

January 6, 2021



Board of Director Report

NEPA's Board of Directors 2020-2021

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-Board Chairperson) | 570-657-8205 | jsebelin@ptd.net |

LACKAWANNA COUNTY

| | | |
|--|--------------|------------------------------------|
| Ida Castro | 570-504-9647 | icastro@som.geisinger.edu |
| Philip Condron (Executive Committee-Past 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 (Executive Committee-Assistant Secretary) | 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 |
| 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 |
| Mary Frances Postupack (Executive Committee-Assistant Treasurer) | 570-422-7920 | mpostupack@esu.edu |
| Marynell Strunk | 570-476-3629 | marynell.strunk@lvhn.org |

PIKE COUNTY

| | | |
|---|--------------|----------------------------|
| Cynthia DeFebo | 570-296-2909 | cdefebo@pikepa.org |
| William Kerstetter (Executive Committee-Secretary) | 570-832-1578 | cobk@ptd.net |
| Juliette Mckerrell | 570-832-4260 | jmkcerrell@thedimebank.com |
| Matthew Osterberg (County Commissioner) | 570-296-7613 | mosterberg@pikepa.org |
| Peter Wulfhorst | 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-Treasurer) | | |
| Michael McCord | 570-773-3075 | mmccord@pahouse.net |
| Bud Quandel | 570-544-4775 | bquandel@quandel.com |

WAYNE COUNTY

| | | |
|--|--------------|----------------------------|
| Joseph Adams (County Commissioner) | 570-253-5970 | jwadams@waynecountypa.gov |
| Mark Graziadio (Executive Committee-1st Vice-Board Chairperson) | 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 |
| Anthony Carlucci | 570-831-2149 | acarlucci@mohegansunpocono.com |
| Matthew Connell | 570-369-1938 | mconnell@northampton.edu |
| 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

| | | |
|---|--------------|-------------------------------|
| Michelle Bisbing (PNE Board Chair) | 570-839-1992 | mbisbing@pmedc.com |
| (John Augustine - Alternate) | 570-883-0504 | jaugustine@pennsnortheast.com |
| Jeffrey Box | 570-655-5581 | jbox@nepa-alliance.org |
| Maria Montoro Edwards (NCAC Board Chair) | 570-826-1777 | mmedwards@mfhs.org |

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
JANUARY 6, 2021**



AGENDA

- I. **Call to Order** – *Joe Sebelin, Board Chairperson*

- II. **Pledge of Allegiance** - *Joe Sebelin, Board Chairperson*

- III. **Board Discussion & Action Items**
 - * November 4, 2020 Meeting Minutes - *Joe Sebelin, Board Chairperson* 1-5

 - * Treasurer’s Report - *Wendi Holena, VP & CFO* 6-7

 - * Approval of an MOU between BRTF, NEPA & NCAC - *Jeff Box, Kurt Bauman & Wendi Holena* 8-9

 - * Affiliate/Committee/Division Reports 10-21
 - 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** – *Jeff Box*

- V. **Presentations**
 - **Casandra Coleman, Executive Director, America250Pa*

 - **Steve D’Ettorre, Deputy Secretary for Technology and Innovation at PA DCED and Neil Fowler, Executive Director, PA DCED Office of Technology & Innovation Ctr. for Strategic Partnerships*

- VI. **Open Discussion** - *Joe Sebelin, Board Chairperson*

**Board of Directors Report
Minutes of
Wednesday, November 4, 2020
Conference Call/Zoom Meeting**

OFFICERS

Joseph Sebelin, Board Chairperson
Mark Graziadio, 1st Vice-Board Chairperson
Stephen Barrouk, 2nd Vice-Board Chairperson
Mary Frances Postupack, Assistant Treasurer
Alex Stark, Assistant Secretary
Philip Condrón, Past Board Chairperson

CARBON

Kathy Henderson
Marlyn Kissner
Comm. Wayne Nothstein

LACKAWANNA

Thomas Donohue
Jack McNulty
Brenda Sacco

LUZERNE

Mary Malone
Michelle Mikitish
Kevin O'Donnell

MONROE

Charles Leonard
Marynell Strunk

PIKE

Cynthia DeFebo
Juliette McKerrell
Pete Wulforth

SCHUYLKILL

Robert Carl
Micah Gursky

WAYNE

David Hoff
Craig Rickard
Mary Beth Wood

AT-LARGE

Carl Beardsley
Anthony Carlucci
Matt Connell
Ricky Durst
Vincent Galko
Alana Roberts

EX-OFFICIO

Maria Montero Edwards
Jeffrey Box

STAFF

Alan Baranski
Kurt Bauman
Wendi Holena
Donna Hritz
Michael Skowronski
Steve Ursich

**Board of Directors Report
Minutes of
Wednesday, November 4, 2020
Conference Call/Zoom Meeting**

**BOARD OF DIRECTORS MEETING MINUTES
NOVEMBER 4, 2020**

The NEPA Alliance held a Board of Directors Meeting on Wednesday, November 4, 2020, via Conference Call/Zoom Meeting. Board Chairperson Joe Sebelin called the meeting to order at 1:00pm.

Board Chairperson Joe Sebelin welcome everyone and noted that today's meeting is being recorded.

Board Chairperson Joe Sebelin asked the Board of Directors to join him in reciting the Pledge of Allegiance.

Jeff introduced new Board Member Juliette McKerrell to the Board representing Pike County. Juliette noted that she is a Commercial Loan Officer at the Dime Bank in Milford. She stated that she was born and raised in Sullivan County, New York and resides there with her two teenage children and has been in banking for approximately twenty years.

ACTION ITEMS

Minutes - A motion was made by Mark Graziadio and seconded by Cynthia DeFebo to accept the minutes from the Board of Directors Meeting of September 2, 2020. **Motion carried**

Treasurers Report – Wendi noted that on the Statement of Activities as of September 30, 2020, NEPA has total revenues and total expenses of approximately \$734,000 and a small increase in net assets of \$350. She further reported that the Fiscal Year 2020 Audit has been finalized showing a small increase in net assets of \$965. Wendi stated that the Audit will be presented to the Budget & Finance Committee and Board of Directors at the January meeting. She noted that on the Statement of Financial Position, NEPA's September 30th Cash Balance was \$670,000 and the October 31st Cash Balance was approximately \$900,000.

