directors Report June 23, 2020

Contract Awards Activity (01-01-2020 to 05-31-2020)			
Award Type	Number of Awards	Number of Clients	Total Value
Federal Prime	195	11	\$49,769,984
State & Local Prime	0	0	\$0
Sub-Contractor	0	0	\$0

During the quarter, Active PTAC clients received contract awards primarily from Federal Agencies acting as a prime contractor, and one instance client received a sub-contract award. Contract award reporting follows Defense Logistics Agency terms.

LDD CUSTOMER SATISFACTION SURVEY FORMS

As of 3/31/20, fifteen (15) out of nineteen (19) LDD Customer Satisfaction Survey forms were completed by NEPA clients who received assistance through NEPA's Business Financing, Procurement Technical Assistance and International Business programs for assistance received during the 2nd quarter of 2019-2020 which represented an 79% response rate. Fourteen (14) clients indicated they were very satisfied/satisfied with the assistance they received through NEPA. (One client did not provide an overall score.) **This gives an overall satisfaction rate of 100% from surveys received for the 2nd quarter of 2019-2020.**

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	7	7	7
Procurement	7	7	7
International	2	2	2

Comments:

"Very satisfied with NEPA services and staff members, Our interactions have saved MINUS 100 valuable time and money!" – MINUS 100 LLC (PTAC Client)

"Everyone that I have ever dealt with is very helpful and kind. They make me feel that I am important to them." – Bloss Farms LLC (Finance Client)

"I am so thankful for having NEPA's support and experience." – Jordon Educational Consulting Co. (PTAC Client)

"The market study reports are top notch." – Skinner System Inc. (International Client)

Board of Directors Report

June 23, 2020

COMMUNITY & ECONOMIC DEVELOPMENT SERVICES DIVISION

EDA

NEPA submitted an EDA CARES Act in the amount of \$400,000 to assist with COVID-1P Pandemic response and recovery. The grant includes a planning component that will compliment our CEDS. The remaining services include: Business/Community Finance support, International Business Development, E-Commerce Support, and support to identify and seek resource for Broadband deployment.

NEPA is assisting SEDCO and Pike County with EDA grant pre-applications.

FEDERAL GRANT ASSISTANCE

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. The table below provides and update on ARC projects to date:

Organization	Project Title	Status	CO	Amount Applied	Amount Leveraged	Total
NEPA Alliance	PREP	Funded	RE	\$400,000	\$400,000	\$800,000
Monroe County	Smithfield Gateway (Sewage Pump Stations Expansion Project)	Unfunded	MO	\$108,570	\$108,570	\$217,140
Misericordia University	Simulation in Diagnostic Medical Sonography Education	Funded	LU	\$70,000	\$70,000	\$140,000
Lackawanna College	Licensed Practical Nursing (LPN) Program	Pending	LA	\$60,000	\$60,000	\$120,000
WEDCO	Wayne County Broadband Expansion	Funded	WA	\$148,750	\$148,750	\$297,500
University of Scranton SDBC	Women's Entrepreneurship Center: Online StartUP Series	Funded	LA	\$58,750	\$58,750	\$117,500
Coaldale Borough	Coaldale Rural Hospital Pedestrian Facilities & Road Project	Funded	LAR	\$423,442	\$50,000	\$473,442
Lackawanna County	Lackawanna County Stauffer Road Paving Project Phase 3	Pending	LAR	\$742,450	\$200,000	\$942,450
Monroe County Industrial Development Authority	Smithfield Gateway (Loop Road, Phase II)	Unfunded	LAR	\$550,000	\$796,381	\$1,346,381
Wilkes-Barre Chamber of Business & Industry	Workforce Study	Funded	AD	\$100,000	\$100,000	\$200,000
Delaware & Lehigh National Heritage Corridor	Healthy Trails, Healthy Towns - D&L Trail Programs	Funded	AD	\$80,000	\$80,000	\$160,000
Total – All Projects				\$2,741,962	\$2,072,451	\$4,814,314
Totals - Funded Projects				\$1,280,942	\$907,500	\$2,188,442

Board of Directors Report June 23, 2020

ENGAGE!