A motion was made by Cindy DeFebo and seconded Comm. Wayne Nothstein by to accept the Treasurer Report as presented. **Motion carried**

Resolution 2020-11 Revising NEPA's Check Signing Policy – Jeff reported that the resolution brings NEPA into the 21st century to modernize the policy to be more simplified. He stated that new policy will allow for the Board Chairperson, 1st Vice Board Chairperson and Senior Management to sign checks. Jeff noted that the auditors are in agreement with the proposed new policy.

A motion was made by Mary Malone and seconded by Chuck Leonard to approve the revising check signing policy as presented. **Motion carried**

Resolution 2020-12 NEPA's Ball Manufacturing RACP application – Jeff stated that the resolution was previously approved and passed by the Board several months ago, however, due to the revised dollar amount the application needs to be updated. Kurt stated that the application requested \$4 million, but the Governor's Office approved a \$2 million grant for Ball Manufacturing.

A motion was made by Michelle Mikitish and seconded by Jack McNulty to approve the revised Ball Manufacturing RACP application as presented. **Motion carried**

**Board of Directors Report
Minutes of
Wednesday, November 4, 2020
Conference Call/Zoom Meeting**

Jeff introduced new Board Member Maria Montoro Edwards representing the Non Profit Community Assistance Center (NCAC). He noted that she has replaced Charles Barber as the NCAC Board Chairperson. Maria noted that she is delighted to participate on the NEPA Board and looks forward to working with everyone.

Committee/Affiliate Reports

Appalachian Regional Commission (ARC) Project Update – Kurt reported that NEPIRC and NEPA Alliance both received ARC funding approved over the summer. He also noted that WEDCO received funding for a \$1.5 million ARC POWER application. Kurt stated that he is working on a full application for the City of Scranton Office of Community & Economic Development for a strategic plan. He noted that the application is being reviewed by the PA DCED. Kurt also reported that there is a full application for Orwigsburg Borough for an access road project that will be sent to DCED next week. Kurt stated that he and Athena participated in a statewide call with the other LDD's and presented eight ARC Area Development projects to DCED. He noted that he believes seven of the applications will be asked to submit full applications sometime before the end of the year. Jeff stated that not all of the ARC access road funding has been allocated. Kurt noted that if anyone has any projects to please give him a call.

Business Development Services - Steve Ursich reported that NEPA submitted a proposal to the City of Scranton to assist with underwriting their loan programs. He stated that NEPA received notification that we have been awarded the project. Steve noted that NEPA is reviewing a draft MOU from the City of Scranton.

Steve noted that he and Kurt participated in a call with the United States Treasury regarding the CDFI application, which initially was declined in February. He further noted that he anticipates once the NMTC application is submitted NEPA will be resubmitting the CDFI application.

Steve reported that NEPA received the EDA COVID RLF loan funds with a large majority of the money already on the street.

Steve reported that International Business Development program participated in the Bring the World to PA virtually in September, which allows businesses to interact with trade representatives from around the world. He noted that NEPA is waiting to hear from the Commonwealth regarding the number of participants.

Steve reported that the PTAC program staff are participating in the virtual Association Procurement Technical Assistance Center (APTAC) conference.

He reported that since the last meeting the 504 program had ten loans approved and there are eighteen loans outstanding for an approximate total of \$23.3 million dollars.

Steve further reported that the PIDA programs had two loans approved and there are eighty-eight outstanding loans for an approximate total of \$10.2 million dollars.

Steve noted that NEPA's Internal Loan Funds had five loans approved, two loans closed and there are ninety-nine outstanding loans for an approximate total of \$5.4 million dollars.

Board of Directors Report
Minutes of
Wednesday, November 4, 2020
Conference Call/Zoom Meeting

Steve reported that the NEPA EDA COVID-19 Working Capital Loan Program had twenty-one applicants for a total of \$994,500.

Communications & Membership – Alex reported that the numbers are still being calculated for 2019-2020 membership. He stated that second invoices have been sent out. Alex noted that due to the pandemic renewals have been slow.

Donna reported that NEPA's Annual Report has been finalized. She noted that NEPA reduced the number of pages as well as the total number of hard copies and will be sending out the report electronically to our partners, clients and members within the next few days. She further reported NEPA continues to meet its program goals and metrics set by our funding partners. Donna stated that due to COVID NEPA was limited with the number of photos from media events. She noted that a copy of the report will be available on the NEPA website and if anyone wishes to receive a paper copy, please let her know.

Community & Economic Development Services - Kurt thanked Charles Barber and Joe Weiscarger for their years of service to the NCAC Board of Directors. He also welcomed Maria Montero-Edwards to the NCAC Board. Kurt noted that NEPA held a Grantmakers Forum last week with thirty-nine nonprofits participating from around the region. He reported that NEPA was awarded a \$44,000 grant in February from the Pennsylvania Military Enhancement Commission which was rescinded in March due to the pandemic. However, in August NEPA was notified that the grant was reallocated to assist the Tobyhanna Army Depot with new opportunities to grow and expand their workloads. Kurt reported that NEPA, in conjunction with the six Local Development Districts (LDD's) have applied for an ARC POWER Grant that was awarded for Broadband activities. He further reported that NEPA is getting ready to prepare its second application to the U.S. Department of Treasury for the New Markets Tax Credit program on November 16th.

Transportation Services – Alan reported that the NEPA MPO TIP, along with all the other TIPs from across the state were approved by the State Transportation Commission as the State Transportation Improvement Program (STIP) in August and were submitted to the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) for approval. He also reported that the FHWA and FTA approved the STIP on September 28th and issued a Joint Approval and Planning Funding Letter. Alan noted that the Planning Finding Letter did not include any corrective actions, only minor recommendations and some commendations. He reported that the 2021-2024 TIP went into effect on October 1, 2020 with a total of \$610 million in project funding. Alan stated that the functional classification review is wrapping up. He noted that Carbon, Monroe and Pike counties are complete, and Schuylkill County is nearing completion.

President & CEO Report - Jeff briefly highlighted on NEPA's Annual Report year end numbers, which included \$1.8 million in ARC grants; the Business Finance Center closed eighty-eight loans for \$9.5 million, which leveraged \$14.2 million; the International Business Development program reported international sales of approximately \$43 million and the PTAC program reported \$295 million in government sales in the NEPA region. He further reported that NEPA continues to manage the PREP, ENGAGE, NCAC and the Defense Transition Partnership programs. He noted that staff also has been working on the Angel Fund and the New Markets Tax Credit (NMTC) programs. Jeff thanked the staff for doing a wonderful job during these trying times.