On behalf of the Northeast Pennsylvania Partnerships for Regional Economic Performance (PREP) partners, NEPA applied to launch the *Engage!* initiative within its seven-county region. *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 in a community and to help them grow and expand by building solid relationships with business owners or key decision makers and economic development partners and their representatives. DCED awarded a contract to NEPA with a total value of \$341,140.

Due 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 new sales and clients during the pandemic.

NEW MARKETS TAX CREDIT LAUNCH

The Community Development Financial Institutions Fund of the United States Department of the Treasury has certified the NEPA Community Impact Group LLC as a Community Development Entity ("CDE"). In addition to receiving the certification, we have submitted a \$36M allocation request to the CDFI Fund for the 2020 funding round. NEPA continues to work with clients to seek NMTCs and to secure other funding sources (RACP).

NORTHEASTERN PENNSYLVANIA NONPROFIT & COMMUNITY ASSISTANCE CENTER

NEPA Grantmakers Forum: In collaboration with the Harry & Jeannette Weinberg Foundation, the McGowan Charitable Trust, The Luzerne Foundation, the Scranton Area Community Foundation and the Margaret Briggs Foundation, NCAC launched the NEPA Grantmakers initiative. NCAC assisted in the development of COVID Response Funds and helped to promote the funds. NCAC also assisted in NEPA Gives Day and provided \$1,600 subsidy to assist both the Wayne County Community Foundation and Greater Pike Community Foundation in program participation.

COVID-19 Response: NCAC assisted over 75 organizations in March, April and May with develop resource development strategies. Approximately 60% of those organizations received some funding based on our recommendations. Given the urgency to support these groups, all full evaluation was impractical.

BLUE RIBBON TASK FORCE (BRTF) / TOBYHANNA ARMY DEPOT

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

NEPA received a \$44,000 grant in February 2020 from the Pennsylvania Military Community Enhancement Commission.

NEPA annually prepares an Economic Impact Analysis of the Depot. In the last update, it was established that the total impact of the Depot is an estimated \$2.8 billion in economic activity, an estimated 9,682 jobs, and an estimated \$654.7 million in labor income within an eleven (11) county region in Northeast Pennsylvania.

Board of Directors Report June 23, 2020

Edwards+Strunk, Inc., a consulting firm based in Madison Township, Lackawanna County, has been selected to develop a fundraising plan for the Depot.

RESEARCH & INFORMATION CENTER

Comprehensive Economic Development Strategy: The Comprehensive Economic Development Strategy was submitted to the U.S. Department of Commerce's Economic Development Administration on Wednesday, May 20, 2020.

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

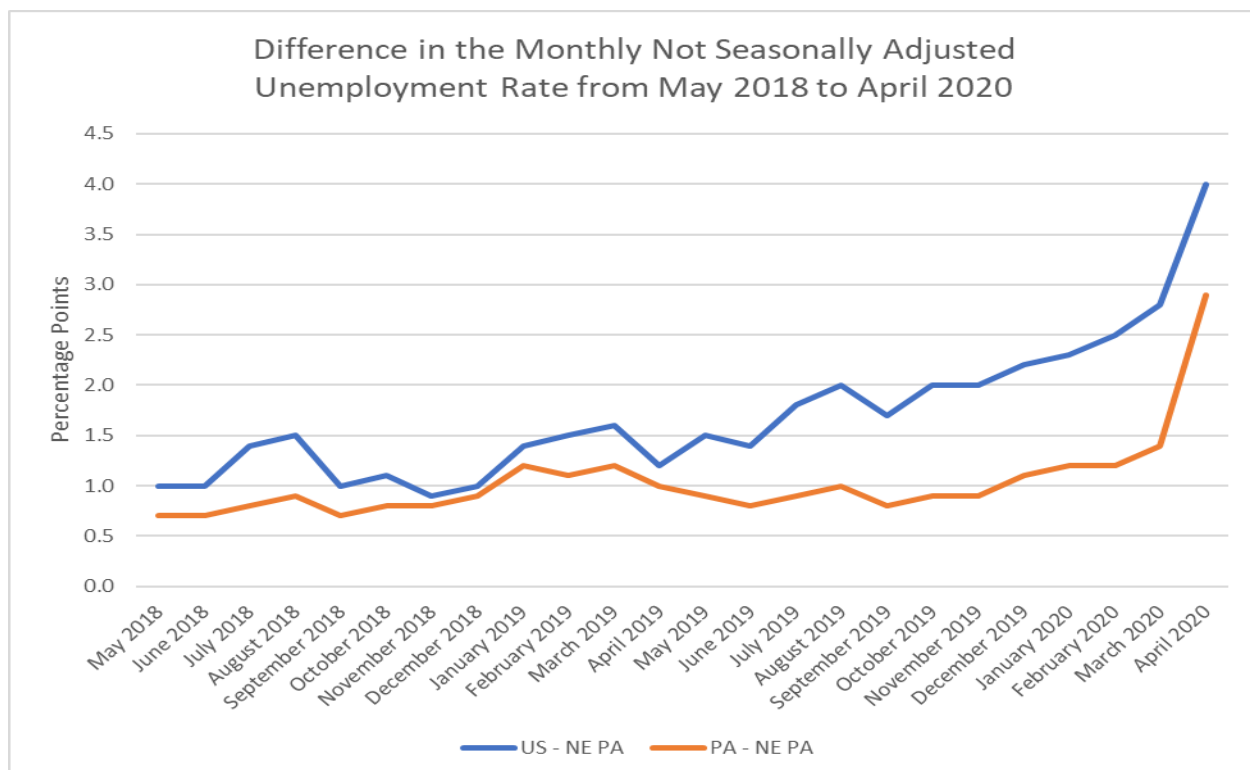
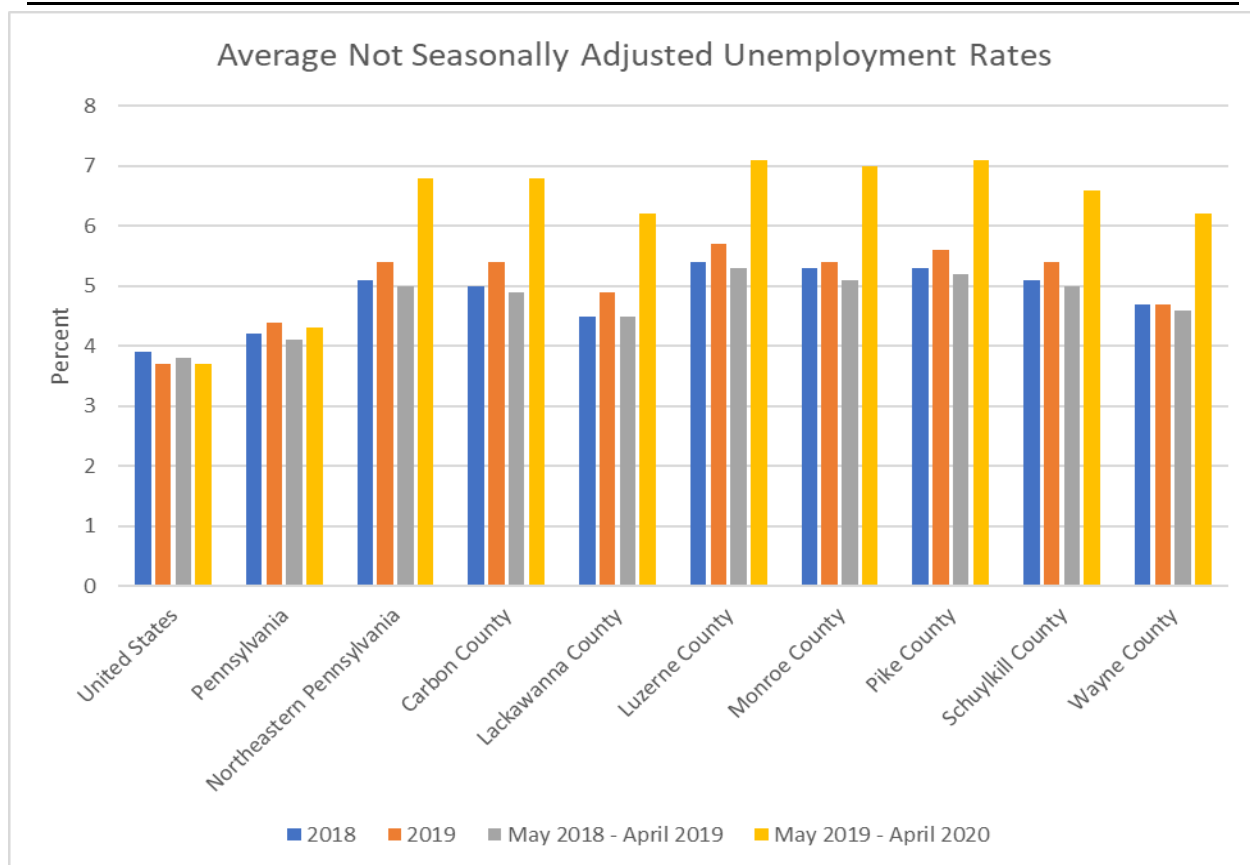
Not Seasonally Adjusted Unemployment Rates