**Board of Directors Report
Minutes of
Wednesday, November 4, 2020
Conference Call/Zoom Meeting**

Presentation –Kurt Bauman & Steve Ursich provided a power point presentation regarding NEPA’s Angel Fund ARC POWER Broadband programs. Kurt highlighted on the Angel Fund Overview, Entrepreneurial Ecosystem. StartUP NEPA, StartUP NEPA Strategic Partners, Roles & Responsibilities, Investor Profile and Investor Prospects. A copy of the power point is available upon request.

Michele Mikitish thanked the NEPA Team for their information sharing to businesses during the early stages of the pandemic.

There being no further business Board Chairman Joe Sebelin adjourned the meeting at 2:00pm.

Respectfully submitted:
Donna Hritz
Communications & Operations Manager
November 23, 2020

Statement of Activities

November 30, 2020

| | Prior YTD | Current YTD | Budget | Percentage of Budget |
|--|------------------|------------------|------------------|----------------------------|
| Revenues: | | | | |
| Grants/Projects | \$ 1,078,752 | \$ 1,290,305 | \$ 3,177,212 | 41% |
| Membership Fees | 94,580 | 93,750 | 225,000 | 42% |
| Rental Income | 11,589 | 12,051 | 28,921 | 42% |
| RLF Admin. Fees | 11,150 | 3,655 | 15,000 | 24% |
| Match from Other Sources | 55,125 | 1,190 | 6,000 | 20% |
| Other Receipts | 10,112 | 6,289 | 14,300 | 44% |
| Contributed Services | 12,901 | - | 29,000 | 0% |
| Total Revenues | 1,274,209 | 1,407,240 | 3,495,433 | 40% |
| Expenses: | | | | |
| Personnel | 657,169 | 665,258 | 1,690,639 | 39% |
| Benefits | 247,532 | 268,989 | 710,068 | 38% |
| Contractual | 138,356 | 308,762 | 447,071 | 69% |
| Professional Fees | 5,703 | 23,652 | 29,000 | 82% |
| Travel and Per Diem | 20,672 | 490 | 32,681 | 1% |
| Meetings and Seminars | 46,327 | 4,220 | 51,145 | 8% |
| Postage | 3,495 | 465 | 4,950 | 9% |
| Supplies | 20,275 | 12,794 | 81,537 | 16% |
| Publications and Memberships | 13,988 | 18,178 | 57,586 | 32% |
| Printing | 3,541 | 2,463 | 4,300 | 57% |
| Advertising | 4,662 | 4,907 | 17,000 | 29% |
| Occupancy | 18,401 | 13,246 | 67,200 | 20% |
| Equipment Rental & Maintenance | 7,371 | 2,438 | 14,464 | 17% |
| Depreciation | 29,780 | 27,432 | 66,903 | 41% |
| Telephone/Internet | 8,489 | 8,718 | 23,420 | 37% |
| Insurance | - | - | 32,236 | 0% |
| Interest | 18,631 | 17,992 | 41,027 | 44% |
| Other Costs | 16,213 | 25,893 | 92,172 | 28% |
| Contributed Services | 12,901 | - | 29,000 | 0% |
| Total Expenses | 1,273,506 | 1,405,897 | 3,492,399 | 40% |
| | | - | | |
| Increase (Decrease) in Net Assets | \$ 703 | \$ 1,343 | \$ 3,034 | |

| Net Assets | |
|---------------------|---------------------|
| Beginning Balance | \$ 1,389,535 |
| Increase (Decrease) | 1,343 |
| Current Balance | <u>\$ 1,390,878</u> |

Statement of Financial Position

November 30, 2020

| Assets | Prior Year | Current Year | Liabilities | Prior Year | Current Year |
|------------------------------|-----------------------|-------------------------|---|-----------------------|-------------------------|
| Unrestricted Cash Invested | \$ 535,053 | \$ 692,812 | Accounts Payable | \$ 66,304 | 145,184 |
| Restricted Funds Invested | 53,160 | 211,653 | Deferred Project Funds | 53,160 | 211,653 |
| Membership Fees Receivable | - | - | Employee Benefits Payable | 137,940 | 161,999 |
| Advances/Deposits/Prepays | 30,625 | 36,285 | Payroll Withholdings | 3,483 | 3,960 |
| Accounts Receivable-Projects | 849,493 | 913,517 | Deferred Membership Fees | 79,629 | 75,705 |
| Loan Receivable - NEPABFC | 81,321 | - | Capital Lease Payable | 607,418 | 586,054 |
| Depreciable Assets (Net) | 787,556 | 721,166 | Total Liabilities | 947,934 | 1,184,555 |
| | | | Net Assets * | 1,389,274 | 1,390,878 |
| Total Assets | \$ 2,337,208 | \$ 2,575,433 | Total Liabilities & Net Assets | \$ 2,337,208 | \$ 2,575,433 |

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



**Memorandum of Understanding
Between
The Northeastern Pennsylvania Alliance
&
The Northeastern Pennsylvania Nonprofit & Community Assistance Center
&
The Blue Ribbon Task Force Committee**

This Memorandum of Understanding (MOU) seeks to clarify roles and responsibilities related to fundraising efforts on behalf of the Blue Ribbon Task Force.

About the BRTF: The Blue Ribbon Task Force (BRTF) is a partnership of business, community, and government leaders whose mission is to provide community-based support for Tobyhanna Army Depot, the largest industrial employer in the region. In response to the 1993 Base Realignment and Closure (BRAC) process, the BRTF was organized in 1992 by the Northeastern Pennsylvania Alliance (NEPA) to provide regional community support for the preservation and protection of the Depot. The BRTF, with NEPA as its leadership coordinator and convener, works to tell the story of the Depot and its invaluable contribution to the nation's defense and the Northeastern Pennsylvania region.

Roles & Responsibilities:

Northeastern Pennsylvania Alliance

1. NEPA will complete routine financial statements of all funds raised for the BRTF.
2. NEPA will assure that all funds raised from the BRTF will be kept in its own account.
3. NEPA will assure compliance with all applicable federal, state and local laws.

Northeastern Pennsylvania Nonprofit & Community Assistance Center

1. NCAC will serve as the Fiscal Sponsor to administer the BRTF fund.
2. NCAC will make disbursements that have been approved by the NEPA Board of Directors and recommended by the BRTF.
3. NCAC will invest funds based on BRTF Investment Plan.
4. NCAC will assure compliance with all applicable federal, state and local laws and assure this fund is included in its annual audit.