According to the first chart, the not seasonally adjusted unemployment rates, as provided by the PA WorkStats Program of the Center for Workforce Information & Analysis at the PA Department of Labor & Industry, indicate that the average regional unemployment rate was 5.0 percent from May 2018 to April 2019 and 6.8 percent from May 2019 to April 2020. The average national unemployment rate from May 2018 to April 2019 was 3.8 percent and it decreased to 3.7 percent from May 2019 to April 2020. The average state unemployment rate from May 2018 to April 2019 was 4.1 percent and it increased to 4.3 percent from May 2019 to April 2020.

According to the second chart, the difference in the monthly not seasonally adjusted unemployment rates between the region and nation was 1.0 percentage points in May and June 2018 before fluctuating to its minimum of 0.9 percentage points in November 2018. It then fluctuated to its maximum of 4.0 percentage points in April 2020. During the 24-month period, the average not seasonally adjusted unemployment rate was 4.2 percent in the nation and 5.9 percent in the region.

In May and June 2018, the difference in the monthly not seasonally adjusted unemployment rates between the region and state was at its minimum of 0.7 percentage points before fluctuating to its maximum of 2.9 percentage points in April 2020. During the 24-month period, the average not seasonally adjusted unemployment rate in Pennsylvania was 4.9 percent.

Board of Directors Report June 23, 2020



Board of Directors Report

June 23, 2020

TRANSPORTATION PLANNING SERVICES DIVISION

TRANSPORTATION PLANNING & PROGRAMMING

2021-2024 TIP Update:

- The 2021-2024 TIP was adopted by the NEPA MPO committees on June 16, 2020 and will be submitted to PennDOT Central Office. Adoption followed a 30-day public comment period from May 11th to June 12th. A virtual public hearing was held on May 19th.
- The four-year TIP totals \$610 million.
 - Bridge and Highway TIP includes 95 projects, totaling \$209.3 million.
 - Transit TIP includes 19 projects, totaling \$16.8 million.
 - Interstate TIP includes 10 projects, totaling \$384.1 million.
- PennDOT has submitted applications for funding for the Route 61 Reconstruction Project through the U.S. DOT's Infrastructure For Rebuilding America (INFRA) program and the Better Utilizing Investments to Leverage Development (BUILD) program. NEPA helped to secure letters of support for the applications.

Long Range Transportation Plan Update:

- Development of the NEPA MPO Long Range Transportation Plan (LRTP) is complete. The LRTP was approved by the NEPA MPO on April 21, 2020. The plan was submitted to the Federal Highway Administration, Federal Transit Administration and Environmental Protection Agency. Approval from these agencies was received in late May.
- The Long Range Transportation Plan must be updated every four years. Work on the next update will begin in September 2021.

Functional Classification Review:

- The functional classification review is wrapping up. Carbon, Monroe and Pike counties are completed and Schuylkill County is nearing completion.
- Staff has mapped the proposed changes in Schuylkill County and a virtual meeting with PennDOT District 5-0 to review the changes will be held in the coming weeks.
- Staff will then prepare the functional classification changes for the four counties and submit them to PennDOT Central Office for review. Once reviewed, they will be sent to FHWA for final approval.

Regional Operations Plan (ROP) Update:

- PennDOT Central Office is currently updating the Regional Operations Plan (ROP) for the Eastern PA Region including the NEPA MPO counties. The ROP identifies and prioritizes projects to optimize existing roadways including the use of intelligent transportation systems such as traffic signal improvements, dynamic message boards, incident management and multimodal improvements. Staff has participated in ROP development meetings in District 4-0 and 5-0.