Blue Ribbon Task Force

1. BRTF will review and monitor financials.
2. BRTF will support continued fundraising efforts
3. BRTF will make recommendations for the use of funds in alignment with our Strategic Action Plan and with challenges and opportunities that are presented.

| | | |
|------|--|---|
| Date | | Joseph Sebelin Chairperson NEPA Board of Directors |
| | | |
| Date | | Maria Montoro Edwards Chairperson NCAC Board of Directors |
| | | |
| Date | | Kevin Toolan Co-Chairperson Blue Ribbon Task Force |
| | | |
| Date | | Jeffrey K. Box Co-Chairperson Blue Ribbon Task Force |

Board of Directors Report January 6, 2021



Greetings NEPA Board Members and Happy New Year!

Remote Working – The NEPA Staff has continued to work diligently from home. We continue to go to the office as needed, but for the most part we are working virtually. All program requirements are being met and the NEPA Team continues to work with our clients and stakeholders daily.

COVID-19 & Working Remotely - The NEPA Staff will continue to work remotely through the end of January. I believe we need to stay safe until the new vaccines are distributed and the Commonwealth reopens fully.

Business Finance – We continue to see strong demand for our business loans. We received approximately \$2 million in our EDA Cares Act RLF recapitalization. The NEPA Finance Team has put most all of these dollars on the street in just a few months. Our other programs are also seeing high demand. Our SBA504 program has reached a portfolio of over \$17 million dollars. Steve and his team have done a great job with this program.

ARC Project Invitations – We have received invitation from the DCED Office of Appalachian Development for all of the ARC projects we received and ranked during the summer. One project has already dropped out, but the others will progress. Kurt and Athena will work with the applicants to craft the full applications. Thanks to Jack McNulty and the members of the Regional Project Review Committee for their work on our ARC project priorities.

Transportation – Everyone is aware that there are significant shortfalls in funding for PennDot road and bridge projects due to the pandemic. Alan and his team successfully managed a revised TIP process and Long Range Transportation Plan over the last several months. The impacts of the funding shortfall have not yet been determined, but there will undoubtedly be project delays.

Angel Fund & New Market Tax Credit – We continue to work on the start-up of these programs. We continue to develop support and investment in the Angel Fund. The team will be submitting our 3rd application for a NMTC allocation. As we try to achieve our own allocation, we continue to work with our consultant to bring NMTC dollars to our region.

Blue Ribbon Task Force (BRTF) – We continue to apply for state funds to assist the BRTF Management Group in protecting Tobyhanna Army Depot. Our fundraising consultants have been stalled in their efforts to raise funds for the BRTF due to the pandemic. We hope to make progress in 2021.

This is a quick update on a few key programs. The Board Packet has all the details!

Happy Holidays to all!

Respectfully,
Jeff

Board of Directors Report

January 6, 2021



Procurement Technical Assistance Center

Counseling Activity (10-01-2020 to 11-30-2020)

| | |
|--|------------|
| New Active Clients for the Period | 19 |
| Active Clients for the Period | 185 |
| Initial Introductory Counseling Sessions for the Period | 2 |
| Follow-up Counseling Sessions for the Period | 708 |

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.

Contract Awards Activity (10-01-2020 to 11-30-2020)

| Award Type | Number of Awards | Number of Clients | Total Value |
|--------------------------------|-------------------------|--------------------------|--------------------|
| Federal Prime | 67 | 9 | \$5,921,686 |
| State & Local Prime | 0 | 0 | \$0 |
| Sub-Contractor | 0 | 0 | \$0 |

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

International Business Development Program

The International Business Development staff recorded twenty-five (25) export actions and generated nine (9) International Projects to Pennsylvania's Authorized Trade Representatives during the second quarter. Staff also processed two Global Access Program (GAP) applications during the quarter. GAP is an export promotion grant administered by the Pennsylvania Office of International Business Development under a State Trade Expansion Program (STEP) award from the U.S. Small Business Administration.

The International Business Development Program partnered with the Northeastern Pennsylvania PTAC to host an Export Controls webinar on November 18, 2020. Twenty-five (25) individuals participated in the webinar.

Board of Directors Report

January 6, 2021



PA Office of International Business Development Performance Measurements

| Performance Measurement | Goal | YTD Totals |
|-------------------------------------|-----------------|----------------|
| Active Clients | 50 | 29 |
| Export Actions | 105 | 39 |
| Exporting Companies | 13 | 3 |
| Export Sales | \$22,609,296.90 | \$2,940,242.25 |
| Projects | 101 | 20 |
| ATR Attributed Sales | \$9,269,811.73 | \$24,09.09 |
| New Clients | 7 | 6 |
| Total (weighted and capped measure) | | 27.79% |

Business Finance Center

The Business Finance Center has been able to close twenty-one (21) loans totaling \$1,034,500. The Business Finance Center continues to build a strong loan pipe-line with over \$25 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
- Medical Offices
- Manufacturing

Through these loan closings, the businesses are expected to retain 169 positions across the 7 counties of Northeast Pennsylvania through working capital relief. NEPA Alliance BFC received approximately \$2 million in EDA relief funds. All the funds were spoken for within 60 days of receiving the award, with a maximum disbursement of \$50k per applicant. Additionally, NEPA BFC coordinated a deal with the Scranton OECD to underwrite loans for this office and will receive an underwriting fee per application.

| SBA 504 | | |
|---------------------------|-----------|-------------------------|
| | Number | Balance |
| Approved Loans | 11 | \$ 6,641,000.00 |
| Closed Since Last Meeting | 0 | \$ 0.00 |
| Outstanding Loans | 18 | \$ 17,145,599.19 |
| Total | 29 | \$ 23,786,599.19 |
| PIDA | | |
| | Number | Balance |
| Approved Loans | 3 | \$ 1,825,000.00 |
| Closed Since Last Meeting | 0 | \$ 0.00 |
| Outstanding Loans* | 91 | \$ 9,038,861.00 |
| Total | 76 | \$ 10,863,861.00 |

Board of Directors Report January 6, 2021



| Internal Funds | | |
|---|-----------|------------------------|
| | Number | Balance |
| Approved Loans | 5 | \$ 400,000.00 |
| Closed Since Last Meeting | 0 | \$ 0.00 |
| Outstanding Loans | 87 | \$ 5,085,942.00 |
| Total | 92 | \$ 5,485,942.00 |
| EDA COVID-19 Working Capital Relief Loan Program | | |
| | Number | Balance |
| Loans Closed | 21 | \$ 1,034,500 |

*Includes PIDA CWCA Loans

LDD CUSTOMER SATISFACTION SURVEY FORMS

As of 12/14/2020, sixteen (16) out of thirty (30) LDD Customer Satisfaction Survey forms were completed by NEPA clients who received assistance through NEPA's Business Financing, Procurement Technical Assistance Center and International Business programs for assistance received during the 1st quarter of 2020-2021 which represented an 33% response rate. Thirteen (13) clients indicated they were very satisfied/satisfied with the assistance they received through NEPA. **This gives an overall satisfaction rate of 100% from surveys received for the 1st quarter of 2020-2021 through 12/14/2020.**

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 | 8 | 2 |
| Procurement | 7 | 8 | 2 |
| International | 7 | 8 | 2 |

Comments:

"I would like to commend the work of my contact, Debbie Langan, for always helping and answering all my questions. She is extremely knowledgeable and helpful. A true asset to your organization, A+!" – Charles Beseler Company (Export Client)

"Dave Nat went above and beyond in March to help with PIDA Loan at beginning of crisis with help from Donovan Klem" – Constantino's Catering & Events, Inc. (Finance Client)

"Very satisfied with NEPA provided services" - Kitty Hawk Technologies (PTAC Client)

"Always there when needed" - Ralmark Company (PTAC Client)

"Excellent response and service-thank you for your support" – Valley Supermarket Inc (Finance Client)

"Ken Doolittle was phenomenal and went out of his way to be accommodating and assist with a very tricky seller. He was thorough, organized, professional and respectful. If he is any indication of the talent

Board of Directors Report January 6, 2021



that NEPA has, I would do business with you again at any time. I have referred many people as well. NEPA truly helped me to reach my American Dream. Without your programs, I would have never been able to start my successful business. Thank you, a million times!" Dare 2 Dream Daycare & Learning Center (Finance Client)

"We love our NEPA PTAC Team. Entire team is very helpful, knowledgeable and informative of new opportunities and local business events. We are very happy about the services provided by PTAC which are crucial to the emerging small businesses" – Adil Analytics Inc (PTAC Client)

Board of Directors Report

January 6, 2021



COMMUNITY & ECONOMIC DEVELOPMENT SERVICES DIVISION

EDA

NEPA is assisting SEDCO and City of Hazleton with EDA grant full applications. Pike County is awaiting design approval prior to applying for constructive funds for the Blooming Grove Sewer Expansion project. We are also leading a potential LDD application.

NEPA has also applied for its annual \$70,000 planning grant from EDA.

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 following projects have been invited to submit full applications:

| Organization | Project | CO | ARC Grant Request Amount | Funding Leveraged |
|---------------------------------|---|----|--------------------------|-------------------|
| City of Scranton | OECD Strategic Plan | LA | \$25,000 | \$25,000 |
| Orwigsburg Borough | Orwigsburg Industrial Park – (Industrial Drive and Long Avenue) | SC | \$891,441.22 | \$167,240 |
| Johnson College | Mobile Training Laboratory | LA | \$75,000 | \$75,000 |
| East Stroudsburg University | Entrepreneurial Launchpad: Developing a Regional Ecosystem of Student Entrepreneurs | MO | \$70,000 | \$70,000 |
| Northampton Community College | Expanding the Regional Sustainable Energy Workforce | MO | \$87,700 | \$87,700 |
| Lehigh Carbon Community College | Schuylkill County Nursing Program Expansion | SC | \$75,000 | \$75,000 |
| Schuylkill County | Feasibility Study for Schuylkill County Water Service Extension | SC | \$35,000 | \$100,000 |
| City of Carbondale | Torch Property Revitalization Project Study | LA | \$25,000 | \$25,000 |
| Earth Conservancy | Solar Feasibility Study for Earth Conservancy Lands | LU | \$21,000 | \$21,000 |

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

Board of Directors Report January 6, 2021



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 for FY 19-20. Funding in the amount of \$75,000 has been approved for FY 20-21 and NEPA has applied for an additional \$105,900 in funding.

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. Currently, there are 19 businesses receiving assistance from the program. NEPA is also coordinating a similar program to businesses in Lackawanna County. This program was made available by CARES Act funding that was provided by the Lackawanna County Department of Planning & Economic Development.

On November 17th, NEPA, in partnership with the Greater Scranton Chamber of Commerce, presented a \$16,250 check that was the sum of 4 grants to NEPA Moves and COLTS for the continuation of bus service to the Jessup Industrial Park. Funding was provided by the PA Department of Community & Economic Development’s ENGAGE! Program, which is the Commonwealth’s Business Retention & Expansion Program.

NEPA Community Impact Fund

NEPA’s new affiliate organization, the NEPA Community Impact Fund, was formally certified a Community Development Entity (CDE) and is actively seeking an allocation of New Markets Tax Credits from the U.S. Department of the Treasury. NEPA submitted a request for \$52M in NMTC in November 2020. NEPA is soliciting projects from the Commonwealth of PA with capital costs ranging from \$5M-\$50M that are in need of NMTC subsidies to make the project viable.

Pennsylvania Redevelopment Assistance Capital Program (RACP)

NEPA has partnered with CBO Financial, our NMTC consultant, to offer RACP grant writing assistance and Financial Request Package support.

| Client | Location | NMTC Request | RACP Request | Status |
|----------------------------|----------------------|--------------|--------------|--------------|
| Downtown Shenandoah, Inc. | Shenandoah, PA | \$12,000,000 | \$3,000,000 | Pending |
| Keystone Human Services | TBD, Luzerne County | NA | \$2,700,000 | Pending |
| Da Vinci Science Center | Allentown, PA | \$30,000,000 | NA | Pending |
| Hotel Fauchere – Milford* | Milford, PA | NA | \$2,000,000 | Pending |
| Hyatt Place - Wilkes-Barre | Wilkes-Barre, PA | \$7,000,000 | NA | Pending |
| Little Leaf Farms, LLC* | McAdoo, PA | NA | \$3,000,000 | Pending |
| Ball Manufacturing* | Jenkins Township, PA | NA | \$4,000,000 | Awarded \$2M |

*NEPA is serving as the applicant.

NORTHEASTERN PENNSYLVANIA NONPROFIT & COMMUNITY ASSISTANCE CENTER

Board of Directors Report

January 6, 2021



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 held a Nonprofit CEO Forum to allow funders to gain insights on future needs of the sector. The session includes 25 nonprofit leaders who were chosen by several area grantmakers. The session helped highlight current and future challenges that nonprofit sector is facing.

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 \$2.9 billion in economic activity, an estimated 10,172 jobs, and an estimated \$727.3 million in labor income within an eleven (11) county region in Northeast Pennsylvania.