Board of Directors Report June 23, 2020

Jim Thorpe Parking Analysis and Complete Streets Study:

- The Jim Thorpe Parking Analysis and Complete Streets Study is completed. The final report has been delivered to the steering committee local officials and stakeholders.

Milford Borough Traffic Study:

- Milford Borough Traffic Study was kicked off in January. Michael Baker International is the consultant on the plan. The steering committee requested that the study be delayed until next year because any data collected this year would not be accurate for the study due to COVID-19 travel restrictions. NEPA will work with PennDOT Central Office to extend the study funding through 2021.

Passenger Rail Service Restoration Between New York City and the City of Scranton:

- NEPA continues to participate in planning activities for the restoration of rail service between Scranton and New York being managed by the Pennsylvania Northeast Regional Rail Authority.

Local Asset Inventory:

- NEPA staff is initiating an inventory of ADA ramps and sidewalks in the four-county MPO region in the coming months. A standardized geo-data template has been developed in consultation with PennDOT. A beta test of the inventory in Tamaqua Borough, Schuylkill County is underway.

Geographic Information Systems (GIS):

- GIS staff is continuing to complete mapping activities for the transportation program. Staff has been engaged in the development of the LRTP, particularly the public outreach efforts, project selection process and the Title VI/Environmental Justice Plan.
- GIS staff created a number of online resources for the COVID-19 Response Effort and Resources.
<https://nepa-coronavirus-response-nepa-alliance.hub.arcgis.com>
<https://arcg.is/1KfSOe>
- NEPA's Transportation Maps & Applications and can be viewed on [NEPA's ArcGIS Online Homepage](#).

Regional Meetings:

Staff attended the following regional meetings-

- Lackawanna/Luzerne MPO Long Range Plan- April 15th, May 13th
- Eastern Monroe Active Transportation Plan- March 5th, May 7th, May 19th,
- Pike County Road Task Force- May 21st
- Schuylkill Chamber Transportation Committee- May 14th, June 11th

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. LTAP classes scheduled in Spring 2020 have been postponed due to COVID-19 restrictions. NEPA plans to reschedule the classes in Fall 2020 if possible. LTAP has offered some courses in an online format and weekly hour-long virtual sessions have been held.

MPO Policy Board Appointments

- The NEPA Board of Directors will be addressing two-year appointments to the NEPA MPO Policy Board. Appointees must be Board members from the four MPO counties.



1

Appalachian Investor Alliance

We organize individual and institutional capital to **efficiently** and **effectively** achieve competitive returns to **satisfy accredited investors' impact investment objectives.**

2

2

Experience & Results

2015-2019 ARC supported efforts:

- 8 Angel Funds Formed in Appalachia
- \$8.6MM capital raised
- +\$60 MM syndicated investment
- 26 Appalachian companies +270 jobs created

3

Experience & Results

Fund Formation in Appalachia

- West Virginia Growth Investment Fund, Morgantown
- Tri-State Angel Investment Group, Ashland, Kentucky
- Lighthouse Fund, Knoxville, Tennessee
- Mane Capital Fund, Florence, Alabama
- Somerset Angel Fund, Kentucky
- High Country Impact Fund, Boone, North Carolina
- North Mississippi Angel Fund, Starkville
- Alleghenies Angel Fund, Altoona Pennsylvania

4

Experience & Results

Example: Alleghenies Angel Fund LLC, Altoona, PA

Launched September 2019, 30 Angel investors, \$750,000 of committed capital

Currently 45 Angel Investors, \$1.2 million of committed capital

Deal Flow to date:

30 applications, 9 declined, 8 need more info, 7 under initial review, 14 presented to Fund, 3 in Due Diligence, 3 approved for investment