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

NEPA provided several economic impact modeling reports that were used in a New Markets Tax Credit application.

For the 2020 Monroe County Economic Scorecard, NEPA gathered Income and Wage, Employment, Housing, Healthcare and Education data for the nation, state, the 4-county Pocono Region and its counties of Carbon, Monroe, Pike and Wayne.

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

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 5.2 percent from November 2018 to October 2019 and 10.2 percent from November 2019 to October 2020. The average national unemployment rate from November 2018 to October 2019 was 3.7 percent and it increased to 7.5 percent

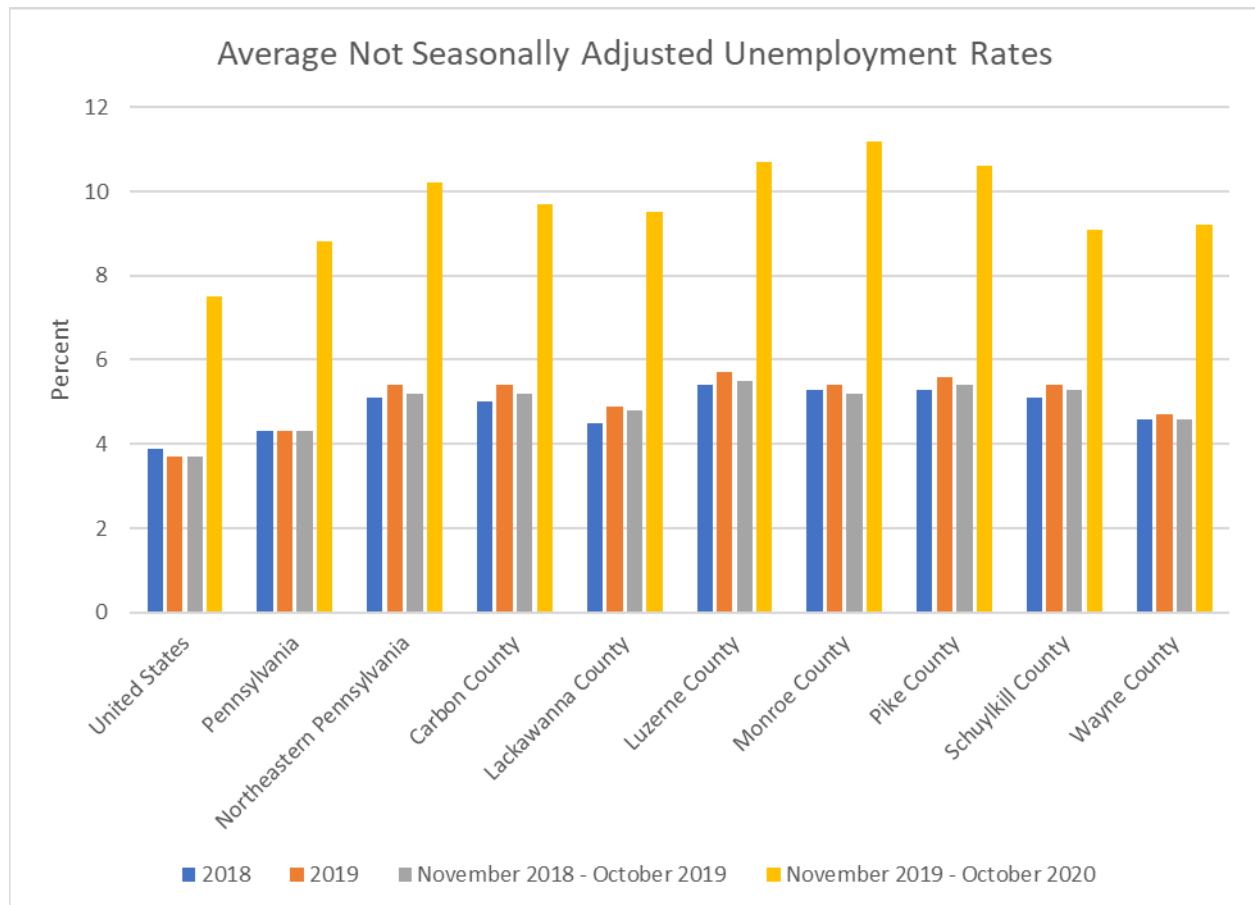
Board of Directors Report January 6, 2021



from November 2019 to October 2020. The average state unemployment rate from November 2018 to October 2019 was 4.3 percent and it increased to 8.8 percent from November 2019 to October 2020.

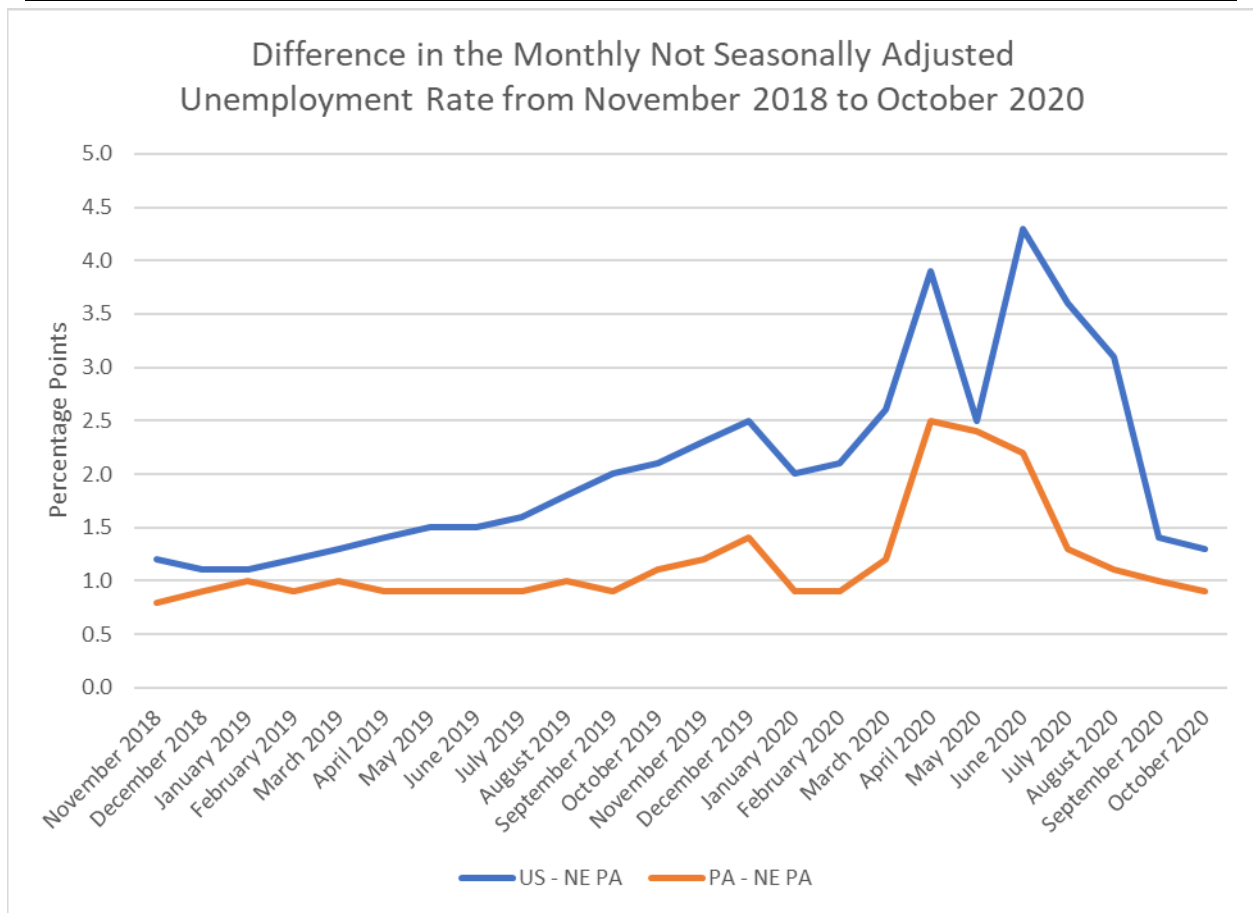
According to the second chart, the difference in the monthly not seasonally adjusted unemployment rates between the region and nation was 1.2 percentage points in November 2018 before decreasing to its minimum of 1.1 percentage points in December 2018 and January 2019. It then fluctuated to its maximum of 4.3 percentage points in June 2020 before decreasing to 1.3 percentage points in October 2020. During the 24-month period, the average not seasonally adjusted unemployment rate was 5.6 percent in the nation and 7.7 percent in the region.

In November 2018, the difference in the monthly not seasonally adjusted unemployment rates between the region and state was at its minimum of 0.8 percentage points before fluctuating to its maximum of 2.5 percentage points in April 2020 and then decreasing to 0.9 percentage points in October 2020. During the 24-month period, the average not seasonally adjusted unemployment rate in Pennsylvania was 6.5 percent.



Board of Directors Report

January 6, 2021



Board of Directors Report

January 6, 2021



TRANSPORTATION PLANNING SERVICES DIVISION

NEPA MPO Committee Structure

- The NEPA MPO Technical Committee has a seat for a representative from the NEPA Board of Directors which rotates between the four MPO counties. The NEPA Board of Directors need to appoint a representative from Monroe County for a two-year term.

State Transportation Funding Issues

- PennDOT is currently facing an imminent project funding shortfall. Reductions in road traffic due to the COVID-19 pandemic will cost the department \$500 million to \$600 million in gasoline tax revenue this year. Unfortunately, PennDOT's funding request to address this shortfall was not included in the budget to fund the state for the remainder of the fiscal year. Governor Wolf has agreed to shift money to continue funding projects in the short term until a long-term solution can be agreed to in the new year.
- PennDOT is currently requesting feedback on its Pathways Program, an extensive initiative to examine possible near- and long-term funding solutions – and how they could potentially work in Pennsylvania. PennDOT is accepting feedback on transportation funding options through December 17th. To learn more, visit www.penndot.gov/funding.
- PennDOT introduced a P3 initiative that will help accelerate the reconstruction and rehabilitation of major bridges in partnership with the private sector. Through this program, the Pennsylvania Department of Transportation will be able to accelerate critical work on major bridges across the state through the consideration of user fees.

Performance Measures

- Each year, MPOs must establish safety performance measure targets. Every two years, MPOs must establish performance measures targets for pavement and bridge conditions and Congestion Mitigation and Air Quality (CMAQ) performance measures. At the December 15th meeting, the NEPA MPO Technical Committee agreed to plan and program projects in support of PennDOT's targets for safety, pavement and bridge condition and CMAQ.

Functional Classification Review

- The functional classification review is wrapping up. Carbon, Monroe and Pike counties are complete and Schuylkill County is nearing completion. Staff is compiling the necessary spreadsheets and maps to submit the requested changes to Central Office in their desired format. Coordination with District 4-0 and 5-0 is ongoing and the full submission is expected in January.

Highway Performance Monitoring System (HPMS)

- NEPA is responsible for the collection of data for the Highway Performance Monitoring System (HPMS). The HPMS is a national level highway information system that includes data on the extent, condition, performance, use and operating characteristics of the nation's highways. MPOs are required to update and confirm data included in the HPMS on an annual basis. The collection involves field work at over 90 locations within the NEPA MPO region identified by PennDOT Central Office. Data collection efforts are complete and the data was submitted at the beginning of December.

Board of Directors Report

January 6, 2021



Schuylkill County Airport Business Park Feasibility Study

- Staff participated in the kickoff meeting for the feasibility study for the development of a business park at the Schuylkill County Airport on November 23rd. The study will determine the feasibility of a business park on the airport property and guide future development decisions. NEPA will participate in the development study and assist the airport with potential funding opportunities through ARC and EDA.

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 due to COVID-19 travel restrictions and its profound impact upon normal travel patterns. NEPA will work with PennDOT Central Office to extend the study funding through 2021.

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 several 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](#). NEPA GIS staff is developing a transportation HUB site which will be released in the new year.

PennDOT Planning Partners Meeting

- Due to COVID-19 meeting restrictions, the annual PennDOT Planning Partners meeting was held in virtual format over two half day sessions on November 4th and 24th. Sessions on transportation funding, performance measures, the statewide long range plan and freight issues were held.

Regional Meetings

Staff attended the following regional meetings-

- Pike County Road Task Force- November 19th
- Schuylkill County Chamber Transportation Committee- November 12th and December 10th
- NEPA Trails Forum- December 7th
- PennDOT Connects meetings were conducted in a virtual format on November 23rd for a SR 309 maintenance project in Tamaqua Borough and on October 29th for SR 61 maintenance project in North Manheim and West Brunswick Townships in Schuylkill County.
- Pennsylvania Turnpike Commission LRTP Outreach Meeting on December 2nd.
- Statewide Freight Forum Conference – November 5th.

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 continues to hold courses only in an online format. LTAP is also conducting informal hour-long virtual sessions once a month.