5

AIA Recent Portfolio Activity

- * General Graphene, Inc. (Advanced Materials): \$18.6MM Series B in September 2018
- * Lirio, LLC (Artificial Intelligence): \$9.8MM Series B in February 2019
- * Pneuma Respiratory, LLC (Pharmaceutical): \$14.6 MM Series B in April 2019
- * Arkis Biosciences, Inc. (Neurosurgical Devices): Acquired by Integra LifeSciences in July 2019
- * Aeroflexx, LLX (Packaging—P&G Technology Transfer): \$2MM Series A in July 2019
- * Purecycle Technologies, LLC (Plastics Recycling—P&G Technology Transfer): \$10MM Series B in February 2020

6

Steps to Fund Formation

I. Feasibility and Design – 60 days, Mid August to Mid October

Strategy/Orientation, Introduction/Awareness, Investor Leadership Group Formation

Fund Design and Development (up to 5 meetings), Implementation Plan, All Investor Meeting. Outcome: Investor Expression of Support for \$\$\$\$.

II. Fundraising – 60 days, Mid Oct – December 2020

Fundraising Meetings and Kickoff (up to 3 meetings): Review and Finalize Legal Documents, Investors, and Fundraising Schedule.

Outcome: Private Placement Memorandum (PPM), \$\$\$\$ Raised.

7

Steps to Fund Formation

III. Organization Meeting and Launch – 30 days, January 2021

Orientation, Prep for Service Providers, Prep for Leadership Group, Initial Organizational Meeting: Legal Docs, Service Agreements, Banking Information, Proxies, Investment Process, Committee Role, Online Platform.

Outcome: Hold First Organizational Meeting.

8

Formation Process: Roles and Responsibility

NEPA- Convene, Coordinate, Regional Guide

Investors- Lead, Design, Capitalize

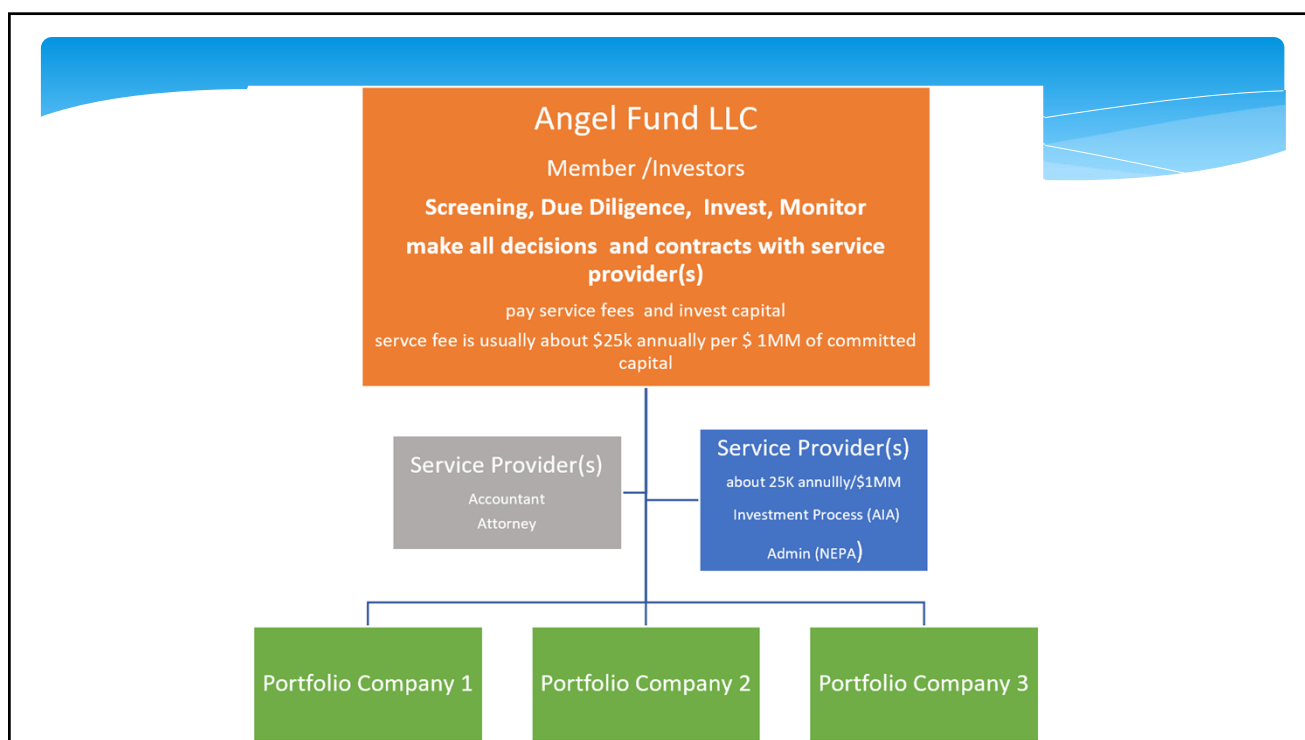
Other Regional Partners- Support, Service