NEPA's Staff Directory

Executive Leadership

Jeffrey Box
President & CEO
570-891-4647 • jbox@nepa-alliance.org

Administrative Services

Wendi Holena
Vice President/CFO
570-891-4663 • wholena@nepa-alliance.org

Kevin Kwiatek
Accounting Manager
570-891-4654 • kkwiatek@nepa-alliance.org

Judy Doblix
Senior Accounting Manager
570-891-4661 • jdoblix@nepa-alliance.org

Business Development Services

Stephen Ursich
Vice President
570-891-4649 • sursich@nepa-alliance.org

David Nat
Business Finance Manager
570-891-4651 • dnat@nepa-alliance.org

Kenneth Doolittle
Business Finance Specialist
570-891-4659 • kdoolittle@nepa-alliance.org

Donovan Klem
Business Finance Specialist
570-891-4668 • dklem@nepa-alliance.org

Frank Migneco
Senior Government Procurement Manager
570-891-4655 • fmigneco@nepa-alliance.org

Paula Terpak
Business Development & Government
Procurement Specialist
570-891-4648 • pterpak@nepa-alliance.org

Kara Smith
Government Procurement Specialist
570-891-4672 • ksmith@nepa-alliance.org

Tyler Day
Government Procurement Specialist
570-891-4656 • tday@nepa-alliance.org

Deborah Langan
Senior International Business Manager
570-891-4645 • dlangan@nepa-alliance.org

Community & Economic Development Services

Kurt Bauman
Vice President
570-891-4665 • kbauman@nepa-alliance.org

Steven Zaricki
Research and Information Manager
570-891-4671 • szaricki@nepa-alliance.org

Athena Aardweg
Community Services Manager
570-891-4662 • aaardweg@nepa-alliance.org

Communications & Operations

Donna Hritz
Manager
570-891-4666 • dhritz@nepa-alliance.org

Michael Skowronski
Information Technology Manager
570-891-4650 • mskowronski@nepa-alliance.org

Transportation Planning Services

Alan Baranski
Vice President
570-891-4657 • abaranski@nepa-alliance.org

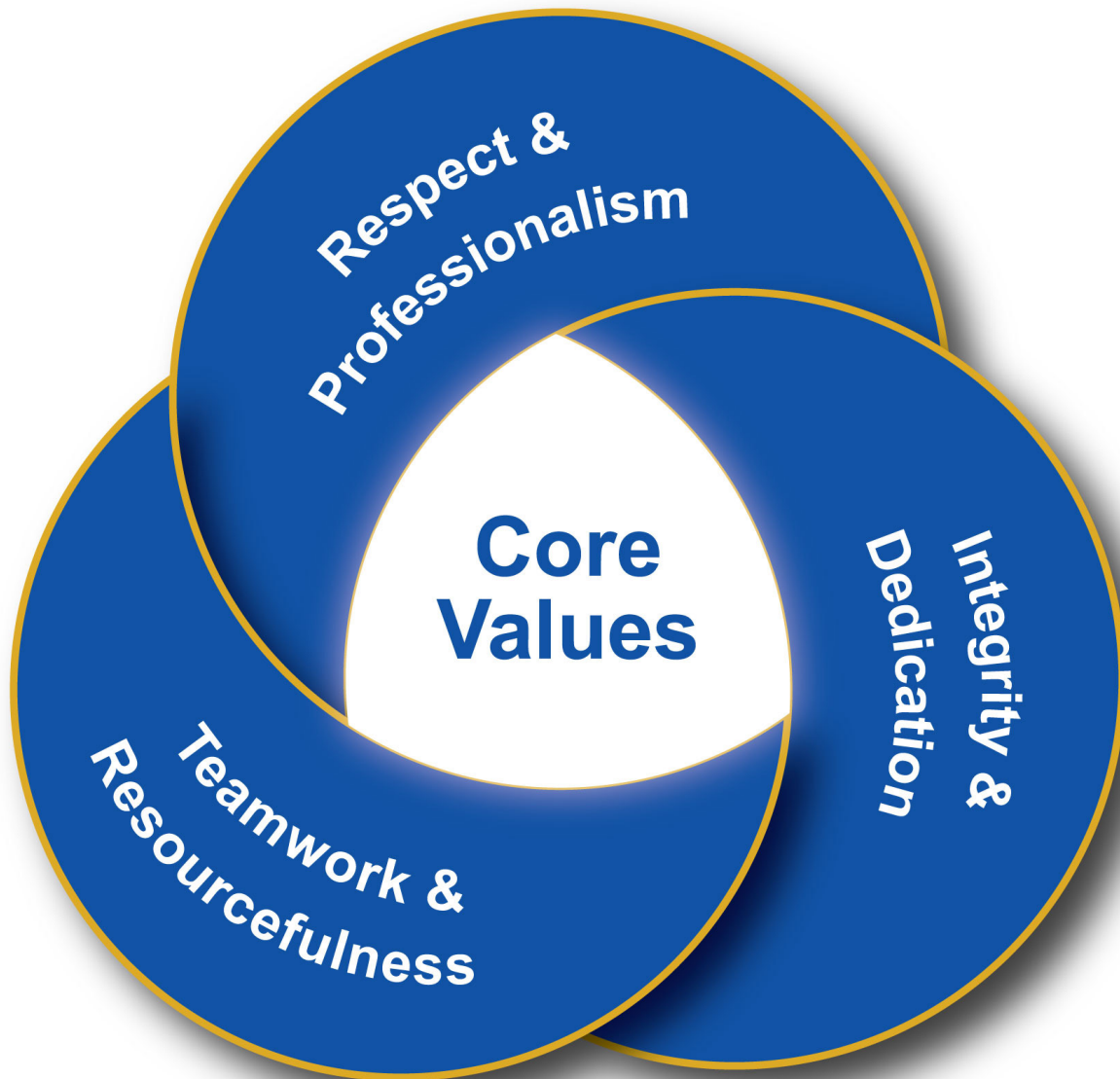
Kate McMahon
Transportation Services Manager
570-891-4670 • kmcmahon@nepa-alliance.org

Daniel Yelito
Transportation Services Manager
570-891-4652 • dyelito@nepa-alliance.org

Annette Ginocchetti
Transportation GIS Manager
570-891-4664 • aginocchetti@nepa-alliance.org

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.



1151 Oak Street • Pittston, Pennsylvania • 18640-3726

Phone: 570-655-5581 • 866-758-1929 • Fax: 570-654-5137 • Email: info@nepa-alliance.org

www.nepa-alliance.org