AIA- Guide Formation and Launch

9

6/17/2020

9



10

Member Managed = Members Decide

Activity	Responsibility
Initial Assessment & Screening	<ul style="list-style-type: none"> • Service Provider (AIA) – prescreen, coordinates screening committee • LLC Screening Committee–decides companies to consider
Formal Presentation	<ul style="list-style-type: none"> • Company presents to members • LLC Members decide to conduct due diligence
Due Diligence & Terms	<ul style="list-style-type: none"> • Service Provider (AIA) – coordinates with entrepreneurs and Due Diligence Committee • LLC Due Diligence Committee – Advices, guides, participates, approves due diligence, finalizes terms
Approval	<ul style="list-style-type: none"> • Due Diligence Committee – Present due diligence and deal terms to members • LLC Members Vote to approve and close, requires majority of member units
Closing	<ul style="list-style-type: none"> • Service Provider (AIA) – ensures closing docs are prepared and deal funded
Monitoring & Exit	<ul style="list-style-type: none"> • Service Provider (AIA) – ensure compliance of agreements & makes connections to LLC members and others • LLC Members and others to collaborate with company to ensure compliance and success

11

Our Benefit to You

We bring an **investor point of view** to save you time,
money, and to avoid frustrations
and failures

=

Enhance Your Credibility and Success

Appalachian Investors Alliance
<https://appalachianinvestors.org/>

12

12



Elements of High Performing Angel Groups

Appalachian Investors Alliance (AIA) has excelled at creating highly focused angel capital funds. AIA took the best parts of an angel network and combined it with its fund model to create something exciting and new. Our value proposition is clear. We have created a highly efficient means of investing in local startups across the country identified and evaluated by hundreds of great minds. We bring national capital to the most promising ventures in communities like yours.

We have learned many lessons. First, clubs and networks are fun, exciting, and flexible. But, they are very difficult to sustain due to a transient membership base and are unpredictable and inconsistent from an investment perspective. Funds can be overly rigid and structured. So, we have created a new structure that offers the very best of both models, infrastructure with flexibility to build your own personal portfolio. With these “hybrid” entities, the members unite around a common goal with consistency of purpose and action in a predictable and highly effective way. The structure allows the individual members to invest through the fund as well as across an entire network of groups independent of the fund. When these “hybrid” entities properly syndicate their opportunities, they become a powerful lead force with great influence on the terms of the deal. These are what we call high performing angel groups.

Elements of a high performing Angel group:

1. Members commit funds over multiple years to ensure stable, predictable operations.
2. Members make investment decisions based on a majority vote.
3. They expect to make a return relative to the risks.
4. They move on a timely schedule of events with clear expectations of the members.
5. They leverage a diverse group of minds both locally and nationally to identify ventures with the greatest chance of success.
6. They use a disciplined investment process to reduce their risk.
7. They create a robust, diverse portfolio to spread their risk over market segments and geographies.
8. They reinvest in their successful portfolio companies, ones that prove execution, revenue generation, and scalability.
9. They make side-by-side individual investments in deals for which they have a particular affinity across a broad network.
10. They provide professional support for their members and their funds.

The benefits are also clear:

1. They are organized and committed.
2. They attract higher quality deal flow.
3. They attract diverse deals.
4. They minimize their risk by using a disciplined, timely investment process.



5. They improve their chances of success by leveraging a broad network of subject matter experts, successful entrepreneurs, and experienced venture investors.
6. They enjoy connections and support from investors and entrepreneurs across the nation that all benefit from diverse perspectives and collaboration.
7. They have a high satisfaction index based on time, capital resources, and expertise.
8. They have a higher potential for returns by sharing vast expertise and experience to minimize risk.
9. They build capacity in their local community for both building and investing in great ventures.
10. They make a return on their investments and create local and regional enterprises that generate job opportunities for their best and brightest.

To learn more about forming a High Performing Angel Group to support the health of your entrepreneurial ecosystem contact: Steve Mercil at smercil@appalachianinvestors.org

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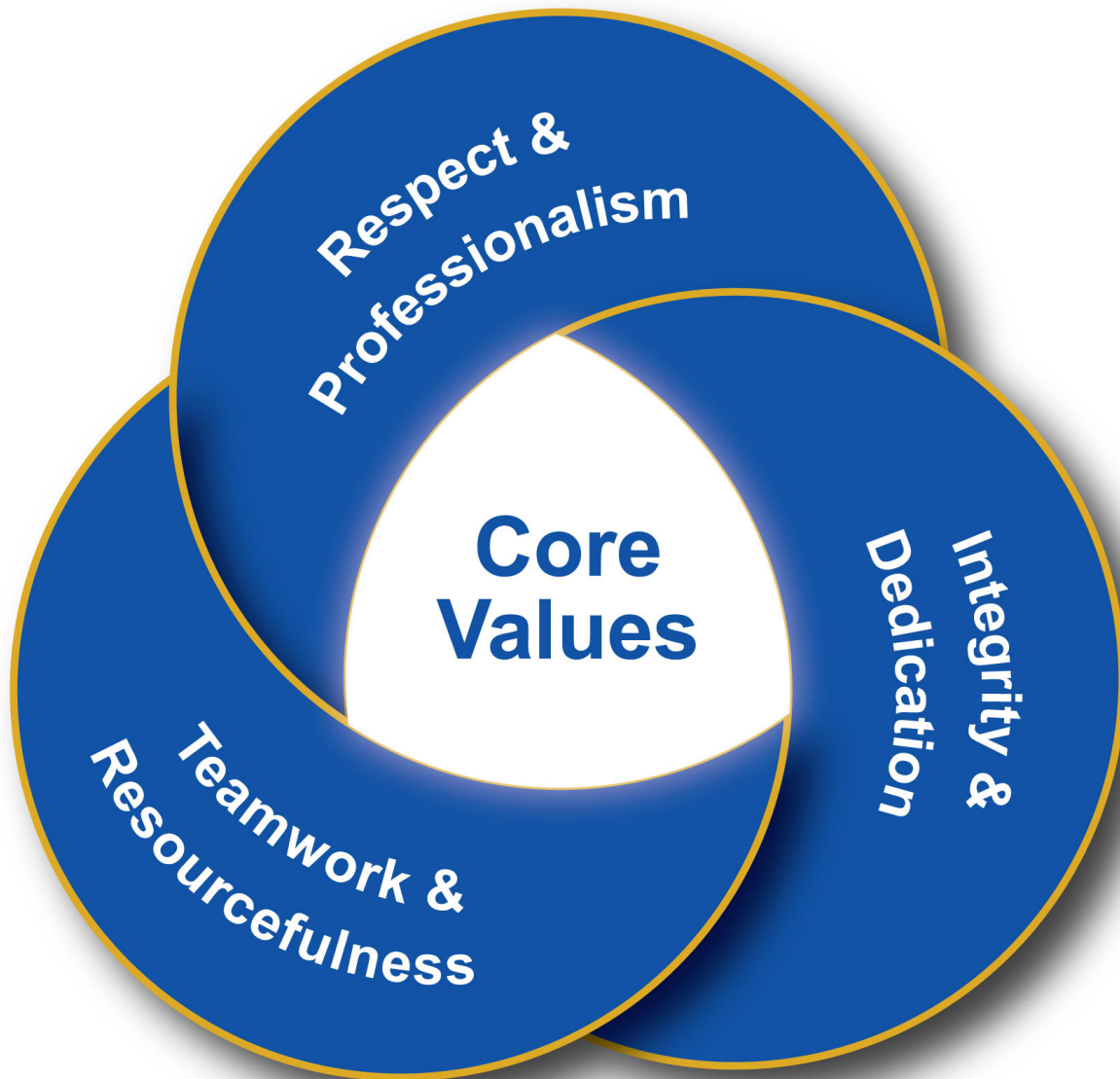
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NEPA's Mission

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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